

Policies & Procedures

Policy Statement on Access to Providers of Technical Education and Apprenticeships

Date policy approved	Autumn 2017
Approving body	Local Governing Body
Next review date	Autumn 2018
Previous review date	

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training courses/opportunities. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Student entitlement

Students in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of our Careers programme, which provides information on the full range of education and training options available at each transition point.
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact: Andy Bemrose, Assistant Principal

Telephone: 01422 201028 Email: abemrose@lightcliffeacademy.co.uk

Opportunities for access

A number of events in the school's careers programme will offer providers an opportunity to come into school to speak to pupils and/or their parents:

	Autumn Term	Spring Term	Summer Term
Year 8		Careers Panel 6 th February 2018 Parents Evening 24 th April 2018 Options Evening 10 th May 2018	
Year 9		Parents Evening 12 th June 2018	
Year 10		Parents Evening 1 st May 2018	
Year 11		Parents Evening – 30 th January 2018 Apprenticeship Workshops 28 th March 2018	
Year 12			
Year 13	Apprenticeship workshop 19 th December 2017		
		Careers Fair 19 th January 2018	
Careers talks to small groups of students (Y11 – Y13) every Tuesday 10.40am to 11.15am by appointment.			

Premises and facilities

The school will make the main hall, classrooms or other rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the PHSE Co-ordinator or a linked member of staff.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school, for library and other display, or distribution by the school librarians and careers staff. The library is available to all students during the day, at lunch and break times and before and after school.

Safeguarding

The school policy on Safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.