

Kirkby College Provider Access Policy

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 offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Student entitlement

Students in years 7-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a 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 *Shaun Hayden, Assistant Head Teacher*, Telephone: 01623 455925; Email: *shayden@kirkbycollege.notts.sch.uk*

Opportunities for access

A number of events, integrated into the school 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 7	Parents Evening	National Career Week opportunities Career Day Safety Day	
Year 8		National Career Week opportunities	Enterprise Day Parents evening
Year 9		National Career Week opportunities Careers Day	

	Autumn Term	Spring Term	Summer Term
		Parents Evening Options Evening	
Year 10	Work Experience Launch	National Career Week opportunities Apprenticeship Assembly	Parents Evening Work Experience Week - Employer opportunities
Year 11	Parents evening Study Skills Evening Learning Provider Drop ins	National Career Week opportunities Life Skills Day Mock Interviews – employer opportunities Learning Provider Drop ins	
Year 12	Extended Work Experience	Extended Work Experience National Career Week opportunities Mock Interviews – employer opportunities	Extended Work Experience
Year 13	Extended Work Experience	Extended Work Experience National Career Week opportunities Mock Interviews – employer opportunities	Extended Work Experience

Please speak to our Careers Leader Shaun Hayden, to identify the most suitable opportunity for you.

The school policy on safeguarding <http://www.kirkbycollege.org.uk/wp-content/uploads/2018/05/safeguarding-policy-may-18.docx> sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers library, which is managed by the Work Related Learning Co-ordinator. The Careers Library is available to all students at lunch and break times and after school.

Approval and review

Approved _____(Date) by Governors at Curriculum and Standards Committee

Next review date:_____

Signed:_____ **Chair of Governors**

_____ **Head teacher**