

Brentwood Ursuline Convent High School Policy



Provider Access Policy Statement

Authorised by Resolution of the Governing Body of the Brentwood Ursuline Convent High School

Date: 13th July 2022

Signature: Chair of Governors

Effective date of the policy: 13th July 2022

Review date of policy: July 2024 or earlier as required

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1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:

- Opportunities for external education and training providers to liaise and co-operate with school
- Procedures in relation to requests for access
- Details of premises or facilities to be provided to a person who is given access

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our school complies with these requirements.

The approach of the school has been developed in line with the eight Gatsby benchmarks for ensuring best practice to meet the requirements of the Department for Education's statutory guidance 2018.

The Gatsby Benchmarks

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

These benchmarks are covered in more detail in the Careers and Higher Education section of the school's website.

3. Student entitlement

All students in years 8 to 13 at Brentwood Ursuline Convent High School are entitled to:

Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point

Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, e.g. through activities and events such as options events, assemblies and Curriculum Extension Days

Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact:

Mr James Barber, Head of Careers

Telephone: 01277 227156

Email: jbarber@buchs.co.uk

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Assemblies and tutor time- option subjects Curriculum Extension Day	Assemblies and tutor time- employability skills Curriculum Extension Day	Assemblies and tutor time- career pathways Curriculum Extension Day
YEAR 9	Assemblies and tutor time- employability skills Curriculum Extension Day	Assemblies and tutor time- career options Curriculum Extension Day	Assemblies and tutor time- career options Curriculum Extension Day
YEAR 10	Assemblies and tutor time- career options Curriculum Extension Day	Assemblies and tutor time- employability skills Curriculum Extension Day	Assemblies and tutor time- career options Curriculum Extension Day
YEAR 11	Y11 Parent Forum Curriculum Extension Day- post 16 choices and apprenticeships Sixth Form Open Evening	Curriculum Extension Day- Post-16 taster sessions Curriculum Extension Day- interview practice for employment	Support with applications to college, apprenticeships or training
YEAR 12	Y12 Parent Forum, including introduction to HE Curriculum Extension Day- post 18 choices and apprenticeships	Post-18 choices assemblies- including employment and apprenticeships Higher education (HE) fair	Small group sessions; future education, training and employment options
YEAR 13	Curriculum Extension Day- student finance and life in HE HE and higher apprenticeship applications	Curriculum Extension Day- employment and training options Assembly and small group opportunities - employability skills	

Please speak to Mr Barber (Head of Careers) and/or the Head of Year to identify the most suitable opportunity for you. The names and email addresses of Heads of Year are published on the school's website.

These events will run in line with any measures related to public health incidents, including COVID-19.

4.3 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy. All visitors to the school will be asked to familiarise themselves with our safeguarding information and the names of the safeguarding team prior to entry to the building. They will be issued with a visitor's badge and be accompanied by a member of the school staff at all times whilst visiting the school and students.

The welfare of our staff and students will always be our central concern informed by the Schools' Mission Statement and by legal requirements. Students are actively encouraged to raise personal and general concerns with members of staff. In School the Headteacher and Deputy Headteacher have very important roles in being available to all members of the community to offer advice.

Brentwood Ursuline Convent High School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share that commitment.

4.4 Premises and facilities

The school will make the Main Hall, the Merici Hall, the Sixth Form Study Areas, the Library and classrooms available for discussions between the provider and students, as appropriate to the activity.

The school will also make available IT equipment, such as projectors and/or other specialist equipment, to support provider presentations or sessions. This will all be discussed and agreed in advance of the visit with the Head of Careers or a Head of Year.

Providers are welcome to leave a copy of their prospectus and/or other relevant course literature at the Reception marked for the attention of Mr Barber, Head of Careers.

5. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Mr Barber, Head of Careers.

This policy will be reviewed by Mr David Giles, Assistant Headteacher, annually.

At every review, the policy will be approved by the governing board.