

The Whitstable School Provider Access Protocol

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 providers' 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 8-13 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 Mrs Luci Brown Assistant Head Teacher and Careers Lead.

Telephone: 01227 931300 Email: Luci.Brown1@swale.at

Alternatively Mr Mike Waters - Careers Coordinator

Telephone: 01227 931300 Email: Mike.Waters@swale.at

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. We will soon be offering an online appointment system so that both students and parents can request an appointment to discuss future careers with one of the team.

We also have a brand new Careers Hub that is open to the students. This will be developed for career related guidance, with guest speakers and career related software available for students. Providers are welcome to deliver presentations and use this space for pre-arranged workshops.

	Autumn Term September - December	Spring Term January - March	Summer Term April - July
Year 7	Careers Hub events	Tutor group activities	Assemblies and Careers Week

Year 8	Assembly and Tutor Group opportunities Careers Hub Events	Options evening Assemblies	Careers Week
Year 9	Assembly and Tutor Group opportunities Careers Hub Events	Options Evening	Careers week
Year 10	Assembly and Tutor Group opportunities	Careers Hub Events	Careers week
Year 11	Year 11 Recruitment Evening One to one meetings Values lessons (personal statement writing)	Year 11 taster day in Sixth form	Careers week
Year 12	Guest Speakers Careers Hub Tutor group Assemblies Careers Displays	Work with outside agencies University Trips/Taster Days Tutor group Year 12 Parents Evening	Careers week Tutor group Careers Displays Life skills Workshops
Year 13	Guest Speakers Careers Hub Tutor group Assemblies Careers Displays	Work with outside agencies University Trips Tutor group Year 13 Parents Evening	Careers week Tutor group Careers Displays Life skills Workshops

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

Premises and facilities

As appropriate to the activity, the school will make the stage, classrooms or private meeting rooms or the Careers Hub available for discussions between the provider and students. 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 main reception for display within the Careers Hub and sixth form study area. The Careers Hub containing careers information is available to all students at lunch and break times by appointment with a member of the careers team.