



Reading Girls' School
Succeeding Together

Name of Policy	Education and Training Provider Access Policy
Scope of Policy	This policy applies to all pupils in years 8-11
Approved by	Principal
Date of Approval	September 2019
Review period	1 Year
Review Date	September 2020

Education and Training 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 purpose 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.

Pupil entitlement

Reading Girls' School currently only provides education up to Year 11, GCSE level. All pupils in years 8-11 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 events, 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:

Kate Thomson, Careers & Employability Skills Coordinator,

Telephone: 0118 9861336 (switchboard); 0118 9213376 (direct dial)

Email: kthomson@readinggirlsschool.net

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/carers

Year(s)	Event	Date / Term
All - focus Yr 9 and KS4	Careers & post-16 information stands during school lunch breaks	Available by arrangement
Year 11	FE Fair for 6th forms and colleges Stands for careers, FE, HE and volunteering	October / November Available on request

	opportunities at Year 11 Parents Evenings	
Year 10	FE Fair for 6th forms and colleges Work preparation activities Personal Development Days	October / November July 2020 Throughout the Year
Year 9	FE Fair for 6th forms and colleges Stands for careers, FE, HE at Year 9 Parents Evening Personal Development Days	October / November Available on request Throughout the Year
Year 8	Stands for careers, FE, HE at Year 9 Parents Evening Personal Development Days	Available on request Throughout the Year
Year 7	Personal Development Days	Throughout the Year

Please speak to our Careers Coordinator, Kate Thomson, to identify the most suitable opportunity for you.

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 Coordinator or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the Careers Coordinator.

Approval and review

Approved by Governors at School Governing Committee

Next review: September 2020

Signed:

Robert Kenwick, Chair of Governors

Jon Gargan, Principal