

# Reading Girls' School



## Education and Training Provider Access Policy

**Approved by:** SLT

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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:

- Procedures in relation to requests for access
- Opportunities for Accessing
- The grounds for granting and refusing requests for access
- Safeguarding
- 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.

### 3. Student entitlement

All students in years 7 to 13 at Reading Girls' 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
- 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:

Kate Thomson, Careers & Employability Skills Coordinator,

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

Email: [kthomson@readinggirlsschool.net](mailto:kthomson@readinggirlsschool.net)

## 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:

Academic Year(s)	Event	Date / Term
All	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 opportunities at Year 11 Parents Evenings	Tuesday 2 November 2021  Available on request
Year 10	FE Fair for 6th forms and colleges  Work preparation activities  Personal Development Days	Tuesday 2 November 2021  July 2021  Throughout the Year
Year 9	FE Fair for 6th forms and colleges  Personal Development Days  Stands for careers, FE, HE at Year 9 Parents Evening	Tuesday 2 November 2021  Throughout the Year  Available on request
Year 8	Stands for careers, FE, HE at Year 8 Options Evening  Personal Development Days and STEM Days	Available on request  Throughout the Year
Year 7	Personal Development Days and STEM Days	Throughout the Year

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

### **4.3 Granting and refusing access**

We will always try to provide access to careers guidance wherever possible. Access to students may be granted / refused based on the following criteria:

- The needs of the students
- The needs of the curriculum
- Date requested (for example, not during exam or assessment periods)
- Timing of the school day
- Timing of the request (for example, insufficient notice given)
- The nature of the request from the provider
- The number of requests received from providers
- The number of requests received for a particular cohort of students
- The quality of previous interactions with our students

This list is not exhaustive and each access request will be considered on a case by case basis. The decision to grant or deny access to students will be made by the Headteacher.

### **4.4 Safeguarding**

Our Safeguarding and 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.

### **4.5 Premises and facilities**

The school will make the main hall, classrooms, other suitable open spaces 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.

## **5. Links to other policies**

- Safeguarding and Child Protection Policy
- The Careers Action Plan, the Careers Programme and the NEET prevention strategy are available on the school website

## **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by Kate Thomson, the Careers & Employability Skills Coordinator

This policy will be reviewed by Kate Thomson, the Careers & Employability Skills Coordinator, annually. At every review, the policy will be approved by the Trustees.