

## Northgate High School: 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

All pupils 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 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 Victoria Calder, Careers Leader. Telephone: 01473 210123 Email: [northgate@northgate.suffolk.sch.uk](mailto:northgate@northgate.suffolk.sch.uk) including who the message is for in the title.

#### 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:

	Autumn Term	Spring Term	Summer Term
<b>Year 8</b>		PSHE School Careers Fair	Parents' Evening – opportunity for parents/carers to speak to Careers team
<b>Year 9</b>	Careers Lessons (10 per pupil over academic year) Assemblies across the year	Careers Lessons (10 per pupil over academic year) Assemblies across the year Year 9 Options Evening School Careers Fair	Careers Lessons (10 per pupil over academic year) Assemblies across the year
<b>Year 10</b>	Careers Lessons (9 per pupil over academic year) Assemblies across the year Information Evening Suffolk Skills Show Visits to Colleges	Careers Lessons (9 per pupil over academic year) Assemblies across the year Work Experience launch AIM Apprenticeships assembly School Careers Fair	Careers Lessons (9 per pupil over academic year) Assemblies across the year Parents' Evening Visits to Colleges Enterprise Day 5 days Work Experience

<b>Year 11</b>	<p>Careers Lessons (7 per pupil over academic year)</p> <p>Assemblies across the year</p> <p>SEN/PP Supported by Transitions Coach and Careers Adviser throughout the year</p> <p>Individual Interviews with Careers Adviser</p> <p>Pathways Evening</p> <p>You and Your Future Forms</p> <p>6<sup>th</sup> Form Open Event</p> <p>Visits to Colleges</p>	<p>Careers Lessons (7 per pupil over academic year)</p> <p>Assemblies across the year</p> <p>SEN/PP Supported by Transitions Coach and Careers Adviser throughout the year</p> <p>Individual Interviews with Careers Adviser</p> <p>Employer Talks</p> <p>AIM Apprenticeships</p> <p>School Careers Fair</p>	<p>Careers Lessons (7 per pupil over academic year)</p> <p>Assemblies across the year</p> <p>SEN/PP Supported by Transitions Coach and Careers Adviser throughout the year</p> <p>Individual Interviews with Careers Adviser</p> <p>Support on GCSE Results Day</p> <p>Oxbridge Conference</p>
<b>Year 12</b>	<p>Assemblies across the year</p> <p>Individual Interviews with Careers Adviser</p> <p>Careers Lesson</p> <p>Personal Careers Action Plan</p> <p>Weekly Careers Talks: HE</p> <p>Work Experience Opportunities</p> <p>Parent Tutor Evening</p>	<p>Assemblies across the year</p> <p>Individual Interviews with Careers Adviser</p> <p>Careers Lesson</p> <p>Personal Careers Action Plan</p> <p>Weekly Careers Talks: Employers</p> <p>Work Experience Opportunities</p> <p>Parent's Evening</p> <p>Next Steps Evening</p> <p>AIM Apprenticeships</p> <p>School Careers Fair</p>	<p>Assemblies across the year</p> <p>Individual Interviews with Careers Adviser</p> <p>Careers &amp; Wellbeing Day</p> <p>Personal Careers Action Plan</p> <p>HE Convention at UOS</p> <p>Oxbridge Conference</p> <p>Work Experience Opportunities</p>
<b>Year 13</b>	<p>Assemblies across the year</p> <p>Individual Interviews with Careers Adviser</p> <p>Weekly Careers Talks: HE/UCAS/Personal Statements</p>	<p>Assemblies across the year</p> <p>Individual Interviews with Careers Adviser</p> <p>Weekly Careers Talks: Employers – including CVs/Spec Letters/Interview Techniques</p> <p>Parent's Evening</p> <p>AIM Apprenticeships</p> <p>School Careers Fair</p>	<p>Assemblies across the year</p> <p>Individual Interviews with Careers Adviser</p> <p>Support on A Level Results Day</p>

Please speak to our Careers Leader 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 pupils, 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 in the Careers Suite, which is managed by the Careers Leader. The Careers Suite is available to all pupils at lunch and break times and throughout the day for Sixth Form students.

**Approval and review**

Approved [date] by Governors at Curriculum Committee

Next review: [date] 21/03/19.

Signed:

Jane Sheat

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Jane Sheat, Chair of Governors

Rowena Mackie

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Rowena Mackie, Headteacher

