



SAMUEL WARD

## **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

- 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 Jacqui Singleton, Work Related Learning Coordinator  
Contact details: [jsingleton@samuelward.co.uk](mailto:jsingleton@samuelward.co.uk) 01440 761511

#### **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.

<http://samuelward.co.uk/files/resources/policies/student-entitlement-july-2017-update.pdf>

Please speak to Jacqui Singleton 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 Leader 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. The Resource Centre is available to all students at lunch and break times.

### **Approval and review**

Approved by Governors: 11 July 2018

Next review: June 2020

Signed: Sue Kehr, Chair of Governors

Mark Neild, Headteacher