



Highlands School

Provider Access Policy

Date of Last Review	October 2018
Next Review Due	October 2020
Governors Committee	Curriculum and Standards



Highlands School Provider Access Policy

Introduction

This policy statement sets Highlands School's arrangements for managing the access of providers to pupils at the school for the purposes 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.

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 the Careers Leader - Silvana Laurenzi, Work Related Learning Manager.

Telephone: 020 8370 1176; Email: laurenzs@highlands.enfield.sch.uk

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:

The entitlement outlined in the grid below is the minimum and through curriculum areas and additional voluntary events students will have much greater exposure to outside, independent and impartial providers as well as businesses and employers run by each Faculty.

	Autumn Term	Spring Term	Summer Term
All Years	Careers and Opportunities Talks Aim Higher programmes	Careers and Opportunities Talks Aim Higher programmes	Careers and Opportunities Talks Aim Higher programmes
Year 8	PSHE Careers Education	Options Day Options Evening	
Year 9	PSHE Careers Education		
Year 10	ASDAN Careers & Experiencing Work (selected students only) Work Experience Launch	ASDAN Careers & Experiencing Work (selected students only) Options Evening Work Experience preparation sessions	Work Experience debrief assembly with follow up evaluation form time activities
Year 11	Post 16 evening Assembly on opportunities at post 16	National Careers Week and National Apprenticeship Week - Talk & Activities	Study Leave
Year 12		National Careers Week and National Apprenticeship Week - Talk & Activities HE Assembly	HE Futures Day: Personal Statement, Financial and Interview Skills workshops. HE Futures Evening
Year 13	HE and Higher Apprenticeship applications	National Careers Week and National Apprenticeship Week - Talk & Activities	Study Leave

Please speak to our named Careers Leader to identify the most suitable opportunity for you.

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

<http://www.highlands.enfield.sch.uk/attachments/download.asp?file=1648&type=pdf>

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 school Reception. The Careers Leader will ensure that students have access to these materials at suitable times.

Approval and review

Approved **[date]** by Governors at Curriculum and Standards Committee

Next review: October 2020

Signed:

Matt Miller - Chair of Governors

Mr Vincent McInerney - Head teacher