

Sacred Heart of Mary Girls 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

A provider wishing to request access should contact:

Mrs Sara Clohosy (Careers Leader)

Telephone: 01708 222 660

Email: admin@mary.havering.sch.uk and/or careers@mary.havering.sch.uk

Please state in the e-mail that you wish to speak with Mrs Clohosy regarding provider access.

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
Year 7	Assembly and tutor group opportunities	Assembly and tutor group opportunities	Assembly and tutor group opportunities Year 7 Careers Unit 'Knowing yourself and getting inspired'

Year 8	Assembly and tutor group opportunities	Assembly and tutor group opportunities	Assembly and tutor group opportunities Year 8 Careers Unit 'The Importance of Career Choices - The Real Game'
Year 9	Assembly and tutor group opportunities	Assembly and tutor group opportunities Year 9 Careers Unit 'Choosing options and researching careers.' KS4 Options Evening	Assembly and tutor group opportunities
Year 10	Assembly and tutor group opportunities	Assembly and tutor group opportunities Post-16 Careers Fair	Assembly and tutor group opportunities Year 10 Careers Unit 'Exploring career options and building skills'
Year 11	Assembly and tutor group opportunities Year 11 Careers Unit 'Making decisions and taking next steps'	Assembly and tutor group opportunities Post-16 Careers Fair	
Year 12	Assembly and tutor group opportunities	Assembly and tutor group opportunities Post-16 Careers Fair	Assembly and tutor group opportunities Taster courses Year 12 Careers Unit 'Making decisions and preparing for the future' Higher Education and Employment Evening 1
Year 13	Assembly and tutor group opportunities Employment and Apprenticeship Group workshops Higher Education and Employment Evening 2 Taster courses	Assembly and tutor group opportunities Post-16 Careers Fair Employment and Apprenticeship Group workshops Year 13 Careers Unit	

		'Moving into higher education and employment.'	
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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 students, as appropriate for 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 the careers team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library, which is managed by the Independent Study Centre Coordinator. The Careers Library can be found in the Sixth Form Block, and is open to pupils at all times.

Approval and Review

Approved: July 2018 by K.O'Neill (Head Teacher)

Next review: July 2019