**Policy Statement on Provider Access**

**Ratton 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: Mrs Janine Peters, Assistant Headteacher for Careers Information Advice and Guidance.

Telephone: 01323 504011; Email: [jpeters@ratton.co.uk](mailto:jpeters@ratton.co.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/carers:

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| --- | --- | --- |
| **Year** | **Time** | **Activity** |
| Year 7 | July | Game of Life |
| Year 8 | July | Careers day:   * University workshops * LMI Activity – Jobs of the Future |
| Year 9 | February  February  September – May  January - March | Careers Fair  Careers Day:   * What’s my line? * Fast Tomato * Real Cost of Living   First Generation Scholars Making Choices Programme  1 to 1 careers interviews as required |
| Year 10 | February  June  July  March – July  July  July  January  October - May | Careers Fair  PSHE lessons on interviews/applications/personal statements  UCAS Progress profiles to be completed  1 to 1 careers interviews as required  College Taster Days  First Generation Summer School  Apprenticeship information session  Young Enterprise Company Programme |
| Year 11 | September  October  October – December  October – December  January  March | College Presentations/Assemblies  Careers Day:  Students to attend 4 from:   * College Fair * How to present at interview workshop * Thinking of University workshop * What do employers look for (presented by Job Centre Plus) * Apprenticeships   UCAS Progress – support with making college applications  1 to 1 careers interviews as required  Mock Job interviews  NCS Assembly |

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 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 students at lunch and break times.