

# Provider Access Policy Statement

## Berwick Middle School



**Approved by:** Headteacher

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## 1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

## 2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships. Although, not statutory we will provide a careers programme for our year 7 pupils.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our school complies with these requirements.

## 3. Student entitlement

All students in Year 8 at Berwick Middle School are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Understand how to make applications for the full range of academic and technical courses

## 4. Management of provider access requests

### 4.1 Procedure

A provider wishing to request access should contact Suzie McCreath Bird, Careers Coordinator

Telephone: 01289 306140

Email: susan.mccreath-bird@berwick.northumberland.sch.uk

#### 4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	Autumn term	Spring term	Summer term
Year 7	<i>Assembly and tutor group opportunities - employability skills</i>	<i>Assembly and tutor group opportunities - employability skills</i>	<i>Careers Week: Armed Forces visit, STEM sessions, Careers Speed Dating, College, University and Apprenticeship talks. CV and Job Application experience. Interviews with peer mentors. Northumberland Business Partnership workshops.</i>
Year 8	<i>Assembly and tutor group opportunities - employability skills</i>	<i>Assembly and tutor group opportunities - employability skills</i>	<i>Careers Week: Armed Forces visit, STEM sessions, Interviews with local businesses and employers, College, University and Apprenticeship talks. CV and Job Application experience. Northumberland Business Partnership workshops.</i>

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

#### 4.3 Granting and refusing access

Access to students will be at the discretion of SLT and Careers Coordinator.

No access will be granted during any examination/assessment weeks.

#### 4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

#### **4.5 Premises and facilities**

- *Rooms for large and small group work are available with audio visual equipment including screens and PC access.*
- *Please contact Suzie McCreath Bird, Careers Coordinator in the first instance to arrange booking.*
- *Providers are welcome to leave prospectuses and other material at the discretion of the Careers Coordinator.*

#### **5. Links to other policies**

This policy links to:

- Safeguarding/child protection policy
- Careers guidance policy

#### **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by Suzie McCreath Bird, Careers Coordinator.

This policy will be reviewed by the headteacher annually .