

Westfield School

Provider Access Policy

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Committee: tbc

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Provider Access Policy Statement

Our Provider Access Policy is outlined below.

It is endorsed by the Westfield School Governing Body who accept full responsibility for these issues, and require all employees to help in complying with our legal and moral duties. The Westfield School Governing Body accept the delegated overall responsibility for all operational matters within the organisation.

This Policy applies to Westfield School.

Signed:

Date: October 2018

Claire Sellars, Chair of the Westfield School Governing Body



1. Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students 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.

This policy may be revised from time to time so Providers should always ascertain that they are accessing the latest version.

2. Student Entitlement

All students in years 7 - 11 are entitled:

- To find out about technical education qualifications and apprenticeship 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, group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

3. Management of provider access requests

3.1 Procedure

A provider wishing to request access should contact Mrs Claire Daughtry, Student Progression Manager.

Telephone: 0114 2485221; Email: cdaughtry@westfield-admin.co.uk



4. 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:

Year 7 - 11	Potential for input into assemblies, ARKS time discussions, lunchtime or after school workshops, drop in sessions during Parents Evenings
Year 7	By arrangement - involvement in planned programme of careers-related learning via PSHE lessons Shape Your Future Assembly
Year 8	By arrangement - involvement in planned programme of careers-related learning via PSHE lessons The World of Work Assembly
Year 9	By arrangement - involvement in planned programme of careers-related learning via PSHE lessons Get Up to Speed Assembly and Preparation Options Evening
Year 10	By arrangement - involvement in planned programme of careers-related learning via PSHE lessons Work Experience preparation and review 'Be Ambitious' drop down day
Year 11	By arrangement - involvement in planned programme of careers-related learning via PSHE lessons Post 16 Opportunities Evening Apprenticeship Information Evening Be Inspired Apprenticeship Fair (off-site)

Please speak to Claire Daughtry, our Student Progression Manager, to identify the most suitable opportunity for you.

5. 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 Student Progression Manager or a member of their team.



Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Hub, which is managed by the Student Progression Manager. The Careers Hub is available to all students at lunch and break times.

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

Westfield School is keen to promote equality and diversity.