

Provider Access Policy Statement

Kingswode Hoe School



2020 - 2021

Approved by:	LAC	Date: 29 April 2019
Last reviewed on:	New policy	
Next review due by:	April 2021	



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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 pupils 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
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2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access pupils in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

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

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

This policy shows how our school complies with these requirements.

3. Pupil entitlement

All pupils in years 8 to 13 at Kingswode Hoe School are entitled to:

- Find out about suitable vocational 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 suitable technical education and apprenticeships
- Understand how to make applications for a suitable range of academic and vocational courses
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4. Management of provider access requests

4.1 Procedure

A provider wishing to request access to pupils should contact Richard Smith, Head of Work Related Learning, careers and enterprise, in the first instance.

Telephone: 01206 576408

Email: rsmith@kingswodehoe.com

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 pupils and/or their parents and carers:

	Autumn term	Spring term	Summer term
Year 8			Careers workshop - Organising visits to companies (May)

Year 9	Assembly and tutor group opportunities - employability skills - September - December (work taster mornings across the school - Reception, Site Manager and School Kitchen)		Key Stage 4 options event in May each year to discuss next steps, college visits and the application process
Year 10	Assembly and tutor group opportunities, employability skills (ongoing using the Six Outcomes as a guide)	Networking event with providers and employers, i.e. Tesco, November Assembly and tutor group opportunities - employability skills (Interview project with an employer)	Work experience preparation sessions, Spring Term Work experience, April Skills Day, July
Year 11	All EHCPs completed in the Autumn Term to support transition into KS5 Apprenticeships, support with applications Post-16 taster sessions Assembly on opportunities at 16 (Parents Evening in October) Event for UTCs	Post-16 evening, January Post-16 taster sessions Work experience preparation sessions - Spring Term Work experience, March NCS - National Careers Service	Year 11 Enterprise Project (June) Year 11 June transition timetable

Craig Shaftain-Fenner - Preparing for Adulthood Advisor who works for Essex County Council

Attends the Year 10 and 11 EHCPs to give the pupils and parents and carers impartial guidance on next steps into transition

Please speak to our curriculum lead for Work Related Learning, careers and enterprise to identify the most suitable opportunity for you.

4.3 Granting and refusing access

Only providers who would be appropriate for meeting the needs of our pupils are permitted access.

4.4 Safeguarding

Safeguarding our pupils is very important to us. Our safeguarding and 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

We will provide suitable facilities to enable providers to access pupils. We will provide an appropriate room with IT facilities and support from a suitable adult as necessary, including a BSL signer if needed. Use of the room will be agreed beforehand. Providers are welcome to leave prospectuses and other material for pupils to read.

5. Links to other policies

This policy links to the:

- Child protection policy
- WRLC & E policy
- Curriculum policy
- Teaching and Learning policy

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to pupils is monitored by the headteacher.

This policy will be reviewed by the headteacher every two years. At every review, the policy will be approved by the Local Academy Committee or LAC chair if changes are minimal.

Appendix 1

Career and Work Related Learning Curriculum overview 2020 - 2021

Careers & WRL Medium Term Plan 2020 - 2021

Autumn	Spring	Summer
Year 8 Curriculum		
<p>Awareness of self - Career Tracks S.O.W</p> <p>WRL Self-checking assessment Baseline</p> <p>Relevance of the current curriculum and how these lessons will benefit the pupils in Adulthood</p>	<p>Careers Explorer - school role experiences Preparation</p> <p>Knowing strengths and areas for development</p> <p>Short interview, adding to ROA folders</p> <p>Pupils to look at creating activities to cover assessment criteria on the WRL framework</p>	<p>Careers Explorer - Pupils to create reflection packs to assess their understanding in preparation for Year 9</p> <p>Pupils to look at creating activities to cover assessment criteria on the WRL framework</p>
Year 9 Curriculum		
<p>Careers Explorer</p> <p>Outside business visits PowerPoint presentations Question and answer sessions Assessment of skills Thank you letter production</p>	<p>College Link - Tours</p> <p>Prospectus planning Understanding of accreditation Question and answer session Risk Assessment production</p>	<p>Pupils setting up employer visits</p> <p>Telephoning and Emailing skills awareness Question and answer sessions</p>
Year 10 Curriculum		
<p>Sainsbury's work placement preparation What will be required? Tesco work placement (dependent on Covid-19 restrictions) Home and PFA framework assessment to identify next steps Work based scenarios and Action Planning</p>	<p>Tesco work placement (dependent on Covid-19 restrictions) + PowerPoint presentations Interview unit with set 1:1 interview EHCP targets linked Create work experience journals College Link Programme - Workshops</p>	<p>Tesco work placement (dependent on Covid-19 restrictions)</p> <p>Create mini biography to support Post 16 interviews</p> <p>Social skills framework assessment</p> <p>65 things to do at KHS</p> <p>Add to college portfolio/ ROA folder in preparation for college visits</p>
Year 11 Curriculum		
<p>College Tours Colchester Institute, Easton College + Market Field College</p> <p>College Applications</p> <p>DofE accredited course</p> <p>Interviewing Techniques - application of skills ready for</p>	<p>Work Experience (dependent on Covid-19 restrictions)</p> <p>Create work experience journals</p> <p>DofE accredited course</p>	<p>CV + Personal Statement production</p> <p>Preparation for Transition Creation of the group leavers videos - DofE Camping residential Issuing CVs to local businesses</p>