



QUEENS' SCHOOL

Dare to be Great

Policy Statement on Provider Access

1. 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.

2. Pupil entitlement

All pupils in years 7-13 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.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers;
- explain what career routes those options could lead to;
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider);
- answer questions from pupils.

2.1 Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

3. Management of provider access requests

3.1 Procedure

A provider wishing to request access should contact *Mrs Manning, Careers Leader*:
Telephone: 01923 224465 Email: careers@queens.herts.sch.uk

3.2 Opportunities for access

The school offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers. These events will vary slightly each year.

	Ongoing	Autumn	Spring	Summer
Year 7	Assembly and tutor group opportunities Lifelong Learning Lessons Visiting speakers	Parent Information Evening “Share your story” workshop from BBC including information about Apprenticeships		Careers Panel Talk
Year 8		Parent Information Evening “Share your story” workshop from BBC including information about Apprenticeships		Careers Panel Talk Army Careers Day
Year 9		Parent Information Evening “Share your story” workshop from BBC including information about Apprenticeships Presentation from Elstree UTC	GCSE Options Process Careers Panel Talk	
Year 10		Parent Information Evening Careers Panel Talk	ASK Apprenticeships presentation	Work Shadowing Presentation from West Herts College
Year 11		Parent Information Evening A Level Options Process	Careers Panel Talk ASK Apprenticeships presentation Presentation by Capel FE College	Presentation from West Herts College
Year 12	Face the Future assemblies each week	Parent Information Evening	Higher Education Information Evening	Work Experience UCAS process starts University visits

	Visiting speakers Access to active UCAS Google Classroom		ASK Apprenticeships presentation	Visit to UCAS Discover day
Year 13	Access to active Apprenticeships Google Classroom Careers-based societies	Parent Information Evening UCAS process University visits		

Please speak to our careers coordinator to identify the most suitable opportunity for you.

3.3 Granting and refusing access

We will always try to provide access wherever possible.

Access to students may be granted / refused based on the following criteria:

- The needs of the students
- The needs of the curriculum
- Timing of request (e.g. not during busing exam / assessment periods)
- Timing of the school day
- Nature of request from the provider
- Number of requests received from providers
- Number of requests received for a particular cohort of students
- Quality of previous interactions with our students

This list is not exhaustive and each access request will be considered on a case by case basis. The decision to grant or deny access to students will be made by the Headteacher.

3.4 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. Please ensure that this policy is accessed and read before requesting access. This policy can be found on the school's website.

3.5 Monitoring access

The school's arrangements for managing the access of education and training providers to students is monitored by Olivia de Groot, Assistant Headteacher and will be reviewed by the Headteacher and Governors.

4. Premises and facilities

The school will make the main hall, classrooms or meeting rooms available for meetings between providers and students, as appropriate to the activity. The school will also make available AV and other equipment to support the presentation. This will be discussed and agreed in advance of the visit with the careers coordinator or member of the team.

Providers are welcome to leave copies of their prospectus or other relevant course literature at the Learning Resource Centre, which is managed by the school librarian. The Resource Centre is available to students all day.

5. Linked Policies

- CEIAG Policy

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Queens' School (Bushey) Ltd (registered number: 076506090)