

# Newbury Manor School Provider Access Policy

## Policy Statement Introduction

This policy statement sets out the school's arrangements for managing the access of providers to 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;
- 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;
- 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 year 8 to 9 pupils and two encounters for year 10 to 11 pupils. It will also be mandatory for the school to offer two encounters for students in years twelve and thirteen but optional for learners 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.

## 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 using the 'Making it Meaningful' checklist.

## Destinations of our pupils

Last year all our year 11 pupils chose to move on to our Post 16 provision.

## Management of Provider Access Requests Procedure

A provider wishing to access should contact Sally Taylorson, Careers Leader, on:

T: 01373 814 980

E: [sallytaylorson@aspriscs.co.uk](mailto:sallytaylorson@aspriscs.co.uk)

It is noted that this policy, and any provider access is managed in line with Newbury Manor's Safeguarding Policy.

### Opportunities for Access

The school offers the six provider encounters required by law 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. Please speak to our Careers Leader to identify the most suitable opportunity for you.

| <b>YEAR</b> | <b>Autumn</b>   | <b>Spring</b>  | <b>Summer</b>   |
|-------------|---|--|---|
| <b>Y7</b>   | Small group opportunities<br>Assemblies<br>Careers talks<br>Employer encounters | Small group opportunities<br>Assemblies<br>Careers talks<br>Events/talks promoting careers/apprenticeships for National Careers Week/National Apprenticeship Week<br>Employer encounters                             | Small group opportunities<br>Assemblies<br>Careers talks<br>Employer encounters |
| <b>Y8</b>   | Small group opportunities<br>Assemblies<br>Careers talks<br>Employer encounters | Small group opportunities<br>Assemblies<br>Careers talks<br>Events/talks promoting careers/apprenticeships for National Careers Week/National Apprenticeship Week<br>Careers advice workshops<br>Employer encounters | Small group opportunities<br>Assemblies<br>Careers talks<br>Employer encounters |
| <b>Y9</b>   | Small group opportunities<br>Assemblies   | Small group opportunities<br>Assemblies  | Small group opportunities<br>Assemblies   |

|            |   |  |  |
|------------|---|--|--|
|            | <p>Careers talks</p> <p>Work Experience</p> <p>Employer encounters</p>  | <p>Careers talks</p> <p>Events/talks promoting careers/apprenticeships for National Careers Week/National Apprenticeship Week</p> <p>KS Options event</p> <p>Careers advice workshops</p> <p>Work Experience</p> <p>Visits to Project Search</p> <p>Employer encounters</p>            | <p>Careers talks</p> <p>Work Experience</p> <p>Employer encounters</p>   |
| <b>10</b>  | <p>Small group opportunities</p> <p>Assemblies</p> <p>Careers talks</p> <p>Work Experience</p> <p>Visits to Project Search</p> <p>Employer encounters</p> | <p>Small group opportunities</p> <p>Assemblies</p> <p>Careers talks</p> <p>Events/talks promoting careers/apprenticeships for National Careers Week/National Apprenticeship Week</p> <p>Work Experience</p> <p>FE links</p> <p>Visits to Project Search</p> <p>Employer encounters</p> | <p>Small group opportunities</p> <p>Assemblies</p> <p>Careers talks</p> <p>Work Experience</p> <p>Career networking event</p> <p>Visits to Project Search</p> <p>Employer encounters</p> |
| <b>Y11</b> | <p>Small group opportunities</p> <p>Assemblies</p> <p>Careers talks</p> <p>Work Experience</p> <p>Visits to Project Search</p>                            | <p>Small group opportunities</p> <p>Assemblies</p> <p>Careers talks</p> <p>Events/talks promoting careers/apprenticeships for National Careers</p>   | <p>Small group opportunities</p> <p>Assemblies</p> <p>Careers talks</p> <p>Work Experience</p> <p>Career networking event</p>  |

|  |                     |  |                     |
|--|---------------------|--|---------------------|
|  | Employer encounters | Week/National<br>Apprenticeship Week<br><br>Work Experience<br><br>Employer encounters | Employer encounters |
|--|---------------------|--|---------------------|

### Premises and Facilities

Newbury Manor School will make the following available to the provider:

- The dining hall and classrooms for discussions between the provider and students, as appropriate to the activity.
- Audio visual and other such equipment needed to support their presentation/ activity

Providers are welcome to leave copies of their promotional literature, prospectus or any other relevant material with our Careers Leader.

### Complaints

Any complaints regarding our provider access policy can be raised following Newbury Manor School's complaints procedure.