**Policy Statement on Provider Access**

**Toot Hill School and College – Provider Access Policy**

**Introduction**

This policy statement sets out the School’s arrangements for managing access of providers to pupils at the School for purpose of giving them information about the provider’s education and training offer. This complies with the School’s legal obligations under Section 42B of the Education Act 1997.

Toot Hill School and College hold the Careers in Quality Standard Career Mark and have a stable Careers Plan in place working towards the Gatsby Benchmarks. The School has a large network of contacts and providers are actively invited into the School and College on a regular basis. The Careers Plan at the School is continually reviewed and improved.

**Pupil Entitlement**

All pupils in years 8-13 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 information and apprenticeships – through option events, assemblies, workshops and group discussions.
* To understand how to make applications for the full range of academic and technical courses.

**Management of provider access requests**

**Procedure**

A provider wishing to request access should contact, Mrs Fiona Farmer, Careers Leader, on 01949 863068 Email: ffarmer@toothillschool.co.uk

**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.

Please see the attached programme of events at Toot Hill School.

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

**Premises and Facilities**

The School has facilities available for providers to come into School to speak to students. There is a main hall in both the School and College for presentations. Classrooms and smaller meeting rooms are also available as required. The School will make available AV equipment for presentations. This will be advised and discussed prior to the visit.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the Careers Leader. The resources are available to students at lunch and break time. The School also has a Virtual Careers Library and the use of the Unifrog website that offers many useful links for both students and parents. Details of taster events, Open Days and latest news is posted in the Weekly Newsletter to parents and via the Daily Bulletin to students.

**Approval and review**

Approved on Tuesday 17th September 2019 by Governors at Curriculum and Standards Committee

Next review: September 2020

 

Signed by Tricia Pedlar Signed by Sandra Paley

Chair of Governors Head Teacher,