

## Stowmarket High School Provider Access Policy

### 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.

### Pupil Entitlement

All pupils in years 7 -11 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 pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11).**

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

- information about the provider and the approved technical education qualifications or apprenticeships that the provider offers.
- information about the careers to which those technical education qualifications or apprenticeships might lead.
- a description of what learning or training with the provider is like
- responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships.

### Management of provider access requests

#### Procedure

A provider wishing to request access should contact Claire Broxton, Careers Leader

Email: [c.broxton@stowhigh.com](mailto:c.broxton@stowhigh.com)

or our Futures Coordinator, Mrs Mylrea, [m.mylrea@stowhigh.com](mailto:m.mylrea@stowhigh.com)

Telephone: 01449 613541

### 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.

Proposed event timetable for 2023/24

	Autumn Term	Spring Term	Summer Term
Year 7	Assemblies Advice & Slice with External Employers	Assemblies, Employer talks, visits, and engagement. National Apprenticeship Week and National Careers Week Events	Assemblies Advice & Slice with External Employers
Year 8	Assemblies Advice & Slice with External Employers	Assemblies, Employer talks, visits, and engagement. National Apprenticeship Week and National Careers Week Events	Assemblies, Employer talks, visits, and engagement Advice & Slice with External Employers
Year 9	Assemblies Advice & Slice with External Employers	Assemblies, KS4 options event with employers, Colleges, and HE providers Employer talks, visits, and engagement National Apprenticeship Week and National Careers Week Events	No encounters – legislation requires encounters to take place by 28 February if in year 9
Year 10	Assemblies Advice & Slice with External Employers.  Post-16 provider Assemblies and visits	Assemblies, Work experience preparation Employer talks, visits, and engagement. National Apprenticeship Week and National Careers Week Events	Assemblies, Work experience with employers  Careers workshops with employers
Year 11	Assemblies, Next Steps Event with employers, Colleges, and HE providers  Advice & Slice with External Employers  Post-16 provider Assemblies and visits  One to one independent carers guidance	Employer Assemblies  Apprenticeship Assemblies  Post-16 provider Assemblies and visits  National Apprenticeship Week and National Careers Week Events	No encounters – legislation requires encounters to take place by 28 February if in year 11.  Confirmation of post-16 education and training destinations for all pupils

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

**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 Careers Leader.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Office, which is available to all students at lunch and break times.

**Approval and review**

Approved [date] by the School Improvement Board

Next review: [date]                      October 2024

Signed: [name] Chair of the School Improvement Board

[name] Head teacher