



# Provider Access Policy

<b>Approved by:</b>	Board of Governors
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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 students 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

### 2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in Years 7 to 11 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 students.

This is outlined in section 42B of the Education Act 1997.

This policy shows how our school complies with these requirements.

### 3. Student entitlement

All students in Years 7 to 11 at Rugby High School are entitled to:

- Find out about technical 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 technical education and apprenticeships
- Understand how to make applications for the full range of academic and technical courses

#### 4. Management of provider access requests

##### 4.1 Procedure

A provider wishing to request access should contact Mr. Chris Marley, Careers Leader for Rugby High School for main school.

Telephone: 01788 810518

Email: [c.marley@rugbyhighschool.co.uk](mailto:c.marley@rugbyhighschool.co.uk)

##### 4.2 Opportunities for access

Throughout the school year, there are opportunities for group assemblies and events. Emails received from providers will always be forwarded to the appropriate year groups, and open evenings/events with alternate providers will also be flagged to ensure all students have access to these. Students are expected to log these on Unifrog as an Activity every time they sign up and attend an event. Time for providers to deliver workshops to students can be arranged to fit in with PSHE lessons, or alternative provisions can be made. Please correspond with the Careers Leader to identify the most suitable opportunity.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
<b>YEAR 7</b>	PSHE Lessons Assemblies (Tues)	PSHE Lessons Assemblies (Tues)	PSHE Lessons Assemblies (Tues)
<b>YEAR 8</b>	PHSE Lessons Assemblies (Tues)	PHSE Lessons Assemblies (Tues)	PHSE Lessons Assemblies (Tues)
<b>YEAR 9</b>	PHSE Lessons Assemblies (Tues)	PHSE Lessons Assemblies (Tues)	PHSE Lessons Assemblies (Tues)
<b>YEAR 10</b>	Careers lessons in drop down days Assemblies (Wed)	Careers lessons in drop down days Assemblies (Wed)	Careers lessons in drop down days Assemblies (Wed)
<b>YEAR 11</b>	Careers lessons in drop down days Assemblies (Wed) Tutor time	Careers lessons in drop down days Assemblies (Wed) Tutor time	Careers lessons in drop down days Assemblies (Wed) Tutor time

- Various events for all during National Careers Week and National Apprenticeship Week during the Spring Term.

#### **4.3 Granting and refusing access**

All access to students must be discussed with Chris Marley, as Careers Leader, or with a member of SLT.

#### **4.4 Safeguarding**

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. This can be found on the school website or a copy can be obtained from the school office.

Education and training providers will be expected to adhere to this policy.

#### **4.5 Premises and facilities**

Rugby High School will make use of main halls and classrooms for discussions between providers and students, as appropriate to the activity. We will also make use of any specialist equipment to support the provider's presentations. This will be discussed and agreed in advance of the visit with the Careers Leader or a member of the SLT.

### **5. Links to other policies**

- Safeguarding/child protection policy
- Careers policy
- PHSE Policy

### **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students are monitored by Chris Marley

A member of Rugby High School SLT will review this policy yearly.