



## HEATON MANOR 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 purposes 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.

### Student entitlement

Students 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.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- 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 Jacqui Strong, CEIAG Officer

Telephone: 0191 2818486; Email: [jstrong@heatonmanor.net](mailto:jstrong@heatonmanor.net)

### 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: these include assemblies, careers lessons, lunchtime seminars and careers fairs.

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

The school policy on safeguarding <http://www.heatonmanor.net/media/1174285/Safeguarding-and-Child-Protection-Policy-2017-18-1-.pdf>

sets out the school's approach to allowing providers into school as visitors to talk to our students.



## **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 Officer or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the main reception, who will deliver them to the Careers Officer. Resources are made available to all students before school, at breaks, at lunch times and after school.

## **Approval and review**

Approved 30.09.18 by the Headteacher

Next review: January 2020