



STONE LODGE
SCHOOL

Provider Access Policy

Date agreed with Governors	March 2023
Date to be reviewed	March 2024

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students 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 7-13 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 events, assemblies, 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 Geraldine Tiddy , Careers Leader; gtiddy@stonelodgeschool.co.uk or use the main school number 01322 240350

Opportunities for access

A number of events, integrated into the school careers programme offer providers an opportunity to come into school to speak to students and/or their parents/careers. These include our Visiting Speakers Programme and Future Career events.

We also welcome suggestions of careers related support or materials providers may be able to offer such as competitions, mentoring, mock interviews and visits:

Please speak to our Careers Leader to identify the most suitable opportunity for you, or to discuss how you can support 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. We do not allow memory pens in school and so presentations would need to be emailed in advance. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of the Senior Leadership Team.

Granting and refusing access

Who should providers contact to discuss events and options?

Providers can speak to Mrs Tiddy to discuss possible attendance at relevant event and to identify the most suitable opportunity for you.

What are the rules for granting and refusing access requests?

We will grant access requests that meet the following criteria:

- Requests from Ofsted registered 11-19 providers
- That are reasonable and do not impact on existing educational provision for our students

Safeguarding

The school's policy on safeguarding sets out the school's approach to allowing providers into the school as visitors to talk to our students and outlines the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

Premises and facilities

Once we have approved a provider, we will work with them to identify the best method for providing access to our students.

The school will provide appropriate facilities to facilitate the visit, along with any equipment requested by the provider, where it is available

Arrangements will be discussed in advance between the school and a nominated member of the provider's team.

We do not allow memory pens in school and so presentations would need to be emailed in advance.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception or share information electronically that we can share via Unifrog.

Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by the Careers Leader, Mrs Tiddy.

This policy will be reviewed by Mrs Tiddy and Mr Barnett, Head Teacher, annually

All Year groups

Event	Information	Benchmark	When
National Careers Week – form time programme with Unifrog launch and Unifrog search Curriculum links also promoted	Students revisit Unifrog in form time with form tutors and then practical searches carried out as well. A golden thread of Careers seen in lessons as well tutor time. Students in all year groups have access to UNIFROG	1,2,3,4,5	March 2023
Opportunities for a variety of assemblies / information sessions / workshops / mentoring throughout the academic year (virtual / online)	Encounters with further and Higher Education, employers, employees and deepening understanding of different pathways.	1,2,4,5,7	Throughout year
Careers in the Curriculum	All subjects have mapped when they will ensure that there is reference made to careers (mapping document)	4	Throughout the year
Career events and opportunities	Sent via email from the Careers Team to parents and students. All opportunities on offer are sent out including webinars, experiences, vacancies, open days. Opportunities seek to address stereotypical thinking. Including access to start profile to review local labour market information Shared link given to parents Start Local LMI Careers & Study Information (startprofile.com)	2,3,5,6,7	At least every term or via blog as appropriate

Year	Autumn	Spring	Summer
7	Transition from primary school activities in successful lives in cycle A Our future self and journey ahead sessions delivered in successful lives	Computing and Intervention lessons used to introduce students to Unifrog <ol style="list-style-type: none"> 1. Personality and Future careers using UNIFROG 2. Careers Library treasure Hunt 1 (Unifrog , Gatsby 2,3 4) 3. What are skills? Understanding the 12 UNIFROG competencies 4. Interests Profile on UNIFROG – week 10 Kent Fire and Rescue Talk 	Employer encounter assembly Intervention lesson using UNIFROG – what makes a dream job? (Gatsby 3 &4)

8	<p>Successful Lives – wider world focus on money matters in Cycle A</p> <p>STEM faraday challenge – Engineering</p>	<p>Computing and Intervention lessons used to refocus on Unifrog.</p> <p>National careers week reinforcement through form time and exploration on Unifrog to help with goal setting</p> <p>Employer engagement assembly talk with opportunity to ask questions.</p>	<p>Intervention lesson</p> <p>What does success mean to you ? What makes a great communicator?</p>
9	<p>Successful Lives – wider world focus on my future, work skills & work environment and CVs in Cycle A</p>	<p>KS4 options evening</p> <p>Links to careers given for all subjects to help with decision making.</p> <p>National careers week reinforcement through form time and exploration on Unifrog to help with goal setting</p> <p>Employer engagement assembly talk</p>	<p>Career insight talks - June 2023</p> <p>Unifrog session delivered through Intervention in Cycle D – what makes a good leader: Your skills, your team and your future</p> <p>Medic university visit</p>
10	<p>PE university visit</p> <p>Career Insight talks</p> <p>LBC day – KPMG workshop with Talent Foundry</p>	<p>ASK apprenticeship talk</p> <p>Work/job shadowing day</p> <p>Additional insight talks</p> <p>Form time career sessions focussing on being work ready</p> <p>Employer engagement assembly talk(s)</p> <p>PP/SEN students additional career guidance</p>	<p>Form time – money matters sessions</p> <p>University visit</p> <p>Ebbsfleet garden city project</p>
11	<p>Personal Guidance</p> <p>Interviews 1-1 and face to face with Changing Education level 6 trained advisors</p> <p>Focus Groups on specific careers offered</p> <p>Form time sessions career related</p> <p>Year 11 Post-16 Options Process including Kent Choices</p> <p>Scholars: careers talks, & networking events are the most effective employer engagement interventions</p>	<p>NCS Presentation</p> <p>Oxbridge Roadshow</p> <p>Y11 Next Step Meetings SLT</p>	<p>GCSE Results</p> <p>NCS</p>

	to support high achievers; to broaden aspirations		
12	<p>Year 12 transition and induction Work experience planning starts Term 2 – placements with local primary schools and other companies Wednesday afternoon Personal development activities start to promote skill development.</p> <p>Career-focused employer engagement activities Scholars: careers talks, & networking events are the most effective employer engagement interventions to support high achievers; to broaden aspirations University talk – University of Kent to help with promotion of goal setting Engineers – start Gold Project</p>	<p>Personal Guidance Interviews PSHE Focus Morning Career-focused employer engagement activities</p> <p>Unifrog- building CVS and skill development</p>	<p>Personal Guidance IVs Higher Education & apprenticeships exhibition at a university</p> <p>Progression Evening: HE, FE. Apprenticeship, Employers Future Event- HE, FE Apprenticeship, Employer seminars & workshops Personal Statement writing workshops Apprenticeship preparation planning to include mock interviews Work Experience PSHE in form time includes Unifrog reminders & UCAS Attend university open days & visits Career-focused employer engagement activities</p>
13	<p>Personal Guidance IVs Mock interviews Focus groups apprenticeships PSHE in form time continues to dedicate time to Unifrog and UCAS Ongoing opportunities for Workshops – HE and higher apprenticeship applications Career-focused employer engagement activities</p>	<p>PSHE through form time Employer engagement assembly talk(s) Student finance talk</p>	<p>A-Level Result Day Confirmation of post 18 education destinations for all students</p>