



STONE LODGE
SCHOOL

Provider Access Policy

Date agreed with Governors	May 2024
Date to be reviewed	May 2026

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
- Section 72 of the Education and Skills Act 2008
- Schedule 4 (15) of the School Information (England) Regulations 2008
- The 'access to schools for education and training providers' section revision following changes made through the Skills and Post-16 Education Act 2022, effective from 1 January 2023. Changes to the provider access legislation includes the minimum requirement to provide six encounters during year 8-13.

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 understand how to make applications for the full range of academic and technical courses
- 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 and specifically:
 - Two encounters for pupils during the 'first key phase' (Yr 8 or 9) that are mandatory for all pupils to attend, to take place any time during Year 8 or between 1 September and 28 February during Y9
 - Two encounters for pupils during the 'second key phase' (Yr 10 or 11) that are mandatory for all pupils to attend, to take place any time during Yr 10 or between 1 September and 28 February during Yr 11
 - Two encounters for pupils during the 'third key phase' (Yr 12 or 13) that are mandatory for the school to put on but optional for pupils to attend, to take place any time during Yr 12 or between 1 September and 28 February during Yr 13

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, Career Insight workshops 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

<u>Event</u>	<u>Information</u>	<u>Benchmark</u>	<u>When</u>
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 Successful Lives lessons as well tutor time. Students in all year groups have access to UNIFROG	1,2,3,4,5	March 2024
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 Explore Your Region (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 Careers and your future sessions delivered in successful lives Introduction to UNIFROG through computing or Intervention	Computing and Intervention lessons used to introduce students to Unifrog Financial Education in Successful Lives	Employer encounter assembly Successful Lives careers and your future LBC week opportunities
8	Successful Lives – Living in the Wider world Employability & Enterprise skills Exploring Careers Unifrog session - what does success mean to me	Computing and Intervention lessons used to refocus on Unifrog. National careers week reinforcement through form time and exploration on Unifrog to help with goal setting	Intervention lesson What makes a great communicator? How are Laws made? LBC week opportunities

		Employer engagement assembly talk with opportunity to ask questions.	
9	Successful Lives – wider world focus on living in the wider world and essential life skills Cycle A Labour Market Information lesson Finance workshops MIMS project	KS4 options evening Setting goals – choosing what to study at KS4 Links to careers given for all subjects to help with decision making. National careers week reinforcement through form time and exploration on Unifrog to help with goal setting Employer engagement assembly talk	Career insight talks MIMS project sessions Unifrog session delivered through Intervention in Cycle D – what makes a good leader: Your skills, your team and your future Medic university visit LBC week opportunities
10	PE university visit Career Insight talks ASK apprenticeship talk	Work/job shadowing week Additional insight talks and experiences in school or virtually offered Form time career sessions focussing on being work ready Employer engagement assembly talk(s) PP/SEND students additional career guidance	Form time – money matters sessions University visit Local opportunities offered through LBC week
11	Personal Guidance Interviews Focus Groups on specific careers offered Form time sessions career related Year 11 Post-16 Options Process including Kent Choices Pathway talks University /college and WG6 invited to Post 16 evening	Oxbridge Roadshow as appropriate Y11 Next Step Meetings SLT Encouraged to sign up for NCS	Post 16 Induction day GCSE Results
12	Year 12 transition and induction Work experience planning starts Placements with local primary schools and other companies offered Wednesday afternoon Personal development	Personal Guidance Interviews Career-focused employer engagement activities Unifrog- building CVS and skill development	Personal Guidance IVs Higher Education & apprenticeships exhibition at a university Work experience/shadowing week Future Event- HE, FE Apprenticeship,

	<p>activities start to promote skill development. Finance talk</p> <p>Career-focused employer engagement activities University talk – University of Kent to help with promotion of goal setting</p>		<p>Employer seminars & workshops Personal Statement writing workshops Apprenticeship preparation planning to include mock interviews 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>