

Lea Manor 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 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 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.
- 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 *Miss M Phillips*, Culture Lead

Telephone:01582 652600; Email:phillipsm@leamanor.luton.sch.uk

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:

	Autumn Term	Spring Term	Summer Term
Year 7 & 8	Life skills – assembly and tutor time opportunities	Life skills – assembly and tutor group opportunities	Life skills – assembly and tutor group opportunities

	Autumn Term	Spring Term	Summer Term
		PSHCE careers scheme of learning	
Year 9	Careers Convention	KS4 options event PSHCE careers scheme of learning	Life skills – assembly and tutor time opportunities
Year 10	Life Skills – work experience preparation sessions Careers Convention 16 x 16	Work experience 16 x 16	Life skills – assembly and tutor group opportunities 16 x 16
Year 11	Life Skills – assembly on opportunities at 16 Careers Convention	Post 16 evening Post 16 taster sessions	

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

The school policy on safeguarding [\[link\]](#) 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 Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

Approval and review

Approved *February 2019* by Governors



Next review: *May 2021*

Signed: *[name]* Chair of Governors

[name] Head teacher