



	<b>Provider Access Policy</b>	Policy Number
Feb 2019		
Review Date		Policy Owner
		EFO

## 1. Introduction

This policy statement sets out the academy’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 Trust’s legal obligations under Section 42B of the Education Act 1997.

## 2. Student entitlement

Students in years 7-11 at Advantage Schools 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

## 3. Management of provider access requests:

### 3.1 Procedure

Any provider wishing to request access should contact, Elizabeth Foley, Assistant Principal (Pastoral) and careers lead.

Telephone: 01234 332299

Email: [efoley@bedfordfreeschool.co.uk](mailto:efoley@bedfordfreeschool.co.uk)

### 3.2 Opportunities for access

A number of events, integrated into the academy 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	Assembly & tutor group opportunities	Assembly & tutor group opportunities	Assembly & tutor group opportunities Collapsed timetable day for enterprise input
Year 8	Assembly & tutor group opportunities	Assembly & tutor group opportunities	Assembly & tutor group opportunities Parents evening

Year 9	Assembly & tutor group opportunities STEM day Grouped careers interview	Assembly & tutor group opportunities STEM show Options assembly and parents evening	Assembly & tutor group opportunities
Year 10	Careers evening Assembly & tutor group opportunities	Assembly & tutor group opportunities	Assembly & tutor group opportunities Work experience 6 <sup>th</sup> form taster day at Kimberley
Year 11	Assembly & tutor group opportunities Yr 11 matters evening including 6 <sup>th</sup> form providers	Assembly & tutor group opportunities	

Please speak to our named careers lead to identify the most suitable opportunity for you.

The academy policies on safeguarding and visitors sets out the academy's approach to allowing providers into academy as visitors to talk to our students. These can be found on the academy website. Education and training providers will be expected to adhere to this policy.

#### **4. Premises and facilities**

The academy will make the sports hall, drama studio and classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The academy will also make available projectors and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the careers lead or a member of the pastoral team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the school library.

#### **5. Monitoring Arrangements**

The schools arrangements for managing the access of education and training providers to students is monitored by Elizabeth Foley (Assistant Principal).

This policy will be reviewed by Bedford Free School's Senior Leadership Team annually.

At every review the policy will be approved and then recommended to the Bedford Free School governors.