

Provider Access Policy

Heathcote School and Science College



Approved by:

Governors

Date: 6th July 2020

Last reviewed on:

Spring 2020

Next review due by:

Spring 2021

Other Documentation

This Policy should be used in reference with the following documents;

- GDPR Policy
- Learning, Teaching & Development Policy

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Heathcote School Vision and Values

Encourage - We encourage our pupils to take pride in their learning and community – to work hard, pursue continual improvement and achieve to the best of their abilities. Pupils seek and embrace feedback and show understanding and mutual respect to each other.

Challenge - We challenge our pupils to take responsibility for their learning, to be resilient to failure and to self-regulate their behaviour. All our staff and governors are determined that all pupils confidently strive for success and expect them to be present and punctual.

Succeed - We succeed when all pupils reach their academic potential and are thoughtful, caring and honest citizens; leaving Heathcote fully prepared for the next stage of their life – whether that be in education, training or employment. We succeed by letting them do so in a comfortable and safe environment where they take a proactive role and develop socially.

School Improvement Priorities 2019-21

- Pupils are proud of Heathcote and self-regulate their behaviour both in and out of school creating a calm and orderly environment. These high standards are supported by robust structures, staff and pupil leadership and increased parental support to ensure exceptional behaviour, high levels of understanding and respect for all and highly positive attitudes
- High quality CPD and line management enables Middle Leaders to be highly visible, develop a coherent vision and challenge and support staff to meet the highest possible standards in all areas
- The broad and balanced curriculum is reviewed and developed to ensure we have the right intent, impact and implementation for our Heathcote learners at all levels; it is understood by all and ambitiously delivered to ensure all pupils achieve highly
- Both in and out of class, tutoring, learning and teaching, work-related learning and other opportunities - including the pupil passport - are exciting, engaging and allow unique opportunities for all learners ensuring Heathcote provides extensive cultural capital
- Robust monitoring and leadership of attendance enable pupils and their families to take responsibility for school attendance leading to attendance levels above the national average for all groups of pupils.

- The financial deficit is reduced in line with robust targets by ensuring the best deployment of physical and human resources

Aims

At Heathcote School, we aim to ensure that every pupil is well educated, is able to attend university or access ambitious work choices and lead a happy and fulfilled life. We believe in order to achieve this, pupils have to work hard and act with integrity at all times. Our Behaviour Policy aims to help pupils to change any behaviours that do not lead to success so that positive behaviours become good habits which in time, become part of their character.

Introduction

This policy statement sets out Heathcote School and Science Colleges' arrangements for managing the access of providers to pupils 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 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;

- Katie Morrison, Assistant Head Teacher/ Careers Leader
kmorrison@heathcote.waltham.sch.uk or
- Michelle Burnett, Careers Coordinator mburnett@heathcote.waltham.sch.uk

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/carers: please see Appendix 1: Annual Calendar of Events. Please speak to our named Careers Leader to identify the most suitable opportunity for you.

Premises and Facilities

Heathcote School & Science College will make a suitable venue, classroom or private meeting room 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 Coordinator.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school reception for the Careers Coordinator. This information will be placed in the School Library and/or Sixth Form Learning Resource Centre.

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/carers:

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

The school policies on safeguarding and visitors sets out the school's approach to allowing providers into school as visitors to talk to our students. These can be found on the school website.

Approval and Review

Approved (date) by Governors at Curriculum and Standards Committee

Next Review: (date)

Signed: Mike Ashwell, Chair of Governors

Signed: Emma Hillman, Headteacher

Appendix 1

Annual Calendar of Events

Last review date:

Person Responsible: Katie Morrison (Careers Leader)

	Autumn Term	Spring Term	Summer Term
<p>Year 7 Support pupils as they make the transition from primary to secondary school. To begin to explore careers and the skills needed.</p>	<p>Careers sessions delivered within PSHE.</p> <p>KS3 career lessons delivered during Challenge Week</p>	<p>Careers sessions delivered within PSHE.</p> <p>KS3 career lessons delivered during Challenge Week</p> <p>National Apprenticeship Week in February & National Careers Week in March</p>	<p>Careers sessions delivered within PSHE.</p> <p>KS3 career lessons delivered during Challenge Week</p> <p>Careers Fair</p>
<p>Year 8 Understanding finances, setting goals and building dream job</p>	<p>Careers sessions delivered within PSHE</p> <p>KS3 Career lessons delivered during Challenge Week</p>	<p>Careers sessions delivered within PSHE.</p> <p>KS3 Career lessons delivered during Challenge Week</p> <p>National Apprenticeship Week in February & National Careers Week in March</p>	<p>Careers sessions delivered within PSHE.</p> <p>KS3 Career lessons delivered during Challenge Week</p> <p>Careers Fair</p>
<p>Year 9 GCSE options,</p>	<p>Careers sessions delivered within PSHE.</p>	<p>Careers sessions delivered within PSHE.</p>	<p>Careers sessions delivered within PSHE.</p>

<p>understanding skills and preferences to support future career choices, LMI</p>	<p>KS3 Career lessons delivered during Challenge Week</p>	<p>KS3 Career lessons delivered during Challenge Week</p> <p>National Apprenticeship Week in February & National Careers Week in March</p>	<p>KS3 Career lessons delivered during Challenge Week</p> <p>Careers Fair</p>
<p>Year 10 What are my next steps? Post 16 and the wider world</p>	<p>Careers sessions delivered within PSHE.</p> <p>KS4 Career lessons delivered in Challenge Week</p>	<p>Careers sessions delivered within PSHE.</p> <p>KS4 career lessons delivered in Challenge Week</p> <p>National Apprenticeship Week in February & National Careers Week in March</p> <p>Y10 Progression Week</p> <ul style="list-style-type: none"> • University visits • Employers lead extended sessions around CV writing, interview preparation, personal finance and exploring career options • Apprenticeship sessions • Sixth form taster sessions 	<p>Careers sessions delivered within PSHE.</p> <p>KS4 career lessons delivered in Challenge Week</p>

		<ul style="list-style-type: none"> • Work experience • Careers Fair 	
<p>Year 11</p> <p>What are my next steps? Post 16 and the wider world</p>	<p>Careers & Post 16 pathway sessions delivered within PSHE.</p> <p>KS4 Career lessons delivered in Challenge Week</p> <p>1-1 Careers Guidance Sessions</p> <p>Destinations stall at Meet the Tutor Event</p>	<p>Careers & Post 16 pathway sessions delivered within PSHE.</p> <p>KS4 career lessons delivered in Challenge Week</p> <p>1-1 Careers Guidance Sessions</p> <p>Destinations stall at Parents Evening</p> <p>National Apprenticeship Week in February & National Careers Week in March</p>	<p>Careers & Post 16 pathway sessions delivered within PSHE.</p> <p>KS4 career lessons delivered in Challenge Week</p> <p>1-1 Careers Guidance Sessions</p> <p>Careers Fair in May</p>
<p>Year 12</p> <p>What are my next steps? Post 18 and the wider world</p>	<p>Careers and Post 18 pathway sessions delivered within Tutorial programme</p> <p>KS5 Career lessons delivered in Challenge Week</p>	<p>Careers and Post 18 pathway sessions delivered within Tutorial programme</p> <p>KS5 Career lessons delivered in Challenge Week</p> <p>National Apprenticeship Week in February & National Careers Week in March</p>	<p>Y12 Progression week</p> <ul style="list-style-type: none"> • University visits • Employers lead extended sessions around CV writing, interview preparation, personal finance and exploring career options • Apprenticeship sessions • Work experience

			<p>Careers Fair</p> <p>1-1 Careers Guidance Session for pupils on one year course.</p>
<p>Year 13</p> <p>What are my next steps? Post 18 and the wider world</p>	<p>Careers and Post 18 pathway sessions delivered within Tutorial programme</p> <p>KS5 Career lessons delivered in Challenge Week</p> <p>Option to request a 1-1 Careers Guidance Session (EHCP/SEN/LAC prioritised)</p>	<p>Careers and Post 18 pathway sessions delivered within Tutorial programme</p> <p>KS5 Career lessons delivered in Challenge Week</p> <p>National Apprenticeship Week in February & National Careers Week in March</p> <p>Option to request a 1-1 Careers Guidance Session (EHCP/SEN/LAC prioritised)</p>	<p>Option to request a 1-1 Careers Guidance Session (EHCP/SEN/LAC prioritised)</p> <p>Careers Fair</p>