

Provider Access Policy

Heathcote School and Science College



Approved by:	Governors	Date: 13th December 2021
Last reviewed on:	Summer 2020	
Next review due by:	Autumn 2022	

Other Documentation

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

- GDPR Policy
- Learning, Teaching & Development Policy
- Safeguarding Policy
- Visitors Policy

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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;

- Ben Abbott, Deputy Head Teacher/ Careers Leader
babbott@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.

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 CareersCoordinator.

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.

Calendar of Events 2021/22

	Term 1 Autumn 1	Term 1 Autumn 2	Term 2 Spring 1	Term 2 Spring 2	Term 3 Summer 1	Term 3 Summer 2
Year 7	<p>Assembly/Tutor time 'Intro to Careers' presentation</p> <p>Careers & Aspirations Pupil Survey (GB3)</p> <p>'Intro to Careers' Parent/Carer presentation (GB2)</p> <p>Open Evening CIAG Support (GB1)</p> <p>Challenge Week 1</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>National Apprenticeship Week (Usually 1st wk of Feb)</p> <p>National Careers Week 7th – 12th March 2022</p> <p>Challenge Week 2</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Challenge Week 3</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons (GB4,5&6)</p> <p>End of year monitoring & evaluation of Careers programme (surveys/feedback) GB1</p>
Year 8	<p>Assembly/Tutor time 'Exploring Careers' presentation</p> <p>Careers & Aspirations Pupil Survey(GB3)</p> <p>'Exploring Careers' Parent/Carer presentation (GB2)</p> <p>Challenge Week 1</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>National Apprenticeship Week (Usually 1st wk of Feb)</p> <p>National Careers Week 7th – 12th March 2022</p> <p>Y9 Parents Evening GCSE Options Support</p> <p>Challenge Week 2</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Challenge Week 3</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p> <p>End of year monitoring & evaluation of Careers programme (surveys/feedback) GB1</p>
Year 9	<p>Assembly/Tutor time 'Exploring GCSE Options' presentation</p> <p>Careers & Aspirations Pupil Survey(GB3)</p> <p>'Exploring GCSE Options' Parent/Carer presentation (GB2)</p> <p>Challenge Week 1</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>National Apprenticeship Week (Usually 1st wk of Feb)</p> <p>National Careers Week 7th – 12th March 2022</p> <p>Challenge Week 2</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Challenge Week 3</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p> <p>End of year monitoring & evaluation of Careers programme (surveys/feedback) GB1</p>
Year 10	<p>Assembly/Tutor time 'Developing skills & interests' presentation</p> <p>Careers & Aspirations Pupil Survey(GB3)</p> <p>'Developing skills & interests' Parent/Carer presentation (GB2)</p> <p>Challenge Week 1</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>National Apprenticeship Week (Usually 1st wk of Feb)</p> <p>National Careers Week 7th – 12th March 2022</p> <p>Challenge Week 2</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Y10 Parents Evening CIAG Support</p> <p>Y10 WEX & Progression Week?</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Challenge Week 3 DDD</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p> <p>End of year monitoring & evaluation of Careers programme (surveys/feedback) GB1</p>
Year 11	<p>Assembly/Tutor time 'Post 16 Pathways' presentation</p> <p>Careers & Aspirations Pupil Survey(GB3)</p> <p>Y11 1:1 Sessions - Priority Pupils (GB8)</p> <p>'Post 16 Pathways' Parent/Carer presentation (GB2)</p> <p>Challenge Week 1</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p> <p>Y11 1:1 Sessions (GB8)</p> <p>Y11 Parents Evening CIAG Support (GB1)</p> <p>LBWF Data Return – Y11 & Y12 Leavers Destinations 15th Oct 2021 (GB3)</p> <p>Post 16 Pathways - Group Sessions?</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Y11 1:1 Sessions</p> <p>National Apprenticeship Week (Usually 1st wk of Feb)</p> <p>National Careers Week 7th – 12th March 2022</p> <p>Y11 'Drop in' Support Afterschool (2x weekly)</p> <p>HC6 App Deadline</p> <p>Challenge Week 2</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Y11 1:1 Sessions</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p> <p>LBWF Data return - Feb cohort check 2022 March Date TBC (GB3)</p> <p>Y11 'Drop in' Support Afterschool (2x weekly) GB8</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Y11 1:1 Sessions</p> <p>Exams Begin</p>	<p>'Risk of NEET' Bespoke Sessions (GB3&8)</p> <p>Exams</p> <p>LBWF Data return - Y12 & Y13 OFFERS/Sept Gtee 2022 June Date tbc (GB3)</p> <p>End of year monitoring & evaluation of Careers programme (surveys/feedback) GB1</p>

Year 12	<p>Assembly/Tutor time 'Skills for the Future' presentation</p> <p>Careers & Aspirations Pupil Survey(GB3)</p> <p>'Skills for the Future' Parent/Carer presentation (GB2)</p> <p>LBWF Data Return – Sixth Form Enrolment 12&13s 24th Sept 2021 (GB3)</p> <p>Challenge Week 1</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons(GB4,5,6&7)</p> <p>6th Open Evening CIAG Support (GB1)</p> <p>Post 18 Pathways - Group Sessions (GB8)</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>National Apprenticeship Week (Usually 1st wk of Feb)</p> <p>National Careers Week 7th – 12th March 2022</p> <p>Challenge Week 2</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p> <p>Y12 Construction Pathways support</p> <p>LBWF Data return - Feb cohort check 2022 March Date tbc (GB3)</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Challenge Week 3</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Y12 WEX & Progression Week?</p> <p>Workshops Trips or DDD in lessons (GB4,5&6)</p> <p>LBWF Y12 & Y13 OFFERS - Sept Guarantee (GB3)</p> <p>Oxbridge/Early UCAS/Entrance Exam workshops (GB7)</p> <p>End of year monitoring & evaluation of Careers programme (surveys/feedback) GB1</p>
Year 13	<p>Assembly/Tutor time 'Exploring Post 18 & Beyond' presentation</p> <p>Careers & Aspirations Pupil Survey (GB3)</p> <p>'Exploring Post 18 & Beyond' Parent/Carer presentation (GB2)</p> <p>LBWF Data Return – Sixth Form Enrolment 12&13s (24th Sept 2021)</p> <p>UCAS & Apprenticeship Workshops (GB7)</p> <p>UCAS October Deadline</p> <p>KS5 'Drop-in' Support Afterschool (2x weekly) GB8</p> <p>Challenge Week 1</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Workshops Trips or DDD in lessons (GB4,5,6&7)</p> <p>KS5 'Drop-in' Support Afterschool (2x weekly)(GB8)</p> <p>6th Open Eve CIAG Support (GB1)</p> <p>LBWF Data Return – Y11 & Y12 Leavers Destinations (15th Oct 2021)</p> <p>Post 18 Pathways - Group Sessions (GB8)</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>National Apprenticeship Week (Usually 1st wk of Feb)</p> <p>National Careers Week 7th – 12th March 2022</p> <p>UCAS Main Application Deadline</p> <p>Post 18 - Apprenticeships & Employment Support</p> <p>Challenge Week 2</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Post 18 - Apprenticeships & Employment Support GB8</p>	<p>Assembly/Tutor Time (Unifrog/ Career of the Week/Quizzes etc)</p> <p>Post 18 - Apprenticeships & Employment Support GB8</p> <p>Exams Begin</p>	<p>Exams</p> <p>LBWF Data Return = Y12 & Y13 OFFERS - Sept Gtee 2022 June tbc (GB3)</p> <p>End of year monitoring & evaluation of Careers programme (surveys/feedback) GB1</p>

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