

**Thomas Estley Community College:**

**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 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 8-13 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**

1. **Procedure**

Any provider wishing to request access should contact:

|  |  |
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| Name | Amber Colquhoun (Careers Leader) |
| Telephone | 01455 283263 |
| Email | [acolquhoun@thomasestley.org.uk](mailto:acolquhoun@thomasestley.org.uk) |

1. **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. The school calendar varies from year to year so providers need to contact the member of staff named above to identify the most suitable opportunity. The events are usually arranged well in advance so it is essential that providers contact us early in the academic year to be involved in our planning. However, we will always accommodate valuable opportunities that arise throughout the academic year where possible.

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|  | **Autumn Term** | **Spring Term** | **Summer Term** |
| **Year 7** | * Assembly / tutor time opportunities * Event for University / HE Workshops * CU Coventry Workshop (17th September 2018) * Enterprise for Malawi Module (8th-12th October 2018) | * National Careers Week: Assembly opportunities (4th-8th March 2019) * PSHE curriculum - opportunities for talks / workshops * Science Fair (14th March 2019) | * Assembly / tutor time opportunities * Careers and aspirations assembly * Singer/song writer performance |
| **Year 8** | * Assembly / tutor time opportunities * My Future Stem: Why should I care? Module (8th-12th October 2018) * Small group sessions: future education, training and employment options | * National Careers Week: Assembly opportunities (4th-8th March 2019) * PSHE curriculum - opportunities for talks / workshops * Life Skills – assembly and tutor group opportunities * CU Coventry Visit (4th March 2019) – opportunities to visit other providers * Science Fair (14th March 2019) * Small group sessions: future education, training and employment options | * Assembly / tutor group opportunities * Specialisms Assembly (8th May 2019) * Options Assembly (12th June 2019) * GCSE Options Evening (12th June 2019) * Small group sessions: future education, training and employment options |
| **Year 9** | * Assembly / tutor time opportunities * Event for University Technical Colleges * Option Evening (19th September 2018) * Money and Health Module (8th-12th October 2018) * Small group sessions: future education, training and employment options | * National Careers Week: Assembly opportunities (4th-8th March 2019) * KS4 taster sessions * PSHE Curriculum - opportunities for talks / workshops * Small group sessions: future education, training and employment options | * Assembly / tutor time opportunities * Work Experience Preparation and days at work * Small group sessions: future education, training and employment options |
| **Year 10** | * Assembly / tutor time opportunities * Employer Mentor Programme – volunteers required, please get in touch * Small group sessions: future education, training and employment options * Work experience / volunteering / work shadowing opportunities required during school holidays / weekends | * Employer Mentor Programme – volunteers required, please get in touch * National Careers Week: Assembly opportunities (4th-8th March 2019) * Apprenticeships Show -Assembly / Workshop opportunities * PSHE Living in the wider world curriculum – opportunities for talks / workshops * Small group sessions: future education, training and employment options * Work experience / volunteering / work shadowing opportunities required during school holidays / weekends | * Employer Mentor Programme – volunteers required, please get in touch * Assembly / tutor time opportunities * Small group sessions: future education, training and employment options * Work experience / volunteering / work shadowing opportunities required during school holidays / weekends |
| **Year 11** | * Assembly / tutor time opportunities * Employer Mentor Programme – volunteers required, please get in touch * Post-16 Careers Fair & Information Evening (27th September 2018) – opportunities to attend * Post-16 assemblies – pathways and qualifications (4th October 2018) * UCAS Progress Assembly (5th October 2018) * Future Pathways Module Week (8-12th October 2018) * HE Assemblies and higher apprenticeship applications * Mock Interviews (9th October 2018) * University of Leicester Personal Statement Workshop (6th November 2018) * Personal Statement Workshops – opportunities to support small groups of students * CV Writing Workshops – opportunities to support small groups of students * NCS workshops and lunch time stalls | * Employer Mentor Programme – volunteers required, please get in touch * National Careers Week: Assembly opportunities (4th-8th March 2019) * Y11 Parents Evening (15th January 2019) - opportunities for providers to attend * Post-16 Apprenticeship Parents’ Evening (11th January 2019) - opportunities for providers to attend * Apprenticeships Show -Assembly / Workshop opportunities * Small group sessions: future education, training and employment options * Work experience / volunteering / work shadowing opportunities required during school holidays / weekends * NCS lunch time stalls | * Employer Mentor Programme – volunteers required, please get in touch * Assembly / tutor time opportunities * Small group sessions: future education, training and employment options * Work experience / volunteering / work shadowing opportunities required during school holidays / weekends * NCS Parents’ Briefing Evening |

Please speak to our Careers Leader to identify the most suitable opportunity for you – contact details above.

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

**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 **20/11/18** by Local Governing Body

Next review: **November 2019**

Signed: **Bruce Perrett** **Mandi Collins**

Chair of Governors College Principal