



**COLNE VALLEY**  
HIGH SCHOOL

# PROVIDER ACCESS POLICY

<b>Approved by:</b>			
<b>Responsible department:</b>	Careers		
<b>Last review date:</b>	17/10/24	<b>Last reviewed by:</b>	Samantha Hardcastle
<b>Last updated:</b>		<b>Last updated by:</b>	
<b>Next review due:</b>	October 2025		

## 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.

To ensure safeguarding procedures are met when providers attend the school. Providers will be supervised at all times when in the school building unless a valid DBS certificate is seen.

## Pupil entitlement

All pupils in years 7 to 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 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 Mrs S Hardcastle, Careers Leader on [shardcastle@thecvhs.co.uk](mailto:shardcastle@thecvhs.co.uk) or 01484 848680 ext. 650.

### 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 or their parents or carers:

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 7</b>	Spotlight Sessions	Spotlight Sessions  Careers Fair	Spotlight Sessions  Careers Form Time Programme explores all routes available post 16
<b>Year 8</b>	Spotlight Sessions	Spotlight Sessions  Careers Fair  Careers Form Time Programme explores all routes available post 16	Spotlight Sessions
<b>Year 9</b>	Spotlight Sessions  Careers Form Time Programme explores all routes available post 16  Access to college taster sessions.	Spotlight Sessions  Careers Fair  Meetings with Careers Advisers Careers Form Time Programme explores all routes available post 16.	Spotlight Sessions Meetings with Careers Advisers  Access to college taster sessions.

	Presentations at Parents Evenings to inform of the routes available post 16.	Careers Form Time Programme explores all routes available post 16  Access to college taster sessions.	
<b>Year 10</b>	Spotlight Sessions  Careers Form Time Programme explores all routes available post 16  Access to college taster sessions. Presentations at Parents Evenings to inform of the routes available post 16.	Spotlight Sessions  Assemblies  Careers Fair  Meetings with Careers Advisers Careers Form Time Programme explores all routes available post 16  Access to college taster sessions.	Spotlight Sessions  Assemblies  Meetings with Careers Advisers  College Visits in July  Work Experience  Access to college taster sessions.
<b>Year 11</b>	Spotlight Sessions  Assemblies  Meetings with Careers Advisers Careers Form Time Programme explores all routes available post 16  Access to college taster sessions. Post 16 Provider Open Evenings) all pathways and routes) are promoted to students and parents.  Presentations at Parents Evenings to inform of the routes available post 16.	Spotlight Sessions  Careers Fair  Meetings with Careers Advisers Careers Form Time Programme explores all routes available post 16  Access to college taster sessions. Post 16 Provider Open Evenings Promoted to students and parents. Post 16 Applications and Interviews.  Apprenticeship group work sessions offered.	Meetings with Careers Advisers.  Confirmation of post 16 destinations of students.

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

### **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 Office, which is managed by the Careers Leader. Access to the resources in the Careers Office is available to all students at lunch and break times.