



## Provider Access Policy

Adopted by the Board of Directors: September 2023

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### ***School Mission Statement***

***“To create and sustain, with God’s help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ.”***

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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### **1. Aims**

This policy statement aims to set out our school’s arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:

- a) Procedures in relation to requests for access
- b) The grounds for granting and refusing requests for access
- c) Details of premises or facilities to be provided to a person who is given access

### **2. Statutory requirements**

St Bede’s is required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 11 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

St Bede’s must provide a minimum of 4 encounters with technical education or training providers to all pupils in years 8 to 11 (see more detail in section 2.1 below).

St Bede’s must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students. This is outlined in section 42B of the Education Act 1997 and on page 43 of guidance from the Department for Education (DfE) on careers guidance and access for education and training providers.

This policy shows how our school complies with these requirements.

#### **2.1 The 4 encounters schools must offer to all pupils in years 8 to 11**

St Bede’s offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
  - All pupils must attend
  - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
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2 encounters for pupils during the 'second key phase' (year 10 or 11)

- All pupils must attend
- Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

These encounters must happen for a reasonable period of time during the standard school day. Schools continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

St Bede's will ask each provider to provide the following information as a minimum:

- a) Information about the provider and the approved qualifications or apprenticeships they offer
- b) Information about what careers those qualifications and apprenticeships can lead to
- c) What learning or training with the provider is like
- d) Answers to any questions from pupils

## **2.2 Meaningful provider encounters**

Our school is committed to providing meaningful encounters to all pupils.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

Meaningful live online engagement is also an option at our school.

## **3. Student entitlement**

All students in years 8 to 11 at St Bede's Inter-Church School are entitled to:

Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point

Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, e.g. through activities and events such as options events, assemblies and taster events

Understand how to make applications for the full range of academic and technical courses

## **4. Management of provider access requests**

### **4.1 Procedure**

A provider wishing to request access should contact Louise Patten, Head of Key Stage Transitions (**HKST**).

Telephone: 01223 568816 EXT. 227

Email: lpatten@stbedes.cambs.sch.uk

## 4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into St Bede's to speak to students and/or their parents/carers:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	"What's my line"- students guess peoples jobs from a range of visiting professionals.		
YEAR 8	Careers Carousel (employers come in to discuss possible jobs)	<b>Science:</b> Big Bang Fair trip – has lots of career related stands (if run)	Options process
YEAR 9		<ol style="list-style-type: none"> <li>1. Business challenge-opportunity to work with business leaders in Cambridge</li> <li>2. <b>Food-</b> Visit Jimmy Farm to look at farming and production</li> <li>3. <b>Science:</b> Medical Mavericks visit. Careers in health workshop.</li> </ol>	
YEAR 10	<ol style="list-style-type: none"> <li>1. <b>Science-</b> Science Live</li> <li>2. <b>Media-</b> Visit to CUP</li> </ol>	Careers Interviews	<ol style="list-style-type: none"> <li>1. College Taster Days- all students given option to attend at least 1 college taster day in the summer term.</li> <li>2. PSHCE Day – The World of Work:</li> <li>3. Mock Interviews (through Form the Future)</li> <li>4. Work experience opportunities</li> <li>5. Careers Interviews</li> <li>6. Unifrog</li> <li>7. MyChoice@16</li> <li>8. Post 16 Open Evenings</li> <li>9. Assemblies from post 16 providers</li> </ol>
YEAR 11	<ol style="list-style-type: none"> <li>1. PSHCE Day: application process and personal statement writing.</li> <li>2. Post 16 Progression Evening- This enables Post 16 providers to visit and showcase their offerings to students and parents.</li> <li>3. Post 16 Open Evenings</li> <li>4. Careers interviews</li> <li>5. Apprentice ship Assemblies-</li> <li>6. labour markets assembly</li> <li>7. Assemblies from post 16 providers</li> </ol>	Post 16 formal interviews (ICT-based)	

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

These events will run in line with any measures related to public health incidents, including COVID-19.

### **4.3 Granting and refusing access**

All students will be offered access to the age-appropriate careers activity, including those hosted by visiting speakers or organisations, with appropriate safeguarding and supervision provisions in place in line with our safeguarding/child protection policy).

It may be appropriate to refuse access to certain students however, under some circumstances. These decisions will be made by the HKST, in conjunction with other professionals within the school (such as the Head of Year, or SLT members, for example).

In all circumstances where a student is refused access, the student and parents or carers will be notified in advance of the event, and provided with an explanation and an appropriate length of time prior to the event, to permit the right to appeal, if necessary. Access to related resources will be made available after the event, to all students.

### **4.4 Safeguarding**

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

### **4.5 Premises and facilities**

Event organisers will outline the aim and expectation of each event with the HKST, including number of attendees, the time, date and duration of the event, and any resources required. The event organisers will then liaise with the HKST and (if necessary), the Site Team in order to agree the most appropriate facilities to accommodate the planned event.

Providers can leave prospectuses or other materials for students to read, at the discretion of the HKST and according to perceived or expected need.

## **5. Previous providers**

In previous terms/years we have invited the following providers from the local area to speak to our pupils (refer to year 10 summer term and year 11 autumn term, in the table provided):

- CAST (Cambridge Academy of Science and Technology), CRC (Cambridge Regional College), Chesterton 6<sup>th</sup> Form, College of West Anglia, Comberton 6<sup>th</sup> Form, Cambridge Maths School, Hills Rd 6<sup>th</sup> Form College, Impington International College, Long Rd 6<sup>th</sup> Form College, The Oakes, Parkside 6<sup>th</sup>

## **6. Pupil destinations**

Last year, our year 11 pupils moved to a range of providers in the local area after school:

- CAST (Cambridge Academy of Science and Technology), CRC (Cambridge Regional College), Chesterton 6<sup>th</sup> Form, College of West Anglia, Comberton 6<sup>th</sup> Form, Hills Rd 6<sup>th</sup>

## **7. Complaints**

Any complaints related to provider access can be raised following the school complaints procedure

## **8. Monitoring arrangements**

St Bede's arrangements for managing the access of education and training providers to students are monitored by Louise Patten (HKST).

This policy will be reviewed by Louise Patten (HKST), annually.

At every review, the policy will be approved by the board of directors.