



Hylands School 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 purposes 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.

Student entitlement

Students 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 evenings, 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 *Wendy Wood, Careers Advisor*

Telephone: 01245 266766 Email: wwood@hylands-tkat.org

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:

	Autumn Term	Spring Term	Summer Term
Year 8	Year 8 Assembly- Introduction to careers	'Eyes on the Prize' Trip to local university.	Careers Fair/school activities
Year 9	Year 9 Assembly Introduction to careers and option choices	Small group guidance interviews with Careers Advisor	Careers Fair/school activities



	Autumn Term	Spring Term	Summer Term
	AIM group activities	Options Evening and Parent's Evening	
Year 10	Careers Assembly - information on progression choices at 16 and 18.	Apprenticeships and CV writing sessions Small group guidance interviews with Careers Advisor	Assembly and tutor group opportunities Careers Fair/school activities
Year 11	Careers Assembly - information on progression choices at 16 and 18. AIM apprenticeship assembly. Presentation on careers/vocational routes/aspirational choices — interactive activities. 2 hours. 6th Form Open Evening	Post 16 taster sessions Rev It Up Week Extended registrations with tutors for careers activities.	
Year 12	Higher Education Fair Post 18 assembly – apprenticeships Parents' Evenings	Small group sessions: future education, training and employment options	Careers Fair/school activities Small group sessions: future education, training and employment options
Year 13	Assembly HE and higher apprenticeship applications Parents' Evenings	Assemblies/tutor sessions to introduce Careers Adviser and work. PSHE/Careers Education activities,	



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

The school policy on safeguarding <https://www.hylands-tkat.org/uploads/files/TKAT%20Safeguarding%20and%20Child%20Protection%20Policy%202018-19%20.pdf> sets out the school's approach to allowing providers into school as visitors to talk to our students.

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 *1st March 2019* by Chair of Governors

Next review: *September 2019*

Signed:

Chair of Governors

Andrew Parry Head teacher