

# Providers Access Policy

<b>Draft to be approved by Management Committee</b>	December 2019	
<b>Reviewed</b>	Bi Annual	Management Committee

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## Key Information

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## 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

### Procedure

A provider wishing to request access should contact:

<b>Name:</b>	David Cook Shayden Watts
<b>Role:</b>	Careers Lead Careers Coordinator
<b>School:</b>	Burnside Secondary PRU
<b>Contact Number:</b>	Tel: 0208 289 4740 EX: 204/ 207
<b>Email:</b>	<a href="mailto:David.cook@hawkswoodgroup.org.uk">David.cook@hawkswoodgroup.org.uk</a> <a href="mailto:Shayden.watts@hawkswoodgroup.org.uk">Shayden.watts@hawkswoodgroup.org.uk</a>

## 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:

Year Group	Autumn	Spring	Summer
7/8	Citizenship/PSHE Lessons	National Careers Week (Activities)	Tutorial- Careers exploration
9	Citizenship/PSHE Lessons	National Careers Week (Activities)	Tutorial- Careers exploration
10	Citizenship/PSHE Lessons Tutorial- careers exploration	National Careers Week (Activities) Mock Interviews	Work Experience Post 16 Taster Visit
11	Skills London Post 16 Applications	National Apprenticeship Week (activities)	Work Experience

## 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 post copies of their prospectuses, resources and other relevant course literature to the address; **Hawkswood Group, Antlers Hill, Chingford E4 7RT**. As well we have Career Hubs situated at every one of our sites. These hubs are available to our young people and parents/carers.

## Approval and review

<b>Date approved on:</b>	December 2019
<b>By:</b>	Management Committee
<b>Next Review Date:</b>	December 2021
<b>Signed:</b>	

Date:

DRAFT