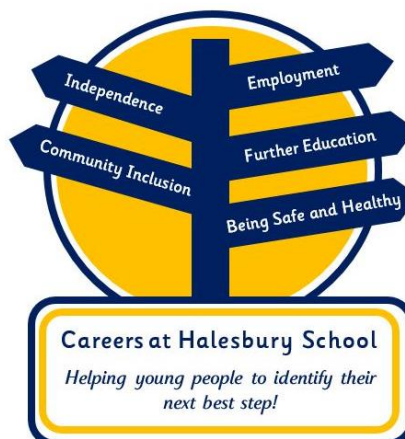


HALESBURY SCHOOL



HALESBURY SCHOOL Provider Access Policy

Policy for the attention of			
Audience	Key Audience	Optional Audience	Additional/Notes
Senior Leadership Team			
Teachers			
Teaching Assistants			
Administrative Staff			
Curriculum support			
Lunchtime Supervisors			
Site Manager			
Cleaners			
Governors			
Parents			
Website			
Local Authority			

Responsibility of	
Review frequency	
This version agreed	Spring 2022
Next review date	Spring 2023

Halesbury School Provider Access Policy

Introduction

This policy sets out Halesbury School's arrangements for managing the access of providers to students, 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 and is in conjunction with current GDPR regulations.

Student Entitlement

All students in Years 7-13 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;
- 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;
- understand how to make applications for the full range of academic and technical courses.

Management of Provider Access Requests

Any provider wishing to request access should contact:

Mrs N Harris (Careers Co-Ordinator)

Telephone: 01384 818630

Email: nharris@halesbury.dudley.sch.uk <mailto:nbyrne@halesbury.dudley.sch.uk>

Opportunities for Access

A number of events, integrated into the school curriculum, will offer providers an opportunity to come into school to speak to our pupils and/or their parents/carers. Please speak to Mrs N. Harris (details above) to identify the most appropriate opportunity for you.

Autumn Term	<ul style="list-style-type: none">• Opportunities for visiting speakers, workshops, trips and visits related to Careers Education• Enterprise Activities• Connexions initiate Year 11 consultations
Spring Term	<ul style="list-style-type: none">• Opportunities for visiting speakers, workshops, trips and visits related to Careers Education• Enterprise Activities• Mock Interviews• Careers Week• Work Experience for Year 11 pupils• F.E College and Post-16 Visits
Summer Term	<ul style="list-style-type: none">• Opportunities for visiting speakers, workshops, trips and visits related to Careers Education• Enterprise Activities• Alumni Visits• Transition Visits

Granting Access

We will always try to provide access wherever it is deemed appropriate, however, the decision to grant/refuse access to students will be based on the following criteria:

- The needs of the students
- The needs of the curriculum
- Timing of request (e.g., assessment periods will be difficult to accommodate)
- Timing of the school day

- Nature of the request from the provider
- Number of requests received from this provider
- Number of requests received from other providers
- Number of requests received for any given cohort of students
- Availability of the required facilities

Premises and Facilities

Arrangements relating to facilities should be discussed and agreed in advance of the visit with a member of Halesbury staff in order to ensure that:

- Halesbury School can make appropriate spaces available for discussions between providers and students, such as the main hall, classrooms, or meeting rooms.
- Halesbury School can also make available any ICT resources required to support provider presentations.

Upon arrival at Halesbury School, providers must immediately report to the school's main reception where they must sign in. As part of this process providers will be made aware of the school's safeguarding procedures and relevant health and safety information before being issued with a visitor's identification badge which must be worn for the duration of the visit.

Providers are also welcome to leave a copy of their prospectus or other relevant literature at the school reception where it will then be shared with the relevant staff and students.

Approval and Review

Policy approved by: Halesbury Governing Body

Date of next review: Summer 2023