



# **PROVIDER ACCESS POLICY STATEMENT MIDDLEWICH HIGH SCHOOL**

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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:

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

### 2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools 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](#).

This policy shows how our school complies with these requirements.

### 3. Student entitlement

All students in years 8 to 11 at Middlewich High 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
- 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:

Mrs Claire Anderson, Director of CEIAG and I-Value

Mrs Sarah Colclough, Deputy Headteacher with overall responsibility for Careers Education.

Telephone: 01606 537670

Email: [careers@mhs.school](mailto:careers@mhs.school)

All requests should be emailed at least 6 weeks (a school half term) in advance of an expected date for the planned session. All requests will be given due consideration by Middlewich High School's Director of CEIAG, STEM Leader and the Senior Leadership Team.

### **4.2 Opportunities for access**

As part of Middlewich High School's commitment to informing our students of the full range of learning and training routes on offer to them, we are happy to consider requests from training, vocational education and apprenticeship providers to speak to students and will also approach these partners ourselves when planning organising key and Careers events throughout the school year.

In the first instance, providers wishing to speak with students should consult with us about their input at our main events throughout the school year.

These events (shown below) provide ample opportunities to speak to students and parents both individually and in groups to offer information on vocational, technical and apprenticeship routes. These are usually held in the sports hall and timings, facilities and parking and registration details are emailed to exhibitors in good time before the event.

We also have a number of whole year group assembly slots which offer providers a short opportunity to quickly spread the word about their offer. Assemblies last for 20 minutes during form time and can be directed to a whole year group of around 140 students, in our main sports hall (or drama studio) which has a projector and speakers for sound.

These are usually on offer through the early part of the Autumn and Spring terms as, at other times, our halls are used for exams and so assemblies might not take place. If you are a provider and would like to enquire about the availability of assembly slots please email our CEIAG lead on the details above to request a CEIAG visitor booking form and complete the assembly request section.

If a provider is unable to attend these events or feels that their presentation requires different circumstances or that they are hosting an event they wish to promote, in the first instance they should contact the Director of CEIAG and complete a CEIAG visitor booking form.

The CEIAG visitor booking form asks for the role of the training, vocational or apprenticeship provider you represent, the aim of the presentation, if the request is for an assembly slot, the number of students the presentation or session is designed for, the length of the talk or presentation, the target year group for the session or presentation, what display or other facilities the session would require, how many provider staff (and names of staff) that will be visiting and what support from school staff you would require on the day. If the email is notification of an event at an offsite venue, please include timings of the day, a list of other invited schools and providers, any accessible funding streams for transport costs and a visit risk assessment of the venue.

A number of events, integrated into our careers and I-Value programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

Year Group	Autumn Term	Spring Term	Summer Term
Year 7	<p><u>Hopes and dreams assembly.</u></p> <p><u>I-Value lessons:</u> <u>Guess my career 14 Nov 22</u></p>	<p><u>Character Education: Form time activities and assemblies, to incorporate LORIC, Careers, STEM and personalised character traits. External speakers are invited into year group assemblies where appropriate.</u></p>	<p><u>I-Value lessons:</u> Financial decision making unit.</p> <p><u>Character Education: Form time activities and assemblies, to incorporate LORIC, Careers, STEM and personalised character traits. External speakers are invited into year group assemblies where appropriate.</u></p>
Year 8	<p><u>Character Education: Form time activities and assemblies, to incorporate LORIC, Careers, STEM and personalised character traits. External speakers are invited into year group assemblies where appropriate.</u></p> <p><u>I-Value lessons:</u> <u>Guess my career 14 Nov 22</u></p> <p><u>I-Value lessons:</u> STEM engineering lessons</p>	<p><u>Character Education: Form time activities and assemblies, to incorporate LORIC, Careers, STEM and personalised character traits. External speakers are invited into year group assemblies where appropriate.</u></p>	<p><u>Character Education: Form time activities and assemblies, to incorporate LORIC, Careers, STEM and personalised character traits. External speakers are invited into year group assemblies where appropriate.</u></p> <p><u>I-Value lessons:</u> Developing skills and aspirations unit, this includes exploring LMI and key industries in the UK.</p>

Year 9	<p><b><u>September year 9 Induction: Hopes and dreams assembly.</u></b></p> <p><b><u>I-Value Careers fair 14.11.22</u></b></p> <p><u>Character Education: Form time activities and assemblies, to incorporate LORIC, Careers, STEM and personalised character traits. External speakers are invited into year group assemblies where appropriate.</u></p> <p><u>KS3 curriculum area pathways. Curriculum leaders to invite guest speakers into lessons/workshops where appropriate</u></p>	<p><u>Options evening (2022) for parents/guardians/students</u></p> <p><u>Character Education: Form time activities and assemblies, to incorporate LORIC, Careers, STEM and personalised character traits. External speakers are invited into year group assemblies where appropriate.</u></p> <p><u>KS3 curriculum area pathways. Curriculum leaders to invite guest speakers into lessons/workshops where appropriate</u></p> <p>Year 9 Pathway interviews</p> <p><u>I-Value lessons: Setting goals (career options)</u></p>	<p><u>Character Education: Form time activities and assemblies, to incorporate LORIC, Careers, STEM and personalised character traits. External speakers are invited into year group assemblies where appropriate.</u></p> <p><u>I-Value lessons: Employability skills and online presence</u></p>
Year 10	<p><b><u>I-Value Careers fair 14.11.22</u></b></p> <p><u>KS4 curriculum area pathways. Curriculum leaders to invite guest speakers into lessons/workshops where appropriate.</u></p> <p><u>I-Value lessons: Financial decision making</u></p> <p><u>Character Education: Form time activities and assemblies, to incorporate LORIC, Careers, STEM and personalised character traits. External speakers</u></p>	<p><u>I-Value lessons: Financial decision making continued</u></p> <p><u>I-Value lessons: National apprenticeship week</u></p> <p><u>KS4 curriculum area pathways. Curriculum leaders to invite guest speakers into lessons/workshops where appropriate</u></p> <p><u>Character Education: Form time activities and assemblies, to incorporate LORIC, Careers, STEM and personalised character traits. External speakers are invited into year group assemblies where appropriate.</u></p> <p>KS4 curriculum areas signposts</p>	<p><b><u>I-Value day</u></b> to include: Visit to colleges, technical colleges and sixth form providers.</p> <p><u>KS4 curriculum area pathways. Curriculum leaders to invite guest speakers into lessons/workshops where appropriate.</u></p> <p><b><u>Final week of term – Work experience</u></b></p> <p><u>Character Education: Form time activities and assemblies, to incorporate LORIC, Careers, STEM and personalised character traits. External speakers are invited into year group assemblies where appropriate.</u></p>

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	KS4 curriculum areas signposts		Meetings with Careers advisor
<b>Year 11</b>	<p><u>I-Value Careers fair 14.11.22</u></p> <p><u>I-Value lessons:</u> Next steps, to include CV building and mock interviews preparation.</p> <p><u>Mock interviews- Guests invited from a variety of work place backgrounds to interview students and give constructive feedback.</u></p> <p><u>I-Value and careers assemblies</u> to include: 'College applications workshops'. Post-16 providers are invited in to deliver 'Next – steps' assemblies to deliver information on apprenticeships, Traineeships, A-levels and T-levels.</p> <p>Meetings with Careers advisor</p> <p><u>KS4 curriculum</u> area pathways. Curriculum leaders to invite guest speakers into lessons/workshops where appropriate</p> <p><u>Character Education: Form time activities and assemblies, to incorporate LORIC, Careers, STEM and personalised character traits. External speakers</u></p>	<p><u>Character Education: Form time activities and assemblies, to incorporate LORIC, Careers, STEM and personalised character traits. External speakers are invited into year group assemblies where appropriate.</u></p> <p>Meetings with Careers advisor</p>	



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

- Access will be granted to all providers assessed to meet the needs of the students by the Director of CEIAG and STEM Leaders. Responses to requests will come from the school CEIAG Director.
- Access will be refused if:
  - It is deemed there is a safeguarding risk or documentation is not evident to assure of safeguarding
  - They impinge on students' preparation for public or internal exams
  - They clash with other school events such as visits, other speakers, well-being days, school photographs, sports days, public or internal exams, parents' communication events etc.
  - The school is unable to provide staff to support the presentation or talk due to previous commitments
  - Rooming for the talk or event is unable to be found due to timetabling clashes

#### **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**

- Visitors should inform the school, the Director of CEIAG and Deputy Headteacher of what resources are required prior to their visit using the CEIAG booking form. For requests that are approved, we will provide clear instructions before the event on visitor parking, visitor registration, a contact member of staff and their contact details, the teaching room or school hall/studio to be used at the session and the presentation facilities this space offers.

#### **5. Links to other policies**

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy

#### **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by the Director of CEIAG and Deputy Headteacher.

This policy will be reviewed by Director of CEIAG and Deputy Headteacher.

At every review, the policy will be approved by the governing board of Middlewich High School.