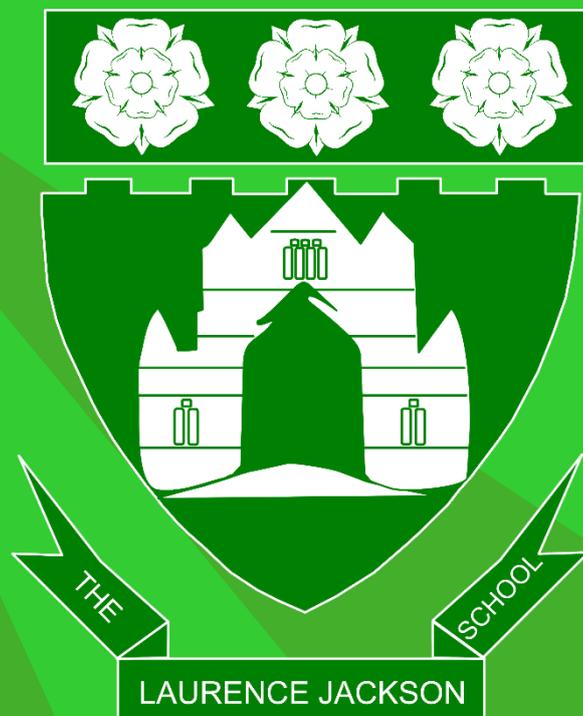


POLICY STATEMENT OF PROVIDER ACCESS (CEIAG)

Next Review: July 2019



Laurence Jackson School: Policy Statement of Provider Access (CEIAG)

Policy prepared by:	Miss H Mitchinson, Careers Education Coordinator
Date reviewed:	December 2018
Approved by Governors:	
Date of next review:	July 2019

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 obligation under Section 42B of the Education Act 1997.

Student Entitlement

All pupils in years 8-11 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

A provider wishing to request access should contact Miss Helen Mitchinson in the first instance.

Telephone: 01287 636361

Email: MitchinsonH@laurencejackson.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 students and / or their parents:

Year Group	Autumn Term	Spring Term	Summer Term
Year 9	Careers Convention	Options Convention	Careers Themed Assemblies
Year 10	Making Opportunities (Day 1 of 3)		Taster Days Making Opportunities Work Experience
Year 11	Assemblies/Form Time – Post-16 Options (Careers Education Co-ordinator) Careers Convention Careers Interviews Bespoke Post-16 Assemblies Lunch Time Drop-in Sessions (FE) Lunch Time Drop-in Sessions (Apprenticeships) Launch of NSC Programme	1:1 Careers Interview with Careers Inc. 1:1 Careers Interview with RCBC	High Tide Summer Experience Work Opportunities NCS Opportunities

Please speak to Miss Mitchinson to identify the most suitable opportunity for you.

The school policy on Safeguarding and Child Protection and GDPR 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 or library available for discussions between the provider and the 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. A dedicated Careers notice board displays up to date information in relation to Open Events, Post-16 Options and useful website.

The Resource Centre, located in the school library, is available to all students at lunch and break times.

Supporting Policies and Related Information

The policy for Provider Access (CEIAG) should be read in conjunction with:

- Careers Education, Information and Advice Policy
- The Gatsby Benchmarks
- Safeguarding and Child Protection Policy
- Equal Opportunities and Diversity Policy
- General Data Protection Regulations (GDPR) Policy