

Harrow Way Community School Provider Access Policy 2022/23

1. 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.

2. Pupil entitlement

All pupils in years 8 to 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.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11).

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils.

3. Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [Making it meaningful checklist](#).

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

4. Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

- Andover College
- Basingstoke College of Technology
- Bishop Wordsworth's Sixth Form, Salisbury
- Newbury College
- Peter Symonds College, Winchester
- Queen Mary's College, Basingstoke
- Salisbury 6th Form College
- Sparsholt College, Winchester
- Wiltshire College, Salisbury

5. Destinations of our pupils

Last year our Year 11 pupils moved to a range of providers in the local area after school. The school's destination data is annually reviewed and is made available on [our website](#).

6. Management of provider access requests

Procedure

A provider wishing to request access should contact:

Graeme Fluellen, Assistant Head Teacher: Operations, Examinations,
Careers/Post 16 and Enrichment

Email: graeme.fluellen@harrowway.hants.sch.uk

Telephone: 01264 364533

Or

Liz Manning, Careers Adviser

Email: elizabeth.manning@harrowway.hants.sch.uk

Telephone: 01264 364533

7. Access

a. Opportunities for Access

The school offers the six provider encounters required by law (marked in bold text in the table below) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

Please speak to one of the contacts above to identify the most suitable opportunity for you.

2022/23	Autumn Term	Spring Term	Summer Term
Year 7	Amazon Future Engineer Class Chat BBC Share Your Story Careers Tour	National Apprenticeship Week events National Careers Week events	
Year 8	BBC Share Your Story Careers Tour BBC100 Share Your Story	National Apprenticeship Week events National Careers Week events	
Year 9	Discrete careers lessons begin BBC Share Your Story Careers Tour BBC100 Share Your Story	Careers lessons continue Mock Interview Day for Year 9 (supported by Lloyds Banking Group) National Apprenticeship Week events National Careers Week events	<i>No encounters - legislation requires encounters to take place by 28 February if in Year 9</i>
Year 10	Careers lessons continue Elevate Education Visit to Sparsholt College BBC Share Your Story Careers Tour BBC100 Share Your Story	Visit to 'Get Inspired' Test Valley careers fair (includes introduction to local technical, vocational and academic pathways, plus local employers) National Apprenticeship Week events including a presentation from the DfE's ASK (Apprenticeship Support & Knowledge) team	Work experience week Technical, vocational and academic taster day at local college Open events at local colleges/ sixth-forms Meeting with careers adviser continue

2022/23	Autumn Term	Spring Term	Summer Term
		<p>National Careers Week including Unifrog introduction</p> <p>Meetings with career adviser</p>	
Year 11	<p>Year 11 Information Fair including stands representing local colleges and sixth-forms, apprenticeships and local employers</p> <p>Post-16 provider assemblies</p> <p>Hampshire Careers Fair, hosted by John Hanson Community School (including stands representing local colleges and sixth-forms, apprenticeships and local/national employers)</p> <p>Open events at local colleges/sixth-forms</p> <p>Unifrog tutor group tasks</p> <p>Meetings with careers adviser</p> <p>Post-16 applications</p>	<p>Meetings with careers adviser continue</p> <p>Elevate Education</p> <p>National Apprenticeship Week events</p> <p>National Careers Week events</p> <p>Post-16 college/ school interviews</p>	<p><i>No encounters - legislation requires encounters to take place by 28 February if in Year 11</i></p> <p>Confirmation of post-16 education and training destinations for all pupils</p>

b. Granting and refusing access

Granting access

- Appropriate DBS checks have taken place
- The event is pre-planned and permission granted by the Headteacher

- Appropriate Harrow Way Community School staff are present at each session
- Appropriate checks have taken place in regards to the authenticity of the firm or individual in question.
- All safeguarding procedures have been followed rigorously.

Refused Access

- If any of the above have not been confirmed access will be denied.

c. Safeguarding

Our safeguarding/child protection policies outline the school's procedure for checking the identity and suitability of visitors. Visitors and volunteers enter at the reception and must sign in. Visitors and volunteers are identified by (visitor ID badge or professional ID badge for LA or local Government visitors) Education and training providers will be expected to adhere to this policy.

d. Premises and facilities

Appropriate facilities will be provided for the event including room and any audio or visual requests (if equipment in school) Requests will need to be made to the Assistant Headteacher who leads on careers. They will then contact the site team to arrange where necessary. Providers can leave prospectuses or other material for students to read if checked by the Assistant Headteacher

e. Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Approval and review

Approved by Harrow Way Community School Governors and Head Teacher, and Assistant Head Teacher: Operations, Examinations, Careers/Post 16 and Enrichment, January 2023

Next review: January 2024

