


Careers Provider Access Policy

	Name of School	NEW WOODLANDS SCHOOL
	Policy review Date	September 2024
	Date of next Review	September 2025
	Who reviewed this policy?	Governors

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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.

<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

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 10 at New Woodlands 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 Kathy Tomlinson-Cole Deputy Headteacher

Telephone: 0208 695 2380

Email: k.tomlinson-cole@newwoodlands.lewisham.sch.uk

4.2 Opportunities for access

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

	Autumn term	Spring term	Summer term
Year 8	Assembly and tutor group opportunities	Career drop down lessons	PSHE life beyond school units
Year 9	Assembly and tutor group opportunities	Career drop down lessons	PSHE unit life skills
Year 10	Assembly and tutor group opportunities Weekly course OCR accreditation which includes life skills	Networking event with providers and employers- Employability day –yr10 Careers UAS course	Work experience preparation sessions Work experience Interviews with independent advisor and action plans made PSHE fair trade
Year 11	Assembly and tutor group opportunities - employability skills Preparation for post 16	Careers UAS awards, making informed careers choices, relationships in the workplace Preparation for post 16	Preparation for post 16

4.3 Granting and refusing access

Only providers who are fully compliant with our Safeguarding Policy can access any pupils

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

The school will make the main hall, classrooms or meeting spaces 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 leave a copy of their prospectus or other relevant course literature with Kathy Tomlinson DHT . This will be made available to pupils and families as appropriate.

5. Links to other policies

This policy links to :

- Safeguarding/child protection policy

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Kathy Tomlinson-Cole

This policy will be reviewed by the GB annually At every review, the policy will be approved by the Governing Body