

## **HSL Provider Access Policy:**

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.

### **Pupil entitlement:**

All pupils in years 7-11 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. For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for year 8 to 9 pupils and two encounters for year 10 to 11 pupils.

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.

### **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.

All visiting speakers will be expected to read and sign the school's 'Visiting Speaker Policy'

### **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.

### **Management of provider access requests**

## Procedure

A provider wishing to request access should contact Miss A O'Riordan, Careers Leader, The High School Leckhampton School 01242 383351 or email [admin@hsl.gloucs.sch.uk](mailto:admin@hsl.gloucs.sch.uk). The school offers the four provider encounters required by law (marked in bold text) and several 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.

## Opportunities for access

Several events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

These include: speaker sessions, PSHE programme delivery and the careers week and a Careers Fair (from 2024 onwards) held in the first week of October every year.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

## Premises and facilities

If a visit is agreed the school will make the main hall, classrooms or private meeting rooms 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. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Office which is managed by the careers department. The Careers Office is available to all students at lunch and break times as well as during the school day.

## Complaints:

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company.

Approval and review Approved by Governors at Curriculum and Standards Committee Next review: September 2024

Signed:

Chair of Governors

Head Teacher

