



The High School  
**Leckhampton**

## Provider Access Policy

**Reviewing Member of Staff:** Mrs Ali Cox  
**Date updated:** September 2025  
**Review Date:** September 2026

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### 1. Arrangements

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 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.

### **3. 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'

### **4. 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.

### **5. Management of Provider Access Requests**

Procedure

A provider wishing to request access should contact Mrs A Cox, Assistant Headteacher with responsibility for Careers, 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 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.

### **6. Opportunity 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 held in the first week of October every year.

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

### **7. 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.

## 8. Complaints

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

## 9. Links with Other Policies

This policy links to the following policies and procedures:

- Visiting Speaker Policy

## 10. Approval and review

Approved by Governors of the Curriculum & Standards Committee at their Autumn meeting – next review September 2026

Signed:

Chair of Governors ..... *T.J. Celling* ..... Date: *26/9/25*

Headteacher ..... *Helen Wood* ..... Date: *26.09.25*

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### ***Rights Respecting School Statement***

*The contents of this policy have been reviewed taking into account The High School Leckhampton's responsibilities as a Rights Respecting School. In particular, our commitment to the following articles of the Convention of The Rights of The Child:*

**Article 28: (Right to Education):** *The Convention places a high value on education. Young people should be encouraged to reach the highest level of education of which they are capable.*

**Article 29: (Goals of Education):** *Children's education should develop each child's personality, talents and abilities to the fullest. It should encourage children to respect others, human rights and their own and other cultures. It should also help them learn to love peacefully, protect the environment and respect other people.*