

Access Policy

Summary

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.

Date adopted: 30th April 2018

Review date: Annually

Last Reviewed: January 2021

1. Pupil entitlement

All pupils in years 8-13 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.

2. Management of provider access requests

Procedure

A provider wishing to request access should contact Mrs Hall, Associate Assistant Headteacher

Telephone: 01325 300328

E-mail: k.hall@woodham.org.uk

Opportunity for access

A number of 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:

	Autumn Term	Summer Term
Year 8	Careers Fair	
Year 9	Careers Fair	
Year 10	Careers Fair	Post 16 taster sessions in Year 10 enrichment week
Year 11	Careers Fair Assembly	

During Covid-19 restricted times, all events are run virtually where possible.

Please speak to our Careers Leader to take part in our careers fair or assembly programme.

3. Premises and facilities

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 audio-visual and other specialist equipment to support provider presentations. This will 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's Careers Coordinator. The Resource Centre is available to all students at lunch and break times.