

John Masefield High School: Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students 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 students 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;
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through relevant school events including assemblies, talks and taster events;
- understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

- A provider wishing to request access should contact; Andrew Elliott (Careers Leader)
- Telephone: 01531 631012; Email: admin@jmhs.hereford.sch.uk

Opportunities for access

A number of events will offer providers an opportunity to come into school to speak to students and/or their parents/carers. The school intends to offer a balance of types of provider to speak to students and therefore the school may refuse access to a provider where students have already had presentations from similar types of provider. Dates of school events may be subject to change without notice. Providers should contact the school to enquire about the date of events; please see the *Requirements of providers*, below. Planned events each year include;

- Year 8 – 11 Selected assemblies during the school year
- Year 10 and 11 Information Evenings (Autumn Term)
- Year 10 Parents' Evening (Spring Term)
- Year 11 Parents' Evening (Autumn Term)
- Sixth Form – please contact Mark Hawksworth (Head of Sixth Form) to discuss opportunities

Premises and facilities

The school will make a suitable location available for discussions between the provider and students, as appropriate to the activity. The school might also be able to make available audio-visual equipment to support provider presentations. This will all be discussed and agreed in advance of the visit. Providers are welcome to leave a copy of their prospectus or other relevant course literature for display in the school library.

Requirements of providers

- Providers must notify the school of a request to attend an event in the school term prior to the event
- Providers must present and display information which is unbiased and which is factually accurate
- Providers must submit to the Head teacher a printed copy of any materials to be shown or provided to the students and their parents/carers at least 28 days before the date of the event. The school reserves the right to request amendments to be made to the provider's materials
- Providers must supply the school with evidence of the DBS clearance of the named representatives who will attend a school event at least 28 days in advance of the date of the event

The school Child Protection and Safeguarding is available on the school website.

(May 2018)

Review date; April 2019