



Introduction

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.

Management of provider access requests

Procedure

A provider wishing to request access should contact Jonathan Williams, Assistant Headteacher, Telephone:0161 973 2713 (ext 2301); Email: jwilliams@salehighschool.org.uk

Opportunities 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 the specific dates for these events are on the current school calendar:

	Autumn Term	Spring Term	Summer Term
Years 7, 8 and 9	Super Learning Days 1 and 2 (Employer Opportunity)	Super Learning Days 3 and 4 (Employer Opportunity) Year 9 Options Evening (College and Training Opportunity)	Super Learning Days 5 and 6 (Employer Opportunity)
Year 10	Super Learning Days 1 and 2 (Employer Opportunity) Year 10 Information Evening (College and Training Opportunity)	Super Learning Days 3 and 4 (Employer Opportunity) Year 10 Parents Evening (College and Training Opportunity)	Super Learning Days 5 and 6 (Employer Opportunity) World of Work Day (Employer Opportunity)



Year 11	Post 16 Assemblies (College and Training Opportunity) Year 11 Information Evening (College, Training and Employer Opportunity) Super Learning Days 1 and 2 (Employer and Training Opportunity)	Year 11 Parents Evening (College, Training and Employer Opportunity) Lunch time drop-in sessions (Employer and training opportunity)	
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Please speak to our Careers Leader to identify the most suitable opportunity for you.

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 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 at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

Approval and review

Approved 8/5/18 by Governors at Curriculum and Standards Committee

Next review: Spring 2019 by the Careers Leader

Signed: Graham Luccock, Chair of Governors Jayne O’Grady, Head teacher