



Provider Access Policy

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| Review Body: | Local Governing Body |
| Leadership Group Responsibility: | Headteacher |
| Type of Policy: | Statutory |
| Review Period: | Every 2 years |
| Reviewed: | December 2022 |
| Next Review: | December 2024 |

Introduction

This policy statement sets out Newstead Wood School's arrangements for managing the access of providers to students at the school for the purposes 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.

Student entitlement

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.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

General Statement

As part of Newstead Wood School's commitment to informing our students of the full range of learning and training routes on offer to them, Newstead Wood School is happy to consider requests from training providers, vocational education and apprenticeship providers to speak to students and will also approach these partners ourselves when planning organising key careers events throughout the school year.

In the first instance, providers wishing to speak with students should consult our school calendar published on the school website as we would welcome their input at our main Careers events throughout the school year:

- Key Stage 3 Options Evening – January
- Key Stage 4 Guidance Interviews – October - December

- Beyond Newstead Evening – May

These events provide opportunities to speak to students and parents both individually and in groups to offer information on vocational, technical and apprenticeship routes. These are usually held in the school hall and timings, facilities and parking and registration details are emailed to exhibitors in good time before the event. Enquires about these events can made to Newstead Wood School's CEIAG (Careers Education, Information, Advice and Guidance) lead at the email address below.

We also have a number of whole year group assembly slots which offer providers a short opportunity to quickly spread the word about their offer. These are 20 minutes slots to a whole year group of around 160 students in our main assembly hall which has a projector and speakers for sound. These are usually on offer through the early part of the Autumn and Spring terms as, at other times, our halls are used for exams and so assemblies do not take place. If you are a provider and would like to enquire on the availability of assembly slots please email our CEIAG lead on the details below. **Please be aware that assemblies are booked up at least a term in advance. It is best to make requests by early September each academic year.**

In the first instance providers should contact CEIAG lead at Newstead Wood School via email careers@newsteadwood.co.uk

The provider should give the role of the training, vocational or apprenticeship provider they represent, the aim of the presentation, the number of students the presentation or session is designed for, the length of the talk or presentation, the target year group for the session or presentation, what display or other facilities the session would require, how many provider staff (and names of staff) that will be visiting and what support from school staff they would require on the day. If the email is notification of an event at an off-site venue, please include timings of the day, a list of other invited schools and providers, any accessible funding streams for transport costs and a visit risk assessment of the venue.

All requests should be emailed at least 6 weeks (a school half term) in advance an expected date for the planned session. All requests will be given due consideration by Newstead Wood School's CEIAG lead and Senior Leadership Team. Requests will be refused if:

- they impinge on students preparation for public or internal exams
- they clash with other school events such as visits, other speakers, well-being days, school photographs, sports days, public or internal exams, parents communication events etc.
- the school is unable to provide staff to support the presentation or talk due to previous commitments
- rooming for the talk or event is unable to be found due to timetabling clashes

Responses to requests will come from the school CEIAG lead. For requests that are approved, Newstead Wood School will provide clear instructions before the event on visitor parking, visitor registration, a contact member of staff and their contact details, the

teaching room or school hall to be used at the session and the presentation facilities this space offers.

If you have questions regarding this or Newstead Wood School's wider CEIAG provision please do not hesitate to contact our CEIAG lead via email careers@newsteadwood.co.uk