

Westfield School

Provider Access Policy Statement

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Related documents:	Careers Policy, Complaints Policy, Safeguarding & Child Protection Policy, Curriculum Policy



Westfield School

Chorus Education Trust



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1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13 (see more detail in section 2.1 below).

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these pupils.

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Education Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how our school complies with these requirements.

2.1 The 6 encounters schools must offer to all pupils in years 8 to 13

Schools must offer:

- encounters for pupils during the 'first key phase' (year 8 or 9)
 - All pupils must attend
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- encounters for pupils during the 'second key phase' (year 10 or 11)
 - All pupils must attend
 - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11
- encounters for pupils during the 'third key phase' (year 12 or 13)
 - Pupils can choose to attend
 - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from pupils

At Westfield School we deliver a post-16 careers fair in Year 11 which all students attend. This allows a wider range of local post-16 providers to engage with our students and families and explain their educational offer, whilst also giving guidance about qualifications and pathways to success.

We also encourage and facilitate all Key Stage 4 students to a range of post-16 provider taster days so students experience the post-16 offer in context.

Meaningful provider encounters

Our school is committed to providing meaningful encounters to all pupils.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

Meaningful live online engagement is also an option at our school.

3. Pupil entitlement

All pupils in years 8 to 13 at Chorus Education Trust schools are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our 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
- Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1 Procedure

Providers wishing to work with the school and our students should contact via e-mail, providing information regarding the nature of the intended contact, the opportunities involved and (where applicable) intended/available dates and times.

A provider wishing to request access should contact Rebecca Ray - Work Related Learning Advisor at Westfield School.

Telephone: 0114 248 5221

Email: rrey@chorustrust.org

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	PSHE lessons centred around careers and different career pathways	Visits from public sector workers (police, health) looking at possible careers	Trips to local employers and providers (e.g. video game creators)
YEAR 9	Assembly and tutor group opportunities – employability skills Meeting with careers adviser Post-16 talks and assemblies around options Visiting speakers from Cambridge University Targeted trips with Future Bound and Better Learners Better Workers	Key Stage 4 options event Visiting speakers from Cambridge University Targeted trips with Future Bound and Better Learners Better Workers	No encounters – encounters must have taken place by 28 February
YEAR 10	Post-16 technical education options assembly with Sheffield College Assembly and tutor group opportunities – employability skills	Life Skills – work experience preparation sessions Visiting speakers from Cambridge University Visiting employers (mixture of online and in person) e.g. Tesla, midwifery, Boohoo	Work experience preparation sessions Work experience Technical/vocational tasters at local college/s, training providers Networking event with providers and employers (Boss your Future Day) Visits to a variety of Post-16 providers.



	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 11	Post-16 provider open evenings Post-16 apprenticeships assembly Meetings with careers adviser Post-16 applications Trips to local colleges and Sixth Form providers (Eckington, White Rose, Sheffield College (targeted))	Apprenticeships – support with applications Support with interviews and interview skill sessions	No encounters – encounters must have taken place by 28 February Confirmation of post-16 education and training destinations for all pupils

Please speak to our Work-related Learning Advisors to identify the most suitable opportunity for you.

4.3 Granting and refusing access

- Access to students will be based upon timetabling and staffing considerations
- Access to students would fit into the schools' overarching plans for Careers

4.4 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.

4.5 Premises and facilities

- Facilities will be arranged to enable providers to access students, e.g. rooms, specialist equipment such as audio and visual devices.
- Specific requests need to be agreed with the school prior to any visit.
- Providers need to explain what prospectuses or other materials would be left for students to read and these would be checked by the Assistant Head and the Careers Officer.

5. Previous providers

In previous years we have invited the following providers from the local area to speak to our pupils: Boo Hoo, Tesla, Sheffield College, White Rose Beauty School, All Saints Sixth Form, Silverdale Sixth Form, South Yorkshire Police, South Yorkshire Fire and Rescue, AMRC, NHS midwifery, NHS careers team.

6. Pupil destinations

Last year, our year 11 pupils moved to a range of providers in the local area after school:

All Saints Sixth Form, Silverdale Sixth Form, Meadowhead Sixth Form, Tupton Sixth Form, Sheffield College, Thomas Rotherham College, Barnsley College, White Rose College, Eckington Sixth Form, Wales High School, Chesterfield College, Sheffield Wednesday FC, Sheaf College, UTC, Nacro, Learning Curve Hair and Beauty Academy, King Edward VII School, Forge Valley School, King Egbert School

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure found on the school's website, or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

- Safeguarding & Child Protection Policy
- Careers Guidance Policy
- Curriculum Policy
- Complaints Policy

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to pupils are monitored by the Headteacher

This policy will be reviewed by the CEO on an annual basis

At every review, the policy will be approved by the trust board.