



The
Holy Spirit
Catholic Multi Academy

'With grace and humility, glorify the Lord by your life.'

Provider Access Policy

This policy applies to St Thomas More Catholic Academy & Sixth Form College part of The Holy Spirit Catholic MAC

This Provider Access Policy has been approved and adopted by The Holy Spirit MAC on 12th July 2021

Policy Ratified on: 12th July 2021

Signed by the Chair of the
Education Standards
Committee

Signed by the Principal

Next Review: July 2022





Member School of the Holy Spirit Catholic Multi Academy Company
St Thomas More Catholic School and Sixth Form College
Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils 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 option evenings, 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

Mrs V Way, Careers Lead years 7 -11

Telephone: 02476 642400

Email: way.v@st-thomas-more.net

Mrs A Patel, Head of Sixth Form years 12 &13

Telephone: 02476 642400

Email: patel.a@st-thomas-more.net

	Autumn Term	Spring Term	Summer Term
Year 7		<ul style="list-style-type: none"> • First step to Careers • Job shop minis • Use of careers searching toolkit 	
Year 8		<ul style="list-style-type: none"> • KS4 options event • Preparation in tutor for choosing options • Careers Adviser group work on choosing options and Post 16 options 	
Year 9		<ul style="list-style-type: none"> • Looking at employability skills through PHSE • Yr9 Group work with Careers Adviser 	
Year 10	<ul style="list-style-type: none"> • Skills Show 	<ul style="list-style-type: none"> • Employability workshops 	<ul style="list-style-type: none"> • Careers Fair • Preparing CVs through PHSE • Careers Adviser 1-1 individual
Year 11	<ul style="list-style-type: none"> • Assembly on Post 16 options • Post 16 Evenings • Preparing Personal Statement through PSHE • Application Days • Careers Adviser 1-1 individual i/v's • Year 11 Mock i/v's 	<ul style="list-style-type: none"> • Apprenticeship workshops 	<ul style="list-style-type: none"> • Post 16 taster Days
Year 12	<ul style="list-style-type: none"> • Access to Careers Advisers • NHS/Community Nursing workshop 	<ul style="list-style-type: none"> • Apprenticeship workshop • Access to Careers Adviser • Webinar opportunities with universities and apprenticeships 	<ul style="list-style-type: none"> • Careers Fair • Access to Careers Advisers • Student Finance • Introduction to applying for University • ICAS Convention • Work experience
Year 13	<ul style="list-style-type: none"> • Access & Careers Adviser • NHS/Community Nursing workshop 	<ul style="list-style-type: none"> • Apprenticeship Workshop • Access to Careers Adviser 	<ul style="list-style-type: none"> • Careers Fair

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, however if you feel you could offer your support in this field please contact the above named person.

Please speak to our named Careers Leader to identify the most suitable opportunity for you.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

We will always try to provide access wherever possible. Access to students may be granted / refused based on the following criteria:

- The needs of the students
- The needs of the curriculum
- Timing of request (e.g. not during busing exam / assessment periods)
- Timing of the school day
- Nature of request from the provider
- Number of requests received from this provider and other providers
- Number of requests received for a particular cohort of students

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.

On arrival at the school site all visitors must immediately report to the school's main reception. They:

- Must confirm their name, the purpose of their visit and who they are expecting to meet.
- Must sign in and in doing so provide written confirmation of their name, the organization they belong to, who they are expecting to meet, the time of their arrival and where applicable their vehicle registration.
- Will be made aware of the school's safeguarding procedures and relevant health and safety information, and by signing in confirm their acceptance and understanding of the requirements detailed.
- Will be issued with an identification badge, which they will be required to visibly wear at all times.
- Must be escorted from reception by their school point of contact, unless they are on the school's Approved Visitor List, reception have been notified in advance of their arrival and they have previously attended the school site.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at school reception which will be passed onto the Careers Leader. The Careers library is available to all students at lunch and break times.