

NORTHAMPTON SCHOOL FOR GIRLS

Policies and Procedures

Title:	Provider Access Policy
Associated Policies:	<ul style="list-style-type: none">• Safeguarding and Child Protection Policy• Baker Clause

1	Policy Statement
	<p>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.</p>

2	Who does this policy apply to?
	<p>All pupils in years 7 - 13 are entitled:</p> <ul style="list-style-type: none">• 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.

3	Who is responsible for carrying out this policy?
	<ul style="list-style-type: none">• The designated Careers Lead• All teachers and tutors at Northampton School for Girls (NSG).• Members of the senior leadership team

4	What are the principles behind the policy?
	<p>This policy statement is to safeguard our commitment to educate students on the full range of learning, and training routes available to them.</p>

5 Procedures (standards)

Management of provider access requests Procedure

A provider wishing to request access should contact Megan Martin, Head of Careers.
 Address: Northampton School for Girls, Spinney Hill Road, NN3 6DG
 Telephone: 01604 679540
 Email: mmartin@nsg.northants.sch.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:

	Autumn Term	Spring Term	Summer Term
Year 7	Life skills: Assembly slots and tutor group opportunities within PSHE	PSHE activities and assembly opportunities	Applied Week: applying learning to the world of work
Year 8	Life skills: Assembly slots and tutor group opportunities within PSHE	PSHE activities and assembly opportunities	PSHE activities and assembly opportunities
Year 9	Assembly opportunities on career opportunities	Lecture opportunities to parents and careers prior to post-14 options evening.	Applied Week: Team building and leadership skills needed in the workplace – enterprise day
Year 10	Assembly opportunities on next steps and opportunities beyond school	Opportunities to offer personal insights to individual tutor groups on career paths.	Applied Week: Enterprise skills needed in the workplace. Careers day – opportunity to interact with students on career opportunities
Year 11	Post 16 Open evening Assembly opportunities	Assembly Opportunities. Guidance on writing a CV	
Year 12	Workshops on employability skills in enrichment sessions	Assembly on opportunities at post A Level	Group sessions on work experience (application letters and interview skills); workshops on personal statements; lectures on LMI
Year 13	Workshops on HE applications	Assembly opportunities on apprenticeships	

Please speak to our Head of Careers to identify the most suitable opportunity for you. The school will make the main hall, classrooms or private meeting rooms available for discussion 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 be discussed and agreed in advance of the visit with the Head of Careers. Providers are welcome to leave a copy of their prospectus or other relevant course literature in the school libraries, which are managed by the school librarians. The libraries are available to all students at break and lunch times.

6	Policy Review
	This policy statement will be monitored as part of the Academy's annual internal review and reviewed on a three-year cycle or as required by legislature changes.