

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
	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.

2	Who does this policy apply to?
	All pupils in years 7 - 13 are entitled: <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> <p>Provider Access Legislation (Careers)</p> <p>How will NSG comply with the minimum requirement to provide six encounters with providers of approved technical qualifications or apprenticeships?</p> <ul style="list-style-type: none">• First key phase (year 8 and 9): students in Y8 will have an assembly during either Term 1 or Term 2 of the academic year (depending on other calendar commitments for the school and the external provider), students in Y9 will have an assembly during Term 2 when considering their next steps to GCSE's.• Second key phase (year 10 and 11): students in Y10 will have an assembly on their careers day during Applied week, Year 11 will have an assembly in Term 1 from two local colleges and Apprenticeships and T Levels during term 2 to coincide with their Post 16 pathways.• Third key phase (year 12 and 13): students in Y12/13 will have an assembly in Term 1 to consider next steps, considering the options at Post 18 and their desired destination. Y12 Term 3 will have an assembly to coincide with their post 18 pathways launch and the launch of their work experience programme. Students in Y13 will have a range of workshops and assemblies with local external providers which are deliver throughout Term 1 and 2.

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.

Complaints procedure

Should the provider wish to raise a complaint about the school's PAL, their own access or indeed their experience whilst working with the school, they should send full details of the complaint in writing to the Careers Leader via the email below. Details of this will then be passed to the Assistant Headteacher (Personal Development) who will work with the Senior Leadership Team to resolve the complaint.

Careers Leader email: mmartin@nsg.northants.sch.uk

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.