

Woodbridge High School: Provider Access Policy



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.

Pupil entitlement

All pupils in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeship 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.

Management of provider access requests

Procedure

A provider wishing to request access should contact Laura Ennis, Careers Co-ordinator.

Telephone: 020 8506 5595

Email: lennis@woodbridgehigh.co.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	Spring	Summer
Year 8	STEM Careers Early Option Evening	Careers Life Studies Programme 'What is a Career?' National Careers Week Workshops	Annual Careers Conference Employer Speed Dating Kidzania Workplace Experience
	Daily Assembly Programme - 8.35am - 9.55am		
Year 9	Options Evening Employability Workshops	Careers Life studies Programme 'What are my options?' National Careers Week Workshops	Annual Careers Conference Workplace Experience
	Daily Assembly Programme - 8.35am - 9.55am		
Year 10	Employability Workshops Apprenticeship Workshop	Careers Life studies Programme 'What happens after my GCSEs?' National Careers Week Workshops	College/University Visits Apprenticeship Mentor Programme
	Daily Assembly Programme - 8.35am - 9.55am		
Year 11	Sixth Form Open Evening College Fair	Careers Life studies Programme 'How do I apply?' Application/CV Workshop National Careers Week Workshops	Alumni Visits 'What Happened Next?'
	Daily Assembly Programme - 8.35am - 9.55am		
Year 12	Preparing for Work Workshops and Guidance	Fortnightly Enrichment Programme Alumni Visits	University and Careers Fair
Year 13	UCAS Application preparation University and Apprenticeship Visits/Talks	University and Apprenticeship Visits/Talks National Careers Week Workshops	Preparation for leaving school Alumni Visit and Support

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

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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library, which is managed by the school librarian. The Library is available to all students at lunch and break times.

Approval and Review

Approved by Full Governing Body Chair's Action on 15th February 2019

Date of Next Review: Spring 2022

Reviewer: Laura Ennis