



GUISELEY SCHOOL

Provider Access Policy

First Approved:	April 2018
Reviewed on:	Autumn 2024
Next Review:	Autumn Term 2025
Governors' Committee:	Curriculum, Standards and Effectiveness
Responsible Officer:	Assistant Headteacher, Careers Lead

Aims

This policy statement sets out the school's arrangements for managing the access of providers to students 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.

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
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through assemblies, PSHE career sessions, options events, group discussions and taster events
- be supported in and 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 Catherine McGirr, Assistant Headteacher, responsible for careers and CEIAG

Telephone: 01943 882346

Email: info@guiseleyschool.org.uk

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 Reception, this will be displayed in the careers section of the School Library. This Resource is available to all students at lunch, break time, before and after school.

Opportunities for access

It should be noted that school assemblies are an integral part of the PHSCE programme and a full curriculum is in place across the year for KS4 students, as such regular year group assemblies are not available to providers in these year groups. However, a number of events are integrated into the school careers programme, and will offer providers an opportunity to come into school to speak to students and/or their parents/carers.

Actions during the Covid 19 pandemic

Please note that in times of lock down, local or national restrictions to movement and any other impacts due to Covid-19 the arrangements below will change. Presentations will be delivered virtually with information being passed onto students and/or parents via email or Teams.

	Autumn Term	Spring Term	Summer Term
Year 8	Assembly and tutor group opportunities Careers lessons	Careers week assembly Assembly and tutor group opportunities PHSE & Careers lessons	Assembly and tutor group opportunities Careers lessons
Year 9	Assembly and tutor group opportunities PHSE & Careers lessons KS4 options information evening	Careers week assembly Assembly and tutor group opportunities PHSE & Careers lessons	Assembly and tutor group opportunities Careers lessons Marketplace event
Year 10	Tutor group opportunities PSHE lessons Careers lessons	Careers week assembly Assembly and tutor group opportunities PSHE lessons PHSE & Careers lessons	Assembly and tutor group opportunities Careers lessons Marketplace event Interview skills with local employers 1 day event
Year 11	Post 16 evening Visits to FE establishments Tutor group opportunities PHSE & Careers lessons	Careers week assembly Post 16 taster sessions Tutor group opportunities Careers lessons	Post 16 options support sessions Careers lessons Tutor group opportunities
	Autumn Term	Spring Term	Summer Term
Year 12	Assembly and tutor group opportunities PHSE & Careers lessons	Careers week assembly University/apprenticeship advice workshops Assembly and tutor group opportunities PHSE & Careers lessons	Work experience week Assembly and tutor group opportunities Post 18 information evening Careers lessons
Year 13	Assembly and tutor group opportunities PHSE & Careers lessons	Careers week assembly Higher apprenticeship support sessions Preparing for interviews Careers lessons	N/A

Please speak to Catherine McGirr to identify the most suitable opportunity for you. The events are usually arranged well in advance, so it is essential that providers contact us early in the academic year to be involved in our planning.

Providers will be expected to meet the school's safeguarding requirements which can be found in the Safeguarding Policy accessible on the school website.