

# Reading Girls' School



## Provider Access Policy

**Status:** Statutory. To be reviewed annually

**Level of approval:** Headteacher

**Date written:** January 2018

**Date of most recent approval:** Draft - awaiting approval

**Date of next review:**

# 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 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

Reading Girls' School currently only provides education up to Year 11, GCSE level. All pupils in years 8-11 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 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:

Kate Thomson, Careers & Employability Skills Coordinator,

Telephone: 0118 9861336 (switchboard); 0118 9213376 (direct dial)

Email: [kthomson@readinggirlsschool.net](mailto:kthomson@readinggirlsschool.net)

### 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

Year(s)	Event	Date / Term
All - focus Yr 9 and KS4	Careers & post-16 information stands during school lunch breaks	approximately once a month
Year 11	FE Fair for 6th forms and colleges  Stands for careers, FE, HE	October / November  Thursday 22 March 2018

	and volunteering opportunities at Year 11 Parents Evenings	
Year 10	FE Fair for 6th forms and colleges  Work preparation activities week  Personal Development Days	October / November  July 2018  Throughout the Year
Year 9	Stands for careers, FE, HE at Year 9 Parents Evening  Personal Development Days	Thursday 1 March 2018  Throughout the Year
Year 8	Personal Development Days	Throughout the Year
Year 7	Personal Development Days	Throughout the Year

Please speak to our Careers Coordinator (KT) 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 Coordinator or a member of their team.

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

### **Approval and review**

Pending final ratification by governors

Approved by Governors at School Governing Committee 20 February 2018 (tbc)

Next review: [date]

Signed:

Robert Kenwick, Chair of Governors

Jon Gargan, Principal