

## PROVIDER ACCESS POLICY

### Introduction

This policy statement sets out the arrangements for managing the access of providers to students at Sheringham High School for the purposes of giving them information about the Provider's education or training offer. This complies with the schools' legal obligations under Section 42B of the Education Act 1997, updated in 2022.

### Student entitlement

Students in Years 8 – 11 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, group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

**For students of compulsory school age, these encounters are mandatory and there will be a minimum of two encounters for students in year 8 to 9, and two encounters for students in years 10 to 11.**

### Meaningful provider encounters

Sheringham High school is committed to providing meaningful encounters to all students by ensuring

- The provider encounter will be scheduled during the main school hours
- The provider is briefed about their role and the needs of the students
- Parents and carers are informed about the careers activity and are encouraged to continue careers conversations at home
- The provider will be given a reasonable amount of time to, as a minimum:
  - Share information about both the provider and the approved technical education qualification and the apprenticeships that the provider offers
  - Explain what career routes those options could lead to
  - Provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and students from the provider)
- The provider is given opportunity to answer questions from students
- Feedback is collected from the provider and students to inform the evaluation

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our students.

### Previous providers

Last year we invited the following providers from the local area to speak to our students

- Sheringham Sixth Form
- East Norfolk Sixth Form College
- Sir Isaac Newton & Jane Austen Colleges
- City College Norwich, Paston College & Easton College
- Access Creative, Norwich
- East Coast College
- ASK programme/Pathways to work
- Norfolk Police
- NHS
- UTCN Norwich
- BAE Systems/RAF/Royal Navy
- North Norfolk District Council

## Destinations of our students

Last year, our year 11 students moved to a range of providers in the local area after school

The top 6 provider destinations for 2023 are:

- East Norfolk Sixth Form College (26% of learners)
- Paston College (15% of learners)
- East Coast College (14% of learners)
- City College Norwich (11% of learners)
- Easton College (4% of learners)
- Access Creative College (4% of learners)

## Managing provider access requests

### Procedure

A provider wishing to request access should contact Mr Josh Cartwright, Careers Lead, to discuss the most suitable opportunity for you.

Tel: 01263 822363

Email: [JCartwright@sheringhamhigh.co.uk](mailto:JCartwright@sheringhamhigh.co.uk)

### Opportunities for access

The school offers the 6 provider encounters required by law (in bold text) and additional complementary events:

Term / Year	Autumn Term	Spring Term	Summer Term
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7	STEM Club	<ul style="list-style-type: none"> <li>Careers assembly</li> <li>Focus on ex-students, roles and responsibilities</li> </ul> STEM Club	STEM Club
8	<ul style="list-style-type: none"> <li>Taught unit: Careers, skills and entrepreneurship</li> <li>STEM Club</li> </ul>	<ul style="list-style-type: none"> <li>Careers Assembly</li> <li>STEM Club</li> <li>Year 8 Sustainability Workshops: Science (8<sup>th</sup> of March 2024)</li> </ul>	STEM Club
9	<ul style="list-style-type: none"> <li>Taught unit: STEM, industries and local opportunities</li> <li>STEM Award programme</li> </ul>	<ul style="list-style-type: none"> <li><b>Apprenticeships assembly ASK 28<sup>th</sup> Feb 2024</b></li> <li>The Brilliant Club</li> <li>STEM Award programme</li> <li>Gresham's Agricultural conference (24 January 2024)</li> <li>Taught Unit: My Future. My Goals, My options</li> <li>Year 9 Options/ Preferences evening</li> </ul>	<ul style="list-style-type: none"> <li>Careers fair</li> <li>The Brilliant Club</li> <li>STEM Award programme</li> <li><b>Careers fair at Sheringham High School (TBC)</b></li> </ul>
10		<ul style="list-style-type: none"> <li>1 to 1 Careers meeting</li> <li>Work Experience Assembly (January 2023)</li> <li>Gresham's Agricultural conference (24 January 2024)</li> <li><b>Norfolk Pathways event 19<sup>th</sup> March TBC</b></li> </ul>	<ul style="list-style-type: none"> <li>1 to 1 Careers meeting</li> <li>Work experience week (1<sup>st</sup> to the 5<sup>th</sup> July 2024)</li> <li><b>Apprenticeships Workshop TBC</b> Yr10 Sixth Form promotion (summer 2024)</li> </ul>
11	<ul style="list-style-type: none"> <li>1 to 1 Careers meeting</li> <li>Sixth form Open Evening (22 September 2023)</li> <li>Sixth Form Taster Day (SHS students) (2 November 2023)</li> <li>Sixth Form Vocational Taster Day (29 November 2023)</li> <li>Sixth Form guidance meetings</li> <li>Sixth Form Induction Day (TBC)</li> </ul>	<ul style="list-style-type: none"> <li>1 to 1 Careers meeting (from March 2024)</li> <li>Level 2 Taster Day (2 February 2023)</li> <li><b>Apprenticeships assembly ASK 28<sup>th</sup> Feb 2024</b></li> <li>Creative Careers Workshop</li> <li>Gresham's Agricultural conference (24 January 2024)</li> </ul>	<i>No encounters – legislation requires encounters to take place by 28<sup>th</sup> February if in year 11</i>
12	<ul style="list-style-type: none"> <li>1 to 1 Careers meeting (from March 2024)</li> <li>Tutor programme &amp; assemblies</li> <li>Greshams talks</li> <li>Alumni assemblies</li> </ul>	<ul style="list-style-type: none"> <li>1 to 1 Careers meeting (from March 2024)</li> <li>Work Experience Assembly (March 2024)</li> <li>HAS scheme</li> <li>Sutton Trust scheme</li> <li>Careers Assemblies</li> <li>UCAS programme</li> <li>CV writing</li> <li>Tutor activities</li> </ul>	<ul style="list-style-type: none"> <li>1 to 1 Careers meeting (from March 2024)</li> <li>University visits</li> <li>Futures day (19 April 2024)</li> <li>UCAS convention (10 June 2024) <ul style="list-style-type: none"> <li>Work experience week (24 – 28 June 2024)</li> </ul> </li> </ul>
13	<ul style="list-style-type: none"> <li>1 to 1 Careers meeting (from March 2024)</li> <li>Tutor programme &amp; assemblies</li> <li>Greshams talks</li> <li>Alumni assemblies</li> </ul>	<ul style="list-style-type: none"> <li>1 to 1 Careers meeting (from March 2024)</li> <li>Apprenticeships Workshop</li> <li>Tutor programme &amp; activities</li> <li>HAS scheme</li> <li>Sutton Trust scheme</li> <li>UCAS programme</li> <li>Student finance advice</li> <li>Ongoing IAG</li> </ul>	<ul style="list-style-type: none"> <li>1 to 1 Careers meeting (from March 2024)</li> <li>University visits</li> <li>Futures day (19 April 2024)</li> </ul>

Other events could offer providers an opportunity to come into school and speak to students and/or their parents/carers these include:

- Assemblies
- Tutor times
- Curriculum lessons
- Year 9 Options evening
- Post-16 information and Open Evenings
- Small, targeted career talks during lunchtimes

- Activities for national initiatives such as National Careers Week, National Apprenticeship Week and British Science week.

#### **We will grant access requests that meet the following criteria:**

- Are requested within a reasonable timescale
- Photographic identification is presented
- Are inclusive and aligned with the school's Equality & Diversity and Safeguarding & Child Protection policies
- Meet the needs of the students

#### **We will refuse any access request where:**

- Photographic identification cannot be presented
- It is at the detriment of students learning
- They are at odds with the school's Equality & Diversity and Safeguarding & Child Protection policies
- It results in unwarranted disruption to the school
- The request is from an unregistered provider

#### **What can providers expect?**

Once we have approved a provider, we will work with them to identify the most suitable opportunity for providing access to our students. Arrangements will be discussed in advance between the Careers Lead and a nominated member of the provider's team.

#### **Safeguarding**

The school policy on safeguarding and child protection sets out the school's approach to allowing providers into the school as visitors to talk to our students.

#### **Premises and facilities**

The schools will make the main hall, classrooms or meeting rooms available for discussions between the provider and students, as appropriate to the activity. The schools 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 Careers Lead or a member of the Careers Team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school. This will be distributed as appropriate to students and/or made available to all students during break and lunchtimes in the careers section of the library.

#### **Complaints**

Any complaints with regards to provider access can be raised following the school complaints procedure, or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)