

The Phoenix Collegiate



Provider Access Policy

Issued by/responsible person: Ann Madden	Issue No: 1	Review frequency: every 3 years
Policy number <i>(to be provided by C. Motard)</i> : NS17	Approval's date: 21/01/2019 (FGB)	Review Date: January 2022
Approval requirement agreed at FGB on 21/01/19: this policy needs to be approved by governor in charge of appropriate portfolio		

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purposes 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.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, 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 complete the provider access request form (Appendix A) and send to:

Ann Madden – Assistant Head teacher, Phoenix Collegiate

anne.madden@phoenix.sandwell.sch.uk

Opportunities for access

Phoenix Collegiate has an extensive careers education programme that is delivered through our School Enrichment curriculum. If a provider wishes to come into the academy to speak to students and/or their parents regarding their provision they will need to contact the Assistant Head teacher indicated above by submitting a provider access request form at least 20 working days before any planned event along with a copy of the presentation to be delivered.

As part of our Safeguarding policies the school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.

- Any messages do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion, culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of learning to avoid contradictory messages or duplication.
- Activities are effective and matched to the needs of students.

In addition all presenters must have a valid and clean DBS certificate.

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. This will be discussed and agreed in advance of the visit by the Assistant Head teacher with an oversight of Careers Education.

If the event is to be held on a date or time when the school would not normally be open then a letting charge will be made.

Providers are welcome to leave a copy of their prospectus or other relevant course literature (once they have been approved) in our Learning Resource Centre. The Learning Resource Centre is available to all students at lunch and break times.

Appendix A

Provider Access Request Form

Name of Provider:

Member of Staff delivering:

Date requested:

Time slot requested:

AM
PM
Evening

Length of time requested:

Audience for presentation (tick all that apply):

Students – Year 8
Students – Year 9
Students – Year 10
Students – Year 11
Students – Year 12
Students – Year 13
Parents

Please note:

Access to students is likely to be refused where the delivery would disturb any student's curriculum.

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- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are effective and matched to the needs of students

A copy of the presentation to be delivered has also been submitted (please tick)

Name:

Date:

Signed: