

Coombe Wood School: Provider Access Policy

Introduction

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

Coombe Wood School is committed to providing independent and impartial Careers Education Information Advice and Guidance (CEIAG) to all students in order that they are informed about all available opportunities and equipped with the knowledge, experiences and attributes that will enable them to go on to achieve their individual personal best in the future.

All pupils in years 8 to 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 events, assemblies and group discussions and taster events
- to understand how to make applications for the full range of academic and technical courses.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and 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 apprenticeships that the provider offer
- 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 pupils from the provider)
- answer questions from pupils

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [The Making it Meaningful Checklist](#). Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Management of provider access requests

A provider wishing to request access should in the first instance contact:
Will Smith, Careers Lead at wsmith@cws.foliotrust.uk

Opportunities for access

The school offers the six provider encounters required by law and a number of additional events, integrated into the school careers programme, see the table below for a sample. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

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

	Autumn Term	Spring Term	Summer Term
Y8	A range of virtual encounters through the CWS PSHE careers curriculum.	Jacobs Solutions pathways into Engineering & STEM	Post-16 apprenticeships assembly from a local training provider.
Y9	Visit and assembly from a local college.	KS4 Options Evening including a local college and an apprenticeship training provider.	No encounters - legislation requires encounters to take place by 28 Feb if in year 9.
Y10	Post-16 apprenticeships assembly and information from John Ruskin College.	The National Apprenticeship Show - educational visit. Careers Fairs at schools within the trust.	Technical/vocational tasters at local college/s and training providers are signposted and promoted.
Y11	The National School and College Leavers Show - educational visit.	Post-16 apprenticeships and next steps assemblies from local colleges and meetings with a careers advisor either 1-1 or as part of small group sessions.	No encounters - legislation requires encounters to take place by 28 Feb if in year 11. Confirmation of post-16 education and training destinations for all pupils.
Y12	Enrichment Lecture Programme with higher education and degree apprenticeship providers including; Surrey University. Skills lecture with the Personal Finance Society.	UCAS Convention at London Excel Arena - educational visit. Careers in the LFB presentation. UCFB visit and Playerpath scholarships opportunities for pupils who are part of the Volenti Football Programme.	Jack Petchey Foundation Talk About The Future- Employability Workshop in small groups.
Y13	Enrichment Lecture Programme with higher education and degree apprenticeship providers including; Southampton University.	EPQ support and guidance. Careers in the Met Police presentation.	No encounters - legislation requires encounters to take place by 28 Feb if in year 13. Confirmation of post-18 education and training destinations for all pupils.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, dependent on availability and as appropriate to the activity. The school will also, where possible, provide technical equipment and assistance to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead.

Providers are welcome to leave a copy of their prospectus or other relevant course literature for the attention of Mr Smith and it will be distributed in the CWS Learning Hub and/or student notice boards around the school.

Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure.

Evaluation

This policy will be reviewed annually by the Local Governing Body.