

FOREST OAK SCHOOL



Provider Access Policy

Written: September 2018

Reviewed: Summer 2019

Forest Oak School: 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

All pupils in years 7-13 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.

Management of provider access requests

Procedure

A provider wishing to request access should contact Yvonne Maddison, Deputy Head Teacher and Senior Leader responsible for Information, Advice and Guidance
Telephone: 0121 717 0088 Email: office@forest-oak.solihull.sch.uk

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. Please speak to **Angela Miller** to identify the most suitable opportunity for you. The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students – you will be required to sign a visitors form.

Autumn Term 2018	Parents evening
Spring Term 2019	Mock interviews 'Next steps' evening
Summer Term 2019	Parents evening

Please speak to our Careers Leader 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 Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school reception and they will be placed in the Secondary Common room in the careers section.

Approval and review

Review: By Curriculum/ SEN Sub Committee Summer 2019.