

Urmston Grammar Provider Access Policy

Approval and review

Approved: January 2018 by Principal and SLT

Next review: January 2021

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils 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 contact *Miss A Marshall [CEIAG Co-ordinator]*,

Telephone: 0161 748 2875; Email: amarshall@urmstongrammar.org.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:



	Autumn Term	Spring Term	Summer Term
Year 8		Speed Networking' event with providers and employers	
Year 9	Careers Fair	Into KS4 options evening Parents' Evening	
Year 10	Careers Fair Assembly	Parents' Evening	Lunchtime Drop In
Year 11	Speed Networking' event with providers and employers Careers Fair	Parents' Evening Assembly	Lunchtime Drop In
Year 12	Careers Fair Assembly	Assembly	Lunchtime Drop In
Year 13	Lunchtime Drop In	Assembly	

Please speak to CEIAG Co-ordinator to identify the most suitable opportunity for you.

To ensure the safeguarding of students all providers would need to submit DBS details 3 weeks before any planned event and visitors would be accompanied by Urmston Grammar staff at all times.

Premises and facilities

The school will make an appropriate venue available for discussions between the provider and students. The provider will need to provide AV and other specialist equipment for presentations; the school may be able to provide a projector and screen. This can be discussed and agreed in advance of the visit with the CEIAG Co-ordinator.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers area of the LRC, which is managed by the CEIAG Co-ordinator. The LRC is available to all students at lunch and break times.