



Lady Margaret School

Careers Guidance Provider Access Policy

Adopted: 08 May 2018

Next Review: Summer 2019

1. 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.

2. Pupil entitlement

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

3. Management of provider access requests

Procedure

A provider wishing to request access should contact the Head of Year 10.

Telephone: 020 7736 7138 - Email: admin@ladymargaret.lbhf.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/carers:

Year	Autumn Term	Spring Term	Summer Term
8	Event for University Technical Colleges	Life Skills – assembly and tutor group opportunities	Life Skills – assembly and tutor group opportunities
9	Event for University Technical Colleges	KS4 options event	
10	PSHE - Post-16 Careers options session with Careers Advisor.	PSHE - Post-16 Careers options session with Careers Advisor.	Small Group session – Careers Advice with Careers Advisor University of Newcastle (residential event) 'University Survival Guide'.
11	Life Skills – assembly on opportunities at 16 Event for University Technical Colleges	Post-16 evening Post-16 taster sessions	
12	Higher Education Fair Post-18 assembly – apprenticeships	Small group sessions: future education, training and employment options	Small group sessions: future education, training and employment options
13	Workshops – HE and higher apprenticeship applications		

Please speak to our Head of Year 10 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 Head of Careers.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian [?]. The Resource Centre is available to all students at lunch and break times.