



CECIL JONES

ACADEMY

Provider Access Policy

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Applicable to	All Staff
Author	Karen Conran
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1 Introduction

1.1. Cecil Jones Academy Provider Access Policy

o *Introduction*

This policy statement sets out the academy's arrangements for managing the access of providers to pupils at the academy for the purposes of giving them information about the provider's education or training offer. This complies with the academy's legal obligations under Section 42B of the Education Act 1997.

o *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.

o *Management of provider access requests*

Procedure

A provider wishing to request access should contact Karen Conran Assistant Principal

Telephone: 01702 440000; Email: kconran@ceciljones.net

Opportunities for access

A number of events, integrated into the academy careers programme, will offer providers an opportunity to come into academy to speak to pupils and/or their parents:

Access is provided through:

	Autumn Term	Spring Term	Summer Term
Year 8	Values lessons	Values lessons	Values lessons
Year 9	Values lessons	Values lessons	Values lessons Careers Fair HE Information Fair
Year 10	PSHE lessons	PSHE lessons	Careers Fair HE information Fair
Year 11	PSHE lessons Assemblies Post 16 evening	Assemblies	Careers Fair Assemblies HE Information Eve
Year 12	Work shops as part of enrichment	Workshops as part of enrichment	Workshops as part of enrichment HE Information Eve
Year 13	Workshops as part of enrichment	Workshops as part of enrichment	Workshops as part of enrichment

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

The academy policy on safeguarding can be found on our website and sets out the academy's approach to allowing providers into academy as visitors to talk to our students.

- o *Premises and facilities*

The academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The academy 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 Careers Resource Centre, which is managed by the academy librarian. The Resource Centre is available to all students at lunch and break times.

- o *Approval and review*

This policy is to be reviewed annually.

This policy has been ratified by Martin Ovenden, Principal and Bev Williams, CEO Legra Academy Trust