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| Review frequency (Free/annual/etc.) | Annually |
| Date of  initial review | December 2024 |
| Responsibility of (FGB/Committee/individual) | RAD |
| Date circulated to FGB | December 2024 |
| Signed by Chair (W Dix Finance Committee) | **W Dix** |
| Next Review date | December 2025 |
| Date received by Staff | December 2024 |

**Stafford Manor High School: Provider Access Policy**

**Introduction**

This policy statement sets out the school’s arrangements for managing the access of providers to 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 8 to 11 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).**

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 offers
* 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.

**A provider wishing to request access should contact:**

Miss Liz Mee, PSHE and Careers Lead

Email: [l.mee@smhs.staffs.sch.uk](mailto:l.mee@smhs.staffs.sch.uk) or

Mrs Jo Thorley, Assistant Headteacher *(Behaviour, Attitudes and Attendance)*

*Email:* [*j.thorley@smhs.staffs.sch.uk*](mailto:j.thorley@smhs.staffs.sch.uk)

Telephone: 01785 258383

### 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 [Making it meaningful checklist.](https://resources.careersandenterprise.co.uk/resources/making-it-meaningful-benchmark-7)

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

### Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

### Destinations of our pupils

**Awaiting 2023-2024 destination data from The Skills and Employability Team.**

### Destinations of our pupils

**Post 16 Destinations Year 11 2023**

* Total students who continued in full times education – 89.5%
* Total students in structured learning in the workplace – 4.2%
* Total students in jobs with no structured training – 2.1%
* Total students that have not yet settled in any full-time positive activity – 2.1%
* Total students who are NEET: Not yet settled – 2.1%

**Management of provider access requests**

### Procedures and 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. 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. Please speak to our Career lead Miss Mee, to identify the most suitable opportunity for you. An overview of our careers programme is available on our website. However, for ease below are clear opportunities for all employers/training providers and post 16 FE providers to engage. If these do not work for you please contact us to arrange a more suitable time.

A provider wishing to request access should contact [l.mee@smhs.staffs.sch.uk](mailto:l.mee@smhs.staffs.sch.uk)

**Opportunity Access**

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|  | **Autumn Term** | **Spring Term** | **Summer Term** |
| **Year 7** | Y7 PSHE: Living in the Wider World, Developing skills and aspirations | Y7 Parents evening (27.02.2025)  National Careers Week – all years. We would welcome any employers this week who could contribute (WB: 03.03.2025) | SEND Parents evening (14.05.2024) |
| **Year 8** | Y8 PSHE: Living in the Wider World, Community and Careers | Y8 Parents evening (16.01.2025)  National Careers Week – all years. We would welcome any employers this week who could contribute (WB: 03.03.2025) | SEND Parents evening (14.05.2024) |

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| **Year 9** | Y9 PSHE: Living in the Wider World, Setting Goals  2 week future pathways (GCSE options) (WB 04.11.2024)  Y9 Parents evening (28.11.24) | Y9 Choices evening (13.03.2025): Parents and students  National Careers Week – all years. We would welcome any employers this week who could contribute (WB: 03.03.2025) | Y9 PSHE: Living in the Wider World, Employability Skills  SEND Parents evening (14.05.2024) |
| **Year 10** |  | National Careers Week – all years. We would welcome any employers this week who could contribute (WB: 03.03.2025) | Y10 PSHE: Living in the Wider World, Careers and work experience  Y10 Parents evening (01.04.2025)  SEND Parents evening (14.05.2024) |
| **Year 11** | Y11 Success evening (17.10.2024): Parents and students  Y11 PSHE: Living in the Wider World, Next Steps  Meetings with careers adviser Post 16 applications | Meetings with careers adviser Post 16 applications  Y11 Parents evening (30.01.2025)  National Careers Week – all years. We would welcome any employers this week who could contribute (WB: 03.03.2025) | Meetings with careers adviser Post 16 applications  SEND Parents evening (14.05.2024) |

### Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, 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.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

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 pupils at lunch and break times.

**Complaints:**

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

### Approval and review (need to be reviewed and signed)

Approved *[date]* by Governors *To be reviewed on 9 December 2024*

Next review: *To be reviewed on 9 December 2024 by Full Governing Body*

Signed: Chair of Governors

Signed: Head teacher

Review: Each year the programme will be reviewed by the career lead, careers advisor and any other relevant parties. They will look carefully at the impact of each activity, scrutinising student voice and the impact on destinations. The Compass Benchmark tool will also be utilised to assess accurately how much the programme is positively impacting on the school’s ability to meet the Gatsby Benchmarks, this a statutory requirement. A revised programme will then be agreed and published.