



# Notley High School & Braintree Sixth Form

## Provider Access Policy

<b>Last reviewed:</b>	November 2020
<b>Next review due:</b>	November 2022
<b>Ratified Full Governors:</b>	December 2020
<b>Designated Postholder:</b>	Deputy Headteacher

## **Notley High School & Braintree Sixth Form: Provider Access Policy**

### **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to students 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.

### **Provider Access Policy**

#### **Student entitlement**

All 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 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:

Mrs M Robb  
Careers Leader  
Make Happen Co-ordinator

Years 7 – 11 Mrs M Robb  
Faculty Leader - PDT, Careers and IAG  
Email: [michelle.robb@notleyhigh.com](mailto:michelle.robb@notleyhigh.com)

Years 12 – 13 Mrs M Townsend,  
Head of Sixth Form  
Email: [melanie.townsend@notleyhigh.com](mailto:melanie.townsend@notleyhigh.com)

##### **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 students and/or their parents/carers. Any provider who wishes to speak to or meet with students should contact the responsible staff to discuss what opportunities might be suitable and appropriate.

Opportunities to speak with or meet with students include the Year 9 options evening, careers fairs attended by students, taster days and elements within the Years 8 - 13 Personal Development Time curriculum.

##### **Premises and facilities**

The school will make Braintree Arts Theatre, the Sports Hall or Fitness Centre, classrooms or 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 where needed. 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 for the careers sections of the school library and Braintree Sixth Form library, which are managed by the school librarian. These resources are available to all students at lunch and break times and to sixth formers in their study periods.