



Windsor High School and Sixth Form: 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.

Student entitlement

All students in Years 8 to 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.

For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase' (Year 8 to 9) and two encounters for students during the 'second key phase' (Year 10 to 11). For students in the 'third key phase' (Year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for students to attend.

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 students from the provider)
- answer questions from students.

Meaningful provider encounters

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students using the [Making it meaningful](#) checklist.

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

Previous providers

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

- Halesowen College, Dudley College, Nova Training, The Army, Aston University

Destinations of our students

Last year our Year 11 students moved to range of providers in the local area after school:

- Windsor Sixth Form (35%), Halesowen College (24%), King Edward VI College, Stourbridge (14%) Dudley College (12%), Other local apprenticeship providers (3%)

Last year our Year 13 students moved to range of providers in the local area after school:

- BCU (18%), The University of Birmingham (10%), The University of Worcester (10%), Aston University (9%), Local technical routes (10%)

Management of provider access requests

Procedure

A provider wishing to request access should contact Mrs J Brookes, Careers Leader via email at jbrookes@windsor.windsoracademytrust.org.uk

Opportunities for access

The school offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to students or their parents or carers.

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

Provider and employer encounters schedule:

	Autumn Term	Spring Term	Summer Term
Year 7	Windsor Sixth Form assembly		Employer encounter - 'Guess my job'
Year 8	Halesowen College Assembly - post 16 options including technical routes		Employer encounter - 'caring professions'
Year 9	Dudley College Assembly - post 16	Options fair - alumni attend to discuss	<i>No encounters – legislation requires</i>

	options including technical routes Oxbridge assembly Employer experience - 'the arts'	pathways HE and Careers Fair - market stall event giving overview of local, regional and national HE and FE providers and employers	<i>encounters to take place by 28 February if in Year 9</i>
Year 10	'Careers market' for a variety of local FE and HE providers including technical routes and local employers	HE and Careers Fair - market stall event giving overview of local, regional and national HE and FE providers and employers	Work experience option for activities week
Year 11	Post 16 provider open evenings Armed Forces Assembly - Career routes including technical options Windsor Sixth Form assembly Meetings with careers adviser Post 16 applications	Local University assembly Post 16 interviews HE and Careers Fair - market stall event giving overview of local, regional and national HE and FE providers and employers	<i>No encounters – legislation requires encounters to take place by 28 February if in Year 11</i>
Year 12	Degree apprenticeship provider assembly ASK apprenticeship experts assembly	Employer experience - entrepreneur/real estate HE and Careers Fair - market stall event giving overview of local, regional and national HE and FE providers and employers	Post 18 Evening Work experience week
Year 13	University assembly	HE and Careers Fair - market stall event	<i>No encounters – legislation requires</i>

	LMP apprenticeship provider assembly Meetings with careers adviser Post 18 applications ASK apprenticeships expert workshop	giving overview of local, regional and national HE and FE providers and employers ASK apprenticeships expert workshop	<i>encounters to take place by 28 February if in Year 13</i>
Whole School	ASPIRE lunches (career/employer talks) and trips (to local businesses and providers) linked to ASPIRE sentences throughout the year for small groups		

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 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 students.

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.

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

Approved 13th June 2023 by Governors at Curriculum and Standards Committee

Next review: June 2024

Signed:


Eamonn Hunt, Chair of Governors


Stephen Lanckham, Head teacher