



**The Castle School**  
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## **Careers Provider Access Policy**

**Date: February 2020**

Executive Headteacher: Sarah Watson  
Head of School: Fran Gormley

Due for review: Spring Term 2022

## **Introduction**

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

## **Student Entitlement**

Students in Years 8 – 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 evenings, 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 J Corbett, Careers Leader. Telephone: 01823 274073 Email: [jjcorbett@castle.somerset.sch.uk](mailto:jjcorbett@castle.somerset.sch.uk)

### **Opportunities for access**

A number of events, integrated into the school's careers programmes, will offer providers an opportunity to come in to speak to students and/or their parents.

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

The Trust's policy on safeguarding sets out the Trust's approach to allowing providers into school to talk to our students.

### **Premises and facilities**

The schools will make the main hall, classrooms or small meeting rooms available for discussions between the provider and students, as appropriate to the activity. The schools 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school.

	Autumn Term	Spring Term	Summer Term
Year 8	“Achieve Your Ambition” Assembly and tutor group opportunities	“Achieve Your Ambition” Assembly Tutor group opportunities. National Apprenticeship Week – lunchtime event (Local colleges and independent training providers). Parents’ Evening (local colleges attend).	Parents’ Evening Assembly and tutor group opportunities
Year 9		KS4 Options Evening (local colleges attend) Careers talks by local employers and independent training providers. National Apprenticeship Week – lunchtime event. (Local colleges and independent training providers)	Parents’ Evening GCSE Launch Evening
Year 10	Assembly and tutor group opportunities	Parents’ Evening (local colleges attend) Careers talks by local employers and independent training providers. National Apprenticeship Week – Assembly and lunchtime event (Local colleges and independent training providers) CV writing assembly and tutor group opportunities	Assembly and tutor group opportunities
Year 11	Careers Day Parents’ Evening (local colleges and independent training providers attend plus NCS) Post-16 taster sessions	Study Skills Evening National Apprenticeship Week –lunchtime event (Local colleges and independent training providers)	