



# Provider Access Policy Statement

**Review cycle:** Annually

**Approval level:** Governing body

**Tier:** 1

**SLT Responsible for review:** Careers Lead (staff)

**Approved:** May 2024

**Next review date:** May 2025

## 1. Introduction

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

## 2. 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

## 3. Management of provider access requests

### 3.1 Procedure

A provider wishing to request access should contact:

Tara Kinlin, Careers Leader

Telephone: 01706 813558

Email: [careers@todhigh.co.uk](mailto:careers@todhigh.co.uk)

### 3.2 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 pupils and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 7	Assemblies. Focus Time – skills and job of the week. Collapsed timetable ARCH Day – Business and Enterprise.	Assemblies. Focus Time opportunities. Collapsed timetable ARCH Day. National Apprenticeship Week Talks (WC 06.02.24) National Careers Week Talks (WC 04.03.24)	Assemblies. Focus Time opportunities. Collapsed timetable ARCH Day. Tod High Careers Fair (16.04.24).
Year 8	Assemblies.	Assemblies.	Assemblies.

	<p>Focus Time – skills and job of the week.</p> <p>Collapsed timetable ARCH Day – Business and Enterprise.</p>	<p>Focus Time opportunities.</p> <p>Collapsed timetable ARCH Day.</p> <p>National Apprenticeship Week Talks (WC 06.02.24).</p> <p>National Careers Week Talks (WC 04.03.24).</p>	<p>Focus Time opportunities.</p> <p>Collapsed timetable ARCH Day.</p> <p>Tod High Careers Fair (16.04.24).</p>
Year 9	<p>Assemblies.</p> <p>Focus Time – skills and job of the week.</p> <p>Collapsed timetable ARCH Day – Business and Enterprise, Careers and Your Online Presence.</p>	<p>Assemblies.</p> <p>Focus Time opportunities.</p> <p>Options Evening.</p> <p>Collapsed timetable ARCH Day.</p> <p>National Apprenticeship Week Talks (WC 06.02.24).</p> <p>National Careers Week Talks (WC 04.03.24).</p>	<p>Assemblies.</p> <p>Focus Time opportunities.</p> <p>Collapsed timetable ARCH Day.</p> <p>Tod High Careers Fair (16.04.24).</p>
Year 10	<p>Assemblies.</p> <p>Focus Time – skills, post-16 pathways and job of the week.</p> <p>Collapsed timetable ARCH Day – CVs and leadership.</p>	<p>Assemblies.</p> <p>Focus Time opportunities.</p> <p>Collapsed timetable ARCH Day.</p> <p>Year 10 Progress Evening.</p> <p>National Apprenticeship Week Talks (WC 06.02.24).</p> <p>National Careers Week Talks (WC 04.03.24).</p>	<p>Assemblies.</p> <p>Focus Time opportunities.</p> <p>Collapsed timetable ARCH Day.</p> <p>Tod High Careers Fair (16.04.24).</p> <p>Post-16 visits to a number of local providers.</p> <p>1<sup>st</sup> meeting with Careers Advisor.</p>
Year 11	<p>Assemblies</p> <p>Focus Time opportunities – skills, interviews and job of the week.</p> <p>Year 11 Progress Evening.</p>	<p>Assemblies</p> <p>Focus Time opportunities.</p> <p>National Apprenticeship Week Talks (WC 06.02.24).</p>	

	Year 11 Parents' Forum - Revision and Next Steps.  2 <sup>nd</sup> meeting with Careers Advisor.	National Careers Week Talks (WC 04.03.24).	
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Please speak to our named Careers Leader to identify the most suitable opportunity for you.

Todmorden High School's policies on safeguarding and visitors can be found on the school website.

#### **4. Premises and facilities**

Todmorden High School will make the main hall, school gymnasium, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. Todmorden High School will also make available projectors 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 alternative member of staff.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Reception which can be shared with students both in the Careers Advisers office and in the Year 11 Common Room.