

# The Magna Carta School

## Provider Access Policy Statement



<b>Written by:</b>	Mr E Sanniez & Mr C Reilly	<b>Date:</b> 24 <sup>th</sup> September 2018
<b>Last reviewed on:</b>	24 <sup>th</sup> September 2018	
<b>Governor Approval Date:</b>	30 <sup>th</sup> November 2018	
<b>Next review due by:</b>	12 <sup>th</sup> July 2019	

## 1. Introduction

This policy statement sets out the Magna Carta School's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. This policy complies with the Magna Carta School's legal obligations under Section 42B of the Education Act 1997.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

## 2. Opportunities for Students

Our provision for students includes various opportunities for students to access a range of events during the academic year. These events may be delivered internally with contributions from external providers where necessary or could take the form of students attending events off the school site.

The school will support students by:

- Providing information on the full range of education and training options available to them including technical education qualifications and apprenticeship opportunities
- Hearing from a range of local education providers about the opportunities they offer, including technical education and apprenticeships
- Understanding how to make applications for the full range of academic and technical courses
- Providing information on the labour market and possible future career paths

To enhance the opportunity for our students in line with the above, as a school we welcome the opportunity for a range of education and training providers as well as the larger community to access students in years 8 to 11 for the purposes of informing them about approved technical education, qualifications, apprenticeships and possible career paths and aspirations. Where appropriate and reasonable this offer can extend to Year 7 students.

## 3. Management of Provider Access Requests

### 3.1 Making contact with the school

In the first instance a provider wishing to request access should contact Mr C Reilly (Assistant Headteacher and designated Careers Leader) and/or Mr E Saniez (CEIAG Lead) by either contacting the school by telephone or using the email addresses issued below.

**Telephone:** 01784 454320

**Email:**

Mr C Reilly [creilly@magnacarta.surrey.sch.uk](mailto:creilly@magnacarta.surrey.sch.uk)

Mr E Sanniez [esanniez@magnacarta.surrey.sch.uk](mailto:esanniez@magnacarta.surrey.sch.uk)

### 3.2 Safeguarding

Our Safeguarding/Child Protection Policy outlines the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy. The specific policy can be found on the school website.

### 3.3 Opportunities for Access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	Autumn term	Spring term	Summer term
	<i>*Registration and/or PSHE Opportunities</i>		
Year 7			<i>Parents Eve – 20 June 2019</i>
Year 8		<i>Options Event – 20 March 2019</i>	<i>Parents Eve – 1 May 2019</i>
Year 9		<i>Options Event – 6 February 2019</i> <i>Parents Eve – 7 March 2019</i>	
Year 10	<i>Education &amp; Careers Fair – 25 September 2018</i>	<i>Parents Eve – 31 January 2019</i>	
Year 11	<i>Education &amp; Careers Fair – 25 September 2018</i>	<i>Parents Eve – 10 January 2019</i>	

\*In addition to the times above it would also be possible to present information to students during assembly and/or registration periods (0845 – 0905) or during PSHE Lessons that occur on a rotational basis throughout the year by arrangement.

### 3.4 Premises and Facilities

Once a visit has been agreed, the school will look to provide the appropriate facilities for the visit, along with any equipment requested by the provider, where it is available. The school has different venue options available depending on numbers of students and the requirements of the provider. These visits can take place within the main hall, classrooms or larger areas such as the gym or sports hall where possible.

Audio visual equipment is available within most venues and we are happy to work with providers in order to accommodate specific needs where possible; including those that need to bring additional equipment into the school as part of their provision.

It is fully acceptable for providers to leave prospectuses or other material for students at reception, which can be distributed to students during a particular provider lead activity and/or directly following.

## **4. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by the designated Careers Leader, who will also be responsible for this policies review on an annual basis.

At every review, the policy will be approved by the Headteacher and School Governors