

# **St. Alban's Catholic High School**



## **Careers Access Policy**

**Approved by Pupil Committee on: 14<sup>th</sup> May 2018**

**Recommission Date: June 2020**

# St. Alban's Catholic High School

## Policy statement on provider access

### 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.

**School careers leader** – Mrs Sarah Morris [smorris@st-albans.suffolk.sch.uk](mailto:smorris@st-albans.suffolk.sch.uk)

### Pupil entitlement

All pupils in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeship 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, 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

#### 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.

#### Procedure

A provider wishing to request access should contact Michelle Shemming or Heather Carter from our Careers team.

Telephone: 01473 726178

Email: [careers@st-albans.suffolk.sch.uk](mailto:careers@st-albans.suffolk.sch.uk)

#### 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 a member of the careers team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature. These will be displayed in the school library (main school or Sixth Form library as appropriate), which is available to students at lunch and break times.

#### Approval and review

Approved 23<sup>rd</sup> April 2018 by Governors at Steering Group Committee

Next review: June 2020 by Pupils Committee

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Signed by D. Verney, Chair of Governors:

Date:

