

Sittingbourne Community College Provider Access Protocol

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.

Student entitlement

Students in years 8-13 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 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 Amanda Seymour, HE & Careers Officer or Mrs. Jackie Noble, Assistant Head Teacher and Careers Lead.

Telephone: 01795 411901/472449 Ext 298; Email: Amanda.Seymour@swale.at

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:

	Autumn Term September - December	Spring Term January - March	Summer Term April - July
Year 7	Careers Library Events	Assembly and Tutor Group Opportunities	Assembly and Tutor Group Opportunities
Year 8	Assembly and Tutor Group opportunities Careers Library Events	Options Evening	

Year 9	Alternative Provision Event - EHCP Assembly and Tutor Group Opportunities Careers Library Events	Assembly and Tutor Group Opportunities. Careers Fairs	
Year 10	Alternative Provision Event - EHCP Careers Library Events	Assembly and Tutor Group Opportunities Careers Fair	Assembly and Tutor Group Opportunities
Year 11	Assembly Year 11 Parents Evening Year 11 Recruitment Evening Careers Library Events	Assembly Careers Fair	
Year 12	PSHE Lessons	Yr 12 Parents Evening PSHE Lessons Careers Fair	PSHE Lessons Workshops:Life Skills
Year 13	Yr 13 Parents Evening PSHE Lessons	PSHE Lessons Fair	

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

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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at Main Reception for display within the School Library and Sixth Form Study Area. The Library containing Careers Information is available to all students at lunch and break times and our dedicated Careers Officer regularly holds drop in sessions in the Library.