# LITCHAM SCHOOL PROVIDER ACCESS POLICY

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## Provider Access Policy 2025

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### 1. Aims

**This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. 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. Statutory requirements

**Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.**
**Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students. This is outlined in section 42B of the Education Act 1997.**
**This policy shows how our school complies with these requirements.**

### 3. Student entitlement

**All students in years 7 to 11 at Litcham School are entitled to:**

- **Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point.**
- **Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.**
- **Understand how to make applications for the full range of academic and technical courses.**

### 4. Management of provider access requests

**4.1 Procedure**
**A provider wishing to request access should contact Stuart Wilson, Head of School.**

**Telephone: 01328 701265**
**Email: swilson@litchamschool.org.uk**

**4.2 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 |
|---|---|---|---|
| YEAR 7 | | *Kinnerton Chocolate Day* | |
| Year 8 | *The Real Game (Pupils role-play as young adults in occupational roles and see how schoolwork relates to career choices)* | *Inspirational Speakers programme* | |
| Year 9 | *Careers Networking Event* | *Options choices*<br>*1-2-1 interviews* | *University visits*<br>*Brilliant Club* |
| Year 10 | Interview Day<br>*UEA Wonderfest*<br>*Sector lunches* | *1-2-1 interviews*<br>*OPEN Careers evening*<br>*START* | *Work experience*<br>*Brilliant Club* |
| Year 11 | *College Carousel* | *1-2-1 interviews*<br>*Post 16 Careers Fair*<br>*OPEN Careers evening,*<br>*Help You Choose Apprenticeship workshops* | |

**Please speak to a member of the senior leadership team to identify the most suitable opportunity for you.**

**4.3 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.**

**4.4 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.**

## 5. Links to other policies

- **Safeguarding/child protection policy**
- **Careers guidance policy**
- **Curriculum policy**

## 6. Monitoring arrangements

**The school's arrangements for managing the access of education and training providers to students are monitored by the Senior Leadership Team.**

**This policy will be reviewed by the Senior Leadership Team annually.**

**At every review, the policy will be approved by the Local Governing Board**