



**ST JAMES'**  
CATHOLIC HIGH SCHOOL



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## Provider Access Policy

Policy Owner	Deputy Headteacher
Responsible Committee	Policy & Practice Committee
Date of Adoption	May 2019
Date of Review	May 2022
Chair of Governor's Signature	

### St James' Mission Statement:

*To ensure everyone within our school **family** achieves their full potential, to encourage learning and development through **faith**, and to strive for **excellence**.*

### Rationale:

At St James' Catholic High School, we believe that our pupils, as they strive for excellence, should have regular access to information regarding their next steps into potential employment or further education. This policy sets out the school's arrangements for managing the access of providers to pupils 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.

### Aims:

All pupils 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 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:

A provider wishing to request access should contact Mrs Dominique Rarity, CEIAG lead, Telephone: 0161 482 6900

Email: [d.rarity@stjamesheadle.co.uk](mailto:d.rarity@stjamesheadle.co.uk)



**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. Providers are welcome to attend assemblies and participate in the events/ CPSHE programme listed here:

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
Year 7	Careers module in PSHCE looking at jobs v. careers and choosing a career	Careers Assembly  National Careers Week form time activities  National Apprenticeship Week form time activities	Careers Day during CEW
Year 8	Business module in PSHCE focus on key terms, consumer rights and employees' rights  Career Breakfast	Finance module in PSHCE focus on managing your money, transactions and Martin Lewis top tips for young people  Career Breakfast  National Careers Week form time activities  National Apprenticeship Week form time activities	Careers module in PSHCE focus on what is a job? Matching skills to careers and dream careers   Career Breakfast
Year 9	Careers module in PSHCE focus on skills and qualifications  Apprenticeship Evening	Options Evening  Parents Evening  Enterprise module in PSHCE focus on skills required in order to set up and run a business  National Careers Week form time activities  National Apprenticeship Week form time activities	Finance module in PSHCE focus on managing a budget.  Enterprise Day in CE Week



Year 10	Careers module in PSHCE focus on employability and qualifications  Preparation for interviews	Work Experience information evening  1: 1 interview with employers  Apprenticeship providers evening.  National Careers Week form time activities  National Apprenticeship Week form time activities	Interviews begin  Taster days at Aquinas College  Work Experience
Year 11	Careers Convention, all local colleges and providers invited  Local providers deliver presentations during assembly  NCS promotional assembly  Interviews continue	Additional interviews for some students  NCS assembly and applications  Apprenticeship providers evening  National Careers Week form time activities  National Apprenticeship Week form time activities	Taster days at Aquinas College and other post-16 providers  Guidance on Results Day

### **Premises and facilities**

The school will endeavour to make accommodation and resources available for discussions between the provider and students, as appropriate to the activity and timing. This will all be discussed and agreed in advance of the visit with the Headteacher. All presentations must be approved by the Headteacher so that they are in keeping with the Catholic nature of the school.

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 CEIAG Lead.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception, which will be passed to the CEIAG lead, Mrs Dominique Rarity. This information will then be distributed through the library which is available to all students at break, lunchtime and afterschool.



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## **Safeguarding**

All visitors will follow the Safeguarding Policy of the school (see Safeguarding Policy). Visitors will sign into school, be given a lanyard of appropriate safeguarding value and await a member of staff to escort them during their time in school, if they do not have full DBS clearance.

## **Requests**

Permission will be granted for providers to visit St James' unless there is a potential safeguarding issue, the provider is not reputable, details of what will be presented are unclear or do not satisfy school standards. Permission will also be refused if the material is not in accordance with the Catholic ethos of St James'.