



# ST JAMES'

## CATHOLIC HIGH SCHOOL

### Provider Access Policy

Date of Adoption	February 2024
Date of Review	February 2025

**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 children, 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 children 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. This sits with our Catholic ethos of ensuring all children are aware of their rights and responsibilities, as they are created in the unique image and likeness of God. As per Catholic Social Teaching, we are to recognise the responsibilities we have to each other and take an active role in helping others attain their full potential. The Church teaches that work is to be valued and enjoyed: a source of fulfilment by which people may share their God-given gifts for the good of all, as co-workers with God. Work must be undertaken responsibly and labour treated well, this includes how we approach the work we do, what it is we do with our work and how employers treat their employees.

**Aims:**

All children 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 the children and/or their parents/carers. Providers are welcome to attend assemblies and participate in the events/ PSHCE programme listed here:

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
Year 7	Enterprise Skills module in PSHCE focus on jobs v careers and work and wages		Careers Day in Curriculum Excellence Week
Year 8	Careers breakfasts	Careers breakfasts	Careers breakfasts  Finance module in PSHCE focusing on managing your money, transactions and Martin Lewis' top tips for young people  Careers Day in Curriculum Excellence Week  Introduction to apprenticeships by The Apprentice Academy
Year 9	Careers module in PSHCE focus on skills and qualifications	Year 9 Parents' Evening  Options Evening event  Enterprise module in PSHCE focusing on skills required in order to set up and run a business  Cheadle College assembly introducing T-Levels, technical qualifications and vocational pathways	Finance module in PSHCE focus on managing a budget.  Enterprise Day in Curriculum Excellence



Year 10	Careers Convention	<p>Work Experience information evening</p> <p>1: 1 interview with employers</p> <p>Apprenticeship information session with ASK</p>	<p>Apprenticeship evening for pupils and parents from GLMPN</p> <p>1:1 careers interviews begin</p> <p>Local college taster days</p> <p>Work experience</p>
Year 11	<p>Careers Convention, all local colleges and providers invited</p> <p>Local providers deliver presentations during assembly</p> <p>Post 16 choices assembly with Manchester College</p> <p>NCS promotional assembly</p> <p>Interviews continue</p>	<p>Additional interviews for some children</p> <p>NCS assembly and applications</p> <p>Apprenticeship providers evening</p> <p>Apprenticeship application session</p>	<p>Taster days at Aquinas College and other post-16 providers</p> <p>Guidance on Results Day</p>

These opportunities are intended to complement the timetabled programme of PSHCE lessons through which the careers programme is delivered.

### **Premises and facilities**

The school will endeavour to make accommodation and resources available for discussions between the provider and the children, 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 children, as appropriate to the activity. The school will also make available AV and other specialist equipment to support providers' presentations. This will all be discussed and agreed in advance of the visit with the CEIAG Lead.

For example, for a college delivering information about course on offer, an assembly in the main hall will be the most appropriate forum; whereas information regarding work experience would be most appropriately delivered as an information evening to parents and pupils either in the main hall or online in a virtual meeting.

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 to the children via the most appropriate means.



### **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'.

### **Providers that have previously been invited into the school**

We have previously invited the following providers into the school:

Cheadle College  
Stockport College  
Marple College  
Manchester College  
ASK  
SETA  
Debut Dance Academy  
Macclesfield College  
Access Creative College  
Apprenticeship Academy  
Shockout Performing Arts

### **How will the school work with each visiting provider?**

The school works with visiting providers in a range of formats, such as:

- **assemblies**
- **careers cafe event**
- **parent information evenings**
- **1:1 pupil interviews**
- **application advice sessions**
- **taster days and sessions**
- **careers breakfast events**

### **Does the school accept live online encounters?**

As with in-person visits and events, we aim to accommodate live online encounters wherever possible. We have hosted several successful online encounters with a range of providers at mutually agreeable times.

### **Destinations of previous pupils**

<b>Destination</b>	<b>Total</b>
<b>Advanced Apprenticeship</b>	<b>5</b>



<b>Apprenticeship</b>	<b>1</b>
<b>Employment combined with accredited training (Non-Apprenticeship)</b>	<b>1</b>
<b>FE College</b>	<b>23</b>
Macclesfield College	4
Out of GM Area Establishment	1
Stockport College	16
The Manchester College	2
<b>NEET - Seeking Employment or Training</b>	<b>1</b>
<b>School Year 12</b>	<b>15</b>
Altrincham College	1
Cheadle Hulme High School	12
Loreto Grammar School	1
St Ambrose College	1
<b>Sixth Form College</b>	<b>113</b>
Aquinas College	83
Cheadle and Marple College Network	12
Connell Sixth Form College	1
Hopwood Hall College	1
Loreto College	8
Salford City College - Pendleton Campus	1
Xaverian College	7
<b>Grand Total</b>	<b>159</b>

### **How providers may raise a complaint, and the procedure that will be followed**

The vast majority of concerns and complaints about schools are dealt with immediately and satisfactorily through informal discussions with the relevant and most appropriate member of staff.

If you have concerns, it is important that you raise them as soon as possible with the relevant members of staff in order to try to resolve any issues promptly.

**What do we mean by complaint?** Generally, a complaint about a school is when a parent, carer or member of the public is dissatisfied with the actions or lack of action of a school. Examples of types of complaints can be:

- Bullying by a pupil or a teacher
- Policy changes
- School's response to an incident
- Failure to follow statutory guidance
- Failure to provide support for children with Special Educational Needs
- An incident not being dealt with properly
- Any other concerns about the school

A complaint can be made using various forms of communication including: by letter, telephone / e-mail, and by a parent or carer in person. Writing to the school is the preferred method and gives you the opportunity to be clear what the complaint is about and to identify the outcome you would like to achieve.

The complaints procedure policy can be found on the school's website.



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