



ST JAMES'

CATHOLIC HIGH SCHOOL

Provider Access Policy

Date of Adoption	March 2023
Date of Review	March 2024

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@stjamescheadle.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:

	Autumn Term	Spring Term	Summer Term
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 focus on managing your money, transactions and Martin Lewis top tips for young people Careers Day in Curriculum Excellence Week
Year 9	Careers module in PSHCE focus on skills and qualifications	Year 9 Parents' Evening Options Evening event Enterprise module in PSHCE focus on skills required in order to set up and run a business	Finance module in PSHCE focus on managing a budget. Enterprise Day in Curriculum Excellence
Year 10	Careers Convention	Work Experience information evening, 1: 1 interview with employers Apprenticeship providers evening.	Apprenticeship evening One to one interviews begin Local college taster days Work experience
Year 11	Careers Convention, all local colleges and providers invited	Additional interviews for some children	Taster days at Aquinas College and other post-16 providers



	Local providers deliver presentations during assembly NCS promotional assembly Interviews continue	NCS assembly and applications Apprenticeship providers evening	Guidance on Results Day
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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 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 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'.