

Education, Training and Employer Access Policy

Wollaston School



Authors	Ms A Walker & Mr B Myers
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Introduction

This policy statement 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 obligation under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 7 – 13 are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of a 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 – through options events, assemblies, group discussions and taster events, parents evenings and informal drop in sessions.
- Understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

- **Procedure**
 - Any provider wishing to request access should contact Mr B Myers, Careers Leader
Telephone: 01933 663501 email: myersb@wollaston-school.net
- **Opportunities for access**
 - A range of events, integrated into the school's careers programme will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

Year group	Autumn Term	Spring Term	Summer Term
7			
8			Take Your Child to Work Day
9		KS4 Options Event	
10		Lunchtime Drop-in sessions – Thursday lunch times	Personal Development Day – Careers Fair
11	Lunchtime Drop-in sessions – Thursday lunch times	Lunchtime Drop-in sessions – Thursday lunch times	Personal Development Day - Future Plans Day
12		National Apprenticeship Week Event Small group sessions: Future education, training and employment options	
13	Workshops: Higher apprenticeship applications Small group sessions: Future education, training and employment options	National Apprenticeship week Careers drop in Support with bespoke applications	

Pupils in years 7 and 8 will encounter further education training providers and employers through PSHE (Living in the Wider World) and personal development days.

For further information about any careers support please speak to our careers leader.

Premises and facilities

The school has a range of venues which are available to accommodate events of different size or purpose.

These include:

- Large multi-purpose hall with capacity to seat 264 in static raked seating and flexibility for additional on the flat
- Meeting rooms suitable for 1-2-1 discussions/interviews
- Classrooms and other flexible smaller spaces with capacity of between 20 -50 for workshops or presentations

All rooms can be equipped with audio-visual as appropriate to the event and should be discussed and agreed with the careers leader in advance of the event.

Safeguarding

All visitors to the school will be required to comply with the protocols for visitors to the school as detailed in the Safeguarding Policy. Specifically, these will include:

- Signing in and out at reception
- Providing photographic ID on arrival
- Wearing of an identity badge with orange lanyard and required to be escorted when moving around the school
- Report any safeguarding concerns to member of safeguarding team should they arise

Distribution of literature

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the careers leader or main reception. Literature will be maintained in the Careers Resource section of the library and/or the designated Careers Room located at the front of the school. This is available to all pupils during break, lunchtime and after school. Additionally, the Careers Leader supported by form tutors will distribute relevant literature to pupils.

Links to other policies

This policy links to:

- Careers (Individual Advice and Guidance) Policy
- Safeguarding and Child Protection Policy