



RICARDS LODGE HIGH SCHOOL

**Provider Access Policy Statement
(Working Draft)**

Ricards Lodge High School -Governing Board Approved Policy	
Approved by	Delegated
Signed	
Dated	
Next Review	Statutory/

Introduction

This policy statement sets out the arrangements for managing the access of providers to students at Ricards Lodge High 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.

Student entitlement

All students in Years 7-13 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 and 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

Procedure

A provider wishing to request access should contact *Henrike Wilford*, Head of Careers KS3&4 and Emma Day Head of Sixth Form.

Telephone: 0208 946 2208; Email: henrike.wilford@ricardslodge.merton.sch.uk and emma.day@ricardslodge.merton.sch.uk

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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

Opportunities for access include:

The school currently schedules a number of events, integrated into the school careers programme, but we are also happy to offer providers an opportunity to come into school to speak to students and/or their parents/carers at other mutually agreed times. This is in line with our whole school visitor policy.

	Autumn Term	Spring Term	Summer Term
7		Careers week – visitors to PSE and speakers in assemblies	
8		Aim Higher visits to university for targeted students Careers week – visitors to PSE and speakers in assemblies	
9	Yr9 Aspirations evening	Aim Higher visits to university for targeted students Yr9 Careers Networking morning Careers week – visitors to PSE and speakers in assemblies Yr9 Group Careers Interviews with impartial careers adviser	
10		Apprenticeship Talks in assembly	Aim Higher visits to university for targeted students Visit to local FE colleges and RR6 taster days Post 16 pathway assemblies and Tutor time sessions Yr10 Group Careers Interviews with impartial careers adviser
11	Post 16 Options assemblies Yr11 Parents Aspirations evening RR6 Open evening and other post 16 providers workshop All local post 16 open evenings are published to students Yr11 Individual	Targeted Support with apprenticeship applications with local providers Disadvantaged students are supported with Applications and interviews.	Results Day - impartial careers advisers and local providers available Contact details provided of local providers to help with enrolment

	Careers Interviews with impartial careers adviser		
12	Yr12 Parent information evening	UCAS, HE and Careers fair at a London university In school Yr12 Careers fair with local employers and apprenticeship providers and alumni	Yr12 higher education and apprenticeship evening Results Day - impartial careers advisers and local providers available Contact details provided of local providers to help with enrolment
13	UCAS applications and visits	Apprenticeship and school leaver programme applications and visits	Results Day - impartial careers advisers and Support and guidance for post 18 progression including relevant Contact details of providers to help with enrolment

Please speak to our careers leaders to identify if necessary **other suitable opportunities** for you as we also offer employer day visits linked to departmental interests for example Y9 Thames Water visit in Geography and Y10 Dentsu Advertising workshop in Media studies. Also speakers are always warmly welcomed at appropriate assemblies and or bespoke talks in line with our visitor policy.

Henrike Wilford

January 2018