

Provider Access Policy

Responsible Governor
Dermot O'Brien

Responsible Head of Careers
Mohammad Fayaz Uddin

Responsible SLT Line Manger
Nick O'Brien

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 obligations under Section 42B of the Education Act 1997.

Pupil Entitlement

All pupils in years 8-13 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.

Parental Engagement

Careers Manager is available for parents to make an appointment with to discuss education, training and careers pathway options for their children using the details below.

Parents can find further information on our school website in the 'For Parents' section.

Management of provider access requests

Procedure

A provider wishing to request access should contact *Mohammad Fayaz Uddin (Careers Manager)*
Telephone: 0207 790 6712 ext 197; Email: *work.experience@sjcr.net*

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: please see Appendix 1: Annual Calendar of Events. Please speak to our named IAG leader to identify the most suitable opportunity for you.

The school policies on safeguarding and visitors sets out the school's approach to allowing providers into school as visitors to talk to our students. These can be found on the school website.

Premises and facilities

The school will make the sports hall, hall, VLE and classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available projectors and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Manager.

Sir John Cass regularly carries out sample surveys internally and by external providers to establish the effectiveness of workshops, activities and work experience opportunities to ensure our students are benefiting and developing key skills and having appropriate interactions as outlined within the Gatsby Benchmarks appropriate to the key stages.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the reception or with our Careers Manager who will distribute the relevant information to pupils.

Appendix 1: ANNUAL CALENDAR OF EVENTS

Last review date: 30.11.2019

Person Responsible: Mohammad Fayaz Uddin (Careers Manager)

	Autumn Term	Spring Term	Summer Term
Year 7	<ul style="list-style-type: none">• Assembly and tutor group opportunities	<ul style="list-style-type: none">• Assembly and tutor group opportunities	<ul style="list-style-type: none">• Assembly and tutor group opportunities• PSHE Class
Year 8	<ul style="list-style-type: none">• Assembly and tutor group opportunities• PSHE Class• Mentoring with Prince's Trust	<ul style="list-style-type: none">• Assembly and tutor group opportunities	<ul style="list-style-type: none">• Assembly and tutor group opportunities
Year 9	<ul style="list-style-type: none">• Careers evening• Assembly and tutor group opportunities• DofE – Bronze Award	<ul style="list-style-type: none">• Assembly and tutor group opportunities• Parents Evening• KS4 Options Evening• PSHE Class	<ul style="list-style-type: none">• Assembly and tutor group opportunities
Year 10	<ul style="list-style-type: none">• Careers Evening• Assembly and tutor group opportunities• Mentoring with Career Ready and AiG• DofE Silver Award	<ul style="list-style-type: none">• Assembly and tutor group opportunities• PSHE Class	<ul style="list-style-type: none">• Assembly and tutor group opportunities• Parents' Evening
Year 11	<ul style="list-style-type: none">• Assembly and tutor group opportunities• Mentoring• Parents Evening	<ul style="list-style-type: none">• Assembly and tutor group opportunities	<ul style="list-style-type: none">• Y11 Matters Evening• Assembly and tutor

		<ul style="list-style-type: none"> • Apprenticeships talk • Sixth Form interviews • PSHE Class 	<ul style="list-style-type: none"> • Results day • Work experience preparation sessions
Year 12	<ul style="list-style-type: none"> • Careers/Higher Education Fair • Post-18 assembly - apprenticeships • Mentoring • PSHE Class 	<ul style="list-style-type: none"> • Small group sessions: future education, training and employment options • Parents evening • Apprenticeships talk 	<ul style="list-style-type: none"> • Small group sessions: future education, training and employment options
Year 13	<ul style="list-style-type: none"> • Careers/Higher Education Fair • Workshops – HE and higher apprenticeship applications • Mentoring • Parents Evening • 1:1 University and apprenticeship application support 	<ul style="list-style-type: none"> • Apprenticeships talk • Small group focused careers discussions 	<ul style="list-style-type: none"> • Post-18 assembly – apprenticeships • Results Day • PSHE Class

Monitoring, evaluation and review

The IAG programme is monitored regularly and evaluated by our careers manager and Tower Hamlets Careers Service. As part of this monitoring and evaluation process, the Education Business Partnership, that provide and run whole year group workshops, evaluate this provision.

Work experience

- Work experience placements are vetted by the work experience coordinator in accordance with safeguarding requirements.
- Vulnerable students are seen with their guardians to agree on expectations and given a protocol of what to do if they have any issues. Further guidance may be given depending on the individual circumstances of the student.
- Clear guidelines will be given to all students and employers about absences and any misconduct.
- Students are monitored by either a visit or phone call to their placement and a visit form will be completed to record the outcome of the work experience so far
- Student performance will be evaluated by the employer in their diaries
- Evaluation of the placement with the employer will take place at the end of each period of work experience

All other activities

- Where possible, all activities are evaluated by students for impact.