



Highams Park Academy Trust

Careers Policy Statement on Provider Access

This policy is a working document and may be added to during the year

Date of Review	SLMT Lead	Trustee Approval
9 December 2021	Cally Halkes	9 December 2021
1 February 2023	Cally Halkes	1 February 2023
30 November 2023	Susie Hickman	30 November 2023

Date of next review: November 2024

Circulated to staff and parents: Following Academic Effectiveness Committee meeting on

Baker Clause Policy Statement

Highams Park School uses the Gatsby Benchmarks as a guide to plan our careers programme. As part of our commitment to informing our students of the full range of learning and training pathways on offer to them, we are happy to liaise with training, apprenticeship and vocational education providers to speak to students. This complies with the School's legal obligations under Section 42B of the Education Act 1997.

Highams Park School also proactively seeks to build relationships with education partners as we plan our careers activity throughout the school year to ensure that providers have multiple opportunities to speak to students and their parents across years 7- 13, to offer information on vocational, technical and apprenticeship qualifications and pathways.

Highams Park School ensures that staff involved in guidance and pastoral support are up to date with their knowledge of post 16 and post 18 pathways.

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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 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 course.
- To ensure all students are encouraged to make informed and independent choices that will help shape and foster their next steps.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Management of provider access requests

Procedure

A provider wishing to request access should contact the Coordinator for Careers: TBC on appointment
Telephone: 020 8527 4051 or via Email: careers@highamparkschool.co.uk.

Opportunities for Access

A number of events, integrated into the school's careers programme and curriculum, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 8	Citizenship Lessons	Life skills – assembly and tutor group opportunities Citizenship Lessons Careers Fair CV preparation	Life skills – assembly and tutor group opportunities Activities Week Citizenship Lessons More Able Week
Year 9	Citizenship Lessons	Citizenship Lessons KS4 Options Evening Careers Fair	No encounters – legislation requires encounters to take place by 28 February if in year 9 Activities Week More Able Week
Year 10	Life skills – work experience assembly & preparation sessions Critical Minds	Mock Interviews/Careers Fair Critical Minds National Apprenticeship show	Life skills – assembly and tutor group opportunities Work Experience Placements Activities Week 1:1 Careers Interviews More Able Week Group careers support
Year 11	Life skills – assembly on opportunities at 16 Higher Education Fair	Careers Fair Post-16 evening Parents Evening Critical Minds National Apprenticeship Fair	No encounters – legislation requires encounters to take place by 28 February if in year 11 Confirmation of post-16 education and training destinations for all pupils

	1:1 Careers Interviews Critical Minds Skills London Group ASDAN careers support	Groups careers support 1:1 Careers Interviews	
Year 12	Post-18 assembly – apprenticeships FE Talks Tutor groups linked to aspirations Careers events	Small group sessions: Bridging group Future education, training and employment options with other providers. Higher Education/Careers Fair OXBridge Visit to St Peters College Oxford National Apprenticeship show	Small group sessions: Future education, training and employment options UCAS Days Work Experience
Year 13	Workshops – HE and higher apprenticeship applications	UCAS Applications Careers Fair National Apprenticeship show	No encounters – legislation requires encounters to take place by 28 February if in year 13 Confirmation of post-18 education and training destinations for all pupils

Please speak to the Co-ordinator for Careers to identify the most suitable opportunity for you.

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 available to all students at lunch and break times.

Approval and review

Approved on 30/11/2023 by Trustees at The Academy Effectiveness Meeting.

Reviewed: November 2023 by Susie Hickman

Next review:

Signed: T Penfold

Chair of the Trustees

N Armsby

Principal

Date: