



DISCOVERY
EDUCATIONAL TRUST



Policy Statement on Provider Access

Title	Policy Statement on Provider Access
Author/Owner	Local School Committee
Status	Final - Approved
Ratified Date	October 2021
Ratified by	Local School Committee
Staff Consultation Date	N/A
Review Cycle	Three yearly
Review Date	October 2024
Security Classification	OFFICIAL

Introduction

St. Martin's School (SMS) is committed to the development of high-quality Careers Education, Information, Advice and Guidance (CEIAG) for all pupils. Careers education and guidance programmes make a significant contribution to preparing young people to develop the knowledge, confidence and skills they need to make well-informed choices and plans that enable them to progress from learning into work.

This policy statement sets out the SMS arrangements for managing the access of providers to pupils at the School for the purposes of providing information about the provider's education or training offer. This complies with SMS' legal obligations under Section 42B of the Education Act 1997.

Pupil Entitlement

Pupils in Years 8 to 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.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- Understand how to make applications for the full range of academic and technical courses.

The Essex Apprenticeship Service email address is apprenticeships@essex.gov.uk

Management of Provider Access Requests

Procedure

A provider wishing to request access should contact Dean Goddard, Deputy Headteacher.

Telephone: 01277 238319; Email: dgoddard@st-martins.essex.sch.uk.

Opportunities for Access

A number of events, integrated into the School careers' programme, offer providers an opportunity to come into School to speak to pupils and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 8	Pupils experience a variety of guest speakers from the world of work during assemblies.		
Year 9		Dedicated Careers Day. Enterprise Day. Assemblies by Head of Department/Head of Faculty on option choices. KS4 Options Evening.	Various assemblies on preparing for KS4.
Year 10	Various assemblies on personal effectiveness, the world of work and future planning.		Individual meetings with Careers Officer.
Year 11	Information, Advice, Guidance meeting with Senior Leadership Team. Sixth Form Open Evening.	Support and guidance on applications and interviews.	Post-16 Taster Days. Destination advice and guidance on results day.
Year 12	Various guest speakers are invited in on a regular basis to promote and raise awareness. Careers Fair. High achievers trip to Hertford College, Oxford.	Introduction to Unifrog sessions. Registration with UCAS Hub. Assemblies on next steps and guest speakers, including alumni.	Pathways Day – university and apprenticeships. Higher Education presentation to parents/carers. Oxbridge and Medical Sciences sessions. Insight into Management Course.

	Autumn Term	Spring Term	Summer Term
Year 13	Admissions Tutor from Cambridge University. One-to-one meeting with Sixth Form team about UCAS applications. Mock interviews.	Apprenticeship support morning.	Advice and guidance on life at university. Destination advice and guidance on results day.

Please speak to our Careers Leader, Mr. Alex Williams, to identify the most suitable opportunity for you. Contact details below:

Telephone: 01277 238353; Email: awilliams@st-martins.essex.sch.uk.

The SMS policy on safeguarding sets out the School's approach to ensuring the wellbeing of its pupils.

Premises and Facilities

SMS makes the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. SMS also makes available Audio Visual and other specialist equipment to support provider presentations. This is discussed and agreed in advance of the visit with the Careers Leader or a member of his/her 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 pupils at lunch and break times.