

Wood Green Academy Provider Access Policy

Introduction

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

Student entitlement

Students 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 evenings, 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 complete the provider access request form (Appendix A) and send to the academy c/o: *Mr J. Topham, Headteacher*

Email: *admin@woodgreenacademy.co.uk*

Opportunities for access

Wood Green Academy has an extensive careers education programme that is delivered predominately through our SHAPE curriculum. If a provider wishes to come into academy to speak to students and/or their parents regarding their provision they will need to contact the Headteacher by submitting a provider access request form at least 20 working days before any planned event along with a copy of the presentation to be delivered.

Access to students is likely to be refused where the delivery would disturb any student's curriculum.

As part of our Safeguarding Policies the Academy will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to students are consistent with the ethos of the Academy and do not marginalise any communities, groups or individuals.

- Any messages do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion, culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of learning to avoid contradictory messages or duplication.
- Activities are matched to the needs of students.
- Activities are carefully evaluated by the Academy to ensure that they are effective.

In addition all presenters must have a valid and clean DBS certificate.

Premises and facilities

The academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. This will all be discussed and agreed in advance of the visit with the Headteacher.

If the event is to be held on a date and time when the Academy would not normally be open then a letting charge will be made.

Providers are welcome to leave a copy of their prospectus or other relevant course literature (once they have been approved) at the Careers Resource Centre, which is managed by the academy librarian. The Resource Centre is available to all students at lunch and break times.

Approval and review

Approved 29/01/2018 by Governors at Full Governors

Next review: *Jan 2021 (within 3 years)*

Appendix A

Provider Access Request Form

Name of Provider:

Member of Staff delivering:

Date requested:

Time slot requested:

AM
PM
Evening

Length of time requested:

Audience for presentation (tick all that apply):

Students - Year 8
Students - Year 9
Students - Year 10
Students - Year 11
Students - Year 12
Students - Year 13
Parents

Please note:

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- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of students
- Activities are carefully evaluated by the Academy to ensure that they are effective.

A copy of the presentation to be delivered has also been submitted (please tick)

Name:

Date:

Signed: