



# KINGSBURY HIGH SCHOOL

## **Kingsbury High School: Provider Access Policy 2018-19**

### **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes 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**

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**

Post 14 choices - A provider wishing to request access should contact Assistant Headteacher, *Mr A Patel* on 0208 206 3000. Email FAO *Mr A Patel* [school@kingsburyhigh.org.uk](mailto:school@kingsburyhigh.org.uk)

Post 16 and 18 choices - A provider wishing to request access should contact Assistant Headteacher, *Mr M Senior* on 0208 206 3000. Email FAO *Mr M Senior* [school@kingsburyhigh.org.uk](mailto:school@kingsburyhigh.org.uk)

#### **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:

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 8</b>	Work related experiences and learning sessions. Targeted Careers Interviews.	Options event	Option Choices – Information evening
<b>Year 9</b>	Careers Day (Focus on Labour Market Information, Aspirations and Visiting Speaker)	Aim Higher Talks – Assembly and Tutor time.	Aim Higher Talks Continue - Assembly and Tutor time.
<b>Year 10</b>	Directions session  Careers Interviews commence	Careers Interviews cont.  Careers/World of Work Sessions	Careers Interviews cont.  Aim Higher Visits  (Visits to Universities and FE Providers) Visiting speakers re CIAG
<b>Year 11</b>	Life Skills – assembly on opportunities at 16  Sixth Form Open Door	Yr 11 Option Choice Interviews in the Spring term  Workshops with Level 1 & 2 students.	Opportunities for Work Experience Placements and NCS.
<b>Year 12</b>	Post 18 assembly – apprenticeships  We can accommodate a range of options for accessing Year 12 & 13 students so please get in touch.	Post 18 assemblies – apprenticeships  We can accommodate a range of options for accessing Year 12 & 13 students so please get in touch.	UCAS Options and Employability Week in Summer term  We can accommodate a range of options for accessing Year 12 & 13 students so please get in touch.
<b>Year 13</b>	Workshops – HE and higher apprenticeship applications		

## Safeguarding

Visitors will need to sign in at reception and out again when you leave. You will always be accompanied by a member of KHS staff. Visitors working with students will always be supervised by a member of staff.

## 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 appropriate member of the KHS team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature either in the library, which is managed by the librarians or the Sixth Form Resource Centre which is managed by the Study Room Supervisor. The libraries are available to all students at lunch and break times. The Sixth Form Resource Centre is available from 8.30am-5.00pm every day.

## Approval and review

Approved by EBS Committee on 5<sup>th</sup> February 2019

Signed:  Chair of Committee

  
Head teacher

Next review: July 2019