



High Park School Provider Access and Careers Policy

Under Section 42B of the Education Act 1997, as of 2 January 2018, we have a duty to provide pupils in years 8-13 with access to providers of post-14, post-16 and post-18 education and training. This policy statement sets out how we manage access requests from these providers.

What are pupils entitled to?

Pupils must be allowed to:

- Learn more about technical education qualifications and apprenticeship opportunities, as part of a careers programme which informs pupils of the full range of education and training options available to them at each transition point.
- Hear from a range of local providers about the opportunities on offer, for example, technical education and apprenticeships – this can be achieved through options evenings, assemblies, group discussions, and taster events.
- Understand how to apply to the full range of academic and technical courses available to them.

Who handles our access requests?

Any provider wishing to request access should contact our careers leader, **Sarah Tollemache** on **01274 614092** or via email on: sarah.tollemache@highparkschool.org.uk.

What opportunities are provided to allow access to pupils?

Via our school careers programme, we offer providers numerous opportunities throughout the school year to speak to pupils and/or their parents. Our annual schedule of events is as follows:

	Autumn	Spring	Summer
Year 8	Parents Evening & Future Pathway Events Coffee Mornings Parental Visits	Parents Evening & Future Pathway Events EHCP Coffee Mornings Parental Visits	Parents Evening & Future Pathway Events Post-16 taster sessions Coffee Mornings Parental Visits

Year 9	Parents Evening & Future Pathway Events Coffee Mornings Parental Visits	Parents Evening & Future Pathway Events EHCP Coffee Mornings Parental Visits	Parents Evening & Future Pathway Events Post-16 taster sessions Coffee Mornings Parental Visits
Year 10	Parents Evening & Future Pathway Events Coffee Mornings Parental Visits	Parents Evening & Future Pathway Events EHCP Coffee Mornings Parental Visits	Parents Evening & Future Pathway Events Post-16 taster sessions Coffee Mornings Parental Visits
Year 11	Parents Evening & Future Pathway Events Coffee Mornings Parental Visits	Parents Evening & Future Pathway Events EHCP Coffee Mornings Parental Visits	Parents Evening & Future Pathway Events Post-16 taster sessions Coffee Mornings Parental Visits
Year 12	Parents Evening & Future Pathway Events EHCP Coffee Mornings Parental Visits ASDAN Starting Out	Parents Evening & Future Pathway Events Coffee Mornings Parental Visits	Popular Culture Engaging in the World Around Me: People
Year 13	ASDAN - Preparing for Adulthood – transitions in the wider community ASDAN - Starting Out (for new students) Parents Evening & Future Pathway Events EHCP Coffee Mornings Parental Visits	ASDAN - Preparing for Adulthood – transitions in the wider community Parents Evening & Future Pathway Events Coffee Mornings Parental Visits	ASDAN - Preparing for Adulthood – transitions in the wider community Parents Evening & Future Pathway Events Coffee Mornings Parental Visits
Year 14	ASDAN - Preparing for Adulthood – transitions in the wider community ASDAN - Starting Out (for new students) Parents Evening & Future Pathway Events EHCP Coffee Mornings Parental Visits	ASDAN - Preparing for Adulthood – transitions in the wider community Parents Evening & Future Pathway Events Coffee Mornings Parental Visits	ASDAN - Preparing for Adulthood – transitions in the wider community Parents Evening & Future Pathway Events Coffee Mornings Parental Visits

	Able	Dependent	Work Experience
Preparing for Adulthood – transitions in the wider community	Out in the Community	Engaging in the World Around Me: Events	Work with ICT Network Manager to share information from events with stakeholders Work with site managers to prepare minibuses Support Primary Pupils to access community activities
Personal Wellbeing and Mental Health	Using Leisure Time	Multi-Sensory Experiences	Work with ICT Network Manager to share information from activities with stakeholders
Horticulture	Horticulture	Engaging in the World Around Me: Objects	Grounds maintenance
Sports	Sports and Leisure (minimum of 4 sections)	Sports and Leisure (minimum of 3 sections)	Sports leadership – within school and wider community
PHSE / Self Care	Personal Care Routines: Introduction	Personal Care Routines: Sensory	Personal care assistant Lead session e.g. girls/boys group, Peer Massage Post 16 stall e.g. hand massage / nail care
Catering	Meal Preparation and Cooking: Introduction	Meal Preparation and Cooking: Sensory	Base café School kitchen Fundraising events e.g. shared/whole school cafes
Life Skills	Independent Living: Introduction	The World Around Us	Work with BST to prepare rooms for meetings, send information to families etc
Creative / Enterprise	Craft Making (Project Work linked to Winter Fayre Enterprise)	Creativity (Project Work linked to Winter Fayre Enterprise)	Post 16 stall – within school and wider community
British Values (finding out more about my own and other cultures)	Popular Culture	Engaging in the World Around Me: People	Work with ICT Network Manager to share information from events with stakeholders

Who should providers contact to discuss events and options?

Providers can speak to our careers leader, Sarah Tollemache, to discuss possible attendance at relevant events.

Our Child Protection and Safeguarding Policy sets out the school's approach to allowing providers into school to speak to our pupils.

What are the rules for granting and refusing pupils access requests?

We will grant access requests that meet the following criteria:

- High Park School has been identified through SEN
- High Park School can meet the needs of the pupil

We will refuse any access request that:

- High Park School would not meet the academic needs of the pupil

What can providers expect once a request has been accepted?

Once we have approved a provider, we will work with them to identify the best method for providing access to our pupils.

We will make the school hall, classrooms and private meeting rooms available to host discussions between providers and pupils. We will also make presentation equipment, such as projectors and televisions, available to providers.

Arrangements will be discussed in advance between our careers leader and a nominated member of the provider's team.

Can providers leave prospectuses for pupils to read?

Providers are welcome to leave a copy of their prospectus and other relevant literature with Sarah Tollemache.

Safeguarding

Our Child Protection and Safeguarding policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

Approval and review

This policy statement was approved by the governing body on February 2019.

The next review will take place on 2020.

Signed: _____ Chair of Governors

Signed: _____ Principal