

1. Introduction

This policy statement sets out the academy'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.

2. Pupil Entitlement

All pupils in years 8-11 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 events, assemblies and group discussions and taster events;
- understand how to make applications for the full range of academic and technical courses.

3. Management of Provider Access

Procedure

A provider wishing to request access should contact Theresa Sear, Careers Lead at 02392 322473 or Theresa.sear@castleviewacademy.org.uk

Opportunities for Access

A range of events, which are integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents. The school calendar varies from year to year, so providers need to contact the appropriate staff member named above to identify the most suitable opportunity. These events are usually calendared well in advance, so it is essential that providers contact us early in the academic year to be involved in our planning.

Please speak to our named Careers Leader, Theresa Sear, 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 managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

Approval and Review

Approved on *[date]* by Governors at Curriculum and Standards Committee.

Signed: Frank Green - Chair of Governors
Christian Down - Principal