

Appendix I

John Madejski Academy policy statement on provider access

Introduction

This policy statement sets out the academy's arrangements for managing the access of providers to students 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.

Pupil entitlement

All pupils 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 events, 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 contact:

Hayley Illingworth, CEIAG Co-ordinator.

Telephone: 0118 937 0200, or Hayley.Illingworth@johnmadejskiacademy.co.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/carers:

	Autumn Term	Spring Term	Summer Term
Year 8		Apprenticeship/Careers week assembly	Meet the Professional / Careers Fair
Year 9	Preparation for options assembly/event	Apprenticeship/Careers week assembly KS4 options event	Meet the Professional / Careers Fair
Year 10		Apprenticeship/Careers week assembly	Meet the Professional / Careers Fair
Year 11	Post 16 options assembly Post-16 Open evening	Apprenticeship/Careers week assembly	
Year 12	Post-18 assembly - apprenticeships	Apprenticeship/Careers week assembly Small group sessions: future education, training and employment options	Futures Week group sessions: future education, training and employment options Meet the Professional / Careers Fair
Year 13	Apprenticeship presentations	Apprenticeship/Careers week assembly Higher Education and higher apprenticeship applications	

Please speak to our Careers Leader 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Room.

Approval and review

Approved.....by Governors at Curriculum and Standards Committee

Next review:

Signed..... Chair of Governors

.....Principal

