



CEIAG - PROVIDER ACCESS POLICY STATEMENT PRESTON MANOR SCHOOL An All-Through School

Governors' Committee Responsible: Curriculum	
Statutory Provision: Statutory	
Policy Author: Christelle Nyakeru	Review Period: Annual
Date reviewed: September 2022	Next Review: September 2023

1. Introduction

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

'Making school memorable by striving for excellence' is what we aspire to do at Preston Manor School. Through supporting all students and staff to achieve as highly as possible, with a focus on promoting accountability for the attainment of skills, knowledge, and personal qualities.

2. Pupil entitlement

All pupils in years 8 to 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.

3. Management of Provider Access Requests

3.1 Procedure

A provider wishing to request access should contact:

Careers Lead: Ms Christelle Nyakeru

Telephone: 0208 385 4040

Email: c.nyakeru@preston-manor.com

3.2 Opportunities for access

Several 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	Opportunity for guest speakers & workshops Careers Assembly opportunities	All girls event 'Challenging Perception of Women's work' All boys event 'Future Lives'	Career Opportunity Week – Apprenticeship/careers talk Opportunity for guest speakers & workshops Meeting with careers adviser
Year 9	Careers Assembly opportunities Opportunity for guest speakers & workshops	Careers Skills Fair – For SEND students. Opportunity for guest speakers & workshops	Subject Fair - Opportunity to link subjects to career pathways.

			Career Opportunity Week – Apprenticeship/career talk Meeting with careers adviser
Year 10	Careers Assembly opportunities Opportunity for guest speakers & workshops	Careers Skills Fair – For SEND students. Work Experience preparation day – ‘Suited and Booted’. Meeting with careers adviser	Careers Opportunity Week – Workshop Taster Day/ apprenticeship talk.
Year 11	Post 16 /Careers Assembly opportunities. Opportunity for guest speakers & workshops Post 16 Application workshop/support Meeting with careers adviser	Post 16 PSHE Lesson NCW Assembly Careers Skills Fair Careers Fair (F.E, H.E, Apprenticeships, and employers) Regular updates provided on Career Site offering support and guidance to students. Post-16 interviews Meeting with careers adviser	
Year 12	Opportunity for guest speakers & workshops Students attend Higher Education/Apprenticeships Fair Links with Making the Leap, Mykindafuture offer Year 12 opportunities to apply for insight days Students updated with regular emails informing them of apprenticeship opportunities.	Small Group Sessions run through CIAEG and PSHEE programme – these include sessions on Building skills for workplace. Interview skills Post 18-Options PSHEE lessons include presentations on HE apprenticeships.	Higher Education and Post-18 Options Day o Presentations/workshops from professionals – opportunity to meet employees from a range of professions. Students updated with regular emails informing them of apprenticeship opportunities.
Year 13	Opportunity for guest speakers & workshops UCAS Applications Specific course support	Careers information Opportunity for guest speakers & workshops	

Please speak to our Careers Lead to identify the most suitable opportunity for you. If there is an opportunity not listed you would like to propose such as employer/industry talk, please get in contact.

4. Premises and facilities

Preston Manor School will make appropriate provisions for providers and employers as appropriate to the event.

Sessions and activities will take place in the Careers Room and when appropriate the school will make the main hall, classrooms, or private meeting rooms available for discussions between the provider and students.

As the use of USB sticks are prohibited at Preston Manor, all material needs to be forwarded in advance of activities to the Careers Lead.

The school will also make available AV and other specialist equipment to support provider presentations/activities. 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.

NB: In addition to opportunities for access cited above, there are likely to be additional opportunities that arise during the academic year.

Approval and review

Approved _____(date) by Governors at Curriculum and Standards Committee

Next review: September 2023

Signed: _____ Chair of Governors

_____ Head teacher