



HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

## Provider Access Statement

Aspiration – Respect – Excellence

### Monitoring, Evaluation and Review

Author	Mr A Franks	Review Period	1 year
Version	3	Status	Approved
Committee	Learning and Teaching	Date Approved	December 2024
Link Governor	M Miller	Review Date	December 2025



This policy should be read in conjunction with the following policies:

- Careers
- PSHCE

### Introduction

This policy statement sets out the school'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.

### Pupil Entitlement

All pupils in years 7 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 (T Levels and Higher Technical Qualifications) 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
- to have two such encounters in Years 8 and 9
- to have two further encounters in Years 10 and 11
- to have the option of two further encounters in Years 12 and 13.

Providers must deliver an encounter which includes

- Information about the provider and the approved technical education qualifications or apprenticeships that the provider offers
- Information about the careers to which those technical education qualifications or apprenticeships might lead
- A description of what learning or training with the provider is like
- Responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships.

### Management and Provider Access Requests

Any provider wishing to request access should contact Mrs M Grantham, (Assistant Headteacher and Careers Leader), [careers@highdown.reading.sch.uk](mailto:careers@highdown.reading.sch.uk)

## Careers Team

As part of Highdown’s career ambition and provision, the internal Careers Team encompasses the following colleagues:

- Mrs M Grantham (Careers Lead)
- Mr J Lester (Careers Across the Curriculum)
- Ms N Barnett (Careers Across the Curriculum)
- Mrs E Robinson (Careers Link)
- Mr E Aldous (STEAM Lead)

## 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 or their parents or carers:

There are five dedicated ‘Spotlight on Careers Weeks’ throughout the Year to which all external providers are welcome and encouraged to support. The academy’s policy on safeguarding and child protection found [here](#) sets out the academy’s approach to allowing providers into academy as visitors to talk to our students.

Year Group	Autumn Term	Spring Term	Summer Term
Year 7	Entrepreneurship Week  Careers Day and Fair  Introduction to CareerPilot	STEM Careers Week  National Careers Week	Creative Careers Week
Year 8	Entrepreneurship Week  Careers Day and Fair  Introduction to Career Pilot	STEM Careers Week  National Careers Week	Creative Careers Week  Tyre Challenge
Year 9	Decision Making Sessions  Careers Day and Fair  Introduction to Career Pilot	Group Sessions to support Options – Adviza  Options Assembly  Apprenticeship workshop and parents information session.  Technical Education seminar  National Careers Week	Natwest Challenge

Year 10	<p>Careers Day and Fair</p> <p>Introduction to Career Pilot and Pathway Planner</p>	<p>Apprenticeship Fair</p> <p>Apprenticeship workshop and parents' information session</p> <p>Technical Education seminar</p> <p>Preparation for Experiences of the Workplace</p> <p>National Careers Week</p>	<p>Technical and Academic – Activate Learning</p> <p>What next assembly – all providers welcome</p> <p>Experiences of the workplace</p>
Year 11	<p>Careers Day and Fair</p> <p>Sixth Form Open Evening</p> <p>Introduction to Career Pilot and Pathway Planner</p> <p>Russell Group Information Session</p> <p>Careers Meeting</p>	<p>Apprenticeship Fair</p> <p>Apprenticeship workshop and parents information session</p> <p>Mock Interviews and Mock Assessment Centre</p> <p>National Careers Week</p> <p>NCS Assemblies</p>	
Year 12	<p>Careers Day and Fair</p> <p>Introduction to Career Pilot and Pathway Planner</p> <p>Mock Interviews and Mock Assessment Centre</p> <p>Careers Meeting</p>	<p>Apprenticeship Fair</p> <p>Apprenticeship workshop and parents information session</p> <p>Technical Education seminar</p> <p>Preparation for Experiences of the Workplace</p> <p>National Careers Week</p>	<p>Higher Technical and Higher Apprenticeship workshop and assessment centre</p> <p>Experiences of the Workplace</p> <p>Mock Interviews and Mock Assessment Centre</p>
Year 13	<p>Careers Day and Fair</p> <p>Introduction to Career Pilot and Pathway Planner</p> <p>HE and UCAS meeting</p>	<p>Apprenticeship Fair</p> <p>Apprenticeship workshop and parents information session</p> <p>Technical Education seminar</p>	

	Post-18 Options Assembly	National Careers Week	
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## 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 and/or her Careers Assistant.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Hive, which is managed by the School Library and Careers Assistant. The Hive is available to all students at lunch and break times.

## Approval and Review

Approved by Governors at Learning and Teaching Committee

Next review: December 2025

Signed: M Miller (Governor Link to Careers)

L Mathews (Headteacher)