HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

Provider Access Statement

Aspiration – Respect – Excellence

Monitoring, Evaluation and Review

Author	Mr J Lester	Review Period	1 year
Version	4	Status	
Committee		Date Approved	
Link Governor	Rodney Ogbeide	Review Date	

HIGHDOWN SCHOOL AND SIXTH FORM CENTRE
Provider Access Statement

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 a minimum of two such encounters in Years 8 and 9
- to have a minimum of two further encounters in Years 10 and 11
- to have a minimum of 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 Mr J Lester, (Distinctive Education Lead), careers@highdown.reading.sch.uk

Careers Team

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

- Mr J Lester (Careers Lead)
- 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	Careers Fair Introduction to CareerPilot Green Careers Week	National Careers Week Apprenticeship Week National Science Week My School is a Workplace History Careers Session	Work shadowing Week
Year 8	Career Fair Career Pilot Refresher Green Careers Week Growth Mindset	National Careers Week Apprenticeship Week National Science Week	Work shadowing Week
Year 9	Decision Making Sessions Careers Fair Career Pilot Refresher Class sessions to support Options Green Careers Week	Options Assembly Apprenticeship Awareness Evening National Careers Week Apprenticeship Week National Science Week	All About Me Workshop (might not always do this workshop or be in this term) Work shadowing Week

Year 10	Careers Fair Introduction Pathway Planner Career Pilot Refresher Green Careers Week	Apprenticeship Awareness Evening Preparation for Experiences of the Workplace National Careers Week CV Writing Workshop National Science Week	Experiences of the workplace/Work Experience Sixth Form Unwrapped
Year 11	Careers Fair Green Careers Week Sixth Form Open Evening Career Pilot and Pathway Planner Refresher Careers Meeting Mock Interviews Sixth From Options Assembly	Apprenticeship Awareness Evening Apprenticeship workshop and parents information session National Careers Week Sixth Form Application Interveiws	Sixth Form Induction Day
Year 12	Careers Fair Green Careers Week CareerPilot and Pathway Planner Refresher Careers Meeting Aiming High Group Social Mobility Fund Assembly Post-18 Options Assembly	Apprenticeship Awareness Evening Preparation for Experiences of the Workplace National Careers Week National Science Week	Experiences of the Workplace/Work Experience Reading University Post 18 Options Assembly Aiming High Trip to Oxford University UCAS Applications and Personal Statement Assemblies
Year 13	Careers Fair Green Careers Week	Apprenticeship Awareness Evening National Careers Week	

	Introduction to Career Pilot and Pathway Planner HE and UCAS meeting Post-18 Options Assembly Pathways Evening Apprenticeship Talks Personal Statement Workshops Oxbridge and Medicine Interviews		[redacted]

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 2026

Signed: L Mathews (Headteacher)