

Calday Grange Grammar School

Provider Access Policy

(Updated September, 23)

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.

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.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils, including our most vulnerable students and those with additional learning needs

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. An encounter is defined as a meeting that lasts at least 30 minutes during or after the school day.

The school day runs from 8.40 am until 3.20 pm.

As part of our careers programme, we will consider requests from approved training, apprenticeship, technical and vocational training providers. Calday Grange Grammar School will also approach these providers directly when planning and organising key career related events throughout the school year, such as school assemblies, webinars within the curriculum, including live events, careers engagement events and parents' evenings. We are committed to providing meaningful encounters to all pupils using the [Making it meaningful checklist](#).

The quality and impact of the careers provision at Calday Grange Grammar School is monitored by our Personal Development Coordinator, Senior Leadership Team and The Liverpool City Region Careers Hub through Compass + auditing. Access and opportunity to engage with technical, vocational and training providers will form part of this process.

Destinations of our pupils

Last year our year 11 pupils moved to range of providers in the local area after school:

- Stay at CGGS – 66%
- Other sixth form college – 29%
- Apprenticeships – 1%
- Other – 4%

Last year our year 13 pupils moved to range of providers in the local area after school:

- University – 77%
- Apprenticeships – 7%
- Gap year – 5%
- Other – 11%

Management of provider access requests

All requests made by providers should be emailed at least 6 weeks in advance of the expected date of the session. In the first instance, requests by providers should be sent to:

Name of Careers Leader – Mr. S J Connell

Email – simon.connell@calday.co.uk

Tel No – (0151) 625 2727

Granting Requests and Refusal of Requests

Once your request has been submitted, Calday Grange Grammar School's Careers Leader will respond to you within 2 work days. All requests will be given due consideration by the Careers Leader.

Once the request has been granted, we will ask for a range of information to share with our students and parents before the session. This may be prospectus, letter, presentation, to share with students and parents in advance of your session.

This should include:

- Details of the opportunities you offer, including technical education, courses and entry requirements
- What is learning like within your institution?
- How do you prepare students for their best next step on successful completion of your course/training?
- Provide examples of linking courses with careers relating to the labour market and recent positive destinations of students who have completed learning with you

Requests will be considered against:

- Clashes with other planned activities or visits
- Interruption to preparation for public or internal examinations
- Availability of school staff, space and resources to host the session
- All requests will also be considered in line with the school's Safeguarding Policy. For questions on this policy or the wider careers programme at Calday Grange Grammar School, please do not hesitate to contact us.
- Calday Grange Grammar School will keep a log of all provider requests for access and the outcomes and record on Compass+ to support the delivery and evaluation of the careers programme.

Opportunities for access

The school offers the **six** provider encounters required by law and a number of additional events, integrated into the school careers programme. **(See table below)**

We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

Year Group	Autumn Term	Spring Term	Summer Term
Year 8	Assembly for University/Technical College	Careers Fair for pupils/parents – market stall event giving overview of local, regional and national	Assembly for University/Technical College

		opportunities and skills requirement	
Year 9	LMI talk as part of Personal Development programme	GCSE options event – college and apprenticeship provider attending to give presentation to pupils	<i>No encounters – legislation requires encounters to take place by 28th February if in Year 9</i>
Year 10	Post 16 assembly	Mock careers interview organised by MPloy Solutions	Workplace visit
Year 11	Post 16 provider open evening. Meetings with careers adviser from MPloy Solutions. Post 16 applications	Post-16 interviews	<i>No encounters – legislation requires encounters to take place by 28th February if in Year 11. Confirmation of post-16 education and training destinations for all pupils</i>
Year 12	Higher Education Fair for a variety of HE providers, including local Further Education Colleges	Careers Seminars. Meetings with careers adviser	Work Experience
Year 13	Post 18 assembly with higher and degree apprenticeship providers	Meetings with careers adviser	<i>No encounters – legislation requires encounters to take place by 28th February if in Year 13. Confirmation of post-18 education and training destinations for all pupils</i>

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, 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. Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils. Providers are

welcome to leave a copy of their prospectus or other relevant course literature at the Learning Resource Centre, which is managed by the school librarian. The LRC is available to all pupils at lunch and break times.

Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

Approval and review

Approved by Governors at Curriculum and Standards Committee (Pending)

Next review: Sept, 24

Signed: Caroline Ashcroft (Chair of Governors) Mr. Stephen Gray (Head Teacher)