

Scarborough Pupil Referral Service



Provider Access Policy

Drafted by:	Ratified by Management Committee:	Amendments made:	Review Date:
Jennie Mudd	06/11/19		Nov 2022
		Personnel Changes made	02/23
	Print Name	Signature	Date
Head Teacher:	Wendy Chopping		02/22
On behalf of Management Committee:	Rosemary Rayne	<i>Rosemary Rayne</i>	02/22

Provider Access Policy 2019

- Statement of intent
- Student Entitlement
- Management of provider access requests
- Opportunities for access
- Premises and facilities
- Partners in School Agreement Form

Statement of intent

This policy statement sets out Scarborough Pupil Referral Service's arrangements for managing the access of providers to pupils at the school for the purposes 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.

Student entitlement

Students in years 8-11 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 evenings, 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

A provider wishing to request access should contact Jennie Rogers, Careers Leader.

Telephone: 07741 876508 / 01723 330629 or email: jrogers@scarboroughpru.n-yorks.sch.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:

DAY or TIME of YEAR	THOSE INVITED
Friday Assemblies 9am to 9.30am throughout the year	Local Employers and Further Education and apprenticeship providers are welcome to come and deliver information or workshops.
Careers lessons on Mondays 9.30am to 2pm or Tuesdays 9am to 12.45pm	Local Employers, Further Education and apprenticeship providers and NYBEP are welcome to come and deliver information or workshops in 45 minute time slots
STEM Activity days – Autumn Term Organised through Careers and Enterprise Company	Employers from areas of science, maths, technology or engineering are invited in to speak to pupils as are staff from UTC.
Careers Drop Down Day – Spring Term	Employers, Further education and apprentice providers, volunteer organisations, NYBEP, Job Match and CEC invited to deliver information or workshops.
Employer Visits – Summer Term	Employers are welcome to invite staff and pupils to their places of work to deliver talks, provide information and deliver activities.

Please note that the school reserves the right to deliver activities and/or content in different terms than shown, in addition, further opportunities may arise during the school year, please contact us as early as possible in the school year to discuss available opportunities. Please speak to our named Careers Leader to identify the most suitable opportunity for you. As part of the planning process for a visit you may be required to complete a Partners in School Agreement Form (Appendix A).

Premises and facilities

Scarborough Pupil Referral Service will make the kitchen, classrooms or 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 or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Leader, these can be displayed on the careers board of the lower corridor.

Appendix A

Partners in School Agreement Form

Supporting Careers and/or the Personal, Social, Health, Citizenship and Economic Education.

The aim of this document is to ensure that both the school and the external partners are mutually aware of the other's expectations and to ensure that a high quality teaching and learning session is the guaranteed outcome

Scarborough Pupil Referral Service

Lead contact person:

Tel:

Email:

Date/Time	Year / Class	Number of students	Any special needs or sensitive issues to be aware of?	Any equipment that needs to be provided by the school?
-----------	--------------	--------------------	---	--

Agency: Lead contact person:

Name of person(s) delivering the session:

Tel:

Email:

What is the aim of the session?

What type of session is being delivered? (lesson, assembly, drop down day etc)

What are the intended learning outcomes for the students?

Is the partner agency delivering the whole session or contributing to part of session?

What activities and methods will be used during the session?

(If possible please send a copy of any session plan and supporting resources to the lead contact person at the school before the session runs to ensure appropriateness of resources for the age group)