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### Statement of intent

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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.

Guidance taken from the Careers and Enterprise Company [Examples of good practice on access to schools for education and training providers | CEC Resource Directory \(careersandenterprise.co.uk\)](#)

Skills for Jobs White Paper - [Skills for jobs: lifelong learning for opportunity and growth - GOV.UK \(www.gov.uk\)](#)

Skills and Post-16 Education Act 2022 and the Education (Careers Guidance in Schools) Act 2022.

Careers Statutory Guidance - [Careers guidance and access for education and training providers - GOV.UK \(www.gov.uk\)](#)

### Student entitlement

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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.

Between years 8- 11 students will be provided with at least 4 encounters about technical qualifications and apprenticeship opportunities. 2 encounters in year 8 or 9 and a following 2 in years 10 or 11. This should be followed up in higher education with a further 2 encounters.

- To understand how to make applications for the full range of academic and technical courses

## Management of provider access requests and complaint procedure

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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](mailto:jrogers@scarboroughpru.n-yorks.sch.uk)

If a provider wishes to raise a complaint, please contact the Jennie Rogers on the above details. The complaint will be discussed with Senior Leadership and the provider will be updated with the course of action taken.

## Opportunities for access

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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. At least 4 of these sessions will be from Further education providers between the year of 8 and 11. These sessions will include information about the provider, information about careers which lead from the technical education qualification or apprenticeship, a description of what the learning or training is like, and for questions to be answered if students have any.
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 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).

We require Providers/ Visitors to read the school's safeguarding policy before attending school –

[Policies: Scarborough Pupil Referral Service \(scarboroughpru.n-yorks.sch.uk\)](http://scarboroughpru.n-yorks.sch.uk)

### **Previous Providers who have been invited to Scarborough Pupil Referral Service**

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- Scarborough Sixth Form
- Scarborough TEC
- East Riding College
- UTC
- Bishop Burton
- Futureworks
- Skills Village
- Coast Tuition
- The Hair Academy
- Supporting Choices
- NYBEP

### **Premises and facilities**

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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.

Scarborough Pupil Referral Service will accept online encounters with providers which can be discussed in advance with the Careers Leader.

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 on the first-floor corridor.

### **Destinations of Previous Students**

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- **Scarborough Sixth Form**
- **Scarborough TEC**
- **Skills Village**
- **Employment**
- **Apprenticeships**
- **Skills for Work**
- **Coast Tuition**
- **Bishop Burton College**

Appendix A

**Partners in School Agreement Form**

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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:

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?

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?

(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)