

THE NORWOOD SCHOOL

Provider Access Policy



May 2018

NORWOOD SCHOOL PROVIDER ACCESS POLICY

The Norwood School Provider Access Policy Statement

Under Section 42B of the Education Act 1997, as of 2 January 2018, the school has a duty to provide students in years 8-13 with access to providers of post-14, post-16 and post-18 education and training. This policy statement sets out how we manage access requests from these providers. (Norwood have chosen to include Yr 7 in Careers Strategy).

What are students entitled to?

Students must be allowed to:

- Learn more about technical education qualifications and apprenticeship opportunities, as part of a careers programme which informs students of the full range of education and training options available to them at each transition point.
- Hear from a range of local providers about the opportunities on offer, for example, technical education and apprenticeships – this can be achieved through options evenings, assemblies, group discussions, and taster events.
- Understand how to apply to the full range of academic and technical courses available to them.

Who handles our access requests?

Any provider wishing to request access should contact our careers adviser, Miss Boyle on 02086709382 or via email

on: boyle.a@thenorwoodschool.org or

Ms Nicholas, Senior Deputy Head teacher on 02086709382 or via email on : nicholas.j@thenorwoodschool.org

What opportunities are provided to allow access to students?

Via our school careers programme, we offer providers numerous opportunities throughout the school year to speak to students and/or their parents. There is the possibility of collapsed timetabled days to

suit the needs of both students and providers – please liaise with Ms Nicholas with any proposals or requests.

Our annual schedule of events is as follows:

Year group	Autumn term	Spring term	Summer term
Year 7	Assembly and tutor group opportunities Parents' evening	Assembly and tutor group opportunities Careers Fair	Assembly and tutor group opportunities Parents' evening
Year 8	Assembly and tutor group opportunities	Assembly and tutor group opportunities Career Fair	Assembly and tutor group opportunities Parents' evening
Year 9	Assembly and tutor group opportunities Specialism Day Fast Tomato – Careers Guidance Russell Group Programme Launch	Assembly and tutor group opportunities Fast Tomato – Careers Guidance Specialism Day Options/Pathways Evening Parents' evening Career Fair Russell Group Programme Impartial IAG Meetings	Assembly and tutor group opportunities Specialism Day Russell Group Programme
Year 10	Assembly and tutor group opportunities Russell group Programme Launch	Assembly and tutor group opportunities Parents' evening Russell Group Programme	Assembly and tutor group opportunities Pathways and Aspirations Week University Visits Russell Group Programme Impartial IAG Meetings
Year 11	Assembly and tutor group opportunities Sixth Form Recruitment Fair	Assembly and tutor group opportunities Careers Fair	Assembly and tutor group opportunities Sixth Form Taster Days and Induction

	Sixth Form Open Evening Norwood Sixth Form Application Process Russell Group Programme Launch Impartial IAG Meetings	Parents' evening Apprenticeship road show visits and Conference Russell Group Programme Summer School and University Taster Residential Application Support	Russell Group Programme Impartial IAG Meetings Post 16 Application Checks
Sixth Form	Induction Enrolment Independent Learning Workshops Russell group Programme Assembly and tutor group opportunities PHSE Lessons Timetabled lessons with prior planning Enrolment workshops Parents Evening Impartial IAG Meetings	Assembly and tutor group opportunities PHSE Lessons Timetabled lessons with prior planning Careers Fair Russell group Programme Summer School and University Taster Residential Application Support Impartial IAG Meetings UCAS Conference	Assembly and tutor group opportunities PHSE Lessons Timetabled lessons with prior planning Academic Review Meetings UCAS/Careers week Russell Group Programme HE Campus Visits Impartial IAG Meetings HE and Employment application checks Work experience

Safeguarding and Visiting the Norwood School

The school has policies in place, on safeguarding and information for visitors coming to the school. These can be found on the school website under the 'About Us' tab.

<http://www.thenorwoodschool.org/page/?title=Safeguarding+Protocols&pid=139>

Who should providers contact to discuss events and options?

Providers can speak to Senior Deputy Head Teacher, Ms Nicholas, to discuss possible attendance at relevant events.

What are the rules for granting and refusing access requests?

We will grant access requests that meet the following criteria:

- Requests from Ofsted registered 11-19 providers
- That are reasonable and do not impact on existing educational provision for our students

What can providers expect once a request has been accepted?

Once we have approved a provider, we will work with them to identify the best method for providing access to our students.

Where possible, we will make the school hall, classrooms and private meeting rooms available to host discussions between providers and students. We will also make presentation equipment, such as projectors and televisions, available to providers should they be required.

Arrangements will be discussed in advance between our careers leader/Ms Nicholas and a nominated member of the provider's team.

Can providers leave prospectuses for students to read?

Providers are welcome to leave a copy of their prospectus and other relevant course literature with Ms Nicholas /Miss Boyle/Me Cunningham (Sixth Form Admin) or the Librarians.

Approval and review

This policy statement was approved by the school's Senior Leadership Team and link Governor on 21/05/18 under powers delegated by the Governing Body. It will be shared at full Governors July 16th 2018.

The next review will take place in February 2020.