

EASTHAMPSTEAD PARK COMMUNITY SCHOOL



Information and Access Guidance Provision Procedure

Introduction:

This statement sets out the school's arrangements for managing the access of providers to students 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. The school careers policy adheres to the Gatsby Benchmarks, which give statutory guidance for career programme expectations. Our aim is to deliver high quality careers advice across all 8 benchmarks. The school works closely with Thames Valley Berkshire LEP to ensure quality provision.

Pupil entitlement:

All pupils in years 8-13 are entitled:

- To take part in a careers programme which provides information on the full range of education and training options available at each transition point, including details of technical education qualifications and apprenticeships.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies, 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:

Procedure

A provider wishing to request access should contact Richard Lake, Assistant Headteacher, Telephone: 01344 304567 ext 808: Email: richard.lake@epschool.org

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/carers. This will take place within assembly time, PREP, CrissCross days, business lunches and targeted trips. We also offer the opportunity for students to visit workplaces with our affiliated businesses and Universities.

At Easthampstead Park Community School we are developing a comprehensive careers strategy which offers support, advice and guidance to students in all year groups. We have developed strong and lasting relationships with local and international companies in creating business mentor and employment programmes for both years 10 and 11. In particular Johnson and Johnson 'Bridge to Employment' programme has invested in a 3 year programme supporting 55 year 11 students. As well as this, Fujitsu continue to offer excellent support through a range of activities and experiences for students across all year groups. A key part of their commitment to the school is meeting with parents to promote the importance of the partnership at parents evenings and celebration evenings.

These programmes allow students to visit workplaces and also business staff and professionals from a spectrum of work based backgrounds coming to the school. We are able facilitate whole year group activities as well as individual targeted mentoring and support. We work closely with local Universities and arrange several visits throughout the year for students to visit places of higher education. As well as this representatives from University come into school to answer questions and discuss higher education with our students.

The importance of students accessing impartial advice when making the next step in their education is key. Our careers provider Adviza, conduct interviews with all students throughout years 10 and 11. This is supported by an action plan for each student, to highlight the key discussion points and targets to move forward. Once the interviews have been reviewed, the counsellor will focus on targeted groups who have identified similar interest in apprenticeships. This intervention is to develop their skills in finding the best pathway.

We have identified that career guidance is essential for some pupils further down the school. Evidence suggests more interactions with career guidance has a positive effect on potential NEET students engaging in learning, so will be providing advice and guidance for selected students in year 9. This will mirror the interview sessions carried out in years 10, tailoring to guidance to the individual.

To support students' independent research the school has purchased eClips, an online careers resource, including a session within the current PSHE programme to help research careers they may be interested in and qualifications required.

The apprenticeship system is growing in its opportunities therefore we have developed strong links with Education and Employers .org in delivering apprenticeship seminars to different year groups across our CrissCross days. This also gives us the opportunity to have key workers who live and work within the community to come in and spend some time with our students discussing their jobs and the career pathways. This event was last supported by the Police, Search and Rescue, Samaritans and St Johns Ambulance visiting the school in November 2017.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between providers 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 Richard Lake.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times, as well as before and after school.

Devised:	October 2018
Responsibility for implementation and review:	Assistant Headteacher – IAG, Business and Community Student Support Committee
Date of next review:	Autumn 2019