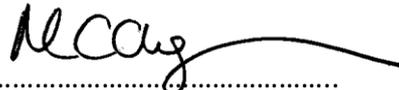


ST ALBANS GIRLS' SCHOOL

	PROVIDER ACCESS POLICY		
	GB sub-committee: Curriculum, Assessment and Standards		
	Co-ordinator: Miss E McHugh		
	Last Reviewed: Autumn 2019	Next Review: Autumn 2021	

Signed by 
 Margaret Chapman (Head Teacher)

Signed by 
 Claire Barnard (Chair of Governors)

1.	INTRODUCTION
	This policy 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.
2.	STUDENT ENTITLEMENT
	<p>All students in Years 8-13 are entitled to:</p> <ul style="list-style-type: none"> • 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 • 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 • understand how to make applications for the full range of academic and technical courses
3.	MANAGEMENT OF PROVIDER ACCESS REQUESTS
	A provider wishing to request access should contact Miss Ellen McHugh, Assistant Head Teacher Telephone: 01727 853134 Email: careers@stags.herts.sch.uk
4.	OPPORTUNITIES FOR ACCESS
	<p>A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to our students and/or their parents/carers:</p> <ul style="list-style-type: none"> • These can be found on the school calendar of events • Please speak to Miss Ellen McHugh to identify the most suitable opportunity for you. • The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students

Year Group	Events and Approximate Time of Year
All Year Groups	Careers Evenings in October/November and February/March each year. These vary in theme such as: Step into the Professions; Careers in Herts; STEM; Creative Arts, Design and Film; Apprenticeships Awareness, amongst others. There is also the opportunity to speak to all Year groups during assemblies throughout the year
7	Enterprise Morning in September Work Shadowing Day in July
8	Careers Lessons in September-October Enterprise Morning in May Inspiring Women Networking Event in March
9	Learn to Earn Careers and Enterprise Day in January Careers Lessons February GCSE Options Evening March Sixth Form Introduction in July
10	Careers Talks at Lunch Times Business Mentors programme Presentations in Progression Plus for More Able Students Work Shadowing Day in July Employability Skills Day in July Insight to Industry Visit in July
11	Careers Lessons Sept-Dec on a carousel Post 16 Options Evening in November Careers Talks at Lunch Times Big Interview Day in January Future Education and Training Options Talks Presentations in Progression Plus for More Able Students Work Experience/ Work Shadowing Opportunities for the Summer
STAGS Sixth Form	Careers Talks at Lunch Times Progression Programme – provides careers lessons throughout the year Higher Education Days in June Future Education and Training Options Talks Support with UCAS, Apprenticeships and Employment applications Work Experience Week in July
5.	PREMISES AND FACILITIES
	The school will make the theatre, 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 Miss Ellen McHugh. Providers are welcome to leave a copy of their prospectus or other relevant course literature at Reception, this will be displayed in the locations that are accessible to students at lunch and break times.
6.	MONITORING
	This policy will be reviewed every two years by the Curriculum, Assessment and Standards Committee.



ST ALBANS GIRLS' SCHOOL

Equality Impact Analysis

When reviewing all school's policies, the following Equality Impact Analysis (EIA) should be undertaken to ensure fairness of the new proposals/policy and to identify any action needed to redress any potential discrimination, positively promoting equal opportunities, improved access and participation for all.

Title of Policy:	Provider Access Policy
Date:	Autumn 2019
EIA carried out by:	Miss E McHugh
EIA reviewed by:	Curriculum, Assessment and Standards Committee

1. Identify the aims and objectives of the policy, what will be the proposed change and how will it be implemented	
<ul style="list-style-type: none"> New policy contains information about: Student entitlement Opportunities for access 	This Policy clarifies how external providers can access students at STAGS

2. Assessment of Impact? To include impact of policy, any plans needed to mitigate any negative impact, equality issues to be addressed		
Characteristic	Group	Effect/Impact
<ul style="list-style-type: none"> Age Disability Gender reassignment Marriage/civil partnership Pregnancy/Maternity Race Religion or Belief Sex Sexual orientation 		No impact

3. Consultation	
<ul style="list-style-type: none"> New policy contains information about: Policy audience, expected actions and outcomes Consultation and communication process Accessibility for all Fair access to the consultation process Lessons learnt from previous consultation, if appropriate 	Expectations, requirements and actions

4. Decision	
<ul style="list-style-type: none"> • Should the new proposal/policy be agreed and any impacts identified following consultations? • What reasonable adjustments are required? 	No issues or adjustments required
5. Action Planning	
<ul style="list-style-type: none"> • Any actions identified to address inequality for different groups? • Any actions identified to promote equality and diversity? • Where are these actions recorded and who is responsible for them? 	None
6. Monitoring and Review	
<ul style="list-style-type: none"> • When will the impact assessment be reviewed? • Who is responsible 	Autumn 2021 Miss E McHugh
7. Publication of the results of the impact assessment	
<ul style="list-style-type: none"> • Results of EIA are published – where and when? • The results are kept as a public record of the EIA – where and when? 	With policy