



THE MINSTER SCHOOL

PROVIDER ACCESS STATEMENT

School Lead: Head Teacher

Governor Lead: Christine Bowering

Last reviewed: *Summer 2019*

Approved: *Summer 2019*

Date of next review: *Summer 2020*

Signed by Chair of Governors or Chair of Committee:

Christie Bowering

Date: 21/05/2019

Provider access statement

The Minster School

Contents

| | | |
|----|--|---|
| 1. | Aims | 2 |
| 2. | Statutory Requirements | 2 |
| 3. | Management of provider access requests | 2 |
| 4. | Links to policies | 4 |
| 5. | Monitoring arrangements | 4 |

1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships. This provision is outlined in our CEIAG policy which can be accessed via our website.

Schools must also publish a statement that outlines the circumstances in which education and training providers will be given access to these students. This is outlined in section 42B of the [Education Act 1997](#).

3. Management of provider access requests

3.1 Procedure

A provider wishing to request access should contact Mrs Clare McKeever-Williams, CTL for Wider Learning.

Telephone: 01636 814000

Email: C.McKeeverWilliams@minster.notts.sch.uk

3.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

| | Autumn term | Spring term | Summer term |
|---------|--|---|---|
| Year 8 | Year 8 Humanities Day – potential support for judging of enterprise skills. | Potential assembly opportunities. | Potential assembly and tutor group opportunities. |
| Year 9 | Potential assembly and tutor group opportunities. | Potential assembly and tutor group opportunities. | Potential assembly and tutor group opportunities. |
| Year 10 | Wider Learning lessons – careers options and employability skills. | Potential assembly and tutor group opportunities. | Wider Learning assemblies – post-16 career, apprenticeship and education opportunities. |
| Year 11 | Mock Interviews – opportunities for individuals to participate as an interviewer, representing a specific sector | Potential assembly and tutor group opportunities. | |

| | | | |
|----------------|--|--|---|
| | or career path. (In development) – Post-16 Careers Information Evening. | | |
| Year 12 | Tutor programme sessions and assembly slots – post-18 education and training routes. | Higher education (HE) fair Tutor programme sessions and assembly slots – post-18 education and training routes. | Year 12 Work Experience – opportunity to host a student or to deliver sessions on employability skills/health and safety/similar. Tutor programme sessions and assembly slots – post-18 education and training routes. |
| Year 13 | Mock Interviews – opportunities for individuals to participate as an interviewer, representing a specific sector or career path. | Tutor programme sessions and assembly slots – post-18 education and training routes. | |

Please speak to Mrs C McKeever-Williams, CTL Wider Learning, to identify the most suitable opportunity for you.

3.3 Granting and refusing access

Access to students will be granted when:

- ✓ the proposed activity meets the aims and objectives of our curriculum
- ✓ the proposed activity will be of benefit to the majority of students who will be involved in the activity
- ✓ if student absence from lesson is required in order to facilitate the activity, the Progress and Achievement Leader for the students involved agrees that:
 - the activity will be of sufficient benefit to justify the absence
 - sufficient notice has been given to enable teachers to adapt their planned learning activities to ensure that students' academic progress is not negatively affected
- ✓ there is capacity within the programme to accommodate the provider, considering the overall number of providers who have been accommodated throughout the year
- ✓ requests are made which give the school sufficient notice to arrange rooming, supervision, audio-visual equipment and an adjustment of the planned programme

3.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy, including providing personal details to enable DBS checks to be undertaken in order to enable them to work in 'regulated activity' with students.

3.5 Premises and facilities

Within the school, we have a range of facilities which enable us and other providers to work with students. In addition to our classrooms, we have a medium-sized conference room (capacity ~60 students), a theatre (capacity ~150 students) and a hall (capacity ~400 students). All of the aforementioned facilities can utilise projectors with screens, Wi-Fi access, linked computers and sound systems by arrangement.

Activities by outside providers can be delivered using these facilities provided that:

- Permission to deliver the activity has already been granted, considering the criteria outlined in point 4 above
- The facility is available for use at the requested time (NB: very few of our facilities are available during our summer examination period)
- The facility has the capacity for the proposed number of students
- Technical support to set up e.g. Wi-Fi/screens/sound is available at the requested time

4. Links to other policies

This policy links to our Careers Education, Information, Advice and Guidance policy which can be accessed via the school website www.minster.sch.uk . This policy outlines students' entitlements and the overall CEIAG programme.

This policy also links to our Safeguarding policy which can be accessed via the school website www.minster.sch.uk
This policy outlines procedures which keep students safe, including protocols for visitors.

5. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Mrs N Lyons, Assistant Head.

This statement will be reviewed by the Assistant Head with overall responsibility for CEIAG every 3 years.