



# THE MINSTER SCHOOL

## PROVIDER ACCESS STATEMENT

**School Lead:** Assistant Head (Careers)

**Governor Lead:** Chair of SD&P Committee

**Last reviewed:** *Summer 2019*

**Approved:** *Summer 2021*

**Date of next review:** *Summer 2022*

**Signed by Chair of SD&P Committee:**

**Date:** 08.06.21

# Provider access statement

## The Minster School

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## 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 Pilly Taylor, Careers Lead.

Telephone: 01636 814000

Email: [careers@minster.notts.sch.uk](mailto:careers@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.

**Assembly Opportunities:** External providers may deliver an assembly for a whole year group, with a duration of around 15 minutes. This could be delivered in person or virtually. The assembly would need to be closely linked to our distinctively Christian values, and be relevant and accessible for all students within the year group.

**Careers Seminars:** External providers may deliver a careers seminar with a duration of 20-60 minutes. This could be delivered in person or virtually. Careers seminars aim to offer an insight in to a specific career area, outlining the key roles within the career area, qualification routes and opportunities to gain work experience. Students from Key Stage 4 and 5 (Years 10-13) with an interest in the specific career area would attend. We hold information about our students' career aspirations and invite relevant students to these events, and they are also advertised to all students. In our experience, careers seminars are the most valuable events for students and external providers, and often result in students pursuing careers in the focus area or with a particular provider or employer.

**Enterprise Days:** During Enterprise Days, all of our students within a year group will participate in a day-long challenge to solve a problem or create a product. Our Enterprise Days aim to develop students' employability skills, including leadership, team work and communication. External providers or organisations can support the delivery of the session and be involved in judging groups at the end of the day.

**Mock Interviews:** All students in Year 11 and Year 13 will participate in a Mock Interview, usually with an employer or representative of a career field which they are interested in. We welcome any volunteers from any sector who would like to be involved in our Mock Interview programme. Interviewers are matched with students who have an interest in their field of expertise, and will undertake 6-8 interviews with individuals throughout a day, offering feedback to students and enabling them to learn more about a specific career area.

**Work Experience:** All students in Year 10 and Year 12 undertake 5 days' Work Experience, with the aim of developing their employability skills and learning more about the workplace and a specific career area. We welcome any organisations who would like to offer work experience placements to students, and will match places with students who have an aspiration to pursue a career in a particular field or industry.

Year Group	Assembly Opportunities	Careers Seminars	Enterprise Days	Mock Interviews	Work Experience	Other opportunities
7	✓	-	Trashion Enterprise Challenge – September	-	-	-
8	✓	-	STEAM Enterprise Challenge – November	-	-	-
9	✓	-		-	-	-
10	✓	✓	Tenner Enterprise Day - March	-	May	-
11	✓	✓	-	November	-	-
12	✓	✓	-	-	June	Young Enterprise Programme – Business Advisor opportunities.
13	✓	✓	-	November	-	-

### 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. Providers will be required to adhere to this policy, and will be asked to provide personal details to confirm their identity in order to visit the school. Individuals may also be required to undertake a DBS check if they are required to work in 'regulated activity' with our 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 larger facilities are available during our summer examination period),
- The facility has the capacity for the proposed number of students, and
- 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](http://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](http://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.