



King  
Ecgbert  
School

# Provider Access Policy Statement

Date ratified	16.2.2018
Meeting	Full Governors
Signature of Chair	
Date for Review	16.2.2020

## **King Egbert School**

### **Policy Statement on Technical Providers Access to School**

**February 2018**

#### **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.

#### **Pupil entitlement**

All students in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- to understand how to make applications for the full range of academic and technical courses.

#### **Management of provider access requests**

##### **Procedure**

In the first instance, providers should contact the CEIAG\* Manager via e-mail or a formal letter of introduction and provide the following information:

- Name of company and contact details
- Overview of training/qualification opportunities available
- The types of event an invite is being requested for and a description of how they would engage with students

A provider wishing to request access as described above should contact:

Paul Fennell, CEIAG Manager, King Egbert School, Totley Brook Road, Dore S17 3QU

pfennell@ecgbert.sheffield.sch.uk

##### **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 students and/or their parents/carers:

Opportunities for external providers could include the following events:

- Careers Week
- Careers Fairs
- House Afternoons
- Drop-in sessions

The school reserves the right to decline requests for a number of reasons, including (but not restricted to) the following:

- if the information is not seen to be in the best interest of students (e.g. if the provider is promoting a 'hard-sell' of their provision, rather than enabling students to make an informed decision; or there are concerns about the ethics or quality of the provision)
- if the type of access required is not feasible for a certain event
- if such attendance would provide an imbalanced view of available provision (e.g. several apprenticeship providers at an event and no colleges)
- if the provider's input would not be relevant to a particular event
- if the request is not timely (e.g. students have already heard from similar providers during the year, or if they are involved in end of year exams)

In such cases, the CEIAG Manager would inform the provider of this decision and the reason why.

If the provider wishes to appeal this decision they can contact the Deputy Head with responsibility for CEIAG.

### **Premises and facilities**

The school will make the main hall, classrooms or private 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 the CEIAG Manager.

Providers are welcome to send a copy of their prospectus or other relevant course literature to the CEIAG Manager who will review its suitability and, if appropriate, make it available to students in the Careers Library.

\*CEIAG – Careers Education, Information, Advice and Guidance.