

Trinity School

Provider Access Policy



DOCUMENT REVIEW

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Table of Contents

INTRODUCTION	3
STUDENT ENTITLEMENT	3
MANAGEMENT OF PROVIDER ACCESS REQUESTS.....	3
PREMISES AND FACILITIES	4



Trinity School Sevenoaks: Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes 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.

Student entitlement

Students in years 8-13 are entitled:

- To 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.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and 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 **Ian Holvey**, Careers leader.
Telephone: 01732 469111; Email: iholvey@trinitysevenoaks.com

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:



	Autumn Term	Spring Term	Summer Term
Year 8	Event for University Technical Colleges Introducing alternative pathways through education	Life skills – assembly and tutor group opportunities	Life skills – assembly and tutor group opportunities
Year 9	Event for University Technical Colleges Introducing alternative pathways through education	KS4 options event	
Year 10	Life Skills – work experience preparation sessions Post-16 education – courses and options Visits from local colleges	Visits from local colleges	Life skills – assembly and tutor group opportunities
Year 11	Life Skills – assembly on opportunities at 16 Post-16 education – courses and options Visits from local colleges	Post 16 evening Post 16 taster sessions Visits from local colleges	
Year 12	Life Skills – work experience preparation sessions Life after school - different options including higher education, jobs, gap years, apprenticeships etc.	HE preparation - UCAS applications and apprenticeships. Careers interviews to discuss post-18 options	Students complete work experience and record Work Experience Diary

Please speak to our named Careers Leader to identify the most suitable opportunity for you. The school policy on safeguarding [\[link\]](#) sets out the school's approach to allowing providers into school as visitors to talk to our students.

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 Careers Leader or a member of their team.

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

