



The St Marylebone Church of England School

64 Marylebone High Street
London W1U 5BA

PROVIDER ACCESS POLICY STATEMENT

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Review Governor:	Sarah Hume
Last reviewed:	September 2019
Next review date:	April 2022 or if changes are made
Approval at plenary required?	No
Required to publish on website?	Yes
Statutory:	Yes
Committee:	Curriculum and Pupils

1. Context

- 1.1 The St Marylebone CE School's Careers Advice and Guidance provision is guided by the DfE's Statutory Guidance document: "Careers guidance and access for education and training providers", January 2018. Page 9 of this guidance stipulates that "every school must publish a policy statement setting out their arrangements for provider access and ensure that it is followed."
- 1.2 This guidance can be found here:
www.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers_guidance_and_access_for_education_and_training_providers.pdf
- 1.3 As such, here The St Marylebone CE School ("the School") sets out its Provider Access Policy Statement. This statement sets out the School's arrangements for managing the access of providers to pupils 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. Pupil entitlement

- 2.1 In line with the DfE Guidance, the School knows that all pupils 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 events, assemblies and group discussions and taster events
- to understand how to make applications for the full range of academic and technical courses.

3. Staff investment in this area

- 3.1 The School fulfils this entitlement through its Whole School Careers Programme, staffed by:
- a dedicated Senior Leadership post line-managing this important area of school life
 - two Independent Careers Advisors
 - a school-wide PSHEE programme
 - a dedicated PSHEE lead
 - a Director of Sixth Form post also with responsibility for pathways post-18
 - a further post in the Sixth Form team with responsibility for UCAS.

4. Management of provider access requests:

- 4.1 Providers of Technical Education and Apprenticeships, other education or Employers/ organisations wanting to visit students at St Marylebone School for careers education purposes should contact the Assistant Headteacher responsible for line-management of the Careers Programme: f.congdon@stmaryleboneschool.com.
- 4.2 It is also helpful to copy the relevant Independent Careers Advisor:
 KS3 and KS4: Piers Jackson p.jackson@stmaryleboneschool.com
 KS5: Vanessa Kenneth: v.kenneth@stmaryleboneschool.com
- 4.3 All requests for access to students during school time will be considered within in the existing Careers timetable and calendar in that academic year.
- 4.4 Providers are welcome to leave a copy of their prospectus or other relevant course literature. This should be addressed to the School Careers Office. Copies can be displayed in the Careers Office at the School's high street site for students in Years 7-11 to access and will be displayed in the Careers section of the KS5 Library for students in the Sixth Form.

5. Careers Calendar

- 5.1 The following planned activities help prepare students for key transitions and decisions in their education. These are timely opportunities for external organisations to have an audience in school with pupils. It is advisable for external organisations to get in touch at least one term (six weeks) ahead of any planned activities so that a visit can be co-ordinated effectively. The school champions annual nationally led industry weeks such as
- Enterprise Week (November)
 - Apprenticeship Week (March)
 - Careers week (March)
- Typically, these are good times for employers to be part of school assemblies or events.

Other careers education takes place at the following times for each year group:

- Year 8 Term 3-6 Individual forms have 5 careers lessons within this timeframe

- Year 9-13 Term 3* Whole School Careers Fair
- Year 11 Terms 1&2 Post-16 Advice and Guidance
- Year 12 Terms 5&6 Future Pathways Passport enrichment lessons
- Year 13 Terms 1&2 Post-18 UCAS & Alternative Pathways assemblies

**The Whole School Careers Fair takes place annually in early February and organisations would need to register an interest to attend by the preceding December.*

5.2 On agreeing a visit, the School provides all relevant logistical information. A request may be declined if it isn't deemed to be in students' interests, doesn't fit with the existing time frames of planned activities for that year or if it is duplicating information students have already received from external organisations that year or relatively recently.

6. Other relevant documents or policies

- Careers Education, Information, Advice and Guidance Policy, 2016
- Careers guidance and access for education and training providers: statutory guidance for governing bodies, school leaders and school staff (DfE, 2018)