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# SAWSTON VILLAGE COLLEGE

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## POLICY STATEMENT ON PROVIDER ACCESS

THIS POLICY WAS APPROVED:	SPRING 2025
THIS POLICY WILL BE REVIEWED:	SPRING 2028
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	ERIKA WAGSTAFF

# **Sawston Village College**

## **Policy Statement on Provider Access**



### **1. Introduction**

This policy 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 providers' education or training offers. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

### **2. Pupil entitlement**

All pupils in years 8 - 11 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;
- 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;
- understand how to make applications for the full range of academic and technical courses.

### **3. Management of provider access requests**

#### **Procedure**

A provider wishing to request access should contact Erika Wagstaff, Assistant Principal and Careers Leader; Telephone: 01223 712617; Email: [ewagstaff@sawstonvc.org](mailto:ewagstaff@sawstonvc.org).

Any provider wishing to request access to pupils at the College should make the request at least 6 weeks in advance of the access opportunity. All requests will be considered on the basis of: the College's safeguarding obligations; staffing availability to support the activity; clashes with other planned activity; trips or visits; interruption to preparation for examinations or rooming and space availability to host the activity.

#### **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/carers:

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
Year 8	CEIAG Assemblies	CEIAG Assemblies What's My Line careers event	Mentor Group opportunities
Year 9	CEIAG Assemblies	Year 9 Options process and assemblies  Apprenticeship and Local Labour Market sessions	Mentor Group opportunities
Year 10	Year 10 Information Evening  Careers Carousel event	Work Experience assemblies	Work Experience assemblies
Year 11	CEIAG Assemblies  Post-16 Information Evening  Year 11 Conference Day for CEIAG	Mock interviews	

Please speak to our Careers Leader to identify the most suitable opportunity for you.

#### **4. Premises and Facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available AV and other specialist equipment to support providers' 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 Centre in the Library, which is managed by the school librarian. The Resource Centre is available to all pupils at lunch and break times.

***Policy approved by the Local Governing Body on 18 March 2025***

***Review: SPRING 2028***