



Access Provider Policy (2018-2019)

1. Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students at the Academy for the purposes of giving them information about the provider's education or training offer. This complies with Uxbridge High's legal obligations under Section 42B of the Education Act 1997.

2. Student entitlement

Students 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;
- 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 course.

3. Management of provider access requests

3.1 Procedure

A provider wishing to request access should contact Mrs A Le-Gall, Careers Leader on 01895 234 060 or via email at alegall@uhs.org.uk.

3.2 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. (See Appendix 1).

Under the school's child protection and safeguarding policy, we ask providers who will have the opportunity for regular contact with children to have a DBS check in place. They will also be subject to reasonable supervision.

4. 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. Providers are welcome to leave a copy of their prospectus or other relevant course literature for the careers library. The library is available to students at lunch, break time and after school, as well as during 1:1 guidance interviews.



Year Group	Autumn Term	Spring Term	Summer Term	General Activities
Year 7	Curriculum and citizenship World Book day	Curriculum and citizenship Careers week – assembly Science week / Maths week	Curriculum and Citizenship	Assemblies/tutor time (Career talks)
Year 8	Curriculum and citizenship World Book day	Curriculum and citizenship Careers week – assembly Science week / Maths week	Curriculum and Citizenship	Assemblies/tutor time (Career talks)
Year 9	Curriculum and citizenship Work experience – one day World Book day	Curriculum and citizenship Careers week – assembly Options assembly Uxbridge High careers fair Science week / Maths week	Curriculum and Citizenship	Assemblies/tutor time (Career talks)
Year 10	Curriculum and citizenship World Book day	Curriculum and citizenship Careers week – assembly Uxbridge High careers fair Mentoring scheme Science week / Maths week	Curriculum and Citizenship Interview skills workshop Mentoring scheme Careers drop down day	Assemblies/tutor time (Career talks)
Year 11	Curriculum and citizenship Post 16 open evening 1:1 careers meetings with careers advisor Study Skills World Book day	Curriculum and citizenship Careers week – assembly 1:1 Careers meetings with Caress Advisor Parents/Intervention evening Uxbridge High Careers Fair Study Skills Science week / Maths week	Career meetings with students needing assistance with college/apprenticeship applications	Assemblies/tutor time (Career talks)
Year 12	Curriculum and citizenship World Book day Work experience University taster days Higher education workshop Career insight days	Curriculum and citizenship Careers week – assembly Science week / Maths week Careers meetings with careers advisor UCAS Convention Employability workshop Interview skills workshop Study skills University taster days Career insight days Work experience Uxbridge High careers fair 1:1 Careers meetings with careers advisor	Curriculum and citizenship Interviews skills workshop Oxbridge programme UCAS drop down day UCAS personal statement preparation workshops University taster days Career insight days 1:1 careers meetings with careers advisor	Assemblies/tutor time (Career talks)
Year 13	Curriculum and citizenship World Book day 1:1 careers meetings with careers advisor Post 18 clinics and UCAS application support	Curriculum and citizenship Careers week – assembly Science week / Maths week Careers meetings with careers advisor – those that have not applied to university Student finance	HE-clearing and adjustment advice workshop Careers meetings with careers advisor – review meetings	Assemblies/tutor time (Career talks)



Revisions, Reviews and Ratifications to Access Provider Policy

Date	Name	Description
Nov 2018	Anita Le-Gall and Lesley Carroll.	Exemplar policy adopted.