



**Date Reviewed: April 2018
Date of Next Review: April 2020
Reviewer: Anni Matthew**

Date of ratification by Governing Board: 22nd May 2018

Document Control		
Edition	Issued	Changes from previous
1		New policy

Policies/Documents referred to in this policy	Post holders/ Persons named in this policy
This policy links to other school policies on: CEIAG	SLT

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students 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: **Mrs Laura Jenkins, Head of CEIAG**
Telephone: (01480) 459581/ Email: ljenkins@stpeters.cambs.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. Please see the list of events that take place in school at <https://www.stpeters.cambs.sch.uk/page/?title=Events&pid=178>

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. We 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 IAG office or the Sixth Form Centre. The IAG office is available to all students during the day, at lunch and break times and after school.