



Willingdon Community School

Provider Access Protocol

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

Pupil entitlement

All pupils in years 7-13 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.

Management of provider access requests

Procedure

A provider wishing to request access should contact *Alison Borrell (CEIAG Lead)*, *Penny Burge (Business Teacher)*, *Sarah Rooney (Careers Adviser)* *Jo Saunders (Governor for CEIAG)*

Telephone: 01323 485254: Email: aborrell@willingdonschool.org.uk,
pburge@willingdonschool.org.uk, srooney@willingdonschool.org.uk
jsaunders@willingdonschool.org.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 pupils and/or their parents/carers: subject to COVID

	Autumn Term (terms 1&2)	Spring Term (terms 3&4)	Summer Term (terms 5&6)
Year 7	<ul style="list-style-type: none"> -Launch of new Enterprise Curriculum - Assembly by 'Volunteer yourself' CEIAG Tutor competition -Using languages to boost your employability skills workshop -CEIAG -Tutor visits – Sarah Rooney 	<ul style="list-style-type: none"> - 'What's My Line' -1:1 Career Interviews by S Rooney for vulnerable students - STEM club led by school mentors - CEIAG Parent Forum - Apprenticeship Week 7-13th February - National Careers Week 7-12th March 	<ul style="list-style-type: none"> -1:1 Career Interviews by S Rooney for vulnerable students - Drop in 1;1 career advice sessions S Rooney --LMI assembly -- STEM club led by school mentors

	<ul style="list-style-type: none"> --1:1 Career Interviews by S Rooney for vulnerable students -Aspiration Survey -- Drop in 1;1 career advice sessions S Rooney -LMI assembly -- STEM club led by school mentors -Judge Venn -Department enrichment activities -Homework support club 	<ul style="list-style-type: none"> - Drop in 1;1 career advice sessions S Rooney -LMI assembly -- STEM club led by school mentors -Department enrichment activities -Homework support club 	<ul style="list-style-type: none"> -Department enrichment activities -Homework support club
Year 8	<ul style="list-style-type: none"> -Launch of new Enterprise Curriculum -NHS Assembly -Employer led session 'Working at Drusilla's' CEIAG Tutor competition -Using languages to boost your employability skills workshop -- Drop in 1;1 career advice sessions S Rooney -LMI assembly -- STEM club led by school mentors - Judge Venn -Department enrichment activities -Homework support club 	<ul style="list-style-type: none"> -Assembly on 'Personal Brand'. - 'What's My Line' - Launch of START -Aspirational Survey -1:1 Career Interviews by S Rooney for vulnerable students -STEM club led by school mentors -Aspiration Raising Assembly – Anthony Roche - CEIAG Parent Forum -- Apprenticeship Week 7-13th February - National Careers Week 7-12th March - Drop in 1;1 career advice sessions S Rooney --LMI assembly -- STEM club led by school mentors -Department enrichment activities -Homework support club 	<ul style="list-style-type: none"> -1:1 Career Interviews by S Rooney for vulnerable students -- Drop in 1;1 career advice sessions S Rooney --LMI assembly -- STEM club led by school mentors -Department enrichment activities -Homework support club
Year 9	<ul style="list-style-type: none"> -Launch of new Enterprise Curriculum - Judge Venn -ESCG assembly -Heads of Curriculum -Assembly on 'Transition' -Decision making Aspirational Assembly - CEIAG Tutor competition -Using languages to boost your employability skills workshop --Duke of Edinburgh 	<ul style="list-style-type: none"> Assembly on 'Transition/ Options'. -KS4 Option evening HE providers in attendance -Option assemblies -Careers Week -Assembly and workshop for First Generation Scholars -First Generation University Visit -Duke of Edinburgh -Visit to Cardiff Universities 	<ul style="list-style-type: none"> -Sussex University 'Widening participation' campus visit -The Big Futures Careers Show -Duke of Edinburgh -1:1 Career Interviews by S Rooney for vulnerable students -- Drop in 1;1 career advice sessions S Rooney --LMI assembly

	<ul style="list-style-type: none"> -- Drop in 1;1 career advice sessions SRooney -NHS performance --LMI assembly -- STEM club led by school mentors -Department enrichment activities -Homework support club 	<ul style="list-style-type: none"> -Resilience workshop delivered by NCOP -STEM club led by school mentors - CEIAG Parent Forum -- STEM club led by school mentors - Apprenticeship Week 7-13th February -National Careers Week 7-12th March - Drop in 1;1 career advice sessions SRooney -LMI assembly -Department enrichment activities -Homework support club 	<ul style="list-style-type: none"> -- STEM club led by school mentors -Department enrichment activities -Homework support club
Year 10	<ul style="list-style-type: none"> - ESCG assembly -Heads of Curriculum -Information Evening HE colleges present -Employability Assembly 1 & 2 --- Judge Venn -Seminar and workshop re Insight to jobs in Unilever and Cadbury -Dragons Den -Duke of Edinburgh -Using languages to boost your employability skills workshop -Life at University – a workshop run by Eastbourne College and Exeter University -Workshop on Feeding Britain's Future -Assembly on 'How to be an Entrepreneur' - Sussex Girls Network aspirational workshop/ mentoring funded by NCOP - Focused 1;1 aspirational interviews - Drop in 1;1 career advice sessions SRooney - Brighton University & apprenticeship fair -LMI assembly -- STEM club led by school mentors -Department enrichment activities -Homework support club 	<ul style="list-style-type: none"> - Launch of START -Preparation for 'Getting ready for Work' -Parent Forum on careers delivered by NCOP/ESG -Business competition with local Eastbourne Schools -Duke of Edinburgh -Careers Week -Cambridge University assembly and workshop -Personal Brand assembly - STEM club led by school mentors -1:1 Career Interviews by SRooney and My Choices -Resilience workshop delivered by NCOP -Sussex Girls Network aspirational workshop/ mentoring funded by NCOP -University Life assembly - CEIAG Parent Forum - Apprenticeship Week 7-13th February - National Careers Week 7-12th March - Focused 1;1 aspirational interviews - Drop in 1;1 career advice sessions SRooney -LMI assembly -- STEM club led by school mentors -Department enrichment activities 	<ul style="list-style-type: none"> Post 16 taster day sessions ESC Bexhill College Plumpton V8 -Aspiration Week 10-14th May -Virtual / Work Experience -Workshops on how to write an effective personal statement -Parents evening (HE colleges present) -Assembly on 1;1 interviews -1:1 Mock interviews by external interviewers -Duke of Edinburgh -1:1 Career Interviews by SRooney and My Choices - Sussex Girls Network aspirational workshop/ mentoring funded by NCOP - Focused 1;1 aspirational interviews - Drop in 1;1 career advice sessions SRooney -LMI assembly -Employer visits and workshops -- STEM club led by school mentors -Homework support club

		-Homework support club	-Department enrichment activities
Year 11	<ul style="list-style-type: none"> - ESCG assembly -Heads of Curriculum -Assembly on College -Post 16 Options Assembly -Information Evening -Eastbourne College Aspiration assembly -Mentoring by Eastbourne College mentors -1:1 Career Interviews by SRooney and My Choices -Assembly by ASK (apprenticeship, support and knowledge) -Post 16 Option assemblies by local FE providers: ESC, Plumpton, Seaford Head, V8, Bexhill College -Scholarships- hosted by Eastbourne College -1:1 Mock interviews by external interviewers -Duke of Edinburgh -Life at University – a workshop run by Eastbourne College and Exeter University - Virtual lesson from Royal Philharmonic Orchestra for students studying music - Sussex Girls Network aspirational workshop/ mentoring funded by NCOP - Drop in 1;1 career advice sessions SRooney -LMI assembly -- STEM club led by school mentors -Revision/ intervention clubs -Department enrichment activities 	<ul style="list-style-type: none"> -I CAN' Trade Fair for Students with SEN and Vulnerable groups -Parents evening (HE colleges present) -Duke of Edinburgh - Aspirational Survey -Careers Week -Resilience workshop delivered by NCOP -Sussex Girls Network aspirational workshop/ mentoring funded by NCOP - STEM club led by school mentors - CEIAG Parent Forum - Apprenticeship Week 7-12th February - National Careers Week 7-12th March - Drop in 1;1 career advice sessions SRooney -LMI assembly -- STEM club led by school mentors -Revision/ intervention clubs Department enrichment activities 	<ul style="list-style-type: none"> -Parents evening (HE colleges present) -Careers Advice results day - SRooney Department enrichment activities - Drop in 1;1 career advice sessions SRooney -Revision/ intervention clubs

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

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.

Safeguarding

All providers and visitors must follow the school's Safeguarding and Child Protection procedures and comply with the requirements of the Visiting Speakers Policy which will be sent in advance along with expectations on the day. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the Assistant Associate Head /Careers co-ordinator (Alison Borrell).

Approval and review

Approved 31/8/2021 by Governors at Curriculum and Standards Committee

Next review: 31/8/2022

Signed: **[Clive Hale]** Chair of Governors, **[Mrs Jo Saunders]** Governor for CEIAG, **[Ms Emily Beer]** Headteacher