



EMMANUEL SCHOOLS FOUNDATION

PROVIDER ACCESS POLICY



Last review: March 2018
Approved: March 2018
Next review: March 2020

Introduction

This policy statement sets out the Foundation's arrangements for managing the access of providers to students at our schools for the purpose of giving them information about the provider's education or training offer. This complies with the trust's legal obligations under Section 42B of the Education Act 1997.

Student entitlement

All students in years 8-13 are entitled to:

- find out about technical education qualifications and apprenticeship 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 and group discussions;
- 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:

School	Contact	Telephone	Email
Emmanuel College	Nat Ogborn	0191 4602099	ogbornn@emmanuelctc.org.uk
The King's Academy	Vicky Donnelly	01642 577577	vdonnelly@thekingsacademy.org.uk
Trinity Academy	Nicola Anderson	01405 813000	nandersonkendrick@trinityacademy.org.uk
Bede Academy	Gwyneth Evans	01670 545111	gevans@bedeacademy.org.uk

Opportunities for access

A range of events, which are integrated into our schools' careers programmes, will offer providers an opportunity to come into school to speak to students and/ or their parents. School calendars vary from year to year, so providers need to contact the appropriate staff member named above to identify the most suitable opportunity. These events are usually calendared well in advance, so it is essential that providers contact us early in the academic year to be involved in our planning.

Access to students will be granted on the understanding that the information and guidance offered by providers is related to technical courses and apprenticeship opportunities only. Safeguarding requirements must also be met.

Premises and facilities

Schools will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity.

Schools 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 send a copy of their prospectus or other relevant course literature to the named individuals above who will arrange for these to be made available to students in the relevant careers area/ Learning Resources Centre or school library, which are available to all students at lunch and break times.