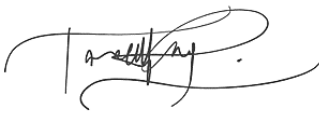
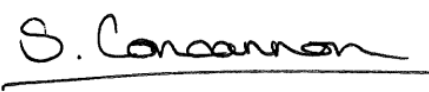




HAMILTON SCHOOL

Initial approval:	February 2023
Review frequency:	Annually
Date(s) reviewed:	
Signed by Chair of Educational Standards Committee:	 T. Hanley
Signed by Headteacher:	 S. Concannon

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Introduction

This policy statement sets out the school's arrangements for managing the access of providers to 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 8 to 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.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- Share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers.
- Explain what career routes those options could lead to
- Provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- Answer questions from pupils.

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the Making it meaningful checklist.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

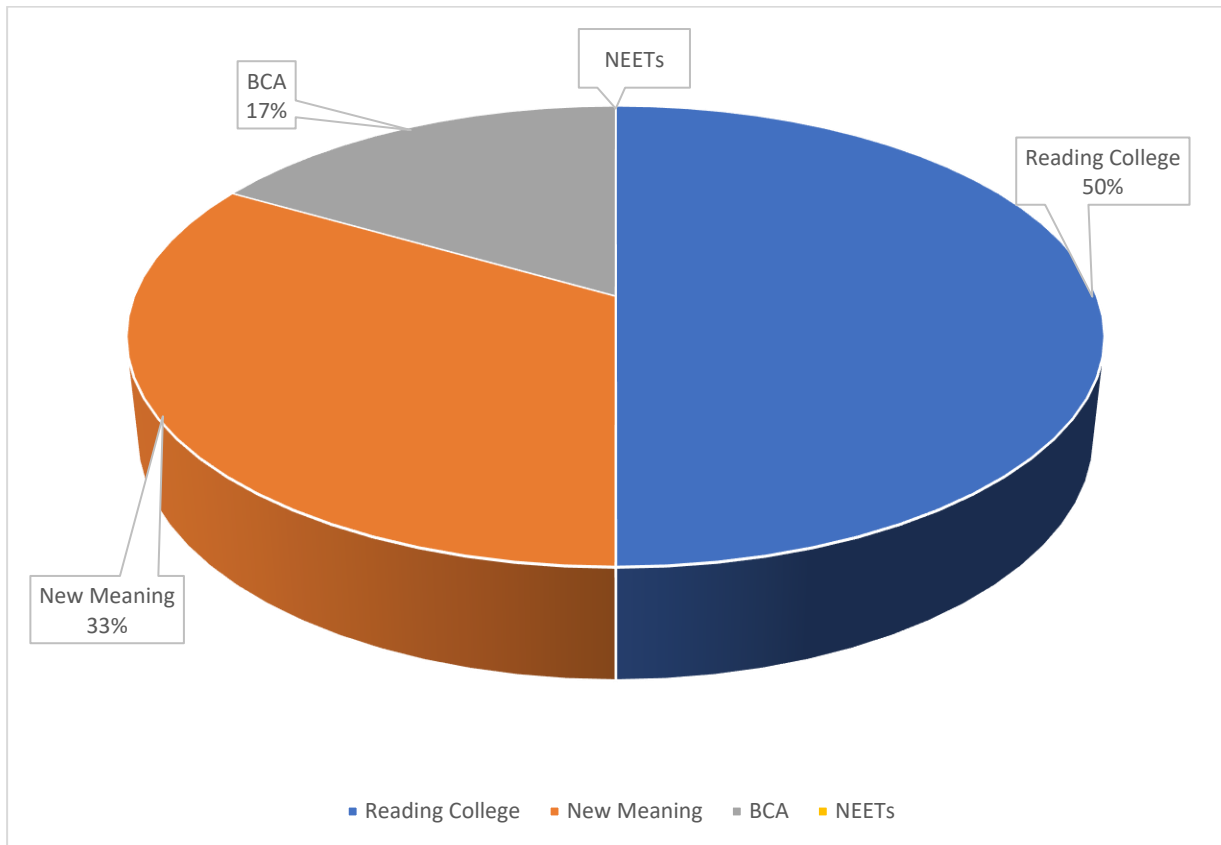
- New Meaning
- Activate Learning – Reading / Bracknell & Wokingham Colleges
- Berkshire College of Agriculture (BCA)

- Chiltern Training
- Autoskill's Motor Mechanics
- Reading FC – Community Sports
- RAW Mentoring
- Andy Hayes Construction Services
- Army – Information & Recruitment

Destinations of our pupils

Please see below Year 11 Intended Destination Date 2022-23:

Reading College	3
New Meaning	2
BCA	1
NEETs	0
Total	6



Management of provider access requests

A provider wishing to request access should contact Scott Versace; Lead for Personal Development Lead/Careers, s.versace@maidenerleghtrust.org

Opportunities for access

The school offers the four provider encounters required by law (marked in bold text below) and a few additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

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

	Autumn Term	Spring Term	Summer Term
Year 8	Weekly Unifrog Careers lessons as a part of the PD programme	Access to Unifrog Locker/activities Information on accessing apprenticeships via #NAW MET resources	Access to Unifrog Locker/activities Employer encounters
Year 9	Weekly Unifrog Careers lessons as a part of the PD programme	Access to Unifrog Locker/activities Meetings with local FE/Training providers (Activate Learning ; BCA) Information on accessing apprenticeships via #NAW MET resources Employer encounters (Academics)	No encounters – legislation requires encounters to take place by 28 February if in year 9 Access to Unifrog Locker/activities
Year 10	Weekly Unifrog Careers lessons as a part of the PD programme Access to 1 to 1 Careers interview Meetings with local FE/Training providers (Activate Learning ; BCA) Offer of extended WEX. Employer encounters	Access to Unifrog Locker/activities Offer of extended WEX. Employer encounters (Mechanics, Trades, Academics) Information on accessing apprenticeships via #NAW MET resources	Access to Unifrog Locker/activities Life Skills – work experience preparation sessions Offer of extended/shadowing WEX.
Year 11	Weekly Unifrog Careers lessons as a part of the PD programme	Access to Unifrog Locker/activities Post 16 applications and support	No encounters – legislation requires encounters to take place by 28

	<p>Access to 1 to 1 Careers interview</p> <p>Post 16 provider open evenings.</p> <p>Post 16 applications and support</p> <p>Offer of extended/shadowing WEX.</p> <p>Meetings with local FE/Training providers (Activate Learning; BCA)</p> <p>Life Skills – work experience preparation sessions</p>	<p>Post-16 interviews</p> <p>Offer of extended WEX.</p> <p>Employer encounters (Mechanics, Trades, Academics)</p> <p>Information on accessing apprenticeships via #NAW MET resources</p>	<p>February if in year 11</p> <p>Access to Unifrog Locker/activities</p> <p>Confirmation of post-16 education and training destinations for all pupils</p> <p>College familiarisation visits</p>
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Premises and facilities

The school will make the main hall, classrooms, or 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 provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Meaningful online engagement is also an option, and we are open to providers that can provide live online engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Lead. These resources can then be used for display on the Careers Noticeboard.

Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk