



# West Kirby Grammar School

## Policy Statement on Provider Access

### Introduction

This policy statement sets out the School's arrangements for managing the access of providers to pupils 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 CEIAG programme (Careers, Information, Advice and Guidance) 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 **Mr M. Thomas, Assistant Headteacher**

Telephone: 0151 632 3449 or via the Contact Us section of the School website: [www.wkgs.org](http://www.wkgs.org)

### 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:

	Autumn Term	Spring Term	Summer Term
Year 8		Individual Careers Advice and Guidance interviews with senior staff	Enterprise day: professional skills
Year 9		Careers Convention	

	Autumn Term	Spring Term	Summer Term
		Enterprise day: professional skills	
<b>Year 10</b>	Enterprise Day: professional skills	Careers Convention	Professional Seminars Work experience week
<b>Year 11</b>	'Meet the professionals' carousel	Careers Convention Individual Careers Advice and Guidance interviews with senior staff	Careers interviews
<b>Year 12</b>	Careers interviews	Careers Convention Apprenticeship fair Careers interviews Visits run by professional organisations	Summer Programme Work experience week Professional seminars
<b>Year 13</b>	Careers interviews	Careers Convention Careers interviews	

It may also be possible to speak to groups of students outside of this programme of events, for example in an assembly or a group talk. Please contact Mr M. Thomas to identify the most suitable opportunity for you.

The School policy on Safeguarding and Child protection sets out the School's approach to allowing visitors into School, as visitors, to talk to our students.

## Premises and facilities

WKGS 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 equipment necessary to support provider presentations. This will all be discussed and agreed in advance of the visit with Mr Thomas.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library, which is managed by the School Librarian. The Careers Library is available to all students at lunch and break times.

## Approval and review

Approved *[date]* by Governors at Curriculum Committee

Next review: *[date]*