



West Kirby
Grammar School

Policy Statement on Provider Access

Administration Use:	
Statutory/Non-Statutory:	Non-Statutory
Website:	Yes
GB Committee:	Behaviour, Attitude and Personal Development
Review:	Every 2 years
Date Reviewed by Committee:	9 February 2022
Next Review Date:	January 2024

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 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 **Miss G Ellis, Assistant Headteacher**

Telephone: **0151 632 3449** or via the **Contact Us** section of the School website: 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 students and/or their parents. These can be virtual/online opportunities

	Autumn Term	Spring Term	Summer Term
Year 7		Unifrog Virtual/online opportunities	
Year 8		Individual Careers Advice and Guidance interviews with senior staff Unifrog Virtual/online opportunities	Enterprise day: professional skills
Year 9	Unifrog	Careers Convention Enterprise day: professional skills	
Year 10	Enterprise Day: professional skills Unifrog	Careers Convention Careers interviews	Professional Seminars Work experience week

	Autumn Term	Spring Term	Summer Term
Year 11	'Meet the professionals' carousel	Careers Convention Individual Careers Advice and Guidance interviews with senior staff	Careers interviews
Year 12	Careers interviews	Careers Convention Apprenticeship fair Careers interviews Visits run by professional organisations	Summer Programme Work experience week Professional seminars
Year 13	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, alumni workshops. Please contact Miss G Ellis 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 Miss G Ellis.

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.