



Bringing out the Best in Everyone"

Buckinghamshire Council / Pebble Brook School

Careers Provider Access Policy

Signed _____ dated _____
Chair of Governors

Date Approved /Ratified	Summer 2023
Date of next review	Summer 2024

Purpose and Background

This policy statement sets out Pebble Brook School's arrangements for managing the access of providers (education, training, support and social development) to pupils at the school so they can tell them about the provider's education and training offer. This complies with our legal obligations under Section 42B of the Education Act 1997.

Management and Monitoring of Policy

School

This policy is implemented and managed by the Headteacher / Senior Leadership Team, in consultation with the Curriculum Lead(s) for Careers and PSHE, FED Tutors and the Careers Lead

Governing Board

The Chair of Governors, The Governors Curriculum and Standards Committee and the Careers Governors approve and review this policy.

Approval

Approved by Pebble Brook School – June 2023.

Next Review Date

June 2024.

Associated Policies

- Curriculum Policy
- Equalities and Cohesion Policy
- SEND Policy and Information Report
- Works4U
- Safeguarding / Child Protection Policy

Pupil Entitlement

Pupils in Years 7-14 are entitled:

- To find out about technical and general education, education qualifications, Supported Internship opportunities and Apprenticeship opportunities, as part of an individualised careers programme which provides information on the full range of education, training and employment options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education, employment and apprenticeships – through parents' evenings, parent information events, group discussions, presentations, tasters and on-line events and meetings, e.g. Zoom.
- To understand how to make applications for the full range of academic and technical courses, Supported Internships and employment opportunities.

Management of Provider Access Requests Procedure

A provider wishing to request access should contact the Careers Leader, Marcus Stewart-Williams
 email: mstewartwilliams@pebblebrookschool.com
 Tel: 01296 415 761.

Opportunities for Access:

A number of events, integrated into the school careers and parent support programme, will offer providers an opportunity to come into school to speak to pupils and / or their parents. Other opportunities may be arranged with one month's notice or instigated by the Careers Leader across the year. These will be subject to individual requirements as per individualised Careers programmes.

Year	Autumn Term	Spring Term	Summer Term
7	<p>PSHE, Works4U - personal, life and employability skills across the year</p> <p>Enterprise and assembly opportunities: Christmas Fayre</p> <p>EHCP Annual Review - Information given to parents and young person</p>	<p>Introduction of risk assessment and travel training</p> <p>Parent Information events</p>	<p>Day trips to opportunity providers</p> <p>Enterprise and Assembly opportunities: Summer Fayre</p> <p>Parent Information events</p>
8	<p>PSHE, Works4U</p> <p>As above across the year</p>	<p>Preparation for Careers Week</p> <p>Careers Week-employment based activities with outside opportunity providers</p>	<p>As above</p>
9	<p>PSHE, Works4U will focus</p> <p>Enterprise and Assembly opportunities: Christmas Fayre</p> <p>Employability Skills</p> <p>Careers Interview</p>	<p>Preparation for Careers Week</p> <p>Careers Week</p> <p>Employment based activities</p> <p>Vocational Options evening</p>	<p>Vocational Options evening</p> <p>As with Years 7 and 8</p>

Year	Autumn Term	Spring Term	Summer Term
10	<p>Project based community placement preparation</p> <p>PSHE, Works4U across the year</p>	<p>Project Based Community Placements</p> <p>College Experience - Health Tech</p> <p>College Experience x 2 with Year 11</p>	<p>Work experience preparation</p> <p>Parent Information event</p> <p>Pre Year 11 careers meeting</p>
11	<p>Work Experience</p> <p>PSHE, Works4U across the year</p> <p>Enterprise and Assembly opportunities: Christmas Fayre</p> <p>Careers Interview</p> <p>As with Years 7, 8, 9 and 10</p>	<p>Work Experience</p> <p>College Experience-Health Tech</p>	<p>As with Years 7, 8 and 9</p>
12 FED	<p>As with Years 7,8,9,10 and 11</p> <p>Small group sessions on future options</p> <p>Individual work experience placements</p> <p>Parent / pupil sessions about options</p> <p>Careers interview</p> <p>Provider small group sessions across the year</p>	<p>In school and individual Work Experience Placements, Supported Internships and college courses including day release opportunities are developed across the year</p> <p>Parent / pupil sessions about options</p>	<p>As above</p>

Year	Autumn Term	Spring Term	Summer Term
13 FED	<p>In school and individual work experience placements and college including day release opportunities are developed across the year</p> <p>Careers Interview</p> <p>As with Years 7,8,9,10 and 11</p> <p>Parent / pupil sessions about options</p> <p>Penultimate EHCP meeting and transition development across the year</p>	<p>As above</p> <p>Penultimate and final EHCP meeting and transition development across the year as and when required</p>	<p>As above</p> <p>Penultimate and final EHCP meeting and transition development across the year as and when required.</p>
14 FED	<p>As above</p> <p>Careers interview</p> <p>Final EHCP meeting and further development of transition programme (as needed)</p>	<p>As above</p>	<p>As above</p>

Please speak to Marcus Stewert-Williams,
email: mstewartwilliams@pebblebrookschool.com
to identify the most suitable opportunity for you.

The school policy on safeguarding / child protection sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and Facilities

The school will make the main hall, classrooms or private 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school. The Careers Leader will ensure that students have access to these materials at suitable times and upon request.