



## PROVIDER ACCESS POLICY

Paignton Academy  
Waterleat Road  
Paignton  
Devon  
TQ3 3WA



Paignton Academy  
Borough Road  
Paignton  
Devon  
TQ4 7DH

**Policy Change Control**

Committee Responsible	Trust Board
Board Trustee	Mike Freeman
Nominated lead member of staff	Laura Hay
Approved:	
Status & review cycle	
Next review date:	As required

Date	Version	Person	Change / Action
22.03.2022	2	L Hay	Entitlement is now for Years 7 - 11
22.03.2022	2	L Hay	Addition of endorsements of digital materials on Careers Hub - prior agreement of Principal

**Approval:**

<b>VERSION</b>	<b>2</b>	
<b>APPROVED</b>		
<b>REVIEW DATE</b>	<b>March 2022</b>	
<b>TO BE REVIEWED</b>	<b>As required</b>	
<b>SIGNED CHIEF EXECUTIVE</b>		<b>PRINT MR STEPHEN KINGS</b>  <b>NAME Stephen Kings</b>
<b>SIGNED CHAIR OF TRUST BOARD EXECUTIVE</b>		<b>PRINT MR GAVIN JONES</b>  <b>NAME Gavin Jones</b>

## **1.0 Policies**

This policy should be read in conjunction with the following:

- SEND Policy
- Child Protection and Safeguarding Policies
- PSHE Policy

## **2.0 Rationale**

This policy statement sets out the Academy'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 7-11 are entitled to:

- find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which helps to provide information on the full range of education and training options available at each transition point.;
- hear from a range of providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies, group discussions and taster events.;
- 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 *Mrs Laura Hay, Careers Lead*:  
Telephone: 01803 403003, Email: [careers@paigntonacademy.org](mailto:careers@paigntonacademy.org)

### Opportunities for Access

The Academy is happy to display materials and hand out literature to pupils and parents. All requests should be sent through via the above contact.

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
<b>Year 7</b>	<ul style="list-style-type: none"> <li>• Lego activity and Mock Interviews.</li> </ul>	<ul style="list-style-type: none"> <li>• Careers Assembly to include Lego Winners presentations.</li> </ul>	<ul style="list-style-type: none"> <li>• PSHE – Life Skills.</li> </ul>
<b>Year 8</b>	<ul style="list-style-type: none"> <li>• Life skills – assembly.</li> <li>• Tutor group opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• KS3 Options event</li> <li>• Life skills – assembly</li> <li>• Tutor group opportunities</li> <li>• Options Choices- lunch time drop in</li> <li>• Taster events &amp; visits to other FE/ HE/ employment providers</li> </ul>	<ul style="list-style-type: none"> <li>• Life skills – assembly</li> <li>• Tutor group opportunities</li> <li>• Options Choices - Lunch time drop in</li> <li>• Taster events &amp; visits to other FE/ HE/ employment providers</li> </ul>
<b>Year 9</b>	<ul style="list-style-type: none"> <li>• Life skills – assembly</li> <li>• Tutor group opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• KS4 options event</li> <li>• Taster events &amp; visits to other FE/ HE/ employment providers</li> <li>• Options Choices- Lunch time drop in</li> </ul>	<ul style="list-style-type: none"> <li>• Life skills – assembly</li> <li>• Tutor group opportunities</li> <li>• Taster events &amp; visits to other FE/ HE/ employment providers</li> </ul>

	Autumn Term	Spring Term	Summer Term
<b>Year 10</b>	<ul style="list-style-type: none"> <li>• Life skills – assembly</li> <li>• Tutor group opportunities</li> <li>• PSHE Lessons</li> </ul>	<ul style="list-style-type: none"> <li>• Life skills – assembly</li> <li>• Tutor group opportunities</li> <li>• PSHE Lessons</li> <li>• Taster event&amp; visits to other FE/ HE/ employment providers</li> </ul>	<ul style="list-style-type: none"> <li>• Life Skills – assembly</li> <li>• work experience preparation sessions</li> <li>• PSHE Lessons</li> <li>• ‘Speed Networking’ event with providers and employers</li> <li>• Taster events &amp; visits to other FE/ HE/ employment providers</li> </ul>
<b>Year 11</b>	<ul style="list-style-type: none"> <li>• Life skills – assembly</li> <li>• Tutor group opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Life skills – assembly</li> <li>• Tutor group opportunities</li> <li>• Options Choices- Lunch time drop in</li> </ul>	<ul style="list-style-type: none"> <li>• Life skills – assembly</li> <li>• Tutor group opportunities</li> <li>• Options Choices- Lunch time drop in</li> </ul>

The Academy policy on safeguarding sets out the school’s approach to allowing providers into school as visitors to talk to our students. (Please see the Paignton Academy Safeguarding Policies incorporating Child Protection Procedures, accessible on the Paignton Academy website: <http://www.paigntonacademy.org/academy-policies/> or from the Head of School’s PA).

### **Premises and Facilities**

The Academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The Academy 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. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre: links can also be added to the Careers Hub section of the Academy’s website.