



## Careers Guidance Access Policy

### School Values

These values are shared by the staff, governors and students in the school and underpin the education we offer at Solway Community School.

We have the moral purpose and courage to do the right thing for our students, to allow and inspire everyone to be what they are meant to be; to reach their potential; to be happy, safe and hardworking.

We work together as a community to make learning exciting and inspirational.

We have high expectations of everyone - students, staff and governors.

We are creating an environment which is free from cynicism and does not put limits on what our children can achieve.

Our values:

- Courage and compassion
- Inclusion and equality
- Respect and courtesy
- Optimism and perseverance
- Forgiveness and tolerance
- Ambition and achievement

These values inform our work. We share these values constantly through our day-to-day ethos and actions, through our assemblies, through our curriculum and through excellent teaching which provides rich opportunities for learning. We show our responsibility for others through our compassion, courage and determination to change things for the better.

Version No	Author/Owner	Date Written	Note of amendments made	Signature	Review Date
2018-01	JR	April 2018	New policy		

## 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 8-11 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 about approved technical education and apprenticeships.<sup>1</sup>
- To understand how to make applications for technical courses.

## Management of provider access requests

### Procedure

A provider wishing to request access should contact our CIAG coordinator via our school office: Telephone: 016973 31234; Email: [office@solway.cumbria.sch.uk](mailto:office@solway.cumbria.sch.uk)

## 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:

Year Group	Opportunities
8	Careers assembly
9	Careers assembly
10	Careers assembly
11	Careers assembly, World of Work day

Please speak to our CIAG Coordinator to identify the most suitable opportunity for you. Once an opportunity has been identified and confirmed, the CIAG Coordinator will then brief the person(s) visiting school, about any necessary safeguarding procedures, prior to the visit.

## Premises and facilities

The school will make the main hall, classrooms or other suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available Audio Visual (AV) and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Head of Key Stage 4 or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is within our Library. The Resource centre is available to all students at lunch and break times.

<sup>1</sup> In this section this means a qualification approved under section A2DA of the Apprenticeships, Skills, Children and Learning Act 2009. See page 10 of the Careers guidance<sup>3</sup> and access for education and training providers document, January 2018.