

Manor Academy Provider Access Policy

Introduction

This policy statement sets out Manor Academy's arrangements for managing the access of providers to pupils at the school for the purpose 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 7-13 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, 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:

Andrew Evans- Careers Advisor – aevans@twocountiestrust.co.uk

Martin Cooper – SLT link (CEIAG) cooperm@themanor.notts.ac.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 pupils and/or their parents:

- Assemblies
- Career Insight Talks
- Workshops
- Attendance at events: Progress Review Evenings, Careers/Apprenticeship Fair

Please speak to our named Careers Leader Andrew Evans or Martin Cooper (SLT) to identify the most suitable opportunity for you.

The Manor Academy's policy on safeguarding sets out the schools approach to allowing providers into school as visitors to talk to our students. The school policy on safeguarding can be found on our school website [Manor Academy Policies and Procedures » The Manor Academy](#)

Premises and facilities

The school 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 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 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 managed by the Careers Leader. The Resource Centre is available to all students at lunch and break times.

Approval and review

Approved *July 2021* by Governors at Curriculum and Standards Committee

Next review: *July 2022*

Signed:



Chair of Governors



Head teacher