



HOLY FAMILY CATHOLIC SCHOOL & SIXTH FORM
Careers Provider Access Policy Statement

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Signatures:

Head Teacher	Mrs Laws
Chair of Governors	

Introduction

This policy statement sets out Holy Family Catholic School & 6th Form's arrangements for managing the access of providers to students at our school. The aim of this is for providers to have the opportunity to give information to students about their education or training offer. This complies with our legal obligations under Section 42B of the Education Act 1997.

<https://www.legislation.gov.uk/ukpga/1997/44/section/42A>

Pupil Entitlement

All students from years 7 to 13 are entitled to:

- finding 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.
- hearing from a range of local providers about the opportunities they offer, including technical education and apprenticeships - through options events, assemblies and group discussions and taster events, live / pre-recorded face to face or online talks.
- taking part in virtual work experience and 2 week face to face work placement.
- understanding how to make applications for the full range of academic and technical courses.
- benefiting from Impartial Advice and Guidance opportunities, available to them through our qualified careers advisor. This guarantees that all students will have at least up to 2 one to one careers meetings before year 13.

Management of provider access requests

Procedure:

A provider wishing to request access should complete the visit request form which can be found here - [link of Google form](#) - or contact José Fidegnon, Assistant Headteacher, our Careers Leader in the first instance via email on office@holyfamily.waltham.sch.uk or j.fidegnonedoh@holyfamily.waltham.sch.uk

Opportunities for access:

Several events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

We are always actively looking to secure partnerships, work experience placements and talks from outside agencies to broaden our students' horizons.

We believe that it is essential that all our students have meaningful exposure to businesses and employers to enhance their understanding of potential career routes when leaving school.

These are the events and services we offer which enable you to speak to pupils and/or their parents/carers.

Please complete the form below, writing a brief message outlining why you wish to work with our school, what you could offer our students and how we as a school can support you.

[Google form here](#)

Granting and Refusing

The school will always try to provide access wherever possible.

Access to students may be granted / refused based on the following criteria:

- The needs of the students
- The needs of the curriculum
- Timing of request (e.g. not during busing exam / assessment periods)
- Timing of the School Day
- Nature of request from the provider
- Number of requests received from providers
- Number of requests received for a particular cohort of students
- Quality of previous interactions with our students

Each access request will be considered on a case-by-case basis. The decision to grant or deny access to students will be made by the Headteacher.

- **Careers Fairs**
Our careers fair is a great way for you to meet hundreds of interested HFCS students. This will take place annually once we get enough providers.
- **Careers Cafés**
A Careers Café session allows you to reserve a semi-private area of our 6th form student area or around the careers hub area on the Wiseman site where you can facilitate one-to-one or group student activities, either on a drop-in or pre-selected basis.
- **Bespoke presentations**
These allow you to deliver presentations and speak to a large body of students in either an assembly time slot (15-20 minutes) or one hour lesson slot.
- **Employer-led skills seminars/workshops**
Careers seminars give you a chance to develop the careers education of HFCS students by teaching them application and interview skills or providing insights about a particular industry. It is free to run a seminar for HFCS.
- **List your event on our careers google classroom.**
You can list your own career-related events on our student event system for free.

Safeguarding

Our Safeguarding and Child Protection Policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

Please ensure that this policy is accessed and read before requesting access. This policy can be found on the school's website.

Parents and Carers

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

Premises and facilities

The school will make the main hall, the LRCs on both sites, classrooms and private meeting rooms available as appropriate to each individual activity. The school will make any necessary equipment available e.g. internet access, projectors in order for the provider to be able to carry out their presentations. Individual requirements for events will be discussed with the provider in advance of each event with either the Careers Leader or the relevant member of staff.

Providers are welcome to leave a copy/copy of their prospectus or other relevant course literature with the relevant member of staff at school.

Complaints Procedure

Any complaints about this policy should be raised in first instance to Mr J Fidegnon, email: j.fidegnonedoh@holyfamily.waltham.sch.uk

J. Fidegnon will raise the complaint to Mrs C. Laws, Headteacher