



Reading School

Education and Training Provider Access - Policy Statement

Introduction

This policy statement sets out the school'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.

Pupil Entitlement

All pupils in years 8-11 are entitled:

- To find out about academic, professional and technical education qualifications, and apprenticeships/traineeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point (Year 9 options and Post 16)
- To hear from a range of local providers (including: colleges, employers, training providers and local authority) about the opportunities they offer through options events, master classes, assemblies, curriculum in context classes, taster events and extra-curricular events
- To understand how to make applications for the full range of academic, professional and technical courses, and apprenticeships/traineeships

Management of provider access requests

Procedure

A provider wishing to request access should contact:

Clare Desai (Careers Adviser and Work Experience Co-ordinator) Tel: 0118 9015600 (ext. 240)

Email: careers@reading-school.co.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/carers:

Year	Michaelmas Term	Lent Term	Summer Term
8	FLOREAT PSHE Options Choices	FLOREAT	FLOREAT
9	FLOREAT Careers Assembly	FLOREAT Careers Convention	FLOREAT PSHE Careers Year 9 Enrichment Week
10	FLOREAT Inspire Lectures Careers Assembly Careers Group Works	FLOREAT Inspire Lectures Careers Convention Careers Group Works	FLOREAT Inspire Lectures Careers Group Works
11	Inspire Lectures PSHE Career Pathways Careers Group Works	Inspire Lectures Careers Convention PSHE Career Pathways Careers Group Works	Inspire Lectures Careers Group Works
12	Inspire Lectures Careers Group Works	Inspire Lectures Careers Convention Careers Group Works	Inspire Lectures Work Placement Week Careers Group Works
13	Inspire Lectures Careers Group Works	Inspire Lectures Careers Group Works	Inspire Lectures Careers Group Works

Please speak to our Careers and Work Experience Co-ordinator to identify the most suitable opportunity for you.

Premises and facilities

- The school will make the school 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. All IT requests will be processed in accordance with the School's IT policy and will be agreed through the IT department staff
- Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Learning Resource Centre, in the Careers Section which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times. Please address all Careers Information to Mrs. C. Desai. Careers Adviser

Approval and review

Approved by Curriculum and Standards Committee of the Governing Body on 4th March 2019

Next review: March 2021