

**Co-op Academy  
Stoke-on-Trent: Provider  
Access Policy  
2019/20**



Co-op Academy  
Stoke-on-Trent

Review Date: September 2020

## **Introduction**

This policy statement sets out the 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 Academy's legal obligations under Section 42B of the Education Act 1997.

## **Pupil entitlement**

All pupils in years 8-13 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 events, 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:

Miss M Cunningham, Head of Student Services.

Email: [mcunningham1@cas.coop](mailto:mcunningham1@cas.coop)

Telephone Number: 01782 882300

## **Opportunities for access**

A number of events, integrated into the Academy careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. An overview is shown below. Please refer to the Academy website which details the dates of key events under the CEIAG section, which is kept up to date.

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 7</b>	<p>Assembly and tutor group opportunities</p> <p>Collapsed timetable day for PSHE input</p>	<p>Assembly and tutor group opportunities</p> <p>Collapsed timetable day for PSHE input</p>	<p>Assembly and tutor group opportunities</p>
<b>Year 8</b>	<p>Assembly and tutor group opportunities</p> <p>Collapsed timetable day for PSHE input</p>	<p>Assembly and tutor group opportunities</p> <p>Collapsed timetable day for PSHE input</p>	<p>Assembly and tutor group opportunities</p>
<b>Year 9</b>	<p>Assembly and tutor group opportunities</p> <p>Collapsed timetable day for PSHE input</p>	<p>Assembly and tutor group opportunities</p> <p>Collapsed timetable day for PSHE input</p> <p>KS4 options event</p> <p>Employer event for students- market stall event giving overview of local, regional and national opportunities and skills requirement</p> <p>Character Education. This will involve a set number of sessions around Careers including but not limited to rights at work, challenging stereotypes and aspirations.</p>	<p>Assembly and tutor group opportunities</p>
<b>Year 10</b>	<p>Assembly and tutor group opportunities</p> <p>Collapsed timetable day for PSHE input</p> <p>Work Placement Opportunities</p>	<p>Assembly and tutor group opportunities</p> <p>Collapsed timetable day for PSHE input</p> <p>Work Placement Opportunities</p>	<p>Assembly and tutor group opportunities</p> <p>Technical/vocational tasters at local college/s</p> <p>Work Placement</p>

		Meetings with careers professional	Opportunities
<b>Year 11</b>	<p>Assembly and tutor group opportunities</p> <p>Collapsed timetable day for PSHE input</p> <p>Post 16 provider open evenings: opportunities to visit local Further Education and sixth form colleges, schools and other training providers regarding A level, Applied General, technical and vocational and apprenticeships</p> <p>Employer/Training provider/Higher Education provider event for students - market stall event giving overview of local, regional and national opportunities and skills requirement</p> <p>Mock Interviews</p> <p>Meetings with careers professional</p>	<p>Assembly and tutor group opportunities</p> <p>Collapsed timetable day for PSHE input</p> <p>Post-16 Applications - lunchtime sessions</p> <p>Meetings with careers professional</p> <p>Post- 16 interviews</p>	<p>Confirmation of post 16 education destinations for all pupils</p>

### **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 the Projectors and other specialist equipment to support provider presentations.

This will all be discussed and agreed in advance of the visit with the Head of Student Services or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the the Learning Resource Centre, which is managed by the Academy librarian. The Learning Resource Centre is available to all students at lunch and break times.

### **Approval and review**

Approved January 2019 by Governors

Next review: September 2019

Signed:

Mr. D Robertson - Chair of Governors

Mr. N. Lowry - Head teacher