



Wren Spinney School

Provider Access Policy



About this document:

Purpose

This policy statement sets out the school's arrangements for managing the access of providers to 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.

Complied by: Anna Kirkland and Joshua Gershwin – Williams	Date: March 2025
Committee: LGB	Date agreed by Trustees:
Review Cycle: annually	Review Date: March 2026

Wellbeing in our Trust

We are all affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone's responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

The Trustees of Creating Tomorrow take the health and wellbeing of all employees seriously and are committed to supporting our staff. The Trustees ensure that support for staff is available through:

- Effective line management
- Commitment to reducing workload
- Supportive and professional working environments
- Employee support programs
 - Health Assure (confidential counselling support available through Perkbox account).
 - Education Support: telephone number 08000 562561 or website www.educationsupport.org.uk

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1. Intent and Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:

- Procedures in relation to requests for access.
- The grounds for granting and refusing requests for access.
- Details of premises or facilities to be provided to a person who is given access.

2. Legislation and Statutory Guidance

All students in years 8 to 13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers program 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.

For students of compulsory school age, these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase' (years 8 to 9) and two encounters for students during the 'second key phase' (years 10 to 11). For students in the 'third key phase' (years 12 to 13), particularly those that have not yet decided on their next steps, two more provider encounters are available during this period, which is optional for students to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers.
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and students from the provider)
- answer questions from students

3. Procedures

A provider wishing to request access should contact the school Careers Leader on [01536 481939](tel:01536481939). Further contact Information can be found on the school website, www.wrenspinney.co.uk.

4. Roles and Responsibilities

Providers are to contact the school Career's Leader to arrange an appropriate time and to plan to meet with students.

The careers leader will be responsible for management and the differentiation of the resources to make them accessible to all students.

Visitors to the site will be responsible for following the school safeguarding procedures in line with Wren Spinney School's policy for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

5. Meaningful provider encounters

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students using the [Making it a meaningful checklist](#).

Meaningful online engagement is also an option, and we are open to providers that can provide live online engagement with our students.

At Wren Spinney School we are passionate about making this happen in a creative and meaningful way. We recognise the benefit of bringing industry to life and make it accessible to all. We encourage and welcome ideas on how this can happen.

6. Current providers

In the most recent academic year, we have been fortunate to be able to invite a number of different speakers and organisations to help inspire our students. We actively seek organisations from a variety of different industries and settings to provide a meaningful and insightful experience for learners. We have run successful transition events as an opportunity for multiple providers to engage with learners and parents.

7. Destinations of students

At the end of the 2023-24 academic year our year 11, students transitioned to our sixth-form provision in Wren Spinney School.

At the end of the 2023-24 academic year our year 13 students moved to adult social care providers in the local area after school.

8. Procedure

A provider wishing to request access should contact the school Careers Leader on 01536 481939.

9. Opportunities for access

The school offers the six provider encounters required by law (marked in bold text) and several additional events, integrated into the school careers programme. The school will offer providers an opportunity to visit school to speak to students and families. The school are flexible and open to suggestions on how these engagements can take place. The school has a timetable of events taking place throughout the school year, but are flexible when working with organisations, so please reach out if you would like to establish a more appropriate time.

Please speak to our Careers Leader to identify your most suitable opportunity.

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Activities (If meaningful)	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Enterprise (business/social action project)							
Career guidance input/ Vocational profiling							
Apprenticeship Awareness including inclusive apprenticeships/ supported internships and traineeships							
Community Independence							
Further education provider visits and workshops							
External work experience							
Internal work experience							
Social care awareness and support							
Industry workplace visits							
Travel Training							
Volunteering							
National Careers Week							
Annual review							
Transition Support							

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10. Premises and facilities

The school will make appropriate facilities including the main hall, classrooms, or private meeting rooms available for discussions between the provider and students. The school will also make available any equipment required to support provider presentations. This will all be discussed and agreed upon in advance of the visit with the Careers Leader or a member of the school team.

Meaningful online engagement is also an option, and we are open to providers that can provide live online engagement with our students.

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

11. Links to other policies

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy

12. Monitoring Arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by the schools Careers Leader

This policy will be reviewed by the headteacher annually.

At every review, the policy will be approved by the governing board.

Any complaints with regards to providing access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk