



Westminster City School
55 Palace Street
London
SW1E 5HJ

PROVIDER ACCESS POLICY STATEMENT

Author	Gary Zawadzki
Staff member/ SLT Link	Chris Rees
Last reviewed	November 2018
Next reviewed	November 2019
Required to publish on website?	Yes
Statutory	Yes

1. Context

1.1 Westminster City School's Careers Advice and Guidance provision is guided by the DfE's Statutory Guidance document: "Careers guidance and access for education and training providers", January 2018. Page 9 of this guidance stipulates that "every school must publish a policy statement setting out their arrangements for provider access and ensure that it is followed."

1.2 This guidance can be found here:

www.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careersguidance_and_access_for_education_and_training_providers.pdf

1.3 As such, here Westminster City School ("the School") sets out its Provider Access Policy Statement. This 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.

2. Pupil entitlement

2.1 In line with the DfE Guidance, the School knows that 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.

3. Management of provider access requests:

3.1 Providers of Technical Education and Apprenticeships or Employers/ organisations wanting to visit students at St Marylebone School for careers education purposes should contact the

Assistant Headteacher responsible for line-management of the Careers Programme:

c.rees@wcsch.com

3.2 It is also helpful to copy the relevant subject specific careers leads:

Banking & finance - Gary Zawadzki - g.zawadzki@wcsch.com

STEM - Aba Adebajo - a.adebanjo@wcsch.com

3.3 All requests for access to students during school time will be considered within in the existing careers timetable and calendar in that academic year.

3.4 Providers are welcome to leave a copy of their prospectus or other relevant course literature. This should be addressed to Chris Rees. Copies will be left in the Sixth Form Study Suite and placed on appropriate notice boards

4. Careers Calendar

4.1 The following planned activities help prepare students for key transitions and decisions in their education. These are timely opportunities for external organisations to have an audience in school with pupils. It is advisable for external organisations to get in touch at least one term (six weeks) ahead of any planned activities so that a visit can be coordinated effectively. Generally, the preparatory careers education takes place at the following times for each year group:

- Year 11 - Lent Term 3 - Careers guidance interviews
- Year 8 & 11 - Lent Term 4 - Careers Fayre
- Year 12 - Trinity Term 5 - Careers guidance interviews

4.2 On agreeing a visit, the School provides all relevant logistical information. A request may be declined if it isn't deemed to be in students' interests, doesn't fit with the existing time frames of planned activities for that year or if it is duplicating information students have already received from external organisations that year or relatively recently.

5. Other relevant documents or policies

- Careers Education, Information, Advice and Guidance Policy, 2016
- Careers guidance and access for education and training providers: statutory guidance for governing bodies, school leaders and school staff (DfE, 2018)