



# Archbishop Holgate's School

A Church of England Academy

## Provider Access Policy

*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*

**Approval Date:** September 2021

**Next Review Date:** September 2022

**Member of staff responsible:**

Mr N Avery (Assistant Head: Student Support and Careers Lead)

Miss S Robinson (Careers Advisor)

Archbishop Holgate's School is committed to developing to the full, the potential of each member of the school community, within the context set by its mission, its strategic aims, and its Christian values as a Church of England Academy.

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## **Vision and Values of Archbishop Holgate's School**

As a Church of England school we strive to ensure that all of our young people are cared for, given every opportunity to develop through academic study, to grow personally and spiritually and to live into being those Values we hold dear in our community and in wider society. Our role as a Church school is to help nurture both academic excellence and to help shape young people who can make a significant contribution to the community they serve. Key to this is a clear recognition that all students have individual gifts and talents and with support every young person can flourish. Archbishop Holgate's School is distinctive and effective as a Church of England school because our Christian vision and values are very explicit and drive all areas of school life. Our Vision is one which combines Values, Care and Achievement.

### **"A threefold cord is not easily broken." Ecclesiastes 4:12**

Through this vision we seek to be a Church of England School which is deeply Christian. As such, the three themes of our vision, Values, Care and Achievement are deliberately expressed in that order, our distinct Christian Values help ensure that every child is cared for as an individual and this in turn will help them to succeed academically.

Our school values of ***Justice, Compassion, Forgiveness*** and ***Trust*** have been embedded across our school community and permeate all areas of school life.

### **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 8-13 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**

A provider wishing to request access should contact *Nick Avery, Careers Lead, 01904 411341 or at [navery@ahs.pmat.academy](mailto:navery@ahs.pmat.academy)*

## 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 Group	Provision
Year 7	<ul style="list-style-type: none"> <li>• STEM Day – Nestle, IEC, Rolls Royce, FERA, Portakabin, NYBEP</li> <li>• Disadvantaged student mentoring</li> <li>• Parent information booklet</li> <li>• Form time programme that covers decision making, consequences, saving, budgeting, role of work in society and range of jobs available</li> <li>• Access to Careers information through the student Hub.</li> <li>• Careers in the News – Each Week</li> <li>• Guest Speakers in Assembly</li> <li>• Brilliant Club</li> </ul>
Year 8	<ul style="list-style-type: none"> <li>• The Real Game enrichment day</li> <li>• Business studies trading game</li> <li>• 1:1 IAG interviews for guidance with options choices</li> <li>• Options assembly</li> <li>• Mentoring of disadvantaged students</li> <li>• External Enterprise assembly</li> <li>• York University assembly</li> <li>• Careers in the News – Each Week</li> <li>• Guest Speakers in Assembly</li> <li>• Brilliant Club</li> </ul>
Year 9	<ul style="list-style-type: none"> <li>• Industry day</li> <li>• Green Apples programme</li> <li>• Job Centre Plus initiative</li> <li>• National Career Advice website</li> <li>• York University assembly</li> <li>• Careers in the News – Each Week</li> <li>• Guest Speakers in Assembly</li> <li>• NYBEP Employability Skills Presentation</li> <li>• Local Job Market Information Presentation</li> <li>• Preparation for Work Experience Presentation</li> <li>• Brilliant Club</li> </ul>
Year 10	<ul style="list-style-type: none"> <li>• Preparation for Work Experience –assembly, parents evening, careers interviews and 1:1 support</li> <li>• Work experience (2 weeks) and WEX evaluation</li> <li>• Green Apples programme</li> <li>• Assemblies highlighting different careers – Drax, FERA, focus on STEM opportunities</li> <li>• Careers Fayre – St John’s Ambulance, NHS, Engineers and law firms, Police, Fire Service, Lloyds Bank, IT hairdressing</li> <li>• Health and Safety Workshop</li> <li>• Careers Enrichment Day</li> <li>• Guest Speakers in Assembly</li> <li>• NYBEP Employability Skills Presentation</li> <li>• Local Job Market Information Presentation</li> <li>• Preparation for Work Experience Presentation</li> <li>• Brilliant Club</li> </ul>

Year 11	<ul style="list-style-type: none"> <li>• York College attendance at Open Evening and results day</li> <li>• Bishop Burton attendance at Open evening</li> <li>• Apprenticeship assembly</li> <li>• Apprenticeship fair</li> <li>• LA mentors</li> <li>• IAG assemblies</li> <li>• Weekly apprenticeship bulletin</li> <li>• York College Taster Days</li> <li>• IAG meetings</li> <li>• 1:1 meetings with L6 careers advisor</li> <li>• Green Apples</li> <li>• Widening Participation</li> <li>• Brilliant Club</li> </ul>

Please speak to our Careers Leader to identify the most suitable opportunity for you. We are able to support requests to attend weekly assemblies for year groups or at a range of enrichment days throughout the school year, providing that all requests work in compliance with our safeguarding policy.

### **Careers Provision during Covid 19**

#### **Risks to Careers Provision During Covid 19**

- *Students not having access to external speakers in school*
- *Students not having access to careers based trips such as Greenapples, Apprenticeship fairs and careers fairs.*
- *Students not being able to access employability skills*
- *Students being unable to take part in careers focused enrichment days.*
- *Students not having access to information regarding higher level apprenticeships*
- *Students not being able to take part in work experience*

#### ***How AHS overcame this:***

### **Careers**

We have worked very hard to keep the careers provision going during the last year, and have adapted provision in order to make sure students are still having access to career experiences.

Provision	Description of Provision	Alternative Provision during Covid 19
Y11 Careers Appointments	Students in Y11 receive one to one careers advice from a Level 6 careers advisor. This is to help them plan for their future following GCSE.	Student will be offered the opportunity to book a remote careers appointment with David Keeton and Sarah Robinson. Parents will be encouraged to join their child in the meeting. This proved successful last year during lockdown and will continue this term.
Y7 STEM Day	All students in y7 receive talks from companies, employers and workers in STEM industries. Students receive an assembly on career opportunities in STEM as the fastest growing employment sector.	Students will be able to access the assembly (fully narrated) and STEM careers resources in their careers Google Classroom. Students have been given a range of online tasks to complete, as well as a narrated assembly on Career opportunities in STEM. We were delighted to give the students access to Zoo Lab (all be it remotely). This is always a real crowd pleaser!
Y10 Careers Fair	Employers from across the city come in to speak to the students about carers pathways in their respective sectors.	Students were given information on apprenticeship and employment opportunities through the Careers Google Classroom and through parent bulletins.
Y10 Work Experience	Students spend time in the workplace across a two week period.	NYBEP gave an independent talk to students in Y8,9 and 10 regarding local job market information and key employability skills.
Y11 Employability Skills	Representatives from NYBEP come into school to teach disadvantaged students about the key employability skills such as communication, reliability and team work.	Provision was provided by NYBEP for students through Google Classroom. This was encouraged and promoted through the school careers department with a pleasing uptake.
Apprenticeship Week	Students receive information in relevant lessons about Apprenticeship opportunities with a focus on higher level apprenticeships after A-level. Guests speakers in school and one to one meetings for interested students.	Pre-recorded assemblies by guest speakers were provided on Google Classroom for students. Information put together by Rb to be sent home for parents and students to look through.
Careers Week	Students receive information in relevant lessons about Careers opportunities linked to local job market information. Guests speakers in school and one to one meetings for interested students.	Pre-recorded assemblies by guest speakers were provided on Google Classroom for students. Information put together by Rb to be sent home for parents and students to look through.
NCW (National Careers Week)	A range of external speakers come to school to discuss career opportunities, including standard and higher level apprenticeships. There is a focus in lessons and assemblies in order to get students to think about their future.	Resources have been made available to all students for NCW. This year the resources have been uploaded to the careers google classroom, for students to work through at their leisure. Parents have also been informed, in an effort to get more collaborative thinking about career opportunities.

### **Careers (Recovery)**

1. In the Enrichment week of the summer term, students in Y9 and Y10 spent half a day working on Key employability skills that will aid them when they enter the world of work. We are delighted to have secured the expertise of NYBEP, who have agreed to run the day for us. The students will work in groups in the hall, and will have access to short courses on:
  - The digital footprint (how online behaviour can affect future opportunities)
  - How to break the ice and communicate effectively
  - Professionalism and what this looks like at work
  - Interview Technique

- Writing CV's
  - Local Job Market Information
2. The Y8 trading game also ran in the summer term, giving students the opportunity to learn about a wide range of careers. This will be run by experts from NYBEP and supported by AHS staff.
  3. The Y11 transition plan had a very clear careers focus, to help the students establish their next steps. This is very important as many have not had the usual transition experiences due to schools and colleges being closed. Through this plan students were taught interview and employability skills, as well as an opportunity for 'drop in' sessions with careers advisor Sarah Robinson should they have any queries about their course choices or future options.

### **Premises and facilities**

The school will make the main 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 any 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.

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

### **Safeguarding**

All visitors are expected to follow the schools safeguarding procedures and policies. Please see our Safeguarding policy on the schools website for full details. We strongly encourage all visitors who have valid DBS to bring it with them whenever visiting the school.

### **Approval and review**

Approved *[date]* by Governors at Curriculum Committee

Next review: *[date]*

Signed: *[name]* Chair of Governors *[name]* Head teacher