

Highcliffe School

Provider Access Policy

Student Entitlement

Students 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 evenings, 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 Simon Hallam, Careers Leader, Director of CEIAG & EPD. Telephone 01425 273 381 ext email shallam@highcliffeschool.com or Claire Wilson, Careers Adviser. Telephone 01425 273 381 ext 239 email cwilson@highcliffeschool.com.

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers the opportunity to come into school and speak to pupils and/or their parents.

Open Evening – 27th September 2018 – 5.30pm – 8pm

6th form Open Evening – 11th October 2018 - 5.30pm – 8pm

Year 9 Progression Evening – 6th March 2019 - 4.30pm – 6.30pm

Year 11 Parents Evening – 17th January 2019 – 4.30pm – 7pm

Careers Fair – 2019/2020 – to be confirmed

Please speak to Simon Hallam or Claire Wilson to identify a suitable opportunity for you.

The school policy on safeguarding ([link](#)) sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and the students, as appropriate to the activity. The school will also make available AV and try to accommodate other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with a member of the careers team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature either in our Main Library or Sixth Form study area. Both areas are available to students at break and lunchtimes.