

# Woodfield School



Providers Access Policy

2022



**Policy Review History**

<b>Date Adopted / Reviewed</b>	<b>Version</b>	<b>Author</b>	<b>Approved by Resources Committee</b>	<b>Approved by Full Governing Body</b>	<b>Review Date placed on FGB Agenda</b>
July 2019	1.0	A Markanday			
Feb 2022	2.0	DWO/SDE/CPA			

## Contents

Woodfield School: Provider Access Policy .....	4
Pupil Entitlement in line with the Gatsby benchmarks .....	4
Management of provider access requests.....	4
Opportunities for access .....	5
Reasons for declining requests .....	8
Premises and facilities.....	8

## Woodfield School: Provider Access Policy

This policy statement sets out the school's arrangements for managing the access of providers to pupils at Woodfield 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 in line with the Gatsby benchmarks

All pupils in years 8 - 14 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme on offer throughout the school 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 Vocational courses.

### Management of provider access requests

A provider wishing to request access should contact

Deborah Wood  
Deputy Head Teacher,  
Telephone: 0300 303 0610;  
Email: [dwo@compasslp.co.uk](mailto:dwo@compasslp.co.uk)

Jacqueline Ashley  
Careers Advisor  
Email: [jas@compasslp.co.uk](mailto:jas@compasslp.co.uk)

Jerry Meldrum  
Careers Governor  
Email: [jme@compasslp.co.uk](mailto:jme@compasslp.co.uk)

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[sde@compasslp.co.uk](mailto:sde@compasslp.co.uk)

Chetna Patel  
Vocational Educational Lead – Whole school  
[cpa@compasslp.co.uk](mailto:cpa@compasslp.co.uk)

## 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:

<p><b>Available to all year groups</b>  <b>Year 7</b>  <b>Year 8</b>  <b>Year 9</b></p>	<ul style="list-style-type: none"> <li>• Assembly and tutor group opportunities</li> <li>• World Book Day in March</li> <li>• Compass audit completed every term</li> <li>• Assembly and tutor group opportunities</li> <li>• All pupils take part in an enterprise model throughout the year- Christmas / Summer Fair – Enterprise</li> <li>• Online enterprise sales for Spring Term</li> <li>• Workshops by people from the world of work – making links with parents to inform pupils about their career paths. For example – nurse – this will be ongoing throughout the year</li> <li>• Careers theoretical lessons for pathway 2 have been embedded in the curriculum based from the CDI framework</li> <li>• Essential skills as outlined by skills builder is being embedded throughout the curriculum.</li> <li>• Careers advisor from Prospects – interviews year 9 pupils to look at their aspirations to offer pupil led vocational offers</li> <li>• PFA portfolio that captures pupils and family’s aspirations for the future was piloted with some year 9 pupils.</li> <li>• All pupils are working on essential skills as laid down by skills builder</li> </ul>
<p><b>KS4 / 5</b></p>	<ul style="list-style-type: none"> <li>• Assembly on essential skills from skills builder and tutor group opportunities</li> <li>• The entire curriculum is based around themes from the CDI framework - for example workshops on Supported Internships, jobs that are available out there, types of businesses in the local market, etc.</li> <li>• Compass audit completed every term</li> <li>• Essential skills as outlined by skills builder is being embedded throughout the curriculum.</li> <li>• Essential skills outlined by Skills builder are being embedded within the assessment system</li> <li>• Reflective logs to be used by pupils to be trialled in the summer term</li> <li>• Assemblies from NCS</li> </ul>

- Writing CVs / and mock interviews with SLT / Business managers / HR / Finance / Careers advisor from prospects
- Interviews were followed by personalised feedback
- Online enterprise sales for Spring Term
- Christmas / Summer Fair – Enterprise
- Work experience groups in school / farm / in the community
- Parent/carer events on alternatives to sixth form – Colleges have given presentations about their offers
- Parent visits organised to the different colleges
- Careers Advisor supports pupils and parents with college applications. She interviews pupils about their aspirations – this is also captured by the class teachers on the PfA portfolio
- Supported internship / Apprenticeship options and workshops by external providers
- Planned careers and PfA week (March) – workshops delivered by prospects (Supported internship / Apprenticeship options), Department of Works and Pensions (reasonable benefits and adjustments), people from local businesses (nurse, open reach -BT, hairdresser, enterprise advisor)
- Planned workshops for parents for the following - workshops delivered by prospects (Supported internship / Apprenticeship options), Department of Works and Pensions (reasonable benefits and adjustments),
- Newsletter informs parents about careers opportunities such as branching out event held by Prospects.
- Workshops will be delivered by skills builder in the summer term for the parents on how to embed and assess essential skills in life outside school.
- Planned for summer term – Future First to deliver workshop to showcase alumni leavers / destinations and challenges
- Continue to explore work experience opportunities within the community. For example – SCS Railways work experience to be implemented in the summer term

***KS5 vocational offer is broader than that of KS4***

## Careers Education

Careers	Enterprise Model	Work experience
<p>PW 2 &amp;3: Theoretical aspects from CDI framework.</p> <p>PW 1: Skills from CDI are embedded cross curricular.</p>	<p>All pathways run an Enterprise. These are chosen by the tutor based on the pupil needs.</p> <p>PW 1: Focusses on Social, communication, cognition and Life skills.</p> <p>PW 2 and 3: Focus on collaboration, Leadership, Enterprise and accounting skills.</p>	<p>Is mapped to individual pupil's aspirations and needs.</p> <ol style="list-style-type: none"> <li>1. In-school work experience</li> <li>2. Community model work experience: At a farm.</li> <li>3. Community work experience.</li> </ol>

We aim to gradually move each student towards Independent Community work experience. Travel training is currently a part of Work Experience and Life skills.

In - School Work experience	
KS 4	KS 5
Health and Beauty	Health and Beauty
Catering : Woodfield	Catering : At TVS
Computing	Computing
	Librarian
	Music and Media
	Administration: Receptionist
	Sports Leadership.

Community Work experience - For KS 4 and 5.	
In the community	At a farm
Red Brick Café	Horticulture
<u>Sufra</u> Garden Centre	Animal Care
	Vehicle Maintenance
	Site Maintenance
	Eggs Business.

## Reasons for declining requests

The school reserves the right to decline requests for a number of reasons, including (but not restricted to) the following:

- if such attendance would provide an imbalanced view of available provision (e.g. several apprenticeship providers at an event and no colleges)
- if the provider's input would not be relevant to a particular event
- if the request is not timely (e.g. students have already heard from similar providers during the year, or if they are involved in end of year exams)
- if the information is not seen to be in the best interest of pupils (e.g. if the provider is promoting a 'hard-sell' of their provision, rather than enabling students to make an informed decision; or there are concerns about the ethics or quality of the provision).
- if the presentation is not inclusive or representative of the students that are being addressed.

In such cases, the Careers Leader (who supports the delivery of impartial Careers Education, Information, Advice and Guidance [CEIAG] across the school) would inform the provider of this decision and the reason why.

If the provider wishes to appeal this decision, they can contact the Careers Leader with responsibility for Careers & Employability at the school or the Head of the school. If the provider wishes to appeal the decision received, they should contact the Chair of Governors at the school.

## Premises and facilities

The school will make the careers hub, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other 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/Senior Leadership Team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the in the school reception, which is managed by the school receptionist or in the careers hub, which is managed by the school Career Leader and 'Prospects'. The Careers resources are available to all students at lunch and break times Monday – Wednesday.