

The Lakes School Careers Education Information Advice and Guidance Access Statement

Introduction

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

Student entitlement

All students in Years 8-13 are entitled:

1. 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;
2. 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;
3. 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 Mrs Donna Bell, Headteacher's PA, Telephone: 015394 40814 Email: donna.bell@lakes.cumbria.sch.uk. Mrs Bell will liaise with Mr R Griffiths, Head of Humanities and Careers regarding the request.

Providers will need to leave contact details and information regarding the nature of their request for access. All visitors to school have to provide details of the material and information they intend to provide as part of the school and national commitments to Safeguarding and the 'Prevent' strategies. Mrs Bell will liaise with Mr Griffiths regarding the content to be delivered. The provider will receive a return phone call or email to liaise over the access request from the person best placed to do so from within School.

Opportunities for access

Providers are welcome to leave a copy of their prospectus or other relevant course literature for the Careers section of the School Library, which is managed by the School Librarian. The Careers section of the Library is available to all students at lunch and break times.

The School has a planned careers programme, which encompasses opportunities for providers to come into school to speak to students and/or their parents/carers. For example:

Year 9 and 11 Options' Evenings, assemblies for various Year groups, employer visits and talks and enrichment days.

Premises and facilities: Depending on date and time negotiated, the School will make the main hall, classrooms or a meeting room available for discussions between the provider and students, as appropriate to the activity.

Where possible and appropriate, the School will make available audio-visual equipment to support provider presentations. Any audio-visual needs will need to be discussed and agreed in advance of the visit with the School.