

**Bedford High School**  
A Specialist Business and Enterprise College  
To Care To Learn To Achieve



## ACCESS POLICY

<b>School Address</b>	Manchester Road Leigh WN7 2LU
<b>School Contact Number</b>	01942 909009

### Document control

Date updated	April 2022
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Current author	Mrs J. Madden
Hard copies available from	HR, Facilities & Communications Manager
Date approved by the Chair of the Governing Body	

### Changes History

Version	Date	Description/Change	Page

## **Introduction**

This information 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**

Students attending Bedford High School are entitled to:

- Receive a stable careers programme from Year 7 that continues until they leave school
- Receive relevant careers guidance and have access to independent careers information and guidance, including labour market data where relevant.
- Receive personal advice that helps students to achieve their individual careers goal – whether this is Higher Education, an apprenticeship or employment.
- Support to develop the self-awareness and career management skills to prosper in HE and employment.
- Career activities during from time and PDE lesson covering options after school, the world of work, the job market and the skills needed for the future.
- The opportunity to relate what they learn in lessons to their life and career beyond school.
- The opportunity to talk through their careers and educational choices with staff including form tutors and the careers team.
- Support they need to make the right choices from Key Stage 4.
- Have the relevant knowledge to make realistic and achievable goals based on their own interests and skills, whilst taking into account local job market information and relevant entry requirements.
- Receive up-to-date information about careers and skill-development opportunities.
- Understand how different subjects help keep different options open.
- Have access to additional help, whether this need is generated from a change of decision, personal circumstances or additional needs.
- Have meaningful and helpful encounters with employers and other education providers; this could be done through visits, taster days, assemblies, talks and meetings at school.
- A meaningful encounter with a representative from the world of work through work experience in Year 10.
- To be asked their views about the service they have received to ensure that the service continues to meet the needs of the students.

## **Parent & Carer Information**

All parents are encouraged to keep up to date with our CEIAG programme through our website and from parent portal/careers page and up to date LMI information to help them to support their child to follow appropriate pathways.

Parents and Carers are entitled to have:

- Access to links to the National Careers Service information and other independent websites and resources via the school website.
- The opportunity to contact the independent careers advisor, careers lead and WRL coordinator.
- Access to information and guidance through Frog and parent information evenings including choosing options.

Young people do not make careers decisions in isolation and parents/carers can have a substantial impact, as well as a clear interest in the right outcomes for their young person. The school is keen to foster parental involvement in the careers programme, wherever possible.

A parent or student wishing to request additional support or information should contact:

Janet Madden – Careers Leader/Director of Learning  
Email: [j.madden@bedford.wigan.sch.uk](mailto:j.madden@bedford.wigan.sch.uk)

## **Management of provider access requests**

A provider wishing to request access should contact:

Mrs Birchall, Community and Work Related Learning Coordinator  
Telephone: 01942 909009, Email: [p.birchall@bedford.wigan.sch.uk](mailto:p.birchall@bedford.wigan.sch.uk)

## **Opportunities for access**

There are a number of events, integrated into the school careers programme. Our CEIAG calendar of events shows the most update information on our current offer.

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

- Career Fair
- Parents Evening
- Careers Week
- Form Activities
- Independent Careers Advice provided by Apiring Futures
- Assemblies
  - Mock Interviews
  - Aspiration Week
  - Enrichment Day

Please speak to our Community and Work Related Learning Coordinator to identify the most suitable opportunity for you and our students.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception.

Once a request has been accepted Mrs Birchall will liaise with the provider to organise finer details.

### **Granting and refusing access**

We will grant access requests that meet the following criteria:

- Requests from Ofsted registered 11-19 providers
- That are reasonable and do not impact on existing educational provision for our students.

### **Safeguarding**

Our safeguarding policy outlines the school's procedure for checking the identity and suitability of visitors. The policy can be found on the school website. Education and training providers will be expected to adhere to this policy.

### **Premises and facilities**

Anyone wishing to request access should contact the Careers Co-Ordinator to inform them of their needs. The school will make a suitable space available for discussion between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Co-Ordinator or a member of the Careers team.

### **Links to other policies**

This programme will raise aspirations, challenge stereotyping and actively promote equality and diversity.

This policy should be used in conjunction with:

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy

### **CEIAG Impact**

When monitoring the success of the careers programme, the school considers formal and informal measures, qualitative and quantitative data and hard and soft outcomes for students.

The Director of Learning evaluates the careers programme in a number of ways, including;

- Student feedback on their experiences of the careers programme and what they gained from it.

- Staff feedback on careers lessons, awareness weeks, mock interviews etc.
- Gathering informal feedback from external partners and from parents/carers.
- Quality assurance of form tutor time and guest speaker programme.
- Student destination data post 16 and post 18.
- School leavers and parents/carers are asked to give their consent to be contacted post-16 and for their continuing journeys to be tracked for three years.
- Students are invited to join the alumni network and to celebrate their future successes with current students.

The curriculum delivery of PDE is monitored by the T&L coordinator for PDE, in line with whole school quality assurance for teaching and learning procedures. This includes:

- Planning work scrutinies with student voice
- Learning walks
- Lesson monitoring/observations

**Next Review Period: April 2023**