**St Mary’s CE High School**

**ACCESS POLICY (For full policy see CEIAG Policy on the School website)**

**Introduction**

This policy statement sets out the School’s arrangements for managing the access of providers to 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:

* 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 a full range of academic and technical courses

**Management of provider access requests**

Procedure

A provider wishing to request access should contact:

Mrs Claire Scarisbrick, CEIAG Lead on 01992 629124, email admin@st‐maryshigh.herts.sch.uk (marked for the attention of the CEIAG Lead)

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 students and/or their parents/carers. (See Appendix 1 of SMHS Careers Education & Advice Policy)

**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 appropriate equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the CEIAG Lead. Appropriate resources will also be made available to students, should this be necessary.

Providers are welcome to leave a copy of their prospectus or other relevant documents/ materials, marked for the attention of the CEIAG Lead.