St Paul's Way School Provider Access Policy

Title:	Provider Access Policy
Procedure Code:	
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Approval Committee:	Full Governing Body
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Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Document Edition	Section	Details of change
Jan 2026	Opportunities for Pupil Entitlement & Access	Updated to reflect changes in academic year of 2025-26
Jan 2025	Opportunities for Pupil Entitlement & Access	Updated Assembly programme to reflect changes in academic year of 2024-25
Jan 2024	Opportunities for Pupil Entitlement & Access	Updated to reflect changes in academic year of 2023-24
Sept 2022	All	Update to reflect changes in legislation – Baker Clause (Provider access legislation)

Policy Aim and Ethos

This policy statement sets out St Paul's Way Trust School's arrangements for managing the access of providers to pupils 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. This policy exists as an extension of St Paul's Way Trust School's Careers Education Information Advice and Guidance (CEIAG) Policy.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

Pupil Entitlement

All pupils in years 7-13 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;

• Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, tutor programmes, assemblies, group discussions and taster events;

• Understand how to make applications for the full range of academic and technical courses.

Management of provider access requests.

All pupils at St Paul's Way Trust School have a range of opportunities to learn about alternative routes to employment including technical qualifications and apprenticeships through the taught curriculum and extra-curricular activities and events. Between Years 8 and 13, there will be six encounter opportunities for students to engage with a provider of approved technical education qualifications or apprenticeships. St Paul's Way Trust School's careers team welcomes providers to visit the school during the opportunities for access provided below to share information on their offer.

Opportunities for Access

A number of key events, integrated into St Paul's Way Trust School's careers programme, will offer providers an opportunity to come into the school to speak to pupils and/or their parents/carers.

Year Group Focus	Autumn Term	Spring Term	Summer Term
Year 7 Introduction to Careers	✓ Assemblies ✓ Introduction to CEIAG and the future ✓ Identifying key skills, expressing yourself and understanding careers ✓ Parent Careers Week	✓ Assemblies ✓ National Careers/ Apprenticeship Week ✓ World Book Day	✓ Science Summer School (STEM) ✓ Assemblies ✓ Careers Fair
Year 8 Exploring Careers	✓ Assemblies ✓ Parent Careers Week	✓ Assemblies ✓ National Careers/ Apprenticeship Week ✓ World Book Day	✓ Science Summer School (STEM) ✓ Assemblies ✓ Careers Fair ✓ Pathways ✓ Curriculum Enhancement Experience (Trip day)
Year 9 Pathways and Opportunities	✓ Pathways & GCSE Options ✓ Assemblies ✓ Parent Careers Week	✓ Assemblies ✓ National Careers/ Apprenticeship Week ✓ World Book Day	✓ Science Summer School (STEM) ✓ Assemblies ✓ Curriculum Enhancement Experience (Trip day)
Year 10 Understanding the World of Work	✓ Assemblies ✓ Parent Careers Week	✓ Work Experience Week ✓ National Careers/ Apprenticeship Week ✓ Assemblies ✓ World Book Day ✓ Curriculum Enhancement Experience (Trip day)	✓ Post-16 Preparation Programme ✓ Science Summer School (STEM) ✓ Assemblies ✓ Careers Fair
Year 11 Post-16 Destinations	✓ Post-16 Advice and Guidance ✓ Mock Interviews ✓ Assemblies ✓ Parent Careers Week	✓ National Careers/ Apprenticeship Week ✓ Post-16 Advice and Guidance ✓ Assemblies ✓ World Book Day ✓ Curriculum	**Study Leave and Exams Period**
		Enhancement Experience (Trip day) ✓ CV surgeries	

Year 12 Exploring Post-18 Options	✓ Assemblies ✓ Parent Careers Week ✓ CV Surgeries ✓ Intro to Apprenticeships: Tutor Programme	✓ National Careers/ Apprenticeship Week ✓ Work Experience Week ✓ Assemblies ✓ World Book Day ✓ CV Surgeries ✓ Curriculum Enhancement Experience (Trip day)	✓ Science Summer School (STEM) ✓ Assemblies ✓ CV Surgeries
Year 13 Post-18/Higher Education	✓ Post-18 Advice & Guidance ✓ Mock Interviews ✓ Personal Statement support ✓ Assemblies ✓ Parent Careers Week	✓ National Careers/ Apprenticeship Week ✓ Mock Interviews ✓ Assemblies ✓ World Book Day ✓ Careers Podcast ✓ Curriculum Enhancemen Experience (Trip day)	**Study Leave and Exams Period**

Please note that this is not an exhaustive list and the Careers Education and Guidance Manager is open to discussing potential opportunities for access in partnership with providers.

A provider wishing to request access should contact:
Kawtar El Ouaraini, Careers Education and Guidance Manager
Telephone: 0207 987 1883 ext. 1131
Email: kawtarelouaraini@spwt.net

Provider access will be granted for assemblies provided that there is still availability. The weekly schedule for assemblies, including year groups, is outlined below:

Day	Timie	Assembly
Monday	1:05-1:30	Year 13 Assembly
Tuesday	12:30-12.55	Year 7 Assembly
	1:05-1:30	Year 12 Assembly
Wednesday	12:30-12.55	Year 8 Assembly
	1:05-1:30	Year 10 Assembly
Thursday	12:30-12.55	Year 9 Assembly
	1:05-1:30	Year 11 Assembly
Friday	12:30-12.55	No assemblies

Dates for additional access for ad hoc workshops and events are coordinated by the CEIAG Manager, in collaboration with year teams and faculties.

Premises and Facilities

All assemblies take place in St Paul's Way Trust School's Willoughby Theatre, which has a seating capacity of 240. This room provides access to a projector and a sound system.

For events or workshops, please discuss room requirements with the CEIAG Manager. All rooms have access to a projector and sound system. The capacity of rooms varies from 10 students to 70 students. Providers must adhere to the school's safeguarding procedures at all times while working with the school. To book an ad hoc event or workshop, please contact the CEIAG Manager at least 5 weeks before the proposed date of the event.

If you are a provider who wishes to leave a copy of your prospectus or other relevant resources, please discuss with the CEIAG Manager to make arrangements for a space in the Careers Library, which is managed by the Careers Manager and School Library Manager. The Careers Library is available to all students at lunch and break times.

CEIAG Staffing Structure

