



CITY OF DERBY  
ACADEMY

## City of Derby Academy: Provider Access Policy

### Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes 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 in years 8-11 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 evenings, assemblies and group discussions and taster events.
- 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 Paul Smithson, Assistant Headteacher

Telephone 01332 270450; Email: [admin@cityofderbyacademy.org](mailto:admin@cityofderbyacademy.org)

### 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:

	Autumn Term	Spring Term	Summer Term
Year 8	Careers for University Technical Colleges	Life skills – assembly and tutor group opportunities	Life skills – assembly and tutor group opportunities



CITY OF DERBY  
ACADEMY

	Autumn Term	Spring Term	Summer Term
<b>Year 9</b>	Careers assembly to include University Technical Colleges	KS4 options event - February	Tutor group or assembly opportunities
<b>Year 10</b>	Life Skills – work experience preparation sessions	Careers assemblies	Life skills – assembly and tutor group opportunities
<b>Year 11</b>	Life Skills – assembly on opportunities at 16 Year 11 Careers Fair	Post 16 evening Post 16 taster sessions	

Please speak to our named Careers Leader to identify the most suitable opportunity for you.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students. This policy is accessible on the school website.

## 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 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

## Approval and review

Approved: 11<sup>th</sup> May 2018 by Governors at Curriculum and Standards Committee

Next review: September 2018

Signed: Sara Forsythe Chair of Governors

Mr P. Smith Head teacher