



RIPPLEVALE

SCHOOL

Provider access policy statement

Date of issue: 2.05.2023

Review Cycle: Annual

Next Review Date: May 2024

Ripplevale School is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values:

Ripplevale School provides a caring learning environment where our students make meaningful progress, relative to their individual starting points. Our aim is to encourage them to develop appropriate personal, social and employable skills enabling them to become confident, independent and aspiring young people

While this current policy document may be referred to elsewhere in Ripplevale School documentation, including particulars of employment, it is non-contractual.

The school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996, which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BusinessSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)

Ripplevale School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Ripplevale School.

The policy documents of Ripplevale School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

Contents

| | |
|--|---|
| 1. Aims..... | 3 |
| 2. Statutory requirements..... | 3 |
| 3. Student entitlement..... | 4 |
| 4. Management of provider access requests..... | 4 |
| 5. Previous providers..... | 6 |
| 6. Pupil destinations..... | 6 |
| 7. Complaints..... | 6 |
| 8. Links to other policies..... | 6 |
| 9. Monitoring arrangements..... | 7 |

1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. 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

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13 (see more detail in section 2.1 below).

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how our school complies with these requirements.

2.1 The 6 encounters schools must offer to all pupils in years 8 to 13

The school will offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
 - All pupils must attend
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' (year 10 or 11)
 - All pupils must attend
 - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

- 2 encounters for pupils during the 'third key phase' (year 12 or 13)
 - Pupils can choose to attend
 - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from pupils

The school will work with providers prior to their visit to set out expectations. The careers teachers will work with students in preparation for encounters to ensure the above information is gained and student led questions are facilitated.

2.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all pupils.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

Meaningful live online engagement is also an option at our school.

3. Student entitlement

All students in years 8 to 13 at Ripplevale school are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our 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, e.g. through activities and events such as assemblies, Q&A sessions, visits and taster events
- Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Jamie Lovett, Deputy Head.

Telephone: 01304 373866

Email: Jamie.lovett@ripplevaleschool.co.uk

4.2 Opportunities for access

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:

| | AUTUMN TERM | SPRING TERM | SUMMER TERM |
|---------|--|---|--|
| YEAR 8 | Careers day | Careers day - market stall event giving overview of local, regional and national opportunities and skills requirement | Technical/vocational tasters at local college/s, training providers Careers day |
| YEAR 9 | Assembly and tutor group opportunities - employability skills Meeting with careers adviser Careers day | Key Stage 4 options event Careers day | No encounters –encounters must have taken place by 28 February Careers day |
| YEAR 10 | Post-16 technical education options assembly with General Further Education College Assembly and tutor group opportunities - employability skills Careers day | Networking event with providers and employers Technical/vocational tasters at local college/s, training providers Meeting with careers adviser Careers day | Technical/vocational tasters at local college/s, training providers Careers day |
| YEAR 11 | Post-16/FE provider open evenings Post-16 apprenticeships assembly Meetings with careers adviser Post-16 applications Work experience preparation sessions Careers day | Post-16/College interviews Apprenticeships – support with applications Work experience Careers day | No encounters –encounters must have taken place by 28 February Confirmation of post-16 education and training destinations for all pupils Careers day |
| YEAR 12 | Careers and FE/HE fair Post-18 assembly – apprenticeships Meetings with careers adviser Careers day | Small group sessions: future education, training and employment options Careers day | Technical/vocational tasters at local college/s, training providers Careers day |
| YEAR 13 | Post-18 assembly – with further / higher and degree apprenticeship providers Workshops – FE/HE and higher apprenticeship applications Meetings with careers adviser Careers day Work experience preparation sessions | Assembly and small group opportunities - employability skills Careers day Work experience | No encounters –encounters must have taken place by 28 February Confirmation of post-18 education and training destinations for all pupils Careers day |

Please speak to Jamie Lovett to identify the most suitable opportunity for you.

These events will run in line with any measures related to public health incidents, including COVID-19.

4.3 Granting and refusing access

The school attempts to be adaptable and access will be granted where ever possible providing the encounter is available during normal school hours and term dates.

Access will be refused in the event of a clash with another event, or, if the provider is requesting access outside of school term dates and school hours 8:30am-3:30pm. For a full list of term dates and other events please see the school website. www.ripplevaleschool.co.uk

4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

All visitors will be accompanied by Ripplevale school staff when on site and must read the school information on safeguarding and reporting procedures on arrival to the site.

4.5 Premises and facilities

- A range of facilities such as classrooms, sports hall, specialist equipment such as audio and visual devices are available on request.
- Please make clear your requirements to Jamie Lovett during the planning phase
- Providers can leave prospectuses or other material for students to read
- Any measures related to public health incidents, including COVID-19 will be taken and current to the time period of visit.
-

5. Previous providers

In previous term we have invited the following providers from the local area to speak to our pupils:

East Kent College

Bemix

6. Pupil destinations

Last year, our year 11 pupils moved to a range of providers in the local area after school:

East Kent College Canterbury

Sports Connect

Last year, our year 13 pupils moved to a range of providers in the local area after school:

East Kent College Broadstairs

East Kent College Canterbury

7. Complaints

Any complaints related to provider access can be raised following the school [Complaints procedure](#) or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

- [Child Protection Policy](#)
- [Safeguarding Policy](#)
- [Careers Guidance Policy](#)
- [Curriculum Policy](#)
- [Complaints Procedure](#)
-

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Jamie Lovett.

This policy will be reviewed by Jamie Lovett, Deputy Head, annually.

At every review, the policy will be approved by the Head Teacher Jane Norris.