



Exeter School's Training 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 purpose of giving them information about the provider's education or training offer when appropriate and timely. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils are entitled:

- to find out about technical education qualifications and apprenticeship 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.
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

For any education or training provider that wishes to come to Exeter School, they can contact the Careers and Higher Education Adviser on 01392 273679 ext. 277 or careers@exeterschool.org.uk. Visitors must follow the procedure as set out in Exeter School's Child Protection Policy by reporting immediately to Reception, signing-in and wearing a lanyard. Visitors will not be left unaccompanied during their time at school.

Opportunities for access

Several events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. These include assembly and form time slots plus the annual Careers Convention and during National Careers Week as well as during the Sixth Form Futures Programme.

School Careers, Education, Information and Guidance Policy

Specific examples of events that Training Providers may be able to participate in:

Overall Careers Programme

The information below details the career focused activities that pupils can take part in. The whole school activities are regular ones and pupils can participate in these from Year 7 upwards.

Whole School

- National Careers Week careers focused tutorials, talks and events (March) with an annual theme.
- The Careers Convention where pupils from Years 7 to 13 can meet the representatives of over fifty careers to discuss with them what their work entails and the best routes into such a career (November).

- House meetings with discussion, information and advice on careers, Higher Education and employability.
- Regular emails and notices on opportunities, considerations, different careers and useful websites.
- Regularly updated careers intranet pages with expert advice and information on careers which pupils are encouraged to access during their time at Exeter School.
- Departmental careers notice boards with information linked to specific subjects and career paths.
- Regular careers focused alumni, parent and outside speaker talks on different careers and employability – during lunchtime, lesson time or after school. These are well advertised and pupils from Year 7 upwards are encouraged to attend.
- Access to Mrs Cheesman, the Careers Adviser and Higher Education Adviser during the school year in one-to-one guidance or group sessions – appointments can be made by email, phone or in person by pupils or parents.
- Medical Society meetings held each term from Year 10 upwards offering support on these careers, applications and interviews.
- Specific careers advice from representatives who work on behalf of the Police or the Armed Forces recruitment offices from Year 9 upwards.
- Termly mailings to parents informing them of the careers support on offer and specific events occurring during the term.
- Access to a well-resourced and up-to-date physical careers library and online resources.

Junior School

- Several activities such as visits to employers and business games help encourage the development of key skills needed in the future, which include the Virgin Make £5 Grow activity, FlyBe visit and other employer contact.

KS3 (Years 7-9)

- Form Tutor meetings to discuss career topics set by the careers department.
- Access to Morrisby Careers, an online careers programme with bespoke results on study interests, skills, careers and post 18 education options.
- A series of career lessons as part of PSHE looking at personal qualities and skills and how these are linked to careers.
- Assemblies introducing the careers department and key things to be thinking about during Years 7, 8 and 9.
- Regular emails and notices informing pupils of opportunities, useful links and news – these can be accessed by parents via the career intranet pages.
- The Heads of House or their deputies interview all Year 9 pupils to discuss GCSE option choices in relation to possible career aims.
- Quizzes and other competitions aimed to get the younger pupils interacting with the careers department before the Careers Convention and during National Careers Week.

KS4 (Years 10-11)

- Assemblies on career topics such as skills, work experience and options.
- The opportunity to take part in a psychometric careers-based questionnaire in Year 11 with a follow up support.

- Year 11 pupils receive a tailored-made Exeter School Careers Guide before they consider their post-16 options.
- Regular emails and notices informing pupils of opportunities, useful links and news – these can be accessed by parents via the career intranet pages.
- Work experience fortnight in Year 11 (Summer Term).
- Visits to businesses run by specific departments.
- Specific subject talks organised within departments.
- Heads of House have overall responsibility for pupils in their care. They personally interview all Year 11 pupils during the year and discuss with them their choices for post-16 education.

KS5 (Years 12-13)

- Full support with applying to university, for an apprenticeship or other post-16 and 18 routes.
- Assemblies on the careers department, gap years, university, apprenticeships, internships and other relevant topics at key times during the year.
- Encouragement of experiencing workplaces through work observation or experience, with parents or contacts obtained via school, e.g. for those building a profile to support their applications for medicine, dentistry or veterinary science.
- Updated career notice boards with information about careers, voluntary work and other opportunities and university open days in the 6th Form Centre.
- Regular emails and notices informing pupils of opportunities, useful links.
- Year 12 one-to-one guidance sessions during private study time organised by pupil need. *However, appointments can be made to see Mrs Cheesman at any time during the school year by pupils and parents.*
- Pupils can, in Year 12, experience the different personnel roles within a business, e.g. designing, manufacturing, marketing, managing and accountancy, for example participation in the School's Young Enterprise programme, or regional/national competitions such as The Ogden Trust Business Game and The Bank of England Interest Rate Challenge.
- Events and visits providing advice and information about Higher Education including:
 - Visits to universities and colleges of further education.
- Heads of House are responsible for UCAS applications and with the assistance of the Careers and Higher Education Adviser and key teaching colleagues.
- The Careers and Higher Education Adviser is also responsible for updating and training the Heads of Houses in matter of HE applications and UCAS.
- Access to Mrs Cheesman during the school year in one-to-one guidance or group sessions – appointments can be made by email, phone or in person by pupils or parents
- A programme is run over three terms starting in Year 12 to prepare pupils who are considering applications to Oxford and Cambridge.

The Exeter School Futures Programme – on employability, careers and university:

- This is a two-year programme offered during two periods a week to both Year 12 and Year 13.

This programme includes:

- Specific talks from external professionals on topics such as mental health, staying safe at university, gap years and volunteering, apprenticeships, budgeting, cooking, leadership, public speaking, building confidence.
- Future Learn – access to this Mass Open Online Course facility for pupils to enhance their knowledge on specific topics.
- Year 12 'Futures Conference' (March) with the opportunity to talk to professionals from a range of sectors.
- Year 12 enrichment 'Futures Week' including sessions on transferrable skills, gap years, interviews, internships, the business game, University visits and working abroad. It also includes the school's two internal UCAS training days offering further guidance about Higher Education admissions procedures and, by extension, making pupils aware of the requirements of their chosen or possible careers. This week also includes university visits.
- A series of workshops on careers, employability, and university which pupils are encouraged to sign up to. Topics include business awareness, mindfulness, mastering presentation skills, enhancing interpersonal skills, leadership training, writing the perfect CV, improving time management, developing self-awareness, writing application letters and developing perseverance.
- Year 12 visit to the UCAS Higher Education fair in March.
- Year 13 Interview Scheme which gives pupils the opportunity to be interviewed by two professionals taken from the parent, Friends of Exeter School (FOEs) and alumni body (October).