



The Trafalgar School at Downton: Provider Access Protocol

Introduction

This protocol statement sets out the school's arrangements for managing the access of providers to students 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.

Student Entitlement

All 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 events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

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:

	Autumn Term	Spring Term	Summer Term
Year 7	PHSE Focus	National Citizenship Service assembly	Personal ICEAG Interviews – medium groups
Year 8	PHSE Focus	National Citizenship Service assembly	Personal ICEAG Interviews – medium groups
Year 9	PHSE Focus	Personal ICEAG Interviews – small groups National Citizenship Service assembly Options Fair	Work shadowing day
Year 10	Tutor Time Focus Futures Fair	Personal ICEAG Interviews – small groups National Citizenship Service assembly	
Year 11	Tutor Time Focus Futures Fair Interview Skills [Flexi-Day] Personal ICEAG Interviews - individual	Post-16 provider assemblies – S6C, Sarum 6 th Form National Citizenship Service assembly	

Our House system means that assemblies include students from years 7-11; as we have five houses, these run daily between 10.35 and 10.55. In special circumstances additional assemblies can be organised for a specific year group. Please speak to our Careers Leader to identify the most suitable opportunity for you.



Premises and Facilities

The school can make the main hall, performance studio, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school can 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 and situated within the school Library. The Resource Centre is available to all students at lunch and break times.

Management of Provider Access Requests

Procedure

A provider wishing to request access should contact:

Phil Sutton, Assistant Headteacher or

Debbie Ford, Transition Coordinator

Telephone: 01725 550300

Email: p.sutton@trafalgar.wilts.sch.uk / d.ford@trafalgar.wilts.sch.uk

Further details about the resources available to students, the Careers Education Programme, advice for parents or upcoming events for our local post-16 providers can be found on our school website: <http://www.trafalgarschool.com/students/careers/#1498809942383-17c5df0c-179a>

If you have any dates or information you would like us to consider including here please contact us.

Phil Sutton

Assistant Headteacher & Careers Lead

March 2018