



Henley Bank High School

Henley Bank High School is part of the Greenshaw Learning Trust.
The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales,
company number 7633694, registered at Greenshaw Learning Trust, Grennell Road, Sutton, Surrey, SM1 3DY.

Careers Guidance Provider Access Statement

The school has legal obligations under Section 42B of the Education Act 1997 to make 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.

Pupil entitlement – All pupils in Y8-13 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 and apprenticeships- through options events, assemblies, 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 and for whom there may be procedural requirements should contact, J Watson on admin@henleybankhighschool.co.uk or 01452 863372.

Premises and facilities

The school will make the The Mill, Sports Hall, private meeting rooms, Careers Office or classrooms available for discussions between the provider and the 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 Lead or a member of the team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at our main reception and with our main contact.

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 parent/carers.

This might include:

- Guest speaker assemblies
- Employability workshops
- Careers Week (Year 10)
- Assembly career talks (whole school, whole year groups, part year groups)
- Staff briefings
- Mock Interviews (Key Stage 4)

Our Safeguarding Policy sets out the school's approach to allowing visitors to our school.

What are the rules for granting and refusing access requests?

We will grant access requests that meet the following criteria:

- DBS checked
- Those without DBS must be accompanied by a member of staff at all times
- All visitors must have read and understood the school's safeguarding policy.
- The request supports the programme of planned careers education and guidance for the targeted pupil ground and the focus appropriateness of proposed content;
- The timing of the request can be included in the schedule of events for other careers events, assemblies, visits by other providers and employers;
- The timings of the requests in relation to mock exams, final exams and moderation days, and other events already scheduled annually;
- Whether this is a return visit to the academy by the provider and the overall quality and impact of previous visits had of groups of pupils;
- Availability of school staff to support the visit
- The availability and appropriateness of the academy accommodation to meet the needs of the request

If a request cannot be accommodated by the school, the school will contact the provider and explain reasons why and seek solution to allow appropriate access.