

Royal Latin School Training Provider Access Policy

1. Introduction

This policy 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 -13 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

The school achieves this through our annual Careers/Aspirations event, the use of our destinations platform Unifrog and through the Careers and Aspirations classroom which signposts and provides information on next steps, apprenticeships, information evenings, the new T levels etc. We take a group of students to the Apprenticeship Fair each year, have links with the Bucks College Group and will arrange visits to other sixth forms as appropriate for example Silverstone UTC.

2. Access for External Providers

As part of RLS's commitment to informing our students of the full range of learning and training routes on offer to them, we are happy to consider requests from training providers, Vocational education and apprenticeship providers to speak to students and will also approach these partners ourselves when planning and organising key Careers events throughout the school year.

In the first instance, providers wishing to speak with students should consult our calendar of events published on the school website as we would welcome their input at our main Careers/Aspirations evening event held in the Spring term each year.

This event provides ample opportunities to speak to students and parents both individually and in groups to offer information on vocational, technical and apprenticeship routes. Timings, facilities, parking and registration details are emailed to exhibitors in good time before the event. Enquiries about these events can be made to our Careers Lead at the email address below.

We also have a number of whole year group assembly slots which offer providers a short opportunity to quickly spread the word about their offer. These are 15 minutes slots to a whole year group of around 175 students in our main assembly hall which has a whiteboard projector and speakers for sound. In addition we have Higher Education Enrichment sessions (for year 12 students) which last for an hour.

If you are a provider and would like to enquire on the availability of assembly slots please email our Careers Lead on the details below. If a provider is unable to attend these events or feels that their presentation needs require different circumstances or that they are hosting an event they wish to promote, in the first instance they should contact the Careers Lead via email:

jstreet@royallatin.org

We would ask that any communication includes the following information:

- the role of the training, vocational or apprenticeship provider you represent
- the aim of the presentation, if the request is for an assembly slot
- the number of students the presentation or session is designed for
- the length of the talk or presentation, the target year group for the session or presentation
- what display or other facilities the session would require
- provider staff (and names of staff) that will be visiting and what support from school staff you would require on the day.

If the email is notification of an event at an off site venue, please include timings of the day, a list of other invited schools and providers, any accessible funding streams for transport costs and a visit risk assessment of the venue. We are able to promote such events on our Aspirations Google Classroom and via email to targeted year groups if appropriate.

All requests should be emailed at least 6 weeks (a school half term) in advance an expected date for the planned session. All requests will be given due consideration by the Careers Lead and Senior Leadership team and requests will be refused if:

- they impinge on students' preparation for public or internal exams
- they clash with other school events such as visits, other speakers, Enrichment days, school, photographs, sports days, public or internal exams, parents communication events etc
- the school is unable to provide staff to support the presentation or talk due to previous commitments
- rooming for the talk or event is unable to be found due to timetabling clashes

Responses to requests will come from the Careers Lead. For requests that are approved, RLS will provide clear instructions before the event on visitor parking, visitor registration, a contact member of staff and their contact details, the teaching room or school hall to be used at the session and the presentation facilities this space offers.

If you have questions regarding this or Royal Latin School's wider Careers policy document please do not hesitate to contact our Careers Lead.