

# St Thomas More Catholic High School



## Provider Access Policy

Policy Written:

March 2023

Adopted By Local Governing  
Committee

29/03/2023

## **St Thomas More Catholic High School Mission Statement**

St. Thomas More Catholic High School is a Catholic school, and as such we strive to follow the example of Jesus Christ in our work, worship and relationships.

### **Our aims are:**

- To be a community based on Christian values, notably Love, Justice, Peace, Truth and Tolerance, and to encourage individuals in their commitment to these ideals.
- To provide a secure, welcoming and ordered environment in which individuals learn to value and respect both themselves and others.
- To give individuals the opportunities to develop their full potential as human beings, and to encourage and challenge them to do so.
- To encourage everyone to strive to do their best and to strive for the highest standards in all areas of activity. To help children grow into confident, open, resourceful young people with a sense of responsibility and of service.

# Statement on Provider Access

## St Thomas More Catholic High School: Provider Access Statement

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. This complies with the school's legal obligations under Section 42B of the Education Act 1997, as amended by the Technical and Further Education Act 2017.

### Student entitlement

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.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- Understand how to make applications for the full range of academic and technical courses.

### Management of provider access requests

#### Procedure

Any provider wishing to request access should contact the following member of staff:

Mrs Anna Merchant, Careers Lead.

Email: [abmerchant@stmschool.org.uk](mailto:abmerchant@stmschool.org.uk),

Telephone: 0191 2588340

### Opportunities for access

A number of events are integrated into the school careers programme which would potentially offer providers an opportunity to come into school to speak to students and/or their parents. Please speak to our Careers Leader to identify the most suitable opportunity for you.

The school calendar varies from year to year so providers need to contact the member of staff named above to identify the most suitable opportunity. The events are usually arranged well in advance so it is essential that providers contact us early in the academic year to be involved in our planning.

Access to students and/or parents will be granted on the understanding that information and guidance offered by providers is related to technical courses and apprenticeship opportunities only.

Providers will be expected to meet the school's safeguarding requirements which can be found in the Safeguarding Policy Statement accessible on the school website.

|               | Autumn Term   | Spring Term  | Summer Term                       |
|---------------|---|--|-----------------------------------|
| <b>Year 7</b> | STEM Assembly BEA<br>Systems  | Careers week Assembly  | STEM Activity Day<br>Careers Fair |
|               | <p><b>PHSCE Lessons</b></p> <ul style="list-style-type: none"> <li>• Careers &amp; Your Future</li> <li>• Personal Qualities &amp; Skills</li> <li>• Finding Careers Information</li> <li>• Career Management</li> </ul> <p>All Year 7 students follow the Skills Builder programme. Delivered via a 'Business Theme' unit of work in Business &amp; Computing Lessons for 1 half term. This is also reinforce cross curricular.</p> <p>Each department will embed careers across the curriculum by linking learning to careers and setting careers focused homework's.</p>           |  |                                   |
| <b>Year 8</b> | STEM Assembly BEA<br>Systems<br>NHS Assembly  | STEM Activity Day<br>Careers week Assembly   | NUFC Foundation<br>Careers Fair   |
|               | <p><b>PHSCE Lessons:</b></p> <ul style="list-style-type: none"> <li>• What is Enterprise</li> <li>• Careers Interests &amp; Jobs</li> <li>• Labour Market Information</li> <li>• Exploring Careers</li> </ul> <p>All Year 8 students follow the Skills Builder programme. Delivered via a 'Business Theme' unit of work in Business &amp; Computing Lessons for 1 half term. This is also reinforce cross curricular. (Enterprise Related)</p> <p>Each department will embed careers across the curriculum by linking learning to careers and setting careers focused homework's.</p> |  |                                   |
| <b>Year 9</b> | Assembly to introduce<br>Connexions advisor<br>STEM Activity Day  | KS4 Curriculum Choice<br>process (Assemblies, parent<br>information evening,<br>individual guidance.)<br>Careers week Assembly | STEM Activity Day<br>Careers Fair |
|               | <p><b>PHSCE Lessons:</b></p> <ul style="list-style-type: none"> <li>• Making Decisions</li> <li>• Options &amp; Pathways</li> <li>• Qualification &amp; Pathways</li> <li>• Employment &amp; Financial Management</li> <li>• Importance of Saving Money</li> </ul>  |  |                                   |

|            |   |  |  |
|------------|---|--|--|
|            | <p>Year 9 students who opt for Business Studies follow the Skills Builder programme. Delivered via a 'Business Theme' unit of work in Business &amp; Computing Lessons for 1 half term. All other students continue with the programme cross curricular.</p> <p>Each department will embed careers across the curriculum by linking learning to careers and setting careers focused homework's.</p> |  |  |
| Year 10    | Work experience support for key students.<br>(Connexions advisor & DOC)   | Work experience support for key students.<br>(Connexions advisor & DOC)<br>Careers week Assembly   | Individual interviews with Connexions begin (SEND)<br>Work Experience week   |
|            | <p><b>PHSCE Lessons:</b></p> <ul style="list-style-type: none"> <li>• Works experience Prep</li> <li>• Understating the workplace</li> <li>• Jobs &amp; Occupations</li> <li>• CV Writing</li> <li>• Interview Preparation</li> </ul> <p>Each department will embed careers across the curriculum by linking learning to careers and setting careers focused homework's.</p>                        |  |  |
| Year 11    | Apprenticeship registration with Connexions advisor<br>Individual interviews with Connexions continue<br>Post-16 taster day<br>Sixth form open evening  | Post-16 choices interviews<br>Apprenticeship information event<br>Connexions interviews<br>NCS assemblies and application information<br>Careers week Assembly | Ongoing guidance regarding post-16 choices involving Connexions staff, senior staff, form tutors and learning mentors. |
|            | <p><b>PHSCE Lessons:</b></p> <ul style="list-style-type: none"> <li>• Post 16 Options</li> <li>• Planning for the Future</li> <li>• Personal Branding</li> </ul> <p>Each department will embed careers across the curriculum by linking learning to careers and setting careers focused homework's.</p>   |  |  |
| Years 7-11 | Throughout the school year a range of employers deliver assemblies such as the Cat & Dog Shelter and Tyne & Wear Fire Service.  |  |  |

|                |   |  |  |
|----------------|---|--|--|
| <b>Year 12</b> | <b>PHSCE Lessons:</b> <ul style="list-style-type: none"> <li>• Writing a Personal Statement</li> <li>• CV Writing</li> <li>• Post 16 Options</li> <li>• Planning for the Future</li> <li>• Personal Branding</li> <li>• Making Applications</li> <li>• Interview Preparation</li> </ul> |  |  |
|                | <ul style="list-style-type: none"> <li>• Apprenticeship Connexions presentation</li> <li>• Guidance on CV and letter writing</li> <li>• Profiles set up on job finder websites</li> <li>• Use of Uni Frog</li> </ul>  | <ul style="list-style-type: none"> <li>• 1 to 1 interviews with form tutor to prepare for interviews if applying for apprenticeships or work</li> <li>• Skills Exchange placement</li> <li>• Two day Assessment Centre task</li> </ul> | <ul style="list-style-type: none"> <li>• Begin UCAS Application Process</li> <li>• University Open Days</li> <li>• Work Experience Week</li> <li>• University information evening for parents and carers.</li> </ul> |
| <b>Year 13</b> | <b>PHSCE Lessons:</b> <ul style="list-style-type: none"> <li>• Inflation Money &amp; Careers</li> </ul> <p>Employability Group run by Mr Clifford.</p>  |  |  |
|                | <ul style="list-style-type: none"> <li>• Completion of UCAS applications</li> </ul>   | <ul style="list-style-type: none"> <li>• 1 to 1 interviews with form tutor to prepare for interviews if applying for apprenticeships or work</li> </ul>  | <ul style="list-style-type: none"> <li>• 1 to 1 interviews with form tutor to prepare for interviews if applying for apprenticeships or work</li> </ul>  |

Please speak with our Careers Leader to identify the most suitable opportunity for you.

### **Premises and facilities**

Access to appropriate rooms and facilities will be discussed and agreed in advance of the visit. The school will also make available ICT and other specialist equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to provide relevant brochures and other printed material specifically related to technical courses and apprenticeships; these will be made available to students in Careers section of the school Library.