

Horizon Community College 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 purposes of giving them information about the provider's education or training offer.

2. Student entitlement

Students in years 7-11 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 assemblies, options evenings, careers cafes and careers events.
- To understand how to make applications for the full range of academic and technical courses.

3. Management of provider access requests

A provider wishing to request access should contact Nicola Daykin, Post 16 Enrichment Co-ordinator or Adam Butterfield, Careers Adviser.

Telephone: 01226 704230

Email: ndaykin@horizoncc.co.uk or abutterfield@horizoncc.co.uk

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.

Year 7 – assemblies, careers café, group activities

Year 8 – assemblies, careers café, group activities

Year 9 – assemblies, careers café, group activities and options event

Year 10 – assemblies, careers café, group activities and careers fair

Year 11 - assemblies, careers café, group activities, and careers fair

Please speak to Nicola Daykin or Adam Butterfield to identify the most suitable opportunity for you.

All visitors would be expected to conform with the school's policy on safeguarding and child protection. This can be found on the school website.

4. Premises and facilities

The school will make the HeartSpace, sports hall, theatre, meeting rooms and classrooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available smartboards and other specialist equipment to support provider presentations. This will be discussed and agreed in advance of the visit with Nicola Daykin or Adam Butterfield.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception and we will display any relevant information within the college.