



Lady Manners School

'Careers Events' Timetable: Access for Education and Training Providers

This policy statement sets out the school's arrangements for managing the access of providers to students at Lady Manners 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 Year Groups 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 every key transition point;
- 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;
- 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 should contact *Mrs Derbyshire, Careers Leader*, at:

- Telephone: 01629 812671 extension 212
- Email: helen.derbyshire@ladymanners.derbyshire.sch.uk

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 or carers. Lady Manners School will, from time to time, invite Colleges and Training Providers into school for specific assemblies or lunchtime inputs. Further events will be planned during the course of the year.

‘Careers Events’ Timetable

Planned Opportunities in school, which have been built into the calendar offering information to all year groups and, at some events, the opportunity for students and/or parents to speak to individual providers. Typical examples include:

Date of Intervention, Focus and Timing	Year Group	Purpose	Nature of Service Offered
September Lifestyles Panel Assembly plus period 1	Year 11	To inform students of the potential lifestyle and education choices for the different pathways	Small panel of representatives from further education, training and school Sixth Form are available for student questions
October Post 16 Alternative Pathways Evening Event	Year 11	To inform students and parents of the different post-16 pathways at college and with training providers	Students are informed on the range of options for study or training and are able to visit provider stands for further information and advice
November Lady Manners School Sixth Form Admissions Event Evening Event	Year 11	To inform students and parents of the post-16 courses available at Lady Manners School	Students are informed on the range of options for study in the Lady Manners School Sixth Form
November / December Summer volunteering opportunities with the National Citizenship Service Separate assemblies	Year 11 and Year 12	To inform students on the benefits of volunteering through the National Citizenship Service	National Citizenship Service deliver two separate assemblies and are available to take questions

<p>January Year 9 Guided Choices Evening for parents and students</p> <p>Evening Event</p>	Years 8, 9	To inform students and parents of the opportunities for study at Key Stage 4 at Lady Manners School. Information on how to find out more about the opportunities offered by university technical colleges and studio schools will also be included.	<p>Assembly for all students</p> <p>Options presentation to parents and opportunity to visit subject areas offering GCSE level courses</p>
<p>January Apprenticeship Week</p> <p>Lunchtime activities - with providers</p>	Years 10, 11, 12	To inform students of local opportunities for future apprenticeship options	A range of local providers are invited to provide a drop-in for students to ask questions at lunchtime
<p>February Studying at University</p> <p>Form Time and Assembly</p>	Year 12	To inform students of the issues to consider when studying at higher education establishments including Oxbridge	University representatives will deliver inputs and take questions from interested and targeted students
<p>March Higher and Degree Level Apprenticeship Opportunities</p> <p>Assembly event</p>	Year 12	To inform students of the pathways to higher and degree level apprenticeships and some of the benefits	Job Centre+/ASK Service deliver an assembly to all Year 12 students
<p>July Higher Education Evening for Parents</p>	Year 12	To inform parents and students of the benefits of university study, funding university study	University of Sheffield deliver an information session to parents and students and there is an opportunity to ask questions and find out more information.

All the above events will be supplemented by further sessions/assemblies as they are finalised.

Helen Derbyshire (Careers Leader) Mark Evans (Head of Sixth Form)