



Lady Margaret School

Careers Information, Advice & Guidance

Provider Access Policy

Reviewed: December 2023
Next Review: Autumn 2024

1. Introduction

Lady Margaret School is committed to providing excellent careers information, advice and guidance to its students, equipping them with the skills and knowledge to make informed decisions about progression choices at each stage of their education and about their future pathways.

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.

2. Student entitlement

All students in years 8-13 are entitled:

- Learn more about technical education qualifications and apprenticeships opportunities, as part of a careers programme which informs students of the full range of education and training options available to them at each transition point.
- Hear from a range of local providers, at least six (two at each key stage), about the opportunities on 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 available to them

3. Management of provider access requests

Procedure

A provider wishing to request access should contact the school's Careers Lead, Miss Charlotte Walton, in the first instance:-

Telephone: 020 7736 7138 - Email: admin@ladymargaret.lbhf.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/carers. Please refer to the annual Lady Margaret School Careers Information, Advice & Guidance Programme, published on the website for examples of these events. Key opportunities include the Y11-13 careers day in the autumn term and the KS3 careers fair in the summer term.

Please speak to our Careers Lead to identify the most suitable opportunity for you, who will be able to liaise with Heads of Year to facilitate encounters with providers.

The Careers Lead will post new opportunities for students in the weekly school newsletter - 'Mentions' - and via Google Classroom and student email.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations and providers will have access to visitor Wi-Fi. Providers will need to arrange and agree any requests in advance with the Careers Lead or appropriate Head of Year.

Providers may leave prospectuses or other materials for students to read if agreed in advance for a particular event. These can be circulated digitally and hard copies can be kept in the school library.

Safeguarding

Our Safeguarding and Child Protection Policy outlines the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

4. Links to other policies

- Safeguarding and Child Protection Policy
- The Complaints Resolution Policy

5. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Charlotte Walton, Careers Lead.

If you wish to have information on providers that have previously attended, please contact the Careers Lead.

Destinations of previous students are available on the website under [Leavers' Destinations](#)

This policy will be reviewed by the Curriculum Committee annually.