



<b>Title</b>	Provider Access and Careers Education Policy
<b>Purpose</b>	<p>To set out arrangements to manage access of other education or training providers to provide information to Oak Lodge students.</p> <p>To outline the provision of careers education and work experience in the school.</p> <p>To comply with the school's legal obligations under Section 42B of the Education Act 1997.</p>
<b>Relevant to</b>	Whole School
<b>Responsible Officer</b>	Headteacher
<b>Introduced</b>	1/2018
<b>Modification History</b>	11/2018
<b>Related Policies</b>	<p>A7 Safeguarding Policy</p> <p>A9 Curriculum Policy</p> <p>A22 Special Needs Policy</p> <p>A25 Equality Policy</p>
<b>Date due for review</b>	11/2019
<b>Relevant Governors' subcommittee for review</b>	Curriculum
<b>Approved at full meeting of Local Governors on</b>	20/12/2018
<b>Filed as</b>	A26 Provider Access and Careers Education Policy Vs2_1118

## **Introduction**

Oak Lodge School is dedicated to providing a broad and balanced curriculum at levels appropriate to the developmental understanding of our students. Our curriculum approach reflects our respect for each student as an individual, aiming to develop knowledge, understanding, self-reliance and coping skills in a supportive environment that minimises distress.

Our curriculum aims, as outlined in our Learning for Life Curriculum Document, reflect our intent to provide a relevant and engaging careers curriculum based around achieving the Gatsby Benchmarks which meets the differing needs and requirements of our students. This is developed throughout a student's time at the school and is always supportive of their abilities, strengths and skills.

In collaboration with parents/carers and students, aspirational and personalised long term and short-term outcomes are set and ways in which we can support the young person achieve these are agreed. These are included on the Education Health and Care Plans (EHCP) and recorded on the Personalised Learning Plan (PLP). Long- and short-term outcomes are embedded within the personalised curriculum. Outcomes are reviewed half-termly and updates are recorded onto the PLPs

This policy summarises the statutory guidance and recommendations and 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. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

As a Special Academy, Oak Lodge School will aim to work in partnership with other education and training providers to tailor a personalised service to students at the school that is inclusive and takes account of their individual level of development, strengths and interests.

## **Statutory requirements and recommendations**

Careers education provision at Oak Lodge is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997. This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including apprenticeships
- be adapted to the needs of the student.

In addition, the school is compliant with the careers guidance set out by government for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all schools must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.

Careers and preparing for life after Oak Lodge are a fundamental aspect of our curriculum:

- All students attend all or part of their Education, Health and Care Plan annual review meeting where their short- and long-term outcomes and aspirations for the future are discussed and agreed with parents and other multi professionals.
- Prior to their Annual Review Meeting students are supported by their class teachers to complete 'My plans for going forward' document which includes their interests and aspirations for the future.
- All students from Year 8 have access to advice and guidance from our review co-ordinator and transition consultant.
- Students and their parent/carers have access, to the careers event hosted annually at the school
- Visitors into school and offsite visits support students in developing their understanding of a range of different post 16/19 pathways.

### **Key Stage 3**

- Students begin to think about different careers by looking at people who help us both at school and in the wider community. Our Middle School Curriculum document highlights where particular aspects relating to careers are covered within our PHSE curriculum.
- Students take part in Enterprise projects across the school year
- Science, Maths and English events and projects are also a key part of the KS3 curriculum.

### **Key Stage 4 and Post 16**

- Students in Year 11 or Post 16 who are either considering or are due to leave at the end of the academic year are invited with their parents and carers to meet with the Transitions Coordinator to discuss possible options available when they leave school. They are also offered support and guidance with the application process.

- An annual transition event gives students and their families the opportunity to discuss future educational and social care opportunities beyond Oak Lodge. destinations
- Students and their parent /cares are able to attend the Transition Coffee Morning where they will be given the opportunity to speak to FE providers, supported by a member of staff to gain information about future choices
- Some students in Year 11 and the 6<sup>th</sup> form undertake Work Experience and work-based placements and opportunities.
- Through the options on offer in both KS4 and Post 16 students will have opportunities to gain knowledge of work-related learning in order to further develop understanding of job roles and responsibilities, personal skills, qualities and interests
- One of the Key Stage 4 options is volunteering in the community and this gives students the opportunity to experience different work places
- 6<sup>th</sup> Form students participate in World of Work activities weekly and these are accredited by ASDAN
- Many students take part in enterprise projects for The Lodge, our retail shop which also gives young people work experience opportunities.

## **Provider Access Statement**

### **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 evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

At Oak Lodge School, entitlement will be achieved through a modified and personalised careers education programme, which is integrated into our broader life skills curriculum to support the school mission statement of “Learning for Life”.

A programme of educational visits will also enable students to develop their awareness of the local and wider community and its future opportunities.

The annual review of each student's Education, Health and Care Plan will provide regular opportunities for discussion of future education and training options.

The school will hold an annual event for local and regional education and training providers to meet students and their families. Providers wishing to attend this event, taking place each year in the second half of the Autumn term, should contact the school office: [info@oaklodge.barnet.sch.uk](mailto:info@oaklodge.barnet.sch.uk)

### **Premises and facilities**

The school will make the main hall, classrooms or small meeting rooms available for discussions between providers, students and their families as appropriate to the activity. The school may also make available specialist equipment to support provider presentations on the basis that this will have been discussed and agreed in advance of the visit.

Providers are welcome to leave copies of their prospectus or other relevant course literature at the school that may be used as part of our careers programme.

### **Management of provider access requests**

The school will also make ad-hoc opportunities for providers to meet with small groups or individual students and their families as appropriate. The school policy on [safeguarding](#) sets out the school's approach in this regard.

A provider wishing to request access should contact Sally McCreight, EHCP Lead or Alice Hinken, Transitions Coordinator. Telephone: 0208 444 6711