

# SACRED HEART HIGH SCHOOL



## CAREERS PROVIDER ACCESS POLICY

**MARCH 2022**

*To be reviewed annually*

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### **APPENDIX 1: Calendar of Careers Events**

## 1 INTRODUCTION

This policy statement sets out the school's arrangements for managing the access of providers to pupils at Sacred Heart High School for the purposes of giving the pupils 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

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

## 3 MANAGEMENT OF PROVIDER ACCESS REQUESTS

### 3.1 Procedure

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A provider wishing to request access should contact:

**Mariet Serradilla** (Careers Leader)

Telephone: 02087487600 / Email: Mserradilla@sacredh.lbhf.sch.uk

### 3.2 Opportunities for access

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A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents – please see **Appendix 1: Annual Calendar of Events**.

Please speak to our named Careers Leader to identify the most suitable opportunity for you. The school policy on [Safeguarding & Child Protection](#) sets out the approach to allowing providers into the school as visitors to talk to our students (see Appendix 2). See also the schools [Visitor Procedures](#) (and if appropriate, it's [Covid Visitor Procedures & Declaration](#)). All these documents can also be found on the school website.

<http://www.sacredhearhigh.org.uk>

## 4 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. We will also make available projectors and specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader. Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Leader who will distribute the relevant information to pupils.

**5 REVIEW AND RATIFICATION**

This policy (together with its appendix) has been approved by the Headteacher and the Curriculum Committee of the Governing Body on 2 March 2022 and ratified by the Full Governing Body in March 2022. The policy will be reviewed annually.



Mrs M Doyle  
Headteacher



John Sills  
Chair of Governors

### APPENDIX 1: Careers Overview Programme of Activities at Sacred Heart High School: To be updated yearly

Year Group	TERM 1	TERM 2	TERM 3
<b>7</b>	Launch of GROFAR and UNIFROG Platform Performing Arts Careers Talks	STEM Conference, Crystal Palace Real Game Careers Day Career Assembly on alternate pathways PHSE Careers Lessons Careers bespoke website	Career Week Trip to Kidzania Career Guidance interview Assembly on Apprenticeships
<b>8</b>	GROFAR and UNIFROG Platform Employer Career Talk	Careers Guidance interviews STEM Conference, Crystal Palace Real Game Careers Day Careers bespoke website	Take your daughter to work – Work shadowing Day Careers Week Careers Fair
<b>9</b>	GROFAR and UNIFROG Platform STEM Workshop	Option Evening PHSE Career Lessons Career Guidance interviews Career Discussions with parent visitors STEM Trip NEC Birmingham Career Day – PHSE drop down Day Career Assembly on alternate pathways Careers bespoke website	Careers Week Careers Fair
<b>10</b>	GROFAR and UNIFROG Platform Backstage Tour of Lyric Hammersmith and playwriting workshop for Drama students <sup>4</sup>	GROFAR and UNIFROG Platform Career Talks Apprenticeship Workshops LEARN as you EARN Employability Capability Workshop Career Assembly on alternate pathways WOW Women of the World Trip Careers bespoke website	Careers Week Careers Fair PHSE Career Lessons

Year Group	TERM 1	TERM 2	TERM 3
<b>11</b>	<p>What Career? Fair at Kensington Olympia for all KS4 Pupil Premium on apprenticeships, careers and further education guidance</p> <p>PHSE Career lessons</p>	<p>GROFAR and UNIFROG Platform</p> <p>One to one careers guidance interviews</p> <p>A Level Course Guidance interviews</p> <p>Session on Interview techniques</p> <p>Dr Stefanie Gerke lecture on Diseases, Rumour and percolation</p> <p>Careers bespoke website</p>	<p>GCSE Results Day – our career advisor is present for further guidance post results.</p>
<b>12</b>	<p>GROFAR and UNIFROG Platform</p> <p>Speakers from the world of law and international diplomacy</p> <p>Mock interviews</p> <p>Classics lectures and workshops at the British Museum – including. meeting representatives from universities and Classics based careers</p> <p>Classics lectures at St Paul’s Girls’ School</p> <p>London Skills Careers Fair</p>	<p>GROFAR and UNIFROG Platform</p> <p>CV and interview workshop - TENNER</p> <p>Presentation from alumni at graduation ceremony</p> <p>Speakers from the world of law and international diplomacy</p> <p>St Paul’s lecture by Jeff Ralph</p> <p>Classics lectures and workshops at the British Museum – including. meeting representatives from universities and Classics based careers</p> <p>Classics lectures at St Paul’s Girls’ School</p> <p>UCAS Careers Fair</p> <p>Careers bespoke website</p>	<p>Personal guidance interviews (1:1).</p> <p>PHSE Career Lessons</p> <p>Career Assembly on alternate pathways</p> <p>Apprenticeship Workshop</p> <p>Career Talks</p> <p>UCAS application process</p>
<b>13</b>	<p>GROFAR and UNIFROG Platform</p> <p>UCAS application process</p> <p>PHSE Career Lessons</p> <p>Presentation from alumni at graduation ceremony</p> <p>Attendance at Donmar Warehouse Theatre Design Forum</p>	<p>Royal Economic Society Annual lecture</p> <p>Bank of England Presentation</p> <p>Royal Holloway Talk Business Management</p> <p>Kings College Philosophy Talk</p> <p>Accountancy taster talk</p> <p>Careers bespoke website</p>	<p>A level results day – resources offered to support students exploring the clearing offer</p>