

# SACRED HEART HIGH SCHOOL



## CAREERS PROVIDER ACCESS POLICY

**MARCH 2024**

*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:

**Mr H Williams Head of Careers & Guidance**

Email: [hwilliams@Sacredh.lbhf.sch.uk](mailto:hwilliams@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 Leaflet](#). All these documents can also be found on the school website.

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

## 4 PREMISES AND FACILITIES

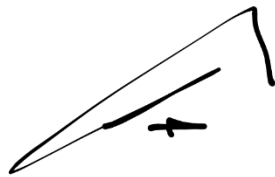
The School will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. We will also make available projectors and specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leaders. Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Leaders 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 8 March 2023 and ratified by the Full Governing Body in March 2023. The policy will be reviewed annually.



Mrs S O'Donovan  
Headteacher



Glen Hodgson  
Chair of Governors

*[see more overleaf]*

### 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 Platform Army Careers Talks Ada Lovelace Day STEAM Awareness Day	National Apprenticeship Week, National Careers Week PHSE Careers Lessons Careers Week Events Careers bespoke website STEAM Engineers Day JPIC Design Competition NHS Careers Competition	Trip to Kidzania Speakers for Schools – Inspirational talks If Chloe Can – Careers advice for girls
<b>8</b>	GROFAR Platform Ada Lovelace Day STEAM Awareness Day	National Apprenticeship Week, National Careers Week Careers PSHE Day Careers Week Events Careers bespoke website STEAM Engineers Day JPIC Design Competition NHS Careers Competition	Speakers for Schools – Inspirational talks library If Chloe Can – Careers advice for girls
<b>9</b>	GROFAR Platform Ada Lovelace Day STEAM Awareness Day Enterprise Day	National Apprenticeship Week, National Careers Week Options Evening for A Level choices PHSE Career Lessons Career Guidance interviews Career Discussions with parent visitors Career Assembly on alternate pathways Careers bespoke website Careers Week Events STEAM Engineers Day JPIC Design Competition NHS Careers Competition	Speakers for Schools – Inspirational talks library If Chloe Can – Careers advice for girls
<b>10</b>	GROFAR Platform Subject specific trips and excursions Ada Lovelace Day STEAM Awareness Day	National Apprenticeship Week, National Careers Week Career Talks Apprenticeship Workshops	PHSE Career Lessons Speakers for Schools – Inspirational talks library If Chloe Can – Careers advice for girls

Year Group	TERM 1	TERM 2	TERM 3
		Career Assembly on alternate pathways Careers bespoke website National Careers Week Events	
<b>11</b>	Careers Fair PHSE Career lessons Ada Lovelace Day STEAM Awareness Day	GROFAR Platform One to one careers guidance interviews with external careers advisor A Level Course Guidance interviews Session on Interview techniques National Careers Week Events National Apprenticeship Events Alumni talks on different career paths including Engineering and Apprenticeships	GCSE Results Day – our career advisor is present for further guidance post results.
<b>12</b>	GROFAR and UNIFROG Platform Speakers from different professions and industries with the Janet Erskine Stuart extension group Mock interviews Careers Fairs via West London Partnership at St Paul's Girls' School, St Paul's Boys' School and St James Senior Girls' School Lon Ada Lovelace Day STEAM Awareness Day	GROFAR and UNIFROG Platform STEAM Inspiration Evening Personal Statement and interview workshop – from Bath University Speakers from different professions and industries with the Janet Erskine Stuart extension group Individual Careers Guidance interviews with Gordon Young Online and in person opportunities via West London Partnership for UCAS, Apprenticeships and alternative pathways. National Careers Week Events	Personal guidance interviews (1:1). PHSE Career Lessons Career Assembly on alternate pathways Apprenticeship Workshop Career Talks UCAS application process guidance and specialist support Speakers from different professions and industries with the Janet Erskine Stuart extension group Individual Careers Guidance interviews with Gordon Young Online and in person opportunities via West

Year Group	TERM 1	TERM 2	TERM 3
		<p>National Apprenticeship Events UCAS Careers Fair</p>	<p>London Partnership for UCAS, Apprenticeships and alternative pathways.</p>
<p><b>13</b></p>	<p>GROFAR and UNIFROG Platform UCAS application process 1-1 UCAS guidance with Gordon Young PHSE Career Lessons Ada Lovelace Day STEAM Awareness Day</p>	<p>Speakers from different professions and industries with the Janet Erskine Stuart extension group</p> <p>National Careers Week Events National Apprenticeship Events</p> <p>Online and in person opportunities via West London Partnership for UCAS, Apprenticeships and alternative pathways.</p>	<p>A level results day – Guidance, careers advisor in school to offer help and advice with the clearing process and UCAS</p>