



Appendix to Provider Access Policy April 2018

Office use

Published: April 2018	Next review: April 2019	Statutory/non: Statutory	Lead: Tim Jackson, Assistant Principal
Associated documents:			
Provider Access Policy		http://dalp.org.uk/documents/Policies/ProviderAccess.pdf	
Links to:			

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1 Management of provider access requests

1.1 Policy

This appendix should be read in conjunction with the Diverse Academies Learning Partnership <http://dalp.org.uk/documents/Policies/ProviderAccess.pdf>

1.2 Procedure

A provider wishing to request access should contact:

Ms Rhonda Smith, ELA Careers Adviser
Phone: 01509 852424
Email: rsmith@eastleake-ac.org.uk

2 Opportunities for access

A number of events, integrated into the academy careers programme, will offer providers an opportunity to come into the academy to speak to students and/or their parents:

	Autumn Term	Spring Term	Summer Term
Year 8	Assembly and tutor group opportunities Enrichment visits can be arranged	Assembly and tutor group opportunities Enrichment visits can be arranged	Assembly and tutor group opportunities Enrichment visits can be arranged
Year 9	Assembly and tutor group opportunities Enrichment visits can be arranged	Assembly and tutor group opportunities Enrichment visits can be arranged Options evening	Assembly and tutor group opportunities Enrichment visits can be arranged
Year 10	Assembly and tutor group opportunities Enrichment visits can be arranged	Assembly and tutor group opportunities Enrichment visits can be arranged	Assembly and tutor group opportunities Enrichment visits can be arranged
Year 11	Tutor group opportunities Enrichment visits can be arranged	Tutor group opportunities Enrichment visits can be arranged	Tutor group opportunities Enrichment visits can be arranged
Year 12	Enrichment period Assembly and tutor group opportunities University visits UCAS Fair	Enrichment period Assembly and tutor group opportunities Work experience	Enrichment period Assembly and tutor group opportunities
Year 13	Enrichment period Assembly and tutor group opportunities	Enrichment period Assembly and tutor group opportunities	Enrichment period Assembly and tutor group opportunities
KS3, KS4 and KS5 Parents Evenings are spread across the Autumn and Spring terms			

Please speak to Ms Rhonda Smith, our careers advisor or Mr Tim Jackson (Assistant Principal and SLT Lead), to identify the most suitable opportunity for you.

The Diverse Academies Learning Partnership's policy on [safeguarding](#) sets out the trust's approach to allowing providers into the academy as visitors to talk to our students.

[http://www.eastleake-ac.org.uk/safeguarding sets out the school's approach to allowing providers](http://www.eastleake-ac.org.uk/safeguarding-sets-out-the-schools-approach-to-allowing-providers) into our academy as visitors to talk to our students.

Further information can be obtained from Mr Tim Smith (Designated Safeguarding Lead) tsmith@eastleake-ac.org.uk or Mrs Kathy Hardy/Mr Blake Francis (Deputy Designated Safeguarding Leads) khardy@eastleake-ac.org.uk / bfrancis@eastleake-ac.org.uk

3 Premises and facilities

3.1 The academy will make the main hall, sports hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The academy will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the careers leader or a member of their team.

3.2 Providers are welcome to leave a copy of their prospectus or other relevant course literature that can be accessed in the Academy Learning Resource Centre (LRC), which is managed by the Learning Resource Centre Manager. The LRC is available to all students at lunch and break times.

4 Review

This policy will be reviewed in April 2019.