





Oak Tree School

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Signed by Chair of Educational Standards and Cultural Committee:	 C. Jones
Signed by Headteacher:	 A. Davis

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Introduction

This policy statement sets out the school's arrangements for managing the access of providers to 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.

Pupil entitlement

All pupils in years 8 to 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 events, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- Share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers.
- Explain what career routes those options could lead to
- Provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- Answer questions from pupils.

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the Making it meaningful checklist.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

- Post office staff
- Reading Football Club
- Health Reach – Reading University
- SFF Personal training services
- Z and Co Hair and beauty
- Stable Croft
- Southwest Trains Train Driver
- Electrician
- IT consultant
- Medical Clinical Product Specialist in the NHS and Private practice
- Cisco
- Para Athlete
- Barclays Bank

Moving into future years we will look to invite a range of different providers from the local area to speak to our pupils to support with career choices, opportunities and options.

Destinations of our pupils

When we gain a year 11 and 13 cohort our intended destination data will be included in this report

Management of provider access requests

A provider wishing to request access should contact R. Root – careers lead at Oak Tree School via email - r.root@maidenerleghtrust.org

Opportunities for access

The school offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers. Please speak to our Careers Lead to identify the most suitable opportunity for you.

	Autum Term	Spring Term	Summer Term
Year 8	Unifrog log in and set up profile complete questionnaires	Trust after-school careers fair National Careers week – talks from a variety of providers	Links with local colleges to support the potential options for next steps

		<p>“Careers in Healthcare” day run by Health Reach from the University of Reading</p> <p>National Careers Week workshops</p>	<p>Activate learning (Bracknell and Wokingham College, Reading College) considering your KS4 options</p>
Year 9		<p>Trust after- school careers fairs</p> <p>National Careers week Workshops</p> <p>Berkshire careers hub workshops</p> <p>Careers in Healthcare – Health Reach Reading University</p>	<p>Challenging careers stereotypes and exploring careers related to the green economy.</p> <p>Activate learning (Bracknell and Wokingham College, Reading College) introduction to post-16 options</p>
Year 10			
Year 11 & 12			

Premises and facilities

The school will make the main hall, classrooms, or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The school 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.

Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk