



Provider Access Policy

September 2025-2026

Stewards Academy

Part of the Passmores Co-operative Learning Community

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(Appendix A of the Careers Policy 2025)

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the academy for the purpose of giving them information about the provider's education or training offer. This complies with the academy's legal obligations under Section 42B of the Education Act 1997

Pupil entitlement

All pupils in years 7-11 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.

As part of our commitment to informing our students of the full range of learning and training pathways on offer to them, we will consider requests from approved training, apprenticeship and vocational education providers to speak to students.

We also proactively seek to build relationships with such partners as we plan our careers information and guidance throughout the school year to ensure that providers have the opportunity to speak to students and their parents in Years 7-11, to offer information on vocational, technical and apprenticeship qualifications and pathways.

Opportunities for providers to speak with students might include school assemblies, employer and provider engagement events or opportunities to speak with students and parents on a one-to-one basis supporting GCSE, post-16 or post-18 option choices.

Management of provider access

A provider wishing to request access should contact the careers team:

Di da Vighi - Careers Lead
Charlotte Keys-Kidd - Careers administrator

careers@stewardsacademy.org

Telephone: 01279 421951

Opportunities for access

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

Year group	Activities
7	<ul style="list-style-type: none"> Autumn- Transition activities (starting from summer b Year 6) Spring- Unifrog launch Summer- Ethics and Values lessons: Enterprise, learning work skills and aspirations Summer- soft skills development (teamwork, problem solving) <p>Meaningful encounter- Employed/ self-employed</p>
8	<ul style="list-style-type: none"> Autumn- launch of Duty Student programme (internal work experience/ understanding support roles within school) Spring- Careers workshop day Summer- Ethics and Values lessons: Careers and finance, dreams and aspirations <p>Meaningful encounter- Employed/ self-employed Meaningful encounter- workshop day provider</p>
9	<ul style="list-style-type: none"> Autumn- launch of transition process for GCSE (assembly, options evening) Autumn/ Spring- Rising Futures bespoke programme (invited PP students) Spring- option taster sessions Spring- options meetings with a senior member of staff Spring- opportunity to 'Take Your Child to Work' Summer- Ethics and Values lessons: Goal setting <p>Meaningful encounter- Employed/ self-employed</p>
10	<ul style="list-style-type: none"> Autumn- Careers Fair Spring- CV writing workshop Summer- Harlow College assembly/ Hertford Regional College assembly Summer- Mock interviews Summer- work experience week/ work shadowing Summer- careers meetings start All year- Future Ready bespoke programme (invited students) <p>Meaningful encounter- Harlow College/ Hertford Regional College/ apprenticeships</p>
11	<ul style="list-style-type: none"> Autumn- Careers Fair Autumn- post 16 provider assemblies Autumn- Ethics and Values lessons: transition to post 16 Autumn- Workshop provider- Humanutopia Autumn- Plan B bespoke programme (invited students) Autumn/ Spring- careers meetings Spring- opportunity for work shadowing day Spring- Ethics and Values lessons: financial choices Spring- Harlow College interviews/ interviews with post 16 providers <p>Meaningful encounters- Post 16 providers/ Humanutopia Meaningful encounters- apprenticeships</p>

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. 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Department. The Resource Centre is available to all students at lunch and break times.

The Headteacher may – at their discretion – refuse a request if it would be likely to be detrimental to the safety or wellbeing of children or staff, or if granting the request would be likely to bring the academy or the Trust into disrepute.

Approval and review

This document was approved by the LGB in September 2025 will be reviewed annually.