



**The Castle School**  
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**Careers Provider Access Policy**

**Date: February 2025**

CEO: Lorraine Heath  
Headteacher: James Lamb

Due for review: Spring Term 2026

## **Introduction**

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

## **Student Entitlement**

Students 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 evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

## **Management of Provider Access Requests**

### **Procedure**

A provider wishing to request access should contact:

Mrs J Corbett, Careers Leader. Telephone: 01823 274073 Email: [jjcorbett@castle.somerset.sch.uk](mailto:jjcorbett@castle.somerset.sch.uk)

### **Opportunities for access**

A number of events, integrated into the school's careers programmes, will offer providers an opportunity to come in to speak to students and/or their parents.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

The Trust's policy on safeguarding sets out the Trust's approach to allowing providers into school to talk to our students.

### **Premises and facilities**

The schools will make the main hall, classrooms or small meeting rooms available for discussions between the provider and students, as appropriate to the activity. The schools 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school.

THE CASTLE SCHOOL CAREERS EDUCATION TIMETABLE

	Term One	Term Two	Term Three
7	Achieve Your Ambition - 1, 3	FutureSkills Questionnaire – 1, 3	Pathways assembly - 1, 3, 5, 7
	Careers Fair (optional) 1, 2, 3, 5	Explore jobs of the future - 1, 2, 3	Visit to Chepstow (History trip) – 1, 3, 5
			Intro to Careerplot - 1, 2, 3
8	Careers Fair (optional) 1, 2, 3, 5	Careerplot - 1, 2, 3	Pathways assembly - 1, 3, 5, 7
		Achieve Your Ambition - 1, 3, 5	
		Explore 'green' jobs - 1, 2, 3	
9	Castle Challenge - 1, 3	Careerplot – 1, 2, 3 <i>consider different session</i>	Employer visits - 1, 2, 3, 5, 6
	Future pathways assembly - 1, 3, 7	Introduction to HE. Visit to University Centre Somerset – 1, 3, 7	
	Careers Fair (optional) 1, 2, 3, 5	Explore different jobs and their pathways - 1, 2, 3	
		Alumni visits and curriculum careers talks - 1, 2, 4	
10	College assembly (pathways) - 1, 3, 7	Mock interviews - 1, 3, 5	Preparation for work experience - 1, 2, 3
	Ex-students from colleges - 1, 3, 7	University visit - 1, 3, 7	Work experience - 1, 2, 3, 5, 6
	House Enterprise- 1, 3	1:1 Careers interviews - 3, 8	College visits – 1, 3, 7
	Interview skills and CV writing - 1, 3, 7	FutureSkills Questionnaires – 1, 3	Debrief and reflection on work experience - 1, 2, 3
	Apprenticeships/independent training providers – 1, 2, 3, 7	Preparation for work experience - 1, 2, 3	1:1 Careers interviews – 3, 8
	Careers Fair - 1, 2, 3, 5		
11	College applications – 1, 3, 7	1:1 Careers interviews - 3, 8	Intended destination data collection
	1:1 Careers interviews – 3, 8	FutureSkills Questionnaires – 1, 3	
	Careers Fair - 1, 2, 3, 5		

Enrichment Days
Assembly
Extended tutor time
Tutor time
Lessons
After school

NB: The numbers state which Gatsby benchmark is being fulfilled.