

Provider Access Policy

Date: January 2019

Manager: Mrs Cameron, Careers & WEX Co-ordinator

Management of provider access requests

Procedure

A provider wishing to request access should contact Mrs Cameron - Careers Coordinator on 0208 304 8531 ext 2867 or via email cameronp@wellingschool-tkat.org

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity come into school to speak to students and /or their parents/carers. This includes the following **refer to table below** (not an exhaustive list as we regularly host providers on an ad hoc basis)

Please contact the careers department to identify an appropriate opportunity to conduct a visit. Whilst every effort will be made to support providers in accessing Welling School students, the school will reserve the right to withdraw this opportunity.

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 at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.