



Leytonstone SCHOOL

Leytonstone School Careers Programme and Provider Access Statement

'We seek experiences which will broaden our horizons, and we are equipped to manage the unknown; we are brave and knowledgeable'

Approved by:		Date: November 2025
Last reviewed on:	November 2024 by Leytonstone School Governing Board	
Next review due by:	November 2026	
The policy is communicated by the following means		
Governors	GovernorHub	
Staff	Policy folder in the staff shared area and email	
Parents	School website	
Pupils	School website	

Careers contacts at Leytonstone School	2
Careers Vision	2
Commitment	3
Aims	3
Statutory requirements	3
Pupil entitlement	4
Meaningful encounters with providers	5
Management of provider access requests	5
Procedure	5
Information we ask from providers	5
Opportunities for access	5
Live online encounters	6
Granting and refusing provider access requests	6
Safeguarding	6
Premises and facilities	7
Parents and Carers	7
Complaints	7
Monitoring arrangements	7

Careers contacts at Leytonstone School

Careers and Enrichment Lead: Ms Aga Landowska

Contact details: alandowska@leytonstoneschool.org

020 8988 7466

Careers Coordinator: Laura Middleton

Contact Details: lmiddleton@leytonstoneschool.org

020 8988 7440

LRC Manager and Careers Support: Ms Anita Naggea

Contact Details: anaggea@leytonstoneschool.org

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Careers-Link Governor: Ms Lizzie Lay

Careers Vision

Leytonstone School believes that an academic education should go hand in hand with providing pupils with information, advice, and guidance to maximise their learning as they transition into the workforce. Our careers program gives pupils the tools to effectively plan and manage their careers, ensuring they pursue ambitious and aspirational paths. It aims to equip pupils with essential skills, attitudes, knowledge, and understanding, laying the groundwork for lifelong career development and learning. Additionally, it promotes equal opportunities, celebrates diversity, and challenges stereotypes.

Commitment

At Leytonstone School, we are committed to ensuring there is an opportunity for a range of education and training providers to access pupils, for the purpose of informing them about approved technical education qualifications and apprenticeships. Leytonstone School is fully aware of the responsibility to set pupils on the path that will secure the best outcome, which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

Leytonstone School endeavours to ensure that all pupils are aware of all routes to higher skills and can access information on technical options and apprenticeships (The Department of Education, July 2021: “Baker Clause”: supporting pupils to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

Aims

This policy aims to set out our school's provision of impartial and informed careers guidance for our pupils. This includes the ways in which pupils, parents and carers, teachers and employers can access information about our careers programme.

High-quality careers guidance is important for our pupils' futures, and our provision aims to:

- Help pupils prepare for the workplace, by building self-development and career management skills
- Provide experience and a clear understanding of the working world
- Develop pupils' awareness of the variety of education, training and careers opportunities available to them
- Help pupils to understand routes to careers that they're interested in, and to make informed choices about their next step in education or training
- Take into account the individual needs of all pupils to tailor the programme accordingly and provide the right level of support
- Promote a culture of high aspirations and equality of opportunity

Statutory requirements

The school is required to ensure that there is an opportunity for a range of education and training providers to access pupils in years 8 to 11 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these pupils.

This is outlined in:

- Section 42B of the [Education Act 1997](#)
- [Education and Skills Act 2008](#)
- [The School Information \(England\) Regulations 2008](#)
- Guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#)

This policy shows how our school complies with these requirements.

Pupil entitlement

All pupils in years 8 to 13 at Leytonstone School are entitled to:

- Find out about further education training, technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, e.g. through activities and events such as career week talks, apprenticeship week presentations and activities, assemblies and the college road show
- Understand how to make applications for the full range of academic and technical courses
- Have a minimum of 6 encounters with providers

These encounters will happen during a period of time during the standard school day.

As a school we may provide other experiences but encounters outside of school hours won't count towards these requirements. We offer our pupils the encounters set out below, in line with the requirements.

Year 7	Centre of the Cell - STEM trip to Queen MArY
Year 8 & 9	Encounters can take place any time during year 8, and between 1 September and 28 February during year 9 All pupils must attend
Encounters	<ul style="list-style-type: none"> ● Apprenticeship week assembly ● Careers fair - 1 hour (and after school) discussions with colleges and training providers (numerous encounters) ● Careers week - Further Education TED talks ● Apprenticeship week - Tutor time sessions (x4) ● Careers week - Tutor time sessions (x4)
Year 10 & 11	Encounters can take place any time during year 10, and between 1 September and 28 February during year 11 All pupils must attend
Encounters	<ul style="list-style-type: none"> ● Apprenticeship week assembly ● Careers fair - 1 hour (and after school) discussions with colleges and training providers

	<ul style="list-style-type: none">• Careers week - Further Education TED talks• Apprenticeship week - Tutor time sessions (x4)• Careers week - Tutor time sessions (x4)• Educational Development Trust (EDT) - Apprenticeships, Information and Meaningful encounters (AIM) london talks• DWP - Apprenticeship workshop• (Apprenticeship trip - Leyton Orient)
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Access to providers is available and promoted to allow all pupils to access information about other providers of further education and apprenticeships. We are committed to encouraging all pupils to make decisions about their future based on impartial information.

Meaningful encounters with providers

Our school is committed to providing meaningful encounters for all pupils.

A meaningful encounter:

- Is where the pupil can explore what it is like to learn, develop and succeed in that environment
- Involves meeting both staff and learners/trainees
- Has a clear purpose
- Is underpinned by learning outcomes that are appropriate to the needs of the pupil
- Involves a 2-way interaction between the pupil and the provider
- Includes information about the provider, such as their recruitment and selection processes, the qualifications that provider offers and the careers these could lead to
- Describes what learning or training with the provider is like
- Is followed by opportunities for the pupil to reflect on the insights, knowledge or skills gained through the encounter

Management of provider access requests

Procedure

A provider wishing to request access should contact the **Careers and Enrichment Lead**: Ms Aga Landowska - alandowska@leytonstoneschool.org - 020 8988 7466

Information we ask from providers

As a school we ask each provider to provide the following information for our pupils:

- Information about your provision and the approved qualifications or apprenticeships you offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with you is like
- Answers to any questions from pupils

Opportunities for access

There are a number of events, integrated into our careers programme, that offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

Please speak to our **Careers and Enrichment Lead** to identify the most suitable opportunity for you.

The table below outlines the opportunities provided for training and education providers to speak to pupils.

Year	Aims	Key Activities and Events
Year 7 & 8	Understand and challenge inequalities in the workplace.	<ul style="list-style-type: none"> • Careers Fair - market stall event • Careers week TED talks • Careers-focused PSHE lessons • FE trip
Year 9	Make informed decisions regarding GCSE options.	<ul style="list-style-type: none"> • Careers Fair • Careers-focused PSHE lessons • Options assemblies • Careers and guidance workshops • Assembly and tutor time opportunities – employability skills
Year 10	Gain experience in workplaces. Understand post-16 options.	<ul style="list-style-type: none"> • Careers Fair • College roadshow • College assemblies • Careers talks • Careers Interviews • Post 16 options assembly • Life skills – work experience preparation sessions • Workplace visits • Five days of work experience • Assembly and tutor group opportunities – employability skills
Year 11	Make informed decisions regarding post-16 options. Be prepared to progress onto the chosen Further Education course or training.	<ul style="list-style-type: none"> • Careers Fair • College Roadshow • Mock Interview Day • Careers interviews • College assemblies • Careers talks • Apprenticeship workshops and support with applications • Post-16 provider open evenings • Post-16 apprenticeships assembly • Meetings with careers adviser • Post-16 applications

Live online encounters

Leytonstone school will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Pre-technology checks will be required to ensure system compatibility.

Granting and refusing provider access requests

Each access request will be considered on a case-by-case basis. We will grant access requests where there is opportunity for a positive contribution to our careers programme.

Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

You can find the policy here <https://www.leytonstoneschool.org/page/?title=Safeguarding&pid=15>

Education and training providers will be expected to adhere to this policy.

Premises and facilities

Leytonstone school will provide an appropriate room or assembly hall to be agreed upon. All rooms have computers, projectors and screens provided. Computer rooms can also be arranged. The Careers Leader or Careers Coordinator will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the careers team who will facilitate. Pupils may also travel to visit another provider as part of the trip to be organised by Leytonstone School staff.

Providers are welcome to leave a copy of their prospectus or other relevant course literature for inclusion in our Careers Library.

Parents and Carers

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

Families will be informed via letter where there are events. If you would like to speak to the school about encounters with providers, please contact **Careers and Enrichment Lead** Ms Aga Landowska - alandowska@leytonstoneschool.org .

We also welcome feedback from parents and carers to help improve our offer of encounters with providers.

Complaints

Any complaints related to provider access can be raised following the school complaints procedure

<https://www.leytonstoneschool.org/page/?title=Policies+and+Statutory+Information&pid=14>

Monitoring arrangements

Our school's arrangements for managing the access of education and training providers to pupils are monitored by L Tanswell DHT.

This policy will be reviewed by L Tanswell DHT annually and approved by the governing board at every review.