

Provider Access Policy – appendix

Retford Oaks Academy

September 2024

Contents

1	Management of provider access requests	3
2	Opportunities for access	3
3	Premises and facilities	4
4	Review	4

1 Management of provider access requests

Policy

1.1 This appendix should be read in conjunction with Diverse Academies Provider Access Policy.

Procedure

1.2 A provider wishing to request access should contact the Careers Leader, Mel Shuttleworth

Phone: 01777 861618

Email: mshuttleworth@retfordoaks-ac.org.uk

2 Opportunities for access

A number of events, integrated into the academy careers programme, will offer providers an opportunity to come into the academy to speak to students and/or parents.

	Autumn Term	Spring Term	Summer Term
Year 7	Assembly opportunities Lunchtime Visiting Speaker Curriculum Day	NAW & NCW Assemblies PD Day	Assembly opportunities Lunchtime Visiting Speaker
Year 8	Assembly opportunities Lunchtime Visiting Speaker Curriculum Day	NAW & NCW Assemblies PD Day	NHS We care Event Assembly opportunities Lunchtime Visiting Speaker
Year 9	Assembly opportunities Lunchtime Visiting Speaker Curriculum Day	Y9 Pathways Evening NAW & NCW Assemblies Discover Your Future Fair PD Day	Assembly opportunities Lunchtime Visiting Speaker
Year 10	Assembly opportunities Lunchtime Visiting Speaker Curriculum Day	NAW & NCW Assemblies Discover Your Future Fair PD Day	Assembly opportunities Lunchtime Visiting Speaker
Year 11	P16 Open Evening What next event through Bassetlaw Assembly opportunities Lunchtime Visiting Speaker Curriculum Day	NAW & NCW Assemblies Discover Your Future Fair PD Day	Assembly opportunities Lunchtime Visiting Speaker
Year 12	Assembly opportunities Lunchtime Visiting Speaker Global Awareness Curriculum Day University Visits	NAW & NCW Assemblies Discover Your Future Fair PD Day University Visits	Assembly opportunities Lunchtime Visiting Speaker Global Awareness University Visits
Year 13	Assembly opportunities Lunchtime Visiting Speaker Curriculum Day University Visits	NAW & NCW Assemblies Discover Your Future Fair PD Day University Visits	Assembly opportunities Lunchtime Visiting Speaker University Visits

Please speak to Mel Shuttleworth to identify the most suitable opportunity for you.

The Diverse Academies policy on [safeguarding](#) sets out the trust's approach to allowing providers into the academy as visitors to talk to our students.

3 Premises and facilities

3.1 The academy will make the main hall, classrooms, private meeting rooms or other areas available for discussions between the provider and students, as appropriate to the activity. The academy 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 Mel Shuttleworth or a member of the careers team.

3.2 Providers are welcome to leave a copy of their prospectus or other relevant course literature at the careers office, which is managed by Mel. The careers office is available to all students at lunch time and break time.

4 Review

This policy appendix will be reviewed in September 2025