Holy Trinity School Careers Access Policy

Policy last reviewed:	October 2026
Next review due:	October 2027
Member of staff responsible	Careers Lead
Governor's Committee:	Teaching, Learning & Outcomes

Vision Statement:	Our vision is to be a centre of excellence for learning, inspired by Christian values, where every person in our school community flourishes.
Mission Statement:	Our mission is to be a deeply Christian inclusive community which values every individual as a child of God.
Values Statement:	The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its students.

Dignity	Underpinning all that we do is the core belief in the ultimate worth of each person as a child of God – precious, valued and loved by God. Dignity comes from the knowledge of our ultimate worth as human beings.
Community	Having understood our value as individual human beings, we express this value through the quality of the relationships that we share with each other. Community, living well together, is of very great importance to us as a school, as is the place we each take in the wider community locally, nationally and internationally.
Wisdom	As a school we seek to foster confidence, delight and discipline in seeking wisdom, knowledge and truth. This is achieved through the nurturing of academic habits and skills, emotional intelligence, resilience and creativity across the breadth of the curriculum.
Hope	As we prepare our students for the future we look to open up horizons of hope and aspiration, encouraging our students to embrace these with confidence and sending them out to make a difference to the world in which they live.

Holy Trinity Church of England Secondary School Careers Providers Access Statement

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

Pupil entitlement
All students in years 7-13 are entitled:

- to find out about technical education qualifications, FE, HE, school leaver 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 and employers about the opportunities they offer, including technical education and apprenticeships – the opportunities listed below;
- to understand how to make applications for the full range of academic, vocational and technical courses.

A wide range of events, integrated into the school careers programme, offers providers an opportunity to come into school to speak to students and/or their parents/carers; please contact any of the staff below to discuss access. Please see below opportunities available to providers below to engage with our learners. Our CEIAG programme is evaluated annually to determine its impact and where possible, cross curricular opportunities for enhanced learning are identified along with employer encounters for different year groups [copy of CEIAG programme is available on our School website Careers pages].

Opportunities for access

Term & Year Group	Year 7 & 8	Year 9	Year 10	Year 11	Year 12	Year 13
Autumn	Talk or Assembly, linking to skills and transition into Year 9 – opportunities within REACH lessons and morning assemblies	Opportunities to speak with Year group in morning assemblies and where possible during REACH.	Talks or Assemblies by all local providers and employers or during REACH lessons.	Opportunities to speak with Year group in morning assemblies, and during REACH lessons where possible.	Opportunities to speak with Year group in morning assemblies in preparation for Post 18 decisions.	Opportunities to speak with Year group in morning assemblies in preparation for Post 18 decisions and future employment
Spring	Talk or Assembly, linking for transition	Opportunities to speak with Year group in morning	Opportunities to speak with Year group in morning	Opportunities to speak with Year group in morning	Opportunities to speak with Year group in morning	Opportunities to speak with Year group in morning

	into Year 9 – opportunities within REACH lessons and morning assemblies	assemblies and where possible during REACH.	assemblies and where possible during REACH including Prep for WEX	assemblies and where possible during REACH.	assemblies in preparation for Post 18 decisions.	assemblies in preparation for Post 18 decisions and future employment
Summer	Talk or Assembly, linking for transition into Year 9 – opportunities within REACH lessons and morning assemblies	Opportunities to speak with Year group in morning assemblies and where possible during REACH.	Prep for Post 16 - Talks or Assemblies by all local providers and employers		Opportunities to speak with Year group in morning assemblies in preparation for Post 18 decisions.	

Management of provider access requests Procedure
A provider wishing to request access should contact our careers and pastoral staff named below, to identify the most suitable opportunity for them to speak to year groups and students. All visitors are subject to our usual safeguarding procedures and reasonable notice is required to provide access.

Miss L McMenamin,
Careers [CEIAG] Lead
Telephone: *01293 423690*
Email: *lmcmenamin@holytrinitycrawley.org.uk*

Mr Kevin Berry
Assistant Headteacher-Head of 6th Form
Telephone: *01293 423690*
Email*: kberry@holytrinitycrawley.org.uk*

Mr Phil Hunt
Year 11 Leader
Telephone: *01293 423690*
Email*: phunt2@holytrinitycrawley.org.uk*

Mr Jacob Reeve
Year 10 Leader `
Telephone: *01293 423690*
Email*: JReeve@holytrinitycrawley.org.uk*

Miss Sally Benhamed
Year 9 Leader
Telephone: *01293 423690*
Email*: SBENHAMED@holytrinitycrawley.org.uk*

Mrs Sally Eves-Dann
Year 8 Leader
Telephone: *01293 423690*

Email*: SEves-Dann@holytrinitycrawley.org.uk*

Mr Craig Simpson-Smith
Year 7 Leader
Telephone: *01293 423690*
Email*: csimpsonsmith@holytrinitycrawley.org.uk*

Premises and facilities
The school will make suitable accommodation available for assemblies and talks and/or small meeting rooms for discussions between the provider and relevant students, as appropriate to the activity if this is more relevant. The school will also make available Audio Visual and other specialist equipment to support provider presentations; providers are requested to forward presentations/videos at least 2 weeks in advance to ensure that formats are supported & that presentations can be checked by our safeguarding team. Some presentations will be shared with students and parents via the school website where appropriate. This will all be discussed and agreed in advance of the visit with the Careers Leader, the Year Group Lead or a member of the Pastoral Team. Where possible, online/virtual opportunities will be promoted during Covid 19 conditions and where is it deemed to be easier to reach whole year groups during the school day.

Providers are welcome to leave a copy of their prospectus or other relevant course literature, which will be made available to all students in the Careers Library in the Learning Resource Centre [and virtually if appropriate], in the School Careers Office and 6th form areas. The Learning Resource Centre is available to all students at lunch and break times and students of all key stages are encouraged to visit the Careers Corner and use subject specific resources.

Approval and review
Approved by: Governing Body
Next review: November 2027