Snowflake School

'Improving the quality of family life'

Provider Access Policy

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Aims

The Provider Access Policy at Snowflake School aims to ensure that all pupils have access to a broad, balanced and meaningful range of education, training and employment opportunities that support successful Preparation for Adulthood outcomes.

The policy aims to:

- Provide pupils with access to a wide range of education, training, employment and community providers, enabling them to make informed decisions about their future pathways.
- Support pupils to develop confidence, independence, communication and employability skills through meaningful encounters with employers, education providers and workplace environments.
- Ensure all pupils have opportunities to engage with further education providers, supported internships, employment pathways, community organisations and adult services.
- Promote high aspirations and raise awareness of the opportunities available beyond Snowflake School, including further education, training, supported employment and community participation.
- Support the delivery of the school's careers programme through employer encounters, workplace visits, external work experience opportunities and enterprise activities.
- Enable pupils to understand the links between their learning, Preparation for Adulthood outcomes and future pathways through real-life experiences and meaningful careers education.
- Ensure pupils have access to impartial careers education, information, advice and guidance that reflects their individual strengths, interests and aspirations.
- Strengthen partnerships between Snowflake School, families, employers, colleges, training providers and community organisations to improve opportunities and outcomes for pupils.
- Support successful transitions into adulthood by helping pupils develop the knowledge, skills and experiences required to participate positively within their communities and future workplaces.
- Ensure compliance with statutory guidance relating to provider access, careers education and the Gatsby Benchmarks while maintaining a highly personalised approach appropriate to the needs of Snowflake pupils.

Statutory Requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13.

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
- The Skills and Post-16 Education Act 2022
- 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 at Snowflake School are entitled to access a careers programme that is personalised, meaningful and linked to their individual strengths, interests and aspirations.

Pupils will have opportunities to engage with employer encounters, workplace visits, further education providers, supported internship programmes and community organisations throughout their time at Snowflake School. Careers learning is embedded throughout the curriculum and supported through the Snowflake Café enterprise programme, Skills Builder, ASDAN pathways and external work experience opportunities.

All Key Stage 4 pupils will have opportunities to participate in meaningful external work experience placements and workplace learning experiences. Pupils will also receive independent careers guidance, transition support and opportunities to explore future pathways including further education, employment, supported internships and community-based provision.

Through Preparation for Adulthood planning, pupils will be supported to develop the knowledge, confidence and skills required to make informed decisions about their future and become active participants within their communities.

Management of Provider Access Requests

Procedure

A provider wishing to request access should contact Mariam Polad – Careers Leader

Telephone: 020 7370 3232

Email: careers@snowflakeschool.org.uk

Information we ask for 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

	Autumn Term	Spring Term	Summer Term
Primary Setting	PSHE Lessons Careers week visits (internally and externally)	PSHE Lessons Employer encounters	PSHE Lessons Employer encounters
Year 8	PSHE Lessons CAP Questionnaire CIEAG Staff training	PSHE Lessons Future Skills Questionnaire (6 students) Employer Encounters National Apprenticeship Week National Careers Week National Supported Internship online presentation	PSHE Lessons Careers Drop in Sessions National Volunteering week Employer Encounters
Year 9	PSHE Lessons CAP Questionnaire CIEAG Staff training	PSHE Lessons Future Skills Questionnaire (6 students) Employer Encounters National Apprenticeship Week National Careers Week	PSHE Lessons Careers Drop in Sessions National Volunteering week Employer Encounters

		National Supported Internship online presentation	
Year 10	PSHE Lessons CAP Meetings Access to Yes Online portal activities Future Skills Questionnaire (6 students) CIEAG Staff training Jobs Fair	PSHE Lessons Employer Encounters National Apprenticeship Week National Careers Week National Supported Internship CAP Meetings Jobs Fair	PSHE Lessons Careers Drop in Sessions National Volunteering week Employer Encounters Final CAP Destination Meetings College Open Days Travel Training
Year 11	Employability Lessons EHCP review & Post 16 destination (formal capture) Parental meetings & destination support Transport Completion Applying for College	Applying for Jobs/ Supported Internships/Further education Employer Encounters National Apprenticeship Week National Careers Week National Supported Internship CAP Meetings College applications	Travel Training Careers Drop in Sessions National Volunteering week Employer Encounters Final CAP Destination Meetings College Open Days SI employer visits

Live Online Encounters

Snowflake School recognises the value of live and virtual encounters in broadening pupils' understanding of future pathways and employment opportunities.

Virtual provider encounters may be delivered through classrooms, assemblies, themed careers events and Preparation for Adulthood activities. These opportunities may include employer presentations, workplace tours, college information sessions, supported internship presentations and careers workshops.

Appropriate technology checks and safeguarding procedures will be completed prior to any virtual event to ensure a safe and effective learning experience.

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

Snowflake School is committed to ensuring that all careers, employer engagement and provider access activities are delivered within a safe and supportive environment. All external providers, employers, further education representatives and visitors are required to comply with the school's safeguarding and child protection procedures.

The school's Safeguarding and Child Protection Policy outlines the procedures for checking the identity, suitability and conduct of all visitors. Appropriate safeguarding checks, visitor protocols and supervision arrangements will be implemented for all provider encounters, employer visits, work experience activities and workplace learning opportunities.

All education, training and employment providers engaging with Snowflake School are expected to adhere to the school's safeguarding requirements and promote the welfare, wellbeing and safety of pupils at all times.

Premises and Facilities

Snowflake School will provide an appropriate room or assembly space for providers to deliver their session. The space will be suitable for the activity being delivered and will include any reasonable equipment or resources required by the provider. Specific requirements will be discussed and agreed with the provider in advance of the visit.

Providers are welcome to leave copies of their prospectus, course information, promotional materials or other relevant literature with the designated member of staff, so that these can be made available to pupils and/or shared with relevant staff.

Providers will be welcomed by a member of Snowflake School staff and will be supervised and supported throughout their visit. A member of staff will facilitate the session and ensure that the provider has access to the agreed facilities and resources.

Working with Parents and Carers

Parents and carers are recognised as essential partners within the Snowflake careers programme and Preparation for Adulthood journey. We are committed to ensuring families are informed, involved and empowered to support their child's future aspirations and transition into adulthood.

Parents will have opportunities to attend careers events, transition workshops, employer engagement activities and information sessions focused on further education, supported internships, employment pathways and adult services. Regular communication will be provided through newsletters, website updates, social media, annual reviews and careers information events.

Families will receive updates regarding the Snowflake Café, employer encounters, external work experience placements and Preparation for Adulthood opportunities. Pupil achievements, workplace experiences and destination successes will be celebrated to help families understand the progress their child is making towards adulthood outcomes.

Through collaborative working between school, families, employers and external agencies, we aim to ensure every pupil is supported to achieve successful and meaningful outcomes beyond Snowflake School.

Equality and Diversity

Snowflake School is committed to promoting equality of opportunity and ensuring all pupils have access to a broad range of education, training, employment and community providers.

Provider access opportunities are carefully planned to ensure they are accessible, meaningful and relevant to the needs of all learners. Pupils are encouraged to explore a wide range of future pathways free from stereotyping or discrimination, enabling them to make informed decisions based upon their individual strengths, interests and aspirations.

All provider encounters, careers activities and work-related learning opportunities are delivered in an inclusive manner and reflect the school's commitment to neurodiversity, equality and high aspirations for all.

Previous Providers

Providers who have been in contact with Snowflake School's pupils including trips/visits to date include:

- Abingdon House School
- Ambitious College
- Baston House School

- Beyond Autism
- Burlington House School
- Civic Centre Uxbridge
- College of West London
- College Park
- Eagle Park School
- Edith Kay School
- HRUC Uxbridge Campus & Richmond Campus
- Kisheron School
- Oaklands School
- Pathways School
- Peild Heath School
- Post-16 Treehouse School
- QE2 Jubilee School
- Queensmill
- Spring Hallow
- Strathmore School
- Supported Internship Provision
- TCES, Acton
- The Avenue School
- Tram House (Beyond Autism)
- Treehouse Pears School for Autism
- West London College
- Westminster Kingsway College
- Woodlands School (Post-16)

Employers / Businesses

- Aunty Bonnies food truck, Acton
- Scope, Acton

Complaints

Any concerns or complaints regarding this policy or provider access arrangements should initially be directed to the Careers Leader.

Where concerns cannot be resolved informally, complaints should be raised in accordance with the school's Complaints Policy and referred to the Headteacher for further investigation and resolution.

Snowflake School is committed to working collaboratively with pupils, families, providers and stakeholders to ensure all concerns are addressed promptly, fairly and professionally.

Links to other Policies

This policy supports and is underpinned by a range of key school policies and procedures including:

- Careers Education, Information, Advice and Guidance (CEIAG) Policy
- Preparation for Adulthood Strategy
- Curriculum Policy
- Teaching and Learning Policy
- Safeguarding and Child Protection Policy
- Equality, Diversity and Inclusion Policy
- SEND Policy
- Work Experience Policy
- Educational Visits Policy
- Behaviour and Positive Support Policy

Monitoring Arrangements

At Snowflake School arrangements for managing the access of education and training providers to pupils are monitored by the Senior Leadership Group and the Careers Leader.

This policy will be reviewed by the Careers Leader annually and approved by the trustees at every review.

Revision

Version Update	September 2026
Review due	September 2027
Reviewed By	Mariam Polad
Approved by Board of Trustees on	September 2026