

Sandbach School 'Baker Clause' Policy Statement

As part of Sandbach School's commitment to informing our pupils of the full range of learning and training routes on offer to them, we are happy to consider requests from training, vocational education, apprenticeship, Further Education and Higher Education providers to speak to our students. We will also continue to approach these partners ourselves when planning and organising key Careers events throughout the school year.

In the first instance, providers wishing to speak with students should consult with us about their input at our main calendared careers events *e.g. Student Enrichment Days and Work Related PSHCE sessions linked to careers 'pathways'*.

These events provide ample and ideal opportunities to speak to students and parents both individually and in groups to offer information on vocational, technical and apprenticeship routes. These usually take the form of assemblies, student forums / workshops and themed enrichment days throughout the year. The timings, facilities, parking and registration details are confirmed and then emailed out to exhibitors in good time before the event.

We have a number of whole year group assembly times which offer providers a short-focused opportunity to spread the word about their offer. Assemblies run between 8.35 a.m. and 8.55 a.m. Tuesday to Friday. These can be directed to whole year groups of around 220 students are conducted in an assembly venue with full audio-visual support. Alternatively, assemblies can be offered to smaller groups of students and to groups of students with specialist interests.

Assembly times are usually on offer through the early part of the Autumn and Spring terms as, at other times, our halls are used for exams and so assemblies do not take place. If you are a provider and would like to enquire on the availability of assembly slots then please email our Careers Leader to outline your request.

In addition, our 'extended' PSHCE sessions run on Wednesday mornings September to March and last for 45 minutes. These can be booked to deliver more detailed information to students about your organisation and allow time for more in-depth discussions or activities to take place.

If a provider is unable to attend these events or feels that their presentation requires different circumstances or that they are hosting an event that they wish to promote, in the first instance they should contact our Careers Leader outlining the relevant details of their request *i.e. the role of the training, vocational or apprenticeship provider you represent, the aim of the presentation, if the request is for an assembly slot, the number of students the presentation or session is designed for, the length of the talk or presentation, the target year group for the session or presentation, what display or other facilities the session would require, how many provider staff (and names of staff) that will be visiting and what support from school staff you would require on the day.*

If the email is notification of an event at an offsite venue, please include timings of the day, a list of other invited schools and providers, any accessible funding streams for transport costs and a visit risk assessment of the venue.

Enquires and bookings can made via Steve Mills, our school Careers Leader using the email address: smills@sandbachschool.org or enquires@sandbachschool.org as an alternative.

All requests should be emailed at least 6 weeks (a school half term) in advance of an expected date for the planned session. All requests will be given due consideration by our Careers Leader and Senior Leadership Zone Manager. *NB* Requests may be deferred if:*

- they impinge on students' preparation for public or internal exams
- they clash with other school events such as visits, other speakers, well-being days, school photographs, sports days, public or internal exams, parents' communication events etc.
- the school is unable to provide staff to support the presentation or talk due to previous commitments
- rooming for the talk or event is unable to be found due to timetabling clashes on the preferred dates.

A response to any request will come via the school Careers Leader. Following approval, we will provide clear instructions before the event on visitor parking, visitor registration, a contact member of staff and their contact details, the teaching room or venue to be used at the session and the presentation facilities this space offers. If you have questions please do not hesitate to contact our Careers Leader Steve Mills.