



Robert Clack School of Science

Careers Provider Access Statement 2026 - 2027

Approved by Executive Headteacher:

Date: September 2026

Signed by Chair of Governors:

Date: September 2026

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Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them 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 pupils in years 8 to 13 are entitled:

- to find out about technical education qualifications 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 about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact the school's Careers Advisor:

Mr. J Hamill

Email: jhamill@robertclack.co.uk

Telephone: 020 8270 4200 ext 1121

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

Please speak to our Careers Advisor to identify the most suitable opportunity for you.

School Year	Careers Programme Activities
7	Skills for Life Programme – What are you good at? What do you enjoy? Year 7 students benefit from a series of lessons as part of the Skills for Life Programme which supports them to reflect on: · The questions “What are you good at? What do you enjoy?” · Their learning styles and key skills · How to set and achieve goals and targets These lessons help Year 7 students to begin shaping their vision for their future career.
8	Skills for Life Programme – Professional Communication Year 8 students benefit from a series of lessons as part of the Skills for Life Programme which supports them to understand: · The importance of professional verbal, non-verbal and written communication · How to communicate effectively and professionally in online communication · How to present themselves in a professional and positive way Aim Higher Day Year 8 students benefit from a day off timetable in which they participate in a programme of workshops and presentations from over 50 employers and alumni. The Aim Higher Day enables students to: · Learn more about university study and apprenticeships · Experience encounters with employers and further and higher education providers · Improve their understanding of a range of careers and the labour market · Link their curriculum learning to their career plans · Reflect on their skills, talents and ambitions
9	Skills for Life Programme – Future Career Planning Year 9 students benefit from a series of lessons as part of the Skills for Life Programme which supports them to: · Consider a range of future careers and the skills and attributes needed · Reflect on their own skills, talents and strengths · Understand how to make effective subject choices for GCSE and beyond · Link their curriculum learning to their career plans · Develop their understanding of university study and apprenticeships Drop Down Day – Seize the Day Year 9 students benefit from workshops that support and enable them to explore the importance of aspirations. GCSE Options Process Year 9 students benefit from extensive, personalised information, advice and guidance through assemblies and options evening. This supports them to choose a specialised GCSE curriculum that supports their future career plans and specific needs.
10	PSHE Programme – Careers Planning and Professional Communication and Presentation Year 10 students benefit from a series of lessons as part of the PSHE programme which supports them to: · Extend and deepen their understanding of university study and apprenticeships · Further reflect on their own career plans and aspirations · Understand how to write an effective CV, personal statement and covering letter · Understand how to communicate and present themselves professionally and effectively in an interview Employers Interview Skills Day Every Year 10 student benefits from a mock interview with a visiting employer drawn from the school’s alumni and links with employers organisations. All students receive

	personalised feedback on their interview skills with clear guidance on how to continue developing their skills further.
11	Careers Interviews Every Year 11 student benefits from a 1:1 Careers Interview with the school's Careers Officer in which they discuss their aspirations and receive expert advice and guidance to assist them in forming a personalised action plan for achieving their desired next step. Sixth Form Admissions Process - Through a series of assemblies, the Sixth Form Open Evening and online resources, Year 11 students benefit from extensive information, advice and guidance about making effective choices from the range of subjects on offer in the Sixth Form. - Students who apply to the Sixth Form benefit from 1:1 guidance interviews to support them to make well informed choices - Applicants to the Sixth Form participate in Induction Days and taster lessons, and complete bridging work to ensure that they are well prepared for a strong start to Sixth Form study College Application Support Students who plan to go to college after their GCSEs are supported with an additional 1:1 meeting with the Careers Officer to provide them with further guidance about the range of college courses on offer and advice on completing an effective application. Top Universities Enrichment Evening Students who aspire to study at the most competitive universities and degree courses benefit from an information evening providing them with: - Guidance about studying at competitive universities - Advice on activities that they can undertake to be best prepared for an effective application to a competitive university - Insights from alumni who have successfully applied to competitive universities.
12	EPQ Programme Year 12 students benefit from a series of lessons as part of the EPQ programme which supports them to: - Complete a mini-EPQ (Extended Project Qualification) project - Develop high level academic research and presentation skills - Develop key learning behaviours in order to maximise their progress in the Sixth Form Unifrog Programme All Year 12 students benefit from access to the Unifrog platform to support them in preparing for their future career after the Sixth Form. Through a series of lessons and assignments students: - Research potential careers, university courses and apprenticeships - Build a record of their experiences, skills and competencies - Learn about effective personal statements, CVs, covering letters and interview skills Achieve Excellence Programme – Enrichment and Super-Curricular Opportunities Year 12 students have access to an impressive range of enrichment and super-curricular activities including summer schools, study days, lectures, university and employer visits, mentoring and taster days. Opportunities are shared regularly and students are supported to apply for schemes.

	Work Experience All Year 12 students undertake at least one week of work experience in the summer term. Students are able to choose from a range of exciting placements and are supported to make effective choices. UCAS Progression Days All Year 12 students participate in a series of progression days to enable them to make a successful start to completing their UCAS application and writing an excellent personal statement. Early Applicant Mentoring Year 12 students wishing to apply to Oxbridge or for Medicine, Dentistry or Veterinary Medicine benefit from 1:1 mentoring to ensure that they are well prepared to submit a successful application as part of this competitive process.
13	UCAS Mentoring All Year 13 students who wish to apply to university benefit from 1:1 mentoring from a dedicated UCAS tutor. Tutors support the students to: · Make effective choices of courses to which they wish to apply · Complete the UCAS application form successfully · Produce an excellent personal statement All Year 13 students also have a final meeting with the Head of Sixth Form to ensure that their application is of the highest quality before submission Apprenticeship Mentoring All Year 13 students who wish to apply for apprenticeships benefit from 1:1 mentoring from the Careers Officer and the Head of Sixth Form. Students are supported to: · Research and shortlist a range of exciting apprenticeship opportunities · Prepare application materials such as CVs, personal statements and covering letters · Practise application skills such as assessment tasks and interviews Employability Skills Day Year 13 apprenticeship applicants are given the opportunity to participate in a day of workshops and activities run by BDSIP designed to help them further improve their CVs and interview skills. Employer and Apprenticeship Visits Year 13 students benefit from presentations from visiting employers and apprenticeship providers as well as trips to visit workplaces and apprenticeship and employment fairs. These opportunities extend students understanding of the range of apprenticeships available and enable them to build effective networks and contacts with employers.

Premises and facilities

The school will make the main halls, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school 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 the Careers Advisor or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at our Information Centre, which is managed by the school librarian. The Information Centre is available to all students at lunch and break times.