



The Diocese of Westminster Academy Trust.

'A Multi Academy Trust supporting schools in delivering their Mission to provide outstanding Catholic Education for their pupils.'

The Diocese of Westminster Academy Trust Provider Access Policy

Introduction

This policy statement sets out the Trust's arrangements for managing the access of providers to pupils at the Trust schools for the purposes 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.

Student entitlement

Students in years 8-13 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 evenings, 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

As our Trust is split over the Diocese of Westminster the Board appreciate that different providers may wish to have access to different schools across the Trust. A provider wishing to request access should in the first instance contact the Headteachers PA at the relevant school to arrange access, each of our schools web sites can be accessed through the Trust site:

<http://www.dowat.co.uk/page/?title=Our+Schools&pid=3>

Alternatively below is a list of contact telephone numbers and addresses for each Secondary school within the Trust:

Registered Office:

Education Service
Vaughan House
46, Francis Street
London
SW1P 1QN

Company no: 7944160

Correspondence address:

Mrs.T.E.Doyle
The Douay Martyrs School
Edinburgh Drive
Ickenham
UB10 8QY
01895 679414

The Diocese of Westminster Academy Trust is a charitable company limited by guarantee registered in England and Wales (The Douay Martyrs School, The Convent of Jesus and Mary Language College, John Henry Newman Catholic School, Nicholas Breakspear Catholic School, St.Mark's Catholic School, St.Michael's Catholic High School, Our Lady Catholic Primary School, St.Catherines of Siena Catholic Primary School, St.Johns Catholic Primary School, St.Marys Catholic Primary School, St.Thomas More RC Primary School are all business names of The Diocese of Westminster Academy Trust)



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	Phase	School/academy name	School/academy address	Forms of Entry	Phone number
1.	Secondary	The Douay Martyrs Catholic Secondary School	Edinburgh Drive, Ickenham, Middlesex, UB10 8QY	8	01895 679400
2.	Secondary	St Mark's Catholic School	106 Bath Road, Hounslow, Middx, TW3 3EJ	6	0208 577 3600
3.	Secondary	Nicholas Breakspear Catholic School	Colney Heath Lane, St. Albans, Herts, AL4 0TT	6	01727 860079
4.	Secondary	John Henry Newman Catholic School	Hitchin Road, Stevenage, Herts, SG1 4AE	8	01438 314 643
5	Secondary	St. Michael's Catholic High School	High Elms Lane, Garston, Watford, Herts, WD25 0SS	6	01923 673 760
6	Secondary	Covent of Jesus and Mary Language College	Crownhill Road, Willesden, London, NW10 4EP	6	02089652986

Opportunities for access

Each of our Secondary schools run a number of events, integrated into the school careers programme, which offer providers an opportunity to come into the school to speak to pupils and/or their parents during the Academic Year if you would wish to be advised of the dates of these events please contact the relevant secondary school careers lead who will arrange to include your organisation in the event planning.

Safeguarding

The Trust Safeguarding arrangements are identified at our weblink :

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<http://www.dowat.co.uk/page/?title=Safeguarding&pid=8>

and each school within the Trust details their arrangements for allowing providers into school as visitors to talk to our students. The Safeguarding and Welfare of the students within our Trust Community remains our key priority.

Premises and facilities

Each of our schools will make a meeting room or classroom 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 lead at each school.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at a school within the Trust, each of our schools has a Learning Resources Centre / Library available to all students at lunch and break times.

Approval and review

Approved January 2018 by Trust Board

Next review: January 2019

Signed:

Chair of Trust Board

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