

#### Management of provider access requests

Procedure A provider wishing to request access should contact Ms Mandy Hoosein, Careers Lead, Oxford Spires Academy. Contact telephone 01865 415939 or email [mhoosein@spires.anthemtrust.uk](mailto:mhoosein@spires.anthemtrust.uk)

#### 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 students and/or their parents/carers. Please speak to Ms Hoosein to identify the most suitable opportunity for you.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

#### Premises and facilities

The school will make the Theatre, 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 member of staff organising the visit.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school's Reception for Ms Hoosein or our school Careers Advisor, Mr David Bingham.