

Baker Clause Policy

As part of St Thomas More RC College'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 and apprenticeship providers to speak to students and will also approach these partners ourselves when planning 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 events throughout the school year.

These events provide ample opportunities to speak to students and parents both individually and in groups to offer information on vocational, technical and apprenticeship routes. These are usually held in the school hall and timings, facilities and parking and registration details are emailed to exhibitors in good time before the event.

Enquires about these events can be made to Mr Liam Wright, college's CEIAG Lead using the email address: l.wright@stmcollege.org.uk

We also have a number of whole year group assembly slots which offer providers a short opportunity to quickly spread the word about their offer. Assemblies last for 20 minutes and can be directed to a whole year group of around 150 students, in our main assembly hall which has a projector and speakers to aid deliver of additional resources.

These are usually on offer through the early part of the Autumn and Spring terms as, at other times, our hall is 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 please email our CEIAG lead to request a CEIAG visitor booking form and complete the assembly request section.

If a provider is unable to attend these events or feels that their presentation requires different circumstances or that they are hosting an event they wish to promote, in the first instance they should contact CEIAG lead and complete a CEIAG visitor booking form.

The CEIAG visitor booking form asks for 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), together with DBS numbers, 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.

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 St Thomas More RC College's CEIAG Lead and Senior Leadership Team link and requests will be refused 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.,
- our college is unable to provide staff to support the presentation or talk due to previous commitments, or;
- rooming for the talk or event is unable to be found due to timetabling clashes.

Responses to requests will come from the school CEIAG lead. For requests that are approved, we will provide clear instructions before the event on visitor parking, visitor registration, a contact member

of staff and their contact details, the on-site venue to be used for the session and the presentation facilities this space offers.

If you have any questions please do not hesitate to contact our CEIAG lead.