



Poynton High School: Provider Access Procedure

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students at Poynton High 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.

Student entitlement

All students in Years 7-13 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.

The Modern Work Experience Framework, introduced by the Department for Education (September 2025), aims to ensure that all students in Key Stages 3 and 4 receive two weeks (10 days) of meaningful work experience. These 10 days do not have to run consecutively. These first-hand experiences of workplaces will help their exploration of career opportunities and expand their networks. For students in Key Stage 5, there will be further provider encounters available, including the work experience week organised in Year 12.

These provider encounters will be scheduled during the main school day and the provider will be given a reasonable amount of time for their encounter. Providers are expected to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and students from the provider)
- answer questions from students

Meaningful provider encounters

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our students.

Previous Providers

In previous terms/years we have invited the following providers from the local area to speak to our students:

UA92, Army Careers, NHS (Cheshire East), NHS (Cheshire & Wirral), Myerscough College, The Manchester College, Reaseheath College, Macclesfield College, Macclesfield Football Club, Trafford College Group (Stockport College, Cheadle College, Marple College), Access Creative College, Stockport Engineering Training Agency, Civil Service Careers, Poynton Sixth Form, Tytherington Sixth Form, Cheshire Volunteering Services, Woodspeen Training Limited, Mantra Learning Limited, Kinaxia Limited, Buxton Community College, Warrington UTC, Barclays Bank Early Careers, Proseal Limited, Navy Careers.

Management of provider access requests

Procedure

A provider wishing to request access should contact Mrs Laura Hicketts, Careers Leader, Telephone: 01625 871811; Email: lhicketts@poyntonhigh.org.uk. Please see below the Careers Journey experienced by our students which may give prospective providers an idea of the opportunities available for them to interact with our students.

Opportunities for access

Poynton High School offers a comprehensive CEIAG programme and an overview of this programme can be viewed on our website. There are a number of events within our Careers Programme where we can offer providers the opportunity to come in to school to speak to students or their parents or carers. Please speak to our Careers Leader, Mrs Hicketts, to identify which would be the most suitable opportunity for your organisation.

The school will make a suitable space available for the provider to communicate their offer to the target students, as appropriate to the activity. The school will make available the ICT or other specialist equipment or support required by the provider within the boundaries of what we can support in our school. This will all be discussed and agreed in advance of the visit.

Providers are welcome to either leave copies of their prospectus or course literature with us or to send it in and this will be displayed and made readily available to all students via our Careers Library. It will be referred to by our Careers Adviser during 1:2:1 meetings with students. If you have digital resources, we will add these to the student and parent resources on our website and/or Google Classroom.

Providers are welcome to send the school publicity materials for upcoming open events/taster days etc. and we will publicise this via the Student Bulletin to the relevant cohorts and to parents via our newsletter and Year group bulletins.

We contract a qualified Careers adviser via Mploy Solutions to provide independent advice and guidance to students. Any student, from Year 7 to Year 13 can request to meet with the Careers Advisor 1:2:1 but they also provide a lunchtime drop in session on PHS working days for students and manage a Careers Enquiries email account for parents.

All Year 12 students complete a week of work experience in the summer term. If you are able to assist with providing any work experience places please contact Mrs L Hicketts at school.

We work closely with the Careers and Enterprise Company

(<https://cheshireandwarrington.com/growth-and-skills/skills-and-education/careers-hub/>)

Students in Year 12 to 13 are offered the opportunity to participate in the Employment Readiness Programme delivered in conjunction with the Cheshire & Warrington Pledge. The Pledge are keen to expand the employers and educational providers they work with and would welcome contact from organisations that would like to contribute to the valuable work of The Pledge, connecting employers, apprenticeship providers and educational establishments with students.

We also offer the Career Aspire programme which is offered to students in the Sixth Form starting in Year 12. The programme offers mentoring from local business people, opportunities to engage with employers across the country and support in applying for internships.

Please speak to our Careers Leader, Mrs Hicketts to identify which would be the most suitable opportunity for you.

Careers Link Governor: Margaret Aldridge

Approval and review

Approved on 18 September by the Board of Governors

Next review: Autumn 2026



PHS Careers Journey



Our aim is to encourage all of our students to think widely about future opportunities and availability of careers. We challenge them not to think stereotypically about jobs or courses. Our learners gain the skills and knowledge needed to take responsibility for planning their futures and be prepared (from as early as Year 7) to actively interact with and learn from encounters with employers and post 16 or 18 providers.

