



Poynton High School: Provider Access Procedure

Approval date:	September 2026	Review date:	September 2027
Approval Level:	Head Teacher	Owner:	Mr Bennett

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.

Students in Years 7 to 10 will also be invited to the 'Post 16 Options Day' (Careers Fair) in the school hall on Thursday 12th November 2026 where they can meet visitors from a range of employers and educational institutions.

For students in Key Stage 5, there will be further provider encounters available, including the additional 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 L 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, Mrs Joanne Green, 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.

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 at the beginning of May. If you are able to assist with providing any work experience places please contact Mrs L Hicketts at school.

We work closely with the Macclesfield Pledge (further information about the Macclesfield Pledge can be found at <http://www.macclesfieldpledge.co.uk/>) Students in Year 12 to 13 are offered the opportunity to participate in the Employment Readiness Programme delivered in conjunction with the Pledge. The Macclesfield Pledge are keen to expand the employers and educational providers they work with and if you or your organisation would like to contribute to the valuable work of The Pledge, connecting employers, apprenticeship providers and educational establishments with students, please contact James Buckley, our local Pledge Facilitator on james.buckley@youthfed.org.

We also offer the Career Aspire Programme which is offered to students in the Sixth Form starting in Year 12. The programme, organized by Miss L Novacki, 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 L Hicketts to identify which would be the most suitable opportunity for you.

Careers Link Governor: Margaret Aldridge