

Poynton High School: Provider Access Procedure

Introduction

This statement sets out the school's arrangements for managing the access of providers to students at the 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 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 events, 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

A provider wishing to request access should contact Mrs Lorna Grey, Head of Careers, Telephone: 01625 871811; Email: lgrey@phs.cheshire.sch.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. These events are in bold on the table below which gives more detail of our careers programme:

	Autumn Term	Spring term	Summer term.
Year 7		National Careers Week presentations and competition.	
Year 8		National Careers Week presentations and competition. Prejudice and discrimination in the workplace small group activities.	
Year 9	Assembly introduction to the options process.	Options activity sessions. Options information evening. Research tasks on employment skills and entry profiles.	

		School Careers Fair, including local college provision, apprenticeship providers and employers.	
Year 10	Student development lessons on future planning.	Student development lessons on future planning. School Careers Fair, including local college provision, apprenticeship providers and employers.	Macclesfield Pledge employment sector activity sessions, including a session from Macclesfield College. Enterprise activity session.
Year 11	Student development lessons on future planning supported by the Macclesfield Pledge (including local employers, FE and HE providers and apprenticeship providers.)	Student development lessons on future planning and employability skills. Year 11 options guidance and support sessions. School Careers Fair, including local college provision, apprenticeship providers and employers.	Results day support and guidance on options.
Year 12	Options support. Student development sessions on future planning. Employer talks - from local employers and apprenticeship providers.	UCAS convention including apprenticeship opportunities. Oxbridge convention. School Careers Fair, including local college provision, apprenticeship providers and employers. Finding Futures action planning activity. Employ programme-working alongside the Macclesfield Pledge and local employers - developing employment skills, assessment centre and interview strategies.	Employ programme-working alongside the Macclesfield Pledge and local employers, FE, HE and apprenticeship providers - developing employment skills, assessment centre and interview strategies.
Year 13	Employ programme-working alongside the	School Careers Fair, including local college	

	<p>Macclesfield Pledge and local employers - developing employment skills, assessment centre and interview strategies. UCAS support and guidance. Mock interview skills.</p>	<p>provision, apprenticeship providers and employers. Employ programme-working alongside the Macclesfield Pledge and local employers-developing employment skills, assessment centre and interview strategies.</p>	
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NB. We employ an independent Careers advisor, through Changing Education, to provide independent advice and guidance to students.

Further information about the Macclesfield Pledge can be found at <http://www.macclesfieldpledge.co.uk/>

We also run the Career Ready programme to students in the Sixth Form, offering mentoring from local business people and opportunities to engage with employers across the country. More information about this programme can be found at <https://careerready.org.uk/>

Please speak to our Head of Careers (Mrs L Grey) to identify the most suitable opportunity for you.

Premises and facilities

The sessions generally make use of the main hall and classrooms, as appropriate to the activity. AV and other specialist equipment is used to support provider presentations. This will all be discussed and agreed in advance of the visit with the Head of Careers or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library, which is managed by the Head of Careers. The Careers Library is available to all students at lunch and break times.