



# Parental Handbook

2023-2024

# Key Contacts

Mr Matthew Dean	Head Teacher
Miss Catherine Holyland	Deputy Head Teacher
Miss Wendy Ryder	Assistant Head Teacher
Mr Andrew Bennett	Assistant Head Teacher
Mr Simon Hoyle	Assistant Head Teacher
Mrs Debra Howells	Assistant Head Teacher
Mrs Rhian Dempsey	Associate Assistant Head Teacher
Mrs Emma Greenfield	Associate Assistant Head Teacher
Mrs Annie Kennedy	Director of Learning: Year 7 & Transition
Mr Alistair Hunter	Student Welfare Officer: Year 7 & Transition
Miss Jodie Hancock	Director of Learning: KS3 (Year 8 & 9)
Mrs Alison Riley	Student Welfare Officer: KS3
Miss Harriet Dovey	Director of Learning KS4: (Year 10 & 11)
Miss L Hollingworth	Student Welfare Office: KS4
Ms Ally Cutler	Year 12 Leader
Mrs Claire Hardicre	Year 13 Leader
Mrs Gill Tupman	Student Welfare Office: KS5 (Year 12 & 13)
Mrs Hilary Booth	Student Welfare Officer: Behaviour for Learning Lead
Mrs Sue Warburton	Mental Health Practitioner
Mrs Anne Handby	Family Support Worker
Miss Laura Sharples	Attendance Lead
Miss Genna Brown	Examinations Officer

# Guidelines for Parental Communication with School from September 2023

## ***When should I contact school?***

As soon as you have a concern! If in doubt, please contact us; we would far rather you contacted us for reassurance over something that turns out to be minor than spend time worrying about something.

## ***I know class teachers are very busy. Is it ok to contact them?***

Yes, it is absolutely fine to contact a class teacher if you need to. We only ask that you respect the fact that most teachers teach around 200 students and cannot, therefore, realistically enter into a detailed dialogue over a prolonged period of time with individual parents. The vast majority of instances where parents need to contact teachers can be dealt with via a quick email exchange, so feel free to do this in the first instance. Please also note that we do not expect teachers to reply to messages outside of working hours.

## ***Can't I just contact the Headteacher if I've got a problem?***

Yes, you are always welcome to contact the Headteacher if you feel you need to (by emailing the Headteacher's PA, via [Head@pchs.cheshire.sch.uk](mailto:Head@pchs.cheshire.sch.uk) or calling (01625 871811). At the same time, parents will appreciate that in many circumstances it may be more appropriate for another member of staff who has a more detailed knowledge of the issue to respond in the first instance.

## ***How quickly can I expect a response to my queries?***

Ordinarily, you can expect a response dependant on the enquiry within 2 working days.

## ***How do I know who is the best person to contact?***

The table below is intended to help parents with information about who to contact in certain, common scenarios. If you are unsure about who to contact, we recommend you call the main school reception on 01625 871811, where our staff will be able to point you in the right direction.

## ***Is there anything else I should bear in mind?***

The only other thing we would say is that we understand that sometimes parents or carers may be frustrated about issues that arise and we will always do our best to solve these. Equally, we would much prefer parents or carers to contact us directly with concerns rather than raise them on social media before we have had the chance to respond.

***At the same time, please understand our staff are trying to resolve your concern and therefore any communication that is sent should not be rude, abusive or aggressive. We do not expect staff to respond to inappropriate communication.***

# Communication Information September 2023

Contact	Who to contact	How
Any safeguarding concern	Miss Catherine Holyland is the Safeguarding Lead or Mr A Bennett is the Deputy Safeguarding Lead	Via reception 01625 871811 <a href="mailto:safeguarding@phs.cheshire.sch.uk">safeguarding@phs.cheshire.sch.uk</a>
Welfare concerns e.g. Friendship issues, cyber bullying	The first point of contact would be the Welfare Lead for your child's year group.	Year 7 Mr A Hunter <a href="mailto:AHunter@phs.cheshire.sch.uk">AHunter@phs.cheshire.sch.uk</a> Year 8&9 Mrs Riley- <a href="mailto:ARiley@phs.cheshire.sch.uk">ARiley@phs.cheshire.sch.uk</a> Year 10&11 Miss L Hollingworth- <a href="mailto:LHollingworth@phs.cheshire.sch.uk">LHollingworth@phs.cheshire.sch.uk</a> or via <a href="mailto:studentsupport@phs.cheshire.sch.uk">studentsupport@phs.cheshire.sch.uk</a>
Concerns about your child's progress in a particular subject	Class teacher initially, but please contact the Director of Learning for the subject team if this does not resolve the issue.	E-mail <a href="mailto:info@phs.cheshire.sch.uk">info@phs.cheshire.sch.uk</a> and in the title please write the name of the teacher concerned.
Concerns about your child's general progress	Director of Learning for your child's year group	Year 7 Mrs A Kennedy <a href="mailto:AKennedy@phs.cheshire.sch.uk">AKennedy@phs.cheshire.sch.uk</a> Year 8&9 Miss J Hancock <a href="mailto:JHancock@phs.cheshire.sch.uk">JHancock@phs.cheshire.sch.uk</a> Year 10&11 Miss H Dovey <a href="mailto:HDovey@phs.cheshire.sch.uk">HDovey@phs.cheshire.sch.uk</a>
Information on how to support your child's learning e.g. revision guides	Director of Learning for your child's year group	Year 7 Mrs A Kennedy <a href="mailto:AKennedy@phs.cheshire.sch.uk">AKennedy@phs.cheshire.sch.uk</a> Year 8&9 Miss J Hancock <a href="mailto:JHancock@phs.cheshire.sch.uk">JHancock@phs.cheshire.sch.uk</a> Year 10&11 Miss H Dovey <a href="mailto:HDovey@phs.cheshire.sch.uk">HDovey@phs.cheshire.sch.uk</a>

Queries about home learning	Class teacher initially, but please contact the Director of Learning for the subject if this does not resolve the issue.	E-mail <a href="mailto:info@phs.cheshire.sch.uk">info@phs.cheshire.sch.uk</a> and in the title please write the name of the teacher concerned.
Questions about uniform	Welfare Lead	<a href="mailto:studentsupport@phs.cheshire.sch.uk">studentsupport@phs.cheshire.sch.uk</a>  01625871811
Questions about school transport	Director of Business and Operations	<a href="mailto:info@phs.cheshire.sch.uk">info@phs.cheshire.sch.uk</a> 01625 871811
Reporting absence or other queries relating to attendance.	Attendance Officer Miss L Sharples	<a href="mailto:absence@phs.cheshire.sch.uk">absence@phs.cheshire.sch.uk</a> 01625 871811 and follow the instructions on the recorded message
Information about medical care and support	Welfare Leader	Year 7 Mr A Hunter <a href="mailto:AHunter@phs.cheshire.sch.uk">AHunter@phs.cheshire.sch.uk</a> Year 8&9 Mrs Riley- <a href="mailto:ARiley@phs.cheshire.sch.uk">ARiley@phs.cheshire.sch.uk</a> Year 10&11 Miss L Hollingworth- <a href="mailto:LHollingworth@phs.cheshire.sch.uk">LHollingworth@phs.cheshire.sch.uk</a> or via <a href="mailto:studentsupport@phs.cheshire.sch.uk">studentsupport@phs.cheshire.sch.uk</a>
Information regarding behaviour	Welfare Lead for Behaviour Miss Booth	<a href="mailto:HBooth@phs.cheshire.sch.uk">HBooth@phs.cheshire.sch.uk</a>
Information regarding SEND	Learning Support Department	<a href="mailto:SEN@phs.cheshire.sch.uk">SEN@phs.cheshire.sch.uk</a>
Concern about a member of staff	Deputy Head teacher Miss C Holyland	<a href="mailto:CHolyland@phs.cheshire.sch.uk">CHolyland@phs.cheshire.sch.uk</a> Via reception 01625 871811
Questions relating to assessment	Assitant Head teacher Miss W Ryder	<a href="mailto:WRyder@phs.cheshire.sch.uk">WRyder@phs.cheshire.sch.uk</a> Via reception on 01625 871711
Questions relating to the school curriculum	Assitant Head teacher Mrs D Howells	<a href="mailto:DHowells@phs.cheshire.sch.uk">DHowells@phs.cheshire.sch.uk</a> Via reception 01625 871811
Questions relating to the Sixth Form	Assistant Head teacher Mr A Bennett	<a href="mailto:ABennett@phs.cheshire.sch.uk">ABennett@phs.cheshire.sch.uk</a> 01625 871811
Questions relating to pupil premium and FSM	Assistant Head Teacher Mrs E Greenfield	<a href="mailto:EGreenfield@phs.cheshire.sch.uk">EGreenfield@phs.cheshire.sch.uk</a> Via reception 01625 871811



## School Day

8.45am – 9.00am	Form Time
9.00am – 9.05am	Movement Time
9.05am – 10.05am	Lesson 1
10.05am-10.10am	Movement Time
10.10am-11.10am	Lesson 2
11.10am-11.30am	Break
11.30am-12.30pm	Lesson 3
12.30pm-12.35pm	Movement Time
12.35pm-1.35pm	Lesson 4
1.35pm-2.15pm	Lunch
2.15-3.15pm	Lesson 5

# First Day arrangements – Wednesday 6<sup>th</sup> September

Time	Year	Venue
8.45am	Y7	<b>HALL to meet tutors</b>
8.45am	Y12	<b>Form Rooms with tutors – Information will be displayed in the Sixth Form Centre</b>
11.10am arrival for an 11.30am start	Y11	<b>HALL</b> with tutors for Y11 assembly
	Y8, 9, 10 & 13	Students arrive and move to <b>Form rooms</b> . <b>Form room information will be displayed around school.</b>



## Key Dates for Term 1

Wednesday 6 <sup>th</sup> September	Start of academic year for all students
Monday 18 <sup>th</sup> – Friday 29 <sup>th</sup> September	Year 13 Mock Examinations
Wednesday 20 <sup>th</sup> September	6 <sup>th</sup> Form Information Evening for Y12 parents 6pm
Thursday 21 <sup>st</sup> September	Year 7 'Meet the Tutor' Evening 4.00-7.00pm
Wednesday 27 <sup>th</sup> September	Student Development Day
Thursday 5 <sup>th</sup> October	Main School Open Evening
Thursday 19 <sup>th</sup> October	Year 13 Parents Evening
Friday 20 <sup>th</sup> October	October half term
Thursday 16 <sup>th</sup> November	Sixth Form Open Evening
Thursday 23 <sup>rd</sup> November	Student Development Day
Thursday 30 <sup>th</sup> November	Year 12 Parents Evening
Monday 4 <sup>th</sup> December – Friday 15 <sup>th</sup> December	Year 11 Mock Examinations
Wednesday 6 <sup>th</sup> December – Friday 15 <sup>th</sup> December	Year 7 progress review meetings with Form Tutors
Friday 22 <sup>nd</sup> December	Christmas Holiday 12.40pm Finish





## Transport Arrangements

Our transport provider, Cheshire East Council, is currently working to confirm arrangements for September. Once we have the full details from we put them on the school website and send a link to families.

For general queries regarding contracted school bus services to Poynton High School please contact Cheshire East Council, on 0300 123 5012.

On 6<sup>th</sup> September there will be two runs of the school buses. Year 7 and 12 for an 8.45am start. Years 8/9/10/11/13 for an 11.10am start.

<https://www.phs.cheshire.sch.uk/parents/transport-information>





# Travelling to and From School

To keep students safe at the front of school we ask that parents do not park on the yellow zig zags or in any of the three entrances to school and also to be mindful of our neighbours. We would encourage as much as possible that students walk to school or if they live out of Poynton are dropped away from the front of school, where it is very busy, and then walk the short distance to school.

There has been an increase in the number of students cycling to school which is fantastic as it supports our environmental strategy. However, we have had a number of calls concerned about the way in which some young people are riding their bikes in the village and also raising concerns that they are not always clearly visible as they are not wearing reflective clothing or do not have working lights on their bikes. We have spoken to the students who come to school on their bike but please could you could also speak to your child about being safe when cycling to school.

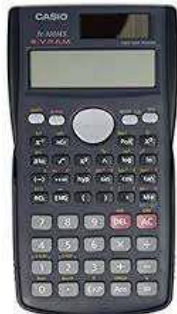
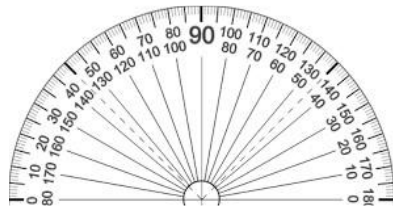
## **Arrangements for closure of the school due to extreme weather.**

If, in exceptional circumstances, we have to close the school all information will be on the school website. The radio station we share closure information with is Silk FM. We will only close the school during the school day if adverse weather conditions would put our students at risk if their travel home was to be delayed. All updates will be on the school website and school twitter page. If we have to close school we will move to online learning for the day via Google Classroom. Students should follow their normal timetable for the day. There will be a hybrid of set work and live lessons.

# Mobile phone/Air pods

- We introduced these guidelines in September 2017 and it has had a positive impact on the school and the feedback we have received from both parents and students has been supportive of the guidelines.
- Students in Years 7 – 11 are not permitted to use mobile phones when on the school site. As a school we are convinced that mobile phones are a distraction and have serious concerns about the impact of their inappropriate use. We do know their use is reducing our students' ability to connect with one another socially on a day-to-day basis. We also believe that removing the distraction of mobile phones at school will impact favourably on our students' approaches to their studies and ultimately outcomes for all.
- We do, however, recognise that some parents want their children to carry mobile phones to school. The school rules therefore state that phones should not be seen, heard or used in school. All phones should be switched off before students enter the school grounds and remain switched off. All phones must be kept out of sight in bags or lockers, students are not allowed to carry phones in pockets or on their person. If a student needs to make an essential call they must go to their year team at break, lunch or after school to make the essential call.
- If a mobile phone is seen, heard or used in school it will be confiscated. Any phone that is confiscated will be kept in a secure location. Parents will be notified that their child's phone has been confiscated. Parents or an appropriate adult will be invited to collect the phone from the main school reception after a period of 24 hours. If a parent wishes the phone to be returned to their child this will only happen following a period of 72 hours. We will not return phones directly to students. Any student who fails to hand in their phone when asked will receive a suspension. Repeated failure to follow the policy may result in a longer suspension or a temporary transfer to another school behaviour base.
- Students must make sure their phone is switched off before they enter the school grounds and remain switched off while on school grounds. If students need to make a call at the end of the day to discuss arrangements with parents this must take place off the school grounds or after 3.25pm outside the school buildings. If a student needs to make an essential call during the school day they must go to their year team at break, lunch or after school to make the essential call.
- Parents and carers should be reassured that they will still be able to communicate with students during the course of the school day through our established communication pathways. Please contact the school switchboard and a member of our team will be able to pass on any urgent messages to students.
- As air pods connect to mobile phones these are also not allowed to be used whilst a student is on school site. If a young person is seen with air pods these will also be confiscated and the arrangements for them to be returned is the same as mobile phones.
- These guidelines have a positive impact on the school environment. We would appreciate your support in reinforcing our message at home.
- Thank you in advance for your support.

# Equipment



# School Uniform

DO WEAR		DON'T WEAR
A navy blazer with the school badge on the top pocket		The blazer with the sleeves rolled up
A navy school badged skirt from PSU/Monkhouses, length 20 inches min <i>Code 3596 Banner or Charleston/Henley</i>	×	A very short or tight skirt with splits in the seams Any skirt that is not a school badged skirt
Black tailored trousers worn to the waist. <i>Code 3832 Banner</i>	×	Hipsters, jean-style, frayed, clingy, Lycra, decorated or casual trousers
A blue school style shirt for KS3. A white school style shirt for KS4. Buttoned to the neck and tucked in. Short, ¾ sleeve or long.	×	<ul style="list-style-type: none"> <li>• An open necked shirt</li> <li>• A visible tee-shirt</li> <li>• An exposed midriff</li> </ul>
Plain black/flesh coloured tights. Plain black or white socks.	×	Patterned tights, coloured/patterned socks, trainer socks. Socks and tights
All Black shoes suitable for school. (Leather/Leather look)	×	<ul style="list-style-type: none"> <li>• Canvas/suede</li> <li>• "Slipper-style" shoes or shoes with the backs crushed so that they slip on and off</li> <li>• High-heeled/Stiletto</li> <li>• Ugg Boot style</li> <li>• Trainer/pumps/sports style shoes</li> </ul>
School clip on tie – (House Colours)	×	Non –clip on tie

ALLOWED		NOT ALLOWED	
✓	A plain, narrow (2.5cm or less), black belt with a buckle	✗	Coloured belts, belts with embellishments, or wide belts. No scarves
✓	A navy V neck jumper with school badge, with or without sleeves.	✗	Anything in sweatshirt style material, anything with a hood, zips or buttons, cardigans, not even under your blazer or on the way to and from school.
✓	Subtle, unobtrusive makeup. Natural hair colours only	✗	<ul style="list-style-type: none"><li>• extreme styles including tramlines</li><li>• nail varnish</li><li>• false nails</li></ul>
✓	One small pair of stud earrings.	✗	<ul style="list-style-type: none"><li>• Large hoop earrings</li><li>• Stretchers</li><li>• Diamante earrings</li><li>• Facial piercings of any description</li><li>• Rings, beads, bracelets, strings etc.</li><li>• Necklaces, chokers</li></ul>
✓	Plain coat en route to school	✗	<ul style="list-style-type: none"><li>• Coats inside the building.</li></ul>

*Please note blue sweatshirts are no longer part of the school uniform this was an adjustment during Covid.*



# School Uniform - PE Kit

School uniform can be purchased from the following stockists:

F R Monkhouse - The Shopping Centre, Cheadle Hulme 0161 488 3410 [www.monkhouse.com](http://www.monkhouse.com)  
Ann Taylor - P.S.U. of Poynton Ltd. – 01625 876 885

PSU Opening Times - Mon & Thurs lunchtime and  
Tues night 7pm to 8:30pm  
Term-time only, open summer holidays by arrangement.

Order online at [www.phs.uniform4you.co.uk](http://www.phs.uniform4you.co.uk)  
Password – Yewtree1

## PE Kit List:

### Compulsory

Sports Tee Shirt  
Shorts or Skort  
Socks  
Multisport Top (Boys)

### Optional

¾ zip top  
Leggings with PHS logo  
Training Pants

### Extra Info

- Trainers (not pumps)
- Studded footwear is required for Football and Rugby lessons
- We recommend gum shields for Rugby
- If your child wear glasses, it is recommended that they wear prescription 'sports glasses' for PE lessons

### Compulsory



### Optional



# Poynton High School

## School Shoe Examples



# Poynton High School

## Unsuitable School Shoes





## First Aid/Medication

In an emergency we have first aid trained staff. On the odd occasions when your child might need medication during the school day please contact their Welfare Officer as there is a medication form which must be completed.

If your child has an inhaler or epipen it is their responsibility to carry it in their school bag.

Students can not carry any other medication unless agreed via a formal care plan. This includes over the counter medication such as paracetamol in their school bag or on their person.

If you have any medical concerns regarding your child or additional information for their individual care plan please contact their Welfare Officer.



# Attendance

- Regular attendance at school is, of course, essential. In cases of unavoidable absence, we ask that parents keep us well informed as to the reason for a child's absence, particularly if it is likely to be prolonged or carried over from one week to the next.
- The procedure for advising absence is as follows:
- **Where a student is unable to attend school due to illness or other sudden reason, parents should telephone the school Absence line 01625 871811 or e-mail [absence@phs.cheshire.sch.uk](mailto:absence@phs.cheshire.sch.uk) between 8.00am and 8.45am on the first day of absence, and on any days of further absence.** The parents of students who are absent and for whom we have not received an explanation will be contacted to confirm the reason for the absence within 24 hours. Our target is for all students to have an attendance of above 97%.
- Further information can be found at <https://www.phs.cheshire.sch.uk/parents/attendance-absence>
- **Requests for Exceptional Circumstances Leave within the school term.**
- In line with DfE policy, the school's position is that leave of absence in term time will only be authorised in exceptional circumstances such as attendance at family weddings (immediate family), funerals, educational examinations or participation in religious observance and only then if attendance is over 95%. Availability of cheap holidays and overlap with the beginning or end of a term **will not** be accepted as exceptional circumstances.
- • If school external examinations are missed, students will not be able to take them at a later date. Please note that the full cost of the exams missed will be invoiced to the parents/guardians.
- • Sixth Form students who receive the 16-19 Bursary will lose part of their payment for the period when holiday is taken.
- • Students are responsible for making sure they complete work missed through absence.
- • Parents should be aware that periods of unauthorised absence may lead to a fixed penalty notice being issued by the Educational Welfare Service.
- *All holidays and exam dates are available on the school website*

# Restaurant arrangements/Free School Meals

## Opening times

- 8.20am -8.40am
- 11.10-11.30am
- 1.35 -2.15pm
- Please ensure your child's ParentPay account has sufficient funds to purchase food and drink. In an emergency situation students are allowed to go up to £3 overdrawn which would be enough money to cover a main meal.
- If a student is overdrawn but still requires lunch they will be sign posted to their Welfare Leader.

## Free School Meals

- We are aware that some of our families have experienced changes which have impacted on their financial circumstances. You can claim free school meals for each child who attends school in Cheshire East if you receive one of these benefits:
- Income Support
- Universal Credit
- Income based Jobseeker's Allowance
- Income related Employment Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit - as long as you have a yearly household income of less than £16,190 (as assessed by HM Revenue and Customs) and do not get Working Tax Credit
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- You can apply by telephoning 0300 123 5012 or online at [http://www.cheshireeast.gov.uk/schools/free\\_school\\_meals.aspx](http://www.cheshireeast.gov.uk/schools/free_school_meals.aspx)
- If your child receives free school meals the money is put into their account automatically and they can spend it in the usual way. Through accessing free school meals your young person would in turn be eligible for support with resources in school (such as revision guides etc, where we would normally ask for parental contributions) through our Pupil Premium fund.



## Home Learning/Google Classroom

All home learning will continue to be set on Google Classroom.

### **Time spent on Home Learning**

The time spent on home learning takes into account the age of the students and the demands of the Key Stages.

In Key Stage 3, home learning should take a student between 20 and 30 minutes per task. The teacher may set one longer home learning task over a longer period that adds up to the specified time. At Key Stage 4, it should take between 30 minutes and an hour for each piece of home learning. MFL may set more frequent, shorter home learning tasks.

At Key Stage 5, home learning will be set every lesson and students should be doing as much work outside lessons as they do inside lessons

### **Google Classroom**

All students have a login to Google Classroom and they will be allocated to their new classes for September over the summer. They will also have access to a Year page which has information about extra curricular activities, wellbeing support, revision techniques etc. The student bulletin is also shared on this page.

# Class Charts

We use Class Charts for the recording of:

- House Points
- Behaviour Points
- Attendance
- Punctuality



The app/website is also useful for families as it shows students' timetables. All parents have log in details. For new students these will be sent to parents at the start of the academic year.

In September we will be launching the student app for use at home.

More information can be found at

<https://www.phs.cheshire.sch.uk/page/?title=Class+Charts&pid=338>



# General Information

## Your Contact Details

As a school we communicate with parents by e-mail and for safeguarding purposes we need to hold two emergency telephone contacts for each student.

If any of your details change please e-mail [data@phs.cheshire.sch.uk](mailto:data@phs.cheshire.sch.uk)

## Policies

All school policies can be found at: <https://www.phs.cheshire.sch.uk/aboutus/school-policies>

If you require a paper copy please contact school on 01625 871811

## Term Dates

Term dates can be found at: <https://www.phs.cheshire.sch.uk/parents/term-dates>

## Student Support

Information to support your young person can be found at:  
<https://www.phs.cheshire.sch.uk/parents/student-support> or e-mail  
[studentsupport@phs.cheshire.sch.uk](mailto:studentsupport@phs.cheshire.sch.uk)