

Poynton High School
Sixth Form (Year 12)
September 2020

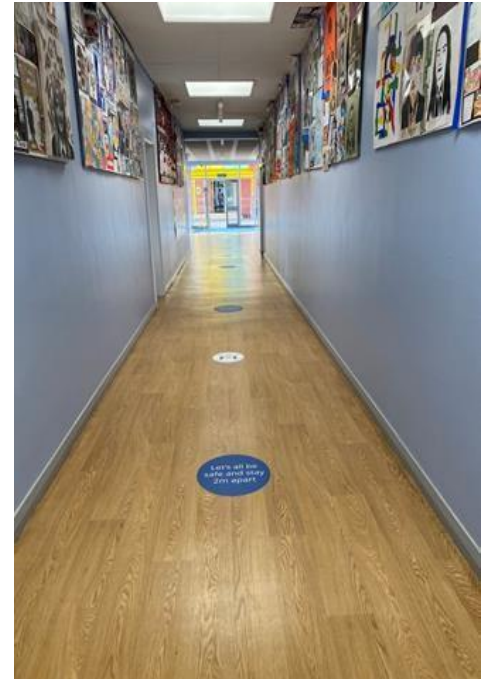


What to expect and how to stay safe.

We are really looking forward to welcoming all our young people back on site. This booklet is aimed at making sure that you can be confident coming back into school, or starting with us, and to make sure that we can all keep our school community safe and well. The most important part of our return to the school building is making sure that we keep ourselves and our families safe by following instructions carefully. Please take time to read through this information and discuss it with your family. The booklet is split into a general section, here at the start, which applies to everyone and then also year group sections which will apply only to your new year group for 2020-2021.

STAYING SAFE:

- Each year group will have a set entrance and exit to the school building, you will also have your own area of school where you will be based. Teachers will move around the school building to come to your classes. It will feel quite unusual at first but we will all quickly get used to this, just like any September!
- You will be able to be within 1 metre of people in your year group as you will be staying together as a 'bubble'. You **MUST** however stay at least 2 metres away from school staff. This is in order to keep us all safe as staff will need to move across 'bubbles' so that lessons can take place. The more that you can distance yourself from others the safer the site will be for us all.
- You will be given a Sixth Form student lanyard and student ID card by your form tutor, (each lower school year group will also have a different coloured lanyard too). Please keep in mind that you need to stay at least 2m apart from students in other year groups and also from school staff.
- Break and lunch times will be different for each year group so that we can all be safe throughout these times. You will find the details of your year group's times below in the specific year group guidance.
- Moving around school you will notice the 2m distance markers across the site, you will need to keep these in mind when moving to your rooms in order to stay 2m from school staff and also from students in other year groups.
- Please remember that your parents and carers will not be able drop items off at school for you. It is important that you make certain you have everything you need each day. Our reception will not be open for items to be dropped off.
- Each classroom will have a small covered bin clearly marked 'Tissues Only' please use these to dispose of any tissues safely.



- You may wish to wear a face mask, there hasn't been any guidance which says we should do this in school however if you wish to wear a mask you can do so providing that it is a plain mask without writing, images or logos.

EQUIPMENT:

- We will not be able to provide or lend out any equipment in school. It is really important that you bring your own equipment with you. You will need (depending on the subjects you plan to study): black pens (at least two in case one runs out), a pencil, an eraser, a pair of compasses, a protractor, a scientific calculator, a highlighter, a ruler and also your own glue stick and any other practical equipment as advised by your teachers.



LUNCH PAYMENTS:

- Your ID Card will be linked to your ParentPay account and you will use this in the coffee bar to purchase food and drinks. If you are joining us from another school we will provide you with Parent Pay details when you arrive. You may pay using cash until you have established your account. You will not be able to access the revaluation machines on site. All money will need to be added to your account by your parents and carers at home. If you receive free school meals your card will be automatically credited each day ready for you to use. When ordering food you will not be able to use other people's cards as your photograph will be shown on the till.

HOME LEARNING:

- Your home learning will be set using Google Classroom. You will need to complete this and submit it online. Your teachers will not take in tasks that are not submitted on Google Classroom. Please log into Google Classroom to ensure that you are able to access this before September starts. If you are joining us from another school, we will provide you with a log in when you arrive. If you have a problem logging on, or have forgotten your password please email networksupport@phs.cheshire.sch.uk and title your email 'Google Classroom Login'



Year 12

Enter school via the leisure centre gates only and proceed to Sixth Form Centre

- Timings of your school day:

Time	Session	Location
8.45-9.00	Registration	Form room (see list below)
9.00-10.00	Period 1	See timetable
10.00-11.00	Period 2	See timetable
11.00-11.20	Break	Sixth Form Centre
11.20-12.20	Period 3	See timetable
12.20-13.20	Period 4	See timetable
13.20-14.00	Lunch	Sixth Form Centre
14.00-15.00	Period 5	See timetable

WATER BOTTLES:

- Please bring with you any water that you will need in the day, it is important to stay hydrated! Usually we would be able to access shared water fountains to refill at breaks and lunches though this will not be available at least throughout the first term.

LOCKERS:

- We will have lockers available for you to rent in your area of the school site. These will cost £6 for the year. See/email Mrs Bibby if you would like to rent one.

TOILETS

- There are both male and female toilets in the Sixth Form Centre, Year 12 should only use these toilets. The single accessible toilet downstairs is for the use of staff or any students with accessibility issues only.

Induction into the Sixth Form

- Your start at Poynton High Sixth Form will begin on Thursday 3rd September at 8.45am. When you arrive simply come in through the entrance noted in red above and there will be staff on hand to guide you to your form room. These are shown in the table below, you will start the year in the rooms shown in red as these are your form rooms under the social distancing bubble arrangements. There will be hand sanitiser on the wall as you enter the building, you must use this when you arrive and when you leave. Thursday and Friday 3rd & 4th September, will be days with your form tutor and will be a chance to get to know the Sixth Form, and a chance to look at, and discuss your timetable and school life with us at Poynton Sixth Form. Monday 7th September will be a day spent at home working on preparation activities to start your A level and BTEC lessons.
- On Thursday 3rd September our photographers will be in school to take your school photograph for your new Sixth Form ID badges.

Director of Sixth Form: Mr R Hardman

Sixth Form Support Officer/Careers: Mrs A Bibby

Welfare Officer: Mrs G Tupman

Year 12 Progress Leader: Mrs C Hardicre

Red form room denotes Form Room within Bubble

	FORM	TUTOR	FORM ROOM	HOUSE
X	12SRO ^{NSJ}	Miss S O' Loughlin/Mrs J Barker	S01 / S10	N
	12GRK	Mr G Kenyon/Mr Bemowski	18 / S11	V
	12AJG	Mr A Graham	30 / S12	D
	12HDO	Miss H Dovey	S06 / S06	L
Y	12CES	Mrs C Smeaton	67 / S01	N
	12JS	Mrs J Sutherland / Mrs R MacDonald	13 / 14/S09	V
	12CEH	Mrs C Hardman/Mrs K Toby	S04 / S08	D
	12HME	Miss H Meakin	14 / S02	L

Heads of House	
Miss H Dovey	Newton
Mr C Megarrell	Vernon
Mr S Keifer	Davenport
Mr M Meakin	Legh