

Key Staff September 2020

Mr David Waugh	Head Teacher CEO TTLP
Miss Catherine Holyland	Deputy Head Teacher (Standards and Student Progress)
Mr Matthew Dean	Deputy Head Teacher (Standards and Subject Progress)
Miss Wendy Ryder	Assistant Head Teacher (Director of Progress)
Mr Richard Hardman	Assistant Head Teacher (Director of 6 th Form)
Mr Andrew Bennett	Assistant Head Teacher (Director of Progress)
Mr Simon Hoyle	Assistant Head Teacher (Teaching & Learning)
Mrs Jill Ingram	Chief Financial Officer
Mrs Jenny Sykes	Director of Business & Operations
Mr Eddie Latch	Director of Learning Year 7 & Transition
Miss Katie Gyves	Student Welfare Officer Year 7 & Transition
Miss Emma Keaveney	Director of Learning KS3 (Year 8 & 9)
Miss Laura Swaffer	Student Welfare Officer KS3
Miss Rhian Dempsey	Director of Learning KS4 (Year 10 & 11)
Mrs Anne Handby	Student Welfare Office KS4
Mrs Annie Kennedy	Head of Cohorts
Miss Ally Cutler	Year Leader 12
Mrs Claire Hardicre	Year Leader 13
Mrs Gill Tupman	Student Welfare Office KS5 (Year 12 & 13)
Mrs Hilary Booth	Student Welfare Officer – Behaviour for Learning Lead/Attendance
Mrs Alison Riley	Behaviour Base Coordinator
Mrs Sue Warburton	Emotional Health & Wellbeing Centre Coordinator

First Day Arrangements.

In order to introduce all year groups safely back to the school site we will be asking each year group to come into school on their own set day(s) during the first week. Please see a brief outline of these days below and also refer to the Student Booklet found here for more information:

<https://www.phs.cheshire.sch.uk/news/?pid=6&nid=1&storyid=234>

Year	Induction Days – 8.45am-3.00pm	Full return to school
7	Thursday 3 rd September – Go to the Hall Friday 4 th September – Go to form rooms <i>Monday 7th Septmber – Go to form rooms – Come to school in PE kit.</i>	Tuesday 8 th Septmber 8.45am
8	Monday 7 th September- Go to form rooms	
9	Monday 7 th September- Go to form rooms	
10	Friday 4 th September- Go to form rooms	
11	Friday 4 th September- Go to form rooms	
12	Thursday 3 rd September- Go to form rooms	
13	Friday 4 th September- Go to form rooms	

Form tutor rooms are in the student information booklet.

Transport Arrangements

We are currently working with our transport provider TSS to confirm arrangements for September. Once we have the full details from TSS we put them on the school website and send a link to you.

For general queries regarding contracted school bus services to Poynton High School please contact Transport Service Solutions on 0300 123 5012.

Mobile Phone Guidelines September 2020

Below are the school's guidelines on mobile phones on the school site.

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 or used in school. All phones should be switched off before they 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 has lapsed. If a parent wishes the phone to be returned to their child this will 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 fixed term exclusion. Repeated failure to follow the policy may result in an increased fixed term exclusion 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 3.15pm 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.

These guidelines we believe 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.

Guidelines for Parental Communication with School from September 2020

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 info@phs.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 a working week of 48 hours.

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.

Reference Table

Issue	Who to contact	How
Any safeguarding concern	Miss Catherine Holyland is the Safeguarding Lead or Mrs Sue Warburton is the Deputy Safeguarding Lead	Via reception 01625 871811 safeguarding@phs.cheshire.sch.uk
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 Miss Gyves KGY@phs.cheshire.sch.uk Year 8&9 Miss L Swaffer- LSW@phs.cheshire.sch.uk Year 10&11 Mrs Handby- ahandby@phs.cheshire.sch.uk or via studentsupport@phs.cheshire.sch.uk

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 info@phs.cheshire.sch.uk 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 Mr E Latch erl@phs.cheshire.sch.uk Year 8&9 Miss E Keaveney EKE@phs.cheshire.sch.uk Year 10&11 Mrs Dempsey RDE@phs.cheshire.sch.uk
Information on how to support your child's learning e.g. revision guides	Director of Learning for your child's year group	Year 7 Mr E Latch erl@phs.cheshire.sch.uk Year 8&9 Miss E Keaveney EKE@phs.cheshire.sch.uk Year 10&11 Mrs Dempsey RDE@phs.cheshire.sch.uk
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 info@phs.cheshire.sch.uk and in the title please write the name of the teacher concerned.
Questions about uniform	Welfare Lead	studentsupport@phs.cheshire.sch.uk 01625871811
Questions about school transport	Mrs J Sykes Business and Operations Manager	jsykes@phs.cheshire.sch.uk 01625 871811
Reporting absence or other queries relating to attendance.	Attendance Officer Miss Booth	absence@phs.cheshire.sch.uk 01625 871811 and follow the instructions on the recorded message
Information about medical care and support	Teenage and Family worker Mrs S Warburton	swarburton@phs.cheshire.sch.uk 01625 871811
Concern about a member of staff	Mrs J Sykes Business and Operations Manager	jsykes@phs.cheshire.sch.uk Via reception 01625 871811
Questions relating to the school curriculum and assessment	Deputy Head teacher Mr M Dean	mgd@phs.cheshire.sch.uk Via reception on 01625 871711

Please be aware due to current health and safety reasons all meetings will be via telephone.
Please do not come reception in the first instance make contact via the e-mail or telephone. Thank you for your understanding.

SCHOOL UNIFORM LIST

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 or.</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"> • An open necked shirt • A visible tee-shirt • An exposed midriff 	
✓	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"> • Canvas/suede • “Slipper-style” shoes or shoes with the backs crushed so that they slip on and off • High-heeled/Stilettos • Ugg Boot style • Trainer/pumps/sports style shoes 	
✓	School clip on tie – (House Colours)	✗	Non –clip on tie	

Optional Items

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 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"> • extreme styles including tramlines • nail varnish • false nails 	
✓	One small pair of stud earrings.	✗	<ul style="list-style-type: none"> • Large hoop earrings • Stretchers • Diamante earrings • Facial piercings of any description • Rings, beads, bracelets, strings etc. • Necklaces, chokers 	
✓	Plain coat en route to school	✗	<ul style="list-style-type: none"> • Coats inside the school building. 	

Full School uniform must be worn in lessons, on school site and walking to and from school.

Poynton High School

School Shoe Examples



Poynton High School

Unsuitable School Shoes



PHYSICAL EDUCATION DEPARTMENT

UNIFORM

The school has a fully equipped gymnasium and sports hall with changing rooms and showers.

We advise pupils to bring a towel for games activities in order that they can shower.

Pale blue all cotton pique polo shirt with school badge

Games top in house colours

Navy blue shadow stripe shorts (with initials on)

Trainers (not pumps)

Sports socks

Football socks - navy/gold (optional)

Football boots

Tracksuit bottoms

School uniform can be purchased from the following stockists:

F R Monkhouse - The Shopping Centre, Cheadle Hulme 0161 488 3410 www.monkhouse.com

Ann Taylor - P.S.U. of Poynton Ltd. – 01625 876 885

School Shop Opening Times - Mon & Thurs lunchtime and Tues night 7pm to 8:30pm

Term-time only, open summer holidays by arrangement

Key Dates for Autumn Term 2020.

Week Beginning 14 th September	Information Evenings Year 8-12 <i>Please be aware the information evenings will be held online.</i>
Thursday 1st October	Whole School Open Evening
Thursday 1st October	Remote learning day
Friday 4 th October	Inset day
Thursday 8 th October	Year 7 'Meet the Tutor' Evening 4.00-7.00pm
Thursday 22 nd October	Year 11 Parents Evening 4.00-7.00pm
Friday 23 rd October	October half term
Wednesday 4 th November	Year 13 Parents Evening 4.00-7.00pm
Thursday 12 th November	Sixth Form Open Evening 5.30-8.30pm
Friday 27 th November	Inset day students not in school
Friday 18 th December	Christmas Holiday

The format of the parents evening will be confirmed.

Equipment.

Black pen

Red pen for responses to feedback

Pencil

Ruler

Glue stick

Scissors

Highlighter pen

Maths set including compass, set-square and protractor

Scientific Calculator

Due to current guidelines we cannot lend equipment out.

Reading Book

We are pleased to be promoting a new reading strategy across school. Each student will be asked to read at the start and end of lessons. Staff will be moving between rooms, our young people will be required to read during these transition times as part of our wider strategy. We ask that all young people come to school with a reading book. We would encourage your young person to consider their choice carefully, if they find a book which they like this time will be more enjoyable.

Home Learning

All home learning will continued to be set on Google Classroom. All students have a login to Google Classroom if they have forgotten their log in please e-mail support@phs.cheshire.sch.uk Using Google Classroom will strengthen the partnership between home and school which is so important in enabling students to make progress.

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.

Environmental Education

Poynton High School is committed to educating its students about the importance of respecting the environment, and promoting sustainable development. The school recognises that it has a duty to prepare its young people with the knowledge and skills to look after our planet, to manage the world's resources wisely and to make a positive contribution by improving its local area. We have launched a new 'Environmental Education' strategy which is being led personally by Mr Waugh, a group of students and governors along with representatives from all our wider stakeholders.

As a school we would like you to consider to:

- Encourage sustainable transport e.g. walking/riding to school or using the school bus.
- Encourage students to reduce their use of single use plastics for example by bringing a water bottle to school every day.

Conduct Reports

At the end of each month we will send a Conduct Report home. The information on these report will include:

- House Points
- Behaviour Points
- Attendance
- Punctuality

We hope these reports give you the opportunity to celebrate and discuss how your child is doing in school.

House Points

We have so many talented young people at Poynton High School and we want to make sure we celebrate their achievements.

The role of House points in recognising and promoting Poynton High School values is a key part of developing the potential of young people by giving encouragement and praise. Praise is a key component of outstanding teaching and positive staff/student relationships. Outstanding behaviour is also best promoted and developed by drawing attention to and rewarding well behaved and hardworking students. Praise needs to be used appropriately, sincerely and linked to tangible examples of a student's strengths.

The system also links individual recognition and achievement to the house system and develops a healthy competitiveness at house level, fostering a tangible sense of belonging.

We have reviewed the house point system and below is what students will receive house points for.

House points will be based and awarded on the 3 core values of Poynton High School:

- **Inspire**
- **Achieve**
- **Celebrate**

Behaviour System

We have reviewed the behaviour system and we will continue with our system of C1-C5. It is important we strive for outstanding behaviour for all. Below is a summary of the system.

House Points

Inspire

H1

- Answering a tricky question.
- Completing all of your work.
- Helping out in class.
- Completing some reflective SMART responses.
- Asking good questions in class.

H2

- Using subject specific terms in class.
- Being duty monitor.
- Supporting others with their learning.
- Completing a really detailed piece of SMART.
- Having your exercise book neat and complete each half term.
- Making positive contributions in sessions on Student Development Day.

H3

- *Talking a role on the Student Leadership Team, or as a Subject Ambassador.*
- Being a positive role model.
- Outstanding quality of work in half termly book check.

H4

- Taking a role in charity work.
- Exceptional support of school events.

Achieve

H1

- *96% attendance over a half term.*
- *Being in the top 30% of students in your year group for effort in your school report.*
- Completing one challenge in your Cultural Passport.
- Making good progress in a topic/skill.

H2

- *97% attendance over a half term.*
- *Being in the top 20% of students in your year group for effort in your school report.*
- Exceeding expectations in a piece of extended work in class or at home.
- Showing resilience in your work (e.g. reading out in class when you wouldn't normally volunteer to do so).

H3

- *98%/99% attendance over a half term.*
- *Being in the top 10% of students in your year group for effort in your school report.*
- *Having a clean uniform card at the end of a half term.*
- Being punctual to form and all lessons over a half term.

H4

- *100% attendance over a half term*
- *Being in the top 5% of students in your year group for effort in your school report.*
- Completing all challenges for a half term in the Cultural Passport.

Celebrate

H1

- Attendance to an extra-curricular club/event (H1 each time).

H2

- 'Person of the Performance' at an extra-curricular event.
- *Receiving a 'fab Friday' nomination.*
- Representing Poynton High School at an outside event.
- Contributing to the community beyond Poynton High School.

H3

- *Receiving a 'Half Term Hero' nomination.*
- Receiving a praise email/postcard home.
- Winning a competition in school.

H4

- Outstanding contribution to an extra-curricular club (half termly)
- Passing a music grading exam.
- Completing a Duke of Edinburgh Award.
- Winning a competition outside of school.



Caution Points	Behaviours/Examples	Consequence
C1	<ul style="list-style-type: none"> Talking over another student. Not attempting work/tasks. Shouting out. Distracting others. Commenting on another student's choice to use PPE. Not following distancing guidelines (unintentionally and needing reminder) Passing equipment to another student without permission. 	Warning given – C1 logged school system
C2	<ul style="list-style-type: none"> 2 C1s Late to lesson. 	C2 detention 10 minutes at break or lunch in your year group bubble.
C3	<ul style="list-style-type: none"> 3 C1s Openly challenging/questioning a member of staff. Openly supporting another student's poor behaviour choices. Repeatedly not following social distancing and needing 3 C1 reminders. 	SLT detention after school plus remainder of session and next lesson in Behaviour Base.
C4	<ul style="list-style-type: none"> Use of prejudiced language Aggressive/confrontational behaviour. Inappropriate language used towards a member of staff. Intentionally breaking social distancing guidance. (e.g. student actively states that they won't distance/refuses to follow instructions). Intentionally breaking health and safety rules e.g. coughing in someone's face/spitting Refusing to wash hands/ use hand sanitiser. Actively moving from 'bubble' to another without instruction to do so. Intentional simulation of actions which create transmission of COVID19. Intentionally breaking 2m distancing guidelines with staff members. 	<p>Students taken by On Call staff to Behaviour Base.</p> <p>Incident investigated through statements if needed.</p> <p>C4 Behaviour Base sanction of 43 periods/Internal Exclusion/External Exclusion</p>
C5 (outside of class)	<ul style="list-style-type: none"> Intentionally littering outside of class. Eating in corridor. Outside of allocated zone at break or lunch. 	C5 detention for Year Team allocated on set day.

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 ext 217** or e-mail 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%.

If your child shows any covid symptoms your child must not attend school. Please inform school your child is absent due to covid symptoms. For us to ensure the school and wider community's health and safety it would be beneficial for you to share your child's covid test results with us as soon as possible. <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

If at any point we believe your child is showing any symptoms of COVID 19 they must be immediately collected.

Requests for absence 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

Data

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

