



# Poynton High School



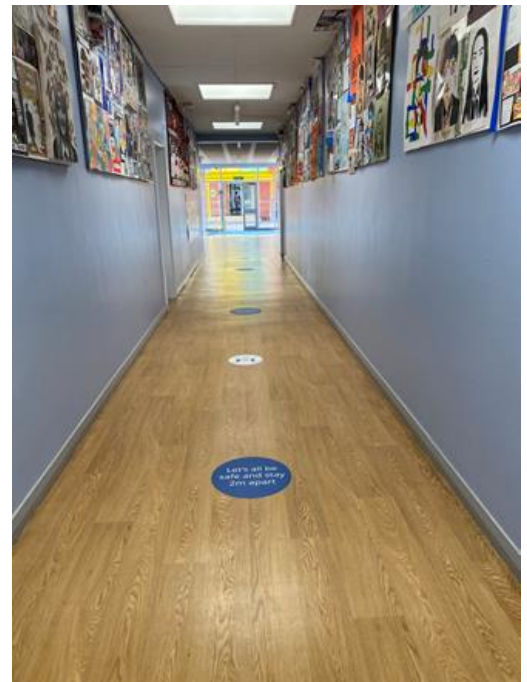
## September 2020

### What to expect and how to stay safe.

We are really looking forward to welcoming all of 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 coloured lanyard and student ID card by your form tutor, each year group will have a different colour. 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 so providing that it is a plain mask without writing 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: 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. *Plus reading book (see below).*



#### PE KIT:

- You will still need to bring your PE kit with you to school on days when you have PE. Boys will be changing in the gym and girls in the school changing rooms in order to have enough space to do this safely.

#### LUNCH PAYMENTS:

- You will be given a lanyard and fob. Your fob will be linked to your ParentPay account and you will use this instead of your thumbprint to order your food. 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 fob will be automatically credited each day ready for you to use. When ordering food you will not be able to use other people's fobs as your photograph will be shown on the till.

#### 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.

#### READING BOOK:

- We are really excited to be focussing on reading this school year. All students will need to bring a book with them to read, please make certain that you have this with you from the first day you are in school. Bringing reading material that you are interested in will really help you throughout the day as you will be reading at the start of each lesson and while teachers move between your 'bubble' rooms to take your lessons.



#### LOCKERS:

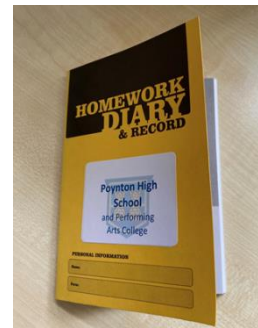
- For the first half term at least we will unfortunately not be able to use the school lockers. We have aimed to keep you all based in close locations on site with minimal movement, this will mean that you won't have to carry your bags far.

## COATS:

- You will be able to wear your coat inside the school building, as we do not have locker access at this time. We would encourage you to consider avoiding a bulky coat where possible so that you are having to carry less around school. Normal school rules around hoodies and sweaters still apply, you will not be able to wear a hoody or non-school sweater on site.

## PLANNERS:

- You will be given a notebook planner which can be used for notes home. Staff may ask you to write a note home in your planner and have this signed by your parents to show that they have been able to read it (as you will not be able to pass your planner between staff and yourself).



## 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 have a problem logging on, or have forgotten your password please email [networksupport@phs.cheshire.sch.uk](mailto:networksupport@phs.cheshire.sch.uk) and title your email 'Google Classroom Login'



## CYCLING TO SCHOOL:

- We would encourage anyone who lives within a 2 mile radius of school to either cycle to school or walk in. If you are cycling we would ask that you wear a helmet for your own safety. Students in Years 7-9 please use the bike sheds at the lower end of school by the drama department. Students in Years 10 & 11 please use the bike sheds at the top of school by the leisure centre. A secure D style lock is recommended, you must ensure that you lock your bike up safely.

## YEAR 7:

- When you arrive to school come in through the gates at the bottom of school next to the school bungalow and enter school through the doors by the hall, there will be staff around to help you find your way to these places so please don't worry if you are unsure! You will then use these entrances each day. You will also leave school using these. There will be hand sanitiser on the wall as you enter the building, you must use



this when you arrive and when you leave.

- 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	Restaurant
11.20-12.20	Period 3	See timetable
12.20-13.20	Period 4	See timetable
13.20-14.00	Lunch	Restaurant
14.00-15.00	Period 5	See timetable



- Toilets: You will be able to use the toilet before school, at break and at lunch. You will use the lower school toilets.



- Your start at Poynton High will begin on Thursday 3<sup>rd</sup> September. When you arrive simply come in through the entrance noted above and there will be staff on hand to guide you to your form room. Thursday and Friday will be days with your form tutor and will be a chance to get to know the school, with tours around the site (whilst it is quiet with very few other year groups) and a chance to look at and discuss your timetable and school life with us at Poynton. Monday (7<sup>th</sup> Sept) will be a day filled with activities led by our PE team and will be an opportunity to get to know the other people in your year group. We are really looking forward to welcoming you!
- On Thursday 3<sup>rd</sup> September our photographers will be in school to take your school photograph.

## YEAR 8:

- When you arrive on site come in through the main gate opposite the school hall. Come into the building through the lower school shelters. This will be the way that you enter and exit the school site each day. There will be hand sanitiser on the wall as you enter the building, you must use this when you arrive and when you leave.



- 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
10.00-10.20	Period 2 (split)	See timetable
10.20-10.40	Break	Blue Pod
10.40-11.20	Period 2 (split)	See timetable
11.20-12.20	Period 3	See timetable
12.20-13.00	Lunch	Blue Pod
13.00-14.00	Period 4	See timetable
14.00-15.00	Period 5	See timetable

- Toilets: You will be able to use the toilet before school, at break and at lunch. You will use the lower school toilets.



- Your first day on site will be Monday 7<sup>th</sup> September, on this day come on site using the entrance noted above, sanitise your hands and head straight to your form room (listed below). Monday will be spent with your form tutor and will be a chance for you to get to know any changes to school life and prepare for the term ahead. Your 'normal' timetable will begin on Tuesday (8<sup>th</sup>).

**YEAR 9:**

- When you arrive enter the school site using the pedestrian gate at the middle of school, you will enter the school building using the external restaurant gates. This will be the way that you enter and exit school each day. There will be hand sanitiser on the wall as you enter the building, you must use this when you arrive and when you leave.



- 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
10.00-10.40	Period 2 (split)	See timetable
10.40-11.00	Break	Blue Pod
11.00-11.20	Period 2 (split)	See timetable
11.20-12.20	Period 3	See timetable
12.20-13.20	Period 4	See timetable
13.20-14.00	Lunch	Blue Pod
14.00-15.00	Period 5	See timetable

- Toilets: You will be able to use the toilet before school, at break and at lunch. You will use the toilets opposite the pegs outside the restaurant (previously staff toilets).





- Your first day on site will be Monday 7th September, on this day come on site using the entrance noted above, sanitise your hands and head straight to your form room (listed below). Monday will be spent with your form tutor and will be a chance for you to get to know any changes to school life and prepare for the term ahead. Your 'normal' timetable will begin on Tuesday (8th).

## YEAR 10:

- When you arrive enter the school site using the top gate. Come into the building using the door between Mr Bennett's office and Rm47. This will be the way that you enter and exit school each day. There will be hand sanitiser on the wall as you enter the building, you must use this when you arrive and when you leave.



- 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
10.00-10.20	Period 2 (split)	See timetable
10.20-10.40	Break	Restaurant
10.40-11.20	Period 2 (split)	See timetable
11.20-12.20	Period 3	See timetable
12.20-13.00	Lunch	Restaurant
13.00-14.00	Period 4	See timetable
14.00-15.00	Period 5	See timetable

- Toilets: You will be able to use the toilet before school, at break and at lunch. You will use the upper school toilets.



- Your first day in school will be Friday 4<sup>th</sup> September. On this day come onto site using the entrance noted above, sanitise your hands and head straight to your form room (listed below).
- On Monday 14<sup>th</sup> September our photographers will be in school to take your school photograph.

## YEAR 11:

- When you arrive enter the school site using the gate at the very top of school opposite the leisure centre, enter the building via the path between the Art rooms and the Old Sixth Form building. This will be the way that you enter and exit school each day. There will be hand sanitiser on the wall as you enter the building, you must use this when you arrive and when you leave.



- 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	Tech Shelter
11.20-12.20	Period 3	See timetable
12.20-13.20	Period 4	See timetable
13.20-14.00	Lunch	Tech Shelter
14.00-15.00	Period 5	See timetable

- Toilets: You will be able to use the toilet before school, at break and at lunch. You will use the upper school toilets.





- Your first day in school will be Friday 4th September. On this day come onto site using the entrance noted above, sanitise your hands and head straight to your form room (listed below).. We have staggered the days in which we bring each year group back on site so that we can welcome you all safely while we introduce you to the changes on site. We are looking forward to starting this important year with you.

# FORM TUTORS

Form Rooms and Houses

## 2020 – 2021

### YEAR 7

Director of Learning: Mr E Latch  
Welfare Officer: Miss K Gyves

Assistant: Mr M Rawling

	FORM	TUTOR	FORM ROOM	HOUSE
X	7LBL	Miss L Blackshaw	9	L
	7NST	Miss N Stoney (KWE)	10	N
	7CEM	Mrs C Marsh / Mrs F Browning	11	D
	7LJT	Mrs L Turner /Mr G Locke	12	V
y	7NWR	Mr N Wright	23	L
	7DBE	Mr D Bennison	19	N
	7BCA	Miss B Carlow (CVH)	20	D
	7GAI	Miss G Ainsworth	21	V

### YEAR 8 & 9

Director of Learning: Miss E Keaveney  
Welfare Officer: Miss L Swaffer

Assistant: Mr C Western

	FORM	TUTOR	FORM ROOM	HOUSE
X	8KMG	Miss K Greenfield	24	L
	8RL	Miss R Long	25	N
	8GF	Mrs G Ferrandon-Latch/Mrs Thiele	26	D
	8AGU	Miss A Guest	17	V
Y	8SCH	Mrs N Hoyle & Mrs S Coultas	27	L
	8CRK	Mr C Kelly & Mr T Webster	30	N
	8CGM <sup>SVP</sup>	Mrs C Graves / Mrs E McGuire	31	D
	8CJC	Mrs C Crossan/ Mrs Cox	32	V
X	FORM	TUTOR	FORM ROOM	HOUSE
	9JLH	Miss J Hancock	33	L
	9PHA	Mr P Hales	15a	N
	9KMO	Mrs K Mottram	46	D

	9KSM	Miss K Smith	45	V
Y	9CME	Mr C Megarrell/Mr J Hogben	18	L
	9ACO	Miss A Corry	5	N
	9KAS	Mr K Shaw	Drama Studio	D
	9LCO	Miss L Cockitt	6	V

**YEAR 10 & 11** Director of Learning: Miss R Dempsey  
Welfare Officer: Mrs A Handby

Assistant: Mr M Shaw

	FORM	TUTOR	FORM ROOM	HOUSE
X	10DAL	Miss D Allwright	47	L
	10MAH	Mr M Henderson	48	N
	10JLB	Mrs J Beech	55	D
	10SLO	Mr S Lonergan/Mr R Haslam	56	V
Y	10JIN	Mr J Ingham	65	L
	10MD	Miss M Drumer/ Mr R Haslam	64	N
	10CWI	Miss C Wild	70	D
	10DOC	Mr D O' Connor /Mrs G Burdett	72	V

	FORM	TUTOR	FORM ROOM	HOUSE
X	11KRU	Miss K Russell (Mr R Boole for Sept)	75	N
	11LNO	Miss L Novacki	76	V
	11DPW	Mr D Wilson	77	D
	11REA	Mrs R Earl /Mr R Stocco	78	L
Y	11ANO	Miss A Norwood	73	N
	11GKB	Mr G Braide	74	V
	11SK	Mr S Keifer / Mrs N Cornwall	67	D

	<b>11JLA</b>	<b>Mr J Lambert</b>	<b>68</b>	<b>L</b>
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Heads of House	
<b>Miss H Dovey</b>	<b>Newton</b>
<b>Mr C Megarrell</b>	<b>Vernon</b>
<b>Mr S Keifer</b>	<b>Davenport</b>
<b>Mr M Meakin</b>	<b>Legh</b>