

Key Staff September 2018

Mr David Waugh	Head Teacher
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
Mr Richard Hardman	Assistant Head Teacher (Director of 6 th Form)
Mr Andrew Bennett	Assistant Head Teacher
Mrs Jill Ingram	Chief Financial Officer
Mrs Jenny Sykes	Business & Operations Manager
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)
Miss Rhian Dempsey	Director of Learning KS3 (Year 9)
Miss Laura Swaffer	Student Welfare Office Year 8 & 9
Mrs Annie Kennedy	Director of Learning KS4
Mrs Anne Handby	Student Welfare Office KS4
Mrs Hilary Booth	Student Welfare Office
Miss Claire Hardicre	Year Leader 12
Mrs Ally Cutler	Year Leader 13
Mrs Gill Tupman	Student Welfare Office KS5
Mrs Laura Bedford	Behaviour Base Coordinator
Mrs Sue Warburton	Emotional Health & Wellbeing Centre Coordinator
Mrs Dorcas Whyte	Attendance & Welfare Officer

First Day Arrangements.

WEDNESDAY 5th SEPTEMBER 2018

Time	Year	Venue	
8.45am	Yr 7	Meet in the Hall with Mr Latch, Miss Gyves and Form Tutors	
	Yr 12	Form Rooms with tutors	
	Yr 11	HALL with tutors for assembly	
	Yrs 8, 9, 10 & 13	Students arrive and move to Form rooms (Notices will be around school with a reminder of form rooms)	
11.00am arrival for a 11.20am start)			
Assemblies			
9.35am	Year 12	HALL	Mr Waugh, Mr Dean and Miss Holyland
11.20am	Year 11	HALL	
11.50am	Year 10	HALL	
12.15pm	Year 9	HALL	
12.40pm	Year 8	HALL	
13.05pm	Year 8	HALL	
	Year 13	HALL	
Please note:			
P1 - P4 are for Form time and assemblies			
P5 - Normal timetabled lesson			

The following arrangements have been requested from our contracted school transport providers for Wednesday 5th September 2018.

☒ Year 7 and Year 12 students – please be at your bus stop at the scheduled time to arrive at Poynton High School in time for start of school at 8.45am.

☒ Years 8-11 and Year 13 students – please be at your bus stop 2 hours later than your usual scheduled morning pick-up time to catch the additional morning service for arrival at Poynton High School by 11.00 am.

☒ All contracted bus services will depart at the usual time of 3pm.

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

Students using the 391 service bus from Hazel Grove an additional morning 391 service will depart from Stockport at 10.00am to arrive at school for 10.45am

Mobile Phone Guidelines September 2018

Below are the school's new 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 2018

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- a.handby@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@pchs.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@pchs.cheshire.sch.uk Year 8 Mrs Dempsey RNT@pchs.cheshire.sch.uk Year 9 Miss E Keaveney EKE@pchs.cheshire.sch.uk Year 10&11 Mrs A Kennedy AKE@pchs.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@pchs.cheshire.sch.uk Year 8 Mrs Dempsey RNT@pchs.cheshire.sch.uk Year 9 Miss E Keaveney EKE@pchs.cheshire.sch.uk Year 10&11 Mrs A Kennedy AKE@pchs.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@pchs.cheshire.sch.uk and in the title please write the name of the teacher concerned.
Questions about uniform	Welfare Lead	studentsupport@pchs.cheshire.sch.uk 01625871811
Questions about school transport	Mrs J Sykes Business and Operations Manager	jsykes@pchs.cheshire.sch.uk 01625 871811
Reporting absence or other queries relating to attendance.	Attendance Officer Mrs D Whyte	dwhyte@pchs.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@pchs.cheshire.sch.uk 01625 871811
Concern about a member of staff	Mrs J Sykes Business and Operations Manager	jsykes@pchs.cheshire.sch.uk Via reception 01625 871811
Questions relating to the school curriculum and assessment	Deputy Head teacher Mr M Dean	mgd@pchs.cheshire.sch.uk Via reception on 01625 871711

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.

Wednesday 12 th September	Year 10 Information Evening 6pm Year 11 Information Evening 7.30pm
Thursday 13 th September	Year 12 Information evening 6pm
Tuesday 18 th September	Year 8 Information Evening 6pm Year 9 Information Evening 7.30pm
Thursday 4 th October	Whole School Open Evening 5.30-8.30pm
Wednesday 10 th October	Year 7 'Meet the Tutor' Evening 4.00-7.00pm
Friday 26 th October	October half term
Thursday 7 th November	Year 13 Parents Evening 4.00-7.00pm
Wednesday 15 th November	Sixth Form Open Evening 5.30-8.30pm
Thursday 22 nd November	Year 11 Parents Evening 4.00-7.00pm
Friday 21 st December	Christmas Holiday

Home Learning

All home learning will continued to be set on Doodle. All students have a login to Doodle and we sent home access codes to allow parents to look at the home learning that is set on Doodle. Parents can also view progress information on their child in PE at KS3. Using Doodle 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.

Conduct Reports

From September each half term parents will be sent a Conduct Report. The information on these report will include:

- House Points
- Behaviour Points
- Attendance
- Punctuality

House Points

From September we are introducing a new House points system. 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.

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

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

Value	Examples	Awarded By
Inspire	<ul style="list-style-type: none"> • Student Leadership • Subject Ambassador • Charity work • Duty Monitor • Supporting others • Overcoming adversity • Group work • Supporting school events e.g. Open Evening 	All Staff
Achieve	<ul style="list-style-type: none"> • Attendance 100% H4 98% H3 97% H2 96% H1 • Punctuality to form and class • Effort Grades Top 5% H4 Top 10% H3 Top 20% H2 Top 30% H1 • Clear green uniform card • Cultural Passport topic completed • Exceeding Student Guidance Grades • Positive contributions in class • Excellent classwork • Excellent home learning 	Year Teams Form Tutor Form Tutor Year Team All Staff
Celebrate	<ul style="list-style-type: none"> • Nomination for Fab Friday • Nomination for Half Term Hero • Attendance at an extra-curricular club 	Year Team All Staff

	<ul style="list-style-type: none"> • Exceptional performance in an extra-curricular club • House Representation • Representing the school at an event • Music examinations • Maths Challenge participation • D of E • Community contribution 	<p>All Staff</p> <p>House Leader</p> <p>All Staff</p> <p>Music Dept</p> <p>Maths Dept</p> <p>All Staff</p>
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H1 Positive = 2 points

H2 Very good = 5 points

H3 Outstanding = 10 points

H4 Exceptional = 15 points