

## 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 8&9 Miss L Swaffer- <a href="mailto:LSW@phs.cheshire.sch.uk">LSW@phs.cheshire.sch.uk</a> Year 10&11 Mrs Handby- <a href="mailto:a.handby@phs.cheshire.sch.uk">a.handby@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 Mr E Latch <a href="mailto:erl@phs.cheshire.sch.uk">erl@phs.cheshire.sch.uk</a> Year 8 Mrs Dempsey <a href="mailto:RNT@phs.cheshire.sch.uk">RNT@phs.cheshire.sch.uk</a> Year 9 Miss E Keaveney <a href="mailto:EKE@phs.cheshire.sch.uk">EKE@phs.cheshire.sch.uk</a>  Year 10&11 Mrs A Kennedy <a href="mailto:AKE@phs.cheshire.sch.uk">AKE@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 Mr E Latch <a href="mailto:erl@phs.cheshire.sch.uk">erl@phs.cheshire.sch.uk</a> Year 8 Mrs Dempsey <a href="mailto:RNT@phs.cheshire.sch.uk">RNT@phs.cheshire.sch.uk</a> Year 9 Miss E Keaveney <a href="mailto:EKE@phs.cheshire.sch.uk">EKE@phs.cheshire.sch.uk</a>  Year 10&11 Mrs A Kennedy <a href="mailto:AKE@phs.cheshire.sch.uk">AKE@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	Mrs J Sykes Business and Operations Manager	<a href="mailto:Jsykes@phs.cheshire.sch.uk">Jsykes@phs.cheshire.sch.uk</a> 01625 871811
Reporting absence or other queries relating to attendance.	Attendance Officer Mrs D Whyte	<a href="mailto:d.whyte@phs.cheshire.sch.uk">d.whyte@phs.cheshire.sch.uk</a>

		01625 871811 and follow the instructions on the recorded message
Information about medical care and support	Teenage and Family worker Mrs S Warburton	<a href="mailto:s.warburton@phs.cheshire.sch.uk">s.warburton@phs.cheshire.sch.uk</a> 01625 871811
Concern about a member of staff	Mrs J Sykes Business and Operations Manager	<a href="mailto:jskyes@phs.cheshire.sch.uk">jskyes@phs.cheshire.sch.uk</a> Via reception 01625 871811
Questions relating to the school curriculum and assessment	Deputy Head teacher Mr M Dean	<a href="mailto:mgd@phs.cheshire.sch.uk">mgd@phs.cheshire.sch.uk</a> Via reception on 01625 871711