



Admissions Information

Year 7 Poynton High School September 2020



Dear Parent/Carer

We are really looking forward to welcoming our new Year 7 students and are currently working with our primary feeder schools to support their transition to Poynton High School during these unique times.

Admissions Document - I would be grateful if you could read the admission document and complete the link in the admissions e-mail **by no later than Friday 22nd May**. It is vital that we keep accurate, detailed information about your child from admission and throughout their school life. If any of your contact details have changed from your original admissions application to Cheshire East please e-mail any changes to dobrien@phs.cheshire.sch.uk

Induction Day - This will be held on Monday 13th July. As part of the transition process, we invite all students joining us next year to come to school for the day. Students should arrive at 8.45am (reporting to the main hall) and be collected at 2.55pm. We will, during the course of the day, introduce them to the school and some people who will be important to them in their first few months, give them a tour of the school and allow them to experience some sample lessons. We ask that all students take lunch at school, cost approximately £2.50, so that they can make an informed judgement as to whether they require a school meal or sandwiches in September. Our lunchtime is later than most primary schools so a snack for break is advisable. We would expect them to wear their current school uniform and trainers.

Parents Evening - On the same day, but in the evening from 6.30-7.30pm in the main hall, we invite parents **only** to hear a talk from the Senior Staff of the school about the ethos and organisation of Poynton High School.

Due to current guidelines regarding schools this may change but please rest assured we will do everything we can to help your child in the transition to high school. If arrangements change we will contact you.

Can we highlight the school website as a very useful source of information (www.phs.cheshire.sch.uk). For example you will be able to access the school calendar of events and holiday dates.

We look forward to seeing your son/daughter on Monday 13th July, but most importantly on **Thursday 3rd September 2020**.

Yours faithfully

Mr E Latch

Director of Learning Transition and Year 7

Digital Images

The school's policy in relation to the use of digital images of student's at Poynton High School for educational and promotional purposes, and to enlist your support in the carefully controlled and monitored use of such images.

There are significant benefits in using digital images in schools. Digital video and photography is an exciting medium that can motivate and inspire students. Research has shown that using digital images in education can encourage creativity, improve communication and team working skills and enthuse students. In addition, the use of digital images provides a good opportunity to promote the work of Poynton High School and Performing Arts College.

We would therefore like to assure you that Poynton High School takes the issue of child safety very seriously. The school's Website Policy and the Data Protection Act 2018, General Data Protection Regulation GDPR (EU) 2016/679 underpins any use of student images.

The above includes images appearing in any of the following formats:

- | | |
|--|--|
| <ul style="list-style-type: none">• Video• Webcam• Television• The Internet including social media* | <ul style="list-style-type: none">• Photograph• Printed publications• Multi-media message services• Optical Disk - CD ROM and DVD |
|--|--|

* Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

We would therefore like to request your permission to use images of your son/daughter in any one of the formats, where appropriate, for educational or promotional services including the year book. Please indicate Yes/No on the registration form.



Internet Usage – Parental Agreement

As the parent/carer of the student, I give permission for my child to access networked computer services such as e-mail and the internet. I understand that students will be held accountable for their own actions. I also understand that although the school will take reasonable steps to ensure that my child is appropriately supervised, according to age and responsibility, I will not hold the school or the Local Authority responsible for inappropriate material that my child may obtain. I understand the school reserves the right to apply monitoring arrangements to any student in relation to network, e-mail and internet use as a safeguarding measure. I accept responsibility for setting standards for my son/daughter to follow when selecting, sharing and exploring information and media. I agree to report any misuse of the network to the school.

Please indicate on the registration form that you have read and understood the agreement.

In September all students will need to agree to the following:

As a school user of the internet, I agree to follow the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school. I agree to report any misuse of the network to a member of staff. I also agree to report any websites that are available on the school internet that contain inappropriate material to a member of staff. If I do not follow the rules, I understand that this may result in loss of access to the internet as well as other disciplinary action.



Mobile Phones

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 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 elapsed. If a parent wishes the phone to be returned to their child this will only 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.



Diagnostic Testing

As a school we conduct diagnostic testing to assess your child's cognitive abilities. This is solely for educational purposes. The testing will take place on entry in Year 7 and be repeated in Year 9. The results of the testing will be shared with teachers and leaders at Poynton High School to help improve students' progress in learning.

Supplementary testing may be required at KS4 and KS5 for examination access arrangements. Students will sign a separate data protection notice for this testing as some results are shared with the Joint Council for Qualifications (JCQ).

The testing does not require any prior learning or revision.

Please indicate Yes/No on the registration form to give your consent for this testing to take place.



Lockers

The school has lockers for students to rent. This facility was very expensive initially and there are continuing regular replacement and maintenance demands. The locker rental is £30 per student (non-refundable). This amount covers the cost of the same locker from year 7 to 11. We will arrange the payment scheme in September. There are enough lockers for all students to have one.

Uniform

✓	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/Monkhouse, length 20 inches minimum. <i>Code 3596 Banner or Charleston/Henley</i>	×	Any skirt that is not a school badged skirt
✓	Black tailored trousers worn to the waist <i>Code 3832 Banner or very similar</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/Stiletto • Ugg Boot style • Trainer/pumps/sports style shoes
✓	School clip on tie – (House Colours)	×	Non –clip on tie

Optional Items

✓	A plain, narrow (2.5cm or less), black belt with a buckle	×	Coloured belts, belts with embellishments, or wide belts 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

PHS PE Uniform – September 2021

PE Kit List:

Compulsory

Sports Tee Shirt

Shorts or Skort

Socks

Multisport Top (Boys)

Optional

¼ zip top

Leggings with PHS logo

Training Pants

Extra Info

-Trainers (not pumps)

-Studded footwear is required for Football and Rugby lessons

-We recommend gum shields for Rugby

-If your child wear glasses, it is recommended that they wear prescription 'sports glasses' for PE lessons

Compulsory



Optional



The new Poynton PE kit is available for September 2021 from either of our 2 kit suppliers;

- **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. Order online at www.phs.uniform4you.co.uk. Password – Yewtree1

**Please note that only items on the list, bearing Poynton school logo, are acceptable – no other branded sportswear will be allowed for PE lessons.

NB – Current students can continue to wear the 'old' PE kit until they need to update

Poynton High School

School Shoe Examples



Poynton High School

Unsuitable School Shoes



Cashless Catering

The school operates a cashless catering system which makes lunchtime more effective and exciting for all our students and relieves them of the need to carry money.

Years 7 – 11 use a biometric system to register their identity by placing their finger on a fingertip scanner and once successfully verified by the Till Operator, their account will be debited by the amount spent. Biometric systems rely on each student having a unique 4 digit code generated by their finger, it is not a fingerprint.

Parents have to give permission for their child's details to be used on the biometric systems in school. Please circle Yes/No on the registration form. (Years 12 – 13 and all staff will have a Smart card which will also act as photo ID and will eventually integrate with other systems e.g. use of the Learning Resource area.)

This system improves efficiency and keeps queues to a minimum.

- It ensures complete confidentiality for students entitled to free school meals.
- It is a unique verification. No one else can use the student's fingertip.
- It is an anti-bullying strategy as students do not need to carry cash.
- It ensures money provided by parents for school meals is used only for this purpose.
- It can provide parents with details of what their child is eating at lunchtime.

There are three ways in which money can be paid into an account:

- Payment by cheque – payable to Chartwells.
- On-line Payment – through Parent Pay.
- Cash – there are revalidation units in school which means money loaded on the machine is automatically credited to their account.

Full details of the on-line payment methods will be distributed to parents before September and will be available on the school website.

On the Induction Day we will register your child on the system. If they would like a school meal on the first day you will need to load money onto their Parentpay account, or they will need to bring cash with them and we will then manually load it onto their account.

Thank you for your co-operation.

Bus Information

- There are a number of public buses that travel to and from our school in addition to the dedicated transport provided by Cheshire East, through Transport Service Solutions (TSS).
- **Public Buses**
The 833 and the 891 services travel between Hazel Grove and Stockport, and Poynton High School. Timetables and details of how to purchase tickets are available on a link through our school website: <https://www.phs.cheshire.sch.uk/parents/transform-information>
- **Cheshire East Buses**
A number of routes are currently in operation to transport students between Disley, Marple, Macclesfield, Handforth and Cheadle, and Poynton High School. A full list of routes, cost and how to obtain a pass, are available on our school website: <https://www.phs.cheshire.sch.uk/parents/transform-information>
- **More information**
Transport for Greater Manchester:
0161 244 1000
www.tfgm.com
- **Transport Service Solutions**
0300 123 5015 – Ask for Poynton High School Transport
schooltransport@transport-servicesolutions.co.uk
<http://www.cheshireeast.gov.uk/schooltransport/PHS>



Collection of data relating to HM Service children in Education

In accordance with The Education (Information about Individual Pupils) (England) (Amendment) Regulations 2007, school is now required to indicate whether any pupil with a parent, step-parent, parent's civil partner or a person with parental responsibility, is a current member of the 'regular' armed forces and has been assigned Personal Status Category 1 or 2 by the Secretary of State for Defence or one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme or pupils with a parent who is on full commitment as part of the full time reserve service are classed as service children.

If this applies to your household, please could you complete the information on the registration form. We are then required to pass this information onto Cheshire East Local Authority.

Privacy Notice

Schools are required to inform students and their families about how their personal data may be collected and used. This requirement is specified in General Data Protection Regulation ((EU) 2016/679) ("GDPR") which comes into effect on 25 May 2018. More information regarding the use of data by the school can be found in the GDPR Data Protection Policy, available on the school website.

Who processes your information?

Poynton High School, Yew Tree Lane, Poynton, SK12 1PU is the "data controller" for the purposes of data protection law. This means that we determine why and how, any personal data relating to students and their families is to be processed.

Mrs Jill Ingram is the Data Protection Officer for the school. That means she acts as a representative for the school with regard to our responsibilities and also makes sure that the school is compliant with the GDPR. Mrs Ingram can be contacted on 01625 871811 or info@phs.cheshire.sch.uk

• What data is collected?

- The school collects, stores and holds information about students to support teaching and learning, to provide pastoral care and to assess how the school is performing. This information includes:
- Personal information – e.g. names, student numbers and addresses, contact details, identification documents and photographs
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility; information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Further Education destination data
- Safeguarding information

Why do we collect and use your information?

- We use this data to help run the school, including to:
- Support your learning
- Get in touch with you and your parents when we need to
- To monitor and report on your progress including checking how you are doing in exams to see whether you or your teachers need any extra help
- To provide appropriate pastoral care and look after your wellbeing
- To check how well the school is performing

We will only collect and use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Where we need to comply with a legal obligation
- Where the information is needed in order to perform a task carried out in the public interest

Less commonly, we may also use your personal information in the following situations:

- Where you have told us we can use your personal information in a certain way
- Where we need to protect your interests (or someone else's interest)
- Where it is needed in the public interest

Privacy Notice

In particular we collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Students) (England) Regulations 2013
- Whilst the majority of the information we collect from you is mandatory, there is some information that you can choose whether to provide us. We will always tell you if it is optional

How long is your data stored for?

- Personal data relating to you and your family is stored in line with the school's GDPR Data Protection Policy. A copy of which is available on request
- We will not store personal data indefinitely; data is only stored for as long as is necessary to complete the task the data was collected for originally. We will keep your personal information whilst you are a student. We will even keep your personal information when you have left school where this is necessary for us to comply with a legal or professional obligation
- It is the law that we have to pass certain information about you to organisations like the local authority and the government, so they can meet their legal obligations too
- The National Student Database (NPD) is managed by the Department for Education ("DfE") and contains information about students in schools in England. Poynton High School is required by law to provide information about our students to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD

Will my information be shared?

We will not share your information with anyone without asking you first, unless it is something we need to share by law, or in order to meet our obligations as a school

The organisations we may share your personal information with also include:

- Your family, associates and representatives
- Educators and examining bodies
- Our regulator
- Suppliers and service providers
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- School boards
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisors and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals and
- Professional bodies

Privacy Notice

Once you reach the age of 13, we are required by law to pass on certain information to our LA, who are responsible for the education or training of 13-to-19-year-olds. We may also share specific personal data for students who are aged 16 and over with post-16 education and training providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all students and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

If you are under the age of 16 then your parents are able to request that only your name, address and date of birth are passed to the LA, by informing info@phs.cheshire.sch.uk

Once you reach 16 years of age, this right is transferred to you, rather than your parents. For more information regarding services for young people, please visit our LA's website: www.cheshireeast.gov.uk

We are also required to pass certain personal information to careers services once you reach the age of 16. The information accessible by careers services includes mock exam results and subjects studied; SEND information; and student contact details.

What are your rights?

You can find out what personal information we hold about you by making a "subject access request" under data protection law. If we hold information about you, we will:

- Give you a description of it
- Tell you why we are holding it
- Tell you who it has been disclosed to and
- Let you have a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you want to make a request, please contact our Data Protection Officer Mrs Ingram.

You and your parents also have the following rights over how your data is used and kept safe including the right to:

- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing
- Request that the processing of your data is restricted
- Object to your personal data being processed if it would cause damage or distress
- Prevent it being used to send you direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person) and
- Claim compensation for damages caused by a breach of the data protection rules.

If you are worried about the way we are using your personal data, please talk to a member of staff. Or, contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>

Where can you find out more information?

- If you would like to discuss anything in this notice, please contact Mrs Ingram, the Data Protection Officer at info@phs.cheshire.sch.uk
- Alternatively, please look at our GDPR Data Protection Policy which can be downloaded from our website <https://www.phs.cheshire.sch.uk/> or alternatively a copy is available from the school office upon request