

Communication Information 2025/2026

Contact	Who to contact	How
Any safeguarding concern	Miss Catherine Holyland is the Safeguarding Lead or Mr A Bennett is the Deputy Safeguarding Lead	Via reception 01625 871811 safeguarding@poyntonhigh.org.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 Mrs J Myers JLMyers@poyntonhigh.org.uk Year 8 Mrs Booth-Bowler Hbooth-Bowler@poyntonhigh.org.uk Year 9 Mrs Horobin Jhorobin@poyntonhigh.org.uk Year 10 Mrs Riley ARiley@poyntonhigh.org.uk Year 11 Mrs Mahoney Smahoney@poyntonhigh.org.uk or studentsupport@poyntonhigh.org.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@poyntonhigh.org.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 Mrs A Kennedy AKennedy@poyntonhigh.org.uk Year 8 & 9 Miss J Hancock JHancock@poyntonhigh.org.uk Year 10 & 11 Miss H Dovey HDovey@poyntonhigh.org.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 Mrs A Kennedy AKennedy@poyntonhigh.org.uk Year 8 & 9 Miss J Hancock JHancock@poyntonhigh.org.uk Year 10 & 11 Miss H Dovey HDovey@poyntonhigh.org.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@poyntonhigh.org.uk and in the title please write the name of the teacher concerned.
Questions about uniform	Welfare Lead	studentsupport@poyntonhigh.org.uk 01625871811
Questions about school transport	Business officer	E-mail coakes@poyntonhigh.org.uk 01625 871811
Reporting absence or other queries relating to attendance.	Attendance Officer Miss L Sharples	absence@poyntonhigh.org.uk 01625 871811 and follow the instructions on the recorded message
Information about medical care and support	First Aid Lead	CGarrott@poyntonhigh.org.uk
Information regarding SEND	Learning Support Department	SEN@poyntonhigh.org.uk
Concern about a member of staff	Deputy Headteacher Miss C Holyland	CHolyland@poyntonhigh.org.uk Via reception 01625 871811
Questions relating to assessment	Assistant Headteacher Miss W Ryder	WRyder@poyntonhigh.org.uk Via reception on 01625 871711
Questions relating to the school curriculum	Deputy Headteacher Miss L Archer	LArcher@poyntonhigh.org.uk Via reception 01625 871811
Questions relating to the Sixth Form	Assistant Headteacher Mr A Bennett	ABennett@poyntonhigh.org.uk 01625 871811
Questions relating to pupil premium and FSM	Assistant Headteacher Mrs E Greenfield	EGreenfield@poyntonhigh.org.uk Via reception 01625 871811