

Poynton High School

MONDAY 5th SEPTEMBER 2016

Time	Year	Venue
8.45am	Yr 7	HALL - Tutors, <i>DDW, CJH, MGD, ERL, HB</i>
	Yr 12	Form Rooms with tutors
11.00am (for a 11.20am start)	Yr 11	HALL with tutors for assembly
	Yrs 8, 9, 10 & 13	Students arrive and move to Form rooms
Assemblies		
9.35am	Year 12	HALL
11.20am	Year 11	HALL
11.50am	Year 10	HALL
12.15pm	Year 9	HALL
12.40pm	Year 8	HALL
13.05pm	Year 13	HALL
DDW – All Directors of Learning/ Student Support Officer / Senior Student Support Officer		
Please note: P1 - P4 are for Form time and assemblies P5 - normal timetabled lesson		
TUTOR TIME – Overview (overleaf for detail)		
<ul style="list-style-type: none"> • Behaviour and expectations - Student planner/ rewards/ uniform, equipment and planner card system/ Leadership/ Expectations • Routines and Procedures including fire drill arrangements • Student Bulletin • Lunchtime arrangements – cashless system and canteen – early start of lunch for Y7 is 1pm for Thursday –Friday first week only. Then: 1.20pm Y7-11; Sandwiches: Tangerine Palace Years 7-9. All Year groups can use the kiosk. • 2.55pm finish <u>Year 7 only</u> for 4 weeks then 3pm– teachers accompany them to bus first day only • Planners – how to use them properly and insert timetables • Home Learning Timetable • Assembly arrangements 		

Detail of Overview

Notice-boards will be set up at appropriate points to give students the following instructions: -

- a) Year 7 students arriving in the morning will assemble in the Hall.
- b) All students arriving at 11am will move directly to Form Rooms with Form Tutors.
- c) New students will assemble in the entrance hall. Pastoral Team please collect new students
- d) Issue Form's timetables and see that they are fastened into Student Planners.
- e) Student Planners may be collected from Year teams. Please ensure that Student Planners are kept tidily and purposefully throughout the year.
- f) Will Form Tutors please explain timetable complexities to their Forms, e.g. Year 7 the two- week timetable, Year 8 setting arrangements, etc. Would Form Tutors endeavour to resolve timetable problems by referring to others in the Form in the first instance?
N.B. No students should be allowed to change Options without seeing Matthew Dean. Only in the event of a complex problem should students report to Matthew Dean or Deborah O'Brien on this first day.
- g) Outline lunch and locker arrangements.
- h) Will all Form Teachers please take time to outline and emphasise the school's expectations of behaviour. These are clearly outlined in the Outstanding Behaviour booklet, the student planner and on the form posters. Please stress behaviour; uniform; care of property; punctuality; absence notes from parents; quiet movement about school where students walk on the left.
- i) Please emphasise that at lunch time bags etc. must not be left on the floor outside the dining area on the corridor. They should be placed in their locker. Some spaces are available on the hooks outside the dining room. **N.B No students to eat food in the corridor/under stairs etc anymore as the Tangerine Palace is available for Y7-9. No students to take hot or 'wet' food out of the dining room.**
- j) Please emphasise the correct procedures for leaving school at times other than 3pm. (2.55p.m. for Year 7 for the first 4 weeks). Under no circumstances must Years 8-13 be allowed to go before the bell goes at 3pm
- k) Written requests from parents must be shown to Form Teacher, initialled by the Form Tutor and taken to Student Enquiries at time of departure. Students must sign out and also sign back in at Student Enquiries, if returning the same day.
- l) At lunchtime, students in Years, 11, 12 and 13 may leave the school buildings, though students in Year 11 must bring a letter from their parents accepting responsibility for their son/daughter being off the school premises and any student in Year 12 or 13 leaving the site must sign out and in again. **No Year 11 can leave the premises until passes have been issued.**
- m) Any students who wish to leave school briefly at break or lunchtime, must obtain permission from CJH. They must sign out and in at Student Services. If contact cannot be made with a parent or relative they will NOT be allowed to leave.