Communication

Year 7
Information Sheet
Week 2

Friday 13th September

Penwortham Girls' High School

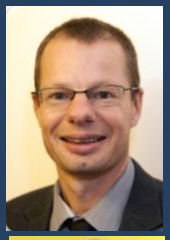
Introduction:

As a school, we believe we are most successful when we work together in partnership with students and parents to achieve success. This information sheet introduces you to a number of key members of staff and hopefully provides you with a helpful guide to seeking support should you need it.

Senior Leadership Team:

Mrs Hall
Headteacher
s.hall@penworthamgirls.lancs.sch.uk

Mr Ramsdale
Senior Assistant Headteacher
KS4 Pastoral & Progress
Parent Council Coordinator
Careers and Curriculum
j.ramsdale@penworthamgirls.lancs.sch.uk



Mr Ward
Senior Assistant Headteacher
KS3 Pastoral & Progress
Attendance and Personal Development.
b.ward@penworthamgirls.lancs.sch.uk

Mrs Woodhouse:
Senior Assistant Headteacher
SENCO
c.woodhouse@penworthamgirls.lancs.sch.uk

Miss Barnes
Business Manager
bursar@penworthamgirls.lancs.sch.uk

School Office Opening Hours:
8.15am – 4. 15pm
enquiries@penworthamgirls.lancs.sch.uk

Year 7 Form Tutors:

7P: Miss Scott
Teacher of Technology
s.scott@penworthamgirls.lancs.sch.uk
7G: Miss Suleman
Teacher of English
s.suleman@penworthamgirls.lancs.sch.uk
7H: Mr Bretherton
Teacher of History
j.bretherton@penworthamgirls.lancs.sch.uk
7S: Mrs Williams
Teacher of Languages
m.williams@penworthamgirls.lancs.sch.uk
7J: Mrs Marsh
Teacher of English
l.marsh@penworthamgirls.lancs.sch.uk
7Y: Mrs Moss
Head of Technology
m.moss@penworthamgirls.lancs.sch.uk

How to get in touch:

The best way to get in contact with your daughter's form tutor is by writing a message in her planner.

If you want to speak to one of her subject teachers, it's usually easiest through email.

*Staff are committed to responding to any communication within **TWO** school days.*
If you wish to speak to a member of staff in person, please contact the school office to make an appointment.

Class Charts:

You should now be able to log on to Class Charts to view your daughter's homework and achievements online. We recommend you check this regularly.

Mobile Phones:

- Mobile phones are not permitted anywhere in the school grounds.
- We understand that you may wish your daughter to have a phone as a safety measure on her commute to and from school. If this is the case, they should be switched off and stored safely during the day. School does not accept any responsibility for phones which go missing.
- Staff will confiscate any mobile phones/technological devices if they are seen openly. If a phone is confiscated, it can be collected at the end of the day from Student Services, where an afterschool detention will be issued.
- Students should not contact home during the school day using their own mobile phone**. If they are ill or need to contact home, they need to inform a teacher/student services who will then contact home, if appropriate.**
- We also respectfully ask, that if you have a message to give to your daughter during the day, that you also contact the school office to convey this message.

Extended Leadership Team:

Mrs Cattanach
Transition Manager / Pupil Voice
a.cattanach@penworthamgirls.lancs.sch.uk

Mr Herbert
Staff induction, ITT & ECT
s.herbert@penworthamgirls.lancs.sch.uk

Mrs Honeyman
Participation
r.honeyman@penworthamgirls.lancs.sch.uk

Mrs Sweeney
Assessment
e.sweeney@penworthamgirls.lancs.sch.uk