Communication

Year 7
Information Sheet
Week 2

Friday 12th September

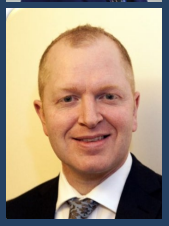
Penwortham Girls' High School

Introduction:

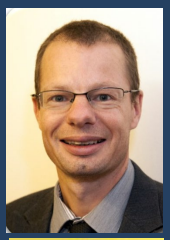
As a school, we believe we are most successful when we work together in partnership with students and parents to achieve success. This information sheet introduces you to a number of key members of staff and hopefully provides you with a helpful guide to seeking support should you need it.

Senior Leadership Team:

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



Mr Ramsdale
Senior Assistant Headteacher
Behaviour and Personal Development
j.ramsdale@penworthamgirls.lancs.sch.uk



Mr Ward
Senior Assistant Headteacher
Attendance and Achievement
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: Mr Knee
Teacher of Science
d.knee@penworthamgirls.lancs.sch.uk
7G: Mrs Ingram
Teacher of German
c.ingram@penworthamgirls.lancs.sch.uk
7H: Mrs Mitchell
Head of Art and Technology
e.mitchell@penworthamgirls.lancs.sch.uk
7S: Mrs Hasan
Teacher of Maths
s.hasan@penworthamgirls.lancs.sch.uk
7J: Mr Cheal
Second in Maths
s.cheal@penworthamgirls.lancs.sch.uk
7Y: Mrs Naylor
Head of Performance, Sport and Health
s.naylor@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 timetable and homework online. Participation at clubs, behaviour concerns, and detentions are also recorded here. 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 & EVC Lead
r.honeyman@penworthamgirls.lancs.sch.uk

Mrs Sweeney
Attainment
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