

# Parent/Carer FAQs: Academic progress



Putteridge  
High  
School

## How do I know ...?

### if my child is working at the right level for them?

- Students are given a target **progress stage** that is based on their KS2 scores. It is a minimum standard that we expect them to achieve.
- Staff differentiate tasks for different progress stages.

### what each progress stage means compared to national expectations?

In relation to national age-related expectations:

- Mastered = significantly above
- Secure = above
- Working at = at
- Developing towards = below
- Novice & Pre-Novice = significantly below

### how progress stages relate to GCSE targets?

Students on each progress stage are on a path to achieve the following GCSE grades in Year 11:

- |                      |           |        |
|----------------------|-----------|--------|
| • Mastered           | Grade 8/9 | A*/A** |
| • Secure             | Grade 6/7 | B/A    |
| • Working At         | Grade 5   | C/B    |
| • Developing towards | Grade 4   | C/D    |
| • Novice             | Grade 3   | D/E    |
| • Pre-Novice         | Grade 1/2 | G/F    |

### if my child is making good progress?

- Every half-term students are assessed and given a progress stage for the half-term's work. This is indicated on the 'progress update' sticker on the front of every exercise book.
- Parents receive a written report for all subjects at least twice a year, which is emailed home.
- Parent/Carers' Evening for Year 7 takes place in the Spring term.

### what my child's target progress stage is?

- Students are given their progress stage target in each subject, which is largely the same across all subjects. There may be differences in English and Maths.
- It is also indicated on your child's written report.

### what homework is being set?

- Go to the school website and click on the Home Learning tab at the top.
- Click on the Show My Homework logo and log in via the Google blue box.

### what a First Class Putteridge (PHFC) student is?

- At least 96% attendance
- No more than 2 late marks
- Good or Excellent Attitude to Learning on report in all subjects
- At least 100 net points

## Who to contact?

### for a subject-specific query

1. Class teacher
2. Head of Department

The class teachers for your child can be found on Edulink under Timetable.

### for general enquiries about progress

1. Form Tutor
2. Head of House

Your child's form tutor can be found on Edulink under Timetable. Heads of House are listed on the school website.

All staff are listed on [www.putteridgehigh.org](http://www.putteridgehigh.org)  
All staff emails are: [first initial surname@putteridgehigh.org](mailto:first initial surname@putteridgehigh.org)  
eg. [ateacher@putteridgehigh.org](mailto:ateacher@putteridgehigh.org)

# Parent/Carer FAQs: Day-to-day issues



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High  
School**

## What if...?

### my child feels unwell during the school day?

- If in a lesson, the student needs to ask their class teacher for permission (signed in their planner) to go to Medical. If during a break, the student needs to go straight to Medical.
- Medical will assess the student and make a decision as to whether your child stays in school and will contact you if they need to go home.

### I need to get an urgent message to my child during the school day?

- Phone the school 01582 415791 and speak to the receptionist, who will pass the message on.
- Do not phone your child directly. Mobiles are not allowed to be used at any time during the school day.

### my child has a reason to be out of school?

- All absences must be reported to the Attendance Office, either by email, phone or letter, preferably before the day of the planned absence with proof.
- Please make medical and dental appointments for outside school hours, where possible. Letters of evidence are required to be shown to attendance.
- Holidays will not be approved during term time.
- If your child is ill, phone or email the school the same morning by 9:30am. State a reason, specifying how they are unwell.

### I want to know what food my child has bought?

- Log into [www.scopay.com](http://www.scopay.com) (username and password issued at start of term)
- Click on 'view history'

### I want to see my child's points?

- Log into Edulink
- Click on 'behaviour' for negative points
- Click on 'achievement' for positive points

### I change my contact details?

- Inform the school (via [admin@putteridgehigh.org](mailto:admin@putteridgehigh.org)) immediately if you:
  - change mobile number
  - change email address
  - change postal address

### my child loses property?

- Please do not send your child to school with valuable items. Such items can be kept in the PE office safe during PE lessons, if they have to be brought in.
- All lost property goes to reception.
- Please label all clothing with your child's name.

## Who to contact?

### if I need to pass information on about my child

1. Form Tutor
2. Pastoral Leader

Your child's form tutor can be found on Edulink under Timetable. Pastoral Leaders are listed on the school website.

### with a safeguarding concern

1. Safeguarding Officer
- Phone the school  
or email [safeguarding@putteridgehigh.org](mailto:safeguarding@putteridgehigh.org)

### with a general enquiry

Email [admin@putteridgehigh.org](mailto:admin@putteridgehigh.org) and your email will be passed to the relevant person.

**All staff are listed on [www.putteridgehigh.org](http://www.putteridgehigh.org)  
All staff emails are: [first initial surname@putteridgehigh.org](mailto:first initial surname@putteridgehigh.org)  
eg. [ateacher@putteridgehigh.org](mailto:ateacher@putteridgehigh.org)**