

THINKING
SCHOOLS
ACADEMY TRUST

Induction Booklet:

Plymouth High School for Girls 2022 – 2023



WELCOME MESSAGE FROM OUR HEADTEACHER

It gives me great pleasure to welcome you to Plymouth High School for Girls, a long established and highly popular city selective school. I consider myself fortunate to be the Headteacher of such a caring and happy place. Our students and staff are ambitious and enthusiastic; students enjoy their learning and treat each other with kindness and compassion. It's a privilege to be able to work with them. All that we do at Plymouth High is driven by our commitment to create a positive environment where everyone feels valued for who they are.

At Plymouth High we aim to create the kind of environment that allows for personal development, happiness and academic achievement to go hand in hand. We want our students to look forward to coming to school, to participate actively in lessons, to stretch themselves and to have fun. We want them to feel successful, to continue to grow in confidence and to be proud of who they are.

We provide a high quality learning experience at our school; teachers are experienced, dedicated and possess a real passion for teaching lessons that have the students engaged and interested. Our teachers really do want the very best for their students and engage enthusiastically in continually developing their own practice.

There's a wonderfully diverse range of opportunities for Plymouth High students to get involved in outside the classroom. We have something for everyone and encourage our students to try new things and to collaborate; whilst we celebrate individual achievements, we also foster a sense of teamwork, pulling together and enjoying successes as a group.

Many things have changed since our opening in 1874, but our school motto, Non scholae sed vitae discimus (For life, not school, we learn), is as important to us today as it was in the 19th century.



A handwritten signature in black ink that reads "S. Underdown". The signature is fluid and cursive, with a long horizontal stroke at the end.

Simon Underdown
Headteacher

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'for life, not school, we learn'

Transforming Life Chances by providing an educational framework that promotes the development of **effective habits** and **cognitive structures**. Challenging everyone to **aspire** to and **strive** for personal **excellence**. Enabling each individual to **realise their potential** and become the **master of their own destiny**.

OUR CURRICULUM

Plymouth High School for Girls curriculum intent statement:

Plymouth High School for Girls:

- Is a girls' grammar school 800 students in Years 7-13.
- Is based in the centre of Plymouth.
- Serves a community:
 - Of over 50 feeder primary schools.
 - With lower than national levels of deprivation with 11% of students eligible for Pupil Premium funding.
 - Which is predominantly white British working class with below national levels of EAL and BME students attending the school.
 - Which is higher than national for prior attainment upon entry.

Intended curriculum outcomes:

Plymouth High School for Girls aims to be an outstanding Grammar School for the 21st century remaining true to the philosophy of the school's motto 'For Life Not School We Learn'. A learning community of high aspiration and academic success, where students are prepared to become active students who have and use their voices.

A school where:

- Thinking is at the core of everything we do.
- Everyone takes responsibility.
- All have the determination to succeed.
- For life, not school, we learn.

For life, not school, we learn

Thinking is at the core of everything we do

Think about their thinking

Everyone takes responsibility

Be their best self

All have the determination to succeed

Shape their success

OUR VALUES

“For life, not school, we learn”

We are committed to providing the very best environment to support our students through their school journey and to give them the opportunity to achieve their full potential.

We consistently strive to enable our young people to grow; to find out about themselves whilst equipping them with the tools to deal with the challenges of academic study.

Whichever subjects capture the imagination of our young people or the interests they develop along the way, we are ambitious for their futures. We want our students to be ready for the demands they will face after leaving Plymouth High and for them to be able to chase and achieve their dreams.

An important part of school life at Plymouth High is celebrating the successes of our students, whether that be for academic performance or for achievements outside of the classroom. We want the learning journey for all our students to be rich and fulfilling and for school to be a happy place where lasting friendships are made.



OUR SCHOOL'S ORGANISATION

Senior Leadership Team:

Headteacher - Mr Simon Underdown

Deputy Headteacher - Mr Shaun Willis

Assistant Headteacher - Miss Donna Roughton

Assistant Headteacher / SENCO - Mrs Sam Payne

Assistant Headteacher / Head of Sixth Form - Mr Alan Jenkins,



SAFEGUARDING

Plymouth High School is committed to the safeguarding of all its students, staff and visitors. Safeguarding is of paramount importance and we have a moral and statutory responsibility to safeguard and promote the welfare of all of our students, by providing a caring, positive, safe and exciting environment, whereby the personal, social, physical and moral development of the individual student is supported.

All children have the right to feel safe. If you are concerned about the safety of any child in our school, you must report this to one of the Designated Safeguarding Leads detailed below:

The Designated Safeguarding Lead (DSL) is Mrs Sam Payne: s.payne2@tsatrust.org.uk

The Deputy Designated Safeguarding Lead (DDSL) is Mr Shaun Willis: s.willis@tsatrust.org.uk

Other trained safeguarding members of staff include:

Mrs Fiona Banks: f.banks@tsatrust.org.uk

Miss Zoe Boyle: z.boyle@tsatrust.org.uk

Miss Shellie Joynes: s.joynes@tsatrust.org.uk

Mr Duncan Law: d.law@tsatrust.org.uk

Mrs Patricia Simister: p.simister@tsatrust.org.uk

Miss Tess Taylor: t.taylor@tsatrust.org.uk

If you are concerned about a member of staff, it should be reported directly to the Headteacher.



POLICIES

All of our policies can be found online at www.tsatrust.org.uk/about/policies/ and also on our school website.

Various policies are reviewed and updated on an annual basis and you will be expected to familiarise yourself with these policies throughout each academic year.

Prior to or upon joining our Trust you are required to take a look at the following key policies:

- Code of Conduct
- Keeping Children Safe in Education (DfE guidance)
- Information Security Policy
- ICT Acceptable Usage Policy
- GDPR practices

Should you require any information or have further questions regarding our policies, please contact your Office Manager/PA directly or contact a member of the HR Team on **0333 360 2050** or by email at **hr@tsatrust.org.uk**



REPORTING STAFF ABSENCE

Known absence:

Cover work should be saved in Teams in the correct file under 'All PHS Staff Covering staff'. In addition, work may also be placed here:

- On the desk in the classroom
- With the HOD or other nominated member of staff in the department
- In the tray outside Julie Johns' office

Unplanned absence - Illness:

- Report your absence by PHONE by 7.30am :
- Mob: 07808768013 24hrs

The cut off time of 7.30am gives the cover manager chance to ascertain whether or not there is a need to book Supply and it allows enough time for the Supply Teacher to get here for 8.30am.

- If you send a text please add your name.

Longer term absence:

If your absence is longer than 5 working days or 7 days including a weekend, a fit note will be required from your doctor. Could this note please be posted or dropped into school as soon as possible and marked for the attention of Julie Johns.

The following triggers may result in a wellbeing meeting:

- You have been absent 2 or more times in the last 3 month period.
- You have had 3 separate periods of absence in a three month period.
- You have been absent for a total of 10 working days or more within a rolling 12 month period.

Medical appointments:

Wherever possible these should be made out of school hours. However, this isn't always possible so if you need to attend an appointment during school time please bring a copy of the appointment letter to Julie Johns, your Line Manager or the Head Teacher.

Work for lessons:

Work should be saved in Teams in the correct file under 'ALL PHSG Staff Covering staff'

Email cover work to the following people:

- j.johns@tsatrust.org.uk
- HOD, or if you are the HOD to a nominated person in your department who will deputise for you in your absence.

Work **MUST** be emailed by 7.45am to allow time for any resources to be arranged.

The cover work can be set by attaching the standard Cover Lesson Plan Form to your email or if you are a Science Teacher, the Cover Lesson Plan Science Lab Form.

The cover work can be written into the email itself but the information required should be equivalent to that expected on standardised Lesson Plan form.

The HOD (or nominated member of staff) will then liaise with Julie Johns about getting any resources prepared for the cover lesson such as photocopying etc.

A few things to bear in mind when setting the work:

- Photocopying large amounts of resources may not always be possible in the morning.
- Please think about the ease of preparation as well as the quality of work.
- If covering staff have to go and find books or resources this takes time out of the lesson. Lively Class / disruptive.
- If you are setting work which involves something which may not work please provide a back-up or alternative work.
- Cover Supervisors are covering different subjects in different rooms throughout the day. They quite often don't get to see the work for the lesson until they walk into the classroom. Also, the covering teacher will most likely be from another department.
- During a cover lesson there is an expectation whenever possible, that the HOD or other nominated member of staff will check on the Cover Supervisor or covering Teacher to ensure that the instructions are clear and all resources are to hand. They can also reinforce expectations of work and behaviour if necessary.
- HODs are responsible for ensuring the quality of cover work is good.

The daily Cover Sheet can be found on the Staff Shared area. There are also paper copies posted around the school and can be located:

- Reception office
- Staff Workroom
- Sixth Form Office

The aim is to support all staff as much as we can and to ensure good quality Cover for your lessons. This will hopefully in turn make things easier for you on your return to work. If we all follow the Absence / Cover procedure there should be little or no disruption to the students' learning.

These expectations may not seem that important but please be mindful that you could be one of up to 10 staff out on any given day.

DRESS CODE

All clothing should be of a type that promotes dignity and professionalism and is not provocative, or could be construed as such. All clothes should be clean and presentable and consistent with presenting a professional public image. All members of staff are expected to act as role models for our students and have due regard to compromising child protection or safeguarding.

Information for all staff:

1. Clothing must be professional attire and not casual wear.
2. Shirt, tie, trousers, jacket and smart shoes (except for PE staff and designated support staff) are appropriate.
3. Skirt or trouser suits are acceptable, as well as smart dresses, skirts/trousers and jackets.
4. Any cropped trousers must be formal and tailored. Shirts, blouses, knitwear and other smart tops may be worn.
5. Flip flops or Roman sandals may not be worn
6. Sleeveless or strappy tops worn without a covering jacket are not acceptable.
7. No extreme hair styles are acceptable (for example, shaved designs)
8. Jewellery should be discreet with visible piercings restricted to ears. Single nose studs may be worn for reasons of culture or religious observance only.
9. On formal occasions (such as parents evening), all staff attending should dress in a professional manner befitting the event.
10. Where a member of staff believes they are not able to adhere to all aspects of the dress code, the Principal will consider the reasons for this and will be able to make the decision to waive part of the dress code in special circumstances.

As an indication, the following is a list of unacceptable dress:

- Torn clothing
- Clothing with inappropriate writing, logos or visible designs.
- Jeans, thin/casual leggings or combat trousers (note: thick/smart leggings with suitable long top is permissible)
- Shorts
- Flip flops
- Bare shoulders

The Wearing of Uniform

Where uniforms are required in support functions such as Technicians, Facilities, Canteen/Catering Department - uniforms will be provided by the Academy and should be worn at all times. Staff should note that it may be a criminal offence not to wear safety dress in certain situations (headwear in kitchens, hard hats in construction areas, etc.) Failure to wear the correct safety dress can amount to gross misconduct, which could lead to dismissal.

For teachers in departments where a uniform is required such as the PE Faculty, uniforms will be provided and should be worn for lessons as required. Track suits provided may be worn at other times including assemblies, covering of other subject lessons, lunch/breaks and non-teaching administration time, with the exception of formal events such as parents' evenings.

Name Badges & lanyards

All staff when working shall wear a name badge attached to their lanyard, worn in such a way to prevent it being obscured from students and visitors view.

Any staff wearing uniform, name badges and lanyards should be mindful of their behaviour when travelling to and from work, and when leaving the site during the working day (E.g. when having a break). Staff are representing the school and Trust and must therefore behave in a way to ensure the reputation is upheld at all times.

Head Dress

Hats/caps are not permitted inside (except where necessary on health and safety grounds).

Head dress in line with the beliefs and traditions of various religions and sects are allowed except any head covering that covers a substantial part of the persons face. Anything that does cover a substantial part of the face is allowed in staff communal areas, where staff are not expected to communicate with students.

Footwear

Footwear must be appropriate to ensure a safe environment for staff and clients. No trainers should be worn, except where staff are involved in sporting activities. Shoes should have a back strap as a minimum and be of smart appearance. Heels should be moderate height avoiding the risk of trips/falls.

Hair/Nails

Hair should portray a professional image. Nails should be clean and of reasonable length. False nails are prohibited in departments involved with catering, science, practical work or food preparation.

Tattoos

Wherever possible, tattoos must be covered at all times.

The above is designed to provide guidance, but cannot cover all situations. Failure to uphold and/or adhere to appropriate standards of dress may result in formal action being taken. Please seek clarification as required from your line manager should you be unsure with regards to the dress code policy.

Smoking

Smoking, vaping and e-cigarettes are not permitted on site at any of our schools and staff are reminded to not smoke on or near the school premises. Please refer to your school specific guidance on the designated smoking area.



BREAKDOWN OF THE SCHOOL DAY

Session	Times
Registration / Assembly	08:40 - 09:05
Period 1	09:05 - 10:05
Period 2	10:05 - 11:05
Break	11:05 - 11:30
Period 3	11:30 - 12:30
Period 4	12:30 - 13:30
Lunch	13:30 - 14:30
Period 5	14:30 - 15:30



TERM DATES & STAFF DEVELOPMENT DAYS

2022 - 2023

Term 1

Start: 1st September 2022

Finish: 21st October 2022

Autumn break: 24th October 2022 - 31st October 2022

1st September 2022- Non Pupil Day

2nd September 2022 – Year 7 & 12 in school only.

26th September 2022 – Non Pupil Day

21st October 2022 - Non Pupil Day

Term 2

Start: 1st November 2022

Finish: 16th December 2022

Christmas break: 19th December 2022 - 2nd January 2023

Term 3

Start: 3rd January 2023

Finish: 10th February 2023

February break: 13th February 2023 - 17th February 2023

Term 4

Start: 20th February 2023

Finish: 1st April 2023

Spring break: 3rd April - 14th April 2023

Good Friday: Friday 7th April 2023

Easter Monday: Monday 10th April 2023

20th February 2023 - Non Pupil Day

Term 5

Start: 17th April 2023

Finish: 26th May 2023

Early May bank holiday: Monday 1st May 2023

May break: Monday 29th May 2023 - Friday 2nd June 2023

Term 6

Start: 5th June 2023

Finish: 21st July 2023

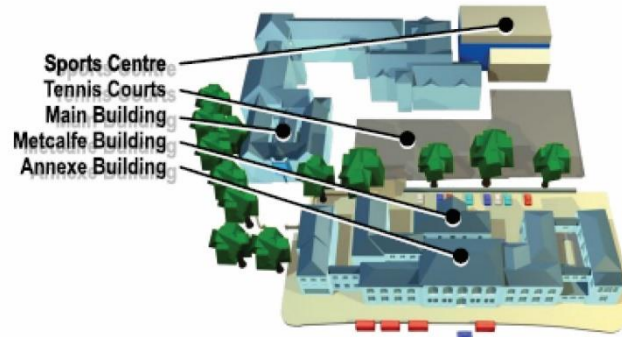
24th July 2023 - Non Pupil Day

25th July 2023 - Non Pupil Day

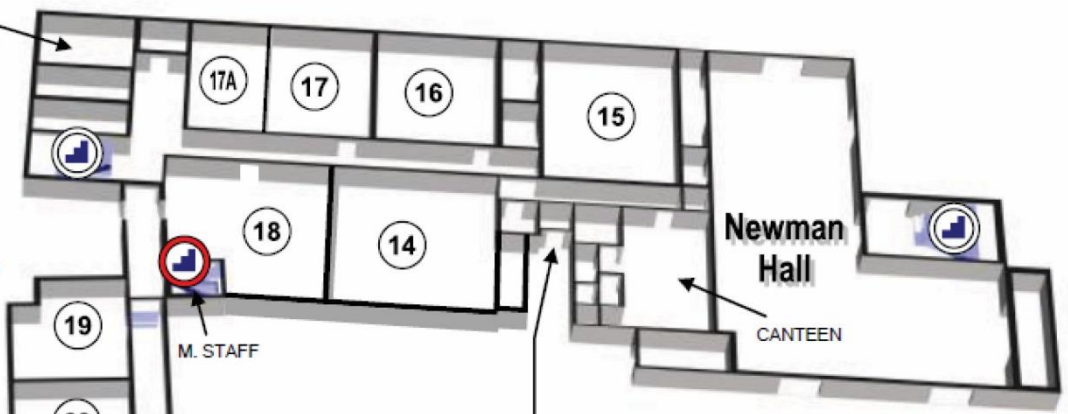
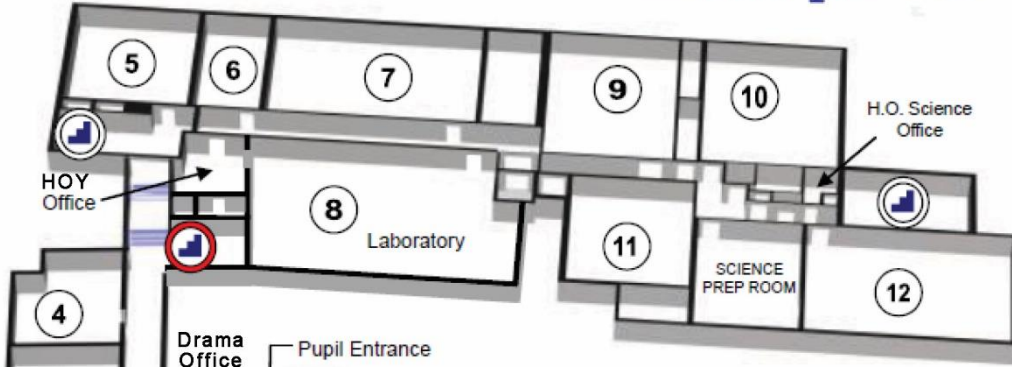
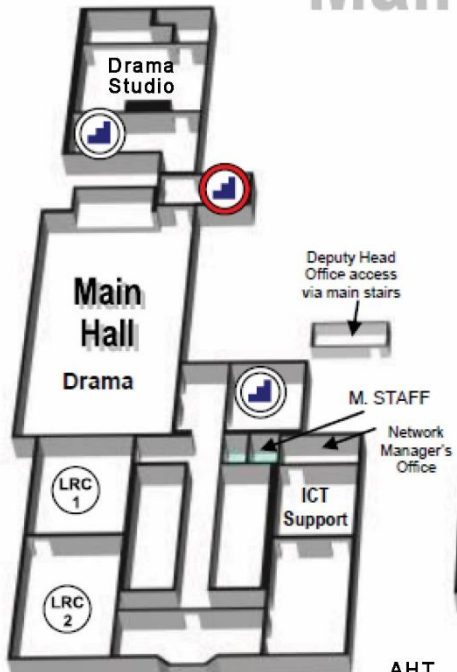
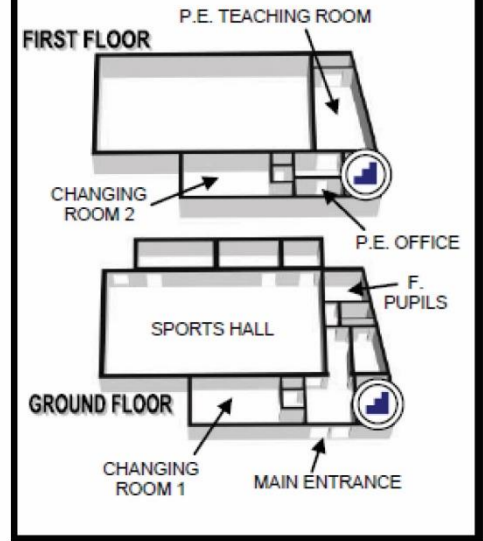


Plymouth High School for Girls
St. Lawrence Road
Plymouth
PL4 6HT

Main Building



Sports Centre



FIRST FLOOR

MAIN RECEPTION / STUDENT SERVICES

AHT Office

DHT Office

MATHEMATICS	1-4
SCIENCE	5-12
FOOD TECH/CATERING	15
LANGUAGES	14-21A

GROUND FLOOR AND MAIN ENTRANCE

Enter Here for Newman Hall
 Food/Catering Technology
 Languages
 Science

STAIRS STAIRS (NOT FOR PUPIL USE)



Plymouth High School for Girls Annexe Building



FIRE EVACUATION PLAN



FIRE AND EVACUATION PLAN

HEADTEACHER STANDS AT TOP OF RAMP Missing staff or student(s) reported to Fire Brigade if premises are unsafe for staff to search		
RECEPTIONIST/ATTENDANCE OFFICER Prints out all registers & brings with Firebox to courts for HOY to collect		
ON RAMP -BY MAIN ENTRANCE	FAR END OF COURTS	ON THE COURTS
DEPUTY HEADTEACHER Stands at top of ramp and receives attendance report from lead member of each non-teaching staff team on ramp. Reports staff presence/absentees to Headteacher. BUSINESS MANAGER After reporting that Site/IT team is present may leave with them to trace issue/fire. SITE/IT TEAM Report to Business Manager then may leave to trace issue/fire.	Head OF 6th FORM & SENCO Stand beside their year group – benches at end of courts Give out registers to tutors Requests cover for absent/missing tutors from Cover Manager Reports student & staff presence/absentee students to Headteacher 6TH FORM ADMINISTRATOR & CAREERS COORDINATOR Bring out signing out book and SIMS register for yrs 12/13 Assist Head of Sixth Form and Tutors in reconciling attendance and signing out books	ASSISTANT HEADTEACHER & HEADS OF YEAR Stand beside their year group Give out registers to tutors Requests cover for absent/missing tutors from Cover manager HOY/Tutors consult Firebox/Trip lists if necessary HOY Reports student and staff presence/absentee students to Headteacher) IF HOY absent , one Tutor should be nominated from the year team to coordinate reporting presence/absentees to Headteacher
COVER MANAGER Reports presence of cover supervisors, supply staff and part time staff. Deploys staff to cover for Tutors taking registers on the courts .	YEAR 12 & 13 TUTORS Evacuate with teaching class & nominated staff check dead ends and toilets Take register of tutor group Report absentees to HOY Stand at head of line of their tutor group & maintain silence	TUTORS Evacuate with teaching class & nominated staff check dead ends and toilets. Take register of tutor group. Report absentees to HOY Stand at head of line of their tutor group & maintain silence .
KITCHEN MANAGER Reports presence of kitchen staff.	STUDENTS Line up in silence in register order with their tutor group Yr 12/13 line up parallel to the gym beside the gym	STUDENTS Line up in silence in register order with their tutor group Yr 7 line up near main building
EXAMS OFFICER Reports presence of all other non-teaching staff. (finance, data manager, data protection officer, technicians DT/Science - 2/Art, Librarian)	FIRST AID To line up bay the 6 th form benches. STA: Year 12/13 BAL: Year 10/11 LEE: Year 7, 8 & 9	<i>*During evacuation, one designated member of staff in each area or department to sweep dead ends and toilets, ensuring no one is left behind</i>
RECEPTIONIST Brings out firebox/sign out book Gives Deputy Head full staff list book. Reports attendance of attendance officer, and visitors.		<i>*DT Technician to print back up register and bring to Headteacher</i>
VISITORS & ITT STUDENTS Report to the receptionist on the ramp.		<i>*Offsite students/staff PE classes – P on registers, Trip lists in Firebox</i>

Introduction: It is the responsibility of all staff (including supply teachers) to be aware of the safe exit route from the room in which they are working. The member of staff is ultimately responsible for the safety of any student and visitor they are supervising. All staff are required to familiarise themselves with escape routes and the procedures outlined below.

Procedure: On hearing the alarm equipment must be made safe, computers shut down or screen locked, windows closed and all occupants evacuated from the building as quickly and safely as possible. Bags and other belongings should be left in the room and doors closed (but not locked) to reduce the spread of smoke and fire. All occupants should be encouraged to make a hasty and controlled exit from the building by means of the nearest safe escape route. During evacuation, one designated member of staff in each area or department should sweep dead ends and toilets, ensuring no one is left behind

The first member of staff to exit through an external escape door is responsible for unlatching and opening the door fully in order to facilitate subsequent swift exit. **Doors are not to be wedged or left open.**

Receptionist: will evacuate with the Visitors book, Staff Signing in/out book and Fire Box

Attendance Officer: will produce, and evacuate with, an up to date Form Register from SIMS.NET.

Tutors: will collect their Register from the Attendance Officer and account for their Tutor Group accordingly. It is the Tutor's/Tutors' responsibility to supervise their form. Where a registration has been 'covered', the person covering will assume the Tutor duty. Once the Tutor has completed registration of their Tutor Group, they will report to their Head of Year. If a Tutor group does not have a tutor present, HOY to request cover from the Cover manager.

Students: will assemble on the courts in single file by Tutor Group in ascending year order, with Year 7 nearest the Main building. 6th form will assemble in Tutor Group order perpendicular to the lower years, adjacent to the Gym facing the outside perimeter wall in register order. Students will be expected to remain silent and await instruction.

Offsite PE: Years 7-9 may be offsite as a complete Tutor Group. Students from Years 10 and 11 when offsite, will be prefixed with a 'P' on the SIMS Register.

Offsite activities: Trip Leaders must deposit sufficient paper copies (one for each applicable Tutor) of the Activity Student List in the 'Fire Box'.

Visiting 6th Form Students: will report to 6th Form Administrator and stand with the Head of 6th Form. 6th Form: Once all tutees have been accounted for, the Tutor must report to the Head of 6th Form who, in turn, will check absentees against the 6th Form Signing in/out book and the offsite record. 6th Form Administrators: will bring out the 6th Form Signing in/out book, and report (with the documents) to the Head of 6th Form and support the checking of sixth form attendance.

DT Technician: will produce a back-up copy of the whole school register from SIMS.NET and, after reporting presence to Exams Officer, will report with backup register to Head teacher.

Head teacher: will retain overall responsibility and be the focal point of contact with the emergency services (if required). He will evacuate to the top of the ramp, take control and receive reports from Deputy & Assistant Heads and HOY.

Head of 6th Form and SENCO: will evacuate to the top of the ramp and account for all 6th Form students and subsequently report to the Head teacher.

Deputy Head Teacher: will evacuate to the ramp by the main entrance, assume the role of Register taker for staff who are not tutors, and in turn reports personnel status to the Head teacher.

Heads of Years: will evacuate to respective muster points on the court, request cover for absent tutors from the Cover Manager, account for their year group (checking trip lists) and subsequently report to the Assistant Headteacher who will then report to the Head teacher.

Part time, Cover Supervisors and Supply staff: who are not Tutors will report their presence to the Cover/Office Manager who in turn reports to the Assistant Head

Cover/Office Manager: will deploy part time/supply staff and/or Cover Supervisors to take the register of any Tutor Group not covered and report staff presence/absence to Assistant Head.

Visitors: will report to the Receptionist who in turn reports to the Assistant Head.

Business Manager: will account for the IT Manager, IT Apprentice, Site Supervisor and Groundsman, report to the Assistant Head, muster at the main alarm panel and then investigate cause of evacuation alarm.

Site Supervisor: will muster at the main alarm panel and assist the Business Manager in establishing the cause of evacuation alarm.

Kitchen Supervisor: will account for Catering staff and report to the Assistant Head.

Exams Officer: will evacuate to the top of the ramp, account for the remaining Support Staff and report to the Assistant Head.

Once satisfied the building is safe to re-occupy, the Head teacher will dismiss students and staff in an orderly manner.

In the absence of the Head teacher the Deputy Head teacher will assume his responsibilities.

In the absence of a Head of Year, the Head of Safeguarding will assume their duty.

The Receptionist will assume the additional responsibilities of the Attendance Officer in her absence.

The focal point for all reporting will be at the top of the ramp. In order to expedite the speed of reporting, Reportees will make their report and vacate the ramp.

If anyone is missing, and the premises are unsafe to enter to conduct a search, the fire brigade will be informed immediately by the Headteacher.

Should it become necessary to vacate the school grounds:

The Head or Deputy Head teacher will issue instructions accordingly. Staff are to escort students in a safe and controlled manner down North Hill (towards the city centre) and muster in the grounds of Plymouth University adjacent to the reservoir. A Tutor group register is to be taken on arrival and reported to the Person in charge (Head or Deputy Head teacher).

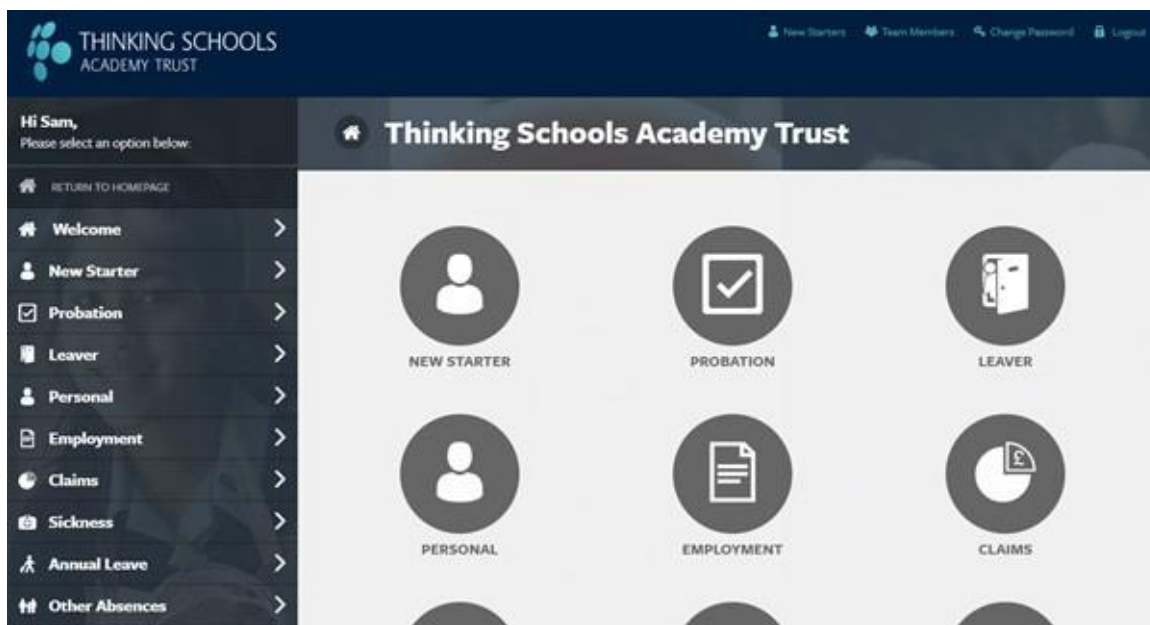
ACCESSING PAYSLIPS AND “SELF-SERVICE” PORTAL

Upon joining our Trust, you will be sent login details to access your HR self-service portal. This system will allow you to access your employment details and address all of your employee lifecycle needs in one place.

You will regularly use this system to:

- View/print payslips and P60s
- Request annual leave
- Update personal details (e.g. address)
- Update bank details
- View key contact details (e.g. pension scheme providers)
- Access key HR policies and documents

The link to the website is <https://tsatrust.selfservice.global/>. The system can be accessed from your own personal device, as well as devices on Academy networks.



When you log in for the first time, you will need to change your password using the link at the top right of the home page.

If you have any queries on the HR Portal, please contact the HR team at hr@tsatrust.org.uk or **03333 602050**.

WELLBEING

The Trust is committed to supporting the physical and psychological health of all staff. It is important that we look after ourselves as well as each other in the workplace.

Over the year the Trust will launch various wellbeing initiatives which we take part in as a school.

Each term we will focus on one of the Six Ways to Wellbeing which will be notified by the Trust. Each school has a Wellbeing Ambassador who will support in driving the wellbeing initiatives each term.

If you would like to be a Wellbeing Ambassador please contact HR via hr@tsatrust.org.uk.

As a Wellbeing Ambassador you can actively encourage and promote good mental health within your school by encouraging your colleagues and the rest of the school community to take part.

Employee Assistance Programme (EAP), Workplace Wellness

The Trust provides a free confidential counselling service administered by workplace wellness.

WorkplaceWellness™

Life is a rollercoaster.
We're here to make the ride smoother



RESIGNATION DATES

The resignation dates and notice periods for teachers in schools within England and Wales are set out in the terms and conditions for teachers, commonly known as the 'Burgundy Book'.

The Burgundy Book refers to three notional terms:

Spring term	1 January to 30 April
Summer term	1 May to 31 August
Autumn term	1 September to 31 December

HEADTEACHERS

For headteachers to leave their post at the end of either the autumn or spring term they must give a minimum of 3 months' notice. If a headteacher resigns at the end of the summer term a minimum of 4 months' notice must be given.

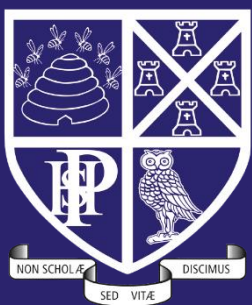
Term	Date by which notice must be submitted	Leaving date
Autumn	30 September	31 December
Spring	31 January	30 April*
Summer	30 April	31 August

ALL OTHER TEACHING STAFF

In the autumn and spring terms, the minimum notice required is 2 months'. For resignation to take effect at the end of the summer term, a minimum of 3 months' notice is required.

Term	Date by which notice must be submitted	Leaving date
Autumn	30 October	31 December
Spring	28/29 February	30 April*
Summer	31 May	31 August

**Please note, irrespective of when Easter falls, the leaving date for the spring term will always be 30 April. If however, they are moving to a new school, or another educational establishment, the leaving date will be the date before they take up employment at their new school or educational establishment where this falls before 1 May.*



THINKING
SCHOOLS
ACADEMY TRUST

Plymouth High School for Girls, St Lawrence Road,
Plymouth, PL4 6HT

T: 033 33 602230

E: office@plymouthhighschoolforgirls.org.uk

www.phsg.org

Registered company number: 7359755

TRANSFORMING LIFE CHANCES