Painsley Catholic College

Principal: Mrs R Waugh - BA (Hons), PGCE

Station Road, Cheadle, Stoke-on-Trent, Staffs, ST10 1LH
Telephone: 01538 493777
Email: office@painsley.staffs.sch.uk
Web: www.painsley.co.uk

Friday, 28th November 2025

Dear Parent/Carer

As you know, education is most successful when parents, students and staff all work in partnership. Communication is vital to our successful partnership. As a reminder, please see the main points of communication below and please do not hesitate to contact the relevant person for your query. We send out a parents' calendar, regular newsletters, notifications and Facebook posts, in addition to regular e-mails. The website contains a huge amount of information. We have a change team and will be seeking parental voice at regular intervals throughout the year. Parents' evenings, curriculum evenings, SEND coffee mornings and Pupil Premium contact weeks are all opportunities for you to share your views in an appropriate forum to support the ongoing development of the college.

Main points of contact:

- Emmaus Tutor - general enquiries and sharing pastoral issues/concerns. The pastoral teams are attached with this letter for your reference.
- Pastoral Lead - more specific pastoral/academic concerns and queries. A list of all Pastoral Leads and contacts is on our website.
- Head of Department - specific departmental queries or concerns. A list of all HoDs can be found on the school website.
- Safeguarding team – Mr D Bullock (Designated Safeguarding Lead), Mrs S Barker/Ms L Dudley (Deputy Designated Safeguarding Leads).
- Attendance – Reception staff to report attendance. Further concerns should be directed to the Pastoral Lead or Mrs M Barlow (Education Welfare Officer).
- Health – Mrs L Sedgwick.
- Special Needs - Miss G Everiss (SENDCo).
- Finance - Finance Department.

Should your queries need further attention, please contact the most appropriate member of the Leadership Team:

Mr D Bullock - Assistant Principal: Safeguarding and Wellbeing
Ms L Dudley – Assistant Principal: Director of Sixth Form
Mr J Hendley – Assistant Principal: Personal Development, PSHE, RSHE and Citizenship. Values and Expectations.
Mrs T Lambert - Assistant Principal: Transition, Continuous Professional Development of Staff, Learning Environment and Anti-Bullying Strategy.
Ms C Oberman - Senior Assistant Principal: Teaching School Hub and Maths Hub.
Mr M Palmer - Assistant Principal: Curriculum, Timetable and Options.
Mrs C Rooney – Vice Principal: Teaching and Learning and Catholic Life.
Mrs C Talbot - Business Manager and oversight of support teams
Mr F Waugh - Vice Principal: Impact of Teaching and Learning, including Data & Examinations and Pupil Premium
Mrs R Waugh – Principal, Attendance.

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As a reminder, we are committed to responding to e-mails within three college days. However, should your contact require more immediate attention, please do contact the college by telephone or in person.

I hope that you have been able to download the Arbor app. It is crucial that all parents have downloaded the app. The app gives you instant access to your child's:

- reward points
- behaviour
- attendance and punctuality
- timetable and key school information

We're pleased to share that 80% of our parents are already using the app to stay up to date with their child's progress – and we'd love for every family to be connected.

How to Get Started:

1. **Check your email**
   You should have received a welcome email from Arbor with your login details. This was sent to the email address you have registered with the school.
2. **Download the Arbor App**
   - Go to the **App Store** (iPhone) or **Google Play Store** (Android)
   - Search for **'Arbor Parent Portal'** and download the app
3. **Log in using your email address**
   Use the email address registered with the school to log in. Follow the steps in the welcome email to set your password and access your account.

If you haven't received your login details or are having any issues accessing the app, please contact your child's Pastoral Lead, who will be happy to assist you.

Thank you for your continued support in helping us work together to support your child at Painsley Catholic College.

In the Gospel on Sunday (Matthew 27: 37-44), we hear the story of the thief in the night and it reminds us, on this first Sunday of Advent, to stay awake and be ready for the coming of Christ. In college, we are preparing for Advent by reflecting on the Jesse Tree and our Advent prayer and reflection calendar, annual fundraising for CAFOD World Gifts and Social Action for Fr Hudson's Caritas in the collection of toiletries. We invite you all to support and participate in the preparation for this holy season alongside your sons and daughters.

Yours sincerely

R. A. Waugh

Mrs R Waugh