



MAYVILLE HIGH SCHOOL  
*Founded in 1897*

# Mayville Pre-Prep & Junior School

Information booklet 2021/22





## Welcome to Mayville

This booklet has been put together to welcome you and your child to the Pre-Prep and Junior Department of Mayville High School. For some of you, this will be your first experience of Mayville.

Hopefully, this booklet will address most of your queries. If, however, you still have any concerns or questions or would just like to have an informal chat or another look around the department please do not hesitate to contact us and take advantage of our 'Open Door' policy. To be successful, a good education needs to be a three-way partnership between school, child and parents. We take this very seriously at Mayville. We look forward to meeting and welcoming you and your child.

# School hours and lesson times

## EYFS – NURSERY

### Main session times

Nursery (Swans/Kestrels) 8.30am – 11.30am and 12.30pm – 3.30pm

Lower 1 (Reception) 8.30am – 3.10pm

The Nursery is also open for pre-school care from 8.00am – 8.30am, for lunch cover from 11.30am – 12.30pm and for after-school care from 3.30pm – 6.00pm

The Nursery is open for 50 weeks of the year, only closing over the main Christmas period.

## JUNIOR SCHOOL – PRE-PREP & JUNIORS

PRE-PREP DEPARTMENT		JUNIOR DEPARTMENT	
U1 – L2 (Years 1 & 2)		U2 – U3 (Years 3 – 6)	
8:30	Straight to class	8:30	Straight to class
8:40	Registration	8:40	Registration
8:50	Lesson 1	8:50	Lesson 1
9:20	Lesson 2	9:20	Lesson 2
9:50	Lesson 3	9:50	Break
10:20	Break	10:20	Lesson 3
10:50	Lesson 4	10:50	Lesson 4
11:20	Lesson 5	11:20	Lesson 5
11:50	Lunch	11:50	Lunch playtime
12:20	Lunch playtime	12:20	Lunch
12:50	Mindfulness + Registration	12:50	Mindfulness + Registration
1:20	Lesson 6	1:20	Lesson 6
1:50	Lesson 7	1:50	Lesson 7
2:20	Lesson 8	2:20	Lesson 8
2:50	Storytime	2:50	Lesson 9
3:10	End of the day	3:20	Story time
		3:30	End of the day

Junior School children may also attend morning care, after school and holiday sessions.

## SENIOR SCHOOL

Main session times 8.40am – 3.45pm

Morning break 10.50am – 11.10am

Lunch 12.55pm – 1.50pm

Senior School pupils may attend prep sessions after school on Monday-Friday until 5.00pm, which is held in the senior library.

# Holiday times

The main school currently closes for 16 weeks a year. Holiday club provides activities for Pre-Prep and Junior pupils for 50 weeks a year. (Lower V and Upper V work for an additional week in the Easter holidays.)

## Mayville High School classes

EYFS		
Swans		2 years+
Kestrels	Pre-school	3-4 years
PRE-PREP DEPARTMENT		
Lower 1	Reception	4-5 years
Upper 1	Year 1	5-6 years
Lower 2	Year 2	6-7 years
JUNIOR SCHOOL		
Upper 2	Year 3	7-8 years
Lower 3	Year 4	8-9 years
Middle 3	Year 5	9-10 years
Upper 3	Year 6	10-11 years
SENIOR SCHOOL		
Remove	Year 7	11-12 years
Lower 4	Year 8	12-13 years
Upper 4	Year 9	13-14 years
Lower 5	Year 10	14-15 years
Upper 5	Year 11	15-16 years







## School sites

The school operates on six sites as follows:

### **KENILWORTH SITE – ST SIMON'S ROAD**

Deputy Head / Assistant Head | Junior School Office | Dyslexia & Learning Support Unit | Ecclesiastical Hall | EYFS Department | Junior Classrooms | Junior Staff Room | Junior School Library | Junior Computer Room | Kestrels (Pre-school) | Kitchen | Linda Owens Hall | Second-hand Uniform Shop.

### **MARGARETTE RUSSELL HOUSE – WITHIN KENILWORTH SITE**

EYFS and Pre-Prep classrooms.

### **MICHAEL BABCOCK HOUSE – 33B ST. SIMON'S ROAD (Senior School, base for U5)**

Accommodation incorporating: IT Suite | Design and Technology | Hartridge Hall | Medical Room | Counselling Office | UV Common Room and other classrooms.

### **CLARENDON BUILDING – CLARENDON ROAD (Senior School, base for Remove & L4)**

Classrooms, incorporating English and Humanities Departments.

### **LIVESEY HOUSE – ST SIMON'S ROAD (Senior School, base for U4 & L5)**

Classroom accommodation, incorporating: MFL, ICT and Mathematics Departments | Senior Library | 3 Science Laboratories | Science Classroom | Staff Room | Headteacher's Office | Deputy Head's & Director of Studies' Office | School Office.

### **CHARLOTTE WEST HOUSE – ST SIMON'S ROAD**

Music Rooms | Art Studio

# General notes about the school

## AFTERCARE

Mayville provides care for EYFS, Pre-prep and Junior pupils after school until 6.00 p.m. in the Ecclesiastical Hall. This service may be used on a regular or occasional basis. Please book your child's place via ParentPay. The cut off is 7.45am on the day of attendance, after 7.45 am please call the school office.

At the end of the school day children join Aftercare for supervised play, tea and creative activities. They also have an opportunity to complete some of the homework they may have.

## ASSEMBLY ROUTINES

Whole school assemblies are held weekly in the Linda Owens Hall.

In addition to this there is a Pre-prep and EYFS assembly which is held weekly. This is a more informal gathering where birthdays are recorded and Pre-prep Gold Book certificates are awarded. Junior pupils have a weekly 'Magnificence' assembly where good work, excellent behaviour and house points challenges are celebrated.

## BEHAVIOUR MANAGEMENT

A link to our policy has been provided at the end of this booklet.

## BUILDINGS

All visitors must report to the Main Office at 37 St Simon's Road.

Security – doors to all buildings are kept secure.

Room Cleanliness – Pupils have the right to learn in a pleasant, clean environment. We also believe that they have a duty to assist in maintaining this. They are expected to ensure that their form rooms are left in a tidy condition at the end of the day.

## CHILD PROTECTION

A link to our policy has been provided at the end of this booklet.

## CLUBS

There are a wide range of clubs available after school and for some a small fee is charged to cover expenses. A termly timetable is made available to parents to enable booking before the end of each term in preparation for the new term. All clubs are booked via ParentPay.

## COACH TRAVEL

Lucketts Travel operate from a variety of destinations to the Independent Schools in Southsea. Please contact Lucketts on 01329 823755 for further details if you wish to use this facility.

## COMMUNICATION

We encourage parental involvement in the school and we hope, therefore, that you feel informed about the school and are also able to contact us for general information or to discuss specific concerns relating to your child.

'Welcome to Mayville' booklets are issued on joining, providing outline details about the school and its procedures. The information contained will be updated annually.

A termly magazine (The Register) is distributed at the end of each term. There is also an annual review of the year by the Headteacher which is distributed to all parents. Please check **mayvillehighschool.com** for the most up-to-date information. You will be sent a password once your child joins in order to access the Parent Portal, where all communication will be sent.

## COMPLAINTS PROCEDURE

Mayville believes that education is a three-way process involving the pupil, the school and the parents. We therefore welcome your contribution and views.

If you have any concerns about your son or daughter, please do not hesitate to contact us.

Initially, comments are best directed to your child's form teacher as this is usually the easiest way to achieve a speedy resolution of your concerns. If you feel that these concerns have not been dealt with to your satisfaction then please arrange to speak to the Headteacher, Mrs Parkyn.

By telling us your concerns we may be able to improve our provision, so please do not hesitate to contact us. If you continue to feel that you have serious concerns there is a formal complaints procedure which can be initiated. Please see our policy at the end of this booklet.

## DRESS

We believe that Mayville has a smart uniform and that the wearing of uniform helps to engender a strong community spirit. We do need parental support to ensure that high standards are maintained. Please buy your son or daughter the correct uniform and if you have any queries about this, the Office will assist in clarifying what is, or is not, worn. Incorrect uniform will not be permitted and will have to be replaced.

It is also essential that all items are named.

Please note that it is important that items purchased from the school second-hand shop have the previous owner's name removed and the correct name written or sewn in. Our current principal stockist for uniform is Alleycatz. Details may be obtained from the school office. A secondhand uniform service is run by the PTA / Friends of Mayville. Currently they open the 'shop' on selected days from 3.00 – 4.00p.m. We also hold termly uniform sales.

Winter uniform is worn in the Autumn and Spring terms (September – March) and the Summer uniform is worn in the Summer term (April – July). However, Summer uniform may also be worn from September to the October half term, as this half term can be very warm. Please note that on the Prize-giving event, which happens on the Thursday before the October half-term holiday, children will be expected to attend wearing full Winter uniform.





## ENRICHMENT IN THE CURRICULUM

The Mayville curriculum strives to nurture the whole child and our enrichment programme, 'Shine', provides a diverse range of learning opportunities.

### Enrichment Afternoon (in year groups)

The curriculum is run in a two week rolling programme or in half term blocks.

The subjects taken are:

Critical thinking	Orienteering
FBV / politics	Swimming
Japanese	Beach School
Digital filmmaking	Woodland School
Bikeability	STEM Award (CREST)
First aid	Philosophy for Children
Gardening	Music workshops (e.g. steel pans, African drums)
Sailing	Visits to Senior DT room / Science labs to undertake a project



## EQUAL OPPORTUNITIES

We value each individual as an important member of the school community.

Whilst Mayville teaches boys and girls in some separate classes to recognise their different learning styles, we are committed to opportunities which, although they may not always be identical, offer equal opportunities to boys and girls. Each individual in Mayville is respected equally, irrespective of gender, age, social, ethnic or religious background.

We aim to foster an understanding of cultural diversities, to create a positive attitude towards the multi-cultural society in which we live. Each pupil in Mayville has a duty to treat everyone within our school community and beyond, with fairness and understanding, recognising that a person's gender, race, religion, abilities or social circumstances are not subjects for negative behaviour of any kind.

## EXAMINATIONS

There are no 'examinations' as such in the Pre-Prep Department. We do however carry out a range of assessment procedures throughout the year. The aim is to help teachers gain a clearer idea of the children's strengths, limitations, and progress, which in turn enables us to plan more effectively for individual children's learning.

Pupils in the Junior School are set end of year examinations in English, Maths, Science, History, Geography, RE, French and ICT in the summer term. Throughout the year there are assessment progress checks in core subjects at the end of half terms or as the end of topics are reached.



## EXTRA- CURRICULAR ACTIVITIES

Bearing in mind the age of the children in Pre-Prep, a careful selection of extra activities are available. As children move through the Junior and Senior Schools, the range of activities and clubs widens considerably to account for all tastes and talents. A club list is sent out termly.

These are an important element of the life of the school. Regular after-school activities include football, rounders, badminton, cricket, netball, karate, dance, craft, IT, gardening, Badgers (St John Ambulance), trampolining, chess and Dance Live. There are numerous sporting fixtures for children to take part in.

## FEES

You will receive an invoice before the start of each term (three times a year in April, August and December).

Fees are payable either in-full on the first day of term or in equal monthly instalments (4 monthly instalments each term – 12 instalments per year). If you choose to pay by monthly standing order, please set your payment for the beginning of each month, to ensure that your invoice is settled before the end of each term.

## FORM STRUCTURE

In the Nursery we have the 'Swans' and 'Kestrels'.

In the Pre-Prep and the Junior Department there is a two form entry.

Swans	Nursery	Ratio of 1 staff to 4 pupils
Kestrels	Pre-school	Ratio of 1 staff to 8 pupils
Lower 1	Reception	(approximately 16)
Upper 1	Yr 1	"
Lower 2	Yr 2	"
Upper 2	Yr 3	(approximately 18)
Lower 3	Yr 4	"
Middle 3	Yr 5	(approximately 20)
Upper 3	Yr 6	"

The Senior School operates a two form entry. The overall size of each cohort is approximately 50. We then split the cohort into 4 groups and each set is around 12-14 in size.

Remove	Yr 7
Lower 4	Yr 8
Upper 4	Yr 9
Lower 5	Yr 10
Upper 5	Yr 11

## FORM CAPTAINS

A Form Captain and Vice-Captain will be chosen in each class. These roles will last for a maximum of one term. Children from Y1 upwards have the opportunity to represent their class as Eco Warrior or as a Kindness Ambassador or School Council team members throughout the year and attend whole- school meetings to put forward their ideas and plans. All positions of responsibility entitle the child to wear an official badge.

## FRIENDS OF MAYVILLE P.T.A.

The school's parent/teacher association meets twice a term. New parents who wish to join the committee are most welcome and the dates of these meetings are shown in the newsletters and on the website [mayvillehighschool.com](http://mayvillehighschool.com). The principal aims of the P.T.A. are to raise funds for the school and to provide a welcoming environment for parents. Various social events are arranged during the year, some just for parents, some including children.

Your support for these events would be greatly appreciated.



## HAIR

Dyed hair is not permitted. Girls – if hair is of shoulder length, it must be tied back with discreet and understated hair accessories. Boys– hair must not be too short but should be cut above ears and not touch the collar. No patterns are permitted to be cut into the style.

## HEALTH & SAFETY

The school has a comprehensive Health and Safety policy, a copy of which is on the website. The school undertakes risk assessments as appropriate for school activities.

## HOLIDAY CLUB

Holiday club is available to all children in the Pre-prep and Junior department. A wide range of activities are on offer. Holiday clubs are booked via ParentPay.

## **HOMEWORK**

Homework reinforces and consolidates what has been learned in class.

Young children love to share their experiences with their parents and undoubtedly improve their performance if they practise their emergent literacy and numeracy skills with them. The following is a rough guide to homework in each year group but this will vary greatly throughout the year and may depend on activities going on in school.

Please let us know if homework is a struggle or you would like extra information.

### **Upper 1**

Spellings and reading every evening. Weekend - a piece of Mathematics and/or English and/or topic work.

### **Lower 2**

Spellings and reading every evening. Weekend - a piece of Mathematics and/or English, and or topic work.

**In the Junior School homework is given each night. It may be preparation for a lesson, completion of work begun in school or an extension of work from the lesson.**

### **Upper 2**

Reading. Tables and spellings set for the week. Any written work should, on average, take 15 minutes.

### **Lower 3**

Reading. Tables & spellings set for the week. Any written work should, on average, take 20 minutes.

### **Middle 3**

Reading. Tables & spellings set for the week. Any written work should, on average, take 30 minutes.

### **Upper 3**

Reading. Tables & spellings set for the week. Any written work should, on average, take 30 - 40 minutes.

**In preparation for the transition into Senior School, U3 homework may be set for a night that is different from the day of the lesson. Also, occasionally, more than one subject will be set on a particular night. In this instance, one subject will be due in later on in the week.**

Homework is published via each class' Google classroom page.

Part of the Aftercare provision includes supervised homework, taken by the member of staff on duty. However, on occasion, there may be homework that will not be able to be completed in Aftercare as it requires resources that are not immediately available.

## **HOUSE SYSTEM**

The School has a three-house system (Nelson - Yellow, Cavell - Blue and Austen - Green).

All pupils (and staff) are allocated to one of these houses. The school has inter-house trophies for conduct, work and a variety of sporting and creative activities. The pupils are encouraged to support their houses.

In both the Senior and Junior departments, pupils act as House Captains.

### **Principal Inter-house Events:**

Senior / Junior / Pre-Prep Cups awarded for work and conduct

Creative Arts (Seniors)

Sports Day

Swimming Gala – Junior and Senior schools

Various sports, including: netball / hockey / football / rugby / cricket / cross-country running / badminton.



## ILLNESS

Please ensure we are informed of any allergies or long term health problems associated with your child.

It is, of course, essential that pupils attend school regularly. It is difficult for them to catch-up with work that is missed, just copying-up notes is never as productive as listening and working through a teacher-led explanation of a new concept. Occasionally, children become ill during the school day. In these situations, we will ask the Pupil Welfare Officer or a first aider to check and we will give you a call and send them home.

We wish to assist parents and ensure maximum attendance at school, by giving pupils appropriate medication. However, it is essential that strict guidelines are followed to ensure the safety of children and security of staff.

### **Medicine prescribed by a doctor**

It is obviously preferable for parents to administer medicine to children, but medicine will be administered by qualified staff, under the following circumstances:

1. A note is sent to the school by the parent detailing the exact dosage, the condition for which it is prescribed as well as the timing of the dose.
2. The medicine will, in fact, be administered by the Pupil Welfare Officer or an adult who has attended a first aid course. If possible, the medicine may be self-administered by the pupil under the supervision of the first aider.
3. The administration of the medicine will be noted on Schoolbase.
4. Medicine should be taken to the Pupil Welfare Officer or the main school office at the start of the school day.

At the start of the school year, we will request permission for your child to be given paracetamol. Paracetamol will be given at the discretion of the Pupil Welfare Officer or a qualified first aider and only if it is felt really necessary. It may not be possible to give paracetamol to a pupil receiving other medication from a doctor.

### **Asthma inhalers should be clearly labelled.**

Teachers will ensure that the pupil's inhalers are kept in a safe place and that they take them with them to external activities

### **Allergic reactions**

Pupils who suffer from severe allergic reactions must have their medicine with them at all times and this must be kept by the form tutor, who must ensure that it accompanies the pupil any time they leave the school premises. In a serious situation, any member of staff may administer the medicine by Epi-pen, although a first aid trained member of staff will do so if present.

Parents must ensure that the school is aware of the action to take in an emergency situation. They will also be required to complete an indemnity form for any emergency treatment provided.

**APART FROM ASTHMA INHALERS – NO PUPIL MAY BRING INTO SCHOOL ANY MEDICATION FOR SELF-ADMINISTRATION AT ANY TIME.**

If your child is really not well enough to attend school, or is suffering from a contagious illness, please inform us on the first morning of the absence, if possible before 09.00 a.m.

An absence note or email, explaining the reason for absence and signed by a parent or responsible adult, is a legal requirement and should be handed to the form teacher on the child's return to school.

In the event of an accident, you will be informed if the first aider has any concerns and believes hospital or doctor investigation may be required. If a child has had treatment for any form of head injury, you will be informed via email from the school system, even if this is only considered minor.

## INSURANCE

The school is insured, in addition to normal buildings cover, for employer's liability, Public and Products Liability and Professional Indemnity. The school does not have insurance to cover the loss of the personal possessions of pupils.

## LEARNING SUPPORT

The school accepts pupils with a wide range of academic ability. Some of these pupils are diagnosed as dyslexic. Support is provided for these pupils out of lessons via the school's Dyslexia Unit and through Target Literacy and Numeracy. An additional charge is made for this 1:1 support. We also have the staff to conduct some dyslexia diagnostic tests and these may also incur an extra charge.

The school is an associate member of the BDA and is recognised by CReSTeD under their DU category. Further information about this will be provided on request.

We also have a large number of Gifted and Talented children and we are members of the National Association for Gifted Children. Additionally, some children are offered the opportunity to sit MENSA examinations and if successful they can join the prestigious MENSA community.



## LIBRARY PROVISION

Each classroom in the Pre-Prep is furnished with its own library area. Each 'library' will contain books suitable to the ages and abilities of the children in the class. Pupils are encouraged to join their local public library.

The Junior School library provides members of the school with a wide range of books for reading as well as for research relevant to the curriculum and for general interest. iPads offer further opportunities for research.

Junior classes have specific Library lessons, to ensure they are acquainted with the classification system and are able to borrow and exchange books.

The School buys into the Portsmouth Library Service for advice and courses.

The pupil who reads widely and regularly is undoubtedly provided with the best basis for academic achievement. All Junior pupils are expected to borrow books from the School Library. They are also encouraged to use the facilities of the Portsmouth Central Library and consider joining their local library.

Any school library books lost will be charged for at the replacement cost.

## LOST PROPERTY

All property must be clearly named.

If named, lost property will be returned to the pupil immediately.

Unnamed lost property is kept in the lost property drawers outside the U2 classrooms in the Junior school.

Unnamed lost property will be displayed at relevant Parents' Evenings before being placed in the school's second hand uniform room (normally after three months). If obtaining an item of second hand uniform for your child, please re-name it clearly.

## LUNCHES

Pupils at Mayville may bring a packed lunch or order food provided by the school's chef. Lunch orders are taken by form teachers during registration. All lunches are paid for via our online payment system ParentPay.

We encourage healthy eating at school and again request the support of parents in this aim. As part of this, children are only allowed fresh fruit or healthy items as a break-time snack.

Items containing nuts are strictly forbidden on school premises.

Milk can be ordered on a termly basis.

Pupils from U2 upwards may have 'specials'. To choose 'specials', please see the menu and order via the form teacher.

## MAPA (Mayville Academy of Performing Arts).

This academy runs during the school holidays and provides workshops and masterclasses for those who are very keen to improve their skills in Drama, Dance and Music.





## MINIBUS

The school currently has 9 minibuses. The code of behaviour on buses is in the Behaviour Management Policy.

## MOBILE PHONES & DEVICES

Mobile phones are not permitted in the Pre-prep department.

Mobile phones are not permitted in the Junior School, unless the child is travelling to school unaccompanied. The parent must sign a consent form for this. During school-time, the mobile is then kept for safekeeping by the form teacher until the end of the day. The children are not permitted to use their phone, except for an emergency.

We do not accept any liability for lost or damaged phones or devices brought into school. This is clearly stated in the Parent Contract, signed before children start Mayville.

Please be aware that increasing numbers of children are bringing in mobile phones without parents giving their permission. Could we please ask for your assistance and vigilance to ensure that this does not happen?

Devices brought in under the 'Bring your own devices' policy will be stored safely and appropriately. Please ensure that the consent forms are signed for the device to be used in school by your child.

## MUFTI DAYS – Non Uniform Day

These are held to raise money for a charity. Children pay (usually £1) for these non-uniform days.

## OPEN DAYS/DROP-IN DAYS

Once a term, the school holds Open Days for prospective parents. This provides prospective parents with the opportunity to meet the teaching staff, tour the school and its facilities, view the work of the school and receive information.

## PARENTS AS PARTNERS

To be successful we know that education must be a three-way process involving the school, the child and parents. We are always happy to talk to you about any of your concerns. In the first instance it is probably best to talk to your child's form teacher, or the Assistant Head, Mr Schmit, alternatively you can contact the main office and arrange to speak with Mrs Parkyn.

We encourage parents to take an active part in their child's education. In order to do this parents need to be informed. We aim to do this in a variety of ways including (but not limited to):

Google Classroom

Reading card

Reports (as detailed on following page)

The Register (termly School magazine)

## PARENT PAY

We have streamlined Mayville's payment methods and encourage all parents to use ParentPay to book and pay for school meals, clubs, trips and morning/after-school care. You will receive your log-in details once your child is on role.

Should your child require morning or after-care, please log onto your ParentPay account and select the appropriate day and session, book your child in then check out and pay. You can book many sessions at the same time, if that is more convenient.

Hot lunches and selections from our Specials Menu are ordered with the teacher in class, at registration. The easiest way to pay for your child's meals is to add a balance on to your ParentPay account that reduces each time your child orders a meal or special in the morning and then top-up the balance as required

The Finance Team are always happy to assist with ParentPay, so please do not hesitate to contact them.

## PARENTS' PORTAL

Up to date information and copies of letters are regularly posted on the Mayville website in the Parent Portal, which can be accessed at: [mayvillehighschool.com/portals/#ParentPortal](https://mayvillehighschool.com/portals/#ParentPortal) You will be given a log-in when your child starts at Mayville.

## PARKING

We regret there is no parking for parents on school property, although there are usually spaces in surrounding roads, apart from the main arrival and leaving times. St. Simon's Road does become congested at these times and we do request that parents follow our voluntary one-way system which undoubtedly speeds up movement of traffic.

**This voluntary one-way system is driving down St Simon's Rd from the Waverley Rd end towards Clarendon Rd.**

Please respect the rights of the local residents and ensure that you never leave your car unattended across the driveway of houses in the road. You should also be aware that there is a residents' parking scheme, south of Clarendon Road and traffic wardens regularly visit the area.

Please do not park on the zigzag lines between 8.00am and 4.00pm.

## PASTORAL CARE

Mayville prides itself on the care and support provided for pupils. Form teachers take the lead in pastoral support but at times, other adults may be involved to assist with social, academic, organisational and behavioural difficulties.

## PUPIL ENTRY

Mayville is proud of its tradition of accepting pupils from a wide ability range. There isn't, therefore, a pass/fail ethos to pupil entry at Mayville. We must, however, ensure that each individual is provided with the appropriate support to reach their potential. To this end, we seek to keep an appropriate balance of abilities within a class.

## PUPIL RECORDS

Up-to-date records of personal details are maintained by the School Office.

A list of medical details of pupils is updated each term and a copy is available on SchoolBase for all staff.

We send out update forms annually. Please complete these but also inform us immediately if you move house, change job or telephone number or medical details need to be updated.

## REGISTERS

Registers are completed in accordance with government regulations.

Pupils are registered at the start of the day and in the afternoon. Please telephone the school office on the first day of your son or daughter's absence. The school will telephone parents if children fail to arrive for the school day. Letters or an email explaining absence must be received by the form teacher on the pupil's return. This is a legal requirement.

## RELIGIOUS OBSERVANCE

Mayville takes a broadly Christian approach to religion and utilises the facilities of St. Simon's Church (Church of England) for school services.

The School respects the beliefs of other faiths and meets, where possible and appropriate, the requirements of other religions.

It is expected that all pupils will follow the course of religious education devised by the school, including attendance at school assemblies, unless specific alternative arrangements are agreed between the Headteacher and parents.

## REPORTING TO PARENTS

We believe it is important that parents are informed regularly of the performance of their child and how they can support this. We are pleased to discuss parental concerns as and when they arise but formal arrangements also exist.

Written reports – **End of Autumn Term** – settling-in and target-setting reports  
**End of Summer Term** – reports detailing the programme of work covered and performance during the year and, where relevant, in end-of-year examinations.

Meetings – Autumn and Spring Term – meetings with appointment times provided.

### Information Evenings

A 'Senior School Experience' evening is held in September, for parents of Upper 3 pupils going into the following year, which includes a brief talk by the Headteacher and staff, followed by informal discussion.

The school also holds a 'Move-Up Day' in the Summer term, when parents are invited to meet with teachers for the forthcoming year.

There will also be year group information evenings for trips or subject areas, as required throughout the school year.

## SCHOOL COUNCIL (from U1 to U3)

Within the Junior School, school council members are elected for each form at the start of each academic year. The Council is primarily responsible for representing their class at Junior School and occasionally whole school meetings as 'Pupil voice' is a very important part of guiding some of the future plans of the school.

## SCHOOL OFFICE

This is situated in Livesey House (37 St. Simon's Road) and is open from 8.30am to 4.30pm, 50 weeks of the year.

Staff – Mrs C Georghiades	School Accountant
Mrs J Carter	PA to the Headteacher/Exams Officer
Mrs Morriss	Registrar
Miss S Clisby	Finance Officer

Please inform the office as soon as possible if your address or contact details change during the school year.

## SCHOOL MANAGEMENT TEAM

This group of senior staff meet very regularly to set the strategic direction of the school and measure progress in this regard. Members are:

- Headteacher
- Deputy Head/Director of Studies
- Senior Assistant Headteacher – Designated Safeguarding Lead
- Assistant Headteacher (pastoral) – Senior School
- Assistant Headteacher – Junior School
- Director of IT & Communications
- Head of Early Years

## SAFE USE OF THE INTERNET

Our e-safety policy is on our website. A further list of statutory policies is included below.

## SPORTS ACADEMY

This academy runs in the school holidays and provides the opportunity to gain expertise in a wide range of sports and have a lot of fun at the same time!



## TELEPHONE

The School Number is 023 9273 4847 – the answer phone is usually put on at 4.30 pm.

This will enable you to contact the school if there are delays collecting from Aftercare.

## TERM TIME HOLIDAY

The school does not support the taking of holiday during term time because this undoubtedly has a detrimental effect upon the academic progress of pupils. Requests for time off should be made in writing to the Headteacher and will be approved and acknowledged by her. Copies of letters will be forwarded to the form teachers and to the office staff.

## TRANSPORT

Mayville's minibuses collect pupils from Hayling Island, Horndean, Fareham, Petersfield and from the Portsmouth Harbour Station, including the Gosport Ferry and the IOW hovercraft. Please contact the school office for details.

Lucketts Coaches operate from a variety of destinations to the Independent Schools in Southsea. Please contact Lucketts directly on 01329 823 755 for further details.



## VISITS

Staff are encouraged to take pupils out of the school on educational trips. The majority of educational visits are included in the school fees. Residential trips in the U.K and abroad are arranged from time to time; these are optional and an appropriate charge is made.

## WALKING TO SCHOOL/CYCLING TO SCHOOL

We encourage pupils in U3 and above, who live locally, to walk or cycle. Cycle racks are available. Cyclists must wear helmets; girls may wear their navy tracksuit trousers and change into their skirts on arrival at school. Parents of pupils in the Junior school who wish their child to either cycle or walk to and from school must write to the Headteacher, confirming their approval.

# Mayville High School – Statutory Policies

Statutory policies can be read on our website: [mayvillehighschool.com/policies/](http://mayvillehighschool.com/policies/)

## INFECTION AND ILLNESS POLICY

On occasions, there are instances when we must ask for a child not to be brought to school, both for the child's wellbeing and to safeguard other children and members of staff from infection.

We request that children are not brought to school suffering from any of the following infections (the list does not contain every condition – please seek advice from the school nurse for other problems):

Symptoms of Covid 19	10 days isolation (please refer to latest government guideline)
Chickenpox	Until all the spots have crusted over- minimum 5 days from appearance of first spots
German measles	4 days from onset of rash
Measles	4 days from onset of rash
Mumps	5 days from onset of symptoms
Whooping cough	21 days from onset of cough
Head lice	Until treatment has been given
Impetigo	Until spots have healed (weeping spots usually around the nose and mouth)
Scabies	Until adequate treatment completed
Hand, Foot & Mouth Disease	Until lesions have healed
Conjunctivitis	Until eyes are clear of stickiness
Gastrointestinal Infection	48 hours (at least) after diarrhoea and/or vomiting has stopped.
Streptococcal Infection (sore throat)	Until recovered or at least 24 hours after the start of antibiotics
Threadworm	After treatment
Temperature accompanied by sickness	Until temperature returns to normal
Injuries	Children with broken limbs can return once plaster is set and on receipt of medical advice. Children with stitches can return once they are removed and on receipt of medical advice.

Medication will only be administered at school with the appropriate consent form. If your child will not be attending school, due to sickness, please inform us as soon as possible.

Please inform us immediately if your child has an infectious illness, so we may inform other parents and monitor patterns of infection. If your child becomes unwell at school, you will be informed by the school nurse and required to collect your child. Staff will ensure that the child is made as comfortable as possible until they are collected. Even though you will have contacted the school on the first day of absence, written notification of reason for absence must be sent with the child on their return to school. This is a legal requirement.

# REWARDS AND SANCTIONS POLICY

Reward is a much more effective way of changing behaviour than punishment.

We aim to develop self-discipline within the pupils, but extrinsic motivation is used to motivate and enforce and enhance performance and behaviour.

## Pre-Prep & Junior School

In-class rewards and sanctions chart

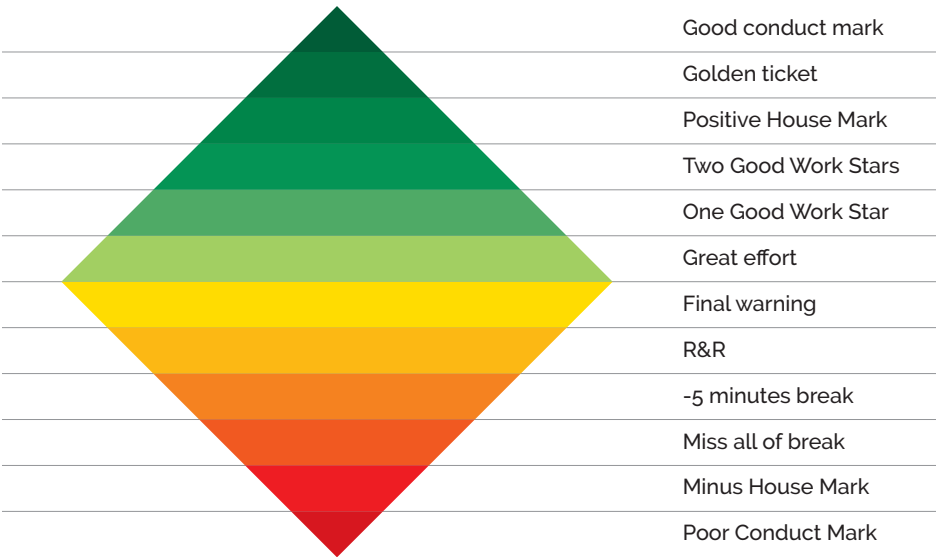
We use the following visual representations to clearly communicate to pupils where they are in relation to rewards and sanctions. The focus on this policy is on positive behaviour management and avoiding escalation where possible. Pupils will move up or down the 'Diamond' by showing positive or negative behaviours in lessons and around the school. Pupils will reset to the middle of the 'Diamond' at the end of each session. This will usually be marked by a break time although it may also reset if a pupil moves to another location for a lesson (i.e ICT, PE, drama etc).

Behaviour rewards are recorded on the green part of the 'Diamond'. These include:

- Verbal praise
- 1 Good Work Star
- 2 Good Work Stars
- 1 Positive House Mark
- Golden Ticket (postcard home and 5 Positive House Marks)
- Good Conduct Mark

Behaviour sanctions are recorded on the red part of the 'Diamond'. These include:

- Final warning
- Relocation
- -5 minutes of break time and pupils fill in a reflection sheet
- Miss all of break and fill in a reflection sheet
- 1 Minus House Mark
- Poor Conduct Mark



## Individual Behaviour Plan

If a child is identified as needing more support, an Individual Behaviour Plan will be drawn up. This will involve the Junior SMT, the parent, the child and the class teacher. The plan will be reviewed after about a month.

## Head Teacher's Awards

Pupils can be nominated by staff for a Headteacher's Award for exceptional behaviour or acts of kindness and pieces of work that have exceeded all expectations. These are presented in whole school assemblies on a Monday morning.



# Uniform & equipment

## PRE-PREP AND JUNIOR SCHOOL EQUIPMENT LIST

Parents are advised that Junior School pupils will require the following items:

### LOWER 1 / UPPER 1 / LOWER 2

None required – all stationery will be available in school

### UPPER 2 AND LOWER 3

- Aulos or Yamaha recorder/book/bag (Upper 2 only) – available from the school office
- Pritt stick, ruler, pencils, rubber
- 30cm rigid ruler (preferably clear plastic)
- A cartridge fountain pen or a good quality roller ball pen may be introduced following successful completion of the pen licence.

### MIDDLE 3 / UPPER 3

- Protractor (clear plastic)
- Pair of compasses
- Pritt stick, ruler, pencils, rubber

## UNIFORM

The wearing of uniform is strictly enforced at Mayville.

Attached is a list of the full requirements.

Uniform is worn:

- to promote a sense of school identity
- to ensure pupils are appropriately dressed for school
- to provide an atmosphere of order and discipline, which enhances performance in school
- to prevent competition over fashionable items of clothing
- for safety
- for health and hygiene

Uniform must be kept clean and worn correctly, sleeves in winter may not be rolled up, shirts must be kept tucked-in and socks in winter should be knee length, whilst in summer ankle socks must be worn.

All uniform items must be clearly named.

### HAIR

For girls, if their hair is shoulder length or longer, it must be tied back. In the case of boys, their hair should be off their ears and above their neck-line. For all pupils, hair must always look natural in colour. Extreme hairstyles are not acceptable.

### JEWELLERY

The only permitted jewellery is:

One watch of non-extravagant design (Juniors only)

Earrings are NOT allowed in Nursery, Pre-prep, U2 and L3.

M3 and U3 girls – small, gold or silver, single studs may be worn by girls with pierced ears – one in each lower ear lobe. Earrings must be removed for PE or must be covered with surgical tape in all PE lessons.

Any items of jewellery other than described above will be confiscated by the school and returned, in the first instance, at the end of the day, in the second instance at the end of the week and on the third occasion at the end of the term.

### MAKE UP

Wearing nail varnish and make up is not permitted.

**We hope that support will be given by parents so that such action on our part will not be necessary**

## PRE-PREP UNIFORM LIST L1 – L2

### ESSENTIAL UNIFORM

- Mayville navy blazer
- Navy v-necked jumper
- Mayville school tie
- Black leather shoes
- Navy socks or tights
- Mayville navy winter coat
- Mayville school back pack

### WINTER UNIFORM (Oct-March)

#### Pinafore uniform

- Mayville regulation navy pinafore
- Navy school hat with badge
- Long sleeved pink checked or white shirt

#### Trouser uniform

- Mid grey trousers
- Navy cap with school badge
- Long sleeved pink checked or white shirt

#### Optional

- Mayville school scarf
- Navy or black gloves
- Navy or black winter hat

### SUMMER UNIFORM (April –Sept)

#### Dress uniform

- Pink checked dress
- White ankle socks
- Straw boater with Mayville hat band ribbon (bow at the back)

#### Trouser uniform

- Mid grey trousers
- Navy ankle socks
- Navy cap
- Short sleeved pink checked or white shirt
- School tie

- House colour sun hat

### SPORTS UNIFORM & EQUIPMENT

#### Winter (Sept – April)

- Mayville polo shirt (pink or blue or unisex option)
- Mayville tracksuit bottoms (pink or blue or navy & white option)
- Mayville shorts (navy or navy & white option)
- Mayville football socks (pink or blue or navy & white option)
- Mayville sweatshirt or hoodie
- House coloured T-shirt
- Football boots
- Predominantly white trainers
- Boot bag
- Navy drawstring PE bag
- Gumshield
- Shin pads
- Pink or black ballet shoes

#### Optional

- Mayville dance leotard
- Mayville leggings

#### Summer (April – July)

- White socks

### SUPPLIERS:

AlleyCatz: [www.alleycatz.co.uk](http://www.alleycatz.co.uk)

School office for Mayville back packs

**PLEASE ENSURE THAT ALL UNIFORM AND EQUIPMENT ARE CLEARLY MARKED WITH THE PUPIL'S NAME**

## JUNIOR UNIFORM LIST U2 – U3

### ESSENTIAL UNIFORM

- Mayville navy blazer
- Navy V-necked jumper
- Mayville school tie
- Black leather shoes
- Navy socks or tights
- Mayville navy winter coat
- Mayville school back pack

### WINTER UNIFORM (Oct-March)

#### Skirt uniform

- Mayville regulation navy skirt
- Navy school hat with badge
- Long sleeved pink checked or white shirt

#### Trouser uniform

- Mid grey trousers
- Navy cap with school badge
- Long sleeved pink checked or white shirt

#### Optional

- Mayville school scarf
- Navy or black gloves
- Navy or black winter hat

### SUMMER UNIFORM (April –Sept)

#### Dress uniform

- Pink checked dress
- White ankle socks
- Straw boater with Mayville hat band ribbon (bow at the back)

#### Trouser uniform

- Mid grey trousers
  - Navy ankle socks
  - Navy cap
  - Short sleeved pink checked or white shirt
  - School tie
- 
- House colour sun hat

### SPORTS UNIFORM & EQUIPMENT

#### Winter (Sept – April)

- Mayville Polo shirt (pink or blue or navy & white option)
- Mayville Tracksuit bottoms (pink or blue or navy & white option)
- Mayville Skort or Shorts (pink or blue or navy & white option)
- Mayville Football socks (pink or blue or navy & white option)
- Mayville sweatshirt or tracksuit top
- House coloured T-shirt
- Football boots
- Predominantly white trainers
- Boot bag
- Sports bag (pink or blue or navy & white option)
- Gumshield
- Shin pads
- Pink or black ballet shoes

#### Optional

- Mayville dance leotard
- Mayville leggings

#### Summer (April – July)

- Navy or black plain swimming costume or trunks
- House colour swimming hat
- House colour swimming bag
- Goggles
- Towel
- White sports socks
- Cricket whites for those representing the school cricket team

### SUPPLIERS:

Alleycatz: [www.alleycatz.co.uk](http://www.alleycatz.co.uk)

School office for Mayville back packs

PLEASE ENSURE THAT ALL UNIFORM AND EQUIPMENT ARE CLEARLY MARKED WITH THE PUPIL'S NAME





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## Further information

The school website is regularly updated with information and events, for anything else, please give us a call or send an email.

023 9273 4847

| [enquiries@mayvillehighschool.net](mailto:enquiries@mayvillehighschool.net)

| [mayvillehighschool.com](http://mayvillehighschool.com)