



# Mayville Pre-Prep & Junior School

Information booklet 2024/25





## 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 the department 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

## JUNIOR SCHOOL – PRE-PREP & JUNIORS

PRE-PREP DEPARTMENT	JUNIOR DEPARTMENT	JUNIOR DEPARTMENT
LI – LII (Reception – Year 2)	UII – UIII (Years 3 – 4)	MIII – UIII (Years 5 – 6)
08:30 Early morning focus work	08:30 Early morning focus work	08:30 Early morning focus work
08:50 Registration	08:50 Registration	08:50 Registration
09:00 Lesson 1	09:00 Lesson 1	09:00 Lesson 1
09:20 Lesson 2	09:20 Lesson 2	09:20 Lesson 2
10:00 Break	10:00 Break (LIII follow MIII & UIII times)	10:25 Break
10:20 Lesson 3	10:20 Lesson 3	10:45 Lesson 3
11:10 Lesson 4	11:15 Lesson 4	11:15 Lesson 4
11:45 Lunch	11:45 Lunch playtime (UII lunch)	11:45 Lunch playtime
12:15 Lunch playtime	12:15 Lunch (UII lunch playtime)	12:15 Lunch
12:45 Mindfulness + Registration	12:45 Mindfulness + Registration	12:45 Mindfulness + Registration
13:00 Lesson 5	13:00 Lesson 5	13:00 Lesson 5
13:50 Lesson 6	13:25 Lesson 6	13:25 Lesson 6
13:50 Lesson 7	13:50 Lesson 7	13:50 Lesson 7
14:15 Lesson 8	14:15 Lesson 8	14:15 Lesson 8
14:40 Lesson 9	14:40 Lesson 9	14:40 Lesson 9
15:05 Lesson 10	15:05 Lesson 10	15:05 Lesson 10
15:30 End of the day	15:30 End of the day	15:30 End of the day

Junior School children may also attend wraparound care and holiday sessions.

## SENIOR SCHOOL

Main session times	08:40 – 15:45
Morning break	10:50 – 11:10
Lunch	12:55 – 13:50

Senior School pupils may attend prep sessions after school on Monday-Friday until 17:00, 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 48 weeks a year. (Lower V and Upper V work for an additional week in the Easter holidays.)

## Mayville High School classes

### PRE-PREP DEPARTMENT

Lower I	Reception	4-5 years
Upper I	Year 1	5-6 years
Lower II	Year 2	6-7 years

### JUNIOR SCHOOL

Upper II	Year 3	7-8 years
Lower III	Year 4	8-9 years
Middle III	Year 5	9-10 years
Upper III	Year 6	10-11 years

### SENIOR SCHOOL

Remove	Year 7	11-12 years
Lower IV	Year 8	12-13 years
Upper IV	Year 9	13-14 years
Lower V	Year 10	14-15 years
Upper V	Year 11	15-16 years





## School sites

The school operates on seven sites as follows:

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

Deputy Head's Office | Ecclesiastical Hall | EYFS Department | Junior Classrooms | Junior Staff Room | Junior School Library | Swans Kestrels (Pre-school) | Kitchen | Linda Owens Hall | Second-hand Uniform Shop.

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

EYFS and Pre-Prep classrooms.

### **THE COTTAGE – ST. SIMON'S ROAD (Senior School, base for UV)**

Accommodation incorporating: IT Suite | Design and Technology | The Dance Studio | Medical Room | UV Common Room and other classrooms.

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

Classrooms, incorporating English and Mathematics Departments.

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

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

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

Music Rooms | Art Studio

### **WYVERN HOUSE – ST SIMON'S ROAD**

Specialist learning support and wellbeing centre

# General notes about the school

## AFTERCARE

Mayville provides care for Nursery, Pre-Prep and Junior pupils after school until 18:00 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 08:00 on the day of attendance, after 08:00 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

Junior assemblies are held fortnightly in the Linda Owens Hall. This is an opportunity to convey important messages, raise important PSHEE topics and set themes for the week. It is also where good work, excellent behaviour and house points challenges are celebrated. There are weekly LAMDA and Creative Arts slots to showcase the exceptional talents that our pupils have.

## 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.

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](http://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.



## 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 child 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 15:00-16:00. 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 either the Wednesday or 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)

Recent activities include: :

Mini Medics	Orienteering
Bikeability	Danish Longball
Swimming	Tennis
British Sign language	Beach School
LEGO for STEM activities	Tchoukball
Gardening	Philosophy for Children
Mandarin	Touch typing
Mathematics investigations led by Maths specialists	



## EQUAL OPPORTUNITIES

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

Mayville is 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 undertake end of year assessments in English, mathematics, science, history and geography 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, dance, craft, IT, gardening, trampolining, chess and Dance Live! There are also 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 (four 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 Pre-Prep and the Junior Department there is a two form entry.

Lower I	Reception	(approximately 16)
Upper I	Year 1	"
Lower II	Year 2	"
Upper II	Year 3	(approximately 18)
Lower III	Year 4	"
Middle III	Year 5	(approximately 20)
Upper III	Year 6	"

The Senior School operates a two form entry. The overall size of each cohort is approximately 60. We then split the cohort into four groups and each set is around 12-15 in size.

Remove	Year 7
Lower IV	Year 8
Upper IV	Year 9
Lower V	Year 10
Upper V	Year 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 UI upwards have the opportunity to represent their class in a range of roles such as Eco Warrior, Kindness Ambassador, Cyber Ambassador or School Council team member. These roles are undertaken for a year and there are meetings to put forward their ideas and plans. All positions of responsibility entitle the pupils 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. Hair must not be too short but should be cut above ears and not touch the collar. If hair is of shoulder length, it must be tied back with discreet and understated hair accessories. 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.

### Lower I

Spellings and reading every evening.

### Upper I

Spellings and reading every evening.

### Lower II

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

**In the Junior School, homework may be preparation for a lesson, an extension of work from the lesson or revision of core skills.**

### Upper II

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

### Lower III

Reading, times tables and spellings set for the week. Any written work should, on average, take 20 minutes.

### Middle III

Reading, times tables and spellings set for the week. Any written work should, on average, take 30 minutes.

### Upper III

Reading, times tables and spellings set for the week. Any written work should, on average, take 30 - 40 minutes.

**In preparation for the transition into Senior School, UIII 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.**

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

Bake Offs

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 may 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 and renewed by the expiry date.**

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 teacher, 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.

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 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 More Able, 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. All pupils are issued with an E-book login too and pupils can access one of the many chromebooks that 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 books, 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 Junior Office.

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. Pupils with a specific dietary requirement may require a different snack in agreement with their form teacher.

Items containing nuts are strictly forbidden on school premises.

Pupils from U11 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 master classes for those who are very keen to improve their skills in drama, dance and music.

## SPORTS ACADEMY

This academy runs during 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!





## MINIBUS

The school currently has nine 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. 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 at 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 usually best to talk to your child's form teacher or Mrs George, Deputy Head. 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 the 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.

## PARENTS' PORTAL

Up to date pupil information is regularly posted on the Mayville website in the Parent Portal, which can be accessed at: [mayvillehighschool.com/portals/#ParentPortal](http://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 Road from the Waverley Road end towards Clarendon Road.**

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 08:00 and 16:00.

## 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.

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

We send out an update form annually. Please complete this 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.

<b>Written reports</b> LI	<b>Autumn term</b> <b>Spring term</b> <b>Summer term</b>	a summary report indicating how well pupils have settled into LI including attainment, effort grades and next steps for all areas of learning, a full written report commenting on pupils' progress in the seven Areas of Learning and next steps.
<b>Written reports</b> UI – UIII	<b>Autumn term</b> <b>Spring term</b> <b>Summer term</b>	attainment and effort grades for core subjects. attainment and effort grades for all subjects. attainment, effort grades and next steps for all subjects.
<b>Parents' Evenings</b>	<b>Autumn term</b> <b>Autumn term</b> <b>Summer term</b>	LI progress meetings are conducted in the classroom. UI-UIII meetings in the hall with appointment times. Kestrels-UIII meetings in the hall with appointment times.

### Information Evenings

A 'Senior School Experience' evening is held in September, for parents of UIII pupils going into Remove the following year.

The school also holds a 'Move-Up Day' in the Summer term, when pupils are invited to meet with their teachers and class 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 UI to UIII)

Within the Junior School, school council members are elected for each form at the start of each academic year. The School 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 08:30 to 16:30, 50 weeks of the year.

Staff – Mrs J Carter	PA to the Headteacher / Exams Officer
Mrs H Stallard	Registrar
Miss S Young	Finance Officer
Mrs K Morris-Branch	Office Administrator / Finance Clerk
Ms G Andrews	Receptionist / Admin

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
- Assistant Heads
- Director of I.T. & Communications
- Head of Pre-Prep
- Head of Nursery

## SAFE USE OF THE INTERNET

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



## TELEPHONE

The School telephone number is 023 9273 4847 – the answer phone automatically switches on at 16:30. 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 then be approved and acknowledged. Copies of letters will be forwarded to the form teachers and to the Registrar.

## 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 U11 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 Pupil Welfare Officer for other problems):

Chickenpox	Until all the spots have crusted over- minimum five days from appearance of first spots.
Covid 19	Please refer to latest government guidelines
German measles	four days from onset of rash
Measles	four days from onset of rash
Mumps	five 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 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.

**LI:** All pupils' names start on 'I am ready to learn' at the beginning of the day. If pupils do something kind, helpful or impressive, they move their name up to 'I am doing well'. If they do something else impressive, they move up to 'I am outstanding' and are awarded a Good House Mark. If a pupil is not following class rules, their name is moved to 'I need to think' and they may have a five minute time out. If the behaviour continues, they move to 'I need to stop' and an appropriate sanction may be put in place, such as missing five minutes of playtime.



**UI – UII:** The Pre-Prep department follows a similar approach to reflecting the age of the pupil by using a traffic light system. All pupils start each lesson on the green light and may move to amber for any low level behaviours. They move to red if they continue with such behaviours or if they deliberately hurt another child. They will then miss five minutes of playtime. If this continues within the same session, another five minutes will be deducted from playtime and, if necessary, the whole of playtime will be missed.

### UII – UIII 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
- One Good Work Star
- Two Good Work Stars
- One Good House Mark
- Good Conduct Mark

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

- Final warning
- Relocation and Reflection (R&R)
- Miss five minutes of break time
- Miss all of break and fill in a reflection sheet
- Poor 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 then be reviewed as appropriate.

### Headteacher'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

### LI / UI / LII

None required – all stationery will be available in school .

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

### UII & LIII

- Aulos or Yamaha recorder/book/bag (UII only) – available from the school office
- Pritt stick, pencils, rubber
- 30cm rigid ruler (preferably clear plastic)
- A black cartridge fountain pen or a good quality roller ball pen.

### MIII & UIII

- Protractor (clear plastic)
- Pritt stick, 30cm rigid ruler, pencils, rubber, black cartridge fountain pen or a good quality roller ball pen

## 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 navy blue socks in winter should be knee length, whilst in summer white ankle socks must be worn.

All uniform items must be clearly named. Any items that are not named may be named with a marker pen by the class teacher in order to prevent them getting lost.

## HAIR

If hair is shoulder length or longer, it must be tied back. Hair should be off a pupil's 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 (UII – UIII only)

Earrings are allowed in MIII & UIII – small, gold or silver, single studs may be worn by pupils 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 LI – LII

### ESSENTIAL UNIFORM

- Mayville navy blazer
- Navy v-necked jumper
- Mayville school tie
- Black leather shoes
- Navy knee-length socks or tights
- Mayville navy winter coat
- Mayville school book bag

### 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

### 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 / shorts
- Navy ankle socks
- Navy cap with school badge
- Short sleeved pink checked or white shirt
- School tie
  
- House colour sun hat

### SPORTS UNIFORM & EQUIPMENT

#### Winter (Sept – April)

- Mayville polo shirt
- Mayville tracksuit bottoms
- Mayville shorts
- Mayville sweatshirt or hoodie
- Mayville football socks
- House coloured T-shirt
- Predominantly white trainers
- Navy drawstring PE bag
- 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 UII – UIII

### ESSENTIAL UNIFORM

- Mayville navy blazer
- Navy V-necked jumper
- Mayville school tie
- Black leather shoes
- Navy knee-length 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

### 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 / shorts
  - Navy ankle socks
  - Navy cap with school badge
  - Short sleeved pink checked or white shirt
  - School tie
- 
- House colour sun hat

### SPORTS UNIFORM & EQUIPMENT

#### Winter (Sept – April)

- Mayville Polo shirt
- Mayville Tracksuit bottoms
- Mayville Skort or Shorts
- Mayville football socks
- Mayville sweatshirt, hoodie or tracksuit top
- House coloured T-shirt
- Football boots
- Predominantly white trainers
- Boot bag
- Sports bag
- Gumshield (LIII upwards)
- Shin pads
- Pink or black ballet shoes
- Navy or black plain swimming costume or swimming trunks
- Plain swimming hat
- Plain swimming bag
- Goggles
- Towel

#### Summer (April – July)

- White sports socks

#### Optional

- Mayville dance leotard
- Mayville leggings

### 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)