



MAYVILLE HIGH SCHOOL

*Founded in 1897*

# Mayville Senior School

Information booklet 2024/25





# Welcome to Mayville

This booklet has been written to welcome you and your child to the Senior Department of Mayville High School. For some of you, this will be your first experience of Mayville. Others may already be familiar with the routines of school.

Hopefully, this booklet will answer most of the questions you may have. If, however, you still have queries or would just like to have an informal chat or another look around, 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 look forward to welcoming you and your child and working with you in the years ahead.

## Senior staff

|                                      |  |
|--------------------------------------|--|
| Headteacher                          | Mrs R Parkyn (r.parkyn@mayvillehighschool.net)   |
| Deputy Head                          | Mrs S George (s.george@mayvillehighschool.net)   |
| Director of Studies (Senior)         | Mrs L Morriss (l.morriss@mayvillehighschool.net) |
| Assistant Head (Pastoral) / DSL      | Mrs N Ramsey (n.ramsey@mayvillehighschool.net)   |
| Assistant Head (Pupil Conduct)       | Mr H Wilcox (h.wilcox@mayvillehighschool.net)    |
| Director of IT                       | Mrs J Mills (j.mills@mayvillehighschool.net)     |
| Head of Middle School (Remove & LIV) | Mrs D Hall (d.hall@mayvillehighschool.net)       |

## Mayville High School classes

### EYFS

|          |            |           |
|----------|------------|-----------|
| Swans    |            | 2 years+  |
| Kestrels | Pre-school | 3-4 years |

### PRE-PREP DEPARTMENT

|          |           |           |                    |
|----------|-----------|-----------|--------------------|
| Lower I  | Reception | 4-5 years | (approximately 16) |
| Upper I  | Year 1    | 5-6 years | "                  |
| Lower II | Year 2    | 6-7 years | "                  |

### JUNIOR SCHOOL

|            |        |             |                    |
|------------|--------|-------------|--------------------|
| Upper II   | Year 3 | 7-8 years   | (approximately 18) |
| Lower III  | Year 4 | 8-9 years   | "                  |
| Middle III | Year 5 | 9-10 years  | (approximately 20) |
| Upper III  | Year 6 | 10-11 years | "                  |

### SENIOR SCHOOL

The senior school operates a three form entry of a maximum of 20 pupils in each form.

Teaching groups are divided into groups of approximately 12-16.

|          |         |             |
|----------|---------|-------------|
| 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 |

Class sizes may occasionally be exceeded in exceptional circumstances.

In Pre-Prep and the Junior Department there is a two form entry (except for Kestrels and Swans).





## 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)      | 8.45am – 3.30pm (classrooms are open from 8.30am) |

The Nursery is also open for pre-school care from 8.00 – 8.30am, for lunch cover from 11:30 – 12:30pm and for after-school care from 3:30 – 6.00pm

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

### PRE-PREP (LI-LII)

|                    |                   |
|--------------------|-------------------|
| Main session times | 8.30am – 3.30pm   |
| Morning break      | 10.20am – 10.50am |
| Lunch              | 11.50am – 12.50pm |

Pre-Prep children may also attend wraparound care and holiday sessions.

### JUNIOR SCHOOL (UII-UIII)

|                    |                   |
|--------------------|-------------------|
| Main session times | 8.30am – 3.30pm   |
| Morning break      | 09.50am – 10.20am |
| Lunch              | 11.50am – 12.45pm |

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

### SENIOR SCHOOL

|                    |                   |
|--------------------|-------------------|
| Main session times | 8.40am – 3.45pm   |
| Morning break      | 10.50am – 11.10am |
| Lunch              | 12.55am – 1.50pm  |

Senior School pupils may attend prep sessions after school on Monday-Friday until 5.00pm.

## Holiday times

The main school currently closes for 17 weeks a year. Holiday clubs provide activities for Pre-Prep and Junior pupils for 48 weeks a year. Upper V work for an additional week in the Easter holiday break.

# School sites

The school operates on six sites as follows:

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

Ecclesiastical Hall | EYFS Department | Junior Classrooms | Junior Staff Room | Junior School Library | Swans and Kestrels (Pre-school) | Kitchen | Linda Owens Hall | Second-hand Uniform Shop | Finance Office

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

EYFS and Pre-Prep classrooms.

## **THE COTTAGE – 33B ST. SIMON'S ROAD (Senior School, base for UV)**

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

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

Classrooms, incorporating English, Maths and some Humanities Departments | Pastoral Support Room

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

Classrooms, incorporating: MFL, ICT and Mathematics Departments | Senior Library | 4 Science Laboratories | some Humanities Classrooms | Staff Room | Headteacher's Office | Deputy Heads' & Director of Studies' Office | Pastoral Support Room | School Office.

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

Music Rooms | Art Studio.

## **WYVERN HOUSE – ST SIMON'S ROAD**

Specialist learning support unit and mental health centre



# General notes about the school

## ASSEMBLY ROUTINES

Senior & Junior assemblies are held regularly in the Linda Owens Hall.

## 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 – all buildings are accessed only by a fob.

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 tutor rooms are left in a tidy condition between lessons and 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 at lunchtime and after school, many of which are free but for some a small fee is charged to cover expenses. A termly timetable is made available to parents. All clubs are booked via ParentPay.

## COACH TRAVEL

National Express operates from a variety of destinations to the Independent Schools in Southsea. Please contact National Express on 01634 377 577 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 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](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 PROCEDURES

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, then there is a formal complaints procedure. Please see our policy at the end of this booklet.

## CHROMEBOOKS

Mayville High School has introduced a Chromebook scheme for pupils, to enhance teaching and learning.

By harnessing technology, we open up a wealth of opportunities to improve our pupils' learning experience, whilst better preparing them for a future in a modern world. We want to empower pupils to take control of their learning and to work in a more individual and personalised way.

Benefits for the student:

- An eight second boot-up time means there is no time wasted waiting for the device to start-up.
- All work will be in one place and accessed via their school Google email account.
- It is 'their' device so it can be used for learning at school and their own personal use at home.
- Automatic updates, means there is no need to purchase new software and install on the device.
- It can be used for homework.

Chromebooks can be used as a tool to support and enhance learning and promote creativity, such as accessing Google documents or recording visual elements of learning, such as role play or experiments. We seek to equip all our students with the necessary skills and modes of thinking, so that they will succeed in a constantly changing society, where high levels of skill in the use of new technologies are the currency for employment.



## CO-CURRICULAR ACTIVITIES

These are an important element of the life of the school. Staff offer a range of activities and clubs. After school, there are sports clubs and match fixtures. We also hold after school rehearsals for Dance Live, Youth Speaks and Inter-house Drama competitions in preparation for these events. Regular after school activities include Junior and Senior School Bands, which meets weekly. We are a licenced centre for the Duke of Edinburgh Award and run both the bronze and silver awards. Club lists are sent out on a termly basis. If parents have a particular skill or interest they would like to offer as a club for our senior school pupils, please contact the Headteacher.

## 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, 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.** It is important that items purchased from the school second hand shop have the previous owner's name removed and the correct name written in. Our current principal stockist is Kukri (Alleycatz). A second hand uniform service is run by the Friends of Mayville. Currently, they open the shop on selected afternoons. We also hold termly uniform sales.

**Coloured hair** is not allowed in KS3. Pupils in KS4 are recommended not to change their hair colour but, if they do so, the rule is that it must look natural. All pupils: if hair is of shoulder length it must be tied back.

## EQUAL OPPORTUNITIES

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

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 at 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

Pupils in the Senior School are set end-of-year examinations each summer. They also take standardised, baseline (CAT) tests in Remove and Upper IV, to allow us to assess their potential and progress.

A wide range of GCSEs are offered and the school pays the entrance fees for all examinations. We allow pupils to sit examinations regardless of the expected outcome but we reserve the right to withdraw entry to pupils **who have not worked for their GCSE or completed coursework on time.**

The Exams Officer will deal with special arrangements for all GCSE examinations for pupils with specific needs, in consultation with the Head of Wyvern House / SENCO.



## FIRST-AIDER / WELFARE OFFICER

At Mayville, we have an advanced first-aider and welfare officer to look after pupils throughout the school, when they sustain an injury or are feeling ill. Pupils with emotional or behavioural issues can also be supported.

## FRIENDS OF MAYVILLE P.T.A.

The school's parent/teacher association meets regularly. New parents who wish to join the committee are most welcome and the dates of these meetings are shown in the calendar section 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. Your support for these events would be greatly appreciated!

## 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 all school activities.

## HOMEWORK

Please see details at Annex A. Prep sessions are available until 5.00 p.m. (Monday to Friday) to assist completion of homework. These can be used on an occasional or regular basis. A small charge is made for this service. Sandwiches and squash are served.

## 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. Please support your House.

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

### Principal Inter-house Events:

Senior/Junior Cups (various sports)

Swimming Gala

Creative Arts (Seniors)

Sports Day



## ILLNESS

Please ensure we are informed of any allergies or long term health problems from which your child suffers.

It is 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.

We therefore ask that pupils are sent to school even if they complain of a headache or stomach ache. Very often, once they are with their friends and start working, they forget about the problem and find they can concentrate. Of course, if they really do not improve during the day, we will send them home, having checked with you first.

We wish to assist parents and ensure maximum attendance at school by giving pupils appropriate medication. It is, however, 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 Welfare Officer 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 school welfare officer or an adult who has attended a first aid course. This may not be the form teacher personally. If possible, the medicine may be self-administered by the pupil, under the supervision of the school first aider.
3. The administration of the medicine will be noted on Schoolbase.
4. In the Senior School, medicine should be taken to the school welfare officer 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 and Ibuprofen.

We will then update this information annually. Paracetamol or Ibuprofen will be given at the discretion of the school 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.

### Allergic reactions

Pupils who suffer from severe allergic reactions must have their medicine with them at all times and a spare should be kept in the Welfare Office. 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.

**Asthma inhalers should be clearly labelled.** Pupils are responsible for ensuring that their inhalers are kept in a safe place and that they take them with them to all lessons and external activities.

APART FROM ASTHMA INHALERS, PUPILS MAY NOT 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 9.00 a.m. This can be done by calling or emailing the school office.

In the event of an accident, you will be informed if the welfare officer 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, even if this is only considered minor.



## **INSURANCE**

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

## **LEARNING SUPPORT AND EXTENSION**

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, within the school's Dyslexia Learning Unit and through Target Literacy and Numeracy. An additional charge is made for this 1:1 support.

The school is inspected (every three years) by CReSTeD (The Council for the Registration of Schools Teaching Dyslexic Pupils). It is currently registered under their DU category. Our last inspection was in February 2024 and a few points to note:

- The exciting development of Wyvern House as a new space illustrates the support by the Governors and Senior Management team to supporting pupils in a non-selective environment.
- The School has excellent provision and works closely with local authorities to ensure that pupils can benefit from the nurturing and bespoke environment that the development of Wyvern house has to offer.
- The whole school is responsive and keen to enable all pupils to make progress, diligently and carefully assessing pupils to ensure that individual needs are met as a primary goal through Quality First Teaching. Interventions are structured to allow pupils to develop strategies to support their learning. The referral process is robust and provides a clear framework to show how assessment can inform adjustments and enhanced learning opportunities.
- The School's approach supports individual pupils to have their needs met in the classroom. The small class sizes enable staff to tailor and adapt teaching to keep pupils engaged and learning, to increase comprehension and achieve lesson objectives. The DLU is part of the school and provides a wealth of experience and knowledge to provide seamless support of the pupil and put in place targeted interventions as required.

The school is equally aware that there are many More Able, Gifted and Talented children at Mayville. We are members of the National Association for Gifted Children and currently have a number of pupils who have membership of MENSA.

## **LIBRARY PROVISION**

The Senior School library provides members of the school with a wide range of books, for research relevant to the curriculum and for general interest. It is situated on the first floor of Livesey House. The Library provides a range of fiction and non-fiction reading material and a selection of audios. Several computers and laptops with internet access are available for pupils to use for research purposes.

Pupils in Remove, Lower IV and Upper IV have regular library sessions. They are taught how to use the Library (Dewey decimal system). Pupils are encouraged to read independently and reading homework and book reviews are set from time to time as part of the English curriculum.

The School buys into the Portsmouth Schools' Library Service for advice and courses etc. Pupils in Lower IV and Upper IV are invited to take part in the 'Portsmouth Book Awards', which takes place annually.

Pupils are also encouraged to work towards our in-house Reading Award scheme.

## **LOCKERS**

Each pupil is provided with a lockable locker. Pupils in Remove will be given a locker and should bring a padlock on their first day in Senior School.

## LOST PROPERTY

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

Unnamed lost property is kept in a storage container in the changing areas.

Unnamed and unclaimed lost property will be placed in the school's second hand uniform shop normally at the end of each term.

## 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, or can be prebooked online via ParentPay. All lunches are paid for via our online payment system ParentPay.

No items containing nuts may be brought onto school premises.

Food is also available at morning break, including some healthy options. We do try to encourage healthy eating at school and again, request the support of parents in this aim.

## MINIBUS

The school currently has 12 minibuses. They are used daily to transport students to our playing fields at Cockleshell Gardens as well as for transportation to and from school, to trips and to sports fixtures.





## **MOBILE PHONES & DEVICES**

Mobile phones, if brought to school, must be switched off and handed to form tutors during morning registration for safe-keeping during the day. The school reserves the right to check contents of telephones when we may reasonably believe they contain material prejudicial to staff or other pupils.

## **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**

Approximately once a term the school holds Open Days or Drop-in Days for prospective parents. This provides prospective parents with the opportunity to:

- meet the teaching staff;
- tour the school and its facilities;
- view the pupils' work;
- receive information about the school.

## **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 login details once your child is on roll.

Should your child require after school Prep sessions, please log onto your ParentPay account and select the appropriate day, book your child in then check out and pay.

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 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](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

Please respect the rights of 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 resident parking scheme in operation from 4.30pm - 6.30pm. Traffic wardens visit the area regularly.

Do not park on the yellow zig-zags between 8.00am and 4.00pm.

## **PASTORAL CARE**

Mayville prides itself on the care and support provided for pupils. Form tutors take the lead in pastoral support but at times, other mentors may be provided to assist with social, academic, organisational and behavioural issues. The Headteacher oversees pastoral care at the school, assisted by the pastoral team.

## **PENS**

All pupils should use a black fountain pen or a black Berol Handwriting pen (both available from the office). In Lower V and Upper V, a black ballpoint pen is an option, as this is the pen of choice of the GCSE boards.

## **PREFECT SYSTEM**

Pupils in Lower V take responsibility for duties in the Senior School following the start of the summer term to allow Upper V to concentrate on examinations. These duties continue through the autumn and spring terms. The role of prefects is to assist in the smooth operation of the school and to provide training in accepting responsibility and in handling testing or challenging situations. The awarding of prefect status honours and rewards effort and good behaviour. The selection of prefects is discussed between Senior School Staff and the Headteacher.

## **PUPIL ENTRY**

Mayville is proud of its tradition of accepting pupils from a wide ability range. There is not, 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 pupil medical data is updated each year and a copy is sent to the Welfare Officer.

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

## **REGISTERS**

Registers are completed in accordance with government regulations.

Pupils are registered at the start of the morning session and in the afternoon. Please telephone the school office by 9.00am on the first day of your son or daughter's absence. The school will telephone parents if children fail to arrive for the day. An email explaining absence must be received by the form tutor on the first day of absence. In the Senior School, late pupils must register with the office on arrival.

## **RELIGIOUS OBSERVANCE**

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

| AUTUMN TERM   |   |  |  |
|---|---|--|--|
| SEPTEMBER   | OCTOBER   | NOVEMBER   | DECEMBER   |
| UV - Interim Report   | Remove – Get To Know You Evening<br>LV Parents Evening<br>HALF TERM | UV Parents Evening<br>UIV Grade reports<br>UV Mocks  | UV Mocks<br>LV Interim report with targets<br>UIV Parents Evening<br>LIV Grade reports with targets<br>Remove Full Report<br>CHRISTMAS HOLIDAY |
| SPRING TERM   |   |  |  |
| JANUARY   | FEBRUARY  | MARCH  | APRIL  |
| LIV Parents Evening<br>UV Full Report   | UIV Interim report with targets<br>HALF TERM                        | UIV Options Evening<br>Remove Grade report<br>UV Parents Evening<br>LV Full report                   | LIV Interim Report<br>EASTER HOLIDAY   |
| SUMMER TERM   |   |  |  |
| APRIL / MAY   | MAY   | JUNE   | JULY   |
| UV Grade report & tutor comment<br>Remove Parents Evening<br>End of Year Examinations | GCSE Examinations<br>HALF TERM                                      | GCSE Examinations<br>LV Grade Report<br>LV Parents Evening<br>LIV Full Report<br>LIV Parents Evening | UIV Full report<br>Remove Interim Reports<br>SUMMER HOLIDAY  |

## SCHOOL COUNCIL

A group of senior pupils meet with the Senior Management Team at regular intervals. Once a term, representatives from each form join the meeting.

## 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 – Ms S Young  | Finance Manager                       |
| Mrs J Carter        | PA to the Headteacher / Exams Officer |
| Mrs H Stallard      | Registrar                             |
| 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 – Senior School
- Assistant Heads
- Director of I.T. & Communications
- Head of Pre-Prep

## TELEPHONE

The School number is 023 9273 4847 – the answer phone automatically switches on at 4.30 pm.

## TERM TIME HOLIDAY

The school does not support the taking of holiday during term time because this undoubtedly has an adverse effect on 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 form tutors. **Attendance is directly linked to success in GCSE. Attendance below 90% could mean that your child may drop a whole GCSE grade.**

## TRANSPORT

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

National Express operates from a variety of destinations to the Independent Schools in Southsea. Please contact National Express on 01634 377 577 for further details.

## VISITS

Staff are encouraged to take pupils out of the school on educational trips. Some 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 so that bikes can be locked-up. Cyclists must wear helmets; any pupil wearing a skirt to school may wear navy tracksuit trousers while cycling and change into their skirt on arrival at school.

## WEBSITE

Up-to-date information is posted on the Mayville school website [mayvillehighschool.com](http://mayvillehighschool.com).

# Information for parents – Homework

## POLICY STATEMENT

Mayville High School sees homework as a valuable aspect of pupils' learning and makes great efforts to ensure that it is relevant and effective.

This policy document covers: Why Homework Matters, Features of Good Practice, Effective Homework Practices, Guidelines for Each Year Group, Types of Homework, Introducing Homework into Remove and Penalties for Non-completion.

## WHY HOMEWORK MATTERS

*"One hour's homework a night for five years is the equivalent of an extra year at school"*

– Huntingdon High School, York.

*"Research from America has shown that homework is one of the factors that widens the gap between the high and low achievers. They found that children who complete homework are more successful, regardless of social class, than those who do not. The research found that homework enhances a pupil's independence by developing research strategies and study skills."*

– A-Z Raising Achievement Strategies.

Homework provides opportunities for pupils:

- to become independent learners
- to practise exercises/vocabulary/spelling, thus improving their understanding and recall
- to review what has been previously learnt
- to carry out individual research for a topic
- to work on an extended assignment
- to learn skills of self-discipline and organisation
- to prepare for a presentation/book review etc.
- to prepare for subsequent lessons
- to test pupils' understanding of what they have learned
- to encourage initiative
- to enhance presentation skills

Homework can extend the able child and support the less able pupil.

Homework can reveal strengths, weaknesses and the depth of understanding of pupils.

## FEATURES OF GOOD PRACTICE

Research across a number of schools has led to the formation of a code of good practice which includes the following features:

- Staff and pupils regard homework as an integral part of the curriculum – it is planned and prepared alongside all other programmes of learning
- The foundations of effective homework practices are established early on and develop progressively across the key stages – effective homework practices can also be used to support effective transitional links to the secondary phase
- Homework tasks are differentiated and are appropriate to the needs of individuals
- The support of parents and carers is seen as essential. They assist in many ways, for example, helping their children at home, monitoring homework, providing encouragement
- Homework is marked according to the general school marking policy
- The quality of completed homework is monitored and reviewed at regular periods in consultation with pupils and parents
- Homework completed well is acknowledged and praised
- Innovative homework practices are employed that reflect developments within education and the range of learning styles, for example, the use of I.T. and 'Accelerated Learning' – visual/auditory/kinaesthetic – Gardner's multiple intelligences



## HOMEWORK DIARIES

All pupils are provided with and must consistently use their homework diaries.

The aim of the homework diary is to:

- a) develop sound practice in terms of time management and the general organisation of independent study for the pupils;
- b) keep parents / guardians informed of the kind of work that their child is doing in school;
- c) involve parents / guardians in supporting their child in independent study;
- d) inform form tutor of any problems with regard to completion of homework as parents are to sign and make comments weekly.

Homework diaries are checked regularly by the Form Teacher. We also request that parents provide a homework area, free of distraction (although background music may aid the thinking process for some pupils) and to encourage the regular completion of homework at set times.

## GUIDELINES FOR EACH YEAR GROUP

### Remove

Pupils are expected to spend 20 minutes per subject x 2 subjects per night – 3 x 20 minutes on Friday.

### Lower IV

Pupils are expected to spend 30 minutes per subject x 2 subjects per night– 4 x 30 minutes on Friday or the weekend.

### Upper IV

Pupils are expected to spend 40 minutes per subject x 2 subjects per night– 4 x 40 minutes on Friday or the weekend.

### Lower V / Upper V

Pupils are expected to spend up to an hour to an hour and a half on each subject.

Homework is written in the homework diary or on Google Classroom on a daily basis. A supervised prep session Mon-Fri 3.45pm – 5pm is available for the completion of homework tasks.

## TYPES OF HOMEWORK.

### Homework must be valid and of value.

Homework and independent study should be an integral part of every pupil's study programme. Homework should not always mean written work; it could include preparation using the media, reading, thinking, research, completion of assignments, learning vocabulary, making a visit, discussion with relations, revision, developing study skills or redrafting.

Homework provides greater opportunities for the use of I.T.

### Independent Homework Projects (IHP)

In KS3, pupils will be expected to complete an IHP in most subjects during KS3. A timetable of when IHPs are set and due in and information on IHPs can be found on the homework section of the school website at the following link: [mayvillehighschool.com/homework](http://mayvillehighschool.com/homework)

## **HOLIDAY HOMEWORK – Seniors**

### **Remove & Lower IV**

No homework should be set during holiday periods apart from the Easter Holidays and reading which can be set by the English department. Completion of IHPs may be required.

Revision homework can be set if required by all subjects during the Easter Holidays, prior to the End-of-Year Exams.

Any work including IHPs that a pupil has missed, or not completed and any support work for a pupil, can be set, as long as the parents are informed.

### **Upper IV**

Only core subjects to set homework during holiday periods up to the summer half term. Completion of IHPs may be required.

Revision homework can be set if required by all subjects during the summer half term prior to the End-of-Year Exams and preparation for GCSE tasks during the summer holiday.

Any work including IHPs that a pupil has missed, or not completed and any support work for a pupil, can be set, as long as the parents are informed.

### **Lower V & Upper V**

Homework may be set, as required, by all subjects

## **INTRODUCTION OF HOMEWORK INTO REMOVE**

No homework is set for the first two weeks of the academic year, but time is spent explaining to all students why it matters, checking homework timetables and explaining the type of homework which might be expected in various subject areas. Pupils are trained to bring homework diaries to each lesson during this period. They will be encouraged to take home the homework diary each evening to have it dated and signed by parents, reinforcing good practice in regular use of homework diaries.

In week 3, homework is set in the core subjects only. When these are set, the subject teacher checks that the homework has been recorded correctly into the diary and the form teacher checks that it is being handed in on the correct day duly completed.

By the end of the first month, routines have been established and high expectations of students have been set.

## **SANCTIONS FOR NON-COMPLETION OF HOMEWORK**

Failure to submit homework on time will result in a warning, with the homework to be completed immediately.

If the homework is not completed by the second deadline, a subject homework lunch support session will be given. Subject homework support sessions are held at lunch on different days during the week.

There is no automatic 'day's grace' but this may be given occasionally at the discretion of the teacher, or on receipt of a letter of explanation from the parent/guardian.

Teachers/Form Teachers will inform the Director of Studies about persistent offenders and parents will be informed.

Pupils who regularly fail to complete homework, or complete it to a poor standard, will be required to attend after-school Prep sessions.

# Mayville High School – Statutory Policies

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

Accessibility Policy

Admissions

Anti-bullying Policy

Behaviour management Policy

CCTV policy

Child on Child Abuse Policy

Child Protection Policy

Complaints Procedure

Curriculum Policy

Data Protection

Emergency Closure

English as an Additional Language

Equal Opportunities

E-safety Policy

Exclusion

Fire Safety

First Aid Policy

GCSE Assessment

Gifted & Talented

Health & Safety

Holidays in term time

Homework

ICT Policy

Photograph Policy

Privacy Policy

Recruitment Policy

Rewards and Sanctions

Risk Assessment Policy

Senior Homework Policy

Senior School Marking & Assessment Policy

Special Educational Needs and Disabilities

Sun Smart

Supervision

Taking and Storing Images Policy

Teaching and Learning

Whistleblowing

Whole School Senior Marking & Assessment Policy





# Acceptable Use Agreement: Pupils – Secondary

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school.

The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. They may also pose greater and more subtle risks to young people.

We understand the responsibility to educate our pupils on online safety issues, to teach them the appropriate behaviours and critical-thinking skills necessary to enable them to remain both safe and within the law when using the internet and related technologies in and beyond the classroom.

Further details on measures taken by the School to try and ensure our pupils stay safe in the online environment are set out in the School's Online Safety Policy.

This Acceptable Use Policy is intended to ensure: that all MHS pupils will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use that School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

## **Acceptable Use Policy Agreement**

I understand that I must use School ICT systems and my own devices insofar as they are allowed in School, in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the School ICT systems and other users.

I must also follow the School's Bring Your Own Device (BYOD) Policy when using my own device at School and logging on to School facilities.

### **For my own personal safety:**

I understand that the School will monitor my use of the ICT systems, email and other digital communications.

I understand that I have an email account issued to me by the School. I must use this email account when emailing staff at School.

I will not reveal my username and password to anybody else, nor will I try to use any other person's username and password.

### **And whatever device I am using:**

I understand that it is in the best interest of my safety to ensure that any social media profiles I have are set to the highest privacy setting and that I only communicate with people I know offline.

I will be aware of 'stranger danger' when I am communicating online and, if in doubt, I will seek the advice of a member of staff or parent/guardian.

I will not disclose or share personal information or images of or about myself or others online.

If I arrange to meet people off-line that I have communicated with online, I will do so in a public place and take an adult with me.

I will immediately report any material or communications I receive online that make me feel uncomfortable or which are offensive, discriminatory, threatening or bullying. I will not respond to any such communications.

### **I understand that everyone at School has equal rights to use technology as a resource and:**

I understand that the School ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.

I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

I will not use the School's internet systems for inappropriate activities such as online gaming, online gambling, internet shopping or file sharing or sending and/or sharing inappropriate images.

**I will act as I expect others to act toward me, and whatever device I am using:**

I will respect others' work and property and will not access, copy, share, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

I will adopt appropriate etiquette when sending emails to staff and other pupils, ensuring those emails are polite and formatted correctly.

I will be polite and responsible when I communicate with others online, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

I will not take, use, share, publish or distribute images of anyone without their permission, even if I consider the image to be harmless.

I will not share other peoples' contact details or other information about them without their permission.

I will not refer to the School, its staff or pupils on websites or other areas of social media without the School's consent.

I will not build, use or host any website (eg blogs, YouTube) outside of the School network which contains any material relating to MHS or members of the School community.

I understand that the School will monitor the use of social networking sites by pupils.

**I recognise that the School has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the School:**

My mobile phone must be handed in to my tutor in the morning and switched off.

I understand that use of cameras or other recording equipment, including on mobile phones and other devices, is forbidden during normal school hours, unless under direction of a member of staff. It is always forbidden in the toilet, washing and changing areas.

I will not upload, download, send, print, or access any materials which are illegal, obscene or inappropriate or may cause harm or distress to others, nor will I use any programs or software that might allow me, or otherwise attempt to bypass the filtering / security systems in place to prevent access to such materials. I will immediately report to staff any accidental access to inappropriate materials.

I will treat School ICT equipment with respect and care, and will immediately report any damage or faults involving equipment or software, however this may have happened.

I will not open any attachments to emails unless I know and trust the person / organisation who sent the email. This is because of the risk of the attachment containing viruses or other harmful programs.

I will not install or attempt to install programs of any type on School hardware nor will I try to alter computer settings. I will not use a memory stick or external hard drive on any School ICT equipment.

I will use School email responsibly and I will not send inappropriate emails or distribute mass emails (eg distribution lists) without good reason.

I understand that, with the exception of portable computers, School IT equipment should not be moved, relocated or adjusted without the permission of a member of staff.

I understand that display screens and signs in classrooms and other areas of the School should not be touched without a member of staff present in the classroom in order to supervise.

I understand that I have my own user area to store private files and folders for school work only. This area should not be used to store personal photographs, music or documents. If my work is particularly important, it is good practice to save additional copies elsewhere as the School cannot guarantee against possible hardware failure.

I understand that any deliberate attempt to damage or 'hack' into the School's ICT infrastructure will result in serious disciplinary action.

**When using the internet for research or recreation, and whatever device I am using, I recognise that:**

I must think carefully before I post any information online or repost or endorse content created by other people

I should ensure that I have permission to use the original work of others in my own work.

Where work is protected by copyright, I will not download copies (including music and videos).

When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of school:**

I understand that MHS also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information, hurtful or derogatory comments on chat rooms, instant messaging, text messaging, social networking sites or similar websites).

I understand that if I fail to comply with this Acceptable Use Policy Agreement (and the Bring Your Own Device Policy, where applicable), I will be subject to disciplinary action.

Please click on I Accept below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement (and the Bring Your Own Device Policy, where applicable). If you do not accept, access will not be granted to School ICT systems and you will not be allowed to bring your own device into School and log on to the School's facilities.

**I confirm that I have read and understood this policy.**

Pupil name.....

Pupil signature.....





## 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 welfare officer for other problems):

| DISEASE/ILLNESS/CONDITION             | MINIMUM PERIOD OF EXCLUSION   |
|---------------------------------------|---|
| Covid 19                              | Three days  |
| Chickenpox                            | Until all the spots have crusted over – minimum five days from appearance of first spots  |
| 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 is 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 pupil welfare officer and required to collect your child. Staff will ensure that your 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.

### **Good House Marks**

GHMs are awarded for work or behaviour which is particularly praiseworthy.

The criteria for excellent work / excellent effort in producing a piece of work is set by the relevant Head of Department and is closely allied with the 7-1 attainment policy in KS3 and GCSE grading in KS4.

Examples of excellent behaviour may be assisting a member of staff without being asked to do so, taking on additional duties willingly or ensuring a fellow pupil receives support if required. Representing the school successfully will also result in a GHM.

Pupils awarded GHMs are given Certificates and Amazon vouchers once they achieve 40, 75, 125 or 200 points.

Each GHM provides one point towards the House trophy. These are recorded on Schoolbase and the totals are included on half-termly reports.

### **Subject of the Month Award**

Each subject area can award two pupils per year group for an excellent month's work. They add 7 points to the House total.

### **Certificates of Merit**

Merit certificates are awarded by Heads of Department and Heads of Subject for an excellent term's work, either in terms of attainment, progress or effort. These are awarded during the assembly on the last day of each term. They add 10 points to the House total.

### **Headteacher's award**

The Headteacher gives this award to pupils for; exceptional work, commitment to the school or conduct.

These are awarded on an ad hoc basis throughout the year. Presentations take place during the weekly assembly. The pupil is presented with a certificate and a small prize. Parents are informed. This award adds 15 points to the House total.

### **Good Conduct Marks**

GCMs are only awarded by the Headteacher or Deputy Head and are for representing the school, exceptional acts of kindness, good manners or good behaviour. Parents are informed and a GCM adds 10 points to the House total.

## **REWARDS AND SANCTIONS POLICY (continued)**

### **Detentions Behaviour**

Lunch detentions are given for breaches in the code of conduct. Several breaches in a half term will result in the tutor contacting parents, leading to a detention held on Friday after school between 3.45-4.45pm. Parents will be informed and asked to come into school.

### **Department Support Sessions**

Work support sessions are provided to ensure that homework or classwork set has been completed to an acceptable standard. If a pupil fails to hand in homework on time without a reasonable excuse, or it has been completed without sufficient effort or quality, they should be told to hand it in the next day. If the homework/work is not handed in the next day a departmental support session will be given. Department support sessions are held at lunchtime on different days during the week.

1. The pupil will be informed during morning tutor if they need to attend a department support session.
2. The work will be completed during the session.
3. Once the session has been completed it will be recorded on Schoolbase.
4. Failure to attend a departmental support session will result in a lunchtime detention.

### **Detentions and fixed term exclusions**

Fixed term exclusions are only given by the Senior Management Team and are for serious breaches in the code of conduct. Parents are informed immediately.

## **CODE OF CONDUCT**

- Show respect for yourself
- Show respect for members of staff
- Show respect for people in the community
- Be honest
- Be polite
- Be tolerant
- Be caring
- Be considerate
- Be punctual, smart and organised
- Respect School buildings and equipment
- Always work to the best of your ability
- Believe in yourself

(Confirmed by School Council: created by pupils, for pupils)

## DINING ROOM CODE OF BEHAVIOUR

### Our aim

All students and staff should enjoy eating their lunch in a relaxed, pleasant atmosphere. It is an opportunity to talk to friends and renew energy.

### Rules

1. Pupils may talk quietly to their neighbour but there is to be no calling out from one end of the table to the other, or from one table to another.
2. Do not talk when you have food in your mouth.
3. Sit correctly at the table, with both legs under the table – do not sit astride benches.
4. If you wish something to be passed to you ask politely, remembering to say please and thank you.
5. When queuing, wait quietly and do not push in.
6. Ensure that when you have finished your lunch, all rubbish is disposed of tidily and in the correct place.

### Recommendations

EAT HEALTHILY – research has shown a definite link between what you eat and occurrences of cancer and heart disease. There are also indications that healthy eating promotes your ability to study.

## DRUGS, SMOKING AND ALCOHOL

Mayville High School will provide education for all pupils about the health risks and legal issues relating to drugs, solvents, alcohol and tobacco. This will form part of the PSHEE programme and where appropriate, talks and lectures will be given by specialists from beyond the school environment, i.e. the police, doctors etc. We also intend to offer information to parents.

We aim to empower pupils to make healthy, informed choices.

Substance abuse, smoking or the drinking of alcohol is forbidden on school premises, as is the possession of substances relating to these unacceptable activities.

### Mayville's response to drugs incidents:

- Sanctions will be determined by the Headteacher, after assessing the situation and the nature of the drugs involved.
- Parents will be informed by telephone of the situation and the course of action to be taken, which will almost certainly include suspension or expulsion.
- The use of illegal drugs out of school will also be viewed seriously. The Headteacher reserves the right to inform the police should it be deemed appropriate.

### Procedures regarding misuse of alcohol, cigarettes or vapes:

- No pupil may bring alcohol, cigarettes or vapes (electronic cigarettes) onto the school premises.
- If such substances are discovered on the pupil or in their bags or lockers, the pupil will be sent home immediately after parents have been informed. The substance will be confiscated and returned to parents personally.
- If any pupil is believed to be suffering the effects of alcohol abuse, his or her parents will be called to collect the pupil from school.
- Sanctions will depend on the severity of the offence but could, after warning, lead to expulsion for repeat occurrences.



## RESPECT FOR OTHERS

Mayville is a caring school where each pupil should feel secure, valued and respected for their own contribution to the life of the school. Any form of physical or verbal abuse of a fellow pupil, which could jeopardise this, will not be tolerated.

Bullying takes place when someone feels threatened by what other people do or say. This may be a single incident but usually happens over a period of time. We like to think bullying does not happen at Mayville but we know that, in any community, people may have their confidence undermined by the actions of others. These actions are often unintentional but result from a lack of understanding of the sensibilities of others. Our aim is that any pupil who feels under pressure of any sort from their peers is able to seek immediate support so that no long-term problem develops.

**We aim to ensure that this is so by:**

- ensuring that all pupils are aware of the aims of the school regarding its caring nature and the need for respect for each other
- ensuring that pupils are aware that people, as individuals, have different views on teasing, what is funny etc. and that care must be taken not to offend or cause upset unintentionally
- ensuring that all pupils are aware that any form of bullying will not be tolerated
- ensuring good communications exist between pupils, parents and staff, so that any difficulties are immediately reported
- ensuring that pupils understand that they should not keep problems to themselves but if they are being bullied or made unhappy, they must **tell someone they trust**
- ensuring that pupils are aware that they have a responsibility to report any incidents of bullying they are aware of, whether it directly concerns them or not
- ensuring that action is taken immediately to investigate and remedy any situations which may arise
- providing continuing support for victims and those who are bullying.

## UNIFORM

The wearing of uniform is strictly enforced at Mayville. A list of the full requirements follows on subsequent pages.

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, top buttons done up, ties of a suitable length with a sensible size knot, 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.

Hair, if of shoulder length, must be tied back. Hair must always look natural in colour. No extreme hairstyles, hair gel or spray are acceptable. Skirts must be no higher than 2" above the knee and make-up is discouraged but if worn, should be minimal and as natural as possible.

The only permitted jewellery is:

- one plain pair of small studs (one in each ear lobe);
- one watch of non-extravagant design.

Any items of jewellery, other than described above, will be confiscated and only returned to parents.

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

**SUMMER – A BLAZER MUST BE WORN TO, FROM AND IN SCHOOL – NO PUPIL MAY JUST WEAR A JUMPER  
WINTER – ALL PUPILS MUST HAVE A REGULATION MAYVILLE OUTER JACKET (3-in-1 COAT) PLUS BLAZER**

Pupils can wear their own navy or black (logo free) winter coats to and from school, but they must be stored in their locker on arriving at school.

# Mayville High School uniform list

## GENERAL UNIFORM

- Mayville High School navy blazer
- Navy V-necked jumper
- Shirt or Blouse  
Colour options: pink gingham check or white  
Collar options: button up (to be worn with a tie) or reverse collar (no tie required)  
Sleeve options: long or short sleeve
- Senior school tie (worn with button up shirts only)
- Navy pleated skirt or grey trousers
- Navy socks or tights (min 20 denier)
- Black leather shoes  
Lace up or buckle  
Trainer style acceptable (no suede or fabric)  
No open toe, sling backs, heels or ballet pumps
- Brown or navy hair tie  
Note: hair longer than shoulder length must be tied back at all times

## ADDITIONAL UNIFORM FOR WINTER

- Mayville 3-in-1 navy waterproof coat  
Note: Pupils may wear their own coats to and from school, but during the school day, should they wish to wear a coat, it must be the uniform coat.
- School Scarf
- Navy gloves

## ACCESSORIES

- MHS book bag or rucksack (compulsory for R, LIV, UIV)  
Note: in LV/UV pupils may use their own black or navy bags (no visible branding)
- Equipment in accordance with the equipment list

School Outfitters: AlleyCatz online – [www.alleycatz.co.uk](http://www.alleycatz.co.uk) Uniform Shoes: Any reliable shoe shop

The following articles are available from the School office: School design book bag (compulsory for Year Rem - UIV), School design rucksack (compulsory for Year Rem - UIV)

Second-hand uniform shop: A good selection of second hand uniform is normally available from the school.

**IT IS ESSENTIAL THAT ALL CLOTHING, SHOES AND EQUIPMENT ARE CLEARLY MARKED WITH THE PUPIL'S NAME**

## **SPORTS KIT**

### **Option 1**

- Kukri MHS navy polo shirt
- Kukri MHS navy shorts
- Kukri MHS navy sport leggings
- Kukri MHS knee-high football/netball socks
- Kukri MHS navy tracksuit trousers and hoodie
- House coloured T-shirt  
Austen - Green | Nelson - Yellow | Cavell - Navy Blue
- White sports/trainer socks
- Predominantly white (low-top) sport trainers
- Optional: Plain navy base layer for cold weather

## **REQUIRED ACCESSORIES**

- MHS PE Bag
- Boot bag

The following items are required during the year, depending on the sport rotation, but not immediately

- Shin pads
- Gum shield
- Football/Rugby: Football Boots

## **DANCE**

- MHS navy sports leggings  
Option: Alleycatz navy dance leggings or pink ballet tights
- MHS navy polo shirt  
Option: MHS navy dance leotard
- LV and UV GCSE Dance Options  
Black leotard  
Black leggings or tights / pink ballet tights  
  
Black / navy T-shirt or vest-style top  
  
Black / navy jazz trousers / soft tracksuit bottoms / leggings
- Footwear options:  
Barefoot  
Dance socks  
Ballet / jazz shoes

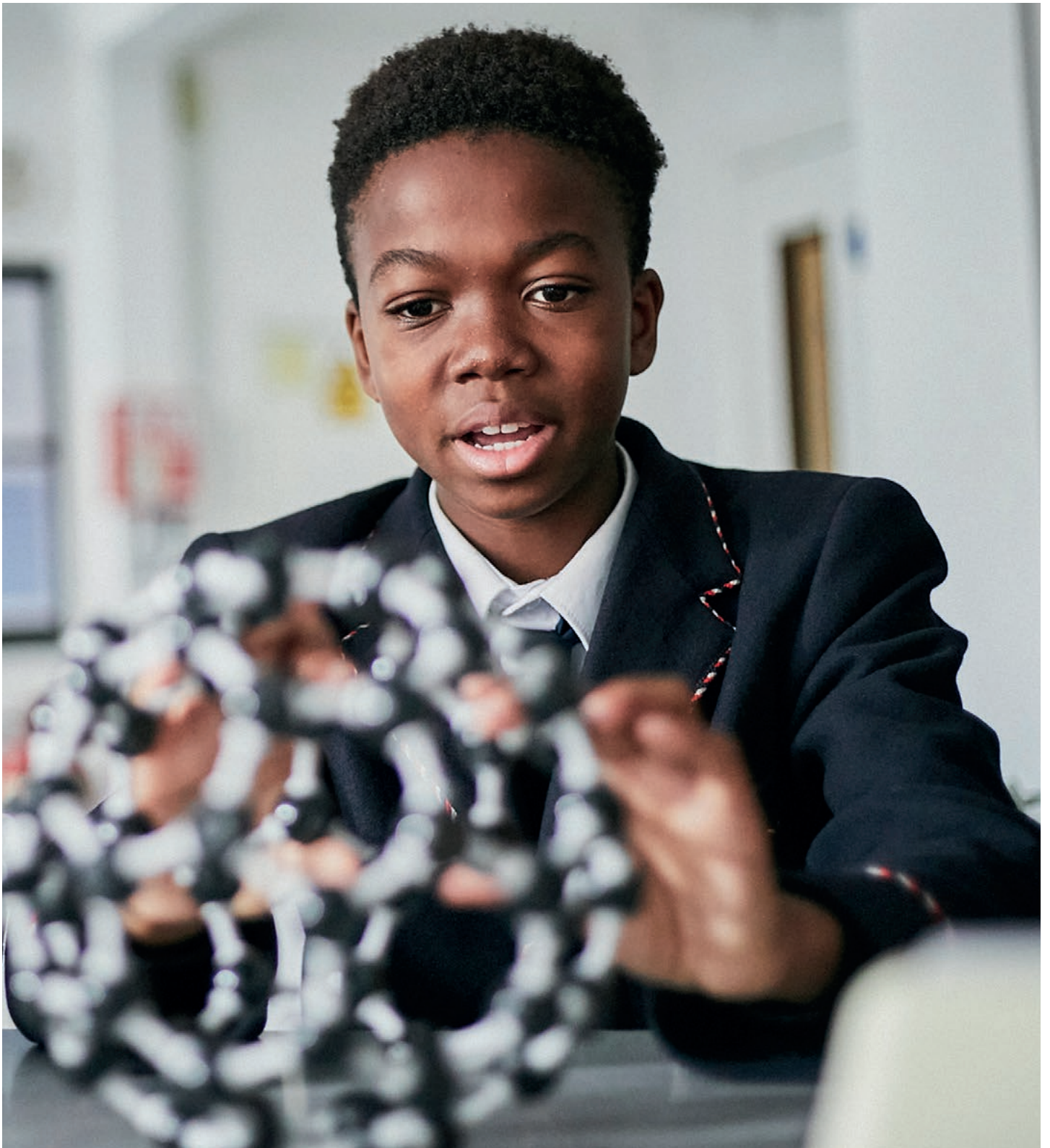
# Mayville High School Senior School equipment list

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

- Pencil case  
*Note: LV/UV will need a clear plastic pencil case for use in exams*
- Berol Pen or biro (black ink)
- Pencils
- Eraser
- Pencil sharpener
- Colouring pencils/felt tips
- Highlighter
- Glue stick
- Pair of compasses
- Ruler
- Protractor
- Scientific calculator (Casio FX-85)
- Reusable water bottle  
*Note: UV pupils require a clear plastic water bottle if they wish to take a water bottle into exams.*
- A4 ring binder folder & 10 tab dividers
- Personal headphones for ICT (wired)
- Chromebook
- MHS book bag or rucksack (compulsory for R, LIV, UIV)  
Option for LV/UV - Plain black or navy bag (no visible branding)







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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)