



MAYVILLE HIGH SCHOOL  
*Founded in 1897*

Welcome to Remove  
Information booklet 2024/25



## Names to know

Your Headteacher:

Mrs R Parkyn – Livesey Building.

Deputy Headteacher:

Mrs S George – Kenilworth House

Director of Studies (Senior School)

Mrs L Morriss – Livesey Building

Assistant Head (Pastoral / DSL):

Mrs N Ramsey – Livesey Building

Assistant Head (Pupil Conduct):

Mr H Wilcox – Livesey Building

Assistant Head (EVC / Health & Safety)

Mrs L Willett – Livesey Building

Head of Middle School:

Mrs D Hall – Clarendon Building

Your Form Tutors:

Group 1: Mrs Hardcastle & Mrs Hindson

Group 2: Mr O'Sullivan & Mrs Willett

Group 3: Mrs Graham

Heads of School:

Anusha Ahmed, Freya Scowen, Freddie Fernandes, James Watson

Finance Office

Livesey Building

Administrative Staff:

Mrs J Carter, Mrs H Stallard, Mrs K Morris-Branch, Mrs G Andrews

Pupil Welfare Officer:

Mr R Meli

# Houses

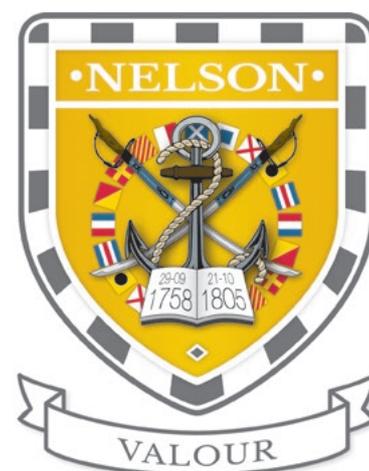
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*"We have all a better guide  
in ourselves, if we would attend  
to it, than any other person can be."*



*"Patriotism is not enough.  
I must have no hatred or  
bitterness towards anyone."*



*"Wherever there is anything  
to be done, there providence  
is sure to direct my steps"*

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There are competitions between the houses throughout the year and there are trophies for creative activities, as well as for the house with the best work record and best conduct.

Each of the three houses are headed up by a member of staff.

The House Captains are:	Austen	Lola Ede, Claudia Smith
	Cavell	Gabby Falano, Jamie Morgan
	Nelson	Evelyn Cowhig, Edward Assinder-Smith

You can help your house by achieving Good House Marks for effort, work or behaviour, or completing work that is well above the expected quality.

Each Good House Mark received gives either 1 or 2 points to your house.

Good Conduct Marks are given for exemplary performance in school as well as representing the school in the wider community. These are worth 10 points.

Certificates of Merit add 10 points and a Headteacher's Awards 15 points to your House total.

As your points score increases you can earn vouchers for achieving 75 and 125 points. There is a reward trip at the end of the year to a theme park for the highest two girl and boy point scorers in each year and for any pupil who has 100% attendance.

We have a School Council, who meet with the Head and members of the senior management team twice a year. Any suggestions or recommendations about the school practices/rules can be conveyed to the School Council via Form Captains or UV Prefects.

# Bullying

No school is immune from bullying or unkind behaviour. However, we have a zero-tolerance policy on bullying and unkindness toward members of our community.

All pupils at Mayville are treated as individuals and will have the opportunity to flourish in their area of strength.

## What can you do to create a safe and happy school:

1. Follow our Senior School Anti-Bullying Policy (see below)
2. Be kind and respectful to all members of our community. Do not allow any member of your class to feel isolated; welcome them into your group.
3. If you feel a pupil in your class is not happy, let a member of staff know or one of Mayville's **Anti-bullying Ambassadors**.

**Telling someone else about your problems, or someone else's problems, isn't 'telling tales', rather it's standing up for what we believe in!** The information will be treated confidentially and will be acted upon so that our community can continue to operate in its caring way and all members will feel secure, happy and able to concentrate on their academic studies.

## The Mayville High School Senior Anti-Bullying Policy

- **Think** before you say, send, act.
- **See it, Report it.** It is NOT snitching.
- A smile goes a mile.
- It takes nothing to be kind.
- **Remember** you are not alone.



Bullying is not just Physical, it's also Verbal and Indirect.

If you ever need to talk, you can find an Anti-Bullying Ambassador. We will keep it private unless you or someone else is in danger.

Anti-Bullying Ambassadors are designated pupils who are available to speak to others who are experiencing unacceptable behaviour or are aware of others who are being treated unkindly. They are identifiable by the badge shown above.

## How to support a peer

1. Make it clear that you cannot keep it a secret if they or someone else is in danger.
2. It is difficult for someone to talk about their experience, so congratulate them for their bravery. It is important to listen; say, "In your own time, tell me what is going on."
3. Encourage them to come up with their own solution and always speak to a member of staff if you are concerned.

**I pledge to support all my peers who are being bullied and will not bully.**

Sign here .....

# Child on child abuse

We want you to always feel happy and safe at Mayville. While we hope that it will NEVER happen, sometimes children experience behaviour and treatment from other children that is so serious it is called child on child abuse.

## What is child on child abuse?

This can include, but is not limited to, serious bullying (including cyber-bullying). However, it also includes any form of abuse between children (including physical, sexual, emotional and financial abuse, coercive control, exploitation and misuses of power, victimisation, youth violence and prejudice-based violence). It also includes being asked to send inappropriate images online.

If you are unsure what any of these mean, talk to your parents about it. We will also, over the course of your time in the senior school, talk to you about what each of these mean in your PSHE (Personal, Social and Health Education) and RSE (Relationships and Sex Education) lessons. In Remove, your PSHE/RSE programme will include learning about:

- Managing on- and off-line relationships
- Managing puberty and the issues of unwanted contact

While these topics are not always easy to talk about, it is important to talk about them. We think that if you are aware these things can happen, then you will be less likely to experience them because you will know to tell an adult, either at home or in school. You will also know to tell an adult if you think something is happening to another one of your peers.

We hope that you will find not just one but several adults in school who you trust enough to talk to but a good place to start is with your form tutors in Remove (Mrs Eckworth, Mrs Graham and Mrs Bray) and/or Mrs Hall in Clarendon.

## youHQ

If it is hard to talk about face to face, you can always use youHQ. This is a wellbeing app that is used in the Senior School. You will get regular check-ins sent to you and we hope that you will reply to these check-ins, telling us if you feel happy or unhappy and why. You can also use youHQ to access resources and content to help you if you are struggling with anything, or to report something to the safeguarding team. You will be shown how to use this and given your login in your first week. You can access youHQ either on a regular computer or tablet or via a downloadable app on your phone.

## If you do tell an adult

Reports of peer on peer abuse will always be taken very seriously in school. The school's Designated Safeguarding Lead (Mrs Ramsey) will investigate the report promptly and appropriately. Where necessary, immediate steps will be taken to ensure the safety of our pupils.

Parents can read our detailed Child On Child Abuse Policy on our website.



# 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 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 that 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 people's 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 that 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.....



# Basic Standards

All children will have a Key Person/Teacher, who will be your key point of contact. Staff are caring and approachable. The Basic Standards set out below are rules we expect you to follow to ensure you gain the maximum benefit from the educational opportunities offered to you at Mayville.

*At all times show respect to staff, your peers and school buildings.*

## Walking around buildings

- Pupils should walk quietly around buildings
- No food should be eaten in corridors, on the stairs or walking up and down the road
- Chewing gum is not allowed
- Walk in single file to allow easy passing
- Walk on the left hand side of the staircase, waiting for members of staff to come up or down
- Greet staff politely
- Hold open doors for those following, or for staff

**Walking between buildings** – Pupils in Remove, Lower IV and Upper IV must never cross the road unless they are accompanied by a member of staff.

## Pupils must remember the following:

- Walk between buildings quietly
- Never walk more than two abreast
- Wear appropriate uniform for the weather
- Greet staff politely
- Do not eat whilst walking between buildings

## Behaviour at the start of school

- Do not be late for school! If you are ill, the Office must be informed by telephone/email on the first morning of your absence. If you arrive later, or leave early, you must sign out or sign in at the Main Office.
- Turn off your mobile phone when entering buildings in the morning and hand in the phone during morning registration
- During registration, sit quietly until the register has been taken

## Behaviour at the start of lessons

- Pupils must arrive promptly to class.
- All pupils must have correct books and equipment (note – no bottles of ink or tippex fluid may be used in school).
- Pupils should wait quietly for a member of staff.
- The Office must be informed by a representative for the class if a teacher does not arrive within five minutes of the lesson start time. In the case of Clarendon House, make another teacher aware of the situation
- Pupils must have their school book bags with them at all times

## Behaviour in lessons

Pupils must accept responsibility for their own learning by:

- Paying attention at all times.
- Offering answers/ideas when requested.
- Showing members of staff respect at all times.
- Showing respect to all peers regardless of abilities
- Requesting assistance when work is not understood.
- Completing work to the best of their ability.

# Introduction of homework into Remove

Homework isn't set during the first two weeks, 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 reminded to bring homework diaries to each lesson during this period and will be invited to join each subject's google classroom.

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 sets the homework on Google Classroom.

In week 4, homework will be set in other subjects as well as core.

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

## Completion of homework

- Pupils must write homework in their homework diary and check Google Classroom regularly.
- Pupils must ensure they take home the appropriate books
- Pupils must complete their homework to the best of their ability
- Pupils must hand in work on the day and in the place appointed by a member of staff
- Pupils must ensure their homework diary is kept up to date.
- In the event of a valid reason for non-completion of work, pupils must ask their parents for a letter or discuss the work situation with the member of staff concerned

## Independent Homework Projects (IHP)

Independent Homework Projects (IHPs) are specific pieces of work that are set as a project, in addition to the normal homework timetable. Whilst they have a clear focus, pupils are able to work independently, developing their own direction of learning and unique outcomes.

Most subjects in KS3 will set an IHP during the year. The tasks will be published in advance and each one will have a fixed start and completion date. Pupils are responsible for completing IHPs and will be given support and advice by their teachers. Start & completion dates will be also published on the school website. Remove do not start to complete IHPs until the spring term. (See timetable on next page).

## Sanctions for non-completion of homework

Failure to submit homework on time, or to an acceptable standard, will result in a warning and the pupil will be required to bring the homework in the following day. If the homework is not completed by the second deadline, a Subject/Department homework lunch support session will be given. These are held at lunchtime on specific days from 1.00pm to 1.45pm with staff available to help. Lunch will be eaten during the session. Any pupil who orders hot dinners will need to order a packed lunch from the kitchen.

The homework will be completed during the session, as well as support for use of the diary and organisation. HODS/Teachers/Form Teachers call parents about persistent offenders, before informing the Director of Studies.

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

# IHP Dates for 2024-25

No other homework will be set in the subject from the start date until the hand in date for the IHP.

Remove

Autumn Term	Start Date (W/B)	Hand in Date (W/B)	Spring Term	Start Date (W/B)	Hand in Date (W/B)	Summer Term	Start Date (W/B)	Hand in Date (W/B)
N/A	N/A	N/A	Geography	06-01-25	03-02-25		EoY exam revision	No IHPs this term
N/A	N/A	N/A	ICT	24-02-25	24-03-25			

Lower IV

Autumn Term	Start Date (W/B)	Hand in Date (W/B)	Spring Term	Start Date (W/B)	Hand in Date (W/B)	Summer Term	Start Date (W/B)	Hand in Date (W/B)
Maths	16-09-24	14-10-24	PE	06-01-25	03-02-25		EoY exam revision	No IHPs this term
MFL	04-11-24	02-12-24	RE	24-02-25	24-03-25			

Upper IV

Autumn Term	Start Date (W/B)	Hand in Date (W/B)	Spring Term	Start Date (W/B)	Hand in Date (W/B)	Summer Term	Start Date (W/B)	Hand in Date (W/B)
Creative Arts	09-09-24	07-10-24	Science	06-01-25	03-02-25		EoY exam revision	No IHPs this half term
PSHE	07-10-24	07-11-24	English	24-02-25	24-03-25	History	02-06-25	23-06-25

# Appearance

You are ambassadors of the school.

The correct school uniform is to be worn at all times. Be proud of your uniform, keep it clean and in good repair.

- Hair must be tied back if it is of shoulder length. Pupils must not have 'shaved' hairstyles. In Remove, Lower IV and Upper IV, coloured hair is not acceptable
- In the Senior School, only small gold or silver round ear studs may be worn. They may have to be removed during P.E. or other sporting activities and the school does not accept liability if they are lost
- Watches may, of course, be worn. Smart watches should be handed in with phones during morning tutor.

# Relations with peers

At the core of Mayville's ethos is the right of each pupil to experience a happy, secure environment, therefore:

- Bad language or any form of bullying will not be tolerated
- Older pupils must be considerate of younger members of the community
- Be polite to each other and to staff at all times
- Any form of physical violence will not be tolerated and will incur a serious sanction.

# The environment

- Never deliberately damage paintwork, notices or wall displays.
- You are responsible for the locker and cube issued to you; keep them tidy and ensure they remain undamaged and free of graffiti. If you notice damage, report it to your form teacher as soon as possible.
- Keep your form room tidy
- Pick up litter
- There is to be no eating except in designated areas and NEVER in Science Labs, I.T. Computer Room or in the Library.
- Energy drinks or fizzy drinks are not to be consumed in school.

# Vaping, Smoking and drugs

- Vaping or smoking in school, or whilst in uniform, is not permitted and will result in immediate suspension.
- The possession of or use of drugs and alcohol in school will result in immediate suspension followed, usually, by expulsion.
- Involvement in the use of illegal drugs out of school will also be viewed very seriously.

# Mobile telephone / Smart watches / valuables

The school accepts no responsibility, nor has insurance cover, for the personal possessions of pupils.

- The school reserves the right to examine information held on phones if it feels that the phone has been misused.
- In the Senior School, if brought in, phones and smart watches must be switched off and handed to the form teacher in the morning by all pupils. A daily record sheet will be completed and the phones/smart watches will be taken to the Office or Clarendon House Staff Room, for safekeeping during the day.

**Mobile telephones or smart watches may not be used during the school day - senior pupils may telephone parents using the telephone in the school office. Pupils found using mobile telephones will have them confiscated and a further sanction will be applied.**

- Money must always be kept in a locked locker or on the person. Never leave money in pockets in cloakroom areas. If for any reason you have to bring a large sum of money to school, hand it to the Office for safekeeping.



## Crossing roads

Being a split site, pupils have to cross the roads to reach school facilities. You must at all times follow the procedures set out below.

- Pupils in Remove, Lower IV and Upper IV must always cross the road with adult supervision
- You must not leave the pavement until a member of staff is in the centre of the road and has indicated that the road is clear
- Walk across the road; do not run
- Cross the road in single file, or in pairs, but not in a group
- Walk straight across the road; do not cross diagonally
- Walk in front of the member of staff, not behind him or her

Pupils should go back into the building to find a teacher if they get stuck at a crossing (Clarendon & Junior building). If they are coming from Livesey, and nobody from Clarendon or the Junior building sees them, they will need to go back to the main office who will ring Clarendon or staff in the Junior school. (Pupils should not wait more than five minutes to be crossed).

Pupils in Upper V and Lower V may cross the road without adult supervision, as long as they do so in a responsible and safe manner, following the rules as set out above.

## Behaviour in the minibus

- Pupils must wear a seatbelt at all times. This must not be removed until directed by the driver or another member of staff.
- Pupils must not stand up or move seats whilst the minibus is moving.
- Pupils must not shout out.
- Pupils must not make faces/gestures at people inside or outside the minibus.
- No pupil may open a door or enter or leave a minibus without the permission of the driver or another member of staff.
- No food is to be eaten on the minibus.
- These rules also apply on coaches or any other forms of transport used by the school.

There is an explanation table on Rewards and Sanctions near the end of the booklet.

# DOs and DON'Ts

1. The correct uniform is to be worn at all times. Be proud of your uniform, keep it clean and in good repair. Hair must be tied back if it is shoulder length.
2. The only jewellery that may be worn is a watch and small plain gold or silver round ear studs, one in each ear. They may have to be removed during P.E. or other sporting activities and the school cannot be held responsible if they are lost.
3. You may only cross the road to and from the Junior and Clarendon buildings during school hours with the supervision of a member of staff.
4. Walk, don't run around the school and between buildings. Be aware of other users of the pavement and move to one side to let them pass. If you meet a member of staff, greet them politely.
5. Make sure you know what activity you are involved in and ensure you have the correct kit.
6. Bad language or any form of bullying will not be tolerated.
7. Be considerate to the younger children in the school, enjoy their company but, however 'sweet' they may be, NEVER pick one up – they don't bounce if dropped!
8. Be polite at all times to staff and each other.
9. Ensure used sanitary towels are correctly disposed of in the bins provided.
10. School starts at 8.40am. If you are ill, the office must be informed by telephone / email on the first morning of your absence.
11. If you are ordering food, ensure that this is done at registration. If you are late, ensure that any requests are made to the office as soon as you arrive. Orders made at break time cannot be guaranteed.
12. Ensure you are punctual for lessons, arriving with the correct equipment.
13. Food must never be eaten as you walk around the school or in the street.
14. You have a homework diary. This must be signed every week by your parents and will be checked regularly by your form teacher.
15. Show respect for the school buildings and equipment. Do not damage books. Be responsible for ensuring you work in a pleasant environment; pick up litter whether or not you dropped it; help to keep your form room tidy.
16. Follow the dining room code.
17. Always remember that courtesy is important at all times: hold doors for each other; say 'please' and 'thank you'; allow staff to walk down the stairs by standing to one side.
18. Pupils cannot arrive or leave school in PE kit.

## 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 & equipment
- Always work to the best of your ability
- Believe in yourself

## Mayville Character Values



**Resilient**

**Positive**



**Honest**

**Respectful**



**Responsible**

**Considerate**



**Creative**

**Reflective**

# 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)





## 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. You may talk quietly to your 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 chairs.
4. If you wish something to be passed to you ask politely, remembering to say please and thank you.
5. When queuing, wait quietly.
6. Ensure that when you have finished your lunch, all rubbish is disposed of tidily and in the correct place.
7. No canned fizzy drinks.

**EAT HEALTHILY!** Healthy eating promotes your ability to study. Remember to drink lots of water during the day.

# Rewards

GHM 1 +1 House point	Being kind or helpful  Whole class good effort, work or behaviour	Record on the MIS by staff.  Tutors to keep totals for their group and updated half termly.  Certificate for the highest Points total for each Tutor Group every half term
GHM 2 +2 House points	Taking responsibility or showing initiative  Individual work that is above expected quality	Two highest girl & boy point scorers per year group and 100% attendees to attend end of year trip to a Theme Park
Department Pupil of the Month +7 House points	Monthly recognition for achievement, effort or progress in each Department.	Maximum of two per Department.  Heads of Department to enter pupils on the MIS.
Certificate of merit +10 House points	End of term recognition for achievement, effort or progress in each subject	Maximum of one per teaching group  Staff who give CoM to enter pupils on the MIS.
Good conduct mark +10 House points	Exemplary help or performance in school  Representation of MHS in the wider community	SMT to add to the MIS and an email to parents.
Head Teacher's award +15 House points	Outstanding work or performance  Outstanding display of the 'spirit of MHS'	Given via Headteacher  Headteacher/Office staff to add to the MIS.
<p>Total Points = GHM Points - PCM Points</p> <p>Certificate = 40 Points. Vouchers for 75, 125 &amp; 200 Points</p>		

# Sanctions

<p><b>Warning given at teacher's discretion</b> Pupils name is recorded on whiteboard</p>	<p>Poor punctuality, uniform or equipment Minor behavioural issue</p>	<p>Discussion with teacher No further action at this stage</p>
<p><b>Lunch incident detention</b> 25 mins -1 House point</p>	<p><i>Warning ignored or repeated offence</i> Poor punctuality, littering or unsafe behaviour Disrespectful to staff or others (including not taking sanctions seriously) Eating food in prohibited areas or not handing in phone</p>	<p>Staff giving to complete daily google doc Recorded on SchoolBase by SMT during d/t and email sent to parents Tutor informed and monitor patterns of behaviour Parental contact by tutor if more than 3 in a half term SMT &amp; tutor discussion with pupil</p>
<p><b>Lunch incident detention</b> 50 mins -2 House points</p>	<p><i>Second warning ignored or repeated offence</i> Ridiculing or jeering when another pupil is being spoken to by staff Chewing gum in school Having a mobile phone on person/failing to hand in the phone during tutor time. More than 10 mins late to a lesson without a reason Failure to attend 25 min lunch detention without a valid reason</p>	<p>Further sanctions for repeated offence</p>
<p><b>Lunch subject detention</b> -2 House points</p>	<p>Failure to hand in or complete homework/classwork to the required standard after extended deadline Subjects will run homework and lunch detentions on set days each week</p>	<p>Tutors/staff/DoS to complete lunch detention details on daily google doc for the subject Subject staff to enter completion of d/t on schoolBase recording a work detention Tutors to inform parents when a pupil has received X3 Work support sessions in a half term</p>

## Further Sanctions

<p>Poor Conduct Mark (PCM)</p>	<p>Serious breaches of the code of conduct SMT discretion</p>	<p>Given by SMT - Parents informed Friday, Saturday or internal exclusion</p>
<p>Friday After School detention -5 House points</p>	<p>Accumulated 100 minutes of sanctions during a half term period Removed from a lesson for disruption Refusal to follow instructions Failure to attend a lunch incident detention without a valid reason Failure to attend a subject work support/detention Poor Conduct Mark - SMT discretion</p>	<p>Parents informed by SMT Parental meeting during/after the d/t arranged by the Pastoral Team Self reflection completed by pupil Pupil attending a Friday detention, subject staff will need to provide work Pupils will complete a reflection sheet</p>
<p>Saturday Morning detention -10 House points</p>	<p>Poor Conduct Mark Removed from X2 lessons for disruption More than X2 Friday d/t in a half term SMT discretion</p>	<p>Parents informed by SMT Parental meeting during/after the d/t arranged by the Pastoral Team Self reflection completed by pupil Work to be provided by subject staff</p>
<p>Fixed Term Exclusion -20 House points</p>	<p>SMT discretion</p>	<p>Parents informed (SMT). Parental meeting arranged (HT/DH). Pupil attends a Return to School meeting.</p>
<p>Warning of Permanent Exclusion</p>		<p>Parents informed (HT) Parental meeting arranged (HT)</p>
<p>Permanent Exclusion</p>	<p>Head teacher / Trustee discretion</p>	

## Daily Lunch Detention

- Lunch time detention will be staffed by SMT. Attendance will be recorded on SchoolBase by the SMT staff on duty.
- A lunch detention google doc will be available every day with the daily notices for staff to complete pupil details
- The venue for lunch detention will be L9
- Pupils will attend the 25 minute lunch detention either Lunch A or Lunch B depending if they are first or second lunch sitting
- Pupils with a 50 minute lunch detention will need to bring their lunch or order a packed lunch if they normally have a hot dinner
- All pupils need to bring some work to complete, their diaries and equipment. All pupils will complete a reflection sheet

## Lunch Subject Support Session

- Lunch work subject detention will be run every day by different departments
- A lunch subject detention session google doc will be available every day with the daily notices for staff to complete pupil and work details
- If any homework or other work is not completed satisfactorily after one warning, Departmental detention can be set
- Subject staff running the session to enter the pupil details on SchoolBase and email the tutor at the same time when a pupil has attended
- Parents must be informed by Tutor or HoD if any pupil receives X3 or more Departmental detentions in a half term
- Regular attendance at lunch subject detentions may result in a requirement for the pupil to attend prep after school



# Who's who?

Headteacher  
Deputy Head  
Director of Studies  
Assistant Head Pastoral  
Assistant Head Pupil Conduct  
Assistant Head EVC / Health & Safety  
Director of IT & Communications  
Head of UV  
Head of Middle School (R-LIV)  
Head of Wyvern House

Mrs S Ahmed  
Mrs M Ameaux-Edmead  
Mr A Barbieru  
Mr G Bartlett  
Mr T Beghin  
Mr T Booker  
Ms V Bray  
Mr D Brockhurst  
Mrs A Carter  
Ms A Chenneour  
Ms H Clay  
Mrs S Clark  
Mr P Cockett  
Mr S Devoy  
Mrs H Dimon  
Mrs M Dorey  
Miss C Doughty  
Mrs C Eckworth  
Mr Ellabib  
Mr J Flower  
Mrs E Gale  
Mrs A Graham  
Mrs D Hall  
Mr R Hardcastle  
Mrs S Hardcastle  
Mrs L B Hepburn  
Mrs J Hindson  
Mr M Holmes  
Mr F Kellow-Webb  
Mrs K Keysell  
Mrs V Leonard  
Miss S Little  
Mrs D Lucas  
Mrs C Martinez Thorpe  
Mrs A Matthias-Rosser  
Mr JP McCrohon  
Mrs J McLeod  
Mr R Meli  
Mrs C Morgan  
Mr G O'Neil  
Mr S O'Sullivan  
Mr E Rafferty-Croft  
Mrs A Rose  
Mrs K Ruck  
Mrs E Sacker  
Mr I Sands  
Mrs S Schmit  
Mr C Sear  
Mr D Sumner  
Mrs A Tluszcz  
Mrs A Wardale

Mrs R Parkyn MFL  
Mrs S George  
Mrs L Morriss PSHEE / ICT  
Mrs N Ramsey Science  
Mr H Willcox PE  
Mrs L Willett PE / Form Tutor Remove  
Mrs J Mills ICT / Business  
Mr T Booker History  
Mrs D Hall PSHEE  
Mrs A Miles Sociology

Science  
Head of MFL  
Mathematics  
ICT/Creative Arts Technician  
French  
Head of UV / History / Mathematics  
English  
PE / PSHEE  
Librarian  
Wyvern Tutor  
Wyvern Tutor  
Geography  
ICT Technician  
Head of Science  
Wyvern Tutor  
Wyvern Tutor / Access Arrangements  
Head of Creative Arts  
Mathematics  
Mathematics  
Humanities  
Head of Mathematics  
Dance / Form Tutor Remove  
Head of Middle School / PSHEE  
PE  
Head of PSHEE / English / Form Tutor Remove  
Speech and Drama  
Head of Sport / Form Tutor Remove  
Wyvern Teacher  
PE  
Dyslexia Teacher  
Salt  
Art and Design  
Head of Humanities / RE  
Spanish / AG&T Coordinator KS4  
Head of English  
Drama / LAMDA  
Wyvern Tutor  
First Aid / Pupil Welfare Officer  
Science  
English  
Mathematics / Form Tutor Remove  
Science  
DT  
Wyvern Teacher  
School Counsellor  
History / Wyvern Tutor  
Geography  
ICT / Computer Science  
Science Technician  
Director of Music  
Dyslexia Tutor





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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)