



# Wyvern House

Information booklet 2024/25



## Welcome to Wyvern House

This booklet has been written to welcome you and your child to Wyvern House. 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 the department, please do not hesitate to contact us and take advantage of our 'Open Door' policy. To be successful, a good education needs to be a three-way partnership between school, child and parents. We look forward to welcoming you and your child and working with you in the years ahead.

## 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 Wyvern House:	Ms R Fry - Wyvern House
Administrative Staff:	Mrs J Carter, Mrs H Stallard, Mrs K Morris-Branch, Mrs G Andrews
Pupil Welfare Officer:	Mr R Meli

## Mayville High School classes

### 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

## Lesson times

### SENIOR SCHOOL

Main session times	9.00am – 12.55pm Drop off can be from between 8:20- 9:00
Morning break	10.50am – 11.10am
Lunch	12.55am – 1.50pm

After lunch there will be time for directed learning, a chance for physical or creative activity.

There is a staggered end of day depending on the individual child. The last pupils to leave are at 3:45pm on the school provided coaches.

## Holiday times

The main school currently closes for 17 weeks a year. Term dates are published on the school website.

# 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 | Wellbeing Room | Swans and Kestrels (Pre-school) | Kitchen | Linda Owens Hall | Second-hand Uniform Shop.

## **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 and Finance Office.

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

Music Rooms | Art Studio.

## **WYVERN HOUSE – ST SIMON'S ROAD**

Secondary special educational needs setting.



# 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 rewards 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.

## Parent Pay

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

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

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

## Parent Portal

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



# 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.

### 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.

## 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), in liaison with Rachel Fry as Head of house and a deputy Designated safeguarding lead, 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.

All pupils are expected to hand in their devices at the start of the day, it will be kept in the Head of Wyvern's house office.

This Acceptable Use Policy is intended to ensure: that all pupils at Wyvern 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 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.

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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 Form Tutor, who will be your key point of contact. All staff at Wyvern will take an active part in your child's education. Staff are caring and approachable and you should feel confident to approach any of them to raise any points. 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 Wyvern

*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
- Greet staff politely
- Hold open doors for those following, or for staff

**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 clothing for the weather
- Greet staff politely
- Do not eat whilst walking between buildings

## 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.

# Homework

In Wyvern House, whilst we appreciate that learning continues outside of school time we are also understanding that maintaining focus for a whole day at school can be tiring. Therefore we take an individual approach to learning outside of the classroom. If it is deemed appropriate for the individual pupil to undertake further learning they will be supported with completion of homework during the school day.

**There are many ways to support learning at home and we are happy to suggest ways you can support your child's learning at home**

# Appearance

We appreciate the unique sensory needs of all individuals at Wyvern and we understand that a uniform may not be appropriate for your child to wear. Appropriate home clothing is okay for your child to wear. If your child would like to attend lessons in Mayville in a future time they will be expected to wear a Mayville uniform for that, when attending Sports sessions and lessons in a science lab Health and safety must be considered.

- Hair must be tied back if it is of shoulder length.
- Appropriate footwear must be worn.

You are ambassadors of the school!

# Relations with peers

At the core of Wyvern'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

Wyvern House is a home from home. Treat it with respect and..

- Never deliberately damage paintwork, notices or wall displays.
- Keep Wyvern House tidy.
- If you use Wyvern House kitchen equipment, assist in washing up and cleaning the spaces.
- Pick up litter.
- There is to be no eating except in designated areas and NEVER in Science Labs, I.T .Computer Room, the sensory 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.

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

- In Wyvern House, 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 register will be completed and the phones/smart watches will be taken to SENCO's office for safekeeping during the day.
- The school reserves the right to examine information held on phones if it feels that the phone has been misused.
- If for any reason you have to bring a large sum of money to school, hand it to the SENCO for safekeeping.

## Crossing roads

Being a split site, pupils have to cross the roads to reach school facilities.

Pupils must at all times follow the procedures set out below.

Pupils will always move around Mayville site with an adult. They must cross the road as designated by the adult.

This includes being walked to and from the coaches or attending lessons on the Mayville site.

## Conduct 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.



# DOs and DON'Ts

1. 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.
2. You may only cross the road during school hours with the supervision of a member of staff.
3. 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.
4. Bad language or any form of bullying will not be tolerated.
5. 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!
6. Be polite at all times to staff and each other.
7. Ensure used sanitary towels are correctly disposed of in the bins provided.
8. If you are ordering food, ensure that this is done at registration. If you are late, ensure that any requests are made as soon as you arrive. Orders made at break time cannot be guaranteed.
9. Food must never be eaten as you walk around the school or in the street.
10. 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.
11. Follow the kitchen code of behaviour.

# 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**

## 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.



# Lunch

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. Wyvern pupils will be able to eat in the Senior Classrooms or Garden areas.

## Rules

- 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.
- Do not talk when you have food in your mouth!
- Sit correctly at the table, with both legs under the table.
- If you wish something to be passed to you ask politely, remembering to say please and thank you.
- When queuing, wait quietly.
- Ensure that when you have finished your lunch, all rubbish is disposed of tidily and in the correct place. In Wyvern, we all assist with washing up and putting away.
- No canned fizzy drinks.

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



# Rewards

<b>GHM 1</b> +1 House point	Being kind or helpful  Whole class good effort, work or behaviour	Certificate for 40 GHM Points  Voucher for 75, 125 & 200 GHM points
<b>GHM 2</b> +2 House points	Taking responsibility or showing initiative  Individual work that is above expected quality	Voucher for the highest Points total for each Tutor Group every half term
<b>Certificate of merit</b> +10 House points	End of term recognition for achievement, effort or progress in each subject	One given by subject teachers for every teaching group at the end of each term.
<b>Good conduct mark</b> +10 House points	Exemplary help or performance in school  Representation of MHS in the wider community	Given by SMT
<b>Head Teacher's award</b> +15 House points	Outstanding work or performance  Outstanding display of the 'spirit of MHS'	Teacher nomination via Headteacher
<b>Total Points = Rewards - Sanctions</b>		

At Wyvern we know that school can be a challenging environment for some pupils, for a variety of reasons. When unexpected behaviour occurs we will work with the pupil and parents to establish a positive way forward for everyone. This could include a sanction such as a removal of an activity, it could involve a suggestion that working from home for a couple of days may be beneficial, or another sanction that is agreed by parents and school. All discussion will be on creating a positive way forward for the pupils involved.

# Who's who in Wyvern House?

Headteacher	Mrs R Parkyn
Deputy Head	Mrs S George
Director of Studies	Mrs L Morriss
Assistant Head Pastoral	Mrs N Ramsey
Assistant Head Behaviour	Mr H Wilcox
Assistant Head EVC / Health & Safety	Mrs L Willett
Head of Wyvern House	Ms R Fry
Head of Dyslexia	Mrs M Dorey
Maths Teacher	Mr A Ellabib
SpLD Teacher	Ms A Chenneour
SpLD Teacher	Ms E Clay
SpLD Teacher	Mrs H Dimon
SpLD Teacher	Mrs K Keysell-Fitzpatrick
Speech and Language Therapist	Mrs V Leonard
SEN HLTA	
SEN Administrator	Mrs K Ruck
SEN Maths Teacher	Mr I Sands
SEN English Teacher	Miss D Saunders
SpLD Teacher	Mrs A Wardale

## 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 contact the school office for the policy regarding complaints.



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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)