

# MAYVILLE HIGH SCHOOL

## JUNIOR SCHOOL



## INFORMATION BOOKLET

September 2010

MAYVILLE HIGH SCHOOL LIMITED  
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Parents' website address - [www.mayvilleparents.com](http://www.mayvilleparents.com)



## WELCOME

This booklet has been put together to welcome you and your child to the Junior Department of Mayville High School. For some of you this will be your first experience of Mayville. Others of you will already be familiar with the routines of school, but will still have questions or concerns. Hopefully this booklet will answer most of your queries. If however you still have any concerns or questions, or would just like to have an informal chat or another look around the department please do not hesitate to contact the department and take advantage of our “Open Door” policy. To be successful a good education needs to be a three way partnership between school, child and parents. We look forward to meeting and welcoming you and your child.

## **JUNIOR STAFF**

Headteacher	Mr M Castle
Senior Deputy Headteacher	Mrs S Harden-Davies
Deputy Headteacher Junior Dept	Mr D King
Senior Teacher Pre-prep Dept.	Mrs M Jones

Upper II Girls	Mrs R Rackett	(Year 3)
Upper II Boys	Mrs A Gates	(Year 3)
Lower III Girls	Mrs T Holmes	(Year 4)
Lower III Boys	Mrs S Dekker	(Year 4)
Middle III Girls	Ms H Neiken	(Year 5)
Middle III Boys	Mr D Jones	(Year 5)
Upper III Girls	Miss J Lewis	(Year 6)
Upper III Boys	Mr M Holmes	(Year 6)



## SCHOOL HOURS AND LESSON TIMES

ACADEMIC YEAR 2010/2011

### **NURSERY**

Main session times            9.00 a.m. - 12.00 noon  
   1.00 p.m. - 4.00 p.m.

The Nursery is also open for pre-school care from 8.00 - 9.00a.m., for lunch cover from 12.00 - 1.00pm and for after-school care from 4.00 - 6.00 p.m.

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

### **PRE-PREP (Kestrels to LII)**

Kestrels                            9.00 a.m. – 1200 and 1.00 - 4.00 pm  
LI                                    8.50 a.m. – 3.10 p.m.  
UI                                    8.50 a.m. – 3.10 p.m.  
LII                                   8.50 a.m. – 3.20 p.m.  
Morning break                   10.10 a.m. – 10.25 a.m.  
Lunch                              11.45 a.m. – 12.35 p.m.  
Afternoon break                2.05 p.m. – 2.20 p.m.

Pre-prep children may also attend pre-school, after school and holiday sessions.

### **JUNIOR SCHOOL (Upper II— Upper III)**

Main session times            8.50 a.m. – 3.30 p.m.  
Morning break                10.25 a.m. – 10.40 a.m.  
Lunch                              12.10 p.m. – 1.00 p.m.

Junior School children may also attend pre-school, after school and holiday sessions.

### **SENIOR SCHOOL**

Main session times            8.40 a.m. – 3.45 p.m.  
Morning break                10.40 a.m. – 11.00 a.m.  
Lunch                              12.40 p.m. – 1.20 p.m.

Senior School pupils may attend prep sessions after school on Monday - Thursday until 5.00 p.m.

**HOLIDAY TIMES** - the main school currently closes for 16 weeks a year. Holiday club provide activities for Pre-prep and Junior pupils for 50 weeks a year. Lower V and Upper V work for an additional week in the Easter holiday break.

## Mayville High School – Classes

### **NURSERY**

NEST	6 months	– 12 months
CYGNET	12 months	– 2 years
SWANS	2+	

### **PRE-PREP DEPARTMENT**

Kestrels	Pre-school	3-4 years
Lower 1	Reception	4 -5 years
Upper I	Year 1	5-6 years
Lower II	Year 2	6-7 years

### **JUNIOR SCHOOL**

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

### **SENIOR SCHOOL**

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

## **SCHOOL SITE**

The school operates on four sites as follows:-

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

Art Studio  
Design & Technology  
Drama Room  
Dyslexia Unit  
Ecclesiastical Hall  
Junior Classrooms  
Junior Staff Room  
Junior School Library  
Junior Computer Room  
Kestrels (Pre-prep)  
Kitchen  
Linda Owens Hall  
Second-hand uniform

Margarette Russell House (Kenilworth Site) – Junior and Pre-prep classrooms

### **THE COTTAGE – ST. SIMON'S ROAD**

Nursery

### **CLARENDON BUILDING – CLARENDON ROAD (Senior – Girls Form Base)**

Classrooms, incorporating the Maths and Humanities' Departments as well as Science Labs.

### **LIVESEY HOUSE – ST. SIMON'S ROAD (Senior – Boys Form Base)**

Classroom accommodation, incorporating the English, IT and Modern Foreign Language Departments, as well as Library, Science Laboratories and Staff Room.

Headteacher's Office

Deputy Headteachers' Office

Music Rooms

School Office

## **GENERAL NOTES ABOUT THE SCHOOL**

### **AFTERCARE**

Mayville provides care for pupils after school until 6.00 p.m. This service may be used on a regular or occasional basis. During morning registration a list of children staying to after care will be compiled, further names can be added if information is gathered during the day.

At the conclusion of the school day children join Owl Club for supervised play, tea and art activities. They also have an opportunity to complete any homework they may have.

### **ASSEMBLY ROUTINES**

Whole school assemblies are held fortnightly, generally on Monday. Assembly for the Junior School will be held on Monday and Friday and for Pre-prep on Monday and Friday.

Monday 9.00 am. If not a 'whole school' assembly individual departments will hold a morning assembly –  
Pre-prep & Junior School – Linda Owens Hall  
Senior School – House assemblies plus form time for PSE  
This assembly will have a Christian message.

Friday 9.00 a.m. Junior School Assembly – also a more informal occasion with each class taking their turn at leading the assembly with prayers, stories, etc. Alternate weekly Hymn practice and House meetings (1 for each house every half term).

Friday 9.00 a.m. Pre-prep Assembly.  
A more informal gathering where birthdays are recorded and Pre-prep Gold Book certificates are awarded.

**BEHAVIOUR MANAGEMENT** – see policy attached

### **BUILDINGS**

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

Security – doors to all buildings are kept secure.

Room Cleanliness - Pupils have the right to learn in a pleasant, clean environment.

We also believe that they have a duty to assist in maintaining this. They are expected to ensure that their form rooms are left in a tidy condition at the end of the day.

**CHILD PROTECTION** – we follow the guidance set down by the government.

The Policy is available on [www.mayvilleparents.com](http://www.mayvilleparents.com).

### **COACH TRAVEL**

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

## COMMUNICATION

We encourage parental involvement in the school and we hope, therefore, that you feel informed about the school and also able to contact us at any reasonable time to obtain general information or to discuss your child specifically.

‘Welcome to Mayville’ booklets are issued on joining, providing outline details about the school and its procedures. Information contained within this will be updated annually. A monthly newsletter is distributed on the first Friday of each month. There is also an annual review of the year by the Headteacher which is distributed to all parents. Please check [www.mayvilleparents.com](http://www.mayvilleparents.com) for the most up-to-date information.

## 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 senior teacher:

Mrs Jones for Pre-prep school

Mr King for the Junior school

Mrs Rickards or Mrs Harden-Davies for the Senior school

If it is difficult to make contact with a specific teacher, Mr Castle is usually available to talk to you or see you.

By telling us of 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 [www.mayvilleparents.com](http://www.mayvilleparents.com).

## DRESS

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

**It is also essential that all items be named.** It is important that items purchased from the school secondhand shop have the previous owner’s name removed and the correct name put in. Many staff hours are wasted trying to reunite un-named items with pupils.

Additionally Mayville tries to build a positive relationship with pupils and it is destructive constantly to have to admonish pupils who are wearing incorrect uniform. Our current principal stockist is Knight & Lee, although Hargreaves provide P.E. kit – details from the school office. A secondhand uniform service is run by the Friends of Mayville. Currently they open the ‘shop’ on selected Fridays from 2.00 – 3.00p.m. We also hold termly uniform sales.

## **EQUAL OPPORTUNITIES**

We value each individual as an important member of the school community. Whilst Mayville teaches boys and girls in separate classes to recognize their different learning styles, we are committed to opportunities which, although they may not always be identical, offer equal opportunities to boys and girls. Each individual in Mayville is respected equally, irrespective of gender, age, social, ethnic or religious background.

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

## **EXAMINATIONS**

Pupils in the Junior School are set end of year examinations each summer. They also take standardised tests in Upper II, Lower III, Middle III and Upper III to allow us to assess their potential and progress.

## **EXTRA CURRICULAR ACTIVITIES**

These are an important element of the life of the school. Regular after school activities include soccer, rounders, badminton, cricket, netball, karate, dance, craft, orchestra, IT, Badgers (St John Ambulance), trampolining, chess and School of Rock. There are also some after school fixtures. You will receive termly notification of what clubs are being run.

## **FORM STRUCTURE**

In the Nursery there are currently three sections, "The Nest", "Cygnet" and "Swans".

In Pre-prep and the Junior Department there is a two form entry (except for Kestrels) – one of boys and one of girls.

Kestrels	Pre school	Ratio of 1 staff to 8 pupils
Lower I	Reception	(size of class 16)
Upper I	Yr 1	"
Lower II	Yr 2	"
Upper II	Yr 3	(size of class 18)
Lower III	Yr 4	"
Middle III	Yr 5	(size of class 20)
Upper III	Yr 6	"

The Senior School operates a two form entry, one of boys and one of girls to a maximum of 24. Teaching groups are considerably smaller.

Remove	Yr 7
Lower IV	Yr 8
Upper IV	Yr 9
Lower V	Yr 10
Upper V	Yr 11

## **FORM CAPTAINS**

A form captain and vice captain will be chosen in each class. These roles will last for a maximum of one term. Form and Vice Captains will be given a badge to wear. Lost badges will be charged for.

## **FRIENDS OF MAYVILLE P.T.A.**

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

## **HAIR**

No hair colouring is acceptable. Girls – if hair is of shoulder length it must be tied back. Boys – hair must not be too short but should be cut above ears and not touch the collar.

## **HEADLICE**

This is a problem in every school. Please check your child's hair regularly. If headlice infestation is seen please inform the school office and keep your child at home until their hair has been treated.

## **HEALTH & SAFETY**

The school has a comprehensive Health and Safety policy. A copy held by the School Office is available for parents to read. The school undertakes risk assessments as appropriate for school activities.

## **HOMEWORK**

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

### UII

Reading

Tables and spellings set for the week.

Any written work should, on average, take 20 minutes.

### LII

Reading.

Tables & spellings set for the week.

Any written work should, on average, take 25 minutes.

### MII

Reading.

Tables & spellings set for the week.

Any written work should, on average, take 40minutes.

### UIII

Reading.

Tables & spellings set for the week.

Any written work should, on average, take 50 minutes.

In UIII homework may be set for a night that is different from the day of the lesson.

On occasions more than one subject will be set on a particular night. In this instance one subject will be for later in the week.

There is a space on the timetable for the homework pattern to be recorded. Homework is written in the homework diary on a daily basis. Part of the aftercare provision includes supervised prep taken by the teacher on duty.

### **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 the senior and junior departments pupils act as House Captains.

Principal Interhouse Events:-

Senior/Junior Cups awarded for work and conduct

Creative Arts (Seniors)

Sport

Sports Day

Swimming Gala – Junior and Senior schools

Various sports including netball/hockey/football/rugby/cricket/cross country running/badminton

### **ILLNESS**

Please ensure we are informed of any allergies or long term health problems 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 stomachache etc. 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 form teacher by the parent detailing the exact dosage, the condition for which it is prescribed, plus timing for dose.
2. The medicine will, in fact, be administered by an adult who has attended the school's first aid course – this may not be the form teacher personally. If possible the medicine will be self-administered by the pupil under the supervision of this member of staff.
3. The administration of the medicine will be noted in the record book.

At the commencement of your child's time in the Junior School, we will request permission

for him/her to be given paracetamol in the form of Calpol; we will then update this information annually. This will be given at the discretion of a qualified first aider and only if it is felt really necessary. Paracetamol cannot be given by the school to any pupil receiving other medication from a doctor.

**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 external activities.

### **Allergic reactions**

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

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

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

If your child is really not well enough to attend school, or is suffering from a contagious illness, please inform us on the first morning of the absence, if possible before 10.00 a.m. An absence note explaining the reason for absence and signed by a parent or responsible adult is a legal requirement and should be handed to the form teacher on the child's return to school.

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

See illness policy at back of this book.

### **INSURANCE**

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

### **LEARNING SUPPORT**

The school accepts pupils with a wide range of academic ability. Some of these pupils are diagnosed as dyslexic. Support is provided for these pupils out of lessons via the school's Dyslexia Unit and through Target Literacy and Numeracy. An additional charge is made for this 1:1 support.

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

The school is also aware of and seeks to meet the needs of the able child. We are members of the National Association for Gifted Children.

## **LIBRARY PROVISION**

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

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

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

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

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

## **LOST PROPERTY**

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

Unnamed lost property is kept in a bin outside Mr Holmes room.

Unnamed lost property will be displayed at relevant Parents' Evenings before being placed in the school's secondhand uniform shop (normally after three months).

## **LUNCHESES**

Pupils at Mayville may bring a packed lunch or order food as provided by the school's kitchen. Lunch orders are taken by form teachers during registration. Parents are encouraged not to provide peanut butter sandwiches in case we endanger pupils with allergies.

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

Milk can be ordered on a termly basis.

## **MINIBUS**

The school currently has 5 minibuses, all with seat belts. The code of behaviour on buses is in the Behaviour Management Policy.

## **MOBILE PHONES**

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

## **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 work of the school.
- receive information about the school.

These are usually held during the normal school day and extend into the evenings.

## **PARENTS' WEBSITE**

Up to date information and copies of letters are regularly posted on the Mayville parents' site which is [www.mayvilleparents.com](http://www.mayvilleparents.com).

## **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 the local residents and ensure that you never leave your car unattended across the driveway of houses in the road. Residents may call the police!!! You should also be aware that there is a residents' parking scheme south of Clarendon Road and traffic wardens regularly visit the area.

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

## **PASTORAL CARE**

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

## **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 medical details of pupils is updated each term and a copy is sent to the senior member of each department and a copy is available in each staff room.

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

## **REGISTERS**

Registers are completed in accordance with government regulations.

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

## **RELIGIOUS OBSERVANCE**

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

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

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

## **REPORTING TO PARENTS**

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

Written Reports –

Pre-prep/Junior            Autumn Term – short reports.  
   Summer Term – reports detailing in outline programme of work covered and performance during the year and, where relevant, in end of year examinations.

Meetings –

Pre-prep/Junior            Autumn/Spring Term – meetings with appointment times provided.  
   Summer Term - non appointment meetings to discuss past year/end of year reports

## **Information Evenings**

Swans                            Introduction to Kestrels and Lower I – June.  
Lower I pupils                Introduction to Upper I (Key Stage I) – June.  
Lower II pupils                Introduction to Upper II (Key Stage II) – March.

A 'Senior School Experience' evening is held in September for parents of Upper III pupils going into Remove the following year, which includes a brief talk by the Headteacher and staff, followed by informal discussion. The school also holds a 'Move Up Day' in the Summer term when parents are invited to meet with teachers for the forthcoming year.

## **SCHOOL COUNCIL (Junior)**

Within the Junior School, Form Captains from each class meet on a half termly basis as the Junior School Council. The Council is primarily responsible for the selection of a charitable cause, that will be supported by the Junior and Pre Prep school for that academic year.

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

Staff – Miss B. Wareham	Administrative Officer
Mrs. D. Piercy	Administrative Assistant (Staff)
Mrs. G. Hunter	Administrative Assistant (Pupils)
Mrs B. Magee	Administrative Assistant (Finance)
Ms J. Copestake	Administrative Assistant (PR)

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 monthly to review and promote good practice within the school. Members are:-

Headteacher  
Senior Deputy Headteacher & Head of Dyslexia Unit  
Deputy Headteacher – Junior Department  
Senior Teacher – Early Years and Pre-prep  
Assistant Headteacher – Senior School  
Administrative Officer

## **SAFE USE OF THE INTERNET**

Policy attached.

## **TELEPHONE**

The School Number is 02392 734847 – the answer phone is usually put on at 4.30 p.m. After 4.30p.m. there is a direct line to the Junior and Nursery school which is 02392 738991. This will enable you to contact the school if there are delays collecting from aftercare.

## **TERM TIME HOLIDAY**

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

## **TRANSPORT**

Mayville's minibuses collect pupils from the Hayling Ferry and from Portsmouth Harbour/Hovercraft. Please contact the school office for details. Lucketts Coaches operate from a variety of destinations to the Independent schools in Southsea. Please contact Lucketts direct on 01329 823755 for further details.

## **VISITS**

Staff are encouraged to take pupils out of the school on educational trips. No additional charge is usually made for day trips that are undertaken as part of the school's educational programme. Skiing trips, visits to France and residential trips are arranged from time to time; these are optional and a charge is made.

## **WALKING TO SCHOOL/CYCLING TO SCHOOL**

We encourage pupils in UIII and above who live locally to walk or cycle. Cycle racks are available for bikes to be locked to. Cyclists must wear helmets; girls may wear their navy tracksuit trousers and change into their skirt on arrival at school.

Parents of pupils in UIII who wish their child to cycle must write to the Headteacher confirming their approval.

**MAYVILLE HIGH SCHOOL**  
**GUIDANCE TO PARENTS ON THE SAFE USE OF THE INTERNET**

(This information is based on government guidelines –  
see [www.parentscentre.gov.uk](http://www.parentscentre.gov.uk))

The internet is a useful educational and social tool. As part of each pupil's curriculum enhancement and the development of ICT skills, Mayville High School provides supervised access to the internet, including e-mail. Our school internet access provider operates a filtering system that restricts access to inappropriate materials. The skills learnt within school may also be used at home and the following guidance is for safe use of the internet at home.

1. Probably the most important safety step is to use internet filtering software, walled gardens and child-friendly search engines. It is possible to install differing degrees of security for each member of the family.
2. Keep the computer in a communal area of the house, where it is easier to monitor what your children are viewing. Allowing children a computer in their own bedroom with unsupervised access is potentially dangerous.
3. Compile with your child your own family code of acceptable internet use. This will obviously depend on your child's age and requirement to use the internet educationally.
4. Monitor the length of time your child spends on the computer. Recent research in the United States show that as many as 10% of internet users have an addiction. Whilst it is unlikely your child is addicted, ensure you agree a fixed time for use of the computer and that it is kept to. Also ensure that other interests/homework/friends are not being sacrificed in favour of use of the internet. There are also health issues involving eye strain and neck, wrist and hand strain (which could lead to repetitive strain injury). Children should take a break from the computer at least every twenty minutes (can be slightly longer according to age).
5. When using the internet for homework, encourage your child to look at more than one website. Also ensure that they understand what plagiarism is ("taking ideas from another and passing them off as one's own") and that it could have serious consequences, particularly if used as coursework in external examinations. Children need to learn to evaluate the information they find on the website, distil from sites the information they need and most importantly develop their own reasoned judgement about the information they have found. They must also use reliable sources of information – just because it's on the web doesn't necessarily mean it's accurate. Pupils should also learn to cite their sources properly.
6. Ensure children understand safe use of the internet. Explain to your children that they must not give out personal details. Use a family email address to receive mail. Encourage your children to tell you if they feel uncomfortable, upset or threatened by anything they see online. Never allow them to make arrangements to meet an 'on-line' friend without your supervision.
7. Ensure that your children understand that they must never put onto the internet any comments which may be deemed racist, sexist, bullying, unkind or libellous.
8. Chat rooms/MSN etc. are very popular (compulsive??) but children must only visit chat rooms that are moderated and child friendly.
9. Periodically monitor your child's use of the internet – they are young and may need guidance. If they have their own website are they happy to show it to you?
10. 'Cyberbullying' is a term which covers bullying by text-message, e-mail or web sites. The problem with this is that it can occur for 24 hours a day and can be extreme because it can be anonymous and there is no 'face-to-face' responsibility. Ensure that your children always tell you if they receive any bullying messages of this type. There is more information about this on [www.parentscentre.gov.uk](http://www.parentscentre.gov.uk).

One part of this article states:-

“Somehow young Net users have developed the notion that they have a right to say anything they want online, regardless of its impact, and free disclosure of one’s thoughts and everyday lives is acceptable, if not fully expected, by one’s peers. Young people often don’t think about the implications of their most intimate thoughts being shared in a public forum that is searchable by any Net user in the world (including university admissions people or future employers).”

## SAMPLE

### MAYVILLE HIGH SCHOOL

#### SCHOOL/PUPIL AGREEMENT ON THE USE OF THE INTERNET AT SCHOOL

Mayville recognises the wealth of cultural, social and intellectual material available for you on the internet. We intend to teach you how to use the internet for educational purposes. Dangers exist for young people who use the internet unwisely and you will receive instruction in its safe use. The school’s internet access provider operates a filtering system that restricts access to inappropriate materials. We do, however, require each pupil to observe the following guidelines. Pupils misusing the internet will be forbidden future access.

1. The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any internet sites visited.
2. No pupil may place on any internet area any comment which may be deemed sexist or racist or be of an unkind nature. No derogatory statement about the school, any member of staff or pupil may be made. ‘Bad’ language may not be used.
3. Access to the internet may only be made through the school’s authorised access provider.
4. All internet use should be appropriate to your education, all sites and materials accessed must be appropriate to work in school – it may not be used for any personal social reasons.
5. Activity that threatens the integrity of the school ICT systems or attacks or corrupts other systems is forbidden.
6. Posting anonymous messages and forwarding chain letters is forbidden.
7. Just because information is on a web-site does not mean it is correct – use reliable sites, distil and evaluate information and develop your own reasoned judgement. Do not just copy out tracts of information and present it as your own. This is known as plagiarism and can have serious consequences.
8. If using e-mail at school, correct language must be used at all time and e-mails must be relevant for an educational purpose only.
9. Use of the internet for personal financial gain, gambling, advertising is forbidden.
10. MSN/Chat Rooms or other similar areas may not be visited via the school’s internet or in school time.

I have read the above guidelines and agree to observe them and any further rules implemented from time to time by the school.

Signed.....

Date .....

## MAYVILLE HIGH SCHOOL

### 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 staff for other problems):-

DISEASE/ILLNESS/CONDITION	MINIMUM PERIOD OF EXCLUSION
Chickenpox	6 days from onset of rash
German Measles	4 days from onset of rash
Measles	7 days from onset of rash
Mumps	Until swelling has subsided
Whooping cough	21 days from onset of cough
Head lice	Until treatment has been given
Impetigo	Until spots have healed (weeping spots usually around the nose and mouth)
Scabies	Until adequate treatment completed
Hand, Foot & Mouth Disease	Until lesions have healed
Conjunctivitis	Until eyes are clear of stickiness
Gastrointestinal Infection	24 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. Let us know immediately if your child has an infectious illness so we may inform other parents. If your child becomes unwell at school you will be informed and required to collect your child. Staff will ensure that the child is made as comfortable as possible until they are collected. Even though you will have contacted the school on the first day of absence written notification of reason for absence must be sent with the child on their return to school – this is a legal requirement.

# SAMPLE

Please return to your child's Form Teacher

FORM OF CONSENT – TRAVEL/PUBLICATIONS  
MAYVILLE HIGH SCHOOL  
ACADEMIC YEAR 2010/2011

I give permission for (name) .....

to participate in short outings which may be arranged in the local area and where appropriate for him/her to participate in sports fixtures away from school. I understand that travel may take place in the school minibus or on the odd occasion in a member of staff's private car. I also authorise, in the event of an emergency, the administration of essential medical treatment as recommended by a qualified practitioner. I understand that letters about forthcoming trips will not be forwarded every time the school undertakes a trip that is within the City boundary and is in school time, particularly as some of these may be arranged at short notice and be dependent on weather. (Please note that you will be informed of any trip that is outside the City boundary or outside of school hours).

**Consent for your son/daughter appearing in a publication will be deemed to have been given unless you write to the Head stating that on no account do you wish any image of your child to appear in any school publication.**

Signature of parent/guardian .....

Date .....

SAMPLE



**Mobile phone registration form 2010/2011**

Name .....

Form .....

Make of phone .....

Model of phone .....

Mobile phone number .....

This phone has the following functions: (delete as necessary)

Stills camera / video camera / / text facility / email facility / access to www

I agree to abide by Mayville's regulations concerning mobile phones in school

Signature .....

Date .....

If you change your phone please obtain a new registration form from the office, complete and return to your form teacher.

SAMPLE

Parents of pupils in the Junior School

September 2010

FORM OF CONSENT TO ADMINISTER PARACETAMOL

ACADEMIC YEAR 2010/2011

If a child in the school is feeling unwell a member of our First Aid staff is prepared to administer a liquid paracetamol dose. If you are happy with this arrangement can you please complete the consent form below and return it to your child's form teacher.

NAME .....

FORM .....

\*I confirm that I am prepared for a trained First Aider to administer paracetamol to my child if \*he/she is feeling unwell.

\*I do not wish my \*son/daughter to be given any medication by the school.

- Please delete as applicable

# SUNSMART POLICY

## PRE-PREP AND JUNIOR-PREP DEPARTMENTS

At Mayville High School we want Staff and Pupils to enjoy the sun safely. Working with Staff, Pupils and Parents we hope to achieve this through:

- EDUCATION
  - Pupils will have at least one sun protection lesson at the start of the summer term.
  - We will talk about how to be sun smart in assembly at the start of the summer term.
  - Pupils will have cross-curricular lessons about the sun i.e. Science, Art, Story time, Music.
  - This policy will form part of the information booklet sent out to all new parents.
  
- PROTECTION
  - There is enough shade on the school playground for pupils to get some relief from the sun during break and lunchtime.
  - Staff on playtime duty will be advised to encourage pupils to seek shade when necessary.
  - Pupils will be encouraged to wear a School sun hat during breaks, outside activities and Physical Education lessons.
  - Gazebos will be used during sports days and any other outside activities where the pupils will be sitting for any length of time.
  - Sunscreen use will be encouraged.
  - Letters will be sent home asking parents to ensure sunscreen of at least factor 20 is applied daily to their child before sending them to school during the summer season. Please note that, in the first instance, it is the parents' responsibility to ensure that their child is adequately protected.
  - Pupils will need to bring in their own clearly labelled bottle of at least factor 20 sunscreen so that added protection can be applied as and when necessary.

DK/JHd-18/5/10

# Mayville High School



## BEHAVIOUR MANAGEMENT POLICY

MC/SH-D/BCW/DK/GR 29/3/10

## **Behaviour Management Policy**

Introduction

Basic Standards (Rules)

Rewards and Sanctions

Codes of Conduct

Dining Room Code of Behaviour

Drugs, Smoking, Alcohol

Respect for others (bullying)

Policy for Exclusion

Uniform

## MAYVILLE HIGH SCHOOL BEHAVIOUR MANAGEMENT POLICY


Behaviour management is a central issue within Mayville in which everyone has a role to play:

- Pupils
- Staff
- Parents

Why behaviour management is important:

- Mayville seeks to create an environment of care between staff and pupils and between pupils themselves; mutual respect and good manners are the basis of this caring ethos
- a disciplined environment is necessary for effective teaching and learning and to allow each pupil to reach their potential
- pupils are provided with a framework of conduct which will prepare them for their adult life and to be successful in the work environment.

The ideal Mayville pupil is:

creative		motivated
considerate		happy
tolerant		enthusiastic
polite		caring
kind		courteous
organised		hard working
industrious		punctual
positive		loyal
stable		responsible
honest		independent
law-abiding		friendly
flexible		thoughtful
confident		healthy

# BASIC STANDARDS

The Basic Standards as 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. Additionally, you are ambassadors for the school, it is judged by your behaviour and appearance and, as such, we expect you to follow our behaviour code.

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

## **Walking around buildings**

- Pupils should walk quietly around buildings.
- No food should be eaten in corridors or on stairs or whilst walking up and down the road.
- Never bring chewing gum to school or eat it within the school environment (immediate BCM).
- 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** - only pupils in Lower V and Upper V may cross the roads without adult supervision. Pupils must remember that they are sharing pavements with members of the public and are passing people's houses.

They must at all times:

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

(If you have waited and have not been crossed by a member of staff – return to Livesey House and ask a member of the Office Staff to cross you, if you are on the Clarendon House side re-enter the building and ask a teacher to cross you).

## **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 the 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.
- Cross the road silently, do not chat to friends whilst crossing.
- Walk straight across the road, do not cross diagonally.
- Walk in front of the controlling member of staff, not behind him or her.
- Pupils in Upper V and Lower V may cross the roads without adult supervision as long as they do so in a responsible and safe manner, following the rules as set out above. Pupils observed behaving in an unsafe manner whilst crossing may lose the right to cross unsupervised. When there is a patrol crossing officer on duty you must obey their crossing instructions. CCTV monitors the zebra crossing.

### **Behaviour at the start of school**

- Do not be late for school. If you are ill the Office must be informed by telephone on the first morning of your absence by 9am and a written letter of confirmation must be brought with you on your return. If you arrive later, or leave early, you must inform the Office or the Staff Room in Clarendon.
- During registration, sit with your desk lid down and in silence until the register has been taken. Reply with “Yes Mrs. X” or “Good Morning Mr. Y”, according to your form teacher’s direction.

### **Behaviour at the start of lessons.**

- Pupils must arrive at lessons promptly
- Pupils must enter the room quietly
- All pupils must have correct books and equipment (note - no bottles of ink or correcting fluid may be brought to, or used in school).
- Pupils must wait quietly for the member of staff and stand to greet him or her. The Office or relevant staff room must be informed by the Form Captain or other member of the class if a teacher does not arrive within five minutes of the lesson start.

### **Behaviour in lessons**

Pupils must accept responsibility for their own learning by:

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

*Disrupting a lesson not only hampers your progress but that of others in the class and is not acceptable.*

### **Completion of Homework**

- Pupils must write homework in their homework diary
- 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 the member of staff
- Pupils must ensure their homework diary is signed by parents each week and passed to the form tutor for checking
- In the event of a valid reason for non-completion of work pupils must ask their parents for a letter or discuss the situation with the member of staff concerned.

### **Appearance**

You are ambassadors for the school and it is judged by your behaviour and appearance.

- The correct school uniform is to be worn at all times. Be proud of your uniform, keep it clean and in good repair. Coats should be done up.
- Hair must be tied back if it is of shoulder length. Pupils must not have ‘shaved’ hair styles. Hair should not be obviously coloured and not coloured at all in KS3 classes.
- No ear studs may be worn in the Junior School. In the Senior School girls may wear small gold or silver round ear studs - one in each lower ear lobe. They may have to be removed during P.E. or other sporting activities and the school cannot be held responsible if they are lost.
- The only other acceptable item of jewellery is a watch. Other jewellery, if worn, will be confiscated.

### **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 should show consideration for younger members of the community, enjoy their company but for safety reasons, never pick them up!
- Be polite to each other and to staff at all times.
- Any form of physical violence will not be tolerated.
- Do not call each other names, verbal bullying hurts - do not send unpleasant texts or internet messages to each other.

*Be aware of the school's anti-bullying policy and of possible sanctions and help available.*

### **Your environment**

- Never deliberately damage paintwork, notices or wall displays.
- You are responsible for the desk and locker issued to you; ensure they remain free of graffiti and undamaged.
- Keep your form room tidy.
- Pick up litter - whether you dropped it or not!

### **Smoking/Drugs**

- Smoking in school or whilst in uniform is not permitted and will result in immediate suspension.
- The possession 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 seriously.

### **Mobile telephones/valuables**

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

- Mobile telephones may not be brought to school in the Pre-prep or Junior sections of the school except by pupils who travel independently on coaches or by public transport. In the Senior School, if brought, they must be switched off and handed in to the form teacher in the morning. They will be taken to the Office/Staff Room for safe keeping during the day.
- Do not use your mobile telephone to make unpleasant text messages to other pupils.
- **Mobile telephones 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.**
- Money must always be kept in a purse belt 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, hand it to the Office for safety.

### **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 change seats whilst minibus is moving.
- Pupils must not shout out
- Pupils must not make faces/gestures at people inside or outside the minibus.
- Normal school rules apply within the minibus, e.g. the use of bad language, respect for each other and the driver.
- 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.

**Never bring to school any knife or other instrument which may be deemed an offensive weapon.**

## REWARDS AND SANCTIONS

*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, enforce and enhance performance and behaviour.

### Pre-Prep & Junior School

**Good Work Stars** - are awarded for work that has been completed to a particularly high standard by the pupil. One point is added to House Work Trophy.

**Bad Work Stars** - are given for work that has not been completed to an acceptable standard by that pupil. One point is deducted from House Work Trophy.

**Good House Marks** - will be awarded for behaviour which is particularly praiseworthy, e.g. assisting a member of staff without being asked to do so; taking on additional duties willingly; ensuring a fellow pupil with a problem receives assistance; tidying a classroom or other area of the school.

Good House Marks provide five points towards the House Conduct Cup.

These are recorded in homework diaries by awarding teacher/form teacher & in Pre-prep slips are sent home to parents.

**Bad House Marks** - these are given for serious or repeated breaches of the code of conduct e.g. failing to wear the correct uniform, wearing jewellery which is not permitted, failing to hand-in homework on time etc.

Bad House Marks deduct five points from the House Conduct total.

These are recorded in homework diaries by awarding teacher/form teacher & in Pre-prep slips are sent home to parents.

Detentions are given for three Bad House Marks if accumulated within one half term. A specific time for the detention will be agreed with the parent.

### Whole School

**Good Conduct Marks** - these may only be awarded by the Headteacher and Deputies and are for exceptional acts of kindness, good manners, or good behaviour. (Letters are sent to parents informing them of this award and the reasons for it).

Good Conduct Marks — these provide ten points towards the House Conduct Total.

**Bad Conduct Marks** - may only be given by the Headteacher and Deputies and are for serious breaches of the code of conduct. (Letters are sent to parents informing them of this mark and the reasons for it).

Bad Conduct Marks deduct ten points from the House Conduct Total.

**Certificates of Merit** - are awarded for well completed work.

**Interviews with Parents** - the Headteacher may ask to see parents to discuss particular problems with pupils if behaviour is unacceptable. Specific measures may be introduced such as a behaviour book/daily lesson monitoring etc.

**Headteacher's Award:** is an award given to pupils for exceptional work, commitment to the school or behaviour. The pupil will be presented with a certificate and small prize, plus a letter will be sent to parents informing them of this award.

#### Suspension

The Headteacher reserves the right to suspend from the school any pupil who consistently fails to conform to the Code of Conduct, following the school's Suspension and Expulsion policy or for a major failure to conform to Mayville's expectations.

**Expulsion** – see Suspension and Expulsion policy.

# **MAYVILLE HIGH SCHOOL**

## **CODE OF CONDUCT**

Show respect for yourself

Show respect for members of staff

Show respect for people in the community

Show respect for School buildings and equipment

Be polite

Be tolerant

Be caring

Be considerate

Be punctual, smart and organised

Be honest

Always work to the best of your ability

Believe in yourself

(Confirmed by Extended School Council 21.1.08)

# DINING ROOM CODE OF BEHAVIOUR

## **Our aim**

To enable all students and staff to enjoy eating their lunch in a relaxed, pleasant atmosphere. It is an opportunity to talk to friends and renew energy. (We aim to avoid indigestion, nervous exhaustion, sore throats, deafness, migraine and other associated complaints!)

## **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 benches  
If you wish something to be passed to you ask politely, remembering to say please and thank you.
4. When queuing, wait quietly and do not push in.
5. Ensure that when you have finished your lunch, all rubbish is disposed of tidily and in the correct place (even the crisp packet you dropped on the floor!)
6. Sit silently when grace is said.

## **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. Enjoy what you are eating, eat slowly, you are not in a race!

## **Lunch-time – Pre-prep only**

Children are encouraged to behave politely and sensibly at lunch-time. Children who have hot dinners in the dining room have a lunch record card and good behaviour is recognised with an accumulation of points leading to a Good House Mark

Stickers are available to encourage children to eat their lunch.

### **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 PSHE 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.
- The normal situation when abuse or possession is suspected: the Headteacher will take steps to determine the facts of the situation.
- Parents will be informed by telephone of the situation and the course of action to be taken which may include meeting with parents and pupil, suspension and 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 or cigarettes:

- No pupil may bring alcohol or 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.
- Punishments 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 develop.

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 incidences 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.

Revised March 2010

## **MAYVILLE HIGH SCHOOL POLICY FOR SUSPENSION & EXPULSION**

Mayville aims to provide a caring and supportive environment for all pupils within the school. Because of the nature of the school, all will be done to try to reinforce positive behaviour, rather than just punish negative acts. To exclude a pupil, is, therefore, seen as a last resort by the school and will only be utilised if a serious breach of the school's expected standards of behaviour is involved, (e.g. bringing drugs into school; physical abuse of other pupils or staff) or where a pattern of poor behaviour/attendance or work has not been remediated despite efforts on the part of the school. Whilst the rights and needs of the individual are important, so they must be earned and must not prejudice those of other members of the school community.

It states in the school's Conditions of Admission:

*The Headteacher reserves the right to refuse admission to any pupil and to request the removal of any pupil who persistently fails to conform to school rules, without refund of fees.*

Further it states in the Regulations and Entry Form signed by parents:

*The Headteacher reserves the right to require the removal of a pupil if in the opinion of the Headteacher, satisfactory standards of work or conduct are not maintained or if the pupil's presence in the school is undesirable.*

The Headteacher does not have final authority to exclude a pupil from Mayville but may make a recommendation to the Trustees via the Chairman of Trustees for his approval. In the case of permanent exclusion the Chairman of Trustees will normally have to be satisfied that all reasonable strategies to improve a pupil's behaviour have been tried and have failed.

In the normal course of events there will be a final warning coupled with suspension for one or two days before the final sanction of permanent exclusion takes place. Thus final warning will however, not be offered in the case of serious disciplinary matters.

Following a fixed term exclusion, pupils will be provided with support by a designated member of staff who will act as a mentor to provide pastoral support in addition to that already given by the form teacher.

Exclusion will take place at a meeting with the Headteacher, pupil and parents. The exclusion will be confirmed in writing. The exclusion letter will indicate:

- the reasons for the exclusion and, if temporary, the date and time the pupil is expected back at school.
- full details of the circumstances and events that have led to the exclusion, together with steps taken to try to avoid it.
- the parents' right to make representations to the Trustees and the latest date by which any written representations must be made (15 days from the date of exclusion)
- the address of the relevant LEA to whom the parent should make an application for a vacant place.

Procedure in outline:

- Exclusion for a fixed period or permanent exclusion — recommended by Headteacher supported by Chairman of Trustees, or in his absence another trustee.
- Parents to be handed written notification at the exclusion interview or within 2 working days of the reason(s) for exclusion and of their right to appeal to the Disciplinary Committee of the Trustees.
- Parents must exercise this right within 15 days of the date of exclusion.
- The Disciplinary Committee of the Trustees will hear the representations of the parents (the Disciplinary Committee to consist of three members of the board of Trustees not involved in the original decision.).
- The parent will be invited to attend this meeting.

# UNIFORM

The wearing of uniform is strictly enforced at Mayville.  
Attached is a list of the full requirements. Uniform is worn:

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

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

All uniform items must be clearly named.

Hair if of shoulder length must be tied back. Hair must always look natural in colour. No extreme hairstyles, hair gel or spray are acceptable.

The only permitted jewellery is:

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

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

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

**MAYVILLE HIGH SCHOOL  
JUNIOR GIRLS' DEPARTMENT - UNIFORM LIST  
FORMS: UPPER II - UPPER III**

**GENERAL UNIFORM**

Mayville three in one navy waterproof coat (Knight & Lee)  
Navy blazer with school badge and cord  
Navy V-necked pullover  
School scarf  
Shoe bag  
Navy purse belt

**WINTER UNIFORM**

Navy “V” neck tunic – regulation design – Knight & Lee only  
Pink check blouse with collar and long sleeves  
School tie  
Navy gloves (if worn)  
Navy hat with school badge  
Black leather flat shoes of a suitable style  
Navy blue knee length socks or plain navy blue woollen or opaque tights  
Navy hair ribbon, brown/black hair slides (if worn)

**SUMMER UNIFORM**

Pink check dress  
Pink/white knickers  
White short socks  
Regulation blue/black sandals (not sling back or open toe)  
Straw boater with hat band (bow at the back)  
Navy regulation skirt (UIII) only  
Pink check short sleeved blouse (UIII only)  
Navy cagoule  
White/pink hair ribbon (if worn)

**SPORTS REQUIREMENTS - UII - UIII**

**Name tapes to be sewn on front of sports garments**

White aertex shirt with school logo  
House coloured tee shirt  
Navy track suit trousers (plain – no side stripes or large logo)  
Red sweatshirt with school logo  
Red leotard – available Stage Door, Elm Grove  
Red sports knickers  
Navy shorts  
Red PE skirt (compulsory)  
Navy shorts (optional)

## **JUNIOR GIRLS' - SPORTS REQUIREMENTS Cont.**

White socks  
White trainers  
Red ballet shoes  
Red ballet skirt (UII/LIII/MIII/UIII)  
Summer term only  
Blue/black swimming costume  
Swimming cap in House colour  
House swimming bag

\*\*\*\*\*

The following articles are available from the School office

School bags	All School badges
Swimming bags	Blazer cord

\*\*\*\*\*

School Outfitters: Knight and Lee, Palmerston Road, Southsea  
Sports Outfitters: Hargreaves Promotions, Rodney Road, Fratton, Portsmouth

Uniform Shoes: Any reliable shoe shop

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

Watches may be worn by pupils in the Junior school but the school cannot accept responsibility for loss or damage to these. No other jewellery including ear studs may be worn.

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

**MAYVILLE HIGH SCHOOL  
JUNIOR BOYS' DEPARTMENT - UNIFORM LIST  
FORMS: UPPER II - UPPER III**

**GENERAL UNIFORM**

Mayville three in one navy waterproof coat (Knight & Lee)  
Navy blazer with school badge and cord  
Navy cap with School badge  
School scarf  
Charcoal grey long trousers  
Navy blue pullover  
Black leather laced shoes or velcro  
School tie  
Navy purse belt

**WINTER UNIFORM**

Long sleeved white shirt  
Navy short socks

**SUMMER UNIFORM**

Short sleeved white shirt  
Short navy socks  
Grey short trousers may be worn  
Navy cagoule

**SPORTS REQUIREMENTS - BOYS - JUNIOR DEPARTMENT**

**Football (Autumn/Spring terms)**

**Name tapes to be sewn on front of sports garments**

Red shorts  
School soccer/rugby shirt  
Red soccer socks  
Soccer boots  
Shin pads  
Towel  
Gum shield (mandatory)

**Gymnastics (all terms)/Summer sports**

House coloured tee shirt  
Navy cotton shorts  
White polo shirt with school logo  
White sports socks  
White trainers

## **JUNIOR BOYS' SPORTS REQUIREMENTS Cont.**

### **Swimming (Summer term)**

Navy/plain black swimming trunks (not shorts)  
Towel  
House swimming bag

### **General**

Navy tracksuit trousers (plain – no stripes or large logo)  
Red sweatshirt with school logo

\*\*\*\*\*

The following articles are available from the School office

School bags  
Blazer cord

All School badges  
House swimming bag

\*\*\*\*\*

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September 2010

## **MAYVILLE HIGH SCHOOL**

### **PRE-PREP AND JUNIOR SCHOOL EQUIPMENT LIST**

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

#### LOWER I, UPPER I,

Set of colouring pencils

#### LOWER II, UPPER II

As Form I +

"Complete Junior Praise" Hymn Book - available from the School Office  
Aulos or Yamaha recorder/book/bag (Upper II only) – available from the school office at £18 for the set.

Set of felt tip colouring pens (Upper II only)

Pritt stick, ruler, pencils, rubber

#### LOWER III

As Lower II +

30cm rigid ruler (preferably clear plastic)

Pocket English Dictionary

Philips Modern School Atlas

Scissors

A cartridge fountain pen may be introduced during the year

"No Nonsense" by Shaeffer, medium nib recommended

Pritt stick, ruler, pencils, rubber

#### MIDDLE III, UPPER III

As Lower III +

Good News Bible (hard back)

Protractor (clear plastic)

Pair of compasses

Pritt stick, ruler, pencils, rubber

USB Flashdrive/Memory stick

(minimum 1GB, recommended 4GB) available from the School Office

September 2010