

MAYVILLE HIGH SCHOOL

PRE-PREP DEPARTMENT



Mayville believes that it is the happy child who will learn and the one with self respect who will best meet his or her potential

INFORMATION BOOKLET

September 2009

MAYVILLE HIGH SCHOOL LIMITED
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Parents website address: www.mayvilleparents.com



WELCOME

This booklet has been put together to welcome you and your child to the Pre-Prep Department of Mayville High School. For some of you this will be your first experience of Mayville, and indeed of School as a whole. Others of you will already be familiar with the routines of school, but will still have questions that need answers. Hopefully this booklet will answer most of your queries. If however you still have any worries 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.

PRE-PREP 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

Kestrels – Key Workers	Mrs N Trayte/Mrs Tremorin/Mrs Edginton
Lower I Peacocks (girls)	Miss A Gall (Reception)
Lower I Parrots (boys)	Mrs P Greed (Reception)
Upper I Bears (girls)	Mrs A Awis (Year 1)
Upper I Badgers (boys)	Mrs H Tudgay (Year 1)
Lower II Whales (girls)	Mrs S Oster (Year 2)
Lower II Dolphins (boys)	Mrs M Jones (Year 2)

Sport
Miss L Page
Mr R Meli

Classroom Assistants
Mrs. L. Foord
Mr R Meli
Mrs M Elton-Walters
Miss S Mays
Mrs S Dekker

SCHOOL HOURS AND LESSON TIMES

ACADEMIC YEAR 2009/2010

NURSERY

Main session times	9.00 a.m. - 12.00 noon 1.00 p.m. - 4.00 p.m.
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The Nursery is also open for pre-school care from 8.00 a.m. for lunch cover during the lunch period and for after-school care until 6.00 p.m.

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

PRE-PREP

Kestrels	9.00 a.m. – 12.00 and 1.00 - 4.00 pm
LI	8.50 a.m. – 3.10 p.m.
UI	8.50a.m. – 3.15 p.m.
LII	8.50 a.m. – 3.20 p.m.
Morning break	10.10 a.m. – 10.25 p.m.
Lunch	11.45 a.m. – 12.45 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 p.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	10.45 a.m. – 11.00 p.m.
Lunch	12.45 p.m. – 1.15 p.m.

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

LESSON TIMES

Lessons in the Senior School consist of 6 x 50 minute periods, 1 x 40 minute with 5 minute changeover.

HOLIDAY TIMES - the main school currently closes for 16 weeks a year. Holiday courses cover 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 month – 12 months
CYGNET	12 – 15 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

Kestrels
Art Studio
Drama room
Design Technology
Junior Staff Room
Junior School Library
Junior computer room
Ecclesiastical Hall
Junior classrooms
Linda Owens Hall
Second Hand Uniform
Kitchen

Margarette Russell House (Kenilworth Site) – Pre-prep Department

THE COTTAGE – ST. SIMON'S ROAD.

Nursery

CLARENDON BUILDING – CLARENDON ROAD (Senior - Girls Form Base)

Ground Floor –classrooms and science laboratory

First Floor – Classrooms and staff room

Second Floor - Classrooms

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

Classroom accommodation + Library + Computers+ Science Laboratories + Staff Room

Music Rooms

Headteacher's Office

School Office

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All school buildings are networked via a laser link system

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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 normally on a Monday. Assembly for Pre-prep will be held on Monday and Thursday.

Monday 9.00 am. If not a 'whole school' assembly individual departments will hold a morning assembly –
Pre-prep and Junior – Ecclesiastical Hall
Senior School – House assemblies plus form time for PSE

This assembly will have a Christian message.

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

Friday 9.00 .am. Junior School Assembly – also a more informal occasion with each class taking their turn at leading the assembly with prayers stories, etc.

Thursday 8.50 a.m. Senior School - House Assemblies.

One morning a week at own choice each form will hold form prayers.

BEHAVIOUR MANAGEMENT – see policy attached

BUILDINGS

Security – doors to all buildings are kept locked except at normal arrival and leaving times.

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.

COLLECTION PROCEDURES

Children will be brought to the parents at the end of the day, and only when the collecting adult has been sighted and identified will children be released. It is therefore vitally important that if you have nominated another adult to collect your child on a particular day – you must inform the child's form teacher in writing.

COMMUNICATION

As stated above 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. In addition the Kestrels and LI forms have a "Going home" book and other forms have reading cards which are used as channels of communication.

'Welcome to Mayville' booklets are provided 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. The Chairman of Trustees' Annual Report is given at the Annual Prizegiving ceremony.

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 best 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 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 attached www.mayvillehighschool.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. A secondhand uniform service is run by the Friends of Mayville. Currently they open the 'shop' on selected Fridays for an hour. 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 recognise 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 sex, race, religion, abilities or social circumstances are not subjects for negative comment or behaviour of any kind.

EXAMINATIONS

There are no "examinations" as such in the Pre-Prep Department. We do however carry out a range of assessment procedures. These include KS1 SATS Tests internally in Year 2. The main idea of these procedures is to help teachers to gain a clearer idea of children's strengths, limitations, and progress, which in turn enables us to plan more effectively for children's learning.

EXTRA CURRICULAR ACTIVITIES

These are an important element of the life of the school. Bearing in mind the age of the children in Pre-Prep only a limited number of extra activities are available, however as children move through the Junior and Senior Schools the range of activities and Clubs widens considerably to account for all tastes and talents. Clubs include football, karate, music, yoga dancing, choir.

FORM STRUCTURE

In the Nursery there are currently three sections, "The Nest" for our 6-14 months, Cygnets which accepts pupils from 12-15 months to 2 and Swans into which pupils move at 2+ according to readiness. Kestrels are the 3+ age group and are situated in the Kenilworth building.

In Pre-prep and the Junior Department there is a two form entry – 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	“

Class sizes may occasionally be exceeded in exceptional circumstances.

The Senior School operates a two form entry, one of boys and one of girls. Currently this arrangement has reached Year 9. Mathematics is grouped from Remove as is some English. In Lower IV some pupils take an additional language, whilst others receive additional support in English, Mathematics and Science.

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 P.T.A. board in the Junior School foyer. 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. Please support these events – they are fun. Recently the P.T.A. has provided money towards the school's rebuilding programme, has purchased musical instruments, computers and items for the new Pre-prep building.

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 his/her 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 –

Homework reinforces and consolidates what has been learned in class

Young children love to share their experiences with their parents and undoubtedly improve their performance if they practise their emergent literacy and numeracy skills with them

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Kestrels and Lower I

1. Children in these classes are provided with a Going Home Book detailing any of the day's activities that could be followed up at home.
2. Sounds and/or reading.

Upper I

1. Spellings, Tables, Reading every evening.
2. As directed by the form teacher, this could include, handwriting, English, Maths, or information gathering for a topic. This is not on a regular basis during the first two terms, but becomes so during the final term.

Lower II

1. Spellings, Reading, Tables Every Evening.
2. Weekend a piece of Maths and/or English, and or topic work.

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:-

Conduct Cup
Work Cup
Sports Day
Swimming Gala – Junior and Senior School
Creative Arts
Various sports including netball/hockey/football/
rugby, cricket, cross-country running.

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. 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 contact you so that you can collect them..

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 letter is set to the form teacher by the parent detailing the exact dosage, the condition for which it is prescribed, plus timing for dose.
2. The exact dosage is in fact sent in, i.e. one tablet or one spoonful of an elixir (in a small bottle or other container). The container must be labelled with contents, the pupil's name and dosage and kept in the Pre-prep Office.
3. The medicine is handed to the form teacher at the start of the school day.
4. The medicine will, in fact, be administered by a teacher 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.
5. The administration of the medicine will be noted in the record book.

No pupil may keep medicines of any sort in their school bags

Administration of analgesics

The school has stocks of Calpol and paracetamol and these will be administered by qualified first aid personnel under the following conditions:

Nursery/Pre-prep – no medicine will be given without receiving prior authorisation from the parent by telephone. Any dose is to be recorded in the record book and a note is to be given to the parent collecting the child stating dosage and time.

Asthma Inhalers

In Nursery, Pre-prep and Junior departments, inhalers should be handed to the form teacher for safe keeping. These must be taken to sports fields on all occasions and on external trips.

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

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. There is an additional charge 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

Each classroom in the Pre-prep is furnished with its own library area. Each "library" will contain books suitable to the ages and abilities of the children in the class.

In addition the foyer area of Pre-prep has a small reference library for the use of all pupils. Children are encouraged to join their local public library and the department has visits from local librarians. Children also join the local Elm Grove library.

LOST PROPERTY

All property must be clearly named.

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

Unnamed lost property is kept in the lost property box in the foyer.

Unnamed lost property will be displayed at relevant Parents' Evenings before being placed in the school's secondhand uniform room (normally after three months). If obtaining an item of second hand uniform for your child please re-name it clearly.

LUNCHES

Pupils at Mayville may bring a packed lunch or have a hot lunch provided by the school's kitchen which is situated on the Kenilworth site. Lunch orders are taken by Form Teachers during registration. Parents are requested 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 breaktime snack. Milk can be ordered on a termly basis. (free to the Under 5's)

MINIBUS

The school currently has 4 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 Pre-prep department.

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
- inspect the school and its facilities
- view the work of the school
- receive information about the school.

Sometimes these are held during the normal working day of the school but on occasions are held on Saturdays, or 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

PARENTS AS PARTNERS

To be successful we know that education must be a three-way process involving the school, the child and parents. We are always happy to talk to you about any of your concerns. In the first instance it is probably best to talk to your child’s form teacher, but Mrs. Jones, Senior Teacher of the Pre-prep Department will be pleased to see you. If the matter is urgent and you cannot contact a member of the Pre-prep Staff, Mr Castle will usually be available to talk to any parents.

We encourage parents to take an active part in their child’s education. In order to do this parents need to be informed – we aim to do this in a variety of ways.

- Reports (as detailed on following page)
- Going Home Book – Reading Card
- Welcome to Mayville Meetings
- Coffee mornings which offer an opportunity to meet other parents and often include an informative talk on a variety of aspects of your child’s education.
- Help your child at Home. Notes on how to help your child by offering extra opportunities for learning at home. (See attached).

PARKING

We regret there is no parking for parents, 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 parents to 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, they will call the police!!!

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, therefore, we seek to keep an appropriate balance of abilities within a class and this ultimately will be the entrance requirement.

PUPIL RECORDS

Up-to-date records of personal details e.g. address, next-of-kin etc. are maintained in 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 a pupil's absence for illness. The school will telephone parents if children fail to arrive for the day.

On return to school after an absence a letter must be sent to the form teacher to explain the absence – this is a government regulation!

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 –

Nursery Annually

Pre-prep/Junior Autumn Term – short report.

Summer Term – reports detailing in outline programme of work covered and performance during the year and, where relevant, in end of year examinations.

Meetings –

Nursery Because of daily meetings with parents, only one formal meeting is held each year.

Pre-prep/Junior Autumn/Spring Term – meetings with appointment times provided.
Summer Term – staff situated together to discuss past year, but

principal aim is to meet teacher for forthcoming year.

'Welcome to Mayville' meetings are held for new parents in Lower I/Upper II and Remove which include a brief talk by the Headteacher and staff, followed by informal discussion. The school also holds a 'Move Up Day' when new parents are invited to meet staff.

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
- Deputy Headteacher – Junior Department
- Senior Teacher – Pre-prep
- Senior Teacher – Senior School
- Administrative Officer

TELEPHONE

The School Number is 02392 734847 – the answer phone is usually put on at 4.30 p.m. After 4.30 p.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 Eastney Ferry and from Portsmouth Harbour and Pembroke Park – please contact the school office for details
Various coaches operate from a variety of destinations to the independent schools in Southsea. Please contact the school office for details.

VISITS

Staff are encouraged to take pupils out of the school on educational trips. No additional charge is made for day trips that are undertaken as part of the school's educational programme.

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 well being 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	Until at least 24 hours after diarrhoea and/or vomiting has stopped.
Streptococcal Infection (sore throat)	Until recovered or at least 24 hours on 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 2009/2010

1. 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).

2. 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

MAYVILLE HIGH SCHOOL

**PRE- PREP FORM OF CONSENT TO ADMINISTER CALPOL
2009/2010**

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

*I confirm that I am prepared for a trained First Aider to administer calpol 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

Signed (Parent/Guardian)

Date

MAYVILLE HIGH SCHOOL
BEHAVIOUR MANAGEMENT POLICY

PRE-PREP DEPARTMENT

Introduction

Basic Standards (Rules)

Rewards and Sanctions

Code of conduct

Dining Room code of behaviour

Respect for others (bullying)

Policy for Exclusion

Uniform

MAYVILLE HIGH SCHOOL BEHAVIOUR MANAGEMENT POLICY

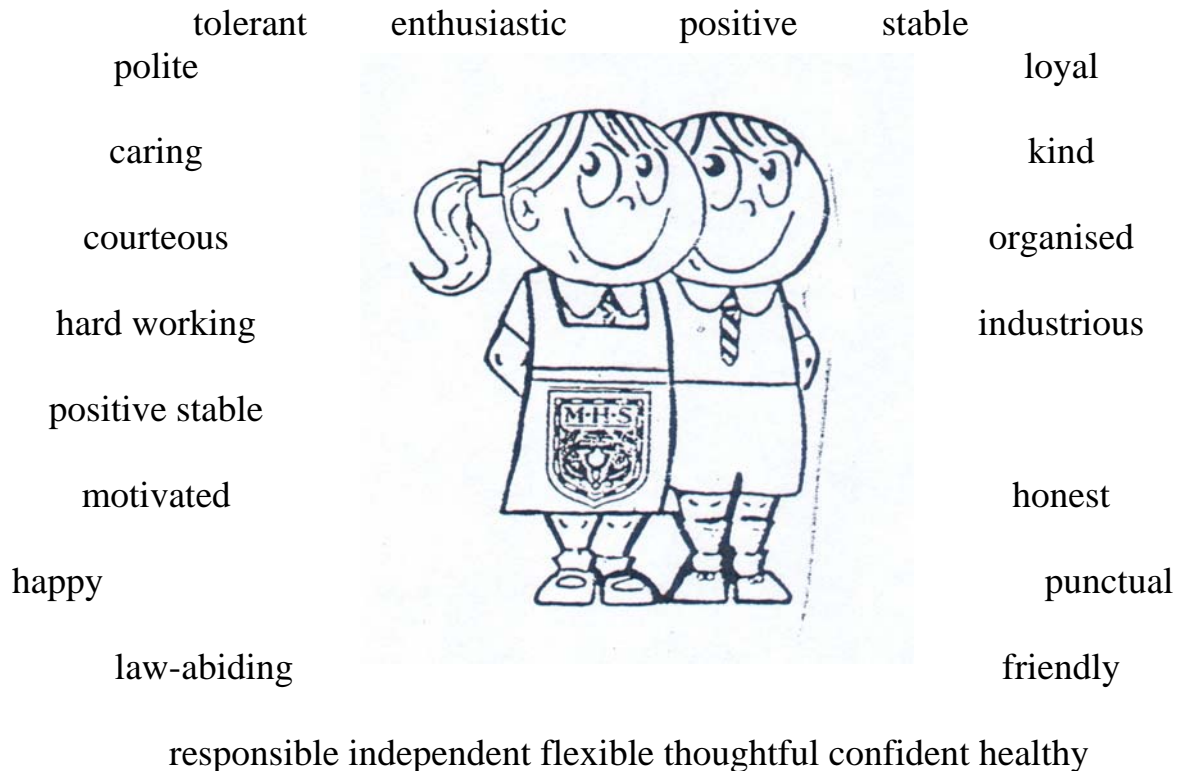
Behaviour management is a central issue within Mayville in which everyone has a role to play —

- Pupils
- Staff
- Parents

Why is behaviour management 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 -



BASIC STANDARDS

Pre-Prep Department

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 of 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 the stairs
- Never bring chewing gum to school or eat it within the school environment
- Walk in single file in corridors
- Keep left on the stairs
- Hold open doors for those following, and for Staff

Walking Between Buildings

Pupils must remember that they are sharing pavements with members of the public and are passing peoples houses. They must at all times

- Follow the instructions of Staff
- Walk together in two`s holding hands
- Walk in silence

Behaviour at the Start of School

- Do not be late! If you are ill the Office must be informed by telephone on the first morning of your absence and a written letter of confirmation must be brought with you on your return.
- During registration, sit in silence until the register has been taken.

Behaviour in Lessons

Children must:-

- Pay attention at all times
- Offer answers/ideas when asked

- Show respect for members of Staff
- Show respect for peers
- Ask for help when work is not understood
- Always do their best

Appearance

- The correct school uniform is to be worn at all times. Be proud of your uniform
- Hair must be tied back if it is shoulder length. Pupils must not have very short or “shaved” hair styles.

No jewellery whatsoever is permitted in the Pre-Prep Department – this includes studs for pierced ears.

Relations with peers

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

- Bad language or any form of bullying will not be tolerated.
- Older pupils must be considerate of younger members of the community, 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.

Your Environment

- Help keep your classroom tidy
- Pick up litter, whether or not you dropped it

Toys and Games

Toys and Games must not be brought to School, unless the class teacher has asked for them to be brought for a specific reason.

Valuables/money

- The School accepts no responsibility, nor has the insurance cover for the personal possessions of pupils.
- Mobile telephones may not be brought to school in the Pre-Prep

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.

- All pupils must always cross the road with a member of staff
- 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.

Behaviour in the minibus

- Pupils must wear a seatbelt at all times. This must not be removed until directed by the driver or another member of staff.
- Pupils must not stand up or move seats whilst 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.

Behaviour Management

Pre-Prep Department

Behaviour Management is a central issue in the Pre-Prep Department, and one in which everyone shares a role - pupils, parents and staff. We expect that high standards are to be demanded and achieved by all.

Reward is a much more effective way of changing behaviour than punishment, and to those ends staff in school will use positive methods wherever possible, and positive rewards will be awarded as following:-

Good Work Stars – are awarded for work that has been completed to a particularly high standard by the pupil (one point added to House Work Trophy).

Good House Marks – will be awarded for behaviour which is particularly praiseworthy: eg. assisting a member of staff or fellow pupil without being asked. (Good House Marks add five marks to House Shield).

Good Conduct Marks - These are only rewarded by the Headteacher and are for exceptional acts of kindness, good manners or good behaviour. Children receive a Headteacher's Certificate detailing their achievement. (Good Conduct Marks provide ten marks towards the house total).

Gold Book – Children in the Prep-Prep are eligible to have their names entered in the Gold Book for excellence in any field, either for effort or attainment. Children will be awarded with special stickers, and their effort recognised in assembly with a Gold Book Certificate.

Whilst most behaviour can be dealt with positively there are sanctions available to Pre-Prep staff. These sanctions have recently been reviewed and are set out as follows:-

Bad Work Stars – These are not used in the Pre-Prep Department

Bad House Marks – Unacceptable behaviour by a pupil will be recorded on a referral slip which will detail the incident. The slip will be forwarded to the Senior Teacher. Depending on the severity of the incident the Senior Teacher will either:- issue an immediate BHM (N.B. in every case of physical or verbal abuse) OR interview the child involved about the incident and “bank” the referral slip. Any child amassing three slips will then be issued with a BHM.

In order for the children to become aware of how serious unacceptable behaviour is; and for parents to know that we will deal seriously with persistent offenders any child receiving three BHM in a term, will be set a period of detention. Parents will be informed by letter of the date, time and reason for this action.

(Bad House Marks deduct five marks from the house total).

Bad Conduct Marks – May only be given by Headteacher and are for serious breaches of the Code of Conduct. (Letters are sent to parents informing them of this mark and the reason for it.)

(Bad Conduct Marks deduct ten marks from the house total.).

PRE-PREP DEPARTMENT

Code of Conduct

Always be friendly

Always be kind

Always be polite

Always listen

Always be neat and tidy

Always do your best

Never say anything to hurt someone else

Never do anything to hurt someone else

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.
4. If you wish something to be passed to you ask politely, remembering to say please and thank you.
5. When queueing wait quietly.
6. Ensure that when you have finished your lunch, all rubbish is disposed of tidily and in the correct place.
7. Stand 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.

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 that bullying does not happen at Mayville but we know that in any community people may have their confidence undermined by the actions of others. These actions are often unintentional but result from a lack of understanding of the sensibilities of others. Our aim is that any pupil who feels under pressure of any sort from their peers is able to seek immediate support so that no long-term problem develops. We aim to ensure this 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 that may arise.
- Providing continuing support for victims and those who are bullying.

Revised November 2001

MAYVILLE HIGH SCHOOL POLICY FOR EXCLUSION

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. This 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/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. Included is a list of the full requirements. Uniform is worn –

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

Uniform must be kept clean and worn correctly, sleeves in winter may not be rolled up, shirts must be kept tucked in and socks in winter should be knee length. In summer ankle socks should be worn. Hair if of shoulder length must be tied back.

No Jewellery is permitted in Pre-prep and this includes studs for pierced ears

MAYVILLE HIGH SCHOOL
UNIFORM LIST - GIRLS
KESTRELS

GENERAL UNIFORM

Mayville three in one navy coat (from Knight & Lee)
School scarf
Shoe bag

WINTER UNIFORM

Navy regulation tunic
Pink polo shirt with Kestrel logo (from Hargreaves)
Navy V-necked pullover
Navy gloves (if worn)
Black leather T-bar shoes (not patent)
Navy blue knee length socks or plain navy blue tights
Navy hair ribbon, brown/black hair slides (if worn)

SUMMER UNIFORM

Pink check dress
Pink/white knickers
White short socks
Regulation blue sandals (not sling back or open toe)
White/pink hair ribbon (if worn)

SPORTS REQUIREMENTS - GIRLS

Name tapes to be sewn on front of sports garments

House tee shirt
Navy tracksuit trousers (plain – no side stripe or large logo)
Red sweatshirt with School logo
Red leotard (available from Stage Door, Elm Grove)
Red leotard skirt
Navy shorts
Black plimsolls or white training shoes (not trainer boots)
Red ballet shoes (available from Stage Door, Elm Grove)
White short socks
House cap

GIRLS' UNIFORM Cont.

The following articles are available from the School office

School bags
Swimming bags

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

Uniform Shoes: Any reliable shoe shop

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

Watches may not be worn. 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**

September 2009

MAYVILLE HIGH SCHOOL
UNIFORM LIST - BOYS
KESTRELS

GENERAL UNIFORM

Mayville three in one navy coat (from Knight & Lee)
School scarf
Black leather shoes
Shoe bag

WINTER UNIFORM

Grey short trousers
Navy blue pullover
Pale blue polo shirt with Kestrels logo (from Hargreaves)
Navy knee length socks

SUMMER UNIFORM

As winter uniform
Short navy socks

SPORTS REQUIREMENTS - BOYS

Name tapes to be sewn on front of sports garments

House tee shirt with house name
Navy shorts
White sports socks (short)
Black plimsolls or white light-weight trainers
House cap

General

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

BOYS' UNIFORM Cont.

The following articles are available from the School office

School bags

All School badges

School Outfitters: Knight and Lee, Palmerston Road, Southsea

Sports Outfitters: Hargreaves Promotions, Rodney Road, 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 not be worn. No other jewellery of any sort may be worn.

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

September 2009

MAYVILLE HIGH SCHOOL
PRE-PREP GIRLS' DEPARTMENT - UNIFORM LIST
FORMS: LOWER I/UPPER I/LOWER II

GENERAL UNIFORM

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

WINTER UNIFORM

Navy regulation tunic
Pink check blouse with collar and long sleeves
School tie
Navy gloves (if worn)
Navy hat with school badge
Black leather T-bar shoes (not patent)
Navy blue knee length socks or plain navy blue tights
Navy hair ribbon, brown/black hair slides (if worn)

SUMMER UNIFORM

Pink check dress
Pink/white knickers
White short socks
Regulation blue sandals (not sling back or open toe)
Straw boater with hat band (bow at the back)
White/pink hair ribbon (if worn)

SPORTS REQUIREMENTS - PRE-PREP - GIRLS

Name tapes to be sewn on front of sports garments

House tee shirt
Navy tracksuit trousers (plain – no side stripe or large logo)
Red sweatshirt with School logo
Red leotard (available from Stage Door, Elm Grove)
Red leotard skirt
Navy shorts
Black plimsolls or white training shoes (not trainer boots)
Red ballet shoes (available from Stage Door, Elm Grove)
White short socks
House cap

PRE-PREP GIRLS' UNIFORM Cont.

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, Portsmouth

Uniform Shoes: Any reliable shoe shop

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

Watches may not be worn in Pre-Prep. 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**

September 2009

MAYVILLE HIGH SCHOOL
PRE-PREP BOYS' DEPARTMENT - UNIFORM LIST
FORMS: LOWER I/ UPPER I/ LOWER II

GENERAL UNIFORM

Mayville three in one navy coat (from Knight & Lee)
Navy blazer with school badge and cord
Navy cap with School badge
School scarf
Grey short trousers
Navy Blue pullover
Black leather shoes
Navy purse belt
Navy cagoule (plain)

WINTER UNIFORM

Long sleeved white shirt
Navy knee length socks

SUMMER UNIFORM

Short sleeved white shirt (open neck optional – collar and reverse style)
Short navy socks

SPORTS REQUIREMENTS - BOYS - PRE-PREP

Football (Autumn/Spring terms)

Name tapes to be sewn on front of sports garments

Red shorts
White school polo shirt
Red soccer socks
Soccer boots or heavy weight trainers (UI upwards)
Shin pads (LI upwards)
Towel

Gymnastics (all terms)/Summer sports

House tee shirt with house name
Navy shorts
White sports socks (short)
Black plimsolls or white light-weight trainers
House cap

General

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

PRE-PREP BOYS' UNIFORM Cont.

The following articles are available from the School office

School bags

All School badges

Blazer cord

School Outfitters: Knight and Lee, Palmerston Road, Southsea

Sports Outfitters: Hargreaves Promotions, Rodney Road, 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 not be worn in Pre-Prep. No other jewellery of any sort may be worn.

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

September 2009

MAYVILLE HIGH SCHOOL
PRE-PREP EQUIPMENT LIST

Parents are advised that Pre-prep pupils will require the following items:

UPPER I

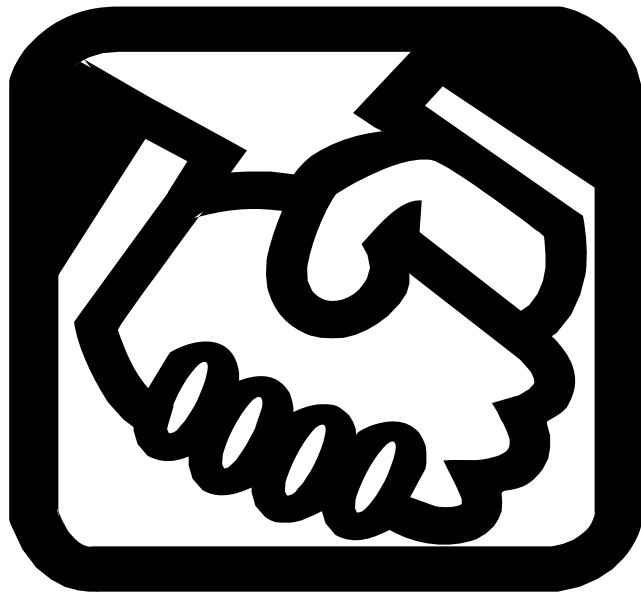
Set of colouring pencils

LOWER II,

As Upper I

"Junior Praise" Hymn Book - available from the School Office (LII only)

PARENTS AS PARTNERS



How you can help your child in the first
years at Mayville.

PARENTS AS PARTNERS

Reading

Reading is the essential skill for every child to master. In later years, if a child cannot read, it will hinder progress in other subjects, such as mathematics – the child may understand the concept but be unable to read the question!

We want pupils at Mayville to love books and to enjoy reading. Not all children are developmentally ‘ready’ to read at the same time and pushing a child too hard before they are ready can cause problems later on. They will all enjoy, however, sharing a book with their parents or grandparents, listening to stories read to them or looking at pictures together. If they see adults they respect interested in reading it will foster their own will to read.

Our first real step in learning to read is to learn the letters of the alphabet. The children must learn to recognise, remember and distinguish between the twenty six symbols which make up our alphabet.

- At the beginning we concentrate on the sound that the letter makes. This can be practised at home.
- We then start to put the sounds together to make words e.g. dog, cat, using individual letter cards to make words – or matching words to pictures are games that can be played at home.
- Talk about sounds and words in everyday use and match them to items in everyday use – shoes, socks, bed, chair etc.
- Words are all around us – encourage children to read signs when you are out and about, particularly safety signs such as “Stop” and “Danger”.
- Share a book with your child. Make it a special, quiet and pleasurable time – not a chore!
- Show your child what “reading” actually means – show them the words that tell them about the pictures.
- Show your child that words contain letters and that each has a sound.
- Illustrate that one begins at the top and moves down the page.
- Show movement across the page from left to right.
- Many early books have beautiful illustrations and no words at all. Talk about the picture – make up your own story, predict what might happen next.
- Be sure of the letter sounds and simple words before rushing on to a book. Be guided by your child’s form teacher.
- When you have a school reading book, talk about the book with your child, read it to your son/daughter – read it with them. Prompt them if they are stuck or say the word. Look at other books and read their favourites – pick out words that they know.
- Join the local library and go along to choose books together.
- Encourage other adults and family members to share books with your child – so that they soon realise that reading is for everyone – irrespective of age, race or gender!
- Remember the skill of reading is the passport to your child’s future.

Number Work

As with reading the first steps towards understanding mathematical concepts are the basics!

You can help your child practise with numbers.

- Look for numbers around the home – identify them
- Look for numbers when out – bus numbers, door numbers, car numbers etc. Talk about numbers – what are they? What are they for?
- Count stairs as you go up and down
- Count buttons as they are done up etc.
- Ask questions – “How many packets of crisps will we need” if all the family wants one?
- Set a table for four – but only put out two plates – how many more will we need?
- Play games using numbers
- Look at shapes, discuss square, round, triangular etc – look for shapes – out and about
- Look at money – what are coins? Play shops – but actually count out prices with real or plastic money
- Play with bathwater – and tubs, yoghurt pots etc. Full – half full – empty etc
- Cut up food – a sandwich into 4 quarters, an apple into two halves, and pizza into 1/6ths!

Mathematics - is all around us, use your own environment to play and teach, practise and learn together

Other things to practise at home can include:-

1. Dressing, buttons, zips, and later ties and laces
2. Laying the table and using a knife and fork
3. Using scissors, glue, general cutting and sticking, to develop fine motor control practise threading beads
4. Develop gross motor skills – practise skipping, running, hopping, throwing and catching – small and large balls
5. Talk to your child about their day – but let them tell you do not demand answers.
6. If you or your child has a problem talk to a member of Staff as soon as possible. A significantly high proportion of learning takes place from birth to age six. Education begins at home and continues there and through the partnership developed between home and school. A good start in education will make a positive contribution to a child’s early development, enabling them to build on this foundation will provide a sound basis for lifelong learning.

Handwriting

Handwriting is another skill that can be enhanced through practice at home.

We talk about 'Pre-writing skills' which means activities which strengthen fingers and support fine motor control – the ability to control smaller movements. Listed below are some ideas for activities you could do at home.

Finger Games - Incey Wincey Spider: Here is the Church etc.

Making 3D models with clay, plasticine, junk material etc.

Model making with meccano, lego etc.

Building bricks/blocks

Cutting out – lines, curves, fringes, progressing to more complicated outlines

Sky writing – making shapes in air with hand, then finger

Negotiating simple maze with finger, then pencil

Tracing

Colouring

Jigsaws and Mosaics

Picking up small items, e.g. pegs, marbles

Picture and pattern making with finger paints, crayons and jumbo pencils

Drawing patterns and shapes in sand

Threading and lacing activities

Dot to Dot pictures

Sewing with large needles

Playing games with small pieces, e.g. dominoes, draughts, solitaire

Card Games – e.g. Snap

Doing up and undoing buttons, hooks and eyes etc.

Origami

The correct pencil grip is important – whenever your child uses a pencil, make sure they are holding it correctly (see attached sheet).