

# MAYVILLE HIGH SCHOOL

## SENIOR SCHOOL



## INFORMATION BOOKLET

September 2010

MAYVILLE HIGH SCHOOL LIMITED  
35-37 St. Simon's Road  
SOUTHSEA PO5 2PE

Telephone: 023 9273 4847  
Out of Hours: 023 9273 8991

E-mail: [enquiries@mayvillehighschool.com](mailto:enquiries@mayvillehighschool.com)

Fax 023 9229 3649

website address - [www.mayvillehighschool.com](http://www.mayvillehighschool.com)  
Parents' website address - [www.mayvilleparents.com](http://www.mayvilleparents.com)



## WELCOME

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

## SENIOR 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

Remove Girls	Mrs G Cooke / Ms C Doughty	(Year 7)
Remove Boys	Mrs S Redmond / Mrs S Hardcastle	(Year 7)
Lower IV Girls	Mrs K Jones	(Year 8)
Lower IV Boys	Mrs E Higgins	(Year 8)
Upper IV Girls	Mrs S Richardson	(Year 9)
Upper IV Boys	Mr D Elvy	(Year 9)
Lower V Girls	Mrs J Walker	(Year 10)
Lower V Boys	Mr T Booker / Mr C Morriss	(Year 10)
Upper V Girls	Mrs J Hindson / Mrs S Hucks	(Year 10)
Upper V Boys	Mr S Jackson / Mrs J Hillyar	(Year 10)

### Dyslexia Tutors and Learning Support Staff

Miss J Davies  
Miss C Doughty  
Mrs S Hardcastle  
Mr J Bell  
Miss A Swift (from September 2010)





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 Head's Office/Dyslexia Room

Music Rooms

School Office

Any pupils walking between school buildings should walk in pairs, giving due consideration to other members of the public.

## **GENERAL NOTES ABOUT THE SCHOOL**

### **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 Thursday.

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 or KS assemblies plus form time for PSHEE – Ecclesiastical Hall

This assembly will have a Christian message.

Friday 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 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 (one for each house every half term).

**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 the parents' website: [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 Harden-Davies or Mrs Rickards 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 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. Please ensure PE kit is labeled on the front left hand side.

**It is also essential that all items are 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 our P.E. kit. A secondhand uniform service is run by the Friends of Mayville. Currently they open the ‘shop’ on selected Fridays afternoons 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 in recognition of 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 Senior School are set end of year examinations each summer. They also take standardised tests in Remove and Upper IV to allow us to assess their potential and progress.

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

The Administrative Officer will deal with special arrangements for all GCSE examinations for pupils with specific needs, in consultation with the Senior Teacher Dyslexia Unit.

## **EXTRA CURRICULAR ACTIVITIES**

These are an important element of the life of the school. Staff offer a range of activities and clubs. After school there are sports clubs and match fixtures. We also hold after school rehearsals for Rock Challenge, Youth Speaks, Interhouse Drama competitions etc. in preparation for these events. Regular after school activities include St. John Ambulance Cadet Unit and a Music Group, which meets weekly. Club lists are sent out on a termly basis. If any parents have a particular skill or interest they would like to offer as a club for our senior school pupils, please contact the Headteacher.

## **FORM STRUCTURE**

In the Nursery there are currently three sections, "The Nest", "Cygnets" 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	
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, to a maximum of 24 Teaching groups are usually considerably smaller. In Lower IV some pupils take an additional language (currently Spanish), whilst others receive additional support in English, Maths and Science.

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

### **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 at KS3. Pupils in KS4 are recommended not to change their hair colour, but if they must, the rule is that it must look natural. 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** – please see details at Annex A. Prep sessions are available until 5.00 p.m. (Monday to Thursday) to assist completion of homework. These can be utilised on an occasional or regular basis. A small charge is made for this service.

### **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	Swimming Gala – Junior and Senior schools
Creative Arts (Seniors)	Various sports including netball/hockey/football
Sports Day	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 stomach ache, 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.
4. In the Senior School medicine should be taken to the form teacher at the start of the school day.

At the start of the school year, we will request permission for him/her to be given paracetamol; we will then update this information annually. Paracetamol 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 all lessons and external activities.

**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 AND EXTENSION**

The school accepts pupils with a wide range of academic ability. Some of these pupils are diagnosed as dyslexic. Support is provided for these pupils out of lessons 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 regularly inspected (every 3 years) by CReSTeD (The Council for the Registration of Schools Teaching Dyslexic Pupils). It is currently registered under their DU category – further information about this may 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 Senior School library provides members of the school with a wide range of books, for research relevant to the curriculum and for general interest. It is situated on the first floor of Livesey House. It provides a range of fiction and non-fiction reading material and a selection of audio tapes. A computer with internet access is available for pupils to use for research purposes.

Pupils in Remove, Lower IV and Upper IV have a weekly Library lesson. They are taught how to use the Library (alphabetical/Dewey systems) and are required to keep a record of their reading in individual 'Reading Journals'. Pupils are encouraged to read independently and reading homework and book reviews are set from time to time as part of the English curriculum.

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

## **LOCKERS**

Each pupil is provided with a lockable locker. Pupils in Remove will be given a locker and a padlock, for which there will be a £10.00 charge. £5.00 will be returned to the pupil at the end of their time at school provided the padlock is returned. Replacement padlocks cost £5.00.

## **LOST PROPERTY**

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

Unnamed lost property is kept in a bin in the changing areas

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

## **LUNCHES**

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.

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

## **MINIBUS**

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

## **MOBILE TELEPHONES**

Mobile phones if brought to school must be switched off and handed to form teachers for safe keeping. The school reserves the right to check contents of telephones when we may reasonably believe they contain material prejudicial to staff or other pupils. If pupils wish to bring a mobile phone to school, they must complete a Mobile Phone Registration form (which may be obtained from the office).

## **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.

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

Do not park on the zig-zags 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 issues.

## **PENS**

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

## **PREFECT SYSTEM**

Pupils in Lower V take responsibility for duties in the Senior School from the start of the summer term to allow Upper V to concentrate on examinations. These duties continue through the autumn and spring terms. The role of prefects is to assist in the smooth operation of the school and to provide training in accepting responsibility and in handling people and situations. The awarding of prefect status also honours and rewards effort and good behaviour. The selection of prefects is discussed between Senior School Staff/Headteacher. The posts are reviewed on a termly basis.

## **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 by 9.00am on the first day of your son or daughter's absence. The school will telephone parents if children fail to arrive for the day. Letters explaining absence must be received by the form teacher on the pupil's return. In the Senior School late pupils must register with the office or Clarendon Staff on arrival.

## **RELIGIOUS OBSERVANCE**

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

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

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

## **REPORTING TO PARENTS**

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

## Reports & Parents Evenings

AUTUMN TERM			
September	October	November	December
Late September UV Parents Evening	REMOVE Welcome Evening <b>Interim Reports R-UV</b> <i>HALF TERM</i>	Early November LV Parents Evening Late November UIV Parents Evening	UV Mocks <b>End of Term Reports R-LV</b> <i>CHRISTMAS HOLIDAY</i>
SPRING TERM			
January	February	March/April	
<b>Written report on mocks with specific targets</b> UV Parents Evening	<b>Interim Reports R-UV</b> <i>HALF TERM</i> LIV Parents Evening	Remove Parents Evening <b>End of Term reports R-UV</b> EASTER HOLIDAY	
SUMMER TERM			
April	May	June	July
UIV Options Evening	LV Parents Evening <i>HALF TERM</i> GCSE Exams	School Exams	<b>End of Year full reports</b> SUMMER HOLIDAY

A ‘Senior School Experience’ evening is held in September for parents of pupils going into Remove the following year, which includes a brief talk by the Headteacher and staff, followed by informal discussion.

In Lower and Upper V parents are provided with information about exam dates and work deadlines.

### SCHOOL COUNCIL

A group of senior pupils meets with the Headteacher or Deputy Headteacher at regular intervals. Twice a term representatives from each form join the meeting.

**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 Assistance (Finance)
Ms J Copestake	Administrative Assistant (PR)

## **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

## **TELEPHONE**

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

## **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, from the Portsmouth Harbour Station, including the Gosport Ferry and the IOW 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 which are undertaken as part of the school's educational programme. Ski-ing trips, sailing weeks, visits to France 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.

## **INFORMATION SHEET FOR PARENTS HOMEWORK**

### **POLICY STATEMENT**

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

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

### **WHY HOMEWORK MATTERS**

*“One hour’s homework a night for five years in the equivalent of an extra year at school” – Huntingdon High School, York.*

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

Homework provides opportunities for pupils –

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

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

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

### **FEATURES OF GOOD PRACTICE**

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

- Staff and pupils regard homework as an integral part of the curriculum – it is planned and prepared alongside all other programmes of learning.
- The foundations of effective homework practices are established early on and develop progressively across the key stages – effective homework practices can also be used to support effective transitional links to the secondary phase.
- Homework is set and managed effectively and contributes to the challenge of raising attainment.
- Homework tasks are differentiated and are appropriate to the needs of individuals.

- The support of parents and carers is seen as essential. They assist in many ways, for example, helping their children at home, monitoring homework, providing encouragement.
- Homework is marked according to the general school marking policy
- The quality of completed homework is monitored and reviewed at regular periods in consultation with pupils and parents.
- Homework completed well is acknowledged and praised.
- Innovative homework practices are employed that reflect developments within education and the range of learning styles, for example, the use of I.T. and ‘Accelerated Learning’ – visual/auditory/kinaesthetic – Gardner’s multiple intelligences.

### **HOMEWORK DIARIES**

All pupils are provided with and must consistently use their homework diaries. The aim of the homework diaries is to:

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

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

### **GUIDELINES FOR EACH YEAR GROUP**

REMOVE Pupils are expected to spend 30 minutes per subject x 2 subjects per night – 3 x 30 minutes on Friday.

LOWER IV – Pupils are expected to spend 30/45 minutes per subject x 3 subjects per night.

UPPER IV - Pupils are expected to spend 45 minutes per subject x 3 subjects

LOWER V/UPPER V -Pupils are expected to spend an hour to an hour and a half on each subject.

### **TYPES OF HOMEWORK.**

#### **Homework must be valid and of value.**

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

Homework provides greater opportunities for the use of I.T. Those few pupils who do not have a computer facility at home are welcome to attend Prep sessions after school and use computers here.

## **INTRODUCTION OF HOMEWORK INTO REMOVE**

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

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

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

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

Failure to submit homework on time will result in a bad house mark with the homework to be completed immediately. Lunchtime homework detentions are held on Thursdays during lunchbreak. Three Bad House Marks result in an after school Friday detention.

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

Teachers/Form Teachers will inform the Deputy Headteacher or Headteacher about persistent offenders and parents will be informed.

Pupils who regularly fail to complete homework, or complete it to a poor standard will be required to attend afterschool Prep sessions

**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 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/or 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 **no later than 1000 a.m.**

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.

\*please inform the school

# SAMPLE

Please return to your child's Form Teacher

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

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

Parents of pupils in the Senior School

September 2010

## FORM OF CONSENT TO ADMINISTER PARACETAMOL

ACADEMIC YEAR 2010/2011

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

NAME .....

FORM .....

\*I confirm that I am prepared for a trained First Aider to administer Paracetamol to my son/daughter 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) .....

Dated .....

# SUNSMART POLICY

## SENIORS

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.
  - 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.
  - 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 provide sunscreen of at least factor 20 that can be applied during the day. This sunscreen should be clearly labelled.
  - Staff who take pupils outside for any length of time will remind pupils that they may need to apply their sun protection.

DK/JHd-18/5/10

# Mayville High School



## BEHAVIOUR MANAGEMENT POLICY

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

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.
- Pupils should never bring chewing gum to school or eat it within the school environment (immediate BCM).
- Pupils should walk in single file to allow easy passing.
- Pupils should walk on the left hand side of the staircase, waiting for members of staff to come up or down.
- Pupils should greet staff politely.
- Pupils should 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.

Pupils 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.
- Pupils 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.
- Pupils should walk across the road, do not run.
- Pupils should cross the road in single file, or in pairs, but not in a group.
- Pupils should cross the road silently, do not chat to friends whilst crossing.
- Pupils should walk straight across the road, do not cross diagonally.
- Pupils should 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 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 for girls must be tied back if it is of shoulder length or longer. Hair should not be obviously coloured at all in KS3 classes. Hair for boys should be kept short and tidy, and no longer than collar length. No extreme hair styles or hair gel are allowed.
- 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.

## Senior School

**Good House Marks.** - will be awarded for work or uniform or 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. Pupils awarded Good House Marks are awarded vouchers once they achieve 50, 100, and 150 Good House Marks.

Each Good House Mark provides one point towards the House Trophy.

These are recorded on Schoolbase and totals included on half termly reports.

**Bad House Marks** - these are given for 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 for behaviour deduct five marks from the House total

Bad House Marks for uniform deduct one mark from the House total

Bad House Marks for work deduct one mark from the House total.

These are recorded on Schoolbase and totals included on half termly reports.

**Detentions** are given for:

- three Bad House Marks for behaviour and are normally held on Friday afternoon from 3.45 p.m. - 4.45p.m.  
It may be possible to vary the night of detention to meet parental requirements.
- three Bad House Marks for uniform and are normally held on Tuesday lunchtimes;
- for uncompleted homework and are normally held on Thursday during lesson 5 (instead of going to Wimbledon Park);
- **Saturday Morning Detention**  
Detentions will be held on Saturday mornings for pupils who have been given a Bad Conduct Mark and for pupils for whom it will be the third detention in one term.

## **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 provide ten points towards the House 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 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/report card, 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 Mayville's Suspension and Expulsion policy or for a major failure to conform to the school'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!)

### **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!

## 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 develops

We aim to ensure that this is so by:

- ensuring that all pupils are aware of the aims of the school regarding its caring nature and the need for respect for each other;
- ensuring that pupils are aware that people as individuals have different views on teasing, what is funny etc. and that care must be taken not to offend or cause upset unintentionally;
- ensuring that all pupils are aware that any form of bullying will not be tolerated;
- ensuring good communications exist between pupils, parents and staff so that any difficulties are immediately reported;
- ensuring that pupils understand that they should not keep problems to themselves but if they are being bullied or made unhappy they must - **tell someone they trust**;
- ensuring that pupils are aware that they have a responsibility to report any 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 health and hygiene.

Uniform must be kept clean and worn correctly, top buttons done up, ties of a suitable length with a sensible size knot, sleeves in winter may not be rolled up, shirts must be kept tucked in and socks in winter should be knee length, whilst in summer ankle socks must be worn. 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 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.

**SUMMER – A BLAZER MUST BE WORN TO, FROM AND IN SCHOOL –  
NO PUPIL MAY JUST WEAR A JUMPER**

**WINTER – ALL PUPILS MUST HAVE A REGULATION MAYVILLE  
OUTER JACKET PLUS BLAZER**

MAYVILLE HIGH SCHOOL  
SENIOR GIRLS' SCHOOL UNIFORM LIST

GENERAL UNIFORM

**Mayville** navy cagoule with fleece (available from Hargreaves)  
Navy blazer with school badge and cord  
Navy V-necked pullover  
School or plain black or navy scarf  
Shoe bag  
Navy purse belt

WINTER UNIFORM

Navy regulation skirt  
Pink check blouse with collar and long sleeves  
Navy gloves (if worn)  
Black leather flat shoes of a suitable style (not patent) – strap or lacing to ensure a secure fit  
Navy blue knee length socks or plain navy blue woollen or opaque tights (LV/UV ankle socks may be worn)  
Navy/pink hair ribbon, plain brown hair slides (if worn)

SUMMER UNIFORM

Navy regulation skirt  
Pink check short sleeved blouse  
White or navy blue short socks  
Flat black leather shoes (**not** sling back, 'ballet style', open toe or canvas)  
Lightweight plain navy cagoule  
Navy/white/pink hair ribbon/plain brown slide (if worn)  
UV/LV opaque navy or flesh coloured tights.

SPORTS REQUIREMENTS - SENIOR SCHOOL

Name tapes to be sewn on front of sports garments

White Aertex shirt with Mayville insignia  
House coloured polo shirt with Mayville insignia  
Navy tracksuit trousers (plain no stripes)  
Navy sweatshirt with school logo  
Navy shorts  
Navy pleated PE skirt or 'skort'  
White leather training shoes (not boots)  
White short socks  
Navy knee length hockey socks  
Tennis racket  
Gum shield

## SPORTS REQUIREMENTS Continued (Senior Girls)

Shin pads  
Navy/black one piece swimming costume  
Towel

\*\*\*\*\*

The following articles are available from the School office

School design book bags  
School design rucksack (or **\*plain** black, navy or brown – not a/v from office)  
All School badges  
Swimming bags  
Blazer cord

\*\*\*\*\*

Plain, small, gold or silver, single studs may be worn by girls with pierced ears – one in each lower ear lobe. They must be removed for Physical Education and the School can accept no responsibility for their loss or damage. No other jewellery apart from a watch may be worn.

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.

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

September 2010

MAYVILLE HIGH SCHOOL  
SENIOR BOYS' SCHOOL UNIFORM LIST

GENERAL UNIFORM

**Mayville** navy cagoule with fleece (available from Hargreaves)  
Navy blazer with school badge and cord  
School or plain black or navy scarf  
Charcoal grey long trousers  
Navy blue pullover  
Black leather laced shoes  
Senior School tie  
Shoe bag

WINTER UNIFORM

Long sleeved white shirt  
Navy short socks

SUMMER UNIFORM

Short or long sleeved white shirt  
Lightweight plain navy cagoule

SPORTS REQUIREMENTS - SENIOR SCHOOL

Name tapes to be sewn on front of sports garments

White polo shirt with Mayville insignia  
House coloured polo shirt with Mayville insignia  
Navy tracksuit trousers (plain no stripes)  
Navy sweatshirt with school logo  
2 pairs navy shorts (lightweight for indoors, heavy cotton drill for outdoors)  
White leather training shoes – indoor use (non marking soles)  
Pair training shoes (outdoor use e.g. running)  
Black soccer boots or rugby boots (kite marked studs)  
Soccer/rugby shirt  
White short socks  
Cricket whites (trousers) – summer term  
Red knee length socks  
Gum shield  
Tennis racket (summer term)  
Mouth guard

SPORTS REQUIREMENTS Continued (Boys Senior )

Shin pads  
Navy/Black swimming trunks  
Towel  
Hat (optional)

\*\*\*\*\*

The following articles are available from the School office

School book bags  
School design rucksack (or **\*plain** black, navy or brown – not a/v from office)  
All School badges  
Swimming bags  
Blazer cord

\*\*\*\*\*

The School can accept no responsibility for the loss or damage of watches.

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.

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

September 2010

## MAYVILLE HIGH SCHOOL

### SENIOR SCHOOL EQUIPMENT LIST

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

Pens (black ink), pencils, rubbers etc.  
Colouring pencils/felt tip pens  
Pair of compasses  
30cm ruler, set square, clear plastic protractor  
Good News Bible (hard back) - Old and New Testaments  
Oxford School Dictionary  
Easy Learning French Dictionary - Collins ISBN 9780007253494  
"Complete Junior Praise" Hymn Book - available from the School Office  
USB Flashdrive/Memory stick  
(minimum 1GB, recommended 4GB) – available from School Office  
Book bag – available from the School Office

#### From Lower IV

"Scientific" pocket calculator  
Early Learning Spanish/English Dictionary

September 2010

Annex C