



Mr David Jeapes

Message from the Headteacher

Mr David Jeapes

Mayfield is a heavily oversubscribed school in the north of the City of Portsmouth. We provide a co-educational, non-denominational day school for children aged 6 months to 16 years. We have a single governing body and vision which is to provide our pupils with outstanding:

- Academic standards with a particular focus on acquiring a foreign language, competency as a musician and performer as well as encouraging sporting prowess - all in a timely fashion;
- Pastoral care and support based on nurturing an individual's self-esteem and ambition to realise their full potential and as they move through the school preparing them for the world of work.

We have two specialisms around the performing arts and STEM. We are seen locally, as a centre of excellence in these areas. Our school is split into four sections and caters for National Curriculum Years (NCY) up to Year 11:

Nursery and Pre-School (ages 6 months to 4 years);
Infants (ages 4 to 7 years/NCY EYs to 2);
Junior (ages 8 to 11 years/NCY 3 to 6);
Senior (ages 12 to 16 years/NCY 7 to 11).

Each section has a dedicated teaching team and suite of rooms. However, we have a number of shared facilities which are used across all sections of the school. Since September 2011, over £4 million has been invested in improving our school, with more in the pipeline.

School Ethos

Mayfield's vision statement is *your only limitation is your ambition*. In many ways our role is simple; support every pupil to realise their potential by challenging low expectations and supporting all to achieve their potential. Our school is highly disciplined, smart and friendly. Staff and pupils are encouraged to frequently greet each other, show good manners and have a smile on their face! Only by respecting one another and the environment we work in can we have the necessary conditions for outstanding learning to take place.

Supporting the School Ethos

If you choose to join our school then we assume you have “signed up” to our ways of working. All pupils are expected to maintain the highest standards of language and behaviour both around the school as well as on the journey to and from school. We want our pupils to be positive as they walk around the school and show respect to others by not running or making excessive noise, holding doors open, picking up litter and greeting each other politely. In lessons we expect them to try their hardest and be prepared to help others.

Special Educational Needs

Pupils with on-going needs will have designated support in line with their education, health and care plan (formerly known as a statement). Other pupils will have their needs met through their classroom teachers. The school has a range of support activities which pupils can access. If you would like to find out more about the support available for your child then contact either your child’s class teacher, tutor or our SENCo, Mrs Erika Anders via email on: AndersE@mayfield.portsmouth.sch.uk

Extra-curricular

After school we have an extensive programme of extra-curricular opportunities for all pupils. Infant pupils are expected to participate in at least two sessions per week and senior pupils in at least one. Our programme is published on the website and regularly updated. ALL extra-curricular activities are free of charge and pupils sign up with their class teacher, tutor or online. If your child is participating in an extra-curricular activity out of school then this could count as one or more of their sessions. Infant extra-curricular **must** be booked in advanced via the school’s website.

Breakfast and After school clubs

For pupils in Early Years, Year 1 and 2 we run a breakfast club from 7.45am to 8.45am and an after school club from 4.30pm to 6.00pm every day. These clubs are supervised and include food and drink. There is a small charge for pupils accessing these clubs and they **must** be booked in advance. Spaces are limited and sold on a ‘first come first served’ basis. You can sign up through the school’s website or by contacting Mr Danny Backhouse on backhoused@mayfield.portsmouth.sch.uk. In the event that one of our infant pupils is not collected after extra-curricular club at 4.30pm and they have not been pre-booked into the after school club, we will supervise them and charge a flat fee of £10 regardless of the length of time they are supervised for, even if this is only a few minutes.

For pupils in other year groups our ‘Café Tranquilo’ is open from 7.45am until 8.40am. Pupils can purchase a range of hot and cold drinks and snacks. There is no charge for this provision and no need to book in advance. Our school library is open every day from 8am to 4pm for any pupil to use.

Medication

If your child has been prescribed 'long term' medication that needs to be taken during school hours, then please alert our Health and Welfare Officer, Mrs Sally Rowntree on Rowntree@mayfield.portsmouth.sch.uk or call 02392693432 (ext 224) between 8.30am and 4.30pm.

For pupils in the Senior Section, any prescribed 'short term' medication must be given to our Health and Welfare Officer and will be administered in our medical room. Parents of Infant pupils should hand any prescribed 'short term' medication to the class teacher at the classroom door either before or after school. All medication should be clearly labelled and administration details attached. Under no circumstances should pupils take prescription medication unsupervised. Please keep us informed about changes to your child's medical history by contacting our Health and Welfare Officer. Additionally, we have a dedicated School Nurse who will provide confidential support and advice as necessary. If you wish your child to be seen by the school nurse, please contact our SENCo, Mrs Erika Anders on AndersE@mayfield.portsmouth.sch.uk

Uniform

Pupils should take pride in their uniform and look smart at all times, including when walking to and from school. Shirts must be tucked in and ties properly in place. Parents who accept a place at Mayfield School agree that their children will follow the school uniform requirements.

Compulsory uniform items which **must** be purchased from the school supplier:

- Black blazer with logo;
- Mayfield tie (Year 11 pupils, 'Prefects' and 'Young Leaders' have a different design);
- Book Bag (Infant section only);
- PE Bag (Infant section only);
- Long / short sleeve quartered polo in 'House' colour with logo (name initialling available from supplier);
- PE Socks.

Compulsory uniform items available from the high street:

- White short / long sleeve shirt with a collar;
- Black tailored trousers;
- Black "polishable" shoes with a low heel. Shoes must be completely black and devoid of branding/logos;
- Black socks for boys;
- White socks for girls (long white socks for girls wearing a skirt);
- Black or natural tights for girls;
- PE kit: Sports trainers; Royal Blue shorts or Navy / black tracksuit bottoms.

Optional uniform items which MUST be purchased from school supplier:

- Black v-neck jumper or black v-neck cardigan with school logo;
- Black plain school skirt with school logo;
- PE kit: For pupils choosing option courses personalised t-shirts are available;
- Summer hat (infant section only);
- Black shorts for boys and summer dress for girls (summer term, infant section only).

School Supplier

Penelope Ann
34 - 36 Tangier Road
Copnor
Portsmouth
PO36JN
Tel: 02392 66 61 42

paschool@hotmail.com
Monday to Friday 9.15am to 5.30pm
Saturday 9.15am to 5.00pm
Closed Wednesday (November to February)

Uniform rules

- Blazers must be worn every day to and from school and in and around the school building;
- It is at the individual teachers' discretion to decide if blazers can be removed in the classroom;
- On formal occasions and when representing the school at off-site events, trips and visits blazers must normally be worn. If it is not appropriate for a blazer or other items of uniform to be worn, the member of staff organising the trip will inform you in writing;
- During periods of extreme heat, we have a "Hot Weather Protocol" details of which will be posted on the school's website;
- Pupils have a choice to wear either a cardigan or the v-neck jumper (with the school logo) or none at all;
- Girls can wear either skirts or trousers;
- If girls wear a skirt then they must wear either long white socks or black/natural coloured tights;
- Jeans, tracksuit bottoms, leggings, skinny jeans/trousers, shorts (except for infants in the summer), cut-off trousers or anything other than tailored trousers are not classed as appropriate trousers for school wear;
- Sandals, canvas/material shoes or boots of any kind are not acceptable;
- Trainers may only be worn in PE or Dance;
- PE kit must be worn to all PE lessons. If a pupil is not actively participating then they will still be required to take on a coaching or umpire role in the lesson;
- During the Summer Term infant pupils may wear shorts (boys) or a summer dress (girls);
- Infant pupils will be issued, free of charge, with a 'tabard' for lunch and art or craft sessions.

Emergency Situations

Parents / carers should provide a dated note for their son/daughter to bring to school to explain why any item of uniform is not worn due to reasons beyond their control. The school will endeavour to issue a temporary replacement item from our second hand stock which must be returned in good condition at the end of the school day. In cases where the school has insufficient stock then pupils will not be allowed to follow their normal timetabled lessons and alternative provision will be made.

Jewellery

- One pair of earrings in the lobe of the ear (studs or small sleepers – little finger size);
- No visible facial or body piercings including nose piercing;
- No retainers for piercings;
- No ear stretchers;
- No rings or bracelets or visible necklaces;
- No large fashion belts or scarfs.

If seen, these items will be confiscated by staff members and held until the end of the school day. These will only be returned when the pupil has been seen by a member of the behaviour team.

Hairstyles/Make Up

Hairstyles should be reasonable. Extremes of fashion and colour, e.g. hair dyed to an unnatural colour, two-tones of hair colour or unusual styles are not acceptable and may result in a pupil being sent home or alternative provision being offered. Hair beyond shoulder length must be tied back. Make up and nail varnish must be minimal and subtle. Brightly coloured nail varnish or false nails should not be worn. In all matters concerning hairstyles, make up, fashion and colour the Headteacher's decision is final.

Mobile phones/MP3 players or similar

Whilst we recognise some parents or carers may wish to allow their child to carry a mobile phone, ipad or similar, the use of these is strictly prohibited whilst on the grounds of the school including at break and lunch times. If seen, these items will be confiscated by staff members and held until the end of the school day. These will only be returned when the pupil has been seen by a member of the behaviour team. Should you need to make contact with your child urgently then please ring, text or email 'Pupil Services' on:

Email	-	pupilservices@mayfield.portsmouth.sch.uk
Answer phone	-	02392 693 432 ext 236
Phone	-	02392 693 432 ext 271
Text/Call	-	07908676745

Equally, if your child needs to make a call, they may request to do so during break or lunch times by visiting 'Pupil Services', opposite the medical room.

Friends of Mayfield

The Friends of Mayfield (FOM) are a group of parents, carers and staff that organise events to raise funds and bring our community together. Anyone can join and you can commit as much (or as little) time as you wish. If you are interested in finding out more please contact, Mrs. Lynne Hollis, Headteacher's PA on Hollis@mayfield.portsmouth.sch.uk or indicate you would like to get involved at the end of this booklet.

Mayfield Messenger

Every Friday we send out an e-newsletter called the 'Mayfield Messenger'. This provides an update to school life and highlights our achievements during the previous week. We also enclose a list of important events and dates with email links to the member of staff organising each event. To sign up, please visit our website or complete the section at the end of this booklet.

Parent's evenings

Throughout the year we run a number of parent's evenings for all year groups. These provide a focussed update on progress for all pupils. Parents and carers should book appointments via our online booking system which can be found on our website. Each appointment slot is 10 minutes. If you would like more time to speak with any member of staff, then please email them directly to set up a mutually convenient time. Staff are also happy to offer feedback over the phone or by email. We actively encourage your child to accompany you during parent's evenings. The dates for these will be displayed on the school website and via the 'Mayfield Messenger'.

Pastoral Care

Mayfield operates a House System for pupils from Year 1 to Year 11 and, in the Senior section, a 'vertical' tutoring system. The House system promotes pupil leadership and acts as an extended 'family' for all members. We have four houses, each led by a Head of House. In the Senior section, each House has ten 'vertical' tutor groups which contain a mix of pupils from Years 7, 8, 9, 10 and 11. Pupils from the same family are usually put in the same House. Your child's tutor or class teacher (for Infants) is usually the first 'port of call' for any problems or questions you might have. If you are unable to reach your child's tutor or need further clarification on any issues then the contact details of the Heads of House are:

House	Colour	Head of House	Contact Details
Discovery	Red	Jo Webb	webb@mayfield.portsmouth.sch.uk
Intrepid	Green	Jessica Howlett	howlettj@mayfield.portsmouth.sch.uk
Victory	Yellow	Sarah Johnson	johnsonS@mayfield.portsmouth.sch.uk
Endeavour	Blue	Gail Temperton	temperton@mayfield.portsmouth.sch.uk

Pupil services

Pupil services is based opposite the medical room. This is open to all pupils throughout the school day to deal with any non-medical issues such as:

- Lost property;
- Calling home;
- Timetable issues;
- Attendance.

Also, the pupil services team can sign post any child to additional help in areas such as:

- Bullying;
- Safeguarding;
- Health and well-being;
- Problems at home;
- Special educational needs;
- Academic help.

Under no circumstances should pupils enter the reception area. The contact details for pupil services are:

Email	-	pupilservices@mayfield.portsmouth.sch.uk
Phone	-	02392 693 432 ext 236 (answer phone)
Attendance	-	02392 693 432 ext 271
Text/Call	-	07908676745

Pupil Leadership

As a school we aim to provide clear pathways for pupils to develop themselves as leaders:

- Young Leaders – Any pupil in Years 7, 8, 9 or 10 can apply to be a ‘Young Leader’. In effect they are trainee prefects and wear a distinctive blue tie;
- Prefects – Pupils in Year 11 can put themselves forward to be a Prefect. Some of these go on to have senior roles. Prefects wear a red tie;
- House Captains – Any pupil in Years 1 to 11 can put themselves forward as a “House Captain” for their section. House Captains are appointed for one academic year and have a special badge. They have a particular focus on running and promoting House based events throughout the year;
- Young Mentors – During the final half term of school life, pupils in Year 11 can apply to become Young Mentors. This is a paid position and pupils are inducted and treated as a member of staff.

Our pupil leadership coordinator is currently Miss Jessica Jones, (covering maternity) who can be contacted on JonesJ1@mayfield.portsmouth.sch.uk.

Currently we have the following pupil leadership posts within the school:

Senior Prefect Roles	Name
Head Boy	Bradley Jackson
Head Girl	Lucy Dunning
Deputy Head Boy	Joe Cobbold
Deputy Head Girl	Rhianna Wing
House Captain (Discovery)	Hannah Green/ Devon Thompson
House Captain (Intrepid)	Jessica Wright/ Ollie Cook
House Captain (Victory)	Edward Ndlovu/ Liberty Gordon/ Jade Brindley
House Captain (Endeavour)	Margarita Pogosyan/ Robbie White
House Sports Captain (Discovery)	Meagan Meaghan/ Ella-Bleu Meaney
House Sports Captain (Intrepid)	Danielle Todd/ Harvey Hughes
House Sports Captain (Victory)	Helena Williams/ Billy Franklin/ Ben Wiltshire-Hellyer/ Lauren McAuley
House Captain (Endeavour)	Jack Mulholland/ Denika Frost
Drama Captains	Lucy Dunning/ Bradley Jackson/ Rhianna Wing
Dance Captains	Ellie Chambers/ Lois Davies/ Charlotte Elford
Music Captains	Jessica Lawler
Sports Captains	Harvey Binding/ Frank Mayne/ Tia Pool/ Danielle Todd

Rewards

We firmly believe that a clear, fair, rewards system is at the heart of the school's ethos. We recognise and promote pupil achievement and leadership in a number of ways, depending on the phase of schooling. More details can be found later in this booklet in the relevant section.

Instrumental Music Tuition

Opportunities are available for your child to receive additional instrumental music tuition at Mayfield School. From September 2016, we have individual or paired lessons available in:

- Piano/keyboards;
- Guitar;
- Drums and percussion;
- Woodwind;
- Singing.

Lessons take place during the school day and last for 20 minutes each with a trained instrumental music teacher. It is not always necessary to own an instrument to take part in these lessons since the school can provide the use of a limited range of musical instruments.

A full copy of our Music Charging Policy is available on the School Website under the Policies section. If you would like your child to take part in this programme please tick the appropriate box at the end of this booklet and sign the declaration. For more information about this provision please contact Mr Mullin, Subject Leader for Music on: Mullin@mayfield.portsmouth.sch.uk.

Behaviour Code

Mutual respect underpins our view on behaviour. Pupils will be treated with respect and in turn are expected to treat all other members of the school community in the same way. Pupils are encouraged to greet others whilst walking around the school, hold doors open for each other, pick up litter and generally show good manners to each other and adults.

Behaviour Management

Pupils that fall short of the school's expectations will receive an age appropriate sanction. We aim to apply sanctions consistently and fairly. We have a wide range of support services available for pupils and their families. Please contact 'pupil services' for more information. In the event that a parent or carer disagrees with a sanction set, then they should put their reasons in writing and the matter will be investigated in line with the School's complaints procedure. Whilst the investigation is ongoing, the sanction will be suspended. If the investigation finds in favour of the complainant then the sanction will be quashed and an apology issued. Conversely, if the complaint is not upheld, then the sanction will be applied.

Attendance

Good attendance is vital for ensuring each pupil reaches their potential. Our attendance figures have shown a marked improvement over time and to continue this trend we have adopted the following protocols which we ask all of our parents and carers to support:

- Many of our rewards, including participation in teams, are based on good attendance. Pupils with attendance below 95% are likely to be exempt from such rewards and activities unless absences were authorised;
- Pupils with poor attendance will be placed on an 'Attendance Contract' which is monitored by a member of the Behaviour and Attendance Team or the Head of House.

Generally, term time leave of absence will not be authorised unless there are exceptional circumstances. The Head teacher has the authority to decide whether or not to authorise a leave of absence. In making the decision to authorise an absence the Headteacher will consider the pupil's attendance to date, the reasons for the absence and the potential impact of any absence on the pupil's learning and progress. Securing a cheaper holiday is unlikely to be considered an exceptional circumstance.

If a pupil's attendance to school is irregular then we aim to support the pupil, parent or carer by:

- Maintaining contact with the family to understand the reasons why a child has been absent;
- Sign posting pupils, parents and carers to internal and external support;
- Using a 'staged' approach to issuing sanctions and support up to and including a 'fixed penalty notice';
- Treating all cases individually, but striving to be consistent in the application of policy and procedure.

Pupils whose attendance falls below 90% are categorised as Persistently Absent and are at risk of failing to make progress within school.

If things go wrong

If you are unhappy about any aspect of the work of the school then we would ask that you contact us directly in the first instance. Parents and carers can do this by:

- Sending a letter or email to your child's tutor or teacher;
- Sending a letter or email to your child's Head of House;
- Completing a request for contact form, available at the school's reception.

We endeavour to acknowledge any communication within two working days and seek to respond to any complaints within ten working days. If we need longer, then we will let you know why and set a new date for a response to your complaint.

Please note, in line with our Complaints Policy, the Headteacher will not investigate complaints in the first instance, but will delegate this to an appropriate member of staff depending on the nature of the complaint. **Only after this stage has been exhausted** will the Headteacher investigate the issues around any complaint. If, following a complaint, the school is found to be at fault we will offer a full apology and determine whether we need to review our school policies or procedures. We recognise that only by being "open" to complaints can we continuously improve.

Infant School (Early Years to Year 2) Information

Mr. Matt Stedman is the Head of Primary and is responsible for the day to day leadership and management of this area. His email address is StedmanM@mayfield.portsmouth.sch.uk. The Head of Early Years is Mrs. Jo Buck and she oversees the Pre-School, Reception Classes and acts as the 'SENCo' for the Infant phase. Her email address is BuckJ@mayfield.portsmouth.sch.uk

Classes and teachers

We have three National Curriculum Year groups in the Infant section covering Years R, 1 and 2. The names of the classes and the email addresses of the class teachers are as follows:

NCY	Name	Teacher's name	Class teacher's email
Year R	Seahorse	Miss Aisha Beech	BeechA@mayfield.portsmouth.sch.uk
Year R	Jellyfish	Miss Jennifer Hopkinson	HopkinsonJ@mayfield.portsmouth.sch.uk
Year 1	Octopus	Mrs Amber Sheppard	sheppard@mayfield.portsmouth.sch.uk
Year 1	Turtle	Mrs Melanie Guy	Guym@mayfield.portsmouth.sch.uk
Year 2	Dolphin	Mrs Maria Gleed	gleedm@mayfield.portsmouth.sch.uk
Year 2	Seal	Miss Jennifer Lewis*	Lewisj@mayfield.portsmouth.sch.uk

*from September 1st 2016

Each class has a dedicated Teaching Assistant and, where possible, a trainee Teaching Assistant. We aim to keep the staff/pupil ratio at 1: 10.

School Day – September 2016

Infant Section		
Time	Activity	Notes
7.45am to 8.45am	Breakfast Club	Fee applies
8.45am to 9.00am	Morning tasks	Parents and carers to leave site by 8.55am
9.00am to 10.20am	Morning Session 1	
10.20am to 10.35am	Break	Free fruit is available
10.35am to 12.05pm	Morning Session 2	
12.00pm to 1.00pm	Lunch	20 minutes play / 25 minutes eating
1.00pm to 3.30pm	Afternoon Session	
3.30pm to 4.30pm	Extra-curricular	Free of charge. At least two per week
4.30pm to 6.00pm	After school club	Fee applies

Daily Routine

Pupils not attending Breakfast Club, should enter the school site via the infant section entrance on Mayfield Road from 8.30am onwards. Parents or carers must be present to supervise their child and should ensure that they do not park on the yellow 'zig-zag' lines outside or smoke immediately in front of the school entrance. At 8.45am pupils should make their way directly to their classroom to:

1. Hang up their coat;
2. Put away their book bag;
3. Make a menu choice for lunch;
4. Begin morning jobs and reading tasks.

Parents and carers can support their child in this by explaining the routine and actively encouraging their child to be as independent as possible in accomplishing the above. Parents and carers will not be allowed into the classroom at the start and finish of the school day for safeguarding reasons. The school gate will be locked at 8.55am, after this time pupils should access their class via the main school reception.

First Day and Family Days

The first day of the Year for reception aged pupils is Monday 5th September. On this day, we are very happy for family members to accompany their child into the classroom. Beyond this, we ask that you let them make their own way into the classroom each morning.

During the course of each term we organise 'family days' in which family members are invited in to see what their child is learning. These days are published on the school calendar and the 'Mayfield Messenger'.

Authorised Persons List

Before starting school a member of our Early Years team will meet with the adults that have parental responsibility for the child – usually the parents. These persons will be a 'Main Authorised Person' (MAP) and they will keep the 'Authorised Persons List' (APL) up to date with the names and contact details of all adults that have permission to pick up a child. The MAPs will also decide the unique password which must be given by an adult on the APL before they are allowed to remove a child from the school site. Under **NO** circumstances will we release a child to a person unless:

1. They are over 18 years of age and are 'responsible';
2. Their name and contact details appear on the APL held by the school;
3. They know the child's unique password.

The MAPs can update the APL and password as often as they wish but they must do so in writing. In the case where there is a dispute over the identity of a MAP; the Head of Primary or Head of Early Years will meet with all parties to agree a way forward.

Health matters

We would like our pupils to attend as often as possible. Please send them to school even if they have minor coughs and sniffles. However, if your child has been suffering from sickness and/or diarrhoea then they should be kept home for 48 hours since the last incidence of illness. If you find your child has 'headlice' then please treat and send them into school notifying us this has occurred. If you need

any further advice, then please speak with any member of staff or email our Health and Welfare Officer, Mrs Sally Rowntree on Rowntree@mayfield.portsmouth.sch.uk.

Lunch time and packed lunches

We are in the fortunate position that all Infant pupils will eat a free hot meal together during the lunch break. Please be aware that there is NO option to bring in a packed lunch from home. Our website contains information about what options are on offer and each morning, pupils can make their choice of meal. Pupils are expected to sit and eat their meal using a knife, fork and spoon. A team of lunchtime supervisors will help pupils cut their food, encourage them to have good table manners and check that they have eaten sufficient food before they are allowed to clean their plates and go out to play. Parents and carers may, if they wish, take their child home for lunch. If you wish to do so, then please alert your child's teacher in the morning and pick them up at 12.00pm (Year R), 12.15pm (Year 1) or 12.30pm (Year 2) and return them to school at the end of the lunch break. If your child requires a special menu or has specific dietary requirements then please alert your child's teacher via email.

Our curriculum

We have a thematic approach to our curriculum that always begins with a 'hook' and ends with a celebration. At the end of each half term there will be an opportunity for parents, carers and family members to share and celebrate your child's achievements at a 'parent drop in'. We follow the National Curriculum and the Early Year's Foundation Stage (EYFS) curriculum. Phonics, English and Maths are taught every day. We aim to teach children how to learn and give them opportunities to assess their own learning and set targets for themselves.

At times during the day the children might be accessing learning based on more than one subject in one activity. This ensures good curriculum coverage and embeds skills that could be applied to any learning activity. We regularly invite visitors to our school and have whole school themed activities to enrich the learning experience.

We welcome parental involvement in your children's learning and will post home a topic plan each half-term. The topic plan shows the learning across different subject areas and has suggestions for families to extend the learning outside of school. The topic plans are constantly revised and updated to ensure that they are tailored to the needs of the children and can be viewed in the infant section of the school website.

Developing reading is at the centre of our curriculum and we encourage parents to play an active role in supporting their child's reading at home.

Rewards

A clear, fair, rewards system underpins the work of the classroom teacher. We have a number of rewards such as:

- Attendance stars and certificates for sustained good attendance (95%+) or improved attendance over a period of time;
- Verbal praise, stickers and certificates;
- Privilege – golden time, choosing class stories;
- Responsibility - special helper, lunch time helper;
- Recognition – work displayed, star of the week and achievement points;
- Reward Slips – every Monday all staff are encouraged to nominate two pupils who they would like to single out for special recognition in gold book assembly. This is communicated via a text message to parents/carers;
- Representing the school – throughout the year we invite groups of pupils to represent the school locally or nationally.

Home/School contact

We actively encourage parents and carers to share achievements and concerns with us. Every day before and after school parents and carers have an opportunity to speak with staff members. Also, parents and carers can write messages in the pupil planner which is sent home every day in the book bag and checked every morning by a member of staff. If there are additional concerns you would like to share with any of the staff please contact them via email or make an appointment via the Main Reception. At the end of each half term we send home a report card sharing key behavioural, attendance and achievement data with parents and carers as well as a newsletter informing you of up-coming events and activities. We encourage all adults connected with a pupil at Mayfield to sign up for our newsletter – the ‘Mayfield Messenger’. This can be accessed via the school’s website and is sent out every Friday during term time to keep you up to date with events and news of the week. Additionally, there is a blackboard in the infant section playground to keep you up to date with important information.

Assessment and reporting

At the end of every half term a progress report is sent home to parents and carers. This provides information on your child’s achievement across the areas of learning. Also, information about your child’s behaviour for learning, achievement points, reading, attendance and PE kit. We ask that you discuss this report with your child and over time build up a profile as to their progress.

Additionally, at the end of the EYFS, in the summer term of the reception year in school – teachers complete an assessment. This assessment is carried out by the Early Years teacher and is based on what they, and other staff caring for your child, have observed over a period of time and shared with you towards the end of the summer term.

In Year 1 pupils complete a national phonics test. Results will be shared with parents and carers towards the end of the summer term when reports are written informing you as to your child’s progress, achievement and targets set for the coming year.

In Year 2 pupils complete their Key Stage 1 SATs in English and Maths in May/June 2017. There are two Reading Tests and a Grammar, Punctuation and Spelling Test for English and an Arithmetic Test

and Reasoning Test for Maths. The papers are marked by your child's teacher and the results are shared with parents and carers before the end of the summer term.

Essential Equipment

Every day we expect the pupils to bring in their reading book, planner, keywords and a free choice library book. Additionally, pupils should make sure they have suitable outdoor clothing (coat, sun hat, gloves etc) so that they can access the outside environment. Water bottles are issued free of charge at the start of the academic year and will be sent home weekly for cleaning. At the beginning of every half term they should bring in their PE bag and at the start of the year a pair of wellington boots. Please ensure that all uniform and equipment is clearly labelled with the child's name.

Preparation for learning

At Mayfield we develop independent learning through preparation for learning or 'prep'. We want to work together with you to help your child become an independent learner. The daily planner is an essential for home-school communication. Reading homework and key words are recorded in the planner and it includes details of how to support your child's learning at home, including useful websites. In Infants it is expected that your child is sharing a book at home every day. Alongside this your child needs to practise reading their keywords daily.

Getting ready for school

To ensure a smooth transition into school there are key expectations for all children. You can support your child by encouraging them to be able to:

- use the toilet independently;
- dress and undress for school/PE;
- recognise their name and begin to write it using a cursive (joined up) script;
- use a knife, fork and spoon;
- use a tissue;
- wash and dry their hands.

Senior School (Years 7 to 11) Information

Essential Equipment

In order to support the smooth running of the school and ensure lessons are most effective, all pupils are required to bring a pen, pencil, planner and reading book to school every day. When they join the school, pupils will be issued with a House Badge to be worn on the left lapel and a planner. Damaged or worn badges will be replaced free of charge. Lost badges or planners will incur a charge for a replacement.

All of the above items will be checked every morning on the school gate. Pupils missing items of essential equipment can purchase these on the gate. Please note that in the event a pupil does not have all of the essential equipment, or does not comply with our dress code, they will not be allowed to follow their normal timetable and alternative provision will be made for them for the day or until such time they comply with our expectations.

Desirable equipment

In addition to the essential equipment required, there are a number of items which we would actively encourage every child to bring into school each day and particularly during exams periods:

- CASIO Fx series calculator;
- Eraser;
- Ruler;
- Protractor;
- Highlighter pens;
- Selection of colouring pencils;
- Pair of compasses;
- USB memory stick.

Induction

Mayfield runs an extensive induction programme for pupils moving into Year 7 2016. Our induction begins on Monday 4th July and runs until Wednesday 20th July. Whilst all pupils currently in Year 6 with a place at Mayfield are eligible to participate in this programme; **the decision to release pupils for this lies with the Headteacher of the Junior School they are attending. The Year 6 pupils attending our induction remain on the school roll of their Junior School and therefore all absences must be notified to the Junior School as well as to Mayfield's attendance team.**

During the induction programme pupils will participate in a range of activities including 'normal' lessons and assessment activities.

During the induction days please note that pupils must:

- Arrive each day by 8.15am. Enter through the Senior section entrance on Hewett Road and assemble in the Dance studio;
- Bring a suitable reading book, pencil and pen;
- Wear their current Junior School uniform (except on Friday 10th July and Thursday 16th July when PE kit is required all day);
- PE kits may be required on other days but will be confirmed on Monday 6th July;
- Alert the school to any medical requirements via an email to our Health and Welfare Officer, Mrs Sally Rowntree on Rowntree@mayfield.portsmouth.sch.uk;
- Wear long hair up and not dyed any unnatural colours;
- Wear only a single earring in the lobe of the ear;
- Not have any other piercings;
- Not bring a mobile phone into school.

Each day finishes at 3.00pm and pupils may then make their own way home or be picked up by parents from the Senior section entrance on Hewett Road. If you have any questions about our induction programme, please email Mrs Claire Waterfield on Waterfield@mayfield.portsmouth.sch.uk

Academic Organisation

Initially, for lessons (as opposed to tutor time or Resilience), pupils are split into two mixed ability bands, S and T. The S band is formed from Victory and Discovery houses and the T band is formed from Endeavour and Intrepid houses. Within each of these broad band, pupils are set for Mathematics, Science and English.

In Year 7 pupils study; Maths, English, Science, Accelerated Reader, ICT, Spanish, History, Geography, RE, PSE, PE, Technology, Art, Music, Dance and Drama. French is added in Year 8. As they move through the school there are opportunities to select subjects around a pupil's areas of interest.

Ignite

Upon arrival to school, academically able pupils will be invited to join our able group called 'Ignite'. Pupils in 'Ignite' will be issued with a distinctive badge and participate in a range of stretch and challenge activities as well as trips and visits.

Wilkie Scholarship

Mr Brian Wilkie, MBE, was a former pupil of Mayfield and has joined with The Portsmouth Grammar School to provide fully funded places for two pupils to undertake their "A Level" studies at the Grammar School when they leave us. We are the only school in Portsmouth with this arrangement.

Any Mayfield pupil can apply for consideration as a “Wilkie Scholar”. The list of award winners is below:

The 2012 scholars are Taylor Richardson and Charlotte Marchant;

The 2013 scholars are Alex Todd and Cameron Hall;

The 2014 scholars are Finley Cookson and James Butler;

The 2015 scholars are Lucy Burroughs and Faith Menkah;

The 2016 scholars* are Courtney Hardyman and Danielle Todd.

- In 2016 due to the exceptional quality of applicants, The Portsmouth Grammar School also offered two full scholarships Bradley Jackson and Jasmine Searle.

Mayfield Teaching Model

All teaching staff are required to deliver lessons according to the Mayfield Teaching Model. This model provides a highly prescriptive structure around the delivery of lessons and requires pupils to:

- Line up in pairs outside of the classroom in silence before the teacher allows them to enter;
- Stand behind their chairs with their essential equipment out at the start of the lesson;
- Have an “out of class pass” if walking the corridors during lesson time;
- At the end of the lesson, leave in an orderly fashion.

All lessons will have lesson objectives and success criteria. Teachers will carefully plan their lessons and refer back to success criteria throughout the lesson finishing by asking pupils “What have you learnt today?”

Rewards

Rewards underpin the ethos of the Senior School:

- Achievement Points – these are issued by any member of staff to pupils who have exceeded expectations in some way. These points are recorded on our internal database and contribute to House points, reward teas and reward trips. At the end of each academic year the House cup is awarded to the House with the largest number of points. Additionally, prizes are awarded to the tutor group and individual pupil from each house with the highest/average number of achievement points;
- Attendance rewards – regularly we offer small prizes for pupils with good attendance and at the end of the year, there is a substantial attendance prize; last year this was an iPad;
- School Prom – In July of each year pupils in Year 11 are invited to a “School Prom”. This is a formal event usually involving a sit down meal followed by a disco; Prom criteria are published at the start of Year 11. Those pupils who meet these criteria can receive a free or discounted ticket;
- Mentors – pupils can act as mentors for others in a range of areas. Additionally, at the end of Year 11, all pupils may apply to become a “Young Mentor” for the Summer 2 half term;
- Reward Slips – every Monday all staff are encouraged to nominate a pupil who they would like to single out for special recognition. This is communicated via a text message to parents/carers;

- Reward Assemblies – each half term, certificates are awarded to pupils who have either maintained excellent levels in their progress report over the previous half term or where there has been a significant improvement over the half term;
- School Trips/Visits – throughout the year we organise a number of trips and visits;
- Representing the school – throughout the year we invite groups of pupils to represent the school locally or nationally.

'Prep' and Homework

We believe the setting and completion of homework is crucial for pupils to develop their independent learning skills. Homework is set after every Mathematics lesson for all year groups. Pupils in years 7 and 8 undertake 'preparation for learning' projects (or prep) each half term. These projects are sent home via the half termly whole school posting. In years 9, 10 and 11 subjects follow a homework timetable which is published on the school's website.

Literacy

Literacy is highly valued at Mayfield School. Standards of presentation, technical accuracy and spelling are monitored and form a significant part of our monitoring and assessment of pupils. Pupils are encouraged to read widely and often throughout their time at Mayfield School, and will be given opportunities to write extended pieces across all curriculum areas.

Resilience

Pupils in Years 7 and 8 follow a literacy programme between 8.15am and 8.45am called "Resilience" which is unique to Mayfield. This programme is designed to build upon the literacy work of junior schools and consists of silent reading sessions, supported reading and literacy tasks.

School Meals

The school has two canteens, one canteen specifically for Year 7 pupils, selling a range of hot and cold foods and snacks open during all breaks. Additionally, we have 'Café Tranquilo' open every morning from 7.45am for our breakfast club and during school hours for Year 11 use at break and lunchtimes. Parents of pupils who are eligible for Free School Meals (FSM) should inform Mrs Jackie Hamilton on Hamilton@mayfield.portsmouth.sch.uk. FSM Tokens can be collected during morning breaks by the canteen.

Punctuality

Lateness to lessons causes disruption to everyone and undermines the work of teachers and the learning of others. Therefore, at the start of every lesson, the teacher will call a register and close it. Once the register has closed then pupils will not be allowed into the lesson unless they have an "out of class pass" explaining the reason for their lateness. All registers will be closed within ten minutes of the start of the lesson. This does NOT mean pupils have ten minutes to arrive to lessons! Pupils who are late to a lesson and therefore not allowed in will work in internal isolation for the period and be

issued with a detention. Pupils that are persistently late will be placed on a 'Punctuality Contract' which is monitored by a member of the Behaviour and Attendance Team or the Head of House.

Keeping you informed

Every half term we will send a 'pastoral' or an academic report. For pupils in Years 1 to 8 we will be judging progress against end of year 'expectations' on a subject by subject basis. These expectations build the necessary skills and knowledge to ensure pupils can succeed at GCSE.

For pupils in Years 9, 10 and 11 progress is measured around published 'specifications' from awarding bodies. GCSE grades now take the form of 9-1, with a grade 9 being the highest. National benchmarks dictate a grade 5 to be considered a 'good' pass.

For all year groups, information about your child's behaviour, presentation of work and homework will also be communicated, using a 1-4 scale, where 1 is 'excellent' and 4 is 'inadequate'.

In addition to half termly progress reports we invite parents in to meet tutors and subject teachers at least once a year. We use an online booking system which can be accessed via the school's website. Parents or carers not able to use the 'online' system may request appointments are made on their behalf by writing to, or calling, the Head of House. The dates for parents' evenings are published on our website.

Home/School communication

All members of our community are encouraged to sign up for the "Mayfield Messenger" on the school's website (www.mayfield.portsmouth.sch.uk). This e-bulletin is sent out weekly and keeps everyone updated as to current news and events.

School Day – Years 7 to 11

7:45am to 8:40am	Breakfast Club
8:15am to 8:45am	Resilience (Years 7 & 8 only)
8:45am to 9:45am	Period 1
9:45am to 10:45am	Period 2
10:45 to 11:35	Tutor/Break (See below)
11:35 to 12:35	Period 3
12:35 to 1:35	Period 4
1:35 to 2:00	Lunch
2:00 to 3:00	Period 5
3:00 to 4:15	Extra-Curricular Activities / Period 6 by invitation only

Tutor/Break						
Time		Monday	Tuesday	Wednesday	Thursday	Friday
10.45am to 11.10am	Discovery	Break				
	Victory	Break				
	Intrepid	Tutor	Tutor	Assembly	Tutor	Tutor
	Endeavour	Tutor	Tutor	Tutor	Tutor	Assembly
11.10am to 11.35am	Intrepid	Tutor	Tutor	Assembly	Tutor	Tutor
	Victory	Tutor	Tutor	Tutor	Tutor	Assembly
	Intrepid	Break				
	Endeavour	Break				

Pupils in our senior section (Years 7 to 11) may only enter the school via the entrance on Hewett Road. Pupils in Years 7 and 8 must be on the school site by 8.10am; after that time pupils are considered late. Pupils in Years 9, 10 and 11 must be on the school site by 8.40am; again, after this time they are considered late.

Key contact information

Key Staff		
Headteacher	David Jeapes	Hollis@mayfield.portsmouth.sch.uk
Head of Seniors	Louise Hillier	HillierL@mayfield.portsmouth.sch.uk
Head of Primary	Matthew Stedman	StedmanM@mayfield.portsmouth.sch.uk
KS1 Coordinator	Maria Gleed	GleedM@mayfield.portsmouth.sch.uk
Head of Early Years	Jo Buck	BuckJ@mayfield.portsmouth.sch.uk
Head of House (Discovery)	Jo Webb	Webb@mayfield.portsmouth.sch.uk
Head of House (Intrepid)	Jess Campbell	HowlettJ@mayfield.portsmouth.sch.uk
Head of House (Victory)	Sarah Johnson	JohnsonS@mayfield.portsmouth.sch.uk
Head of House (Endeavour)	Gail Temperton	Temperton@mayfield.portsmouth.sch.uk

First Aid/Special Educational Needs (SEN)/Behaviour and Attendance		
Health and Welfare Officer	Sally Rowntree	Rowntree@mayfield.portsmouth.sch.uk
SENCo	Erika Anders	AndersE@mayfield.portsmouth.sch.uk
Behaviour Manager	Carole Sands	Sands@mayfield.portsmouth.sch.uk
Educational Welfare Officer	Sharon Rolfe	Rolfe@mayfield.portsmouth.sch.uk

School Details

Mayfield School
Mayfield Road
Portsmouth
PO2 0RH

T : 02392 693432

F : 02392 665298

E : general@mayfield.portsmouth.sch.uk

W : www.mayfield.portsmouth.sch.uk

If your child is absent then please contact us as soon as possible by:

Email - attendance@mayfield.portsmouth.sch.uk
Phone - 02392 693 432 ext 236 (answer phone)
Attendance - 02392 693 432 ext 271
Text/Call - 07908676745