

Welcome to Mayfield School - Year 7

Believe.



Succeed.

This is your guide to starting Year 7 at Mayfield

Moving to Year 7 is an exciting time for everybody concerned. It can also be challenging because there are lots of changes and new things to learn. This 'Guide to starting Year 7 at Mayfield' will hopefully help you through it. It is packed with useful information and ideas to help you, and your child, get ready to join us. We hope you find it useful.

On behalf of the pupils, staff and governors, we would like to welcome you and your child to Mayfield School. We hope that the positive partnership between home and school will support your child's years in secondary schooling.



Welcome and Introduction to Mayfield School



We hope that this will give you an introduction, as well as providing you with the information that you need as your child begins their secondary schooling years.

I am very pleased to be welcoming you and your child to Mayfield. Our school is a very special place where pupils, staff and governors work in a community where we aim to be *Ready, Respectful, Resilient, Responsible, Resourceful* and *Reflective* every day. For some of you, this is the start of your Mayfield journey. For others, your Mayfield journey continues. I feel incredibly privileged to be the Headteacher of Mayfield, and I look forward to sharing all of the great things your child will achieve whilst being part of our Mayfield family.

Mayfield School is at the heart of a thriving and diverse local community. We are one of the first single-site, all-through, maintained schools in the country, which we believe provides us with a unique opportunity to join together for an educational purpose: to improve and shape the lives of the children (Year R – Year 11) in our learning community. Our school operates as an all-through school with a single vision, set of values, staff, and Governing Body.

We are a friendly, vibrant school with high standards and expectations. We pride ourselves on our relational approach and the positive relationships we foster; knowing every young person as an individual and challenging each of them to have the highest possible aspirations through our ambitious and inclusive curriculum. Our ambition is to build on our excellent pastoral care with high standards and expectations so that young people are able to flourish and to achieve their very best.

All of our pupils benefit from a wealth of extra-curricular activities, including trips and visits, to enrich their experience at our school and we embrace regular opportunities to celebrate our pupils' success and achievements within (and beyond) our school gates. By building and maintaining strong partnerships between everyone involved directly within the school and the wider community, we will continue to develop our collective learning journey.

Finally, I believe Mayfield is an exciting place to learn. The staff are committed to ensuring that our pupils remember their infant, junior and senior school days, where they gained the inspiration to face new challenges, becoming future-ready, with a passion for learning. We are continually striving for excellence in everything that we do as we fulfil our school vision to create a family ethos that raises aspirations and makes a real difference to the life chances of our young people where everyone is valued, inspired and included.

Although there is further information provided on our website, the best way for you to gain a feel for the 'heart' and 'ethos' of our school is to come and visit us by contacting our office. I very much look forward to welcoming you and your child personally to our school.

Ashley Howard

Headteacher

Meet our secondary leadership team

Mr Cathie - Deputy Head of Seniors



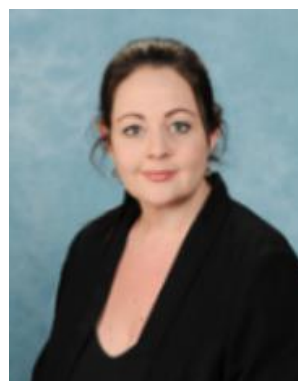
**Mrs Firth – Assistant Headteacher
(Curriculum)**



**Mr Tite – Assistant Headteacher
(Progress and Outcomes)**



**Mrs Bartlett – Assistant Headteacher
(Teaching and Learning)**



**Mr Campbell – Assistant Headteacher
(Behaviour and Attitudes)**



**Mrs Head – Assistant Headteacher
(Quality of Education in Maths)**



The House System

At Mayfield there are four houses:

Discovery (red)



Endeavour (blue)



Intrepid (green)



Victory (yellow)



Each child is allocated to a House and within that a tutor group. Mayfield tutor groups are vertical. This means that in each tutor group there will be a few students from every year group ranging from Year 7 to Year 11.

Each house has a Head and Assistant Head of House. They are there to make sure your child settles into school and will work closely with you and your child to ensure that their transition into school life at Mayfield is as seamless as possible.

If you have any questions, please contact either the Head or Assistant Head of House.

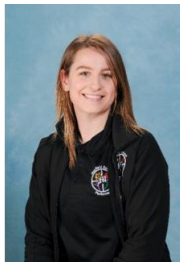


"The curriculum is ambitious, offering a full range of national curriculum subjects." (Ofsted 2022)

Mayfield Houses



Mr Flores— Head of Discovery House



Miss Franklin— Assistant Head of Discovery House

Welcome to Mayfield and Discovery House (aka Red House) where our motto is 'Some wait for it we go discover it'. This motto sums up perfectly what it means to be in Discovery House. We don't just sit back and wait for anything to happen to us; we push ourselves to the best that we can be achieving as much as we possibly can along the way.

We are kind, caring and keep dignity and respect for ourselves and others at the heart of everything we do. We are looking forward to you being part of our House and know that you will bring along great ambition, dedication and a want to go and discover what you are all truly capable of.



Miss Hutchinson— Head of Endeavour House



Mr Hill— Assistant Head of Endeavour House

Hello and welcome to Endeavour House. We are proud to be *always steering the right course*, not only in our lessons but in our life and around the wider school community. We all strive to be the best at what we do. We achieve this by having respect for others, working hard, taking pride in our achievements and being courageous when we feel challenged.

In Endeavour, our team will help you make the most of the opportunities: to grow and develop, learn and succeed. We work together in a positive and productive way to ensure that you will always be steering the right course through your time at Mayfield. We look forward to meeting and welcoming you to the Blue House.



Miss Jones— Head of Intrepid House



Miss Reid— Assistant Head of Intrepid House

We are so excited you're joining Intrepid: it's the best House! In Intrepid we have a motto - 'adventurous, loyal, focused' because we always try our best to be *adventurous* by learning and trying new things. We are *loyal* and kind to each other, and we are *focused* and always work hard.

We like to look after each other in Intrepid, so look out for other pupils with green ties and say hello, give them a smile and help them if they need it. They will do the same for you. All the House team are also here for you and happy to help you. Enjoy your time at Mayfield and be your best self.



Mr Denford— Head of Victory House

I would like to take this opportunity to welcome you to Mayfield School, and into Victory House. Our House motto is 'we can only achieve Victory together,' and we are a House that firmly believes in fostering mutual respect, diversity, and teamwork to support each other to be successful.

In Victory House, we have high expectations of our students. We provide students with high support, and high challenge throughout their time with us. We aim to help create resilient individuals, who feel supported and prepared for any challenges that may come their way. Our students are proud to be part of Victory House.

We look forward to seeing you all looking super smart in your yellow ties in September! 😊

Other Key staff you should know

			
Mrs Howard SENDCo	Mrs John Pupil and Family Support Worker	Mrs Winzar Pupil and Family Support Worker	Mrs Trise Lead Inclusion Support Assistant
			
Mrs Doyle Lead Inclusion Support Assistant	Mrs Gardner ELSA	Mrs Rowland ELSA	Mrs Bradshaw Welfare Assistant (Medical Room)
			
Mrs Rolfe Pupil Support – Attendance	Miss Newnham Attendance Assistant	Mrs Moody Pupil Support - Restorative	Mrs Rowntree Welfare Assistant (Medical Room)

Vision and Values

Our motto, **Believe. Achieve. Succeed.** has been embraced by all the stakeholders within our Mayfield family. Underpinning our ambition for high standards is our commitment to an inclusive and caring community of which parents and carers can be proud. We aim to develop the character of each child. We look to source the best possible staff to teach and support our pupils. Our staff subscribe to our vision and values.

Our School Vision

Our vision is to create a family ethos that raises aspirations and makes a real difference to the life chances of our young people.

Our mission

All stakeholders, together, will create an environment of respect and inclusion where all young people are valued, supported, inspired and future ready.

The 6 R's

Our learning across all subjects is underpinned by **The 6 R's**. These are the values, skills and qualities that will help our pupils to succeed as they move through the school. We celebrate our pupil's development of these values, skills and qualities in the Senior School. In particular, we focus on how developing these qualities helps to aid independent learning for life and exam success.

We want our children to be:

Respectful, Resourceful, Responsible, Reflective, Resilient, Ready

Senior Section



The school Day

Time	Activity
8:45am	Gates open on Kensington Road
9:00am-9:20am	Tutor/assembly
9:20am-11:00am	Lesson 1/2
11:00am-11:20am	Break
11:20am-1:00pm	Lesson 3/4
1:00pm-1:30pm	Lunch
1.30pm-3:10pm	Lesson 5/6
3:10pm-4pm	Extra-Curricular

Pupils arrive through the **Kensington Road** gates and can leave through either the Kensington Road gate or the Hewitt Road gate.



Starting School in Year 7

Before the first day

Whatever your child's age, their first day at school is a huge milestone for them and for you and it is easy for them to become anxious about new routines and social situations. We will work with you to support your child/ren so that they feel confident and see school as a positive and exciting experience. This will help ease those first-day fears.

Getting to Mayfield

Pupils might start to travel here on their own. They might decide to walk, get the bus or use a bike. **If pupils come by bike or scooter, they MUST wear a helmet.** It is a good to start thinking about how they will get to school each day.

To share with your child:

Practise going to your secondary school before you start

Use an alarm to make sure you get up on time

Make sure you have enough time to get to school

The first few weeks

Starting secondary school will be a major step in your child's life and they will need time to adjust. The child's first few weeks at secondary school are crucial in forming their attitude to education. You can be sure that we will be doing everything possible to make it an exciting, stimulating and enjoyable experience.



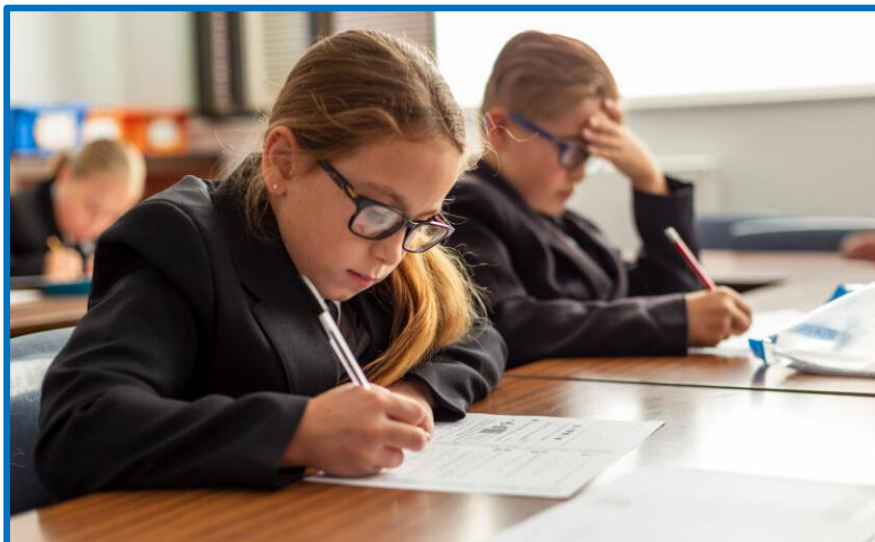
In September

Things pupils need to know

- ✓ They must have all the correct equipment, so they are ready for learning:
 - a black pen
 - a purple pen
 - 30cm ruler
 - a pencil
 - a highlighter
 - an eraser
 - a glue stick
 - a scientific calculator
 - a reading book

You can purchase an equipment pack with everything from the school via Scopay.

- ✓ They must be wearing the correct uniform. If any item is incorrect, they must borrow uniform from the school.
- ✓ When the teacher invites the pupils to enter the classroom, they must stand behind their chair until they are invited to sit down.
- ✓ They are not allowed mobile phones at school. If a phone is seen or heard, it will be confiscated, and parents/carers will be contacted to collect it. They should be turned off and in their bags whilst at school.
- ✓ They are not allowed to go to the toilet during lesson times unless they have a medical card. Pupils should plan on using the toilet at break times. Please don't worry as there are plenty of toilets on every floor.





School Uniform – What pupils must wear

Pupils at Mayfield should take pride in their uniform and always look smart, including walking to and from school. This gives them a sense of belonging to a community. Parents and carers who accept a place at Mayfield School agree that their children will follow the school uniform requirements. We are very proud of our uniform and how smart the pupils look when wearing it.

The basic uniform and PE kit are the same for all years. Items marked with a * must be purchased from one of the school suppliers, or from the pre-loved uniform shop (see Friends of Mayfield). Supplier leaflets are in the pack.

Day to Day Compulsory Uniform

Blazer *		Blazer sleeves are always rolled down.
Tie * Ties can also be purchased via Scopay and collected from the school		Tie colour depends on year and House: <ul style="list-style-type: none"> • Seniors have three stripes in House colour.
White shirt - short or long sleeved		White shirts are worn with the top button done up and tucked in.
Black school trousers		Trousers must be school trousers and must not be leggings, jeggings or jeans.
Black 'polishable' shoes with a low heel		Not canvas, trainers or rubber toed.
Black or white socks, or black/natural coloured tights		Socks must be ankle length.

Compulsory PE items.

Short Sleeved PE top *		Colour of top depends on House. All years 7-11 - black and House colour
Black PE shorts or jogging bottoms		

Optional items which MUST be purchased from the school supplier if you wish your child to wear them:

- Black V-neck jumper with school logo;
- Black cardigan with school logo;
- Black drop pleat skirt with school logo;
- Black Mayfield shorts;
- Black Mayfield PE skirt;
- House coloured PE tracksuit top.

Other expectations

- Jewellery is restricted to one pair of stud earrings in the lobe of the ear.
- No false nails, no eyelash extensions or brightly coloured nail varnish.
- Minimal makeup.
- Hair must be tied up for practical lessons: PE, Science, Dance and Technology.

Friends of Mayfield – pre-Loved Uniform School



Pre-Loved Uniform Shop

We have our own Pre-Loved Uniform Shop, consisting of items that have been donated from Mayfield children, who have outgrown their clothing.



New Items	Prices
Blazer (24-34) - £23.50	Blazers - £5
Blazer (36) - £24.50	Summer Dresses - £3
Blazer (38) - £26.60	Cardigans/Jumpers - £2
PE T-shirts - £8	Skirts/skorts - £2
Skirts - £10	Year R & House Colours PE tops - £2

*New Ties and Blazers through **Scopay***

Please bring cash or do a clothing swap

Accessible from the Main Reception
Monday, Tuesday, Wednesday and Friday 3.35 - 4.25pm

Attendance Matters - Attendance at Mayfield

At Mayfield, we pride ourselves on having excellent attendance and coming to school on time, every day.

As parents or guardians, you are responsible for ensuring that your child attends every day the school is open except when a statutory reason applies, for example, an INSET day.

You must notify the school as soon as possible when your child is unexpectedly absent, for example, through sickness. You can do this by:

- **Calling the school directly on 023 92693432**
- **Sending us a message via the StudyBugs app**
- **Calling or texting the attendance mobile number on 07908 676745**

You should only request leave of absence from the school in exceptional circumstances. Term time holiday leave of absence requests will not be authorised.

Where possible, you should book any medical appointments around the school day (before 8.30am and after 3:15pm for seniors).

If your child is at risk of becoming persistently absent, missing 10% of the school year, you must work with us and Portsmouth City Council to help us understand the barriers to your child attending school. We urge you to be open and transparent with us about your child's attendance so that we can support you both.

In rare cases, some children may become severely absent from school. There are many things we can do to support you if your child is reluctant to attend school and their attendance falls below 50%. We ask that all times you proactively engage with us to ensure that we are able to get you and your family the right support.



Year 7 assessment and testing

This year, we have introduced an assessment which will test various areas of literacy to help us identify specific areas where your children may need additional support. Equally, it will help us to identify the areas of strength.

The assessment tool is GL Exact. It is a fully computerised, UK nationally standardised suite of literacy tests and we are now using it for our children from Year 7 to Year 11. It will be used to help us to ensure that the school and teachers are aware of where best to direct intervention at class, small group and individual levels.

We will also be using this to provide parents/carers a much better understanding about areas of literacy need and strength, which will enable them to better support with this at home.



How does it work?

Pupils are given an individual identity number and access code, and log onto a computer and access the test area.

Tests are divided into 5 timed sections that can be stopped and started at the end of each section in case finishing takes longer than the allotted time.

The 5 sections test the following skills:

1. **Word recognition**
2. **Reading comprehension and reading speed**
3. **Spelling**
4. **Typing to dictation**
5. **Handwriting to dictation**

Once all sections are complete, the test is completed and data generated on the pupils through the GL system and used by the school to intervene appropriately.

"Secondary aged pupils receive high quality careers advice and guidance. They are well prepared for making decisions about their next steps." (Ofsted 2022)

CAT4

The Cognitive Abilities Test (CAT4) is an assessment of developed abilities in areas known to make a difference to learning and achievement – namely verbal, non-verbal, quantitative and spatial reasoning – and provides the school with an accurate analysis of potential student achievement.

CAT4 provides an understanding of what a child is capable of, as well as identifying which of our students have the potential to achieve more and those who need support in certain subjects. A student with a low quantitative score may struggle with maths, for instance, while one with a low verbal score may find it difficult to access the curriculum. These insights help Mayfield to personalise the learning of individual pupils and unlock hidden potential.

How does it work?

Pupils will complete the CAT4 testing during their ICT lessons in September.

Tests will be divided across lessons into sections looking at different areas. Each will last around ten minutes. Pupils will complete these on the computer. There is no need to revise or prepare for the CAT4 test – it is designed as a diagnostic tool to enable the school to have a better understanding of your child's strengths and weaknesses, allowing for interventions and adaptive approaches in lesson.



Reading

At Mayfield, we believe that the ability to read is a fundamental life skill. It is essential to us all if we are to participate fully in society and the workplace.

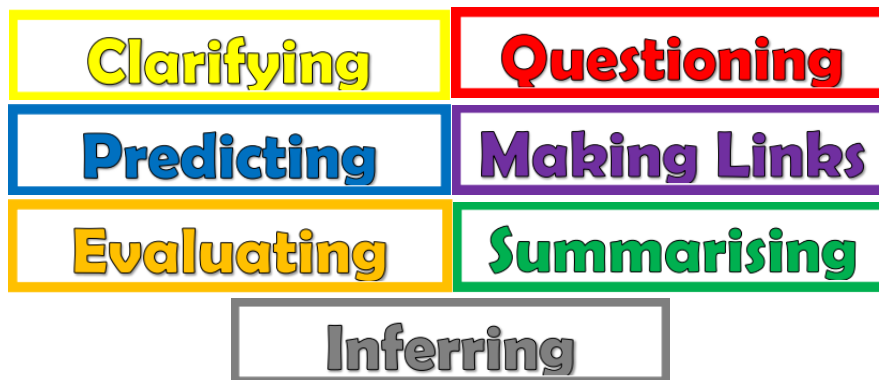
'Teachers should develop pupils' spoken language, reading, writing and vocabulary as integral aspects of the teaching of every subject...Understanding the language provides access to the whole curriculum.'

Fluency in the English Language is an essential foundation for success in all subjects'

- *From the KS3 National Curriculum*

Your child will have the opportunity to read in English and throughout the curriculum. These opportunities will involve the 7 strategies of reading.

The 7 strategies of reading are;



How can parents and carers help?

1. Encourage reading aloud by you or your child. Hearing a story engages interest and reading requires understanding of punctuation and tone.
2. Visit the local or the school library. There's a lot more there than paper books, such as e-readers, competitions and guest readers.
3. Be a role model and have books at home or set aside dedicated reading time so your children can see that you enjoy reading too.
4. Pick the right text which suits the interests and reading level of your child. Libraries and bookshops can help with areas of interest and popular titles, and we can help with reading ages.
5. It doesn't have to be a fiction book! Encyclopedias, newspapers, magazines, and anything with text all encourage reading for pleasure.

"Pupils in Key stage 3 enjoy their extra reading sessions which helps them to access the wider curriculum." (Ofsted 2022)

Activities Week

Every year we take the opportunity to allow our pupils to broaden their education experience and develop their cultural capital by engaging in a wide variety of trips, visits and activities that enrich and go beyond the ordinary school curriculum.

For Year 7 the activity is School Camp which takes place at Tile Barn in the New Forest.

For 2024-25 this will run the week commencing Monday 7th July.

School Camp allows our pupils to spend some valuable time in an area of outstanding natural beauty, developing their teamwork and cooperation skills, taking part in a variety of challenges and activities – including walks (even at night!), water sports as well as traditional camp activities.

Year 7 School Camp is one of the milestone activities our pupils engage in and we know your child will have a great time!

From Year 8, the offer of trip and visits will widen further.

Payment for Activities Week will be managed through ScoPay.



Parent/Carer Involvement and Immunisations

Home School Agreement

The 'Home School Agreement' helps us to recognise this is a partnership. It outlines the expectations and responsibilities of the children, parents/carers and school in our attempt to provide the best possible education for your child. You and your child will be asked to sign this agreement every year.

Parents' Evenings

We value good communication with parents and carers and hope that this will be the start of a positive relationship between home and school. There will be various opportunities to meet both formally and informally throughout the year.

School Aged Immunisation Service

We would like to inform you about what you can expect from the service while your child is in secondary school. Vaccines are the most effective way to prevent infectious disease and help protect people in the community who cannot receive vaccines. As a service they offer the annual flu vaccination which helps to protect against the flu virus.

Consent for vaccinations is obtained through our online e-consent programme and you will receive information by email from school on how to access it. Please contact us for more information regarding the vaccinations, online e-consent and includes our contact details and the current childhood immunisation schedule.

If you have any queries or concerns regarding your child's vaccinations, please contact us at - Portsmouth snhs.schoolagedimmunisations-ports@nhs.ne



Medical Information

At Mayfield school, health and well-being is a big priority in our school structure. We have a medical room which is supervised by qualified first aiders. Mrs Rowntree and Mrs Bradshaw are the designated members of staff; however other staff cover the room as and when needed.

Medical Conditions

If your child has a medical condition, please contact Mrs Rowntree and Mrs Bradshaw to discuss your child's needs. Medical Care Plans need to be brought into the school as soon as possible so procedures can be put in place before they start school.

If they suffer from asthma, please bring their individual care plan into school so it can be uploaded onto our management system. As your child is in the senior section, they will keep their inhaler on them. Spare inhalers can be kept in the medical room. We also hold emergency inhalers in school, you must complete an Emergency Inhaler Consent Form to use these. Please contact Mrs Rowntree/Mrs Bradshaw.

Medication

If your child needs medication during the school day, please bring in to school named and with the required dose on. A 'Request for the school to administer medication form' must be completed before any medication can be administered.

Paracetamol

We do hold paracetamol in school should your child need some pain relief during the day. Paracetamol consent must be completed on the Pupil Information Form. We are however, only allowed to give a pupil three doses a term.

Red Box Project

In January 2020, the UK Government rolled out a scheme to all schools and colleges in England making period products free to all students to access. We have a number of packs of period products - sanitary towels, tampons, period pants and re-usable pads, that pupils can come and pick up free of charge. These are available from the red box in the medical room. We also have a products available if they are caught unprepared during the day. If your child is shy about coming to the medical room you can order these online, please contact the medical room.

If you have any question about your child's medical needs, please contact Mrs Rowntree/Mrs Bradshaw via email: medical@mayfield.portsmouth.sch.uk

If your child has a problem or any special health needs (eg asthma or allergies) please ensure that we are told.

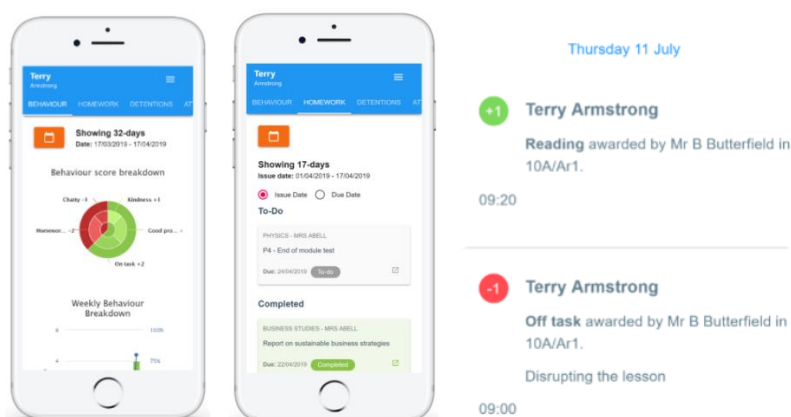
Whole school systems we use



As a school community, we use ClassCharts to share children's behaviour, attendance records, timetables, homework, detentions and announcements. We use ClassCharts as a primary source of communication with parents. ClassCharts for parents can be accessed via the ClassCharts website, or through the IOS and Android App store.



Main Features



From the main screen, you will be able to:

- View homework tasks that individual teachers set, including the due and issue date.
- Display multiple behaviour graphs which represents an overview of your child's achievements and behaviours over a customisable timeframe.
- Beneath the graphs, you will find a list of behaviour activities relating to your child. Information available includes: the type of behaviour, when it was awarded, who awarded it, the lesson the behaviour was awarded in and how many points the award is worth. There may also be notes to give more information about that behaviour.
- View detention information including, date and time of the detention, the location and who the detention is for. The attendance for the detention is also recorded.
- View attendance information including your child's current attendance %.
- View their timetable including subject, room, time and teacher.

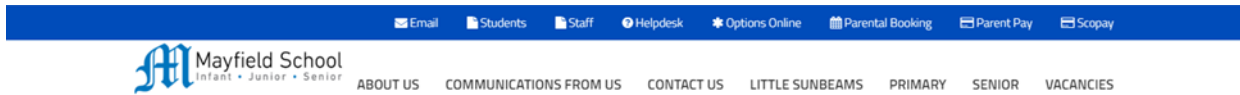


School Cloud for all years.

This is accessed via a website.

<https://mayfieldschool.schoolcloud.co.uk/>

Access to the Parental Booking system can also be through the link on the school website



This site is used to book extra-curricular clubs, parents' evening, events and activities where payment is not needed.

When you log in to the system, you need to enter your First Name and Last Name and your child's First Name, Surname and Date of Birth. These need to match the information you provided to our school and that is held by our management system.

If you have problems logging on, please contact Mrs Phillimore via email: phillimore-laura@mayfield.portsmouth.sch.uk

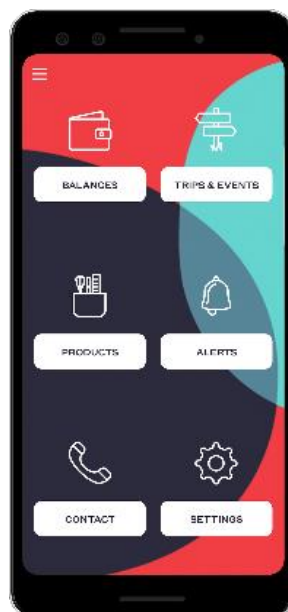
SCOPAY is for all years.

This can be accessed via an app or
website



ScoPay is used to pay for school dinners, equipment and trips etc. As part of our cashless system, ScoPay removes the possibility of loss or theft of money from pupils. Parents credit money to their child's account online via the website with a debit card.

Money is automatically removed from the child's account as they purchase items from the school canteen.



Finding the way around school

Our school is quite big! At first it might feel a bit confusing for your child, but with practise they will find it easier to find their way to classes.

Often classrooms are organised into **departments**. So, each classroom for each subject (like English) might be located in one particular area of the school. Encourage your child to look out for signs telling them where to find different departments. The map of the school is also provided further on in this booklet.



For your child:

Tips for finding your way around.

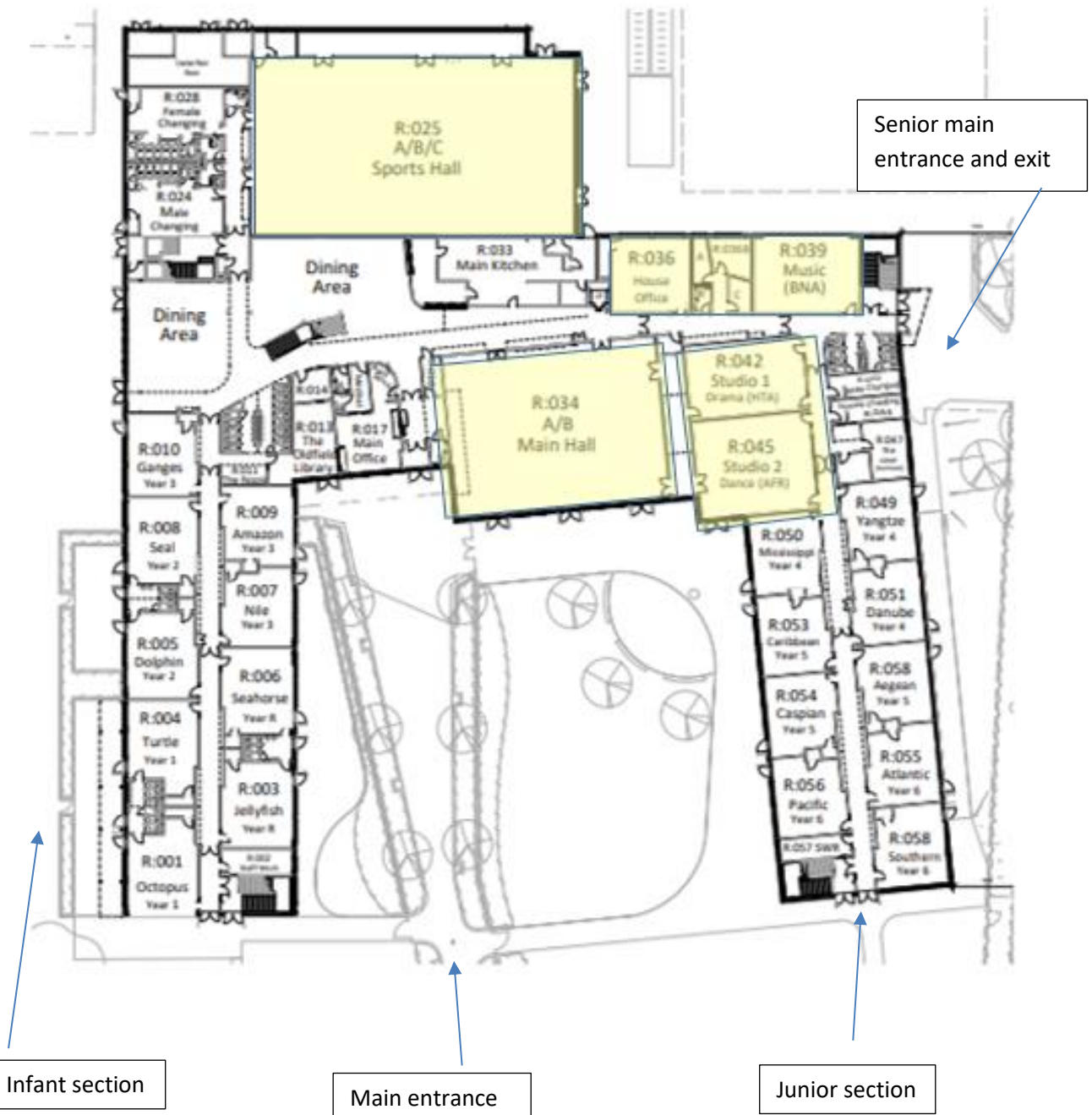
- Look at the plan of the school at home with friends and family;
- Keep the school plan in your school bag;
- Use the plan to find different areas in school;
- If unsure where to go, ask the nearest person or go to Pupil Services;
- Rooms that start with a '1' are on the first floor. If a room has a '2' at the start, it is on floor 2. If the number is under 100, this is on the ground floor.

At the end and beginning of each lesson, adults around the school from the senior section will be in the corridors. They will be there to meet and greet pupils on the way to their lessons as well as help with where to go. Adults will also help to remind pupils of the uniform expectations as they move around the building.



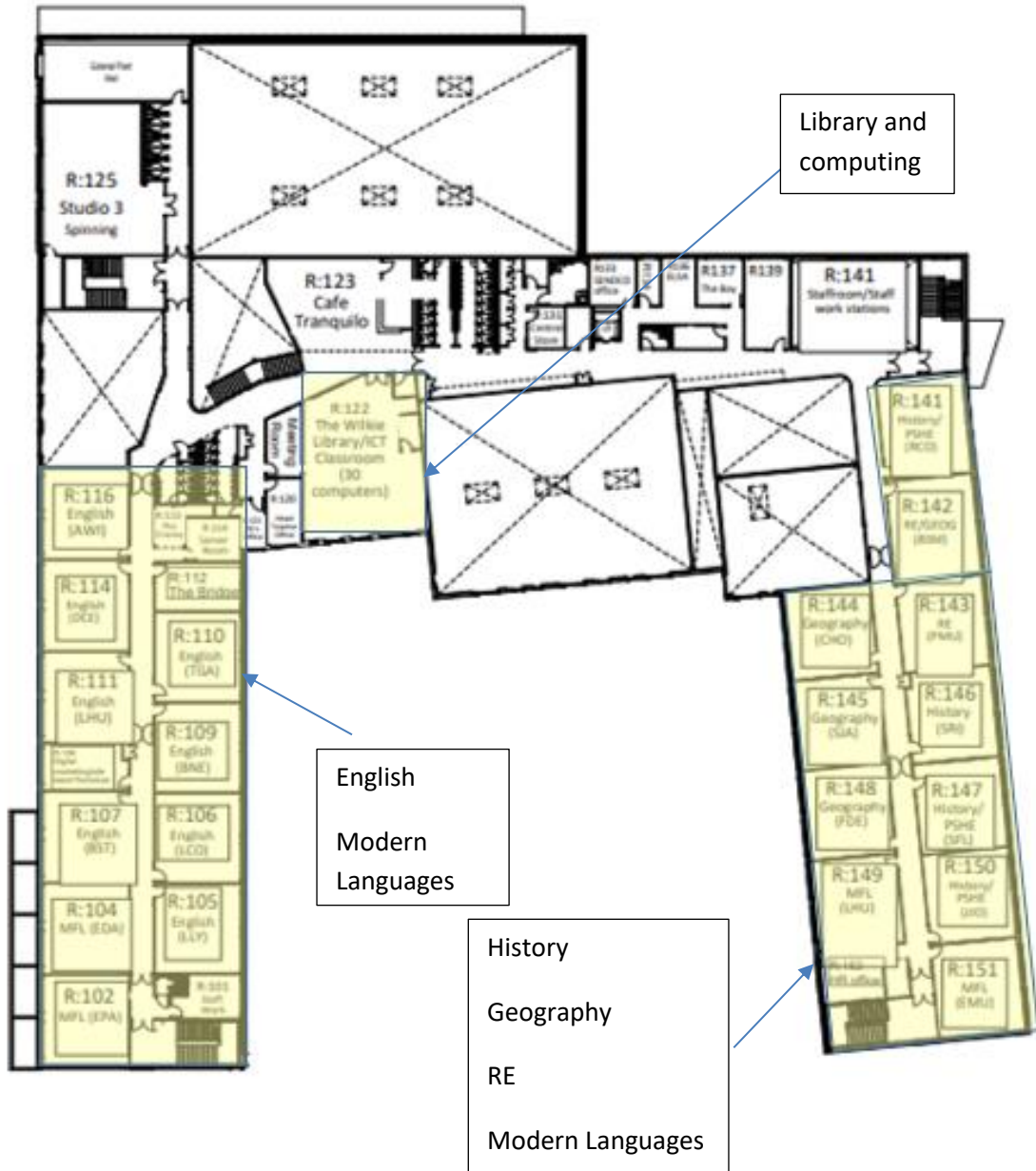
School map – Ground floor

The ground floor is where you will find our Primary classrooms, Main and Sports Halls, canteen and the Performing Arts spaces, Dance, Drama and Music. **As part of our PE curriculum, we will also be using swimming facilities at the Mountbatten Centre. This has been a routine that our pupils are used to. They will walk there with staff.**



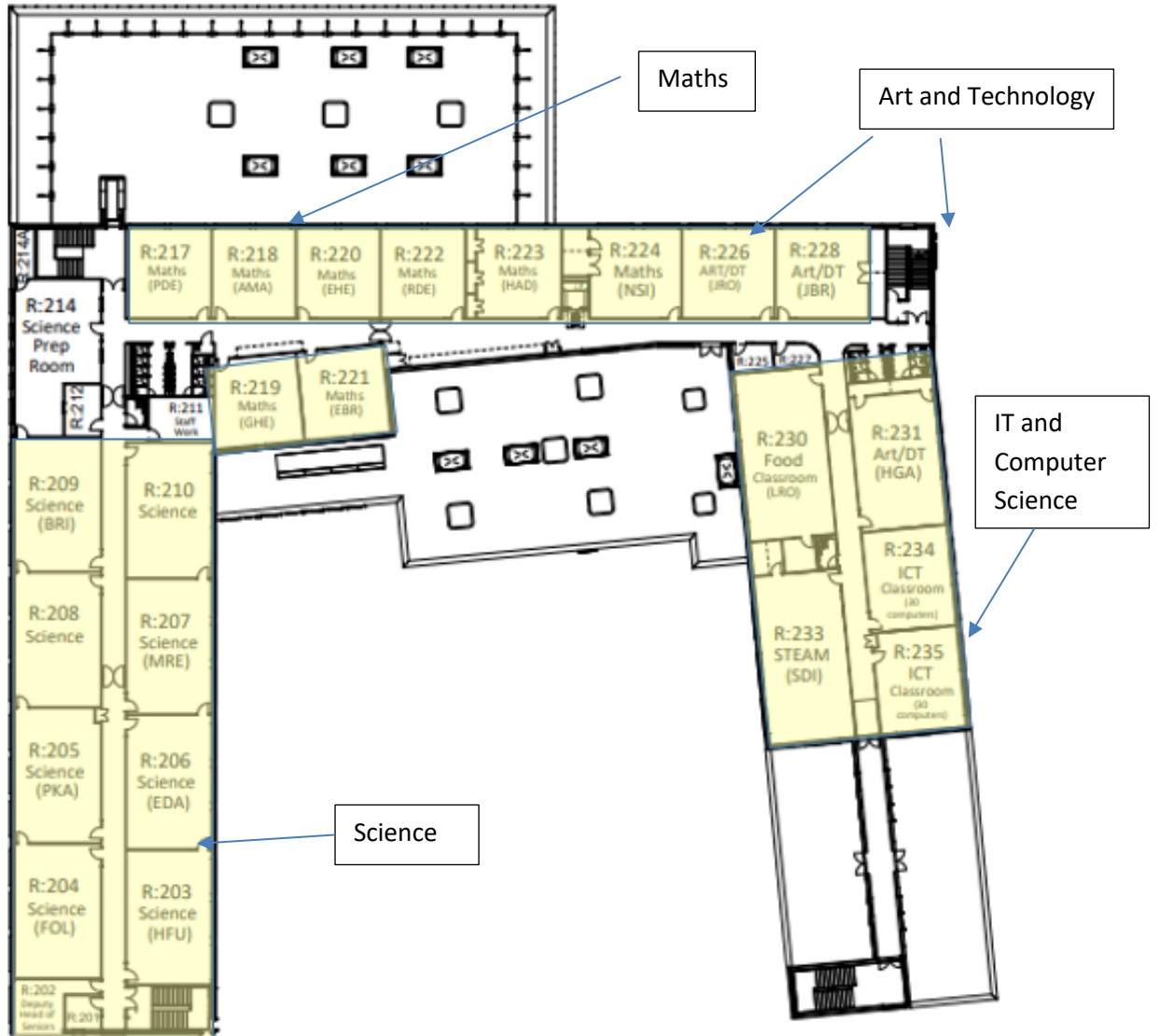
School map – First floor

On the first floor you will find English, Humanities – History, Geography, RE, Modern Languages, the senior section Library, Learning Support, and Reflection spaces.



School map – Second floor

The second floor is where you will find Maths, Science, IT, Art and Design Technology



Friends of Mayfield



Friends of Mayfield are a group of volunteers made up of parents, grandparents, teachers and people from the local community who wish to support the school by raising funds and running exciting events for our children to take part in.

We are recruiting new members to help us plan and run these events, our committee meetings are held on the first Monday of every month at 5.30pm in Cafe Tranquillo, please come to the main school entrance and make your way up the stairs. You do not need to attend every meeting, in fact, you don't need to attend any if your commitments do not allow this. If you would like to volunteer to help with events please contact the school for a volunteer agreement form and a copy of the volunteer policy, please contact the school via email:

general@mayfield.portsmouth.sch.uk

We hope to see you at the next meeting, we would love to have some new input, so please, don't be shy; come along to one of our meetings and help us to raise funds to better our children's school experience!

Please contact Jo for more information:

fom@mayfield.portsmouth.sch.uk

We look forward to welcoming you to Mayfield School

Believe. Achieve. Succeed.



Mayfield Road
Portsmouth
PO2 0RH

Tel: 023 92693432

Email: general@mayfield.portsmouth.sch.uk

Website: www.mayfield.portsmouth.sch.uk

023 92693432