



# Wyvern House

Information booklet 2023/24



# Welcome to Wyvern House

This booklet has been written to welcome you and your child to Wyvern House. For some of you, this will be your first experience of Mayville. Others may already be familiar with the routines of school.

Hopefully, this booklet will answer most of the questions you may have. If, however, you still have queries 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 welcoming you and your child and working with you in the years ahead.

## Names to know

Your Headteacher:	Mrs R Parkyn – Livesey Building.
Deputy Headteacher (Director of Studies):	Mrs J Williams – Livesey Building
Deputy Headteacher (Junior School):	Mrs S George – Kenilworth House
Assistant Head (Pupil/Staff Liaison):	Mrs L Morriss – Livesey Building
Assistant Head (Pastoral / DSL):	Mrs N Ramsey – Livesey Building
Assistant Head (Conduct):	Mr Z Worrall – Livesey Building
SENCO / Head of Learning Support:	Mrs A Ross - Wyvern House
Head of Middle School:	Mrs A Miles - Clarendon Building
Your Form Tutor :	Mrs C Hunt - Wyvern House
Heads of School:	James Boorah, Sophia Giordano, Abid Alam, Ava Banerjee
Finance Office	Top floor of Junior Building
Administrative Staff:	Mrs J Carter, Mrs K Morris-Branch
Pupil Welfare Officer:	Mr R Meli

## Mayville High School classes

### 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

The senior school operates a three form entry of a maximum of 20 pupils in each form. Teaching groups are divided into groups of approximately 12-16.

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



## Lesson times

### JUNIOR SCHOOL (UII-UIII)

Main session times	8.30am – 3.30pm
Morning break	09.50am – 10.20am
Lunch	11.50am – 12.45pm

Junior School children may also attend wraparound care and holiday sessions.

### SENIOR SCHOOL

Main session times	8.40am – 3.45pm
Morning break	10.50am – 11.10am
Lunch	12.55am – 1.50pm

Senior School pupils may attend prep sessions after school on Monday-Friday until 5.00pm.

## Holiday times

The main school currently closes for 17 weeks a year. Holiday clubs provide activities for Pre-Prep and Junior pupils for 48 weeks a year. Upper V work for an additional week in the Easter holiday break.

# School sites

The school operates on six sites as follows:

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

Ecclesiastical Hall | EYFS Department | Junior Classrooms | Junior Staff Room | Junior School Library | Wellbeing Room | Swans and Kestrels (Pre-school) | Kitchen | Linda Owens Hall | Second-hand Uniform Shop

## **MARGARETTE RUSSELL HOUSE – WITHIN KENILWORTH SITE**

EYFS and Pre-Prep classrooms.

## **THE COTTAGE – 33B ST. SIMON'S ROAD (Senior School, base for UV)**

Accommodation incorporating: IT Suite | Design and Technology | Drama Studio | Medical Room | UV Common Room and other classrooms | Finance Office.

## **CLARENDON BUILDING – CLARENDON ROAD (Senior School, base for Remove & LIV)**

Classrooms, incorporating English, Maths and some Humanities Departments | Pastoral Support Room

## **LIVESEY HOUSE – ST SIMON'S ROAD (Senior School, base for UIV & LV)**

Classrooms, incorporating: MFL, ICT and Mathematics Departments | Senior Library | 4 Science Laboratories | some Humanities Classrooms | Staff Room | Headteacher's Office | Deputy Heads' & Director of Studies' Office | Pastoral Support Room | School Office.

## **CHARLOTTE WEST HOUSE – ST SIMON'S ROAD**

Music Rooms | Art Studio.

## **WYVERN HOUSE – ST SIMON'S ROAD**

Specialist learning support unit and mental health centre



# Houses

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*"We have all a better guide  
in ourselves, if we would attend  
to it, than any other person can be."*



*"Patriotism is not enough.  
I must have no hatred or  
bitterness towards anyone."*



*"Wherever there is anything  
to be done, there providence  
is sure to direct my steps"*

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There are competitions between the houses throughout the year and there are trophies for creative activities, as well as for the house with the best work record and best conduct.

Each of the three houses are headed up by a member of staff.

The House Captains are:	Austen	Edward Hall, Inaaya Hussain
	Cavell	Jessica Williams, Dorrian Enniful
	Nelson	Lottie Davenport, Theo Waterman

You can help your house by achieving Good House Marks for effort, work or behaviour, or completing work that is well above the expected quality.

Each Good House Mark received gives either 1 or 2 points to your house.

Good Conduct Marks are given for exemplary performance in school as well as representing the school in the wider community. These are worth 10 points.

Certificates of Merit add 10 points and a Headteacher's Awards 15 points to your House total.

As your points score increases you can earn vouchers for achieving 75 and 125 points. There is a rewards trip at the end of the year to a theme park for the highest two girl and boy point scorers in each year and for any pupil who has 100% attendance.

We have a School Council, who meet with the Head and members of the senior management team twice a year. Any suggestions or recommendations about the school practices/rules can be conveyed to the School Council via Form Captains or UV Prefects.

## Parent Pay

We have streamlined Mayville's payment methods and encourage all parents to use ParentPay to book and pay for school meals, clubs, trips and morning/after-school care. You will receive your log-in details once your child is on role.

Should your child require morning or after-care, please log onto your ParentPay account and select the appropriate day and session, book your child in then check out and pay. You can book many sessions at the same time, if that is more convenient.

Hot lunches and selections from our specials menu are ordered with the teacher in class, at registration. The easiest way to pay for your child's meals is to add a balance on to your ParentPay account that reduces each time your child orders a meal or special in the morning and then top-up the balance as required.

## Parent Portal

Up to date pupil information is regularly posted on the Mayville website in the Parent Portal, which can be accessed at: [mayvillehighschool.com/portals/#ParentPortal](http://mayvillehighschool.com/portals/#ParentPortal). You will be given a log-in when your child starts at Mayville.



# Bullying

No school is immune from bullying or unkind behaviour. However, we have a zero tolerance policy on bullying and unkindness towards members of our community.

All pupils at Mayville are treated as individuals and will have the opportunity to flourish in their area of strength.

## What can you do to create a safe and happy school:

1. Follow our Senior School Anti-Bullying Policy (see below)
2. Be kind and respectful to all members of our community. Do not allow any member of your class to feel isolated; welcome them into your group.
3. If you feel a pupil in your class is not happy, let a member of staff know or one of Mayville's **Anti-bullying Ambassadors**.

**Telling someone else about your problems, or someone else's problems, isn't 'telling tales', rather it's standing up for what we believe in!** The information will be treated confidentially and will be acted upon so that our community can continue to operate in its caring way and all members will feel secure, happy and able to concentrate on their academic studies.

## The Mayville High School Senior Anti-Bullying Policy

- **Think** before you say, send, act.
- **See it, Report it.** It is NOT snitching.
- A smile goes a mile.
- It takes nothing to be kind.
- **Remember** you are not alone.



Bullying is not just Physical, it's also Verbal and Indirect.

If you ever need to talk, you can find an Anti-Bullying Ambassador. We will keep it private unless you or someone else is in danger.

Anti-Bullying Ambassadors are designated pupils who are available to speak to others who are experiencing unacceptable behaviour or are aware of others who are being treated unkindly. They are identifiable by the badge shown above.

### How to support a peer

1. Make it clear that you cannot keep it a secret if they or someone else is in danger.
2. It is difficult for someone to talk about their experience, so congratulate them for their bravery. It is important to listen; say, "In your own time, tell me what is going on."
3. Encourage them to come up with their own solution and always speak to a member of staff if you are concerned.

**I pledge to support all my peers who are being bullied and will not bully.**

Sign here .....



# Child on child abuse

We want you to always feel happy and safe at Mayville. While we hope that it will NEVER happen, sometimes children experience behaviour and treatment from other children that is so serious it is called child on child abuse.

## What is child on child abuse?

This can include, but is not limited to, serious bullying (including cyber-bullying). However, it also includes any form of abuse between children (including physical, sexual, emotional and financial abuse, coercive control, exploitation and misuses of power, victimisation, youth violence and prejudice-based violence). It also includes being asked to send inappropriate images online.

If you are unsure what any of these mean, talk to your parents about it. We will also, over the course of your time in the senior school, talk to you about what each of these mean in your PSHE (Personal, Social and Health Education) and RSE (Relationships and Sex Education) lessons. In Remove, your PSHE/RSE programme will include learning about:

- Managing on- and off-line relationships
- Managing puberty and the issues of unwanted contact

While these topics are not always easy to talk about, it is important to talk about them. We think that if you are aware these things can happen, then you will be less likely to experience them because you will know to tell an adult, either at home or in school. You will also know to tell an adult if you think something is happening to another one of your peers.

We hope that you will find not just one but several adults in school who you trust enough to talk to but a good place to start is with your form tutors in Remove (Mrs Eckworth, Mrs Graham and Mrs Bray) and/or Mrs Miles in Clarendon.

## youHQ

If it is hard to talk about face to face, you can always use youHQ. This is a wellbeing app that is used in the Senior School. You will get regular check-ins sent to you and we hope that you will reply to these check-ins, telling us if you feel happy or unhappy and why. You can also use youHQ to access resources and content to help you if you are struggling with anything, or to report something to the safeguarding team. You will be shown how to use this and given your login in your first week. You can access youHQ either on a regular computer or tablet or via a downloadable app on your phone.

## If you do tell an adult

Reports of peer on peer abuse will always be taken very seriously in school. The school's Designated Safeguarding Lead (Mrs Ramsey) will investigate the report promptly and appropriately. Where necessary, immediate steps will be taken to ensure the safety of our pupils.

Parents can read our detailed Child On Child Abuse Policy on our website.



# Acceptable Use Agreement: Pupils – Secondary

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school.

The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. They may also pose greater and more subtle risks to young people.

We understand the responsibility to educate our pupils on online safety issues, to teach them the appropriate behaviours and critical-thinking skills necessary to enable them to remain both safe and within the law when using the internet and related technologies in and beyond the classroom.

Further details on measures taken by the School to try and ensure our pupils stay safe in the online environment are set out in the School's Online Safety Policy.

This Acceptable Use Policy is intended to ensure: that all MHS pupils will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use that School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

## **Acceptable Use Policy Agreement**

I understand that I must use School ICT systems and my own devices insofar as they are allowed in School, in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the School ICT systems and other users.

I must also follow the School's Bring Your Own Device (BYOD) Policy when using my own device at School and logging on to School facilities.

### **For my own personal safety:**

I understand that the School will monitor my use of the ICT systems, email and other digital communications.

I understand that I have an email account issued to me by the School. I must use this email account when emailing staff at School.

I will not reveal my username and password to anybody else, nor will I try to use any other person's username and password.

### **And whatever device I am using:**

I understand that it is in the best interest of my safety to ensure that any social media profiles I have are set to the highest privacy setting and that I only communicate with people I know offline.

I will be aware of 'stranger danger' when I am communicating online and, if in doubt, I will seek the advice of a member of staff or parent/guardian.

I will not disclose or share personal information or images of or about myself or others online.

If I arrange to meet people off-line that I have communicated with online, I will do so in a public place and take an adult with me.

I will immediately report any material or communications I receive online that make me feel uncomfortable or which are offensive, discriminatory, threatening or bullying. I will not respond to any such communications.

### **I understand that everyone at School has equal rights to use technology as a resource and:**

I understand that the School ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.

I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

I will not use the School's internet systems for inappropriate activities such as online gaming, online gambling, internet shopping or file sharing or sending and/or sharing inappropriate images.

**I will act as I expect others to act toward me, and whatever device I am using:**

I will respect others' work and property and will not access, copy, share, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

I will adopt appropriate etiquette when sending emails to staff and other pupils, ensuring those emails are polite and formatted correctly.

I will be polite and responsible when I communicate with others online, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

I will not take, use, share, publish or distribute images of anyone without their permission, even if I consider the image to be harmless.

I will not share other peoples' contact details or other information about them without their permission.

I will not refer to the School, its staff or pupils on websites or other areas of social media without the School's consent.

I will not build, use or host any website (eg blogs, YouTube) outside of the School network which contains any material relating to MHS or members of the School community.

I understand that the School will monitor the use of social networking sites by pupils.

**I recognise that the School has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the School:**

My mobile phone must be handed in to my tutor in the morning and switched off.

I understand that use of cameras or other recording equipment, including on mobile phones and other devices, is forbidden during normal school hours, unless under direction of a member of staff. It is always forbidden in toilet, washing and changing areas.

I will not upload, download, send, print, or access any materials which are illegal, obscene or inappropriate or may cause harm or distress to others, nor will I use any programs or software that might allow me, or otherwise attempt to bypass the filtering / security systems in place to prevent access to such materials. I will immediately report to staff any accidental access to inappropriate materials.

I will treat School ICT equipment with respect and care, and will immediately report any damage or faults involving equipment or software, however this may have happened.

I will not open any attachments to emails unless I know and trust the person / organisation who sent the email. This is because of the risk of the attachment containing viruses or other harmful programs.

I will not install or attempt to install programs of any type on School hardware nor will I try to alter computer settings.

I will not use a memory stick or external hard drive on any School ICT equipment.

I will use School email responsibly and I will not send inappropriate emails or distribute mass emails (eg distribution lists) without good reason.

I understand that, with the exception of portable computers, School IT equipment should not be moved, relocated or adjusted without the permission of a member of staff.

I understand that display screens and signs in classrooms and other areas of the School should not be touched without a member of staff present in the classroom in order to supervise.

I understand that I have my own user area to store private files and folders for school work only. This area should not be used to store personal photographs, music or documents. If my work is particularly important, it is good practice to save additional copies elsewhere as the School cannot guarantee against possible hardware failure.

I understand that any deliberate attempt to damage or 'hack' into the School's ICT infrastructure will result in serious disciplinary action.

**When using the internet for research or recreation, and whatever device I am using, I recognise that:**

I must think carefully before I post any information online or repost or endorse content created by other people

I should ensure that I have permission to use the original work of others in my own work.

Where work is protected by copyright, I will not download copies (including music and videos).

When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of school:**

I understand that MHS also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information, hurtful or derogatory comments on chat rooms, instant messaging, text messaging, social networking sites or similar websites).

I understand that if I fail to comply with this Acceptable Use Policy Agreement (and the Bring Your Own Device Policy, where applicable), I will be subject to disciplinary action.

Please click on I Accept below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement (and the Bring Your Own Device Policy, where applicable). If you do not accept, access will not be granted to School ICT systems and you will not be allowed to bring your own device into School and log on to the School's facilities.

**I confirm that I have read and understood this policy.**

Pupil name.....

Pupil signature.....



# Basic Standards

All children will have a Key Person/Teacher, who will be your key point of contact. Staff are caring and approachable. The Basic Standards 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.

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

## Walking around buildings

- Pupils should walk quietly around buildings
- No food should be eaten in corridors, on the stairs or walking up and down the road.
- Chewing gum is not allowed
- Walk in single file to allow easy passing
- Walk on the left hand side of the staircase, waiting for members of staff to come up or down
- Greet staff politely
- Hold open doors for those following, or for staff

**Walking between buildings** – Pupils in Remove, Lower IV and Upper IV must never cross the road unless they are accompanied by a member of staff.

## Pupils must remember the following:

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

## Behaviour at the start of school

- If you are ill, the Office must be informed by telephone/email on the first morning of your absence. If you arrive later, or leave early, you must sign out or sign in at the Main Office.
- Turn off your mobile phone when entering buildings in the morning and hand in the phone during morning registration
- During registration, sit quietly until the register has been taken

## Behaviour at the start of lessons

- Pupils must arrive promptly to class.
- All pupils must have correct books and equipment (note – no bottles of ink or tippex fluid may be used in school).
- Pupils should wait quietly for a member of staff.
- The SENCO must be informed by a representative for the class if a teacher does not arrive within five minutes of the lesson start time.
- Pupils must have their school book bags with them at all times

## Behaviour in lessons

Pupils must accept responsibility for their own learning by:

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

# Homework

In Wyvern House, homework for both Junior and Senior pupils will be completed during allocated study lessons, if this is deemed appropriate for the individual pupil.

Wyvern House pupils will receive support for all their organisation and homework needs. We aim to develop their independence and work towards the following Mayville expectations:

## Completion of homework

- Pupils must ensure they take home the appropriate books needed for home use
- Pupils must complete their homework to the best of their ability during study lessons
- Pupils must hand in work on the day and in the place appointed by a member of staff.

## Independent Homework Projects (IHP)

Wyvern House senior pupils will not be expected to complete IHPs.

## Sanctions for non-completion of homework

On failing to submit homework on time, or to an acceptable standard, the Wyvern House Tutor and SENCO will be informed and a plan will be agreed between staff, parents and pupils. In exceptional circumstances, the Senior School Homework Policy comes into play and will result in a warning and the pupil will be required to bring the homework in the following day. If the homework is not completed by the second deadline, a homework lunch support session will be given. These will be held at lunchtime in WHYH1 and a member of staff will be available to help.

Missed homework will be completed during the support session, as well as support offered for organising and managing the homework diary and improving self organisation skills. The Senior or Junior Class Tutor will call parents before then informing the SENCO regarding the missed homework.



# Appearance

You are ambassadors of the school!

- As far as possible, the correct school uniform is to be worn at all times. A 'softened' uniform will be considered on a case to case basis according to the pupil's sensory needs and individual profiles.
- Hair must be tied back if it is of shoulder length. Pupils must not have 'shaved' hairstyles. In Remove, Lower IV and Upper IV, coloured hair is not acceptable.
- In the Senior School, only small gold or silver round ear studs may be worn. They may have to be removed during P.E. or other sporting activities and the school does not accept liability if they are lost
- Watches may, of course, be worn. Smart watches should be handed in with phones during morning tutor.

# Relations with peers

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

- Bad language or any form of bullying will not be tolerated
- Older pupils must be considerate of younger members of the community
- Be polite to each other and to staff at all times
- Any form of physical violence will not be tolerated and will incur a serious sanction.

# The environment

Wyvern House is a home from home. Treat it with respect and..

- Never deliberately damage paintwork, notices or wall displays.
- Keep Wyvern House tidy.
- If you use Wyvern House kitchen equipment, assist in washing up and cleaning the spaces.
- Pick up litter.
- There is to be no eating except in designated areas and NEVER in Science Labs, I.T .Computer Room, the sensory room or in the Library.
- Energy drinks or fizzy drinks are not to be consumed in school.

# Vaping, Smoking and drugs

- Vaping or smoking in school, or whilst in uniform, is not permitted and will result in immediate suspension.
- The possession of 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 very seriously.

# Mobile telephone / Smart watches / valuables

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

**Mobile telephones or smart watches may not be used during the school day. Pupils found using mobile telephones will have them confiscated and a further sanction will be applied.**

- In Wyvern House, if brought in, phones and smart watches must be switched off and handed to the form teacher in the morning by all pupils. A daily register will be completed and the phones/smart watches will be taken to SENCO's office for safekeeping during the day.
- The school reserves the right to examine information held on phones if it feels that the phone has been misused.
- If for any reason you have to bring a large sum of money to school, hand it to the SENCO for safekeeping.

## 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 Juniors, Remove, Lower IV and Upper IV must always cross the road with adult supervision.
- Pupils must not leave the pavement until a member of staff is in the centre of the road and has indicated that the road is clear.
- Walk across the road; do not run.
- Cross the road in single file, or in pairs, but not in a group.
- Walk straight across the road; do not cross diagonally.
- Walk in front of the member of staff, not behind him or her.

Pupils should go back into Wyvern House to find a teacher if they get stuck at a crossing. If they are coming from Livesey or Clarendon, and nobody is there to meet them, they will need to go back to the main office who will ring Wyvern House. (Pupils should not wait more than five minutes to be crossed).

Pupils in Upper V and Lower V may cross the road without adult supervision, as long as they do so in a responsible and safe manner, following the rules as set out above

## Conduct in the minibus

- Pupils must wear a seatbelt at all times. This must not be removed until directed by the driver or another member of staff.
- Pupils must not stand up or move seats whilst the minibus is moving.
- Pupils must not shout out.
- Pupils must not make faces/gestures at people inside or outside the minibus.
- 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.





# DOs and DON'Ts

1. As far as possible, the correct uniform is to be worn at all times. Be proud of your uniform, keep it clean and in good repair. Hair must be tied back if it is shoulder length or longer.
2. The only jewellery that may be worn is a watch and small plain gold or silver round ear studs, one in each ear. They may have to be removed during P.E. or other sporting activities and the school cannot be held responsible if they are lost.
3. You may only cross the road during school hours with the supervision of a member of staff.
4. Walk, don't run around the school and between buildings. Be aware of other users of the pavement and move to one side to let them pass. If you meet a member of staff, greet them politely.
5. Make sure you know what activity you are involved in and ensure you have the correct kit.
6. Bad language or any form of bullying will not be tolerated.
7. Be considerate to the younger children in the school, enjoy their company but, however 'sweet' they may be, NEVER pick one up – they don't bounce if dropped!
8. Be polite at all times to staff and each other.
9. Ensure used sanitary towels are correctly disposed of in the bins provided.
10. School starts at 8.40am. If you are ill, the office or Wyvern House must be informed by telephone/email on the first morning of your absence.
11. If you are ordering food, ensure that this is done at registration. If you are late, ensure that any requests are made as soon as you arrive. Orders made at break time cannot be guaranteed.
12. Ensure you are punctual for lessons, arriving with the correct equipment.
13. Food must never be eaten as you walk around the school or in the street.
14. Seniors have a homework diary. This must be kept up to date and will be checked by your tutor.
15. Show respect for the school buildings and equipment. Do not damage books. Be responsible for ensuring you work in a pleasant environment; pick up litter whether or not you dropped it; help to keep your form room tidy.
16. Follow the kitchen code of behaviour.
17. Always remember that courtesy is important at all times: hold doors for each other; say 'please' and 'thank you'; allow staff to walk down the stairs by standing to one side

## Code of conduct

- Show respect for yourself
- Show respect for members of staff
- Show respect for people in the community
- Be honest
- Be polite
- Be tolerant
- Be caring
- Be considerate
- Be punctual, smart and organised
- Respect School buildings & equipment
- Always work to the best of your ability
- Believe in yourself

## Mayville Character Values



**Resilient**

**Positive**



**Honest**

**Respectful**



**Responsible**

**Considerate**



**Creative**

**Reflective**

# Equal opportunities

We value each individual as an important member of the school community.

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 at 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.

## Mayville High School Senior School equipment list

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

- Pencil case  
*Note: LV/UV will need a clear plastic pencil case for use in exams*
- Berol Pen or biro (black ink)
- Pencils
- Eraser
- Colouring pencils/felt tips
- Highlighter
- Glue stick
- Scientific calculator (Casio FX-83 or 85)
- Reusable water bottle  
*Note: UV pupils require a clear plastic water bottle if they wish to take a water bottle into exams.*
- Personal headphones for ICT (wired)
- Chromebook
- MHS book bag or rucksack (compulsory for R, LIV, UIV)  
Option for LV/UV - Plain black or navy bag (no visible branding)



# Kitchen Code Of Behaviour

## Our aim

All students and staff should enjoy eating their lunch in a relaxed, pleasant atmosphere. It is an opportunity to talk to friends and renew energy. Wyvern pupils will be able to eat in the Senior Classrooms or Garden areas.

## Rules

- 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.
- Do not talk when you have food in your mouth!
- Sit correctly at the table, with both legs under the table.
- If you wish something to be passed to you ask politely, remembering to say please and thank you.
- When queuing, wait quietly.
- Ensure that when you have finished your lunch, all rubbish is disposed of tidily and in the correct place. In Wyvern, we all assist with washing up and putting away.
- No canned fizzy drinks.

EAT HEALTHILY! Healthy eating promotes your ability to study. Remember to drink lots of water during the day.



# Rewards

<p><b>GHM 1</b> +1 House point</p>	<p>Being kind or helpful</p> <p>Whole class good effort, work or behaviour</p>	<p>Certificate for 40 GHM Points</p> <p>Voucher for 75, 125 &amp; 200 GHM points</p>
<p><b>GHM 2</b> +2 House points</p>	<p>Taking responsibility or showing initiative</p> <p>Individual work that is above expected quality</p>	<p>Voucher for the highest Points total for each Tutor Group every half term</p>
<p><b>Certificate of merit</b> +10 House points</p>	<p>End of term recognition for achievement, effort or progress in each subject</p>	<p>One given by subject teachers for every teaching group at the end of each term.</p>
<p><b>Good conduct mark</b> +10 House points</p>	<p>Exemplary help or performance in school</p> <p>Representation of MHS in the wider community</p>	<p>Given by SMT</p>
<p><b>Head Teacher's award</b> +15 House points</p>	<p>Outstanding work or performance</p> <p>Outstanding display of the 'spirit of MHS'</p>	<p>Teacher nomination via Headteacher</p>
<p><b>Total Points = Rewards - Sanctions</b></p>		

# Sanctions

Wyvern Staff are trained in Positive Behaviour Management through TeamTeach and work towards alleviating difficulties by supporting our pupils. Where Wyvern Pupils are accessing main school the teachers will receive 'pupil passports' to assist with supporting pupils and reducing triggers.

Pupils do need to be aware of the expectations and consequences of negative conduct. They will all be automatically given a 'yellow pass' to remove themselves from class and 'safe places' to go where Wyvern Staff will be contacted. We will have staff available to support pupils as they transition and throughout their time at Mayville High School, Wyvern House.

<p><b>Warning given at teacher's discretion</b> Kept back, up to 5 mins</p>	<p>Poor punctuality, uniform or equipment Minor behaviour issue</p>	<p>Discussion with teacher No further action at this stage</p>
<p><b>Lunch incident detention</b> 25 mins in Wyvern House -1 House point</p>	<p><i>Warning ignored or repeated offence</i> Poor punctuality, littering or unsafe behaviour Eating food in prohibited areas or not handing in phone</p>	<p>Recorded on SchoolBase by SENCO during d/t and emailed to parents Tutor informed and monitor patterns of behaviour Parental contact by tutor if more than 3 in a half term SMT &amp; tutor discussion with pupil</p>
<p><b>Lunch incident detention</b> 50 mins in Wyvern House -2 House points</p>	<p><i>Second warning ignored or repeated offence</i> Ridiculing or jeering when another pupil is being spoken to by staff More than 10 mins late to a lesson without a reason Failure to attend 25 min lunch detention without a valid reason</p>	<p>Further sanctions for repeated offence</p>

# Who's who in Wyvern House?

Headteacher	Mrs R Parkyn MFL
Deputy Head / Director of Studies	Mrs J Williams Mathematics
Deputy Head / Junior School	Mrs S George
Assistant Head Staff / Pupil Liaison	Mrs L Morriss PSHEE / ICT
Assistant Head Pastoral	Mrs N Ramsey Science
Assistant Head Behaviour	Mr Z Worrall Mathematics / PE
Director of IT & Communications	Mrs J Mills ICT / Business
Head of UV	Mr T Booker History
Head of Middle School (R-LIV)	Mrs A Miles PSHEE / Sociology
SENCO / Head of Learning Support	Mrs A Ross
Wyvern Senior Classteacher/Tutor	Mrs C Hunt
Wyvern House Administrator	Mrs K Ruck
Wyvern LSA	Mrs J Macleod
School Counsellor/Mental Health Lead	Mrs E Sacker
Speech and Language Therapist	Mrs V Leonard
Occupational Therapist	Ms M Howarth
Dyslexia Tutor and Assessor	Ms A Chenneour English/Dyslexia
Dyscalculia Tutor	Ms H Clay Study Skills/Maths/Dyscalculia/EAL
Dyslexia/Primary Maths Tutor	Mrs H Dimon
Dyslexia Tutor/Access Arrangements	Mrs M Dorey
Dyslexia Tutor	Mrs K Keysell-Fitzpatrick
Dyscalculia/Maths Tutor	Mr I Sands Maths / History
Dyslexia Tutor	Mrs A Wardale

## 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 Headteacher, Mrs. Parkyn.

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 contact the school office for the policy regarding complaints.



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## Further information

The school website is regularly updated with information and events, for anything else, please give us a call or send an email.

023 9273 4847

| [enquiries@mayvillehighschool.net](mailto:enquiries@mayvillehighschool.net)

| [mayvillehighschool.com](http://mayvillehighschool.com)