

## **HT Message**

Apology for the lengthy update, but we have lots of essential information to share:

### **Track and trace during the Christmas holiday**

We continue to see very few reported positive cases of COVID 19 within our school community. To date, less than 2% of the school community have had a confirmed case. Notwithstanding this, we are required by the Government to keep tracking and tracing 'close contacts' of positive cases within our school until midnight on 24<sup>th</sup> December. This is because, if your child tests positive for COVID 19 between Saturday 19<sup>th</sup> December and Thursday 24<sup>th</sup> December, it is likely that they will have been infectious in school for the final days of term and therefore we will need to advise all children who are 'close contacts' to self-isolate.

Therefore, it is important that we are informed of any pupils who return a positive test in the first week of the Christmas holidays. This can be reported to the school by:

- emailing the school on [General@mayfield.portsmouth.sch.uk](mailto:General@mayfield.portsmouth.sch.uk) , or
- telephone the school on 02392 693432 and choose extension 236 to leave a message on our absence reporting line.

Staff members will then begin to identify any 'close contacts' and communicate with relevant families.

If your child develops Covid symptoms from midnight on 24<sup>th</sup> December then please still inform us, however, it is very unlikely that they will have been infectious whilst in school, and therefore we will not undertake a 'track and trace' exercise. In this case, your child should still follow the guidance around quarantine and they will be able to access work packs from the school's website when we restart in January.

For our system to work well, it is vital we have accurate contact details. The main means of communicating with parents and carers is via the SIMS Parent App. Please be aware that you can update your contact details on this platform. If you have not yet downloaded it or need support using this, then please contact Mrs. Helen Patis, SIMS Manager:

[Patis@mayfield.portsmouth.sch.uk](mailto:Patis@mayfield.portsmouth.sch.uk)

As ever, if your child is presenting symptoms, or waiting for the result of a test – do not send them in to school and inform us using the absence reporting line.

### **Parking around the school site during drop off and pick-up**

For those driving to the school area for either drop off and collection, we would ask you please park safely, with consideration.

We do appreciate that congestion locally is increasing, but please do not park on the zig zag areas, the T-bar at the front Mayfield road entrance or park on the double yellow lines, pavements, and corners of local roads for the safety of pupils, parents, and staff. We would ask you to leave ample time to park safely before collecting or dropping off pupils, especially considering the darker nights are now here.

Both PCC and Police have also noted the issues and we are hoping we can resolve this over the coming weeks prior to them taking further, more formal, action.

I am sure you will agree that no one would wish injury to someone from our school or the local neighbourhood and to that end you will see some further initiatives and messages on our social media channels in the coming weeks."

### **Winter food vouchers**

Portsmouth City Council has pledged to fund meals over the Christmas holidays for children who are eligible for free school meals. Families in receipt of qualifying benefits will receive £30 of vouchers per eligible child in order to buy food over the holiday period. The vouchers can be spent on food at a range of shops including Sainsbury's, Tesco, Asda, Morrisons, Waitrose and M&S.

These vouchers are being processed by the School Office and will be sent to the email address that we hold on our SIMS system in the week beginning 14<sup>th</sup> December. The vouchers will be delivered to your inbox via the same Edenred portal that was used to distribute the free school meals vouchers during the school closures earlier this year. Parents who opted for paper vouchers in the previous scheme will receive paper vouchers through the post again.

Please note that this scheme is open only to families who qualify for free school meals through their household income. Pupils who receive the universal infant free school meals in Year R, 1 and 2 are not included in this scheme.

Please email [General@mayfield.portsmouth.sch.uk](mailto:General@mayfield.portsmouth.sch.uk) if you have any queries or questions about this scheme.

### **End of term reports**

During next week we will be posting your child's report to SIMS Parent App. All children will receive an attitude to learning grade. Additionally:

- Pupils in Year 11 will be given a predicted grade
- Pupils in Years R to 10 will be given a "RAGB" grade based on their teacher's assessment of their likelihood of them reaching their end of key stage target.

In terms of support for your child over the break, the single biggest help any parent or carer can offer is to encourage a love of reading.

### **Gifts and messages to staff**

I know some parents and carers may well wish to buy a small gift or card for staff members. These can be left in the Main Reception and we will arrange for them to be quarantined before handing over to staff members. Alternatively, feel free to send any messages of thanks directly to staff members via our school email account:

[General@mayfield.portsmouth.sch.uk](mailto:General@mayfield.portsmouth.sch.uk)

Please indicate in the subject line the name of the staff member and the section they work in. We have several staff that share the same surname!

### **Wilkie Scholarship - Year 11**

Given the disruption to Year 11, we have decided to extend the deadline for applications for the Wilkie Scholarship until 4:00pm on Friday 8<sup>th</sup> January 2021. If you would like to apply then send a letter of application to Mr. David Jeapes, Headteacher via Mrs. Lynne Hollis, PA to the Headteacher, on [hollis@mayfield.portsmouth.sch.uk](mailto:hollis@mayfield.portsmouth.sch.uk). This should be limited to 1000 words and outline:

- Your achievements to date. Both in and out of school;
- What 'A' level programmes you wish to follow;
- What your university and career ambitions are.

### **INSET days and early closure**

Please be aware that following the Government's decision to move back the GCSE window by three weeks and discussions with Kier around the decant of the existing building, we are currently reviewing the dates of the remaining INSET days for this year, however, we can confirm the next INSET day is planned for **Friday 12<sup>th</sup> February 2021** – school will be closed to all children on this day. Please rest assured that we will provide a full overview of dates for the Summer and Autumn Term by the end of January 2021 at the very latest.

The last day of this term is **Friday 18<sup>th</sup> December**. Please note that the school will close early to all pupils at 12:35pm. **There will be no extracurricular activities or tea time club on this day.**

To help our families plan their time, we have produced an extract of the school calendar containing all of the key dates for Autumn 2. This can be downloaded [here](#).

### **Head of Seniors**

Week beginning 14<sup>th</sup> December is Week B  
Theme of the Week: What I have achieved this year

Another busy week with relatively few cases of Covid

You will be receiving your child's report via SIMS Parent App next week. Please do take the time to discuss this with your child. If you have any specific questions, then please do contact the subject teacher who teaches your child for the subject with which you have a concern. If you have a general problem, then please contact your child's tutor in the first place. A full list of tutors is available on the website [here](#).

Years 10 and 11 have exams in Spring 1 and it is important that they are preparing for these. Your child will receive information before the holidays from their teachers about topics and what to revise. Please do talk to them about their upcoming exams. A full copy of the exam timetable is available on our website [here](#). If you have any questions about the exams please contact Mrs Head on [head@mayfield.portsmouth.sch.uk](mailto:head@mayfield.portsmouth.sch.uk).

In the few weeks after Christmas, Year 11 will have their BTEC Music exam and their ICT Cambridge National exam. These are REAL exams, so it is very important they are in school for these exams. I

know these are tricky times regarding absence so please do contact Mrs Patis if for any reason your child is unable to attend.

Can I take this opportunity to remind you that when pupils return in January they need to be in full school uniform, which is school trousers not jeans or leggings, and **not** have any unusually coloured or cut hair. False nails will have to be removed and all Christmas jewellery should be safely left at home- the only jewellery permitted at school is a single earring in each ear lobe- one per ear. No rings, necklaces, bracelets or other piercings should be worn and they will have to be removed if seen. Thank you so very much for your cooperation in reminding your children of this.

Pupils can wear a Christmas Jumper on Friday 18<sup>th</sup> December- it would be nice to end the term on a jolly note so if you child has a jumper it would be great if they could come in wearing them.

Finally, if Santa is looking for an extra gift for your child's Christmas stocking then it is a good time to top up your child's school equipment! Your child needs to bring to school every day:

Black pen plus spare  
Pencil plus spare  
30cm ruler  
Eraser  
Purple pen  
Glue stick  
Casio FX Scientific calculator  
Reading book (Year 7 only)  
Face covering plus spare.

### **Head of Primary**

This week the children have been working hard to learn the 12 days of Christmas in sign language. It has been fantastic to see them taking the time to learn this and we look forward to seeing the final result in our virtual singing assembly next week.

Today we have been making our choices for our reward afternoon which will take place on Thursday 17<sup>th</sup> December between 1.30pm and 3.30pm. We hope that everyone enjoys celebrating their achievements this half term.

Next Friday the school will close to pupils at 12.35pm. Pupils will eat their lunch at 12pm ready to leave at 12.35pm. Pupils are very welcome to wear their Christmas jumpers in lieu of their blazer on this day.

After Christmas years 4, 5 and 6 will have their PE lessons on a Monday for year 6, Wednesday for year 5 and Thursday for year 4. These lessons will run from 3.30pm until 4.30pm each week and are run by staff from both the senior and primary sections. All pupils have been signed up for this via the extra-curricular booking system. If you would like to discuss this further, please contact Miss Lewis on [lewisj@mayfield.portsmouth.sch.uk](mailto:lewisj@mayfield.portsmouth.sch.uk) in the first instance. **IMPORTANT** – year 6 pupils who walk home alone will be released at 4.30pm on a Monday unless their parents have contacted Miss Lewis to arrange otherwise. It is essential that pupils dress appropriately for their PE lessons. Pupils can wear black tracksuit/jogging bottoms, a black long-sleeved top/sweater under their PE top and may also wear gloves and a hat if the weather is cold. The majority of lessons for years 4-6 will be inside but there may be occasions when pupils are required to be outside.

An increasing number of pupils have been arriving late to school in the mornings. The school gates open at 8.30am ready for pupils to come in and start their Skills Drills tasks. Pupils MUST be through the gate by 8.45am. Pupils who arrive after 8.45am will be marked as late to school and will need to enter via the main reception.

Finally, can I please remind parents that children who cycle or scoot to school need to wear a helmet to school if they wish to leave their bike or scooter on the school site. This is a consistent requirement across the whole of the school.

### **Head of Pre-school and Nursery**

The children gave a wonderful performance on stage in the Christmas Nativity 'Easy Cheesy'. Even though it was only the children and their teachers it was a joyous occasion and we had lots of fun. The DVD's will be ready to collect midweek and would make a lovely gift.

Can I remind you party day is the last day of term Friday 18th December, tickets cost £2.00 which will go towards the food and fundraising for our school. Children should arrive at school for 10am on the day and pick-up time is 1pm all children can attend.

Finally, I would like to wish you all a very Merry Christmas and a Happy New Year!

Best wishes  
All the Staff at Sunbeams