

HT Message – Mr. David Jeapes

I am pleased to report that we have had a very smooth start to the new academic year. The atmosphere around the building is very calm and focussed. I am extremely grateful to parents and carers for your support with ensuring that children are in the correct uniform and with the right equipment – they look very smart and ready to learn!

Next week we will host a visit from Mr. Brian Wilkie, MBE, who left Mayfield in 1966 and went on to become a very successful businessman and philanthropist. He recently made a very significant donation to The Portsmouth Grammar School to provide for two Year 11 pupils from Mayfield to receive a full scholarship to attend PGS for their 'A Level' studies. More information about applying for this will be posted in next week's Mayfield Messenger.

Drop off and pick up

We appreciate that the current drop off and pick up routines, for Primary, are not ideal and causing some anxiety amongst parents and carers. However, until the completion of the Main Entrance on Mayfield Road, we need to operate the school using the temporary entrances we have established. A number of parents in Years 1, 2 and 3 have asked why they cannot come onto the school site to drop off, but they can come on for pick up.

The reason behind this is that, in the morning, all children across the school arrive at the same time. Therefore, if we allow significant numbers of parents or carers onto the site – then we will have to increase the number of staff undertaking duties to keep the site secure. Also, if parents do not leave the site promptly, then staff will be late for their lessons. In the afternoon pick up, the vast majority of Senior Section pupils have left the site by 3:00pm and therefore, it is much easier to manage the flow of parents. I would like to reassure you that the children have settled wonderfully and engage very rapidly with their morning routines and are enjoying being more independent.

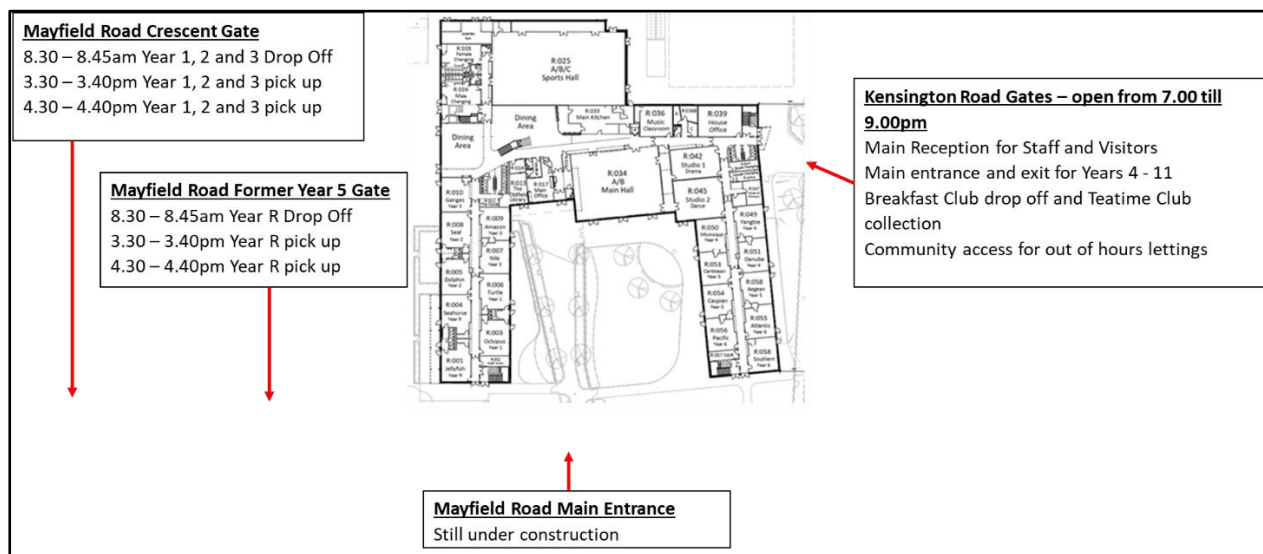
I know that parents appreciate being able to give us quick messages in the morning. Please be aware that every morning staff members are on the Primary Gates with a clipboard to take these messages.

I sincerely apologise if you are unhappy with the current, temporary, arrangements, but hope you understand that the safeguarding duty on the school must take priority. Our building contractor informs us that the Main Entrance will be finished mid – to – late October. Once this is complete, we can return to parents dropping children off on the site.

As mentioned last week, the gates for the Primary Section will return to their normal opening times of 8:30am to 8:45am daily. We will continue with the temporary entrances and exits as detailed below:

- reception for visitors/pupils arriving after the scheduled start time can be accessed via the gate on Kensington Road. This reception will operate between 8:30am and 4:30pm and be the main entrance and exit for Year 4 to 11;
- Year R entrance via the old Year 5 gate on Mayfield Road
- Year 1, 2 and 3 entrance via the old ‘crescent’ entrance outside the old building on Mayfield Road.

In summary:



INSET days 2021 to 2022

During the year, maintained schools must provide staff with 5 INSET days. On these days, the school is closed to pupils and staff undertake training. The dates for this academic year are as follows:

TD Day 1	Thursday 7 th October 2021
TD Day 2	Friday 8 th October 2021
TD Day 3	Monday 29 th November 2021
TD Day 4	Monday 24 th January 2022
TD Day 5	TBC

Updated Covid Guidance for Schools for September

We had a successful week of Covid testing this week with a very good turnout from pupils. As we head into the autumn term, regular asymptomatic testing is our first line of defence against the spread of Covid.

Your child should have come home with a pack of lateral flow tests to be taken twice weekly. We encourage all senior section pupils to take a test on Sunday evening/Monday morning and Wednesday evening/Thursday morning. If your child runs out of lateral flow tests, new boxes are available from Pupil Services.

Please report your child's results to the school by emailing CovidTesting@mayfield.portsmouth.sch.uk or through the Google form on our website:

[Pupil Home Testing Results \(google.com\)](#)

Please find attached a copy of our risk assessment and below a link to the latest guidance we are working to:

[What parents and carers need to know about early years providers, schools and colleges - GOV.UK \(www.gov.uk\)](#)

As ever, if your child is presenting any symptoms of COVID 19 please DO NOT send them to school and arrange for a PCR test using the link below:

[Get a free PCR test to check if you have coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#)

Uniform and Equipment

We ask that all children in our Senior Section have the following items in a pencil case or their book bag:

Year 7 to 11
Black Pen plus spare
Pencil plus spare
Ruler
Erasers
Purple Pen
Highlighter Pen
Glue Stick
CASIO Fx Series Calculator

Reading Book for Year 7, 8 and 9 ONLY

In order to support families we have put together the above items in packs which can be purchased – at cost – from the school via the [Scopay](#) app. For support with ScoPay, please email Mr. Danny Backhouse, on:

BackhouseD@mayfield.portsmouth.sch.uk

In Year 6, we encourage children to bring their own pencil case which could contain:

Handwriting Pen, Pencils, Ruler, Rubber, Purple Pen, Highlighter Pens and a Glue Stick

If you are experiencing any issues in obtaining school uniform, or require financial support, then please email Mrs. Erika Anders, on:

AndersE@mayfield.portsmouth.sch.uk

Meet the Tutor Evening

Given that all senior section pupils are starting the year in new tutor groups, the Year 7 Tutor Evening is being expanded to enable all Senior Section parents to make a virtual appointment to meet their child's new tutor on this evening. The evening is scheduled to run from 4.00 - 7.00pm with 10 minute appointment slots. More details on how you can book an appointment with your child's new tutor will be published in next week's Messenger.

Lockers

We have brand new lockers in the new school.

Any pupil in Year 7 to 11 may hire a locker. The cost for the year is £5 with a £2 charge for replacement keys. These may be purchased using the ScoPay system. Once you have received a confirmation email from ScoPay, your child should then go to Pupil Services to pick up their key. For any questions about hiring lockers, please email Mr. Vaughan Proudley on:

Proudley-Vaughn@mayfield.portsmouth.sch.uk

Medication

If your child needs to take any medication during the school day OR you wish to give us permission for them to use a school inhaler due to Asthma. Then please complete the form below:

<https://forms.office.com/Pages/ResponsePage.aspx?id=17eMxmGmGkarCHowINbkEaHjIq47r0VGrz2BEQDkaAhUQ0pZVjYxT0o3OURaNzJBR0xUQ004NjFQMj4u>

If you have any questions about how we manage medication or support children with underlying health issues or immunisations, please contact Mrs. Sally Rowntree, Health and Welfare Officer on:

healthandwelfare@mayfield.portsmouth.sch.uk

At the start of every year, we re-issue medical passes and toilet passes, unless your child has an ongoing medical need. If your child has need for a pass, then please contact Mrs Erika Anders on the email address above – please note that we may ask for supporting evidence.

Primary

From next week we invite parents and carers within our Primary Section to a welcome and information meeting. These will run between 3:30pm and 4:30pm and take place in the Main Hall. The entrance to these is via your normal drop off and pick up gate.

- Monday 13th September Year 5
- Tuesday 14th September Year 3
- Thursday 16th September Year 1
- Friday 17th September Year 2
- Monday 20th September Year 4
- Tuesday 21st September Year R
- Thursday 23rd September Year 6

There is no need to book to come to one of these events and we will share the information provided in next week's Mayfield Messenger.

PORTSMOUTH CITY COUNCIL – Health & Safety Risk Assessment Form

Site/ Location:	Mayfield	Assessment No:	1	Assessment Date:	1st September 2021
Section/Department:	School Based Staff	Assessment Type (Delete as appropriate: see Note 1)			
		1. Specific/formal	2. Generic	3. Dynamic Assessment	
Activity/Process: School operations during the new academic year as ‘we learn to live with Covid-19’. This risk assessment is a live document and will be updated as new information is received by Government or our Covid threat level changes.					
Assessor			Manager Acceptance (See Note 2)		
Name:	Matt Stedman	Name:	David Jeapes		
Job title:	Director of Business Operations	Job title:	Headteacher		
Signature:		Signature:			
Hazards and potential Risks (Detail description of activity, identified hazard and persons who can be affected) i.e. there is a risk that!	Actions identified to plug Gaps in Controls (Each control measure is to be specific and managed)	Management Plan			
		Lead Manager	Target Date	Comp Date	

<p>Children, staff or visitors coming into school with coronavirus symptoms and spreading the virus.</p>	<ul style="list-style-type: none"> • The symptoms of coronavirus and the procedure for getting a test are outlined and revisited in our communications on the website, Mayfield Messenger and social media. • Posters on entrances and the main reception reinforce the stay at home message when displaying symptoms of Covid-19. • Maintain staggered start to the school day to support social distancing with different entrances for different sections and year groups • Implement strict handwashing or sanitising regimes to ensure that pupils wash or sanitise their hands as they come into school and at regular intervals throughout the day. • All senior section pupils to take two Lateral Flow Tests prior to returning to school in September to identify asymptomatic cases. • Continue routine twice weekly LFT testing at home for staff and senior section pupils to identify asymptomatic cases and ensure that these isolate 	<p>STE STE RGR RGR STE STE</p>	<p>Sep-21 Sep-21 Sep-21 Sep-21</p>	<p>Sep-21 Sep-21</p>
<p>Children or adults falling ill during the day and spreading the virus.</p>	<ul style="list-style-type: none"> • Children or adults with suspected Covid symptoms to be sent to Medical Room for further investigation • Ensure procedures developed for managing suspected and confirmed cases are in line with latest DfE and PHE guidance. • Key staff in Medical Room, Facilities Team and Attendance to be provided with additional training on how to manage a suspected case during the day. • Additional PPE is available for staff who are waiting with a child with suspected symptoms. • Interview Room in Main Reception to be used an isolation area with good ventilation and PPE. 	<p>All staff STE STE STE</p>	<p>Sep-21 Sep-21 Sep-21</p>	<p>Sep-21</p>
<p>The virus spreading through the air, e.g. through coughing.</p>	<ul style="list-style-type: none"> • Where possible, staff should still follow the principles of social distancing, e.g. by sitting at separate tables during meetings and keeping a respectful distance when talking with colleagues or visitors. • From September 2021, classrooms no longer have to be configured in forward facing rows. However, staff should give consideration to achieving the maximum 	<p>All staff All staff</p>	<p>Sep-21 Sep-21</p>	<p>Sep-21</p>

	<p>spacing between pupils in the space available. Forward facing rows are still recommended unless this detracts from the learning.</p> <ul style="list-style-type: none"> • Staff and pupils may choose to wear face coverings in classrooms, corridors and communal areas where social distancing is not possible. • Where social distancing for staff is not possible (e.g. with younger children or vulnerable children with SEN), limit the amount of time spent at less than 2m and work side-by-side with the pupil rather than face-on • Perspex screens to be made available for smaller classrooms and offices where social distancing is more difficult. • Children and adults reminded to follow the golden rules of hygiene • Ensure that classrooms, social spaces and offices are well ventilated. • Good supply of tissues throughout the school which are topped up regularly 	<p>All</p> <p>All staff</p> <p>OLD/DYE</p> <p>All staff All staff Cleaning team</p>	<p>Sep-21</p> <p>Sep-21</p> <p>Sep-21</p> <p>Sep-21</p> <p>Sep-21</p> <p>Sep-21</p>
The virus falling on surfaces.	<ul style="list-style-type: none"> • Children and adults reminded to follow the golden rules of hygiene. • Enhanced cleaning rota put in place with three cleaners working around the school throughout the day focusing on the cleaning of high touch points • Cleaning station available in each classroom with hand sanitiser, disinfectant, tissues, antibacterial wipes and face masks for seniors. • Daily checks of classroom cleaning stations by cleaning team to identify where stocks of hand sanitizer are low so that these can be quickly replenished. • Routine fogging of classrooms and high usage areas by Site and Cleaning Team • Classroom surfaces to be kept free of clutter to support enhanced cleaning rota • Where possible, staff to continue to use 'COVID friendly' marking strategies. 	<p>All staff STE</p> <p>STE</p> <p>Cleaning Team OLD/DYE All staff All staff</p>	<p>Sep-21</p> <p>Sep-21</p> <p>Sep-21</p> <p>Sep-21</p> <p>Sep-21</p> <p>Sep-21</p> <p>Sep-21</p>
The virus being transmitted through the sharing of equipment.	<ul style="list-style-type: none"> • Pupils and adults reminded to follow the golden rules of hygiene • Pupils to sanitise their hands on their way into each lesson or session • Each Primary pupil provided with their own named equipment pack to be kept on their desk • Each Senior pupil to bring their own equipment packs to be checked visually on the gate • Additional resources provided in classrooms to minimise sharing 	<p>All staff All staff H of School</p> <p>H of School All staff</p>	<p>Sep-21</p> <p>Sep-21</p> <p>Sep-21</p> <p>Sep-21</p>

	<ul style="list-style-type: none"> Enhanced cleaning rota put in place for equipment that is used frequently by pupils from several year groups, e.g. computer keyboards, laptop trolleys, Music keyboards 	STE		Sep-21
The virus spreading within and between 'bubbles'	<ul style="list-style-type: none"> The strict bubble system is no longer recommended from September 2021. However, contingency plans are in place for bubbles to be reintroduced at short notice in response to a local outbreak. Assemblies can restart from September. Pupils are able to mix across year groups at break times, in Extra-Curricular and Breakfast Club. Face-to-face staff meetings can restart from September. Virtual staff or team meetings can continue where these are viable. 	H of School		Sep-21
Some areas of the school curriculum have been identified as carrying a higher risk of transmitting the virus.	<ul style="list-style-type: none"> Ensure that DfE and CLEAPSS guidance is implemented in Early Years, PE, Science, Design Technology, Music and Performing Arts These subjects to undertake a Risk Assessment of their curriculum and develop contingency plans in response to a local outbreak Day trips and visits are allowed from September in line with DfE guidance Sports fixtures against other schools can resume Residential trips and visits will be allowed from July 2021 in line with DfE guidance 	QL SL SL/STE SL/STE SL/STE		Sep-21 Ongoing May-21 May-21 July-21
Some staff and pupils are clinically extremely vulnerable or clinically vulnerable and are at risk of a more severe outcome if they become infected.	<ul style="list-style-type: none"> Staff who are identified in these categories or live with people in these categories to discuss their individual circumstances with STE Occupational Health and HR advice to be taken to support individual risk assessment and adaptations Ensure that Individual Risk Assessments are kept under regular review as individual circumstances or the Covid threat level changes Pupils who are clinically extremely vulnerable and extremely vulnerable to be identified by SENCO. SENCO to arrange parental meetings and reintegration/home learning plans as required 	STE STE STE AND		As required As required As required As required

Visitors and contractors bringing the virus into school	<ul style="list-style-type: none"> • Posters on all entrances reinforce the stay at home message if visitors have symptoms • Where possible, meetings with external agencies or visitors should take place using MS Team or over the phone. • NHS Track and Trace information available on Reception for visitors to check-in • Risk assessments and procedures shared with permanent contractors, e.g. Sunbeams, Nviro and Caterlink • Sunbeams, Cleaning and Catering staff invited to take part in asymptomatic testing programme 	STE All staff Office staff STE STE	Sep-21	Sep-21 Sep-21 Sep-21 Sep-21			
Staff or pupils are exposed to the virus during work related travel	<ul style="list-style-type: none"> • Staff and pupils are encouraged to walk or cycle to school where possible • Where staff or pupils must use public transport, face coverings are recommended • Face coverings are also recommended for senior section pupils using the school minibuses 	All staff All staff All staff		Sep-21 Sep-21 Sep-21			
Some staff work in roles that could involve considerable face-to-face interactions with other adults and home visits	<ul style="list-style-type: none"> • Where possible, external meetings should take place virtually or over the phone. • Additional mobile phones made available to support remote working • Ensure that meeting rooms are well ventilated or hold the meetings in an outdoor confidential space • Additional PPE to be made available in Medical Room for home visits 	All staff STE All staff ROW		Sep-21 Ongoing Sep-21 Sep-21			
Staff well-being has suffered during the pandemic	<ul style="list-style-type: none"> • Ensure good channels of communication are maintained with staff and parents through staff meetings, the Mayfield Messenger and E-Bulletin • Signpost avenues of support to colleagues through the E-bulletin, e.g. Employee Assistance Programme • Line Managers and Appraisers to ensure that there are half-termly wellbeing check-ins with each colleague • Offer of individual discussions with staff who are concerned about their wellbeing 	JEA JEA HIL STE		Weekly Ongoing Half-termly Ongoing			
Manager Assessment Review							
Review Date:	29 th May 2020	Review Date:	5 th June 2020	Review Date:	25 th June	Review Date:	17 th July

Name/Job Title:	Director of Business Operations	Name/Job Title:	Director of Business Operations	Name/Job Title:	Director of Business Operations	Name/Job Title:	Director of Business Operations with Andy Kill from PCC
Signature:	M. Stedman	Signature:	M. Stedman	Signature:	M Stedman	Signature:	M Stedman
Review Date:	18th August 2020	Review Date:	8th September 2020	Review Date:	11th November 2020	Review Date:	1st January 2021
Name/Job Title:	Director of Business Operations	Name/Job Title:	Director of Business Operations	Name/Job Title:	Director of Business Operation	Name/Job Title:	Director of Business Operations
Signature:	M. Stedman	Signature:	M. Stedman	Signature:	M. Stedman	Signature:	M. Stedman
Review Date:	25th February 2021	Review Date:	11th May 2021	Review Date:	1st September 2021		
Name/Job Title:	Director of Business Operations	Name/Job Title:	Director of Business Operations	Name/Job Title:	Director of Business Operations		
Signature:	M. Stedman	Signature:	M. Stedman	Signature:	M. Stedman		

These arrangements will be checked through daily walks of the site by the Heads of School and Director of Business Operations. Members of the Governing Body also carry out half-termly unannounced compliance checks of these procedures. Staff must also report any instances of these controls not being followed to their Line Managers.

Links to Government Guidance:

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak)

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

