

HT Message – Mr. David Jeapes

Please note that our switchboard will be taken offline between Wednesday 21st July and Friday 20th August. This means that during this time, you will not be able to call us or leave a message. If you do need to contact the school, then please email:

| | |
|--|--|
| Transition2021@mayfield.portsmouth.sch.uk | for questions about new starters in September |
| Patis@mayfield.portsmouth.sch.uk | for questions about GCSE results day (12 th August) |
| BatchelorT@mayfield.portsmouth.sch.uk | for questions about Year 6 into 7 Summer School |
| Campbell-Morgon@mayfield.portsmouth.sch.uk | for questions about Primary Summer School |
| AndersE@mayfield.portsmouth.sch.uk | for safeguarding issues |
| General@mayfield.portsmouth.sch.uk | for anything else |

Please note that there may be a delay in responding to emails as we set up our new servers, ready for September. This is the last Mayfield Messenger for this academic year.

I would like to take this opportunity to thank our parents, pupils and staff for your efforts in what has been a very challenging year for us all. Conscious that Year 6 missed out on their 'moving on' event, we have rescheduled this for Monday 23rd August – a letter has been sent out to Year 6 parents and carers via SIMS Parent App.

First Day Back – Senior Section

We are required to offer two lateral flow tests (LFTs) spaced apart by three days for all pupils, who consent, within our Senior Section. If your child will be in Year 8 to 11 in September, and you have:

- already given consent – then you do not need to re-consent;
- have not given consent, but wish to – then you should complete this form:

<https://forms.gle/RpjLJRiD24GyFBQY9>

If your child will be in Year 7 in September, then please use the form below to give, or withhold, consent:

<https://forms.gle/PSe9saTGveu7KpV46>

The LFTs for pupils in our Senior Section will take place on the following dates:

| | | |
|------------------------------------|--------------|------------------|
| Thursday 2 nd September | LFT Number 1 | Year 7 and 11 |
| Friday 3 rd September | LFT Number 1 | Year 8, 9 and 10 |
| Monday 6 th September | LFT Number 2 | Year 7 and 11 |
| Tuesday 7 th September | LFT Number 2 | Year 8, 9 and 10 |

The arrival times are by House Group:

| | |
|----------------------|--------------------|
| Discovery (Red Tie) | 9:00am to 10:30am |
| Intrepid (Green Tie) | 10:30am to 12:00pm |
| Victory (Yellow Tie) | 12:00pm to 1:30pm |
| Endeavour (Blue Tie) | 1:30pm to 3:00pm |

Please note, that pupils in our Senior Section will be required to come to the school's Sports Hall (new build Kensington road entrance) on the two dates above to undertake a test – they do not need their school uniform and should leave the site immediately after taking the test.

Following on from these tests, pupils within our Senior Section should arrive in full school uniform with their essential equipment packs for their first day of term, as follows:

Year 7 Tuesday 7th September by 8:10am
Year 8 Wednesday 8th September by 8:10am
Year 9 Wednesday 8th September by 8:40am
Year 10 Wednesday 8th September by 8:40am
Year 11 Tuesday 7th September by 8:40am

First Day Back – Primary Section

Children within our Primary Section are not required to undertake a LFT before the start of term. Given the large number of pupils, parents and carers who will arrive to the brand new site, we have organised a staggered start as follows on Tuesday 7th September:

| | |
|--------|-----------------------------------|
| Year R | arrive between 9:45am and 10:00am |
| Year 1 | arrive between 9:15am and 9:30am |
| Year 2 | arrive between 8:45am and 9:00am |
| Year 3 | arrive between 8:15am and 8:30am |
| Year 4 | arrive between 9:15am and 9:30am |
| Year 5 | arrive between 8:45am and 9:00am |
| Year 6 | arrive between 8:15am and 8:30am |

Staff will be on hand to guide parents and pupils around the arrival routine and we ask that you arrive only within the time slot indicated above and leave site once your child has entered their classroom. The pick up time for all children within the Primary Section will be 3:30pm, unless they are booked into extracurricular or tea time club.

From Wednesday 8th September until Friday 10th September the arrival time for all pupils within our Primary Section will be between 8:15am and 8:45am – we will review this at the end of the first week.

Free School Meal vouchers for the Summer Holidays

Portsmouth City Council is funding a £90 supermarket voucher for each eligible child for income related free school meals over the summer holidays. Please note that pupils in Year R –2 who receive the universal free school meals do not qualify for this scheme.

Most parents will receive their vouchers by email through the Edenred portal on Monday or Tuesday of next week, which will give you a choice of several supermarkets. Where we do not have a working email address, the vouchers will be for Tesco and will be posted out on Tuesday 20th July.

Please email stedmanm@mayfield.portsmouth.sch.uk if you have any queries about this scheme.

Collection of Medication and PE kits

Please note that if you have left your child's medication with us, then this must be picked up as soon as possible and no later than 12:00pm on Friday 23rd July. After this date, uncollected medication will be disposed of. Equally, if your child's PE Kit is still with us, please pick this up before 10:00am on Friday 23rd July from the Main Reception.

Medication from September 2021

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=17eMxmGmGkarCHowINbkEaHjlq47r0VGrz2BEQDkaAhUQ0pZVjYxT0o3OURaNzJBR0xUQ004NjFQMi4u>

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

Finally...

We would like to finish off this final edition of the Mayfield Messenger by extending our deepest thanks to all of our parents, carers and pupils for your support and resilience during this most difficult year. We have received many messages of support and these have been gratefully received during these difficult times. We sincerely hope that you have a pleasant Summer and hope you and your loved ones remain healthy. With our warmest wishes, and looking forward to seeing you all in September.

David Jeapes
Headteacher

Louise Hillier
Head of Seniors

Fiona Rogers
Head of Primary

21st July 2021

Dear Parents and Carers,

Re: Trans and non-binary/ gender EDI (Equality, Diversity and Inclusion) at Mayfield

As you may know, Mayfield has been renewing its focus on EDI in school via a variety of different approaches within and outside of the curriculum. Through this, we hope to ensure that we remain a tolerant and inclusive community that seeks to celebrate the difference around us and the way it enriches our lives.

This work includes the right to acceptance with regards to individual gender expression for all in the school community (including pupils, parents and staff.) The work we have been undertaking in this area aims to educate pupils as to our responsibilities around EDI and how we hope to ensure Mayfield continues to be a supportive and safe place for all.

Recently we spent a week of tutor time activities looking at this in more detail. A copy of the power point shared is included as a separate attachment. One specific focus was the subject of Trans and Non-binary individuals; what this means for everyone at school, and what we can all do to be supportive and inclusive. These activities aimed to highlight different areas and aspects around the Transgender community, which pupils can sometimes find complicated and confusing, often having only had limited exposure to them and gaining knowledge by hearsay or through social media. Through this, we have aimed to ensure that all pupils feel they have a better understanding of the origins of the community, as well as the reasons behind why individuals choose to make changes to their gender identity and what this means. Equally, Trans and Non-binary pupils are already a part of our school community and it is important that they feel accepted and supported by all.

Another aspect of this work has been to focus on the Equalities Act 2010, which encompasses the school's legal requirement to ensure that there is no discrimination against, harassment of, or victimisation of a pupil under the groups defined as the 'protected characteristics'. The Trans and Non-Binary community is included in these groups, along with:

- sex
- race
- disability
- religion or belief
- sexual orientation
- gender reassignment
- pregnancy or maternity.

In terms of discrimination, harassment, or victimisation, this would make certain actions unlawful:

- in relation to admissions,
- in the way it provides education for pupils,
- in the way it provides pupils access to any benefit, facility or service, or
- by excluding a pupil or subjecting them to any other detriment.

Through this work, we hope to make it clear that we are promoting EDI not to fulfil our legal obligations, but because it is the right thing to do. Mayfield is a school where we strive to make all pupils feel safe and

supported. We are tolerant and inclusive, and any actions that undermine this will be dealt with appropriately.

More information on this and how Portsmouth City Council and Governmental policy helps to guide us can be found through the two links at the bottom of this letter in the form of the PCC guidance on Trans inclusion and the Equalities Act 2010.

A further aspect of our work on EDI is to ensure that parents of all pupils in the school community are aware of the impact on school life that choices with regards to gender may have and how you may see or hear about it moving forwards. The examples below will always involve face to face conversations with the pupil who wishes to make gender changes, as well as their parents or carers in order to maintain a supportive and safe environment for this to be enacted.

Changing 'known' name within the school community

One key aspect regarding change is that the name you were assigned by others at birth may well not match or be suitable to your affirmed gender. In this way, pupils can choose to be known by an alternative name in class and around the wider school. We would encourage all pupils to learn the new name of any pupils who choose to do this, in order to show their support and understanding.

Gender diverse pronouns

The pronouns that are used when other people speak/ write about you also traditionally match your assigned birth sex, and – as with your assigned name – may not match or suit your affirmed gender identity. As with changes of 'known' name, we encourage all pupils to learn the different gender pronouns of pupils who choose to do this, in order to support the community.

Toilets/ Changing rooms

In line with the Equalities Act and past precedent in other education settings, a pupil who wishes to identify with a gender which is different from their assigned sex at birth has the right to use the toilets/ changing rooms of their choice. It may not always be the case that a pupil requests this, but each pupil's unique choices are discussed and catered for on an individual basis. It is sometimes the case that a pupil in this situation may request a private changing facility, which the school will facilitate. However, in the case of a pupil wishing to use the changing rooms of their affirmed gender, Mayfield - in consultation with the pupil and their parents and with advice from other professional organisations - will also seek to facilitate this. Should there be questions from other parents in these cases, we will deal with enquiries on an individual basis.

I hope that this has helped you to understand the direction Mayfield is moving in terms of EDI and helping to create a tolerant and inclusive community. If you have any questions regarding this, or other aspects of around the points raised above, please do not hesitate to contact me.

Yours sincerely,

Richard Clark-Lyons
Assistant Head Teacher – English/ EDI
Clark-Lyons-Richard@mayfield.portsmouth.sch.uk

Link to the Equalities Act 2010 (May 2014 publishing):
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/315587/Equality_Act_Advice_Final.pdf

Link to Portsmouth City Council Trans inclusion guidance document for schools and colleges:

<https://www.portsmoutheducationpartnership.co.uk/wp-content/uploads/2018/04/1.157-Trans-Inclusion-Guidance-for-Schools-and-Colleges-WEB-NEW.pdf>

FAQs for the new build - parents and pupils

First Day Back – Senior Section

We are required to offer two lateral flow tests (LFTs) spaced apart by three days for all pupils, who consent, within our Senior Section. If your child will be in Year 8 to 11 in September, and you have:

- already given consent – then you do not need to re-consent;
- have not given consent, but wish to – then you should complete this form:

<https://forms.gle/RpjLJRiD24GyFBQY9>

If your child will be in Year 7 in September, then please use the form below to give, or withhold, consent:

<https://forms.gle/PSe9saTGveu7KpV46>

The LFTs for pupils in our Senior Section will take place on the following dates:

| | | |
|------------------------------------|--------------|------------------|
| Thursday 2 nd September | LFT Number 1 | Year 7 and 11 |
| Friday 3 rd September | LFT Number 1 | Year 8, 9 and 10 |
| Monday 6 th September | LFT Number 2 | Year 7 and 11 |
| Tuesday 7 th September | LFT Number 2 | Year 8, 9 and 10 |

The arrival times are by House Group:

| | |
|----------------------|--------------------|
| Discovery (Red Tie) | 9:00am to 10:30am |
| Intrepid (Green Tie) | 10:30am to 12:00pm |
| Victory (Yellow Tie) | 12:00pm to 1:30pm |
| Endeavour (Blue Tie) | 1:30pm to 3:00pm |

Please note, that pupils in our Senior Section will be required to come to the school's Sports Hall (new build Kensington Road entrance) on the two dates above to undertake a test – they do not need their school uniform and should leave the site immediately after taking the test.

Following on from these tests, pupils within our Senior Section should arrive in full school uniform with their essential equipment packs for their first day of term, as follows:

- Year 7 Tuesday 7th September by 8:10am
- Year 8 Wednesday 8th September by 8:10am
- Year 9 Wednesday 8th September by 8:40am
- Year 10 Wednesday 8th September by 8:40am
- Year 11 Tuesday 7th September by 8:40am

First Day Back – Primary Section

Children within our Primary Section are not required to undertake a LFT before the start of term. Given the large number of pupils, parents and carers who will arrive to the brand new site, we have organised a staggered start as follows on Tuesday 7th September:

| | |
|--------|-----------------------------------|
| Year R | arrive between 9:45am and 10:00am |
| Year 1 | arrive between 9:15am and 9:30am |
| Year 2 | arrive between 8:45am and 9:00am |
| Year 3 | arrive between 8:15am and 8:30am |
| Year 4 | arrive between 9:15am and 9:30am |
| Year 5 | arrive between 8:45am and 9:00am |
| Year 6 | arrive between 8:15am and 8:30am |

Staff will be on hand to guide parents and pupils around the arrival routine and we ask that you arrive only within the time slot indicated above and leave site once your child has entered their classroom. The pick up time for all children within the Primary Section will be 3:30pm, unless they are booked into extracurricular or tea time club.

From Wednesday 8th September until Friday 10th September the arrival time for all pupils within our Primary Section will be between 8:15am and 8:45am – we will review this at the end of the first week.

Which entrance does my child use?

All Primary Section pupils should enter via the Main Gate on Mayfield Road.

All Senior Section pupils should enter via the Senior Gate on Kensington Road.

Staff will be on hand to direct the flow of parents and pupils to ensure things run as smoothly as possible. For this year, we are operating a staggered start to give parents, carers and pupils more time to orientate themselves around the new site.

What should I do if I arrive late?

We ask that you make every effort to arrive at the designated time. However, in circumstances where you arrive late, please enter via the Main Gate on Mayfield Road (for Primary) or the Senior Section entrance on Kensington Road – initially, this will be staffed until 9:00am every day. After this time, the gate will be locked and you should use the intercom button to access the school.

What is the structure of the school day for Primary?

| Year R to 6 | |
|--------------------------------------|-------------------|
| Breakfast Club from 7:45am (£4.75)* | |
| 8:30am to 12:00pm | Morning Session |
| 12:00pm to 1:00pm | Lunch** |
| 1:00pm to 3:30pm | Afternoon Session |
| 3:30pm to 4:30pm | Extra Curricular |
| Tea Time Club from 4:30pm (£8.25)*** | |

*These can be booked using the school's sco pay system

**The specific times for lunch will vary according to year group

***Tea Time Club costs £9.25 from 3:30pm

What is the structure of the school day for Seniors?

In order to maximise the space available within the new build, we will return to our usual (pre – covid) morning break, split by houses, and keep the split lunch by year groups in the afternoon. This will ensure that even during wet weather there is ample room for all pupils.

| Time | Activity | | |
|--------------------|--------------------------------|-------------------|-----------------------------|
| 8:10am to 8:40am | Resilience (Year 7 and 8 ONLY) | | |
| 8:45am to 10:45am | Lessons 1 and 2 | | |
| 10:45am to 11:10am | Tutor / Break | | |
| 11:10am to 11:35am | Break / Tutor | | |
| 11:35am to 12:35pm | Lesson 3 | | |
| 12:35pm to 1:00pm | Lunch (Year 7 and 11) | 12:35pm to 1:35pm | Lesson 4 (Year 8, 9 and 10) |
| 1:00pm to 2:00pm | Lesson 4 | 1:35pm to 2:00pm | Lunch |
| 2:00pm to 3:00pm | Lesson 5 | | |
| 3:15pm to 4:15pm | Extra curricular | | |

Where is my child's class?

You can find out your child's class and timetable via the SIMS Parent App – these will 'appear' from Tuesday 7th September. Please contact Mrs. Helen Patis, SIMS Manager, for support with this, via:

Patis@mayfield.portsmouth.sch.uk

What is the routine for drop off and pick up?

The entrance for Primary Section children is via Mayfield Road and Seniors should enter via Kensington Road. Given that we are opening a new site in September, we have decided to operate a staggered start ,as outlined above, to ensure that members of our school community have sufficient time to orientate themselves and staff have time to demonstrate entrances and exit routes. Senior Section pupils will be dismissed via exits on Kensington and Hewett Roads. If you wish to meet your child – please agree a meeting point!

What equipment does my child need to bring in?

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

| Year 7 to 11 |
|---------------------------------------|
| Black Pen plus spare |
| Pencil plus spare |
| Ruler |
| Rubber |
| 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.

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

Can my child wear the Summer Uniform?

Children can continue wearing the Summer Uniform until October Half Term. Please note that the Hot Weather Protocol called in July will end on Monday 6th September and therefore all pupils will be expected to wear their blazers to school from the start of the Autumn Term.

Can my child bring in a packed lunch?

Children in Years 3 to 11 may choose to have a hot meal or bring in a packed lunch. Please note our packed lunch policy for children in Years 3, 4, 5 and 6 which can be found here:

[Lunch Arrangements | Mayfield School](#)

Who do I contact if my child has a special diet?

For children in our Primary Section who require a special diet other than vegetarian, please inform Mrs. Hannah Carlin, on:

CarlinH@mayfield.portsmouth.sch.uk

Please note, we may ask for medical evidence of allergies.

Who do I speak to if I am unhappy?

We welcome both positive feedback and constructive criticism. If you are unhappy about any aspect of the school's work, then please contact, via email, your child's class teacher or tutor. If you remain dissatisfied, then they will sign post you to the next step depending on the nature of the issue.

When does extra curricular start?

All clubs for Primary Section children start on Tuesday 7th September and those for Senior Section pupils on Wednesday 8th September.

Where do I drop off and pick up for breakfast / teatime club?

Our supervised, chargeable, breakfast and tea time clubs are open to children in our Primary Section only. To drop your child off, please enter via the entrance on Mayfield Road and enter the Main Reception. Please note, it is essential to pre-book a space on these clubs and a late pick up fee of £10 is made if you pick your child up late.

When does Breakfast and Tea Time Club start?

Both of these provisions start from Tuesday 7th September. The operating times are:

From 7:45am Breakfast Club

From 3:30pm/4:30pm Early/Tea Time Club

Can my child walk home on their own?

Children from Year 6 to 11 are allowed to walk home on their own. Parents and carers of new Year 6 pupils have already been sent a link to a Google Doc questionnaire which asks them to clearly state whether their child can walk home alone. Under no circumstances will Year 6 pupils be able to leave the school site unless this Google Doc questionnaire has been completed. If your child is due to be in year 6 in September and you have not received this link, please email Mrs. Helen Patis on:

Patis@mayfield.portsmouth.sch.uk

Can my child bring a cycle / scooter to school?

Yes. However, if your child wishes to store their bike or scooter on the school site, they must be wearing a helmet and, for bikes, have working front and rear lights. Staff members will check this daily.

Who can pick up my child?

The parents and carers of children in our Primary Section who have “parental responsibility” automatically become “Main Authorised Persons” and will need to complete a “MAP form”. Within this form, they can nominate other adults, called “Authorised Persons” to pick up their children. All parents have already been asked to complete this form electronically. MAP permissions can be updated via the SIMS Parent App or by emailing Mrs. Helen Patis on:

Patis@mayfield.portsmouth.sch.uk

Under no circumstances will pupils be released to anyone who is not known to the teacher or does not have the password. Pupils can only be collected by older siblings as long as it is from the September after they have left Year 11.

Who can help me with school online systems such as Sco pay?

The following staff are happy to help support you with our online systems:

| System | Person | Email |
|------------------------------|-----------------|---------------------------------------|
| SIMS Parent App and MAP Form | Helen Patis | Patis@mayfield.portsmouth.sch.uk |
| Sco pay | Danny Backhouse | BackhouseD@mayfield.portsmouth.sch.uk |
| Online Booking System | Danny Backhouse | BackhouseD@mayfield.portsmouth.sch.uk |

Can my child bring in a mobile phone / smart watch to school?

We do not recommend this since all pupils are banned from using mobile phones or similar on the school site. If mobile phones are brought into school, they must be switched off and in bags.

When is the pre-loved uniform shop open? Can I donate uniform?

The pre-loved uniform shop is operated by “The Friends of Mayfield”. This will operate out of “The Oldfield Library” in the new building. We will confirm the opening times in the next edition of the Mayfield Messenger and we always welcome clean items of uniform for resale – all profits are used to promote the work of The FOM.

What are Primary Planners used for?

Every child within the Primary Section is issued with a planner. These are sent home daily and used as a reading log. Class teachers will share the expectations with parents, carers and children at the start of the year.

My child needs medication. Where should I bring this?

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=17eMxmGmGkarCHowINbkEaHjlq47r0VGrz2BEQDkaAhUQOpzVjYxT0o3OURaNzJBR0xUQ004NjFQMi4u>

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

How will I know if my child has a reward or sanction?

SIMS Parent App is the main form of communication from the school. Parents are notified of rewards and behaviour steps via the app each day. We celebrate children’s success in a number of ways including:

- Star of the week
- Achievement Points
- Blue Slips
- Commendation Certificates
- Plus many more!

Detentions for Seniors take place at break time for lateness and after school for behaviour related incidents. Detentions for Primary take place at play times and lunch times. Whilst we are not required to give notice of detentions, as a school we endeavour to notify parents by text if their child is issued with an after-school detention that day.

What are the expectations on children walking to and from school?

Whilst pupils are in our uniform, they represent the school. Pupils are expected to wear their full uniform to and from school and to behave in a way that does not cause offence and does not disturb the local community.

When can I visit the new building?

We will be sharing our parental engagement calendar in September along with details of key events we have planned for – subject to any restrictions that the Government may issue.

How can I contact the new school building?

Please note that our switchboard will be taken offline between Wednesday 21st July and Friday 20th August. This means that during this time, you will not be able to call us or leave a message. If you do need to contact the school, then please email:

Transition2021@mayfield.portsmouth.sch.uk for questions about new starters in September

Patis@mayfield.portsmouth.sch.uk for questions about GCSE results day (12th August)

BatchelorT@mayfield.portsmouth.sch.uk for questions about Year 6 into 7 Summer School

Campbell-Morgon@mayfield.portsmouth.sch.uk for questions about Primary Summer School

AndersE@mayfield.portsmouth.sch.uk for safeguarding issues

General@mayfield.portsmouth.sch.uk for anything else

Please note that there may be a delay in responding to emails as we set up our new servers, ready for September.

I have a question, but it isn't covered above, how can I ask this?

We appreciate that there will be a number of details that parent, carers and pupils will wish to seek clarity over. We welcome questions, which can be sent to:

General@mayfield.portsmouth.sch.uk

Please note that there will be a delay in processing these, but we aim to provide further clarity for the next Mayfield Messenger which will be published on Friday 3rd September. Please also keep an eye out on Social Media for updates!

