



Your guide to starting Mayfield Senior Section – September 2022

Welcome to Mayfield



A very warm welcome to Year 7 from Mr Howard

I am very pleased to be welcoming you and your Year 7 child to Mayfield. Our school is a very special place where pupils, staff and governors work in a community where we aim to be Ready, Respectful, Resilient, Responsible, Resourceful and Reflective every day. For some of you, like me, this is the start of your Mayfield journey. For others, your Mayfield journey continues. I feel incredibly privileged to be joining Mayfield as the Headteacher this September, and I look forward to sharing all the great things your child will achieve whilst being part of our Mayfield family.

Headteacher from September 2022



Welcome to Mayfield!

I am looking forward to meeting you all and welcoming you into the Mayfield Senior Section. I know many of you have been part of the Mayfield family for a number of Years and some of you are joining us for the first time-you are all so very welcome.

I have asked some of our current Year 7 what advice they would give to you. Some of the things they said were:

Enjoy it!

First impressions count

Try your hardest

All very good advice! I wish you every happiness as you finish Year 6 and I know that you will enjoy your time in our Senior section.

This is your guide to starting at Mayfield Senior School

Moving to Senior school can be an exciting time. It can also be a challenging time because there are lots of changes and new things to learn. This 'guide to starting at Mayfield' will hopefully help you through it. It is packed with useful ideas to help you get ready to join us. We hope you find it useful.

Find out about ...

- How to get to school
- What to bring in your school bag
- How to use a timetable
- What homework to expect
- How to find your way around the building
- How to make new friends
- How to spot bullying
- How to ask for help

Key staff you should know



Mr Howard
Headteacher



Miss Hillier
Head of Seniors



Mrs Rogers
Deputy Head of Seniors



Mrs Anders
Assistant Head/ SENCO/Safeguarding



Mr Campbell
Head of Endeavour House



Mr Flores
Head of Discovery House



Miss Jones
Head of Intrepid House



Mr Denford
Head of Victory House



Mrs Rowntree
Medical Room



Miss Newnham
Pupil Services



Mrs John
Home/Family Link Worker



Mrs Gardner
ELSA



Mrs Rolfe
Pupil Support – Attendance



Mrs Moody
Pupil Support - Restorative

Attendance Matters

The expectation is that you attend school EVERY day unless you are very poorly. If you are not in school, we will make contact home to find out why. If you are absent regularly, we worry about the reasons why and so may pay a visit to your home.

We reward excellent attendance to school, so it pays to be here! Why not set yourself a 100% attendance target for Year 7?

Mayfield Houses

At Mayfield there are four Houses:

- Discovery (red)
- Victory (yellow)
- Endeavour (blue)
- Intrepid (green)

You will be allocated to a House. In order to support our House ethos, we always try to put siblings in the same House to encourage family links. Your Head of House is there to make sure you settle into school; they will monitor how you are doing and are there to help you.

Each House a different motto, these are on the next slides.

You will also be put into a tutor group. Mayfield tutor groups are vertical, apart from in Year 11. This means that in your tutor group there will a few students from every Year group ranging from Year 7 to Year 10. Year 11 are in separate tutor groups.

DISCOVERY



Some wait for it
We go discover it

**Welcome to
Discovery**



Mr Flores
Head of Discovery House

Welcome to Mayfield and Discovery House (aka the Red House) where our motto is 'some wait for it we go discover it'.

It is a House that strives to produce 'radiators', students who radiate joy, kindness and who have an ambition to be the best person they can be. All the House team are looking forward to meeting you, getting to know you and watching you flourish at Mayfield.

Mr Flores
Head of Discovery House





Welcome to Intrepid



Miss Jones
Head of Intrepid House

I'm so excited you're joining Intrepid; it's the best house! In Intrepid we have a motto- 'adventurous, loyal, focused' because we always try our best to be adventurous by learning and trying new things. We are loyal and kind to each other, and we are focused and always work hard. We like to look after each other in Intrepid, so look out for other pupils with green ties and say hello, give them a smile and help them if they need it. They will do the same for you. All of the House team are also here for you and happy to help you. Enjoy your time at Mayfield and be your best self.

Miss Jones :)
Head of Intrepid House





Welcome to Victory



Mr Denford
Head of Victory House

I am so excited that you are joining Victory House.

My House team cannot wait to welcome you into the Victory family.

We look forward to helping you grow over the coming years, and making sure that your time at Mayfield is enjoyable and fruitful.

See you soon,

Mr Denford
Head of Victory House



ENDEAVOUR



*Always steering
the right course*

Welcome to Endeavour



Mr Campbell
Head of Endeavour House

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

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

We look forward to meeting and welcoming you to the Blue House.

Mr Campbell
Head of Endeavour House



School Uniform- what you need to wear

*We are very proud of
our school uniform.*

Minimal makeup

Hair tied back



Correct tie for House



Black school trousers



Black/white socks or
natural coloured tights



Blazer sleeves always
rolled down

White shirt with top button
done up and always tucked in



Optional — Mayfield box pleat skirt
(not rolled up)

Black polishable shoes

Jewellery restricted to one pair
of stud earrings in the lobe of
the ear

No false nails or brightly
coloured nail varnish

My only limitation is my ambition.

Compulsory items which MUST be purchased from one of our suppliers or our pre-loved uniform shop are:

- Black blazer with school logo
- Mayfield House coloured tie
- Short sleeve House coloured PE top with logo

**Please note that ties can also be purchased from our uniform suppliers (Skoolkit/Penelope Ann Schoolwear) or in School via Scopay.*

Compulsory items available from the High Street:

- White short/long sleeve shirt
- Black school trousers
- Black "polishable" shoes with a low heel (not canvas, trainers or rubber toed)
- Black or white socks
- Black or natural tights
- Black PE shorts or jogging bottoms
-

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

- Black V-neck jumper with school logo
- Black cardigan with school logo
- Black drop pleat skirt with school logo
- Black Mayfield shorts (can only be worn in the summer term and autumn 1 term)
- Black Mayfield PE skort
- House coloured PE tracksuit top

Getting to Mayfield

You might start to travel here on your own. You might decide to walk, get the bus, the train or use a bike. If you come by bike or scooter, you **MUST** wear a helmet. It's good to start thinking about how you will get to school each day.

How will I get to school?

- If you are going by bus; CHECK
 - Which bus do I need to get?
 - What time do I catch the bus?
 - What if I miss my bus?
 - Will I need bus fare (money) or will I have a bus pass?
- If you are walking; CHECK
 - Do I know how to get to school?
 - How long will it take me?
 - Will I walk alone or will someone walk with me?
- If you are going by car; CHECK
 - Who will take me?
 - What time will they drop me off and pick me up?
 - Will it be every day?
 - What will I do if I cannot go by car?

Make sure you have enough time to get to school

Use an alarm to make sure you get up on time

Practise going to your secondary school before you start

My plan for travelling to school

Name of my Secondary School	Mayfield School
Address	Mayfield Road Portsmouth PO2 0RH
Time I need to get up	
Time I need to leave my home	
Time I need to arrive at my Secondary School	8.10am
How I will be travelling to school	
Can I practise going to school? Who will I go with?	
If I am going by bus, the number of my bus is ...	
The times my bus arrives	
The bus stop I need to get off at is?	

Finding my way around school

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

Often classrooms are organised into **departments**. So, each classroom for each subject (like English) might be located in one particular area of the school. Look out for signs telling you where to find different departments.



Tips for finding your way around.

- Look at the plan with your friends
- Keep your school plan in your school bag
- Use your plan to find different areas in your new school
- Find out where to go if you get lost; e.g. Pupil Services
- If your classroom number has a '1' at the start, this is on the first floor. If it has a '2' at the start, this is on floor 2. If the number is under 100, this is on the ground floor.

School map – Ground floor



School map – First floor



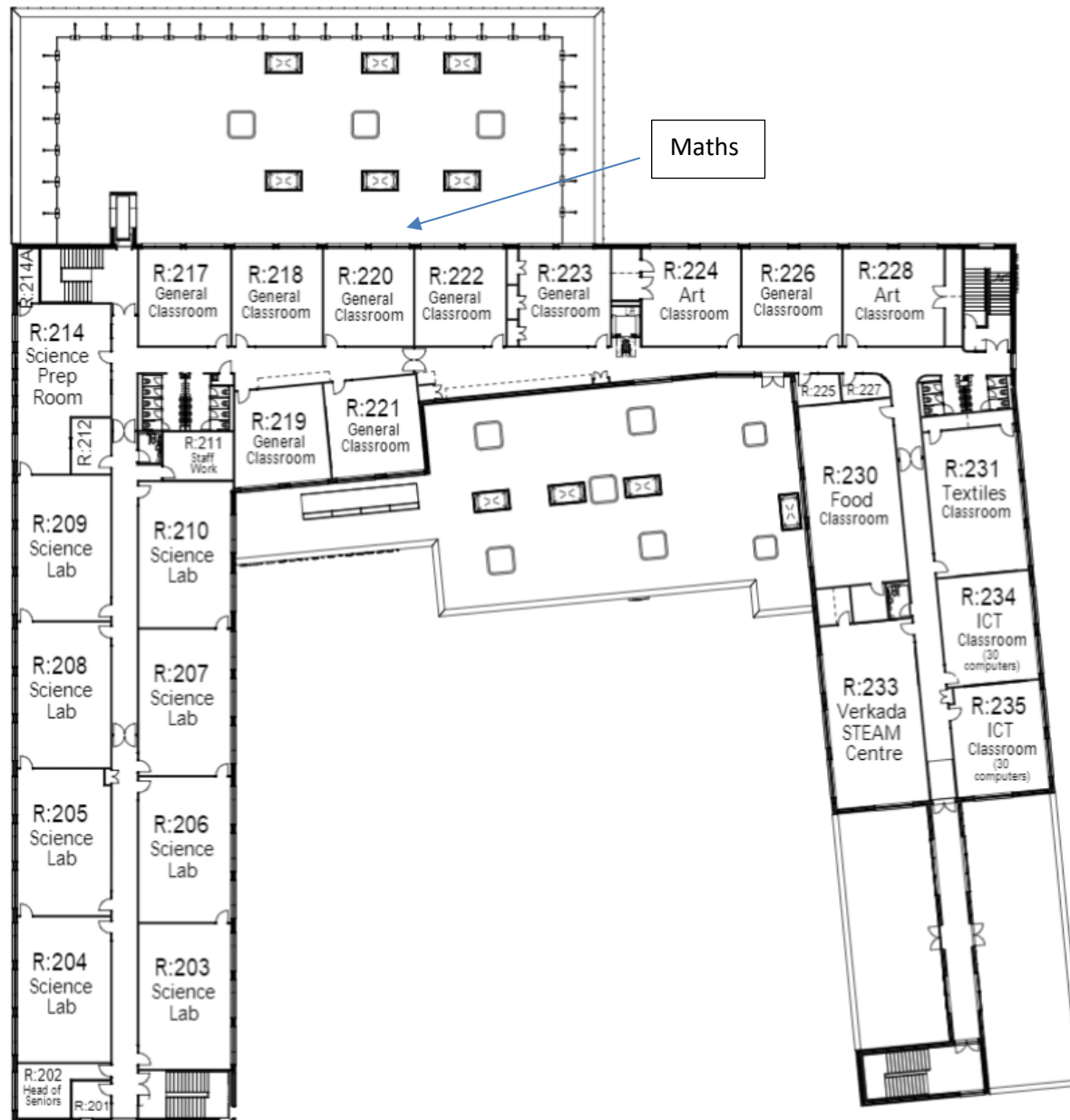
History

Geography

Modern Languages

English

School map – Second floor



What equipment will I need?

At Mayfield we want you to be



It is essential that you are ready for school, so you must have the following equipment everyday:

• a black pen	• a pencil	• a glue stick
• a purple pen	• a highlighter	• a scientific calculator
• 30cm ruler	• an eraser	• a reading book

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

You might need to bring different equipment depending on what lessons you have. Look at the activities below and think what equipment you might need.

Activity or Subject	Equipment I might need
P.E.	
Getting to School	
Using the canteen	
Organising my homework	
Maths	
Spanish	

The school Day

Time	Activity
7.45am	Gates open on Kensington Road
8.15am-8.45am	Resilience (Literacy intervention for all Year 7 and 8)
8.45am-9.45am	Lesson 1
9.45am-10.45am	Lesson 2
10.45am-11.35am	Tutor / Break
11.35am-12.35pm	Lesson 3
12.35pm-1.35pm	Lesson 4
1.35pm-2pm	Lunch
2pm-3pm	Lesson 5
3pm-4pm	Extra-Curricular

Things you need to know

- ✓ You must have all the correct equipment, so you are ready for learning.
- ✓ You must be wearing the correct uniform. If any item is incorrect, you must borrow uniform from the school.
- ✓ When the teacher invites you to enter the classroom you must stand behind your chair until you are invited to sit down.
- ✓ You are not allowed mobile phones at school. If your phone is seen it will be confiscated until the end of the day.
- ✓ You are not allowed to go to the toilet during lesson times unless you have a medical card. You should plan on using the toilet at break times. Don't worry there are plenty of toilets on every floor.

Using my timetable...

You have your own timetable.



Your timetable will tell you...

- The lessons you have on different days
- The teachers you have for different lessons
- The rooms you need to go to for different lessons

The school day is split up into lessons or periods.

- Timetables use abbreviations (shortened ways of writing things)
- We use abbreviations for lessons and names of staff
- Some examples of abbreviations are; sc – science, En – English
- You will need to learn what these abbreviations mean

Practise using a timetable

What is the second lesson you have on Thursday?

.....

Which lesson do you have after Dance on a Tuesday?

.....

On which days will you need to bring a calculator?

.....

On which day do you need to bring your PE kit?

.....

Do you have Maths on a Monday?

.....

Mon Tue Wed Thu Fri

Res	R _s 145 AST	R _s 145 FRE	R _s 145 WEB	R _s 145 ANO	R _s 145 WEB
1	Ma 223 GAL	Pe MB REI	Ad 224 ROP	Te 233 IRO	Ma 223 GAL
2	Sc 203 RAF	Pe MB REI	Ma 223 GAL	Ma 223 GAL	Ge 109 SEY
TA	Tu 222 TUF	Tu 222 TUF	Tu 222 TUF	Tu 222 TUF	Tu 222 TUF
Break					
3	Ge 109 SEY	Sc 203 RAF	En 149 LAW	Dr 042 FIR	Dr 042 FIR
4B	Sp 104 PAG	Sc 203 RAF	Da 045 FRN	Sp 104 PAG	En 149 LAW
Lunch					
5	Ps 111 SMT	Sp 104 PAG	Hi 106 FLO	Sc 203 RAF	Hi 106 FLO
EC					

What do I do if...

Different situations and what we could do in these situations:

"I am Lost!!"

Ask an older child "will you help me find...?"

OR

Ask a teacher or another adult

OR

Go to Pupil Services and ask for a map, or use the school map in your bag

"My pen has run out!"

Tell the teacher

OR

Ask a friend if they have a spare

OR

Bring extra pens to school

OR

Buy a new one at Pupil Services

"I don't feel very well"

Tell the teacher that you feel unwell

OR

Go to the medical room

'I've missed the bus!'

Ask the office if they can ring your parents

OR

Go to pupil services to ring your parents

Making new friends...

At Mayfield you will be meeting new people and making new friends.

What makes a good friend?

A good friend is someone who:

- Knows you well
- You like to play with
- Usually stick's up for you if someone is being mean
- Talk's to you at play time and lunchtime
- Shares and joins in with you
- Is kind
- Will help you with something that is difficult
- Does not get you into trouble.

Here are some tips on making new friends:

1. Say "Hi"
2. Introduce yourself— tell them your name and ask them what their name is.
3. Say something nice to them
4. Ask the person a question to find out what they like, for example: "What do you do outside of school?"
5. Ask them to join in with you
6. Be helpful to the person
7. Share with them (e.g. a pen)
8. Help them if they are lost

Keeping Safe...

If you are lost or need help there are 'safe strangers' you can ask to help. Most strangers are probably nice people, but you can't tell by looking. That's why it's so important you don't talk to, go with or follow strangers. 'Safe strangers' are people, like your teachers or the Police, who will help you if you need help.

The Police, fire fighters, Community Support Officers, traffic wardens, lollypop people, post office workers or someone working in a shop are all examples of safe strangers.



Bullying...

At Mayfield we do not tolerate bullying! If you are worried about bullying, you can speak to your tutor or Head of House or any member of the Pupil Support Team.

What is bullying?

There are different ways that bullying can happen. These are just a few examples:

- It can be verbal(talking) like calling someone names,
- Saying things about someone that are not true
- Repeated swearing at someone
- Making personal comments that upset you
- It can be physical like hitting or pushing

... and it happens a few times

Sometimes accidents happen, or people have a joke, but this doesn't mean it's bullying. Here are some examples:

- Both people think it is funny e.g. silly names to each other
- Someone bumps into you and says sorry – it was just an accident
- It was meant to be a friendly joke – the other person didn't mean to hurt your feelings.

What do I do if I think I'm being bullied?



I can tell someone



I can ignore and walk away



I can ask the person to stop

Telling a grown up is always the best thing to do! Don't resort to hitting and violence.

Mayfield has rules about bullying. This might be called a 'bullying policy'. You can ask what Mayfield's policy is to deal with bullying.

Go to your Head of House or a member of the Pupil Support Team.

How I'm feeling about Mayfield

	Not worried	Worried
Getting to school		
Packing my school bag each day		
Using my school timetable		
Doing homework		
Finding my way around school		
Making new friends		
Bullying – how to spot it and what to do		
Knowing where to go for help		

And finally...

Here are some Top Tips



I don't understand

I can ask the teacher or a friend



I am lost

I can look at my plan, ask a friend or an adult



I have lost something

I can speak to Pupil Services, ask a friend or ask an adult



I have found something

Take it to reception or 'Lost and Found'



I think I'm being bullied

Tell an adult straight away

Jot down any questions, thought or feelings you have about joining Mayfield

What are you looking forward to the most?

What are you most scared of?

