



# PARENT AND PUPIL HANDBOOK JUNIOR SCHOOL

SEPTEMBER 2024



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**Our vision** is to be a leading school in the UK, committed to educational excellence in a caring and happy environment that fosters a life-long love of learning.

**Our mission.** Our team of inspiring teachers will instil in each individual the confidence to excel academically, socially and morally. Through an educational experience designed specifically for girls, we are able to give them the skills and the courage to go out into the world and make a real difference.

The information in this Handbook is correct at the time of issue.

## WELCOME TO THE MAYNARD

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Welcome to The Maynard Junior School. We have prepared this Handbook to give both parents and students a clear idea of life at The Maynard and how we can work together, so that our students have the best possible learning experience during their time with us.

The information that follows is not exhaustive: undoubtedly girls and their parents will have questions that are not covered in this booklet – please do not hesitate to ask. The school website is also a fantastic source of information and is regularly updated.

If you have any questions, please do ask any member of staff or you could email the School Office who will be able to help: [office@maynard.co.uk](mailto:office@maynard.co.uk).

If you have any suggestions for improvements to the Handbook in future years please let us know, particularly if you think that they will help new students next year.

### FIRST DAY OF TERM: THURSDAY 5TH SEPTEMBER 2024 8.40AM

The first day at school is designed to give students a warm welcome and a friendly introduction to The Maynard. There is a great deal of information to digest; if you need help, just ask and you will be pointed in the right direction. Staff and students will be available from 8:00am to help newcomers find their way.

On the first morning, all new Year 3, Year 4, Year 5 and Year 6 girls should make their way straight to the Junior School. They will be introduced to their teachers and all the girls in their class, who will help them to settle in and get to know their way around.

## WHAT SHOULD I BRING WITH ME ON THE FIRST DAY?

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You should come to school in the ‘winter’ uniform (more information on uniform is included later in this booklet). The girls bring in a snack for break – we encourage a healthy snack/fruit, rather than sweets or chocolate, and a bottle of water, but please do not bring nuts of any kind to school.

**You should also bring your pencil case, school bag and your PE kit (all named).**

Your **pencil case** should contain the following **named** items:

2 Pencils	Coloured pencils
Rubber	Glue Stick
Pencil sharpener	Pair of Compasses (Year 6)
30cm ruler	Good pair of blunt-nosed scissors

**Please ensure that you have this equipment each day at school.**

Your **PE Kit Bag** should contain a full set of PE uniform as listed later in this handbook.

**Please ensure that all personal items are clearly marked with your daughter’s name.**



# SCHOOL PROCEDURES

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## THE SCHOOL DAY

The Junior School is open from 8.00am each day with supervision in the Junior School Hall and on the Double Courts. The school day begins at 8.40am with registration — girls who arrive after this time will be registered as late.

**Registration** takes place at 8.40am in the girls' classrooms.

**Morning break** is at 10.15am when girls can have a snack and a drink that they have brought in. Please do not bring nuts of any kind into the school.

Junior girls have an early lunch in the Dining Centre, choosing from a wide range of delicious and healthy food, under the supervision of Junior School Staff. The school is proud of its food which is prepared and cooked in-house and the menu changes every week. There is a large salad bar as an alternative or an accompaniment to the hot food and there is always soup and a vegetarian option available, as well as baked potatoes. The menu is always available to view on the website each week.

After lunch there is plenty of time to enjoy lunchtime clubs.

### Lunch

**12.05pm: Year 3 – Year 4**

**12.15pm: Year 5**

**12.25pm: Year 6**

The Junior School day ends at 3.50pm for Year 3 - Year 6. Girls should be collected promptly from the area in front of the Junior School Hall. Collection is supervised each day by a member of the Junior School staff. After school care, or the Late Room as we call it, is available each day until 5.30pm.

Parents must collect their daughter from main Reception if she is leaving before the end of the school day.

## HOW WILL I FIND THE RIGHT BUS?

A member of the Junior School staff walks the girls to the school buses each day. Pupils on the school minibuses are collected each day from the Junior Hall.

## WHAT HAPPENS IF I NEED TO BE PICKED UP FROM SCHOOL LATER THAN 3.50PM?

A member of staff is on duty in the playground until 4.05pm. All girls who are still waiting to be collected will sign in at the Junior School Hall and will remain in late room under the supervision of a member of Junior School staff. Late room is open until 5.30pm. When parents come to collect their daughter they should come to the Junior School Hall to sign her out. On occasion, the ground floor Year 6 classroom is used instead of the Junior School Hall, eg. when there is a club in the Hall. Please note that your daughter must be collected by 5.30pm at the latest.

## WHAT HAPPENS IF I MISS THE BUS?

There are normally no problems with girls missing buses at the end of the day but occasionally it does happen. If a bus has been missed, the school will telephone parents. Girls will be taken to the Junior School late room where they will wait for collection.

## SHOULD I BRING VALUABLE ITEMS TO SCHOOL?

Please do not allow your daughter to bring valuable items in to school. In Year 3, Year 4 and Year 5, school bags are left in the cloakroom each day; equipment and snacks for break are taken into the classroom. Year 6 bags are kept in their classroom or lockers.

If it is necessary for money to be brought to school, eg. for Fair Trade Friday or charity fundraising days, this must be kept in a purse belt which should be worn at all times or entrusted to a member of staff for safe-keeping.

## WHAT SHOULD I DO IF MY DAUGHTER IS TOO UNWELL TO ATTEND SCHOOL?

If your daughter is going to be absent from school because of illness, parents are asked to send an explanatory email to [office@maynard.co.uk](mailto:office@maynard.co.uk) before 8.30am, detailing symptoms. The explanatory note is required for us to fulfil our legal obligation to account for and record any absences. If we have had no notification of absence, the Office will telephone parents to check why your daughter is not in school. If your daughter is unwell, please do not send her to school.

**Also, please remember that if your daughter has suffered from vomiting or diarrhoea she should not return to school until she has been free of symptoms for 48 hours.**

## WHAT HAPPENS IF MY DAUGHTER FEELS UNWELL DURING THE SCHOOL DAY?

If your daughter feels unwell during the school day, her class teacher will make her as comfortable as possible and contact you by telephone, requesting that you come and collect her.

Should your daughter bang her head during the day a member of staff will contact you by telephone or, if this is not possible, make an entry in her homework diary or leave a message.

If your daughter should need to be taken to hospital, she will be accompanied by a member of staff who will remain with her until you arrive. This is one of the reasons why we ask you to provide us with emergency contact numbers to cover all foreseeable contingencies. If any of your emergency contact numbers change during the school year, it is very important to inform the School Office.

There are always First Aiders on site each day and the school nurse is here 4 days a week from 8.30am – 4.00pm.

## WHAT HAPPENS IF MY DAUGHTER NEEDS TO TAKE MEDICINE DURING THE SCHOOL DAY?

Parents are asked to give details in writing if they wish their daughter to take or use prescribed medicines, eg. antibiotics, asthma inhalers. This letter should be addressed to the class teacher and should include details of the timings and dosage required. Girls should only bring in small quantities of medicines (enough for one day), which should be in a named container and passed to the class teacher straight away. A form for giving all the necessary details must be obtained from the School Office or the Junior School Hall if the medicine is to

be taken again on subsequent days. In the case of younger girls, the teacher will supervise the taking of medicine if asked to do so.

The only other medicines we will administer are Paracetamol or Calpol, and only if parents have given permission. In cases of prolonged illness, or should a student need regular medication, the school may seek advice from the individual's GP in order to best support their needs.

## MEDICAL ADVICE – HEALTH QUESTIONNAIRE

All girls must complete a health questionnaire when they enter the school and these are reviewed by our school nurse. Individual advice sessions with the nurse are available by making an appointment via [schoolnurse@maynard.co.uk](mailto:schoolnurse@maynard.co.uk)

## SCHOOL POLICIES

School policies are available on request from the School Office. All our policies are based on the principle of promoting the wellbeing of our students and of safeguarding their health and safety. Please contact the School Office if you would like a copy of a specific policy on [office@maynard.co.uk](mailto:office@maynard.co.uk)

## MOBILE PHONES

Students should not bring mobile phones into school unless they are necessary as a means of communication for the journey home. Any phones brought into school should be turned off and left in the girl's school bag or handed in to the class teacher at registration and collected at the end of the day.

## SMART WATCHES

Students should only wear a smart watch to school in order for it to be used as a watch only. No access should be enabled to mobile networks or Wi-Fi during the school day, nor should there be any game or photography functionality accessible. If such a watch is proving to be a distraction from learning then your daughter's class teacher will look after the watch during school hours and return it at the end of the day.

## CARS ON SITE AND TRAFFIC FLOW

Cars should not be driven on to the school site between the hours of 8.00am and 5.00pm.

## SAFEGUARDING (CHILD PROTECTION)

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The Maynard School is committed to safeguarding all members of the school community and our visitors. The school's procedures operate in line with The Devon Children and Families Partnership and Department of Education statutory guidance. The school is committed to cooperating fully with other agencies on matters relating to child protection. If you have any concerns about the welfare of the students please report them immediately to the Designated Safeguarding Lead (DSL).

The Maynard School Child Protection and Safeguarding Policy is available on the school website and by request at the School Office. This policy operates as part of a wider suite of welfare policies.

DSL: Matthew Loosemore (Assistant Head)  
 Deputy DSL: Sarah Lavis (Head of Junior School)  
 Deputy DSL for Early Years: Katie Greenwood (Head of Pre-Prep)



## COMMUNICATION AND INFORMATION

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Parents are requested to not go beyond the coded doors without a member of staff. Parents are welcome to drop in to school at the end of the school day for an informal word with your daughter's teacher who will usually be available in the Junior School Hall. Staff will be happy to make an appointment for a longer discussion, should it be necessary. **Please do not hesitate to contact your daughter's teacher at the earliest possible opportunity about any matter that concerns your daughter.**

Inevitably there is a lot of information that needs to be communicated to parents and to girls; we have a number of ways of ensuring that the information reaches the right person.

Please ensure that any changes to personal details are notified to the School Office immediately – particularly emergency contact numbers.

Letters to Parents: Normally we circulate any letters, notices and newsletters by email. It is always worth asking your daughter to check her school bag, to find out if anything has been given out.

All letters are posted on the parents' area of the school website. The majority of circular letters to parents will be sent by email. The email address for the school office is [office@maynard.co.uk](mailto:office@maynard.co.uk).

**Communication via Email:** Emails from parents will be acknowledged by email by the School Office, and passed on immediately to the relevant member of staff. Emails concerning finances and related administrative matters sent directly to the School Office will be dealt with by their staff.

## SCHOOL NEWS

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We share news stories on the school website and on our social media channels (Facebook, Twitter and Instagram) so do keep an eye on these to keep up to speed with all the goings-on. Equally, we are very keen for parents to let us know of any news about girls that we may not have heard about through school. News and photos (preferably 1MB or more) are always welcome and should be sent to the Marketing Department at school by email: [marketing@maynard.co.uk](mailto:marketing@maynard.co.uk).

### REPORTING ON PROGRESS

**Parents' Meetings and Progress Reports:** Parents of girls in Year 3 – Year 6 will be invited to attend Parents' Meetings with the class teacher in the Autumn and Spring Terms. In the Autumn Term, parents will meet with the class teacher who will present an overview of how your daughter has settled in and the progress she has started to make. In the Spring Term, parents will additionally be able to meet with all of the subject specialists who teach, as well as the class teacher, to discuss progress so far and the next steps to focus on.

**School Reports:** School reports in the Junior School offer an overview of your daughter's attainment progress at school. Parents receive an End-of-Year Report in July. The class teacher will make contact with parents should any concerns arise during the course of the year.

### COMPLAINTS

As indicated above, we work hard to keep lines of communication open between home and school. This means that most concerns can be investigated and resolved informally. If, however, you are dissatisfied with the school's response to your concerns, you can obtain a copy of the school's complaints procedure from the School Office. This procedure complies with the provisions of the Independent School Inspectorate Regulations (2016).

## SCHOOL ATTENDANCE

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By law, all parents have a duty to ensure that their child receives full-time education up to the age of 18. To condone unauthorised absence is an offence.

**Only three types of absence from schooling are recognised in law:**

1. Through sickness or similarly unavoidable cause.
2. For religious observance on a day exclusively set apart for that purpose by the religious persuasion to which the parent belongs.
3. With the leave of any person authorised by the Governors of the school (at The Maynard this will usually be the Head). Parents must request permission for their daughter's absence in writing to the Head via [office@maynard.co.uk](mailto:office@maynard.co.uk).

There is a limited range of necessary absences such as compassionate leave for attendance at a funeral, or absence in order to take an off-site examination, eg. ballet, in school hours. **Requests for authorisation of absence must be made in advance and in writing to the Head.**

Permission cannot be given for early departure at the end of a school day for purposes not covered by 1. 2. or 3.

**N.B.** The Maynard School plans the school calendar carefully each year within the legal requirement, giving ample time for family holiday planning. Full attendance is required in order to complete the legal requirement so please do not ask for authorisation for your daughter to be absent for holidays in term time. It has a severe impact on learning progress and teachers are not able to catch this up on an individual level.

### ATTENDANCE REGISTER

The school day is divided into two sessions, with registration of lateness and absence twice daily, at the beginning of the morning and afternoon sessions. All late arrivals, whether or not with good reason, and all absences are reported in writing to parents in the end-of-term reports. On occasion the school bus can be late due to traffic and thus your daughter will be recorded as late — the school is aware when a bus is late but we do, by law, still need to record your daughter as being late.

The Maynard has an excellent record of attendance and punctuality which we wish to maintain and so we will contact parents at a very early stage if we have any concerns about a girl's registration record.

## CONFIRMATION OF ABSENCE

All reasons for absence must be confirmed in writing, **in advance** where appropriate; otherwise as soon as possible on your daughter's return.

In the case of unplanned absence, parents are asked to send an explanatory email to [office@maynard.co.uk](mailto:office@maynard.co.uk) before 8.30am. The explanatory note is required for us to fulfil our legal obligation to account for and record any absences. If we have had no notification of absence, the Office will telephone parents to check why your daughter is not in school. If your daughter is unwell, please do not send her to school.

For information regarding refund of tuition fees where there has been prolonged absence, please see Administrative and Financial Matters.



## EXTRA-CURRICULAR ACTIVITIES

There are many extra-curricular activities that the girls can join; the school is committed to encouraging all girls to participate in every aspect of school life. Many school clubs and activities take place at lunchtime. These are run by staff, external providers and by Sixth Formers and include opportunities for the girls to pursue interests in sport, music, art, drama, foreign languages and hobbies. Some clubs take place after school and may incur an additional cost.

## CHARITY FUNDRAISING

Charity fundraising plays an important role in life at The Maynard. We welcome visitors who give us real insight into global issues and inform a pupil's awareness of the world.

The Junior School students are extremely enthusiastic and imaginative, never short of original ideas in order to raise money. From discos to cake stalls, robot and garden-making competitions to sponsorship, they take on each challenge with commitment and humour. The girls in Year 6 also take pride in running a Tradecraft stall once a week, to support fair trade.

Each year the school raises a significant amount of money for various charities which are chosen by the girls. As well as supporting larger charity events and organisations such as Sports Relief, the NSPCC and Children in Need, the Junior School supports the Bishop Simeon Trust to sponsor a girl throughout school in South Africa, and we are also a partnership school with the Devon Wildlife Trust, who work with us each year on a number of environmental events.

All the girls in the Junior School are keen to be involved in charity fundraising and they constantly surprise us with their compassion and willingness to give their time and commitment in support of causes, which is carried on through to the Senior School.

**Fair Trade Friday:** On Fridays, Year 6 run a Fair Trade stall for the Junior School students. On this day, the girls may bring up to £1.00 to buy a bar of Fair Trade chocolate, a cookie or one of the healthy snack bars that are on offer. Year 6 may use the Main School Tuck Shop on a Friday as one of their privileges where they are allowed to buy up to two items.



## DRAMA AND PUBLIC SPEAKING

As well as Drama lessons being part of the curriculum, girls take part in Junior School productions during the year and watch productions by senior girls. There is also the option of taking additional Speech and Drama classes and, where appropriate, the opportunity to take part in the Exeter Speech and Drama Festivals.

## MUSIC

We encourage girls to get involved in the musical life of the school: they can learn an instrument or join one of the musical groups or ensembles. Sometimes Junior students also play in the Middle School Orchestra, and members of Year 6 can join the Middle School Choir. Younger Junior students have plenty of opportunity to sing in weekly whole school singing sessions as well as the Christmas and Summer celebrations. There are many opportunities to come to school and listen to a concert or a recital. The girls can also volunteer to play or sing at Junior Assembly, Open Day events and informal Musical Showcases.

Music lessons are rotated so that they do not affect the same academic lesson. In the Junior School they cannot be fixed at a set time or take place during lunchtime only. Notice needs to be given if girls plan to miss a music lesson as staff cannot rearrange at short notice.

Parents, particularly of younger students, are discouraged from learning more than one musical instrument at school as this can impact on them missing core subject lessons.

Parents must give half a term's notice in writing should they decide to stop individual music lessons with our peripatetic staff.

## SPORT

In recent years we have made a significant change in our sporting philosophy in the Junior School towards creating more opportunities for “sport for all” at each individual's own appropriate levels.

Fixtures take place for all year groups increasing in number as the girls progress through the school. The number of fixtures varies according to the availability of other schools to play matches on our girls' sports afternoons. An 'A' team is selected on sporting merit and will generally be the strongest group available as they will have to compete with other school 'A' teams in a competitive environment. Other teams are selected to allow all of the other girls to have experience of competitive sport but will often be of mixed ability. All Junior girls have the chance to represent the school should they wish to.

On some fixture afternoons, only one team may travel to the match in order that those who remain do not miss out on their sports afternoons. Those who stay behind will receive games or PE as normal, often playing internal matches, and will get their chance on another occasion if appropriate for them.

Further to fixtures, we also run what we call 'festival' sport. This will be in the spirit of matches but with a less competitive edge. This may take the shape of a house contest or mixing together the girls from visiting schools with our pupils to make teams.

If a pupil is selected for a match, then they should expect to stay for the tea that is usually provided afterwards to help host guests. This is also the case for away fixtures, where we expect the girls to mix with the opposition and accept the hospitality that is provided. Please do not take girls away from matches until after their tea.

**SOCS:** Information regarding sports matches is communicated to parents using the SOCS programme. This is an online calendar system which enables parents to access team lists, and fixture information such as start and finish times, as well as maps to the venue for the match and other useful information. If your daughter has an upcoming sports fixture we will stamp a message in her daily planner alerting you to check SOCS for fixture information. Access to the Maynard SOCS page is password protected and you will receive further information on how to access the programme at the start of the academic year.

Swimming takes place as part of PE lessons for one term only. It is expected that the girls will be able to swim up to a width unaided before starting Year 3 and we would advise parents to seek additional swimming coaching before the term begins if this is not the case.

The Junior School has its own Tennis Academy, run by Mr Jon Rycroft. Mr Rycroft is a Lawn Tennis Association Level 4 coach, holds the Club Coach Award and is a Professional Tennis Register assistant coach who has been working with the school in recent years. The Tennis Academy is intended to extend the more able players who will be selected by Mr Rycroft from different year groups.

The Tennis Academy is part of the school's wider commitment to developing the sporting opportunities that are available to the students and includes an increased use of specialist staff to deliver different units of the sports curriculum.

Tennis is also taught to all students as part of the games curriculum but those students who wish to have individual / small group tennis lessons, can additionally sign up for these with Mr Rycroft via the School Office ([office@maynard.co.uk](mailto:office@maynard.co.uk)).

Furthermore, we are pleased to be offering an extra-curricular Gymnastics Club to Junior School pupils in Year 4-6. Members of this are required to purchase a Maynard gymnastics leotard, which can also be worn in Gymnastics and Dance PE lessons. Leotards are bespoke and made to order. Orders are placed through the PE department three times per year - towards the end of each term.

The Junior School follows the GSA Code of Conduct for Sport, which is available online. Please do take time to read this excellent document and support us in promoting its good practice.

**Mouth Guards:** All of the pupils need to wear a mouth guard to play hockey, which begins in Year 3. Self-moulding mouth guards, or the dentally fitted variety, are perfectly suitable for Junior School pupils.

## SCHOOL TRIPS AND VISITS

School trips and visits are an integral part of the Junior School curriculum and are used to enhance and enliven the learning experience of the girls' classroom studies. Generally, each year group will go on a trip each term, although this can vary according to availability and the possibilities that may arise incidentally to pursue any worthwhile or exciting opportunities. At the start of each year, a copy of the trips that have been planned and the estimated costs are published to parents. Recent trips have included Brunel's SS Great Britain in Bristol, the Plymouth Aquarium, Escot Park and Haven Banks.

## RESIDENTIAL VISITS AND OUTDOOR EDUCATION

Learning is not only confined to the classroom and in order to offer the girls a broad and varied learning experience, the Junior School runs a programme of outdoor education including two residential stays. Not only are these educationally exciting but are also great fun and a highlight of the girls' time at the school.

## HOUSE SYSTEM

All girls and teachers are members of one of four houses and girls will be allocated to houses before they start school. Sisters are normally put in the same house and if girls have had relatives at the school, we will try and match the house. The four houses are Armourers (green), Goldsmiths (blue), Haberdashers (yellow) and Merchants (red). Good behaviour by students is rewarded with stickers and house tokens.

## COMPUTING

Computing is embedded in the learning experience at the Junior School with children being taught how to make use of the many facilities available, from coding and digital photography to animation, but more importantly, how these can be used thoughtfully and safely. Internet safety is an integral part of the course in each year group.

## MAYNARD SCHOOL COUNCIL

The Maynard Junior School Council meets each week. Each class from Year 1 – Year 6 elect two representatives to take part. Pupils at all levels are encouraged to have an active student voice.

## REWARDS AND SANCTIONS

The Junior School uses house tokens and stickers as rewards for pupils. The house tokens are collected in tubes in the Junior Hall and are totalled up every half term. The house trophy is awarded to the House Captains.

Repeated low level misdemeanours or sanctions are recorded on a note that is sent home. Parents are asked to sign to acknowledge that their daughter has received this note so that they can reinforce the message at home. If three notes are given in half a term, then the pupils have to explain these to the Head of Junior School, who will also talk to parents to gain their support in reinforcing good behaviour at school.



## PASTORAL SUPPORT AND GUIDANCE

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Whilst it is certainly true that our students achieve excellent academic results, we firmly believe that the girls are able to do so because they are happy at school. Our pastoral system is designed to provide a caring and closely monitored environment in which all the girls should feel safe and fully supported. From Year 3 to Year 6, the girls have a class teacher each year who will take them for the majority of their lessons. In Year 6, while many of the lessons will be taken by the girls' class teacher, they will also be taught by a number of senior school teachers and use some of the specialist rooms in senior school to ease the transition into the next stage of their school life.

Teachers work hard to foster an atmosphere characterised by friendly co-operation and compassion for others. Anti-social behaviour of any kind is unacceptable and will be tackled promptly. Obviously, it is vitally important that if any concerns arise either at home or at school these should be shared as soon as possible so that we can work together to provide the necessary support.

### NEW PUPILS

The Class Teacher will help new students settle in and will always be there to help, as will our Junior School Assistants, who work alongside the teacher in the class. The Junior School staff will also be on playground duty at break times and they will always help girls choose their lunch from the wide selection in the dining centre.

**Year 6** – If a girl is joining us in Year 6 they might find things excitingly different from their last school. They will have a timetable of different lessons with different teachers, but will see the class teacher every day. All the girls in the class will also be learning about using their new timetable, moving about the school for different lessons and ensuring that they get to lessons on time, with the correct equipment. The teachers understand that it takes a while to settle in. Don't worry, it will quickly become easy!

Our Junior School Assistants and members of the teaching staff supervise the girls during lunch and break time. They deal with minor medical matters and liaise with teachers over any pastoral problems that may arise.

The class teacher manages the pastoral care of their class and girls are encouraged to express their own ideas and feelings, developing their self-esteem and cooperative skills. These skills have applications across the entire curriculum as does the fostering of good peer group values and relationships.

## BIRTHDAY PARTIES AND SOCIAL EVENTS

Friendships and relationships are an extremely important aspect of life to your daughters, and compassion and inclusion are the cornerstones of our school. As such, when arranging a birthday party or a social event we hope that parents will either discretely invite a small group from the class or invite everyone altogether. Please do not create a situation where only one or two individuals are not invited to an event as this will have a profoundly negative impact upon them and is counter to the principles that we are promoting at school.

### BUDDIES

Every student in the school is allocated a buddy from another year group. The pupils value this system and enjoy building friendships across the school. The older students thoroughly enjoy having a younger buddy to look out for, too.

### BULLYING

The Junior School prides itself on creating an environment that is inclusive and compassionate and will take a very firm line on any type of bullying.

It is explained to all girls from the first day that no behaviour that makes another child feel uncomfortable or unhappy is acceptable. Any concerns will, of course, be discussed with parents; and parents should discuss similarly any worries with the class teacher at the earliest opportunity.

### ADDITIONAL INPUT - THRIVE

The Junior School uses the Thrive Approach to help support all of our pupils. Children who are experiencing challenges in or out of school and who may feel emotionally off track, temporarily or over the longer period, can receive personalised intervention from our Thrive practitioner, Mrs Trevallion. These sessions are allocated based on priority of need within our school. A Thrive assessment is undertaken with all children in the Junior School to help ensure that they are meeting their developmental milestones.

## LINES OF COMMUNICATION

We cannot over-emphasise the importance of maintaining good lines of communication between home and school. We need you to keep us informed about any concerns that you might have and you can be assured that we will keep you informed about any on our side. In this way we can tackle matters in partnership before they become real problems.

We work hard to provide an encouraging and interesting environment, with plenty of opportunities for an individual sense of achievement. We foster the development of strong peer group values and relationships, and are vigilant to nip anti-social behaviour in the bud.

We recognise that this is best achieved by working in partnership with parents.

## CAUSE FOR CONCERN

If you have any cause for concern, then we want to help. Loyalty to the peer group may mean that a problem is suppressed at school but becomes evident at home. In such a case it is important that you let us know promptly. Please do not feel that you are wasting our time by reporting vague worries rather than specific facts: your input may well be the vital missing piece of the whole jigsaw.

## WHOM SHOULD I CONTACT?

In most cases, the class teacher is the best person to contact. Alternatively the Head of Junior School or the Head may be more appropriate. In the first instance, contact may be made by telephone through the School Office 01392 273417 or [office@maynard.co.uk](mailto:office@maynard.co.uk).

## CONFIDENTIALITY

We would like to assure parents that sensitive issues will always be treated with the utmost confidentiality by all staff. Parents are asked to appreciate that no action can be taken on information which reaches the school anonymously. The Head must be certain that information is given in good faith; she will, of course, keep the informant's identity confidential if requested to do so.

## PERSONAL, SOCIAL, HEALTH AND CITIZENSHIP EDUCATION (PSHE) AND RELATIONSHIP AND SEX EDUCATION (RSE)

Our Programme of Study for PSHE and RSE education aim to develop skills and attributes such as resilience, self-esteem, risk-management, team working and critical thinking in the context of three core themes: health and wellbeing, relationships and living in the wider world.

All the girls follow a programme which is appropriate for their age using the resources from the PSHE Association. This will cover a number of subjects including health and wellbeing, healthy eating, growing up, drugs awareness, sex and relationship education, bullying and personal safety.

Please do not hesitate to talk to your daughter's class teacher or to the Head of Junior School if you would like more information on this area of the curriculum.

## SCHOOL ASSEMBLY

Assembly takes place twice a week. Assembly themes are generally related to topical events, encouraging compassion and understanding for others and a time for reflection. Assembly is also a time to celebrate the girls' achievements and successes, as well as giving them the opportunity to perform music in front of the school or to lead assemblies.

## OUR SCHOOL DOGS

We are very proud to have two school dogs. Nula is a retired guide dog and a licensed therapy dog who has been on the school staff for a number of years now. Nula is based in Year 4 but spends time in all areas of the school, listening to readers and class stories, leading Dog Walking Club and generally being a friend to us all. Gracie is the newest canine member of our team and will often be found in the office helping Mrs Lavis with her jobs! Girls who have previously been timid with dogs have all found this caution subside when they get to know them. We value their presence around the school, enabling the pupils to spend time with lovely animals with the softest of temperaments and adding another dimension to all of our wellbeing.

## LEARNING SUPPORT AND SPECIAL EDUCATIONAL NEEDS

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The SEN and Learning Support Department is focused on helping enable students to make steps towards reaching their potential, particularly where barriers to learning exist. Learning support at The Maynard is the responsibility of all teachers and the needs of students are addressed in each classroom.

The school is guided by the principles of the **Special Educational Needs Code of Practice 0-25 years** and aims to provide support for students with a disability or specific learning difficulties, where they meet the academic entrance criteria. The school is committed to making reasonable adjustments, including examination access arrangements, to ensure that no student or applicant is significantly disadvantaged based on their needs.

As well as providing support or adjustments for disability or specific learning difficulties, the school aims to provide an appropriate level of learning support to students who are experiencing difficulty in The Maynard academic curriculum.

### THE SCHOOL AIMS TO:

- Monitor progress of all students and report concerns regarding progress to the Special Educational Needs Co-ordinator (SENCo).
- Keep parents fully informed and consulted about identification of difficulties, assessment and provision of learning support.
- Use a range of formal and informal assessment, together with input from home to identify special educational needs or specific learning difficulties; if appropriate, and in consultation with parents, to refer to the school nurse or other specialists.
- Work with outside specialists to support students (this may be paid for separately in certain situations).
- Provide regular updates for teachers about the ways they can best support the learning of individual students.
- Ensure that teachers recognise the characteristics of the most commonly encountered specific learning difficulties and are aware of teaching and learning strategies to support students in the classroom.

## HOMEWORK

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We are very proud of the high standard that the children achieve in the Junior School and advocate the principle that the children work hard at school, having a full and challenging day and so should not be expected to do significantly more additional tuition or homework when they get home. Many pupils have long journeys to school and we hope that the children will be able to spend time with their families, to have time to play and to participate in activities outside of school. Many of the girls are members of community clubs after the school day.

Homework may take the form of reinforcement activities, reading, learning tasks, research, games or puzzles. On occasion, homework may require help at home.

Homework is intended to take approximately 15 - 30 minutes three times a week, depending on the age group. Children should not spend longer than this on their homework, unless they choose to, for example, if they get carried away writing a creative piece or are really enjoying researching a topic. If a student does not understand their homework, rather than spending lengthy periods of time agonising over how to proceed, they should leave it and seek clarity from their teacher the following day, who will give them extra time to catch up if this is appropriate.

### READING

The school expects that all of the girls should read a little every day. Any interaction with literature and language is encouraged, such as listening to story recordings, sharing a story with a sibling or hearing a story read by an adult, but the school recommends, to best improve fluency and understanding, that the girls should read aloud themselves when possible and certainly daily in the younger years. We expect that parents will support their children with reading practice.

There are age appropriate programmes to encourage a range of reading experiences across all year groups and these are not intended in any way to be competitive, but to encourage the girls to read as widely as possible.

## YEAR 3 HOMEWORK

(15 minutes three times a week)

Children have homework of spellings and tables to learn over the week. They also have reading to do each week and may occasionally have additional homework to support a project or topic.

## YEAR 4 HOMEWORK

(20 minutes three times a week)

Children have homework of spellings and tables to learn over the week. They also have reading to do each week and may occasionally have additional homework to support a project or topic.

## YEAR 5 HOMEWORK

(25 minutes three times a week)

Children have homework of spellings, tables and additional Maths activities to learn over the week. They also have reading to do each week as well as further homework to support a project or topic, when appropriate.

## YEAR 6 HOMEWORK

(30 minutes three times a week)

Children have more challenging spellings to learn each week and additional Maths work to support class learning. There will also be project/topic work when appropriate.

Girls are expected to complete and hand in their homework on time. They are given several days or the weekend to learn spellings and tables, and will be given enough time to complete other homework tasks. If homework is not completed, girls will be asked to catch up. This will either be done at home in agreement with the teacher or at lunchtime at school.

The homework in parallel classes or for every child in a class is not always identical and may vary according to what each individual has achieved during the day, the speed that they are working and areas that they may need specific support in.

Planning throughout the school is done collaboratively, where possible. In particular, when there is more than one class in the year, teachers work closely together each week to plan their lessons. Although on occasion, the delivery of a topic may vary, the outcomes are the same. These lessons are based upon The Maynard curriculum, an overview of which is sent to parents at the start of each year.

## HOMEWORK DIARY

Each girl is given a Homework Diary at the beginning of the year and this should be taken home every day. The diary is used for two-way messages as well as for recording homework assignments. We ask that parents look at this diary on a daily basis.

Each weekend we ask parents to sign the diary to indicate that they have seen it. Occasionally we may ask that the diary is signed on a daily basis until a good homework regime is established.

In Year 3 - Year 4, diaries are checked on a daily basis by class teachers and will be initialled towards the end of each week. In Year 5 - Year 6, the girls are encouraged to be more independent and to bring any parental notes to the class teacher's attention.

In order to keep track of the homework set each day and to act as an "aide memoir", children are expected to write their homework in their diary on each occasion. To further help organise their work some year groups have homework files, although some homework is kept in school for use in class or for display.

We appreciate that parents often like to help the girls with homework and this is particularly useful with spellings and times tables, however we hope that the girls will work as independently as possible on their homework tasks. It should be apparent to the children which tasks parents should help with and which the girls should be left to get on with on their own.

Please take an active interest in your daughter's homework.

Sometimes with the limited amount of homework, parents can feel a little removed from the learning process at school. Parents are always welcome to come into school and visit their children's classroom to see the work in their books and on display. The Junior School staff are always happy to meet reasonable requests for appointments to discuss progress.

# UNIFORM

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Parents are asked to help the school maintain high standards by seeing that all uniform is named, clean and in good repair, and is correct for their daughter's age-group.

Please be assured that no changes are ever made to the uniform regulations without written notice to parents.

## PLEASE NAME ALL ARTICLES

Please ensure that all property (including watches) is clearly and durably marked with the owner's full name.

## THE FOLLOWING POINTS SHOULD BE NOTED:

**1. Hair** should not be dyed and hair longer than shoulder length should be tied back at all times. Only navy, bottle green, black or Black Watch tartan hair bands may be worn (no scarves, lace, sparkly or other substitutes). Slides, clips etc. must be black, navy or dark brown. They must be plain in design.

**2. Footwear.** Shoes should give all-round support (ballet-style shoes are not acceptable), be of non-platform sole type, with heels measured under the sole of no more than 2.5cm and in summer should not be open-toed or of sling-back heel type. The essentials are:

- (a) shoe (not boot, trainer, etc) with matching laces
- (b) low heel
- (c) sufficient support by not being cut too low along the instep
- (d) proper grip at the heel
- (e) shoes must fit firmly

The regulation sandal for optional indoor wear in winter, and optional outdoor summer wear, is the navy or black strongly built T-strap style with covered toe, solid heel, (again, sling-backs are not allowed) and firm supporting strap over the instep.

**3. Jewellery** (other than a watch, and small plain gold or silver studs for pierced ears) is not permitted with school uniform. Parents should write to the Headmistress to request permission if they wish their daughter to wear a religious symbol (eg. a cross); such symbols must be worn under the uniform, but must always be removed and handed to a member of the PE staff before PE lessons and sports activities.

If parents are considering having their daughter's ears pierced, please do this in the summer holidays to allow the piercing to become settled.

**4. Cultural or religious adaptations** to the uniform should be sought by request of the Head or Head of Junior School.

## JUNIOR SCHOOL UNIFORM LIST

### Winter Uniform

- Maynard School Coat
- 'Blackwatch' tartan pinafore (compulsory for Years 3 to 5. In Year 6 girls may wear either the pinafore or the 'blackwatch' tartan kilt worn in the senior school)
- White blouse, long sleeved with rever collar
- Navy cardigan with bottle-green trim or navy v-neck pullover with bottle-green trim
- Navy tights or navy knee-high socks
- Pair of black shoes
- Royal blue science overall, wrapover style
- Maynard school bag (compulsory for Years 3 to 5 only. From Year 6 upwards girls can choose their own style of bag)
- Plain navy fleece scarf \*
- Plain navy or black fleece gloves \*
- Navy purse belt \*

### Summer Uniform

- Blue and white striped summer dress (compulsory for Years 3-5 – see below for Year 6)
- Navy cardigan with bottle green trim or navy v-neck pullover with bottle green trim
- Plain white ankle socks
- Black shoes as above or black or navy sandals
- Year 6 may elect to wear summer or winter uniform in the Summer Term but will be required to wear winter uniform for any formal school outings or functions.

## PE UNIFORM

- Maynard School PE holdall bag
- Navy skort with Maynard logo
- White PE top with Maynard logo
- Navy blue Maynard games top
- House coloured top for Sports Day.
- Structured mid-layer or hooded sweatshirt
- Maynard tracksuit bottoms
- Pair of shin pads
- Pair of trainers (non marking soles)
- Pair of navy and duck egg blue ringed hockey socks
- White ankle socks
- Gum shield
- Hockey stick (compulsory for Years 5 and 6 only)
- Maynard Gymnastics Leotard \* – optional for girls in Year 4 - 6 for use in Gymnastics and Dance PE lessons and required for members of the Extra-Curricular Gymnastics club. Leotards are bespoke and made to order. Orders are made 3 times per year through the PE Department.
- Water bottle

### Swimming

- Navy or black one piece swimsuit - can be high leg/short leg/full leg to suit individual preferences
- Swimming hat (house colours: Armourers - green, Goldsmiths - blue, Haberdashers - yellow, Merchants - red)
- Towel (for swimming and showers)

Items marked \* are optional. All other items are compulsory.

## OFFICIAL SCHOOL UNIFORM SUPPLIERS

Stevensons are the official uniform suppliers for The Maynard and uniform can be purchased by telephoning them on 01727 815700. Stevensons are open Monday to Saturday 9.00am – 5.30pm. A useful size guide is available from their website at [www.stevensons.co.uk](http://www.stevensons.co.uk) and orders can be placed online.

## SECOND-HAND SCHOOL UNIFORM

The Second Hand Uniform Shop can be visited by appointment. Please contact [office@maynard.co.uk](mailto:office@maynard.co.uk) to book an appointment. For further information please visit: [www.maynard.co.uk](http://www.maynard.co.uk)

## LOST PROPERTY

Any unmarked lost property found around the Main School is returned to the Junior School and is handed back to the girls.

Any unmarked items found in the Junior School are held in the lost property box until the end of term. Every effort is made to reunite the girls with their property when it is mislaid.

**Please never allow your daughter to bring valuable items to school, e.g. mobile phones or iPads, as we cannot accept responsibility for them.**

## TRANSPORT INFORMATION

We have partnered with Vectare, a specialist school transport management company, and Exeter School to run several bus routes into Exeter from across Devon. For all information relating to our school transport, please refer to the Maynard Transport Service listed on our website.





## SCHOOL FEES

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Information on school fees is available on the website.

Fees and extras are due on or before the first day of each term.

### YEAR 6 FEES

Year 6 fees are the same as the Senior School. Year 6 provision is unique in offering the pupils a transitional experience that provides the specialist teaching of Senior School staff and the use of Senior School facilities, whilst still under the careful guidance of a class teacher and based in the nurturing environment of the Junior School. The Year 6 classrooms are purpose-built to place the children mid-way between Junior and Senior School in the Murdin Link building.

The curriculum for Year 6 at The Maynard is designed to develop independent learning. It offers children experimental science in the laboratories, lessons in Textiles and Food & Nutrition in bespoke classrooms, and support from the technician in the art studio. Modern Languages are delivered by specialist linguists. Year 6 pupils also have use of the senior library and access to activities with Main School pupils and staff, such as Middle School Choir, the Maynard Concert Orchestra and specialist musical ensembles such as the Wind and Brass Groups and Jazz Band. They also attend School Council once a term. Year 6 culminates in a residential developing outdoor education, leadership and team-working skills.

Throughout Year 6 the pupils gradually become more familiar with the physical geography of the Main School as well as building relationships with many of the staff who will work with them in Upper 3 (Year 7) especially the Head of KS3 Transition, Mrs Rowley. Every child is discussed in detail amongst the staff in order to ensure the best provision for their learning needs as they move from Junior to Senior School

## PARENT/SCHOOL CONTRACT

As an independent school, The Maynard's relationship with its parents is based on a contract. The school undertakes to provide the pattern and standard of education specified in its Prospectus, its Terms and Conditions document and on its website, in efficient, safe and well-regulated conditions, while the parent undertakes to abide by all the terms in respect of fees, notice of withdrawal, ensuring the student's full and punctual attendance etc. The Acceptance Form signed by parents becomes the basis of an official contract (the Terms and Conditions Document) with the school when an offered place is accepted. This contract terminates at the end of the student's Upper Sixth year.

## PREMATURE TERMINATION OF THE CONTRACT

The contract may be terminated:

1. By withdrawal of a student by her parents: A full term's notice, to be given by the last day of the preceding term, of intention to withdraw a pupil from the school must be given in writing, otherwise a full term's fees will be charged. Please refer to our current Terms and Conditions, available on our website, for full information.
2. By permanent exclusion from the school, i.e. expulsion. Although every effort is made to avoid this drastic measure, parents are reminded that the Governors reserve the right to require the withdrawal of any student at their discretion and without assignment of cause (see Terms and Conditions document).



## ADMINISTRATIVE AND FINANCIAL MATTERS

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### INITIAL DEPOSIT

An initial deposit of £200 is payable and will be charged on the first fee note issued. This deposit will form part of the general funds of the School until it is credited without interest on your leaver's invoice. A number of our parents donate the refundable deposit back to school to be put into a special Discretionary Fund which is used by the Head for certain resourcing 'extras' that help with teaching and learning, such as more science, music or sports equipment. These funds also help some of our pupils who are less well-off to access some of our academic trips.

### PAYING TUITION FEES

The invoice for tuition fees is sent to parents termly in advance, and is payable on or before the first day of term. If you have a query on your daughter's invoice, please telephone the Finance Office (01392 355990), on receipt or before the beginning of term at the latest.

Please note the procedure and time limits for giving notice of withdrawal of your daughter from the school if you do not wish to incur a fee in lieu of notice. The Fees section of the Terms and Conditions document and Prospectus states this clearly.

Parents may also opt to pay fees by one of the following methods:

1. By Direct Debit.
2. A lump sum for fees for one or more years.
3. Debit or credit card.

Please note that should you pay fees by direct debit; this will cover the tuition fees only and any extras charged must be settled separately at the beginning of each term.

Parents will be sent a regular statement of their account.

### LATE FEES

A charge of 5% above base rate will be applied if fees are not paid on time, and until such time as fees are brought up-to-date.

If fees are outstanding, parents will be notified by letter to bring their account up-to-date within the next two weeks.

If fees remain unpaid, a second letter will be sent stressing that all arrears must be paid within seven days. A report of all outstanding fees and payments made and/or missing will be passed to the Head and possible exclusion may follow.

Should fees remain unpaid after 14 days following the second letter being issued, then the matter will be passed to the school's external debt collection agency.

If the account is still in arrears, the school reserves the right to stop a pupil attending optional school trips whilst fees remain overdue for payment.

The parents shall also be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by the school in the recovery of any unpaid fees regardless of the value of the school's claim.

### ARREARS

Parents are asked to let the School Business Manager know as soon as possible if there is any problem in paying the fees, or if there is likely to be any delay in settling these beyond the beginning of term. The Finance Office is sympathetic to most requests, provided that sufficient notice is given.

### EXTRAS

Invoices for fees for private music lessons, speech and drama, ballet lessons and tennis lessons are submitted by the individual teacher concerned and payment should be made direct to them.

### MEALS

Lunches are compulsory for all girls in forms Reception to Upper 3 (Year 7) and are charged in advance on a termly basis of £5.10 per day. There will be no refunds except in the case of prolonged absence and at the discretion of the School Business Manager — application can be made to the Finance Office (01392 355990).

## MAYNARD PARENTS' ASSOCIATION

The sum of £8 per family per term is charged on your fee invoice for the Parents' Association. Should you wish to opt out, please contact the Finance Office.

## SUNDRY ITEMS

Accounts in respect of lost books, trips, etc, are charged in arrears and are added to the termly fee account.

## OFF-SITE EVENTS

We try to keep prices as low as possible and ensure that parents receive ample notification and information about trips, including cost.

## STUDENTS' PERSONAL ACCIDENT INSURANCE SCHEME

This is provided by Marsh UK Ltd, Schools Division, and the cost is incorporated into the school fees. Cover is provided 24 hours a day, 365 days of the year. Sporting and leisure activities are covered. Details can be found on the school website.

## STUDENTS' ABSENCE INSURANCE

This is provided on an opt-in basis by Marsh UK Ltd and charged per term.

Junior School (Year 2 to Year 5)    £25.00  
Senior School (Year 6 and above)   £28.00

Cover starts from the first day of term with weekends and half-term breaks included. Refunds may be made for absence from school due to illness, accident, contact with infection or closure of the school due to an epidemic. Absence must be for a minimum period of six days (including weekends). A medical practitioner must certify the necessity of any absence of 14 days or over.

Full details are available from the Finance Office. No refunds are due for absences in respect of a pre-existing illness or medical condition.

## STUDENTS' PERSONAL EFFECTS

The school does not hold an 'all risks' insurance policy to cover students' effects. Parents are advised to cover all clothing, possessions and money brought to the school by their daughters by extending their house contents insurance policy to include personal effects away from the home.

## MAYNARD PARENTS' ASSOCIATION

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The Maynard Parents' Association (MPA) is a registered charity whose aim is to create a vibrant parent community while raising funds for school projects or items that benefit the girls. Recent purchases include outdoor furniture, a new trim trail and sports equipment.

The MPA meets once a term and holds its Annual General Meeting in early September. All parents/guardians are welcome to these meetings and the contribution of new parents, with fresh ideas and enthusiasm is especially valued.

Various fundraising events take place throughout the year, the biggest ones being the Christmas Fair in the Autumn Term, the Quiz Night in the Spring Term and the 'Mutts about Maynard' dog show in the Summer Term. These are a great way to meet other parents and are a lot of fun.

Each year group has at least one parent MPA representative, a volunteer who supports the MPA in its fundraising activities and facilitates social contact within their year group. This can be, for example, arranging a meet up for coffee, family picnics or even family days out. The MPA uses Claslist ([www.classlist.com](http://www.classlist.com)) to communicate with parents, which is a secure private social network for parents/guardians at the school.

The MPA levies a voluntary family contribution of £8 per term which is added to your school fee notice. If you are happy to pay this, you don't need to do anything, although if you are a UK tax payer the MPA can claim Gift Aid on your contribution. If you would rather not pay, please contact the School Business Manager.

The MPA would really appreciate you becoming involved and to do this you can attend one of the MPA meetings or contact them directly at [mpa@maynard.co.uk](mailto:mpa@maynard.co.uk)

It must be mentioned that the MPA and its representatives cannot act as spokespeople for parents/year groups and should you have any concerns or issues, please do raise these with the school directly.





MADE FOR GIRLS AGE 4 - 18

## **The Maynard School**

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Exeter

Devon

EX1 1SJ

### **Enquiries**

Tel: +44 (0)1392 273417

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[www.maynard.co.uk](http://www.maynard.co.uk)



The Maynard School is a registered charity providing education for girls.  
Registered Charity No. 1099027.