

# PARENT AND PUPIL HANDBOOK SENIOR SCHOOL

SEPTEMBER 2023



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

**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.

# WELCOME TO THE MAYNARD SENIOR SCHOOL

## START OF TERM AUTUMN 2023

### TUESDAY 5 SEPTEMBER - INDUCTION DAYS

#### Upper 3/Year 7 Induction Morning

All Upper 3 (Year 7) students attend school to meet their tutors, receive their timetables and have an informal lunch with their year group. Mrs Rowley will send out further details.

#### Lower 6 Induction Day

All Lower 6 students attend to meet tutors and discuss the A-level programme. Mr Hibberd will send out further details.

#### Lower 4 - Lower 5 New Students Induction Morning

New students attend to meet each other, their tutor and Head of Year and will receive their timetables. Mrs Rowley will send out further details.

### WEDNESDAY 6 SEPTEMBER - FIRST FORMAL DAY OF TERM FOR ALL STUDENTS

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 8.15am to help newcomers find their way.

On the first morning, all new girls should make their way to Reception, where they will be greeted by our Admissions team and their Head of Year before being taken to join their year groups. They will be introduced to their Form Tutors and all the girls in their class, who will help them to settle in and get to know their way around.

## EQUIPMENT

You should come to school in full school uniform (more information on uniform is included later in this booklet). You should bring your pencil case and school bag plus your PE kit, and a non-plastic water bottle. You may wish to bring a healthy snack although tuck is available to purchase at breaktime.

#### All Subjects

- Named pencil case
- Black or blue ink pen, pencils, eraser, pencil sharpener, highlighters, ruler, glue stick, white board pen and a small pair of scissors.

#### Mathematics

- Calculator  
Calculators are essential equipment for Mathematics for girls from Lower 4 (Year 8) upwards. The scientific calculator we recommend is the Casio FX-83GT PLUS which is widely available or can be purchased from school for £8.

## THE SCHOOL DAY

08:40 - 09:15	Registration & Tutorial Assembly (Mon & Fri only)
09:15 - 10:15	Period 1
10:15 - 10:35	Morning Break
10:35 - 11:35	Period 2
11:35 - 12:35	Period 3
12:35 - 13:10	Activity / Lunch A
13:20 - 13:55	Activity / Lunch B
13:50 - 14:55	Period 4
14:55 - 15:55	Period 5

School is open from 8.00am. Upper 3 (Year 7) to Upper 5 (Year 11) pupils who arrive between 8.00 and 8.20 must go **straight to the library** and work quietly there until 8.20 when they can go to their tutor rooms.

Late room is supervised homework and quiet activities until 5.30pm. Pupils sign in an out at main reception and in late room. Upper 3 - Lower 5 pupils are to be physically collected, please come to reception or send your daughter a text so that they can confirm to staff that they can leave safely.



## ILLNESS, INJURIES AND MEDICATION

Please do not send your daughter to school if she is not well enough to cope with lessons. 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.

If pupils feel unwell or have an accident, they must inform a member of staff and go to the school office. Unwell or injured pupils will be taken care of by the School Nurse or an appointed first aider. Our normal procedure is to keep girls in the medical room no longer than an hour. If your daughter is not well enough to return to lessons, or further medical treatment is required, the school will contact parents/guardians and ask you to collect her. Pupils must not telephone parents directly and ask to go home.

### Medication:

Medicines should only be given in school when it is necessary and essential to a pupil's health or school attendance. Medicines should not be given on an ongoing basis, unless prescribed by a doctor.

Medicine will only be administered to a pupil where written permission for that particular medicine has been obtained from the pupil's parent or carer.

Prescribed medicines must be in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. All medicines provided by parents will be securely stored in a locked cabinet in the school office with the exception of insulin and antibiotics that require storage in a fridge.

For pupils with anaphylaxis allergies and asthma, please can we remind parents to ensure that your daughter has an in-date adrenaline autoinjector (e.g. EpiPen) or inhaler with her in school and on school trips.

The School Nurse is available to see girls and/or parents by appointment and drop in sessions. The School nurse can be contacted directly via email: [schoolnurse@maynard.co.uk](mailto:schoolnurse@maynard.co.uk). The School Nurse is in school on Monday, Tuesday, Wednesday and Thursday from 9.30am – 2.30pm. If the nurse is not available, pupils should go to the School Office.

## ATTENDANCE

Pupils are registered with their tutor at 8.40am and should arrive by 8.30 so they are not late. Girls should not be in school before 8.00.

If your daughter is going to be absent from school due to illness, parents/carers are asked to send an explanatory email to the school ([office@maynard.co.uk](mailto:office@maynard.co.uk)) before 8.30am. **The explanatory email is required in order to fulfil our legal obligation to account for and record any absences.** If you have not contacted us by 9.30am we will contact you to find out why your daughter is not in school. **Continuous** (five days or more) or **repeated** absence on medical grounds **must** be covered by a note from your daughter's doctor.

If your daughter is unwell, please do not send her to school.

If your daughter arrives late, she must sign in on the sheet outside Reception. If your daughter leaves school (e.g. for a dental appointment) after she has registered, she should sign out and in again. Parents must collect their daughter from Reception.

By law, ALL parents, carers 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. We understand there may be unavoidable absence such as genuine illness and occasional medical/dental appointments, but ask you to keep these to a minimum and try to make them outside of school hours.

The Government regulations for absence mean that, by law, we are not permitted to authorise absence during term except for in exceptional circumstances, eg. seeing a parent on leave from the Armed Forces, or days of religious circumstances. Holidays do not qualify as an exceptional circumstance.

**Requests for authorisation of absence must be made in advance and in writing to the Head via the office. Please state your daughter's name and form clearly on all correspondence.**

The school day is divided into two sessions, with registration of lateness and absence twice daily, at the beginning of the morning and at the start of afternoon lessons. In addition, all lessons are registered. 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. If your daughter misses registration for reasons such as a music lesson they must sign the sheet behind reception.

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.

It is regarded as an important matter of courtesy that permission is obtained from the Head before a girl takes part in a public performance, external examination or competition during term and such permission is very seldom refused.

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



## COMMUNICATION

We have a number of ways of sharing information:

**Personal Information Sheet:** This is sent to parents of all new girls and should be **completed and returned to Admissions as soon as possible and before they start school**. Please ensure that any changes are notified to the School Office **immediately** – particularly emergency contact numbers.

**Communication with Parents and Carers:** We usually circulate any emails, letters and notices on a Friday. Copies of letters are available on the parents' area of the website [www.maynard.co.uk](http://www.maynard.co.uk). Emails from parents will be acknowledged and passed on immediately to the relevant member of staff. Please email [office@maynard.co.uk](mailto:office@maynard.co.uk)

**Communication via iSAMS Parental Portal:** For progress information such as your daughter's half termly progress check, annual school report and her timetable. You will be provided a login and temporary password via an email once your daughter starts. An iSAMS App is available. Please contact [rhithompsonambrose@maynard.co.uk](mailto:rhithompsonambrose@maynard.co.uk) for iSAMS support.

**Parent Calendar:** This is accessible via the school website for fixtures, trips and key dates.

**School News:** We share lots of news stories on the school website and on social media channels (Facebook, Twitter & Instagram). We are very keen for parents to let us know of any news about girls that we may not have heard of through school. News and photos are always welcome and should be sent to the Marketing Department at school, preferably by email: [marketing@maynard.co.uk](mailto:marketing@maynard.co.uk).

**School Holidays:** Emails and phone messages will be monitored during the school holidays.

**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: [office@maynard.co.uk](mailto:office@maynard.co.uk)

# UNIFORM

Please visit our website for information regarding uniform. No changes are made to the uniform regulations without written notice to parents.

Girls must come to school wearing the correct uniform. On games days PE kit is allowed if games is their first period. Girls must leave the school in full school uniform, unless they are playing an after-school match, or have PE for their last lesson, in which case they can go home in their PE kit. PE kit worn when not playing games must consist of tracksuit bottoms and games top; skorts are not permitted around of outside school.

Parents are asked to help the school maintain high standards by seeing that all uniform is clean and in good condition. **Please ensure that all property (including watches) is clearly and durably marked with the owner's full name.**

The following points should be noted:

**Hair:** Hair should not be dyed and hair longer than shoulder length should be tied back at all times. Hair bands should be The Maynard colours.

**Jewellery:** Jewellery, other than a watch and small plain gold or silver studs for pierced ears, is not permitted, no other visible body piercing is permitted. Parents should write to the Head to request permission if they wish their daughter to wear a religious symbol (e.g. 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.

**Shoes:** For much of the year one pair of uniform shoes is sufficient for school. The essentials are:

- shoe (not boot, trainer, etc)
- low heel (measured under the sole of no more than 2.5cm)
- sufficient support by not being cut too low along the instep
- proper grip at the heel, shoes must fit firmly
- black leather shoes with matching laces; no canvas shoes that look like pumps or trainers
- No brands e.g., Nike, Vans, Converse

**Cultural or religious** adaptations to the uniform, where relevant, should be sought by request of the Head.

## UNIFORM LIST

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

- Regulation 'blackwatch' tartan kilt (no shorter than 5 cm above the knee)
- Regulation navy v-necked pullover with bottle-green trim
- Regulation white blouse, 3/4 sleeved
- Maynard School coat (also recommended for PE)
- Plain navy/black tights or plain navy socks
- Pair of black leather shoes (please see note above)
- Plain navy blue scarf \*
- Black or navy blue gloves \*
- Navy sports holdall with Maynard logo
- A sensible school bag for carrying books etc - it needs to be waterproof and fastened properly to protect its contents
- House Shirt for the duration of their time at school to wear in House Competitions

## PE UNIFORM

- Navy Maynard skort
- White Maynard games shirt
- Navy blue Maynard games shirt
- Navy Maynard tracksuit bottoms (Upper 3 - Upper 5) and/or Maynard leggings (KS4)
- Navy base-layer long-sleeved skin \*
- Structured mid layer or hooded sweatshirt
- Pair of trainers (no leisure shoes allowed for sport as they do not give adequate support)
- White ankle socks
- Pair of navy and duck egg blue ringed hockey socks
- Pair of shin pads (compulsory for hockey)
- Hockey stick (compulsory for hockey)
- Gum shield (compulsory for hockey)

Please note that all students play hockey in Upper 3 - Upper 4.

Students in Lower 5, Upper 5 and Sixth Form only play hockey if they are in the team.

For KS4 there are further optional choices from [www.playerlayer.com](http://www.playerlayer.com)

## SUMMER TERM PE UNIFORM

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

## 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). Stevensons also have an internet ordering service.

## SECOND HAND SCHOOL UNIFORM

Please contact Mrs Drake on [office@maynard.co.uk](mailto:office@maynard.co.uk) regarding any secondhand uniform requests. For further information please visit: [www.maynard.co.uk](http://www.maynard.co.uk).

## LOST PROPERTY

For information on lost property please contact Mrs Drake on [office@maynard.co.uk](mailto:office@maynard.co.uk).

The school cannot accept responsibility for any valuable items your daughter brings into school, e.g., mobile phones or iPads, nor for any unnamed property. Valuable items of lost property are held by the School Office and every effort is made to return them to their owner.

## PASTORAL SUPPORT AND GUIDANCE

The pastoral support, tutor and PSHE/RSE programme is structured to ensure that your daughter is safe, happy and able to take full advantage of all that the school has to offer in its academic, sporting and creative life. We also want to prepare her to take her place in the wider world as an informed, reflective and confident individual with a strong sense of responsibility and concern for others.

Key to this is valuing positive relationships and we aim to address any concerns promptly. We are well aware, however, that we cannot hope to succeed with every girl all the time, and your input as parents is invaluable in alerting us to any unfortunate situation we may have missed. Please inform us of any concerns you might have so that we can fully support your daughter. In this way we can tackle matters together before they become real problems.

**Tutor:** Please email your daughter's form tutor in the first instance. For more serious matters please contact your daughter's Head of Year or the Assistant Headteachers, Mrs Leigh and Mr Loosemore. The Head, Mrs Gregory, is also always available via her PA ([zoecunningham@maynard.co.uk](mailto:zoecunningham@maynard.co.uk)).

**Homework Diary:** There is a detailed section on the school's homework policy later in this booklet. If you have any concerns about homework you should contact your daughter's form tutor in the first instance.

Homework resources are also published on Epraise for pupils to access. However, we do encourage students to record their homework in their homework diary.





## KEY PASTORAL STAFF

Mrs Leigh, Assistant Headteacher (attendance, behaviour, rewards, PSHE/RSE and the co-curricular programme)

Mr Loosemore, Assistant Headteacher, Designated Safeguarding Lead

Mr Hibberd, Head of Sixth Form

Mrs Angela Rowley, Head of KS3 Transition (Upper 3 – Upper 4)

Mr Andrew Wood, Head of KS3 (Upper 3 – Upper 4)

Mrs Sian Fanous, Head of KS4 (Lower 4 – Upper 5)

Mrs Lynn Drake, Pastoral Support

During the first term Mrs Rowley and your daughter's form tutor will oversee her transition to ensure she is comfortably settled. After this point, the Head of Year and form tutor will become the key contact for overseeing her pastoral wellbeing and any other issues or concerns.

## PASTORAL SUPPORT ASSISTANT

Young people today are confronted with an unprecedented level of change and challenge. It is for this reason that we have employed Mrs Bucci, our pastoral support assistant, to see girls individually and to see parents, if requested. Girls can self-refer or be referred by her tutor, Head of Year or parents for 1:1 sessions. All referrals by staff or parents are made through Mrs Leigh/Mr Loosemore.



## BEHAVIOUR AND LEARNING

### GREENS/HOUSE POINTS

Rewards - a member of staff who wishes to recognise exceptional good behaviour or effort may issue a 'Green'. The girls are awarded badges and certificates when they reach 'Green' milestones. In the Senior School, Greens are recorded on an online system 'Epraise' which the girls can access at home through an app or the website.

### CODE OF CONDUCT

The Code of Conduct is at the heart of the Behaviour Management Policy and is based on a shared understanding of the need for mutual respect and consideration, so that few students should have difficulty keeping within the bounds of what is acceptable. The students are reminded of the code of conduct regularly and through Epraise.

If a teacher has to speak to a student because they have not demonstrated behaviour for learning, the teacher will inform the students that a Red will be recorded on Epraise. If students receive three Reds in one half term they will have a lunchtime detention; six Reds incur an afterschool detention. This, however, is very rare.

### MOBILE PHONES

We are a mobile free zone from 8.30am -4.00pm to enable your daughter to focus on her academic studies and extra-curricular activities. On occasion, girls may be asked to use their mobile phones during lesson time at the discretion of their teacher. Misuse of a mobile phones incurs three Reds.



## ANTI-BULLYING

The aims and objectives of the school's anti-bullying policy are:

1. To promote an anti-bullying ethos amongst the whole school community (students, parents and staff).
2. To develop the self-confidence and self-esteem of all students.
3. To increase awareness of bullying and its consequences and encourage students to report concerns regarding bullying.
4. To provide support for victims and bullies, so that victims are protected and reassured and bullies are given the opportunity to change their behaviour whilst clearly understanding the sanctions that will be applied. In cases of severe and persistent bullying, this includes the possibility of exclusion, as well as social services and police involvement.



## SAFEGUARDING (CHILD PROTECTION)

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. 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.

Designated Safeguarding Lead: Matthew Loosemore (Assistant Head)

Deputy Designated Safeguarding Lead: Liz Gregory (Head)

Deputy Designated Safeguarding Lead: Sarah Lavis (Head of Junior School)



## LEARNING SUPPORT AND SPECIAL EDUCATIONAL NEEDS

The SEND 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 (2015) 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.

Students take part in computerised screening for underlying difficulties which may affect their academic progress. If difficulties are detected through the screening programme or in the classroom, parents are informed and the type of support available in the school explored.

Please contact our SENCo (Special Educational Needs Co-ordinator) Mrs Lucy Smart [lucysmart@maynard.co.uk](mailto:lucysmart@maynard.co.uk)

## ENGLISH AS AN ADDITIONAL LANGUAGE

Contact between the SENCo, English as an Additional Language (EAL) teacher and Head of Year play a key role in EAL support. For overseas students, core EAL teaching is provided for an hour per week but, if required, extra EAL teaching may be advised which will be arranged on a termly payment scheme.

## COMPLAINTS

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).

## ASSESSMENT

The regular assessment of students' progress is an integral part of good and effective teaching and learning. Such assessments may range from visual checks and verbal feedback while they are completing tasks during a period of normal classwork, to the use of formally administered tests and examinations.

**GCSE work (Lower 5 and Upper 5) will be marked and reported on using the GCSE 9-1 scales. Key Stage 3 (Upper 3, Lower 4 and Upper 4) will use the Maynard School Grading Scheme when assessing significant pieces of work:**

Grade	Explanation
<b>M</b>	<b>Mastery</b> – work shows full understanding of key concepts and students are able to apply them in different contexts
<b>S</b>	<b>Secure</b> – work shows a secure understanding of key concepts
<b>D</b>	<b>Developing</b> – Some understanding of key concepts
<b>E</b>	<b>Emerging</b> – Students are struggling with understanding the key concepts

Self-assessments by students form part of each year group's work. These assessments are discussed with the Form Tutor as part of the review and target setting process. Such assessments play a valuable role in encouraging students to develop more self-reliance and take more responsibility for their own progress.

Tests and examinations form a regular part of our assessment process and as such provide:

- an opportunity to find out what has or has not been understood, allowing remedial action to be taken by both students and their teachers.
- training for public examinations; we take pride in the fact that by the time students are facing these examinations they are usually reasonably relaxed, having learned how to revise effectively.

## HOMework POLICY

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We have a system whereby most departments set one homework per week for each class, and in Upper 3 and Lower 4 this is once a fortnight. The nature of the homework will vary between year groups, different subjects and topics of study. Homework is not set for school holidays apart from public exam revision for seniors.

We aim to return marked homework to the students as soon as possible for inclusion in that topic of work and whilst the exercise is fresh in the student's mind. We try to ensure that the tasks selected are commensurate with the ability of the students.

### How does the school help students organise their homework?

- All girls are given a student planner at the beginning of the year. In addition, all homework will be posted online using the ePraise system.
- We aim to mark or respond to homework regularly, and in a way that is helpful to students.

Where appropriate tutors regularly check that homework details are written in the homework diary.

### How can parents and carers help with homework?

- Check that homework details are filled in clearly and regularly in the homework diary. There is space there for your signature each week. For students using the ePraise online system, parents can create their own account and log in to view their daughter's homework.
- Help your daughter organise her time so that things are not all left to the last minute or even forgotten.
- Try to make sure that there are suitable working conditions at home.
- Let us know if there are any problems with homework that you cannot resolve. In the first instance contact the form tutor who will be glad to help.

### What happens if homework is not handed in?

We expect completed homework to be given in on time. This gives students valuable experience of working to deadlines and helps staff with their marking schedules. If homework is not given in, appropriate action is taken:

- the subject teacher will have a discussion with the student to find out if there are good reasons for failure to hand in work, and the tutor may be informed. A Red can be awarded on Epraise.
- students may be told to attend a lunchtime catch up to complete the work.

In the possibility of remote learning, students will be taught via Microsoft Teams. It is advisable that pupils have access to a device at home for remote learning.

## PARENTS' MEETINGS AND REPORTS

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We regard communication with parents as a vital part of our co-operative support of the girls. Parents have the opportunity to speak to teachers at a Parents' Meeting at least once a year.

Progress checks are sent home frequently, and a full report once a year.

In addition, please feel free to contact your daughter's tutor or teacher through the School Office who will aim to respond within 48 hours.

Details of Parents' Meetings will be sent to you via email and will also be in the Parent Calendar.

## USE OF THE SCHOOL'S COMPUTERS AND ACCEPTABLE ONLINE BEHAVIOUR

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When a student starts her educational journey at The Maynard, she is asked to read and sign a copy of the school's ICT Acceptable Use Policy for Computer, Internet and Email Systems to show that she understands the way the school's computers are to be used.

We also ask the girls to take this policy home so it can be read and countersigned by parents. Each time a girl logs on to the school's computer system, they are also asked to agree to follow the principles laid out in the school's ICT Acceptable Use Policy before they are allowed to log on to the system.

The school provides computers essentially for educational purposes and they are not to be used to play games or to access social network sites. Our internet server monitors internet and e-mail access and will block access to potentially suspect sites.

Anyone misusing the system could have her Internet access and e-mail facility withdrawn. The ICT Acceptable Use Policy also outlines the acceptable behaviour expected for online correspondence, messaging and research which all students are expected to follow.



## CONSENT FOR TRIPS AND OFF-SITE ACTIVITIES

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Written parental consent will not be requested on a case by case basis for the majority of off-site activities because these activities form part of the school's curriculum and take place during the normal school day. Instead, we ask you to complete the section in the Personal Information Form to give consent for your child to take part in these trips. This will include afterschool, on or off-site, sporting and PE Fixtures.

The following trips are excluded from this consent:

- Visits and residentials that take place in the evenings, weekends or holidays.
- Adventure activities.

## USE OF STUDENT IMAGES

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We celebrate students' achievements, using images around the school, on our website, in our publications and on social media and are always sensitive to how such images are stored, captured and selected. Annual image consent will be sought and this can be changed at any time.

## DATA PROTECTION

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The General Data Protection Regulation came into effect in May 2018. The Maynard School already had effective data protection policies, protections and processes in place but we have reviewed and updated these in line with GDPR. As a parent/carer you may receive communications from us regarding data protection. Some of those may be about consent and some about updating your information with us. Please do read and send in everything you receive.

Under data protection law, individuals have the right to be informed about how the school uses personal data that we hold for them. The Privacy Policy is accessible on the school's website or from the school office.

## EXTRA-CURRICULAR ACTIVITIES

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There are many extra-curricular activities available. The school is committed to encouraging all students to participate in every aspect of school life. It is normally expected that each student will take part in one extra-curricular activity during the school day. A full list of activities is available at the beginning of each academic year. As well as music, sport and drama the following clubs are likely to run in 2023-24:

Art Club, Book Club, Body Pump, Chocolate and Chat, Coding Club, Dance, Dog Walking, Drama, Duke of Edinburgh Bronze, Silver and Gold Awards, Football, Rugby, Netball, Hockey, Multi-sports, History Club, Film Club, Maths Competition Club, Model United Nations, Physics Olympiad, Robot Club, STEM Club, Ten Tors, Textiles, Craft Club, Young Enterprise and Sports Leaders.

Most subjects also provide lunchtime or after school academic clinics.

Clubs and activities are communicated through Epraise, website, parent emails, notice boards, assemblies and staff notices.

**Drama and Public Speaking:** Drama lessons play an important part in our curriculum and there are performances and workshops involving different age groups every year as well as Drama Clubs. There is also the option of taking additional Speech and Drama classes and the opportunity to take part in festivals. We take part regularly in Public Speaking competitions for various age groups, including Youth Speaks, the Routes into Language MFL public speaking.

**Music:** We encourage girls to learn an instrument, join a choir and generally get involved in the musical life of the school. There are many opportunities for family and friends to come to school and listen to a concert or a recital.

**Musical activities** include Wind Band, String Band, Jazz Band, Chamber Choir, Senior Choir, Flute Choir, Middle School Choir, Chamber Orchestra, Orchestra, Saxophone Quartet and other chamber ensembles, including a String Quartet and Advanced Wind Ensemble.

**Sporting Activities:** There is a wide range of sporting activities in which the students can take part and many teams for which they can play. As well as a termly dates list there are always full details of team lists, locations and timings posted on Epraise and the PE Noticeboard which is outside Waterloo (the courtyard at the back of the Main Building).

**Extra-Curricular sporting activities** include Netball, Basketball, Football, Rugby, Hockey, Gymnastics, Dance, Badminton, Martial Arts, Swimming, Athletics, Rounders, Cricket, CV fitness, Yoga, Body Balance and Tennis. We also offer many opportunities to get involved in outdoor pursuits.

## 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).

The House programme is managed by Heads of House: Mrs Wood, Mrs Dersley, Dr Henderson and Mr Tabb.

## CHARITY FUNDRAISING

Charity fundraising plays an important role in life at The Maynard. Each year the school raises a significant amount of money for a number of different charities. This helps to build a sense of community within the school and raises awareness of the needs of others. In addition, the Sixth Form House Charity Teams organise a number of whole school charity events and students can spend donate their value of their house points to charity through Epraise.

The Charity programme is run through the House system.

## PSHE

Personal, Social, Health and Economic and Relationship and Sex Education is a planned programme of learning opportunities and experiences that is designed to form a key part of the school's commitment to the Department of Education's guidelines for the promotion of spiritual, moral, social and cultural developments within schools. It incorporates the following three strands:

- Relationships and Sex Education
- Health and Wellbeing
- Living in the Wider World

PSHE, RSE and Careers is taught throughout the school through PSHE lessons, collapsed days, speakers, assemblies as well as during the curriculum and through co-curricular opportunities.

## 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

Information on school fees for September 2023 are available on the website.

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

## 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 & 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 Application Form signed by parents seeking admission for their daughter becomes the basis of an official contract (the Terms & Conditions document) with the school when an offered place is accepted. This contract terminates at the end of the student's Upper Sixth year subject to academic achievement during Key Stage 4.

## PREMATURE TERMINATION OF THE CONTRACT

The contract may be terminated:

- By withdrawal of a student by her parents: a simple matter of written notification to the school. 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 for full information.
- 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

## 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 about your daughter's invoice, please telephone the Bursar's 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 & Conditions document and all fee notices 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.

## 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 School Business Manager is sympathetic to most requests, provided that sufficient notice is given.

## 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.

## EXTRAS

Invoices for fees for private music lessons, speech and drama 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 from Reception to Upper 3 (Year 7) and are charged in advance on a termly basis at **£4.90** per day. Older girls can opt to have school lunches on a termly basis, or they may bring in a packed lunch each day. A half term's notice is needed if a girl is starting or stopping school lunches. 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 Bursar's Office (01392 355990).

## EXAMINATION FEES

Students taking GCSE and A-Level exams will have the fees for their examinations added to the Summer Term fee note.

The average cost of a package of exams, for both GCSE & A-Level, is approximately £450, although this can vary depending on the number and type of examinations being taken.



## 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 Bursar's 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. Parents are advised to contact the Head for limited discretionary help if the cost of a trip causes financial difficulties.

## 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.

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 Bursar's 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

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 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 Classlist ([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.

The Maynard School  
Denmark Road  
Exeter  
EX1 1SJ  
Tel: 01392 273417  
Web: [www.maynard.co.uk](http://www.maynard.co.uk)

**Head**  
Mrs L Gregory  
Head's PA email: [zoecunningham@maynard.co.uk](mailto:zoecunningham@maynard.co.uk)

## School Office

Email: [office@maynard.co.uk](mailto:office@maynard.co.uk)

The School Office is open from 8.00am until 4.30pm and Reception is open 8.00am until 5.30pm during term time.

Outside school hours and during the holidays, messages can be left on the answerphone or emailed.

## Chair of Governors

Mr Henry Luce

## School Business Manager

Mrs Lorraine Beechener  
Email: [bursarsoffice@maynard.co.uk](mailto:bursarsoffice@maynard.co.uk)

Finance Staff:

Mrs M Green (Finance Assistant)  
Mrs P Williamson (Finance Officer)

The Bursar's Office is open from 8.30 to 4.30pm in term time and 9.00am to 12.00pm in school holidays.





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**The Maynard School**

Denmark Road  
Exeter  
Devon  
EX1 1SJ

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**Enquiries**

Tel: +44 (0)1392 273417  
[office@maynard.co.uk](mailto:office@maynard.co.uk)  
[www.maynard.co.uk](http://www.maynard.co.uk)

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