



PARENT AND PUPIL HANDBOOK **PRE-PREP**

SEPTEMBER 2025



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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

Welcome to The Maynard Pre-Prep. We have prepared this Handbook to give both parents and pupils a clear idea of life at The Maynard and how we can work together, so that our pupils 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 suggestions for improvements to the Handbook in future years please let us know, particularly if you think they will help new pupils next year.

Mrs Katie Greenwood

Head of Pre-Prep

STAFF LIST

Mrs Karen Riley and Mrs Beth Pinkerton-Smith	Reception Teachers
Mrs Charmaine Tyner	Reception Teaching Assistant
Mrs Kelly Stylianidou	Year 1 Teacher
Miss Sophie Collins	Year 1 Teaching Assistant
Mrs Katie Greenwood	Head of Pre-Prep / Year 2 Teacher
Mrs Lisa Beeby and Mr Commings	Year 2 Teaching Assistants
Mrs Ria Fabian	PE Teacher
Mrs Emily Venner	Music Teacher
Mrs Louisa Stanton	Languages Teacher
Mrs Ceri Horrell-Tidbury	Forest School Leader
Mrs Susan Barlow	Ballet Teacher

ARRIVAL AND COLLECTION

Please drop your daughter off in the morning; the gate opens at 8.00am and the girls will be supervised by Pre-Prep staff until our school day starts at 8.40am. A member of Pre-Prep staff will be waiting to meet you at the gateway to our canopied Pre-Prep playground.

We would encourage you to say goodbye there and allow your daughter the independence of taking her own things into the classroom, where she will be prompted and supported to ready herself for the day. Obviously we are available to talk to you at this time, and always appreciate being informed of anything that has happened at home which could impact on your daughter's day.

If your daughter seems upset when you drop her off, please be assured that we will help her settle for the day. We recognise that it is distressing to leave an upset child; we are experienced and here to help. If your daughter doesn't calm down quickly after your departure, of course we will contact you.

Our school day ends at 3.30pm. Please arrive to collect your daughter at this time. We do offer an after school club, Owls, to help parents manage the pressures of modern family life; more information is provided later in this Handbook. This incurs no additional charge.



SCHOOL PROCEDURES

FIRST DAY OF TERM: THURSDAY 4TH SEPTEMBER 2025

The Autumn Term starts on **Thursday 4th September**. There will be lots of information to take in, but don't worry if you forget something; just ask and you will be pointed in the right direction. There will be plenty of staff available from 8.00am to help you on your way.

On the first morning all the Pre-Prep girls, comprising of Reception, Year 1 and Year 2, should come in through the gate to the Pre-Prep playground, under the white canopy. This is clearly visible from the entrance and staff from the Pre-Prep team will be there to welcome you and your daughter.

At the end of the day please collect your daughter from the same place. Our school day finishes at 3.30pm, but we will have our Owls club running until 5.30pm.

WHAT SHOULD I BRING WITH ME ON THE FIRST DAY?

Your daughter should come to school in her 'winter' uniform, with her book bag (or rucksack if in Year 2) and PE kit. Please see the separate uniform booklet for information about Pre-Prep uniform.

Girls in the Pre-Prep may bring a healthy snack for mid-morning break. Please note that we are a nut free setting, and no nuts will be offered to your daughter and we also ask that they are never sent in to school with any foods containing nuts. There is also a selection of school fruit available at snack time as an option or if a home snack has been forgotten!

Please bring in a named water bottle for your daughter to keep at school for the week. All writing, colouring and stationery equipment is provided by the school.

When starting a new school, we are aware that girls may have a favourite toy or comforter that they would like to bring along. This is absolutely fine at the beginning of Reception, although we may need the girls to store it in their tray for periods of the day (but we are aware of the value of these in helping some feel settled and content). As they progress through Reception and in Years 1 and 2, please discuss with your class teacher if you feel your daughter still needs support in this area and we will be happy to help.

Please ensure that all personal items are clearly marked with your daughter's name. This ensures any misplaced items are quickly located and returned.

OVERVIEW OF THE SCHOOL DAY

08:00 - 08:40	Drop off your daughter at the gate to Pre-Prep
08:40 - 08:50	Registration
08:50 - 09:10	Assembly (Not every day)
09:10 - 10:00	Lessons
10:00 - 10:15	Snack
10:15 - 10:35	Morning Break
10:35 - 12:00	Lessons
12:00 - 12:30	Lunch in the Bistro
12:30 - 13:40	Lunch break
13:40 - 15:30	Lessons
15:30 - 15:40	Collection of Pre-Prep children
15:40 - 17:30	Owls Club

The Pre-Prep is open from 8am every day. All girls should arrive by 8.30am, allowing them to be ready for the school day, which officially begins at 8.40am with registration in their classroom.

Morning Break

This is at 10.15am and goes on until 10.35am. The Pre-Prep girls will play in their purpose-built outside space, which offers shade in the Summer and shelter from rain all year round.

Lunch

Pre-Prep girls have lunch at midday. This is a formal hot meal served in the Bistro, consisting of a main course and a pudding. The school is proud of its food which is prepared and cooked in-house and the menu changes every week. Girls will be expected to eat with a knife and fork; gentle help and guidance will be given where needed and good table manners are reinforced. The girls will usually finish their food by 12.30pm and then have a break time to play and socialise with their friends.

End of Day Arrangements

The Pre-Prep day ends at 3.30pm and girls going home at this time should be collected from the gate to the Pre-Prep playground. The girls will need to take their book bag home each day and their current reading book should be inside, alongside their reading diary where parents can record their daughter's home reading, and any messages for us.

AFTER SCHOOL CARE

Should you need your daughter to stay past 3.30pm, then she will automatically go to our fully inclusive after school provision 'Owls'. She will be offered a snack - this will often be breadsticks, raisins and some fruit, as well as a drink - or she is welcome to bring her own healthy after-school snack. There will be different activities; these are likely to include outside play, colouring, construction toys, reading, playing with friends; some girls may want to lie down and rest on cushions or watch a film. There is no additional charge for this club, which is available until 5.30pm on Monday through to Friday. The girls can be collected at any point from 3.30pm onwards from the Pre-Prep playground. Please ring the doorbell by the gate if the girls are inside. **Any girls who are not collected by 5.30pm, will be taken over to the main school reception area where a member of the senior leadership team will stay with them.**

PE AND GAMES

PE and Games lessons are taught by our specialist teacher, Mrs Fabian. The girls are taught consistently throughout their physical education lessons at The Maynard and have the opportunity to take part in a wealth of activities, including multi skills, yoga, dance, gymnastics, athletics, tennis and team games.

SWIMMING

Our weekly lessons take place at The University of Exeter's swimming pool at the St. Luke's campus just around the corner. The pool is exclusively used by The Maynard Pre-Prep during our allocated time. Girls will need to bring a swimming costume, dry towel, goggles and swimming hat to each lesson. Please put these in a small rucksack that your daughter can carry herself. Lessons will take place at the same time across the whole of the Pre-Prep. Pre-Prep staff accompany the girls; staying with them throughout. The actual swimming tuition is delivered by specialist teachers from the pool and qualified lifeguards are on hand. Swimming takes place in the Autumn and Spring Terms.

MUSIC

Each class from Reception to Year 2 has a weekly Music lesson with our specialist teacher, Mrs Venner. The Pre-Prep girls also have a weekly singing assembly all together. Should your daughter wish to learn a musical instrument, we can offer tuition in school for a wide range of instruments. There is a charge for these lessons; please do ask if you require further information.

MFL

Each class from Reception to Year 2 has a weekly languages lesson with our specialist teacher, Mrs Stanton. In Pre-Prep the girls are will be learning Spanish.

FOREST SCHOOL

All our Pre-Prep pupils take part in weekly Forest School lessons. Our Forest School sessions are child-led and involve a lot of exploring and discovering nature, as well as activities such as helping to build a fire and using simple tools and natural materials for craft activities. We also take part in group stories, games and even have the opportunity to toast marshmallows on the fire.

BALLET

Pupils in Reception and Year One all take part in weekly Ballet lessons as part of our curriculum offering with our specialist Ballet teacher, Mrs Barlow. Ballet charges will appear as a supplementary charge on your termly bill for Reception and Year One children. In Year Two Ballet becomes a chargeable extra-curricular activity taking place at the end of the school day on a Monday, parents of pupils who wish to continue to take part in Ballet in Year Two will be contacted directly by Mrs Barlow.

TAPESTRY

In the Pre-Prep we feel it is important to keep you well informed about your daughter's learning, many EYFS settings keep a 'Learning Journey', which is a record of the small steps in learning that individuals make. Tapestry is the name of the app that is our preferred method of recording and communication in Reception. It allows secure communication between home and school, and we will use our class iPads to take photographs of your daughter and her work.

We then send the images or text securely to your mobile device; you may then comment on it or print it out. Only you can access the files relating to your daughter; there is a unique four-digit pin code for every account to ensure security which you set yourself as part of the signing up process.

It is free to download and we can use it to show you your daughter as she completes various tasks or does something she is proud of. You can also capture images or write comments for the teacher to show us the learning and fun that you and your daughter share at home.

We continue to use Tapestry in Year 1 and 2 as a 'weekly window' into the classroom, and to share special events, however communication in these years is via the home school journals or email.

HOMework

Pre-Prep children are very young and need rest and relaxation after school. It is important for them to enjoy family time as they have a long and vigorous day here in school. Pre-Prep girls will bring home their reading scheme book and are encouraged to read every evening. Reading should be recorded each evening in the reading diary. Year 1 and Year 2 children are also given spellings to learn each week - there will be between 5 and 10 words to practise, ideally daily for 5 minutes.

We also use 'Numbots' and Power Maths' as ways of practicing number skills and playing games linked to our unit of mathematical learning. These are there to use if you wish to, not as a compulsory home learning task. Your daughter will bring home log-in details for these at the beginning of Years 1 and 2. In Year 2 the girls will also begin learning their multiplication tables.

More information will be shared about home learning at the curriculum evenings at the beginning of every academic year.

SCHOOL BUS

At The Maynard safety is our priority. The Pre-Prep girls may catch the bus, but this will be considered on an individual basis and specific written consent will be required. The younger girls will be paired up with a 'bus buddy' for their journey.

COLLECTION – CONSENT

Please note that no Pre-Prep girl will be allowed to leave the school premises without a recognised adult unless we have written permission. As previously mentioned, collection is well supervised and the girls are formally handed over to parents. If your daughter is being collected by an adult other than a parent/carer please inform the class teacher either by putting a note in the reading diary or sending an email. We will not allow your daughter to leave the school site with a different adult unless you have informed us in advance. Please note that in emergency situations you should telephone the Main School Reception (01392 273417) and they will always be able to get a message to us.

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

If your daughter is absent from school due to illness, parents/carers are asked to send an explanatory email to the school (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.

If your daughter seems unwell, please do give her time to recuperate at home. If she has diarrhoea or vomiting, please allow 48 hours without symptoms before sending her back into school. This allows us the chance to stop the spread of potentially contagious illnesses to other children or staff.

Head lice

Please check your daughter's head on a regular basis. Should a child be found to have head lice, or their eggs (nits) they should be treated by applying conditioner to the hair and fine tooth combing, each evening for two weeks. Try a 'nitty gritty comb' and hair spray.

Infectious Diseases e.g. chicken pox

In the event of infectious diseases, please use the table overleaf to evaluate your child's condition.

Illness	Usual Incubation Period	Infectious Period (days)	Minimum period of exclusion of patients from school
Chicken Pox	13 - 21 days	From 1-2 days before, to 5 days after appearance of rash	5 days from onset of rash
Shingles	Usually years after chicken pox	Blisters contain Chicken Pox virus (Varicella Zoster)	Discuss with GP
Colds/Flu	1-3 days	While symptoms persist	While child unwell
Infectious Diarrhoea and Vomiting (Gastroenteritis).	Usually 24-48 hours. Can be 18-72 hours for Norovirus	While symptoms persist and up to 48 hours after symptoms have subsided	48 hours after vomiting and diarrhoea has settled
Conjunctivitis	2-3 days	During active infection (with pus and crusting)	Single cases: if child is well no exclusions
Ear Infections/Sticky Ears	May be chronic	Usually not infection	None
Fifth Disease (Slapped Cheek)	4-20 days	1 week+ before the rash develops	Until clinically well. Presence of rash does not indicate infectivity
Glandular Fever	4-6 weeks	Once symptoms have cleared risk is small apart from very close contact e.g. kissing	Until clinical recovery
Head and Body Lice	Eggs hatch in 1 week	As long as live lice or eggs	None: treatment should be started on day head lice found. No need to send child home
Impetigo/ Erysipelas	Impetigo: 4-10 days Erysipelas: 1-3 days	As long as lesions are wet and pus is present	until lesions are crusted or healed
Measles	7-14 days	From a few days before to 5 days after onset of rash	4 days from onset of rash
Mumps	12-21 (commonly 18) days	2 days before onset of swelling to 5 days after	Until swelling has subsided (5 days minimum)
Ringworm: Tinea Capitis (head), Tinea Corporis (body), Athletes Foot	4-10 days	As long as rash present	none (treatment recommended)
Scarlet Fever and other Streptococcal infections	2-5 days	Whilst organism is present in the nose and throat or skin lesion	24 hours after commencing antibiotic treatment
Threadworms	2-6 weeks to complete life cycle	When eggs are shed in faeces	None once treated. Household should be treated
Verrucae (plantar warts)	2-3 months	As long as wart present	None

What happens if my daughter feels unwell during the school day?

If you have given your daughter any medication before the school day, please put a note in the reading diary or speak to a member of staff at the gate. If she starts to feel unwell during the school day her class teacher will ensure she is as comfortable as possible. Where necessary, we will contact you by telephone and request that you collect your daughter. We will always phone if your daughter vomits, has diarrhoea or if she has a head injury.

In more serious cases, should your daughter require hospital treatment, she would be accompanied by a member of Pre-Prep staff and that person would remain with her until you arrive. This is one of the reasons we ask you to provide us with a set of emergency contact numbers that will 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 on office@maynard.co.uk.

We have a number of staff with a Paediatric First Aid qualification on site at all times.

What happens if my daughter needs to take medicine during the school day?

Parents are asked to complete a 'Parental Agreement to Administer Medicine' form. The form includes details of timings and dosage required. The forms are available from the class teacher. The only other medicines we administer are Paracetamol or Calpol, and only if parents have given permission. In cases of prolonged illness or, should a pupil need regular medication, the school may seek advice from the individual's GP in order to best support their needs and formulate a medical care plan.

Permission to miss PE/Swimming

If your child is well enough to be in school then we consider them well enough to attend their swimming lesson. There are however, occasional circumstances when a medical professional may advise your daughter not to swim e.g. during an ear or chest infection. If this is the case for your daughter then please can you email the school beforehand so we can ensure we have adequate adult supervision poolside for any non-swimmers. If your child is not well enough to take part in a PE lesson please let your class teacher know. PE is a very valuable part of the children's curriculum and should not be missed regularly.

MEDICAL ADVICE – HEALTH QUESTIONNAIRE

We need a completed Health Questionnaire for each girl at The Maynard. These are reviewed by our school nurse, from whom individual advice sessions are available by making an appointment via 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 well-being of our pupils 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

MOBILE PHONES

We ask that the Pre-Prep girls do not bring mobile phones or electronic devices (including watches with camera apps) into school.

CARS ON SITE

Cars should not be driven on to the school site between the hours of 8am and 5pm.



SECURITY

The large metal gates are the first measure in place to ensure no one is on our site at the wrong times. The entrance doors to the buildings are kept closed and keypads are in place to ensure unfamiliar adults are unable to enter. The doors from our Pre-Prep classrooms are carefully monitored by Pre-Prep staff while the girls are outside taking part in activities. CCTV is in operation at entrances to the site. We also have a lanyard system to identify all adults on site and the girls are taught the system from the beginning of Pre-Prep.

HOUSE SYSTEM

All girls and teachers are members of one of four houses which they will be allocated to 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), Merchants (red). Good behaviour by pupils is rewarded with stickers and house tokens. As pupils receive house tokens, they put them in the tubes in the Junior Hall. Every half term these are added up and the house captains receive the trophy at assembly.

SUNSHINE CHART

The Pre-Prep girls also have a sunshine chart in their classroom. The girls all start on the sunshine and move up the chart during the day according to their behaviour. Once they reach the pot of gold they are rewarded with a house token. There is also a 'conversation cloud' which is used to ensure the girls have time to reflect on any negative choices or behaviours. An adult will support your daughter to restore relationships and make amends as needed. Any incidents of ongoing or concerning negative behaviour will always be shared alongside how we are supporting your daughter.

OUTINGS AND VISITS

A number of outings and activities are arranged throughout the year, which are linked to the curriculum. These visits are supervised and structured to the needs of the curriculum. All of our school minibuses are fitted with seat belts. There may be a small additional charge for some of these activities, but you will be notified in advance in writing, and consent sought.

EXTRA-CURRICULAR CLUBS

Beyond the timetabled lessons the girls in Year One and Two have the opportunity to take part in several chargeable extra-curricular clubs. In addition to ballet, detailed in its own section, there are other clubs including 'Mini Modern' and 'Tiny Tap' dance classes with our dance teacher Clare Connor and Creation Station an art and crafts club. Parents will receive further information about these clubs, their cost and when they are available to your daughter by an email letter which will contain a link to sign your daughter up to any clubs.

Reception children will be able to start to take part in one club during the Summer Term if they wish.

BUDDIES

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

BIRTHDAY PARTIES

Although this is not a school issue, we are grateful if parties are arranged for Fridays, weekends or school holidays as the girls can get over excited and tired, which has a negative impact on their lessons. Also, please try to be sensitive when arranging your parties, the last thing we want is for anyone to feel left out or excluded.



SLEEP

Getting plenty of sleep is crucial for all children. It is advisable that Pre-Prep children are in bed by 7.30pm every night, and that television, computers and other electronic devices are not used at bedtime.

LOST PROPERTY

Naturally the named uniform finds its way home fairly quickly, but unnamed property is collected and kept in a container in the Junior Hall. Please mark trainers with permanent marker pen; silver or metallic markers work well on dark surfaces. Please also ensure that all swimming kit is clearly labelled.

SUN PROTECTION

Your daughter will need to bring in a named sun hat to wear if they are outside in the sun. At the beginning of the Summer Term we will send a sun cream permission form home. The children will need to bring in a bottle of kids sensitive sun cream (factor 50+) and please complete the form to give staff permission to apply the sun cream for your daughter. If your child requires a specific brand of sun cream then please speak to your class teacher.

MPA CAKE SALES

There are a number of cake sales organised by the Maynard Parents' Association (MPA). Cakes are sold to the girls at break time. Pre-Prep girls may bring in some money (usually 50p/£1) to buy a cake. To ensure that no one is upset we will collect the Pre-Prep money and all the girls will get a cake.

OUR SCHOOL DOGS

We are very proud to have a number of school dogs. Gracie will often be in the Junior School office helping Mrs. Lavis with her jobs! Oti belongs to Mrs Fabian and will pop in to visit from time to time. Ralph comes in on a Friday and will be found with Mrs Wilcock. Any dogs that are in school will be on their leads when out and about around the school premises.

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.

Everyone needs an animal to cuddle from time to time!

LEARNING SUPPORT

We work closely with parents and our SENCo, Mrs Lucy Smart, to support our Pre-Prep girls who may require additional help in class in order to flourish. Where concerns have been raised, we follow our own graduated response (Assess, Plan, Do, Review) and use a range of screeners, questionnaires, assessment tools and observations to guide conversations with parents around the available support and recommended next steps. We are able to provide support for our girls in all 4 areas of need: Communication and Interaction; Cognition and Learning; Physical and Sensory; Social, Emotional and Mental Health. Where further, external testing or advice would be helpful to support our girls, we provide information on the available routes for parents.

With individualised support in place, every girl is able to make strong steps towards achieving their potential.

ENGLISH AS AN ADDITIONAL LANGUAGE

Contact between the SENCo, English as an Additional Language (EAL) teacher and Head of Pre-Prep plays a key role in EAL support. For overseas pupils, 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



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 pupils 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)

EYFS DSL: Katie Greenwood (Head of Pre-Prep)



SCHOOL ATTENDANCE

WHAT EVENTS CAN WE ATTEND?

There are many opportunities during the year for our girls to take part in school events, both in class and to an audience. These will include special assemblies, open classrooms, dance productions and sporting events. Details can be found in the school calendar, which is sent in the holidays prior to the start of each term.

COMPLAINTS

Please come and speak to us if you have any concerns over your daughter at school.

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 NEWS

We share news stories on the school website and on social media channels (Facebook and Instagram) and send a newsletter to all parents via email. 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

COMMUNICATION AND INFORMATION

WHAT INFORMATION WILL BE SHARED ABOUT OUR DAUGHTER'S LEARNING?

Curriculum Meetings

At the start of the Autumn Term, you will be invited to a class meeting. The class teacher will explain about the curriculum and you will be able to ask any questions about classroom organisation and routine.

Open Classrooms

Each term you will be invited in to come and share your daughter's books with her and see what she has been learning about. We try to time these just before parents' evenings.

Parents' Meetings

These are held in the Autumn and Spring Terms and the dates can be found in the school diary, sent to parents just before the start of term. Each class teacher arranges their own timetable and you are invited to sign up for a suitable time. You will have the opportunity to see your daughter's work during these meetings. Should you wish to access your daughter's records at any other time, please contact the Head of Pre-Prep.

Reports

Reports are written once a year in the Summer Term and you may wish to make an appointment to discuss this with your daughter's teacher.

When can we speak to our daughter's teacher?

Teachers are always available at the end of each school day for an informal chat. Please email your class teacher if you would like to arrange a meeting. Please feel free to email the Head of Pre-Prep, email katiegreenwood@maynard.co.uk or contact us via the Main School Office.

Communication via My School Portal: this secure platform allows you to access key information about your child such as reports, timetables, attendance records, and other school-related updates all in one place. You will be sent login information when your daughter starts. Please contact rhithompsonambrose@maynard.co.uk for portal support.

USE OF PUPIL IMAGES

We celebrate pupils' 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

The General Data Protection Regulation came into effect in May 2018. The Maynard School has effective data protection policies, protections and processes 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.

For further information please contact bursarsoffice@maynard.co.uk



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 is 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 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 pupil'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 pupil's Upper Sixth year.

PREMATURE TERMINATION OF THE CONTRACT

The contract may be terminated:

1. By withdrawal of a pupil 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 pupil 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 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 all fee notices states this clearly.

Parents may pay fees by one of the following methods:

1. By Bank Transfer. Details are included on both the invoice and accompanying email. This would be our preferred method of payment due to charges levied to process card payments.
2. By Direct Debit.
3. A lump sum for fees for one or more years

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 Finance Office 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 in forms Reception to Upper 3 (Yr 7) and are charged in advance on a termly basis of £5.10 per day. **Reception lunches are included in the school fees.** 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 Maynard 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 by the Finance Office.

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.

PUPILS' 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.

PUPILS' ABSENCE INSURANCE

This is provided on an opt-in basis by Marsh UK Ltd and charged per term. Pre-Prep (Reception to Year 2) £23.00

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.

PUPILS' PERSONAL EFFECTS

The school does not hold an 'all risks' insurance policy to cover pupils' 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) 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

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

Head
Mrs L Gregory
Head's PA email: zoecunningham@maynard.co.uk

School Office

Email: office@maynard.co.uk

The School Office is open from 8.00am until 4.30pm and Reception is open 8.00am until 5.45pm during term time.

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

Chair of Governors

Mr H Luce
Email: clerk@maynard.co.uk

School Business Manager/Bursar

Mrs L Beechener
Email: bursarsoffice@maynard.co.uk

Finance Staff:

Miss Isobel Threfall (Bursar's Assistant)
Mrs P Williamson (Finance Officer – Billing)
Mrs Jessica Stringer (Finance Assistant – Purchase Ledger)

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





MADE FOR GIRLS AGE 4 – 18

The Maynard School

Denmark Road

Exeter

Devon

EX1 1SJ

Enquiries

Tel: +44 (0)1392 273417

office@maynard.co.uk

www.maynard.co.uk



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