



# PARENT AND PUPIL HANDBOOK **SIXTH FORM**

SEPTEMBER 2025

**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.

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The information in this Handbook is correct at the time of going to print.



## WELCOME TO THE MAYNARD SIXTH FORM

We have prepared this Handbook to help both parents and students feel that they have a really clear idea of how The Maynard Sixth Form works. The information that follows is not exhaustive: questions may arise that are not covered in this booklet – please do not hesitate to ask.

The Maynard Sixth Form is a vibrant, friendly community where everyone is encouraged and supported so that you achieve your very best, whatever you aim to do in the future. We are delighted that you are joining us and we hope that you enjoy your time as a Sixth Former.

### START OF TERM AUTUMN TERM 2025

#### WEDNESDAY 3RD SEPTEMBER 9.00AM - 3.30PM LOWER SIXTH INDUCTION DAY

All Lower Sixth (Year 12) students attend school to meet their tutors, receive their timetables and have an informal lunch with their tutor group. They will also cover some core study skills for the year ahead.

#### THURSDAY 4TH SEPTEMBER FIRST FORMAL DAY OF TERM

Sixth Formers report to Ryan House.

There is no school uniform for members of the Sixth Form.



## THE SCHOOL DAY

08:40 - 09:15	Registration & Tutorial Assembly (Mon 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 - 13:55	Lunch break
12:35 - 13:10	Activity A / Lunch
13:20 - 13:55	Activity B / Lunch
13:55 - 14:55	Period 4
14:55 - 15:55	Period 5

School is open from 8.00am.

**Registration** takes place in Ryan House at 8.40am.

**Morning break** is at 10.15am.

For the Sixth Form, Period 3 extends into the Activity A / Lunch slot.

Lunch for the Sixth Form will be served from 12pm in the Sixth Form Bistro.

The school is proud of its food which is prepared and cooked in-house and the menu changes every week. Sixth Formers have their own bistro to enjoy. There is a large salad bar as an alternative or an accompaniment to the hot food and a vegetarian option is always available as well as soup and baked potatoes. We try to present as many healthy options as possible.

## PASTORAL CARE

### TUTORIAL SUPPORT

All students are allocated a personal tutor who will be responsible for them throughout their time in the Sixth Form. The tutor's role is to be the first 'port of call' for questions, advice and support in both academic and personal matters. Your tutor will monitor your attendance and progress, as well as advise you on your application to higher education or employment.

The Sixth Form Tutor Team is led by the Director of Sixth Form, Mr Hibberd, and their responsibilities are:

- to advise on or deal with any serious problems.
- to liaise with parents, the pastoral support team, school nurse, and outside agencies as appropriate.
- to ensure correct attendance procedures are adhered to.

They are generally available from 8.15–8.45am and at other times by appointment, for discussion with students and their parents about any queries or problems. Regular communication between home and school continues to be of great value in the Sixth Form.

If you are not sure what to do in any situation, **ASK YOUR TUTOR FIRST**.

We consider **Parents' and Daughters' Meetings** to be a vital part of the Sixth Form experience. The present pattern of these is as follows:

**Lower Sixth (Year 12)** An information evening and informal meeting with tutors in October, and a meeting with teaching staff in the Spring Term.

**Upper Sixth (Year 13)** Meetings with teaching staff in November.

Should parents wish to talk to staff at any other time about any matter concerning their daughter's academic progress or pastoral welfare, they should telephone Mr Hibberd on 01392 273417 or email [office@maynard.co.uk](mailto:office@maynard.co.uk).

### KEY MOMENTS IN THE SIXTH FORM COURSE

Important points in the **Lower Sixth** come in the second half of the Autumn Term when university course research begins and in June when prediction exams are taken in all subjects.

For the **Upper Sixth**, a very important stage is reached in the first part of the Autumn Term when university applications are made. It is essential that the students meet the internal deadlines set by their tutors for this process to ensure that the next stage of their application can be carried out well

before the external deadlines set by UCAS. (The date will be confirmed by Mr Hibberd). Some students may decide to make their application to university after completing their A-levels. In this case we provide the necessary help and guidance at the beginning of the new school year.

Some students will be required by their chosen universities to complete admissions tests. We will guide students in their preparation for these. The entries, however, have to be made by the students themselves. The exact dates for these change year on year but do try and avoid taking a holiday in the October half term in U6, just in case an admissions test falls then.

The Upper Sixth have two mock sessions – one after the autumn half term, the other after the spring. This is designed to help them get used to exam conditions and to interleave their revision, making them more likely to retain information. Once again, please bear this in mind when considering family holidays.

Final public examinations will take place in June of the Upper Sixth, with the results being published in August. It is **vital** that all students applying for university in the autumn following their A-levels should be in Exeter when their results are issued. Almost all students get their university places on results day, but for the few that don't we are here to advise and support in navigating clearing/considering alternative options. This is much easier to do if they can come into school.



## REPORTS AND PROGRESS CHECKS

Parents have the opportunity to speak to staff at a parents' meeting at least once a year. Progress checks are sent home half termly, and a full report once a year.

## SCHOOL PASTORAL SUPPORT LEAD

Young people today are confronted with an unprecedented level of change and challenge. When this is combined with the normal adjustments of adolescence it is hardly surprising that some of our students need someone to talk to, other than their friends. Of course, Sixth Form tutors and other staff often fulfil this role, but as teachers, we sometimes find that students are happier to talk to our pastoral support team. They support staff in their work with students, see students individually and see parents if requested.

Students can be referred for support by tutors or by their parents. All referrals by staff or parents should be made through Mr Loosemore, the Designated Safeguarding Lead. Students can also refer themselves for confidential support. To do this, please make contact via email: [eleanorbucci@maynard.co.uk](mailto:eleanorbucci@maynard.co.uk)

## MEDICAL ADVICE

All parents must complete a Health Questionnaire relating to their daughter when she enters the school and these are reviewed by our School Nurse.

The Nurse is in school four days a week, 8.30am - 4pm and is very happy to see students for individual advice sessions. Appointments can be made directly by the students themselves via email: [schoolnurse@maynard.co.uk](mailto:schoolnurse@maynard.co.uk).

## HOUSE SYSTEM

All students and teachers are members of one of four houses and students will be allocated to houses before they start school. Sisters are normally put in the same house and if students 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).

## COMMUNICATION

We have a number of ways of sharing information:

Please ensure that any changes to personal details 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 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](mailto:rhithompsonambrose@maynard.co.uk) for portal support.

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

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

**School Holidays:** The Office email will be monitored during 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)

## SIXTH FORM PROCEDURES

At Sixth Form level we keep rules to a minimum – this is one of the privileges for senior members of the school.

### STUDENT LEARNING AGREEMENT

Each member of the Lower Sixth is required to sign a Student Learning Agreement at the start of her time in the Sixth Form. This states clearly both what is expected from each student and, in return, what The Maynard School endeavours to provide for her.

### ATTENDANCE

1. **Punctual daily attendance is required.**
2. **All students must sign out via the Sign in app system when they leave school during the day.**
3. Students must all arrive for registration in tutor groups at 8.40am.
4. Except in the case of illness, no student may remain away from school without permission obtained **BEFOREHAND from the Head**. Family trips and holidays must take place in official school holiday time. It is important not to arrange medical or dental appointments (except for emergencies) or driving lessons in lesson time.  
  
When a student is absent from school due to illness, parents/guardians are asked to send an explanatory email to the school ([office@maynard.co.uk](mailto:office@maynard.co.uk)) before 8.30am, detailing symptoms. 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.
5. In the Lower and Upper Sixth, students must undertake one of the activities on offer on Tuesday afternoons.

Attendance at Assembly on Mondays is compulsory, as is attendance at the Pathways Programme on Fridays and the Tuesday afternoon activities. Upper and Lower Sixth students are expected to attend tutorial every morning after registration

### CARE OF PROPERTY

ALL property brought to school should be named and kept in lockers. Money, valuables, textbooks and files must not be left around in Ryan House, which is often used by outsiders for after-school or evening functions.

### APPEARANCE

There is no requirement to wear school uniform, however Sixth Formers are expected to maintain a smart standard of appearance. This includes hair, makeup, and jewellery.

The following are **NOT** permitted: Low-cut or overly exposing tops, short skirts, shorts, bare midriffs, ripped jeans or sports clothing.

Please ensure sensible footwear which does not include flip-flops.

Appearance will be monitored to ensure standards are maintained.

There are occasions when a more formal dress code is appropriate at school events, for visits out of school and for interviews. Sixth Formers are informed when a change in the dress code is required.

### OUT-OF-LESSON TIME

1. Sixth formers are free to use the Common Room both before and after school (until 5.30pm), as well as during their non-lesson times.
2. Non-lesson periods are NOT free time and should be predominantly used as **study periods**. Sixth Form tutors expect students to organise their own study time in a responsible manner but may on occasion require students who are behind with work to spend their study periods in a designated place where they will be supervised.
3. The Sixth Form Library in the Main School building and the Sixth Form Study Centre are available for private study.
4. Sixth Formers may use the computers in the Library and, when available, the school computer rooms.
5. The Common Room, its kitchen, and the Sixth Form Study Centre are intended for use by Maynard Sixth Formers, not for younger members of the school, nor ex-students. Please do not invite them in!
6. Sixth Formers are free to go off site when they do not have lessons but must sign out before leaving school and **sign in** again on their return. Similarly, it is important to **sign out** if going home early to work or because of illness. This is important in case of emergency such as fire. If a student becomes behind with their work, this privilege may be withdrawn.

## OTHER INFORMATION

1. There is **no parking** available for Sixth Formers' cars within the school grounds.
2. The Mount Radford Public House is out of bounds to Sixth Formers and no alcohol may be brought into school.
3. Care of the Common Room and the Sixth Form Study Centre is the joint responsibility of ALL Sixth Formers.

## DRUGS

The school makes sure that students are aware that all drugs, including illegal substances, may have adverse physical and mental effects. Students are also helped to develop an understanding and an attitude which will enable them to resist social pressure in relation to drug abuse.

If a student is found in possession of controlled drugs (i.e. drugs whose use is controlled by the Misuse of Drugs Act 1971) on school premises, her parents or guardians, as appropriate, will be informed at once and she will immediately be isolated from other students whilst an investigation takes place. In accordance with the school policies and the individual circumstances, this may involve suspension for the period of the investigation.

The school will provide support to help all those involved. Parents and students should be aware that any student bringing illegal substances into school is at risk of permanent exclusion.

## ALCOHOL, VAPING AND TOBACCO

No alcohol may be brought into school or consumed on the premises. No smoking or vaping is allowed anywhere on school premises and no Sixth Former is allowed to smoke/vape within the school's immediate vicinity.

**Parents are asked to co-operate in maintaining the standards set by the procedures on drugs, alcohol and vaping and tobacco.**

## BEHAVIOUR

All members of the school are expected to show courtesy and consideration towards each other and towards the community at large. They are also expected to show respect for property and for the good appearance of the school buildings and grounds.

## USE OF THE SCHOOL'S COMPUTERS

At the start of each academic year students are asked to read and sign a copy of the school's ICT Acceptable Use Policy for Computer, Internet and Email

Systems to show that they understand the way the school's computers are to be used.

We also ask the students to take this policy home so it can be read and countersigned by parents. Each time a student 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.

## CONSENT FOR TRIPS AND OFF-SITE ACTIVITIES

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 after school, 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

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

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.

For further information please contact [office@maynard.co.uk](mailto:office@maynard.co.uk)

## EXTRA-CURRICULAR ACTIVITIES

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 2025-26:

Art Club, Book Club, Body Pump, Coding Club, Dance, Bizz Wizz, Drama, Duke of Edinburgh Bronze, Silver and Gold Awards, Eco-Warriors, Football Club, Rugby Club, 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 and the Routes into Language MFL public speaking.

## Music

We encourage students 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.

## THE PATHWAYS PROGRAMME

Students in the Sixth Form complete this programme, built on the principal that happiness and progress in a variety of areas are inextricably linked. This is a theme common to many great thinkers in many disciplines including Psychology, Philosophy, Theology and even Biology. The programme aims:

- To enable the students to develop holistically
- For the students to be happy... it nurtures broad aspects of their personality
- To 'capture' all that they do – for their CV and UCAS
- To develop essential skills, as defined by The World Economic Forum, to thrive in professional life
- To build a deliverable plan for after The Maynard so they can fulfil their degree and career ambitions

All students are required to build a programme, from specific Sixth Form, school wide co-curricular and external opportunities, covering the four areas below:

- **Creativity and Co-curricular**
- **Wellbeing and Physical Activity**
- **Community and Leadership**
- **Love of Learning**



## EXTENSION STUDIES PROGRAMME

Sixth Formers also enjoy a unique Extension Studies Programme; whether choosing, critical thinking, debating, EPQ, coding or ceramics to name a few options, horizons are broadened. The modules are on a carousel, so students get the opportunity to explore a variety of new avenues. Within this programme, we also welcome a diverse range of inspiring and informative speakers, covering key issues or telling inspiring stories.

## EXTENDED PROJECT QUALIFICATION

The EPQ allows students to extend their abilities beyond the A-level syllabus and prepare for university or their future career. It is worth half an A-level (28 UCAS points) so can be used to earn extra UCAS points. It is highly respected by universities and some universities lower entry grades if a student achieves an A/A\*. It is an optional course and students will have time to make up their own mind if it is right for them. The course begins in January 2026. Submission is in November 2026 with a presentation evening mid-November.

## CHARITY FUNDRAISING

Charity fundraising is given a prominent role in every stage of life at The Maynard and the Sixth Formers have an even greater opportunity to be involved in this area through the organisation of whole-school events and by initiating charity links with the local community and abroad.

Each year the school raises a significant amount of money for a number of different charities which are chosen by the students. This helps to build a sense of community within the school, raises awareness of the needs of others, and is an integral addition to the broad and balanced curriculum that we offer.

Students are encouraged to invest skill, talent and imagination into their fundraising, which has resulted in some very creative and enterprising ideas over the years — including theme days, car washing, fêtes, barbecues and dances. Local charities are particularly popular, especially the South West Children's Hospice, FORCE and St Petrock's. Similarly, national fundraising campaigns are well supported, including Children in Need, Comic Relief, Plan UK and Macmillan Cancer Support Coffee Morning.

The students are always enthusiastic and committed and this ensures that the school's fundraising is not only very successful, but also hugely enjoyable.

## CARS ON SITE AND TRAFFIC FLOW

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

## 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: Mr Loosemore (Assistant Head)

Deputy Designated Safeguarding Lead: Mrs Gregory (Head)



## LEARNING SUPPORT AND SPECIAL EDUCATIONAL NEEDS

The 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.

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.

Students carry out 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.

Students, parents or teachers are welcome to seek help or guidance from Mrs Lucy Smart, our SENCo (Special Educational Needs Co-ordinator) [lucysmart@maynard.co.uk](mailto:lucysmart@maynard.co.uk)

### 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.

## STUDENTS FOR WHOM ENGLISH IS AN ADDITIONAL LANGUAGE

**Entrance:** Applicants for whom English is an additional language must provide evidence of an acceptable level of fluency and understanding in English.

Students for whom English is an additional language receive the pastoral and academic support which is part of our overall approach. We are careful to take steps to promote social integration within the year group. The students' welfare is co-ordinated by the Head of Sixth Form and Assistant Head.

Progress of students for whom English is an additional language is closely monitored in terms of development and attainment in English language and in the subjects studied. Contact between the SENCo, English as an Additional Language (EAL) teacher, Head of Sixth Form plays a key role in this. 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.

## EXAMINATION ACCESS ARRANGEMENTS

EAs in public exams are closely monitored by the Joint Council of Qualifications (JCQ) and the SENCo compiles applications for Access Arrangements when a student's learning profile meets the regulations laid down by JCQ.

## 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 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 student 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 students 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 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.

## 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 student 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 and tennis lessons are submitted by the individual teacher concerned and payment should be made direct to them.

## MEALS

Lunches are optional and are charged in advance on a termly basis at £5.10 per day. A half term's notice is needed if a student 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 – applications can be made to the Finance Office (01392 355990).

## EXAMINATION FEES

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

The average cost of a package of A-level exams is approximately £600, 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 Finance Office.

## SUNDRY ITEMS

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

## PRINTING

Within school we encourage everyone to be accountable for their photocopying and printing. Each student has their own photocopying fob, with an account of £5 per year to spend on photocopying/printing. This equates to approximately 250 double sided A4 sheets of black and white printing; the amount printed is limited by the selection of black and white or colour printing that is done.

Current costs of printing are: BW A4 Single Sided: 1.5p, Double Sided: 2p, Colour Single Sided: 4p, Double Sided: 7p, BW A3 Single Sided: 2.5p, Double Sided: 3p, Colour Single Sided: 5p, Double Sided: 8p

Once the student has exceeded their £5 allocation their fob will no longer be active. To reactivate it the student will be required to see the IT Department or Reprographics to re-activate it. Reactivation will incur a £5 charge which will be added to the relevant sundries account.

The initial fob is free but should it be lost then a replacement fob will be issued at a cost of £5 chargeable to the sundries 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.

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 students. Their latest purchases have included 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.

## SCHOOL CONTACT DETAILS

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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 5.45pm 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](mailto:clerk@maynard.co.uk)

### School Business Manager/Bursar

Mrs L Beechener

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

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



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