



Mayfield

**UNIFORM BOOKLET (YEARS 7 TO 11)
AND
SIXTH FORM DRESS CODE (YEARS 12 AND 13)
2021 - 2022**



CONTENTS

UNIFORM BOOKLET 3

SIXTH FORM DRESS CODE 13

GENERAL INFORMATION 16



The School Shop

School uniform is only available from the School Shop. Mrs Bowles, our School Shop Manager, operates an appointment system for fittings, which take approximately one hour. Alternatively if you would prefer your uniform mailed to you this can be arranged. Parcels are sent by courier and the cost can be quoted for you at the time and added to your uniform bill. If you prefer to use this method, a size chart will need to be completed and enough time allowed (particularly for overseas students). Please contact Mrs Bowles to make these arrangements.

The Shop is situated within the School and is generally open throughout the year except for two weeks during the Summer Holiday and National Holidays. The Shop will be closed from Saturday 24th July to Sunday 8th August 2021 inclusive.

We kindly request that families living overseas book their appointments early as space is limited and your daughter is expected to start the new school term in uniform. If you are flying into the UK ahead of the beginning of term, we respectfully ask that you make an appointment to have your uniform fitting first.

Appointments will not be available on the Induction Day (Monday 6th September). Please e-mail sbowles@mayfieldgirls.org for an appointment.

Opening hours term time	Monday —Friday 08:00—12:00 12:30—15:30
-------------------------	---

Holidays:	Monday —Friday 08:00—15:00
-----------	----------------------------

For enquiries and appointments:	Telephone: 01435 873175 Email: sbowles@mayfieldgirls.org
---------------------------------	--

On arrival for a uniform fitting please report to Reception in Becket Hall.

Payments

Payment can be made by credit card, BACS transfers, cash or cheque. We regret that cheques can only be accepted when drawn on a UK Bank Account.

Naming of Uniform

We offer a sew-on service for name tapes at a one-off charge of £80.00 per pupil. This covers all items of uniform to be named (including socks and tights) for the entire time that your daughter is at Mayfield (i.e. Years 7 to 13).

The School Shop needs to hold a supply of name tapes for each girl, and details of the costs can be obtained from Mrs Bowles. These will be ordered automatically for new entrants using the sew-on service unless we are otherwise informed, and added to your bill. If you are supplying your own name tapes, but still want the sew-on service, please bring them with you when you first visit the Shop to purchase uniform.

Please note that all items of uniform, equipment and other possessions brought into School **must** be clearly named. Boarders **must** have all home clothes named.

School Uniform List - Years 7 to 11

School uniform is compulsory for all girls in Years 7 to 11.

The uniform is unique to Mayfield School and therefore most of the items can only be purchased from the School Shop.

The following list is a guide to where items of uniform are available:

*Denotes optional items.

	Qty	Available from:	
		School Shop	High Street
Fleece (compulsory for Years 7 and 8)	1	✓	
School Coat—Compulsory for Years 7—10, choice of two styles. Optional for Y11.	1	✓	
Skirt to be worn 5/6 cm above the knee	2	✓	
White long-sleeved blouse (Winter)			
Boarders	3	✓	
Day Girls	3		
White short-sleeved blouse (Summer)			
Boarders	5	✓	
Day Girls	3		
Navy blue v-neck pullover	2	✓	
Navy blue or black tights	5	✓	✓
Pairs navy blue ankle or knee high socks	5	✓	✓
All girls - pair of sturdy black shoes, not ballet style pumps	1		✓
Boarders - pair of smart, low heeled black shoes for Mass/formal occasions	1		✓
School Book Bag Years 7 and 8 only	1	✓	
Plain navy blue scarf, gloves and hat*		✓	✓
Apron for Art and Ceramics	1	✓	✓

Games Uniform List (all year groups)

		Available from:	
General	Qty	School Shop	High Street
Jacket (6th Form only—optional) / Windcheater (Years 7-11)	1	✓	
Sweat top	1	✓	
Boarders	1		
Day Girls	1		
Netball Dress	1	✓	
Years 7, 8 & 9	1		
Polo shirt	2		
Year 7 & 8 Boarders	1		
Year 7 & 8 Day Girls	2	✓	
Years 9-11 Boarders	2		
Years 9-11 Day Girls	2		
House polo shirt	1	✓	
Tracksuit trousers	1	✓	
Skort	2		
Boarders	1	✓	
Day Girls	1		
Shorts (optional if Athletics navy cycling shorts purchased)	1	✓	
Base layer top (compulsory)	1	✓	
Base layer leggings (compulsory)	1	✓	
Sports bra			✓
Plain white sports socks	3	✓	✓
Trainers (suitable for running/netball NOT fashions trainers or flyknits) if choosing one pair of trainers choose a trail trainer	1		✓
Athletics			
Navy cycling shorts (optional if shorts purchased)	1	✓	
Spikes (for team athletes only)	1		✓
Cricket			
Cricket Trousers (U12 & U13 A and B team players, U14 & U15 A and B team players)	1	✓	
Hockey			
Hockey socks	1	✓	
Hockey astro turf shoes (Years 7, 8 and 9 and all team players)	1		✓
Swimming			
Swimsuit	1	✓	
Swim cap	1	✓	
Swim bag	1	✓	✓
Goggles	1	✓	✓

Sports Kit



Tape on the outside



Tape on the outside



Tape inside neck band



Tape inside waist band



Tape on the outside

The white line shows the position for the name tape

Sports Kit



The white line shows the position for the name tape

Types of Trainers



Trail Trainers



Astro turf



Running/Netball



Flyknits



Fashion Trainers

Sports Equipment

	Qty	Available from:	
		School Shop	High Street
Mayfield sports bag	1	✓	
Small combination locks for zips on sports bag (no keys please)	1	✓	✓
Hockey stick	1	✓	✓
Pair shin pads (not football style) Compulsory for all hockey lessons	1	✓	✓
Gum guard † Compulsory for all hockey lessons	1	✓	✓
Tennis racquet	1		✓
Towel for swimming	1	✓	✓
Water bottle	1	✓	✓
Micro-pore tape to cover earrings			✓

†Gum guards for Hockey

It is **compulsory** that all pupils wear a gum guard when playing.

You have 3 options:-

1. Order a mouth guard through your own dentist.
2. Buy a mouth guard (self-impression type) from the School Shop.
3. Source your own self-impression mouth guard.

Sports Choices

All sports offered at Mayfield (with the exception of Equestrian which is optional) are compulsory for Years 7 through to 9 and girls will therefore need the entire kit. In Years 10 and 11 you may choose sports options, therefore you need only buy equipment for those sports in which you are participating. Please advise us of your sports options at the time of fitting or buy just the basic kit needed and purchase hockey equipment or swimming equipment only when you know you will be taking one of those options.

Riding

	Qty	Available from:	
		School Shop	High Street
Mayfield Jacket (optional)	1	✓	
Mayfield Hoodie (optional)	1	✓	
Mayfield base layer Top (Navy)	1	✓	
Mayfield base layer Top (Red) - Team only	1	✓	
Mayfield hat silk - Team only	1	✓	
Mayfield Saddle Cloths (optional) - Available in Jumping or Dressage Squares	1	✓	
Mayfield Equestrian Socks	1	✓	

Miscellaneous

Naming clothing and belongings

All items of uniform and home clothes must be named with a sew-on name tape. Name tapes are usually in blue capitals but if you wish you may choose a different font/colour. All equipment must be named with an adhesive name tape or with indelible ink. Other items such as asthma pumps etc. must also be named. It is important that all belongings are **clearly** named so that all lost/mislaid possessions can then be returned to their owners.

Jewellery

All girls may wear a watch, clearly engraved or permanently marked with the owner's name, a cross or religious medal and chain, and one simple ear stud in each ear for those with pierced ears. No other jewellery may be worn in School.

Stationery and Calculators

Stationery is available throughout the year in the School Shop. Below is a basic stationery list as a guideline for your daughters. They may bring their items in any kind of pencil case they wish, but will also require a clear pencil case when sitting exams (these can be purchased in the School Shop or stationery stores). The School will indicate where other stationery may be needed for certain subjects. You may already have these items, or you can source them in the School Shop or High Street stationery stores.

1x pencil case

2x biro (1 black, 1 blue)

1x glue stick

1x compass

1x protractor

1x 6" or 12" ruler

2x highlighters

2x HB pencils

1x pencil sharpener

1x rubber

1x pair blunt edge scissors

1x pack colouring pencils

The Maths Department request that all girls use the same model calculator, the Casio FX 83 or 85 GTX up to Year 11. Please note these are upgraded models and if students have the older version (FX83 or 85 Plus) they do not need to upgrade to the newer model.

For those taking A Level Maths in Years 12 and 13 we recommend the FX991EX — all are available in the Shop. For Further Maths students, the School recommends the FX CG50 Casio, which we can order on your behalf and add to your bill on request.

Laptop

All girls are expected to have a laptop for school. This will be used in class as well as for study. A keyboard is essential and a write-on facility is advantageous. Please see the separate Computer Specification Information sheet for more detail and P18 of the General Information section of this booklet.

Requirements for Boarders

	Qty	Available from:	
		School Shop	High Street
Suitable nightwear	3		✓
Dressing gown or bath robe	1		✓
Pair of flat slippers	1		✓
Duvet	1	✓	✓
Duvet covers, sheets and pillow cases (pillows are provided)	2	✓	✓
Bath towels	2	✓	✓
Face cloths	2	✓	✓
Toilet requisites in toilet bag		✓	✓
Airtight box for sweets	1		✓
Bags/suitcases for travelling and storage during holidays		✓ (bags only)	✓
Net laundry bag (compulsory) For use in the Boarding House washing machines	2	✓	✓
<p>Small selection of home clothes e.g. jeans and tops. Essentials must include:</p> <ul style="list-style-type: none"> • a warm jacket or coat • a lightweight waterproof jacket • a smart outfit for formal occasions and Chapel is required <p>(No denim, jeans, leggings, jeggings, short skirts or sports kit for Chapel)</p> <p>Please keep in mind that wardrobe space is limited</p>			✓

Please ensure that all home clothes and other possessions are named.

All girls should have smart and appropriate clothes and shoes for Chapel and formal occasions, such as a smart knee length skirt or trousers as outlined above.

There is a range of toiletries, storage solutions, duvets, sheets, duvet sets and towels available in the School Shop.

Boarders travel to and from School in *home* clothes.

SIXTH FORM DRESS CODE

2021 - 2022



Purpose

The way we dress significantly affects our frame of mind, so it is very important to dress in a way that promotes the right attitude for positive learning. Furthermore, as senior members of the School, all girls in the Sixth Form are role models to the younger members of the School, in their appearance as well as in all other areas. Therefore, they should always be both smart and modest.

Sixth Form dress should be equivalent to smart work attire: classic, rather than fashionable, and not what a student would expect to wear when relaxing at home, during the holidays, on the beach, for evening engagements or at university. Outfits should not distract the students, or anyone else, from work.

Whilst it is important that each individual Sixth Former is able, in part, to reflect her individuality in her dress, she is still expected to reflect her membership of the School community with an appropriate level of formality. It is to be hoped that the individuality of each girl is nurtured in all that she does at School, and this is not simply restricted to her appearance.

Dress Code: What to Wear

- Girls must wear a smart skirt, dress or trousers. These should be classic in fit and not made of stretch fabric. Suits may be worn but are not compulsory.
- Skirts/dresses must be, at least, as long as the full extent of the fingertips when standing up straight, with relaxed shoulders and arms stretched downwards.
- Each girl must have a smart, dark tailored jacket which is at least waist length (no denim or leather).
- Girls must wear shirts, blouses, polo necks or smart t-shirts that do not display logos.
- Shoes, boots and sandals must be formal in style and of a sensible and safe height, and purchased before the start of term.
- School wear may be of any colour, but should be without tears or rips.
- Correct School kit must be worn for sport.

Requirements for Boarders

		Available from:	
	Qty	School Shop	High Street
Suitable nightwear	3		✓
Dressing gown or bathrobe	1		✓
Pair of flat slippers	1		✓
Duvet	1	✓	✓
Duvet covers, sheets and pillow cases (pillows are provided)	2	✓	✓
Bath towels	3	✓	✓
Face cloths	3	✓	✓
Toilet requisites in toilet bag <small>* Please note only a small selection is available in the School Shop</small>		✓	✓
Airtight box for sweets	1		✓
Bags/suitcases for travelling and storage during holidays		✓	✓
Net laundry bag <small>For use in the Boarding House washing machines</small>	2	✓	✓
Weekend Wear Small selection of home clothes e.g. jeans and tops. Essentials must include a warm jacket or coat and a lightweight waterproof jacket. <small>Please keep in mind that wardrobe space is limited</small>			✓

Please ensure that all home clothes and all other possessions are named.

All girls should have smart and appropriate clothes and shoes (i.e. no denim, jeans, leggings, jeggings, short skirts or sports kit) for Chapel and formal occasions such as a smart jacket and knee length skirt or trousers as outlined above.

Boarders travel to and from School in *home* clothes.

General Information (all year groups)

Bags and suitcases

Girls must only use small or medium lightweight bags or suitcases for travelling and storage during holidays. We do not permit large bags, suitcases or trunks as these can be very heavy and difficult to handle. Luggage is handled by girls, staff and taxi drivers and must be of a manageable size and weight.

Storage of belongings during holidays

Girls may leave some possessions in School during the holidays. Only one suitcase and one bag can be stored during the holidays due to limited storage space in the Houses. Suitable bags are available to buy in the School Shop or you may use your own.

Laundry

A laundry bag and book will be supplied by the Boarding Housemistress. Uniform, home clothes and bedding can be sent to an outside laundry and it is essential that **everything is clearly named**. We recommend that girls do not bring clothes which need individual wash care (e.g. hand wash) as the laundry cannot accommodate such requirements. Your Housemistress will give you details of the laundry procedure. Boarding Houses have washing and drying machines for girls' use. All clothes to be washed in-house must be machine washable and able to go in a tumble dryer.

Valuables

It is strongly advised that any personal jewellery and other valuables for use out of school hours should be engraved or permanently marked with the owner's name. All items of value should be kept in the secure locker provided in the Boarding House when not in use. We ask that you please name expensive items such as laptops and phones.

Please do not bring valuable jewellery to School.

School Account

The first purchase of uniform (new or nearly new), stationery and the sew-on service must be paid for at the time of ordering and any alternative arrangements to this must first be cleared with the Bursar. If you are travelling from abroad and not accompanying your daughter, a deposit can be left with the School Shop to cover this initial purchase. **Once your daughter commences School there is an account set up for her in the School Shop and she may place items of uniform, stationery, toiletries and a small selection of Mayfield gifts on the account, which is then billed to you termly.** All purchases are made on trust by your daughter and it is assumed that you have given your daughter clear instructions or guidelines for placing items on your account. You can request a summary of purchases from the Shop at any time by emailing: sbowles@mayfieldgirls.org.

Stationery and Calculators

Stationery is available throughout the year in the School Shop. For A Level Maths the FX-991EX is recommended and available to purchase in the School Shop. For Further Maths students, the School recommends the FX-CG50 Casio. This can be ordered from the School Shop and takes 2 –4 days to come in.

Price List

A current price list of uniform is available from the School Shop. Please e-mail sbowles@mayfieldgirls.org if you would like to see this. Please note this is subject to change without notice.

Second Hand Uniform

A small amount of second hand uniform is available all year round from the School Shop, but availability varies. If you intend to stock up with second hand uniform for the start of the new academic year, we advise booking an appointment in June or July to avoid disappointment. You will be billed separately for this.

If you have second hand uniform to sell, this must be returned washed and ironed to the School Shop. Any items marked, with holes, rips, in general poor condition or unwashed will be sent for recycling and no credit will be given. Any items accepted for second hand will be credited to the next available bill regardless of whether we sell them or not.

Fittings

As fittings can take up to an hour and a half, and we are usually fully booked over the Summer, we would like to make your time with us as productive as possible. To that end, we would kindly request that siblings do not attend the fittings with your daughter, and thank you in advance for your understanding. In the event of an emergency or, if you simply do not have alternate sitting facilities available to you, we can make exceptions, but older children may be asked to wait in our reception area.

Naming Clothing and Belongings

All items of uniform and home clothes must be named with a sew-on name tape. Name tapes are usually in blue capitals but different fonts/colour are acceptable. All equipment must be named with an adhesive name tape or with indelible ink. Other items such as asthma inhalers must also be named. It is important that all belongings are *clearly* named so that all lost/mislaid possessions can then be returned to their owners.

Jewellery

All girls may wear a watch, clearly engraved or permanently marked with the owner's name, a cross or religious medal and chain, one simple ear stud in each ear (for those with pierced ears). No other jewellery may be worn in School.

Apps and Digital Storage

The Systems Department advise the backing up of all pupils data held on devices such as smartphones, laptops, tablets and desktops. Device manufacturers generally offer free Cloud or iCloud backup services. Alternatively, consider using Google Drive 5GB Free, Dropbox https://www.dropbox.com/en_GB/basic, Microsoft OneDrive and Media Fire <https://www.mediafire.com/>, other cloud storage options are also available. Cloud storage can be used for password storage such as Last Pass which offers a free password vault for the many passwords we all use today, kept safely in one place.

Systems do not recommend the use of memory sticks. They are fragile, are liable to be misplaced and can carry viruses.

All pupils at Mayfield will be given a Microsoft Office 365 account with 1TB of Microsoft One Drive Cloud Storage for the entire time they are at Mayfield School as well as five licensed copies of Microsoft Office Apps to use on their own devices. One Drive can be accessed from anywhere with internet connection. The stored data will be virus protected and backed up. Microsoft Teams and OneNote will be familiar to many pupils, a digital notebook for whole class use where teachers can share resources and mark work.

All devices used by pupils must have current virus protection installed. Sophos for Home is a free download <https://home.sophos.com/en-us/register.aspx>.

Please email the Systems Department helpdesk@mayfieldgirls.org for further advice.

Laptop / Tablet recommended specifications:

- Operating system windows or Mac OS
- Minimum i5 processor
However, if the price difference to upgrade to an i7 processor is negligible, we would recommend the i7 processor for longevity
- A minimum of 4GB RAM
- SSD drive –‘Solid State Drives’ (beware of ‘bargain offers’ on devices because these will probably be HD drives which are to be avoided)
- A stylus write on laptop with key board. [10 Best Laptops with Stylus Pen in 2021 - Laptops100](#)

In addition you should consider the following:

- All devices must have an antivirus package loaded such as the Sophos home virus protection. The basic version is free to download [Sophos Home | Cybersecurity made simple](#)
- As light in weight as possible, with a large screen area
- A good protective sleeve or case
- Headphones
- Identifying everything (laptop, case, cable and charger) with a bright mark or name. A tangle of laptop chargers all look the same in a classroom! Fluorescent nail varnish is one way to mark property or Sharpie pens to help your daughter quickly identify her equipment
- Make a separate note of the serial number, make and model and make sure you register for any warranties and separate insurance
- If a tablet option is taken it would be good to invest in a keyboard and stylus pen.

Once their School email account has been activated in September, all pupils have access to five free Microsoft Office Licences to download onto their devices. In addition pupils will be sent a desktop shortcut to enable a remote session log in anywhere with internet. This service offers full access to a School desktop and files stored in pupils’ personal folders.

Sports and Riding Uniform

There are three periods of sport a week for Years 7 to 9 and all sports (including swimming) are compulsory to Year 9. Year 10 have three periods and Year 11 have two periods of sport a week, but they may choose their sports (i.e. they may choose NOT to do Swimming or Hockey etc.). Those pupils that make the 1st Team in any sport will be required to buy a 1st Team sweat top, skort and polo shirt (currently in navy and red) or a red swimming cap for Swimming 1st Team, in addition to their regular sports kit. The Equestrian Elite Team currently require a red Mayfield Equestrian base layer top, the Mayfield Silk and Numnah.

Sixth Form Sport

You will choose your sport option in the first week of term and should wait until then before you purchase any Sport Uniform that may be required from the School Shop. Riding is classed as a sport option. If you are picked for any of the School 1st Teams, additional uniform may be required (depending on the sport).

Notes

MSSL



Mayfield School, The Old Palace, Mayfield, East Sussex, TN20 6PH
mayfieldgirls.org