



Mayfield

**UNIFORM BOOKLET (YEARS 7 TO 11)
AND
SIXTH FORM DRESS CODE (YEARS 12 AND 13)
2023 - 2024**



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Uniform Expectations

To ensure girls are looking smartly dressed, please can girls adhere to the following uniform expectations:

- Girls may choose between tartan kilts or tartan trousers. Kilts should be no shorter than two inches above the knee. Girls who have outgrown their kilts will need replacements. The School Shop has a selection of second hand as well as new kilts available.
- Only School provided regulation white blouses and navy-blue jumpers may be worn. Polo shirts and PE sweatshirts are not to be worn as a substitute.
- Shoes need to be black and of a smart and safe style. They should be properly fitted to the foot; ballet pump style shoes that slip off are a potential hazard. Trainers, canvas shoes and other casual styles are not acceptable.
- Tights should be navy-blue or black. Girls should ensure tights are clean and without holes. During the day, tights can be obtained from the School Shop.
- Navy-blue socks may be worn but must cover the ankle.
- The only coat that should be worn with School uniform are the two types of School coats available from the School Shop.
- The only jewellery permitted for girls in School uniform is a cross and chain or other discreet necklace and up to two pairs of stud/huggie earrings in each ear. Bracelets and other jewellery may not be worn.
- Hair should be neatly tied back if long enough with plain, discreet accessories in blue, black or neutral colours. Year 11 girls may wear their hair down, if it is tidy and unless they are taking part in a lesson or activity which requires it to be tied back.
- Hair should be of a single natural hair colour.
- Make up and nail varnish are not permitted.
- All uniform should be clean and in good repair.

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 to be mailed to you or waiting for you on arrival in the Boarding House at the start of term, this can be arranged. If you prefer to use this method, a size chart and order form will need to be completed and enough time allowed for the uniform to be named. Parcels are sent by courier and the cost can be quoted for you at the time and added to your uniform bill. Day girls can also use this method if they prefer and collect the uniform from the school during the week in the holidays. All uniform ordered this way must be paid for first by BACS payments. We regret, we cannot take credit cards over the phone or by e-mail. Please contact Mrs Bowles if you wish to make these arrangements.

The Shop is situated within the School and is generally open throughout the year except for personal and National Holidays. The Shop will be closed from Saturday 22nd July to Sunday 6th August 2023 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 Sunday 3rd September.** Please e-mail sbowles@mayfieldgirls.org for an appointment.

Opening hours Term time Monday - Friday 08:00 - 12:00 and 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 (in person only), BACS transfers, cash or cheque. We regret that cheques can only be accepted when drawn on a UK Bank Account.

Naming of Uniform

Currently we are able to offer a sew-on service for name tapes at a one-off charge of £100.00 per pupil. This covers all items of uniform to be named as long as we have a sewing service. Late or last minute bookings cannot always be accommodated for the sewing service. This service CANNOT be booked on the day of your fitting, it must be pre-booked.

If the sewing service is available and you book it 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 and this is NOT included or available to book in the sewing service.**

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.

	Qty	Available from:	
		School Shop	High Street
Fleece (compulsory for Years 7 and 8)	1	✓	
School Coat—compulsory for Years 7 - 11, choice of two styles.	1	✓	
Skirt to be worn on or up to 5/6cm above the knee	2	✓	
White long-sleeved blouse (Winter)	3	✓	
White short-sleeved blouse (Summer)	5	✓	
Navy blue v-neck pullover	2	✓	
Navy blue or black tights	5	✓	✓
Navy blue ankle or knee high socks	5	✓	✓
All girls - pair of sturdy black shoes (Not ballet style pumps)	1		✓
School Book Bag - Compulsory Years 7 and 8 only	1	✓	
Plain navy blue scarf, gloves and hat*		✓	✓
Apron for Art and Ceramics	1	✓	✓

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

*Denotes optional items.

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	✓	
Netball Dress Years 7, 8 & 9	1	✓	
Polo shirt Year 7 - 11	2	✓	
House polo shirt	1	✓	
Tracksuit trousers	1	✓	
Skort	2	✓	
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, U14 & U15 team players)	1	✓	
Hockey			
Hockey socks	1	✓	
Hockey astroturf 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



Tape inside neck band



Tape on the outside



Tape on the outside



Tape on the outside



Tape on the outside



Tape on the outside

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 To be kept in swim bag	1	✓	✓
Water bottle	1	✓	✓
Micro-pore tape to cover earrings		✓	✓

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

You have three 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

Girls in year 9, 10 and 11 are still expected to participate in PE lessons, even if one PE lesson is used for riding lessons for those girls who compete in the riding squad. Therefore appropriate PE kit must be purchased. Girls in year 12 and 13, who are team riders do not have to attend PE lessons if they are used for riding, but all other Sixth Form girls need to purchase the necessary sports kit for their PE lessons.

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.

Extra-curricular Ballet Club

If girls sign up to this extra-curricular club they will need to purchase this uniform:

- Black regulation leotard (no sleeves) with black belt
- Pink tights
- Pink ballet shoes with elastic sewn on in the correct place
- Optional short ballet skirt to be worn over leotard (but not allowed to be worn for ballet exams)
- Optional ballet cross over cardigan.

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.

Computer Specification Information

As part of the Mayfield curriculum, we want girls to harness the benefits of embedded technology use within lessons. We, therefore, expect that all girls will bring a personal device (laptop or tablet) for use in school, both in class and for Study.

The choice of laptop or tablet is a personal one, but we expect girls to have a **2 in 1 laptop with a touchscreen, stylus and keyboard**. This gives versatility for typing long answers as well as annotating figures, drawing diagrams etc.

We are conscious that the market for IT equipment is large and more expensive does not necessarily mean better, especially if you are paying for unnecessary applications. Therefore our IT Systems Department has put together a list of our recommendations for a device designed to last at least five years.

Computer Specification Information

Requirement of your daughter's device:

- It must be a touch-enabled device with a compatible stylus to enable the digital handwriting of work.
- It must have a suitable operating system (we recommend Windows 11 or iOS). As a Microsoft school, we teach using Microsoft Office, OneNote and Teams. Chromebooks are not suitable for our application usage and Mac OS prevents the use of touchscreen functionality.
- A minimum of an i5 processor (or equivalent).
- A minimum of 8GB RAM.
- A minimum of 128GB hard drive. This should be plenty as we encourage and teach pupils to make good use of cloud-based storage.
- A physical keyboard: typing using an on-screen keyboard for any length of time is not effective. This could be built into the device, case or a separate Bluetooth keyboard.
- A minimum of 10.9 inches screen size. *(The larger the screen area the better – iPad minis are too small for all-day usage).*
- A good battery life.
- Camera *(rear-facing cameras make scanning/photographing handwritten work much easier).*
- For international students, please ensure the device is **set up in English** with an English keyboard set-up – otherwise, we are not able to offer IT support regarding the device.

Prior to starting, please make sure your daughter's laptop is set up with a user account, fully charged and that your daughter has access to the internet and an app store, so she can download necessary apps such as Teams and OneNote.

In addition, you should ensure you have:

- An antivirus package (such as the 'Sophos home virus protection' which is free to download) loaded.
- A good protective sleeve or case.
- Headphones. *(Given Headphones are easily misplaced, we would urge pupils not to bring wireless Air Pods to school).*
- **Everything** identified with your daughter's name (laptop, stylus, keyboard, headphones, case, cable and charger). All laptop chargers look the same in a classroom! Fluorescent nail varnish is one way to mark property to help your daughter quickly identify her equipment.
- A copy of the serial number, make and model for any warranty or insurance claims. We are not able to insure any personal devices used at school, so recommend that you ensure your daughter's device is covered by a home contents insurance or device insurance policy.

The school does not currently recommend any particular device for use in school. However, many of our staff use the Acer Spin range of devices. Other commonly purchased devices include a Surface Pro or an iPad Pro. There are many retailers of all three devices, selling either new or reconditioned models. Please see the links below for more information:

[Acer Spin Laptops](#)

[Windows Surface Pro](#)

[Apple iPad](#)

There is no need to purchase a separate Microsoft Office Licence. In September, once her School email account has been activated each girl will be given access to five free Microsoft Office Licences to download onto her devices. Using these, she will need to download Microsoft Teams and OneNote and other Office 365 apps and software.

Additional Requirements for Boarders

	Qty	Available from:	
		School Shop	High Street
Suitable nightwear	3		✓
Dressing gown	1		✓
Pair of flat slippers/sliders/flip flops or similar	1		✓
Duvet	1	✓	✓
Duvet covers, sheets and pillow cases (pillows can be provided)	2	✓	✓
Bath towels	2	✓	✓
Toiletries		✓	✓
Small net laundry bags for underwear, socks and tights <small>For use in the Boarding House washing machines</small>	2	✓	✓
Small selection of home clothes e.g. jeans and tops. Essentials must include: <ul style="list-style-type: none"> • a warm jacket or coat • gloves • a lightweight waterproof jacket • a smart outfit for formal occasions and Chapel is required <small>(No denim, jeans, leggings, jeggings, short skirts or sports kit for Chapel)</small> <small>Please keep in mind that wardrobe space is limited</small>			✓
Adapter to use for UK socket These can be purchased from: Buy Masterplug Visitor to UK Travel Adaptor - 3 Pack Travel adaptors Argos			✓

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

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 that rides up and needs to be pulled down.
- 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.
- Trousers should be tailored. No tight fitting trousers, jeans, cargo pants or leather trousers.
- Each girl must have a smart, tailored jacket which can be of any colour and is at least waist length which they are expected to wear to Assembly, Liturgy and when walking around corridors. No denim or leather jackets, gilets or puffer jackets.
- Girls must wear smart tops that are not low cut or with thin straps. No sweatshirts or hoodies.
- Dark coloured shoes, boots and sandals which must be formal in style and of a sensible and safe height. Trainers should only be worn for PE unless agreed by 6th Form Team.
- School wear may be of any colour but should be without tears or rips.
- Correct School kit must be worn for sport.

Sixth Form Sports Kit

You will be participating in sports at Mayfield during your two years in the 6th Form. There are a variety of sport choices which will be presented to you in the first week of the Autumn Term from which you can choose. You should then go to the School Shop to get the appropriate sport kit (if you are new to Mayfield) or keep your sport kit from Year 11 (if you are an existing pupil). In addition please note that if you are chosen for one of the Senior Squad Teams in Netball, Hockey, Swimming or Cricket there may be additional sport kit in the Senior colours that you will need to purchase.

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 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, you will need to pre-order and a bill along with BACS details will be sent to you. **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. Second hand is available on a strictly first come first served basis and we cannot guarantee availability as we are dependent on returns from students.

There is no formal or other arrangement to purchase back second hand uniform from you. Any uniform returned must be washed, ironed and with no rips, holes, broken zips or stains will be considered for re-sale and if accepted a credit will be applied to your next available bill. This is purely at the discretion of the school and is not guaranteed or promised. If you are leaving all items must be received BEFORE the end of term, items received after the end of the term that you leave are deemed a donation. Likewise items received that need laundering or ironing will be deemed a donation.

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 sew-on name tapes. 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 or other discreet necklace, one or two simple ear studs or huggies in each ear (for those with pierced ears). No other jewellery may be worn in School.

Sports and Teams

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

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