



Liverpool College

Information for new pupils

2023

Welcome from the Principal

Welcome to Liverpool College.

This handbook is intended to help you understand the routines of Liverpool College. It is also intended to strengthen the cooperation and common purpose between home and school.

Liverpool College is ambitious for all its pupils. Our school days are full of **purpose** and activity. Our teachers seek to instil **passion** for learning. We **challenge** pupils to do more, and to do it better, inside and outside the classroom. In order for this culture of excellence to grow and develop, we really need every pupil and every parent to commit to do their best.

Some of this commitment is standard; be prepared for school, in neat and correct uniform, attend and be punctual.

Some of it is unique to our school. Be prepared to go beyond the regular school hours. Take opportunities to test and develop yourself in sports, the arts, or in leadership programmes.

The handbook sets out our expectations and our vision. We stand ready to support you in your full engagement with everything the College offers.

Please acquaint yourself with the content of this handbook. We encourage you to ask questions of teachers and school leaders, point out ways the school can improve still further, and share your concerns with us early.

Being at the College is a privilege and an opportunity for a uniquely enriching educational journey. Together, we can make the most of it.

Mr H Van Mourik Broekman

Principal

Welcome from the Dean of Chapter 7

Welcome to this important Chapter in your child's educational journey: Chapter 7

This stage is an important and exciting moment in transition through adolescence and all the many changes that occur during this crucial time in your child's personal development. We understand that there is expectation, anticipation for September and perhaps a little apprehension too!

At Liverpool College we will support your child to build new relationships with teachers, peers and our wider community, forging friendships through the wide range of academic and extensive extra-curricular experiences in this first formative year. Communication is very important to us, especially with our parents, so do contact us if you have any questions or concerns.

My role as Dean, supported by a team of experienced House mentors, is to guide and support your child so they may embrace and enjoy all the opportunities, experiences, and challenges of this Chapter. Through a bespoke personal development curriculum, our intention is that we will learn and GROW together!

I look forward to meeting you and your child in person very soon.

Mr Scott
Dean of Chapter 7

We will use your email address to contact you towards the end of the summer holiday with any additional information or reminders.

There will be a welcome session at the end of the 6th September to which parents will be invited.

How We Keep in Touch with You

Newsletter sent by email

The Principal sends a weekly newsletter on Friday afternoon. This contains information about current events, visits, reports, news and other notices.

The Website www.liverpoolcollege.org.uk

This is frequently updated with news and information. There is a Parent Information page which has information such as term dates, uniform, policies, exams, catering etc.

App – You will be sent details of how to register for the app MCAS (My Child At School)

Contact details

Address: Queens Drive
Mossley Hill
Liverpool
L18 8BG

Reception: 0151 724 4000

Website: www.liverpoolcollege.org.uk

Senior staff

Principal: Mr HvM Broekman

Vice Principals: Mrs H Cassidy
Mrs A Haynes

Director of Finance
& Operations Mrs C Furnival

Assistant Principals Mrs K Duffy
Mr N Griffith
Mrs S Lines

Organisation of the school day

Pupils may arrive on site from 8.00am but cannot enter their classrooms until 8.15am. Pupils will be able to wait in Brook's dining room until 8.15am.

	Chapter 7		
	Monday	Wednesday	Friday
08:25 - 08:30	am Reg	am Reg	am Reg
08:30 - 09:30	Period 1		
9.30 – 10.00	Period 2a		
10:05- 10.30am	Break		
10.30 – 10.55	Period 2b		
10:55 - 11:55	Period 3	Assembly	
11:55 -12:55	Period 4		
12:55 - 13:35	Lunch		
13:35- 14:00	LC+		
14:00 - 15:00	Period 5	Period 5	

	Chapter 7 - 9	
	Tuesday	Thursday
08:25 - 08:30	am Reg	am Reg
08:30 - 09:30	Period 1	
09:30-10:30	Period 2a	
10:05 - 10:30	Break	
10.30 – 10.55	Period 2b	
10:55 - 11:55	Period 3	
11:55 -12:55	Period 4	
12.55 – 13.35	Lunch	
13.35 – 14.00	LC+	
14:00 - 15:00	Period 5	
15:00 - 16:00	LC+	

Day Boarding

The College has a proud history of boarding, and with our recently refurbished boarding house in Beechlands we are keen to share our expertise with the wider College community.

Day Boarding is an exciting new initiative which seeks to bring the 'day' school and 'boarding' school elements of Liverpool College together in a programme.

Pupils in **Years 7 to 10** are invited to join our ambitious **after-school programme which runs until 6.30pm Monday to Thursday** and includes a substantial after school snack, supervised homework time ('prep'), a variety of extra activities both on and off site and dinner eaten with the boarders at the end of the evening.

DAY BOARDING TIMETABLE

	Monday (£15)	Wednesday (£15)		Tuesday (£10)	Thursday (£10)
3:15-3:45	Snack/Registration	Walking club			
3:45-4:45	Science Club		4-4:15pm	Snack/registration	
4:45-5pm	Break		4:15-5pm	Arts & Crafts	Outdoor activities
5pm-6pm	Supervised study		5-6pm	Supervised study	
6pm	Evening meal		6pm	Evening meal	

(discounted if more than one day)

You can sign your child up now by clicking [here](#). If you have any further questions (not necessarily to commit to the programme) then please email elatham@liverpoolcollege.org.uk.

School Meals

The menu is changed weekly over a four week cycle so there is a huge range of food to suit all tastes (please see sample menu below). Children with special dietary needs or with allergies are also accommodated if this information is highlighted on your Registration Form or emailed to the Chapter Administrator. Children must not bring packed lunches unless it is for a medical reason and a medical note is provided at any stage of their Liverpool College career. Fresh drinking water is supplied free of charge in the dining hall and this is supplemented across site by drinking fountains or the ability to purchase bottled water. Parents pay for meals using ParentPay (see p16). You will be sent details on how to register for a parent pay account at the end of August.

Parents who are experiencing financial or other hardship are encouraged to apply to their local authority for 'free school meals' or other such support.

SCHOOL TERM DATES

Michaelmas Term 2023

INSET: Thursday 31 August and Friday 1 September
Term Begins: Monday 4 September
Half Term: Monday 23 October to Friday 3 November
Term Ends: Friday 22 December

Lent Term 2024

INSET: Monday 8 January
Term Begins: Tuesday 9 January
Half Term: Monday 12 February to Friday 16 February
Term Ends: Thursday 28 March
Good Friday: 29 March
Easter Sunday: 31 March

Summer Term 2024

INSET: Monday 15 April
Term Begins: Tuesday 16 April
(Bank Holiday) Monday 6 May
Half Term: Monday 27 May to Friday 31 May
Term Ends: Friday 12 July

UNIFORM

Parents, pupils and staff were involved in a review of our school uniform last year. This took into account the Government guidelines and the need to ensure value for money, quality, equality and practicality.

In September 2022 a new College wide tracksuit was introduced, known as the Field Uniform. The tracksuit will be worn on the days when pupils have physical activities. The L and C Formal School Uniform has not changed.

Our uniform providers, Monkhouse, have a shop at the College next to the playing fields and are encouraging parents to buy early rather than wait until the end of the summer. I have listed the shop opening hours below. The Monkhouse website also gives helpful information including size guides, appointment bookings and tips.

www.monkhouse.com

Liverpool College	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Monday 5th June - Saturday 8th July	12:30-17:00	Closed	12:30-17:00	Closed	Closed	09:30-12:30	Closed
CLOSED FROM MONDAY 10TH JULY UNTIL 23rd JULY - HOLIDAYS							
Monday 24th July- Saturday 9th September*	09:30-17:00	Closed	09:30-17:00	Closed	09:30-13:30	09:30-12:30	Closed
CLOSED BANK HOLIDAY MONDAY 29th AUGUST							
RETURN TO STANDARD HOURS FROM 11th SEPTEMBER							

PTA Pre-Loved Uniform Outlet

The Parent Teacher Association of Liverpool College (PTA) have a Pre-Loved Uniform Outlet opposite the sports field which is open each afternoon. The shop sells uniform that is used, but in excellent condition. All the uniform is donated by parents/carers and the shop is run entirely by volunteers. The main aims of the shop are to make uniform more affordable and to help our school be more eco friendly and reduce clothing waste.

Uniform - Required Items - Years 7-11

Pupils will be required to wear both the Field Uniform and the Formal uniform depending on their timetable for any one day. The Field Uniform (tracksuit) will be worn on the days the pupils are involved in physical activity. The Formal Uniform will be worn on all other days.

The actual days will be dependent on their timetable, which will be distributed in September.

- Pupils should wear Formal Uniform on the first day of term (4th September 2023).

Uniform Items	Provider
Field Uniform	
Aptus tracksuit pants/leggings	College Shop
Aptus quarter Zip/full length Tracksuit top	College Shop
College Short sleeved games shirt/Reversible College football/rugby jersey	College Shop
College games socks – black and red	College Shop
Trainers – Plain black	Another provider
Black bag	Another provider
Formal Uniform	
Either Uniform C	
College badged blazer with red cord edging	College Shop
College red and black tartan kilt (below the knee)	College Shop
Plain white, open necked, rever collar blouse (may be short sleeved in the summer)	Another provider or College Shop
Black knee length socks (must be worn at knee length) or black tights	Another provider
Plain black, smooth soled, low heel shoes of a conventional style and type. No soft top trainer type shoes	Another provider
Or Uniform L	
College badged blazer with red cord edging	College Shop
Grey conventional long trousers	Another provider or College Shop
Plain white shirt (may be short sleeved in the summer)	Another provider
Plain charcoal grey or black socks	Another provider
House tie	College shop
Plain black, smooth soled, low heel shoes of a conventional style and type. No soft top trainer type shoes	Another provider

Essential Items to be worn/used with both the Field and Formal Uniform

Plain black coat (no logo, no fur trims, no other colours) or black College coat– as above	Or College Shop
Black bag	Another provider

Recommended Items (not mandatory) for Field and Formal Uniform L and C

College black V-necked pullover with College motif (to be worn under, not instead of, the blazer/tracksuit top)	College Shop
---	--------------

Games and PE Clothing

Uniform Items	Provider
Either Uniform C	
Black College skort	College Shop
College short sleeved games shirt- as above	College Shop
Games socks- Black and Red -as above, field uniform	College Shop
Mouth guard for hockey and rugby, shin guards for hockey and football	Another provider
Trainer- plain black- as above	Another provider
Or Uniform L	
Reversible College football/rugby jersey- as above	College Shop
Black College rugby/games shorts	College Shop
Football boots with RFU approved studs	Another provider
Games socks- Black and Red -as above, field uniform	College Shop
Mouth guard for hockey and rugby, shin guards for hockey and football	Another provider

Personal Appearance Rules

Pupils are expected to wear the correct uniform at all times (other than specified non-school uniform days) while:

- On the school premises
- Travelling to and from school
- At out-of-school events or on trips that are organised by the school, or where they are representing the school (if required)

Details of the correct uniform is outlined in Appendix A.

Pupils (with the exception of Sixth Form- See Appendix A) are expected to adhere to the following appearance rules:

- Hair- Long hair must be tied back. Hair should be of a natural colour, conventionally styled with no shaven patterns. Facial hair should be well groomed.
- Jewellery – No Jewellery should be worn in PrePrep. Although not encouraged, in all other Chapters, one bracelet and/or one necklace is allowed, but should not be seen. No facial piercing apart from ear lobes, where small earrings are allowed. Understated rings are not encouraged by acceptable.
- Make-up (Secondary phase only)- Make up must be discreet as interpreted by the staff. No fake nails allowed. Clear nail varnish can be worn. Staff may ask a pupil to remove makeup with immediate effect and may impose a sanction immediately for failure to follow make up rules.

Pupils are also expected to contact the Vice Principal (Operations), Mrs H Cassidy if they want to request an amendment to the uniform policy in relation to their protected characteristics.

Pastoral Care

Each Chapter (year group) will have a Chapter Administrator who will be your first and most regular point of contact for pupils and parents and will play a key role in offering support and advice in every aspect of school life.

The Administrator for Chapter 7 is Mrs Bradley. Her mail address is chapter7@liverpoolcollege.org.uk or her telephone number is 0151 724 4000 ext 3280.

In order to encourage wider friendship groups, both within the year and with older pupils, pupils are allocated to a House. Regular House activities and competitions take place each half term.

Chapter 7 will be split into 6 forms each with their own form mentor

Safeguarding

Liverpool College is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment. Our Safeguarding and Child Protection Policy can be accessed through the Policies page of the school website. The Designated Safeguarding Lead for Child Protection is Mrs K Duffy.

The school also has a statutory responsibility to share any concerns it might have about a child in need of protection with other agencies. Schools are not able to investigate concerns but have a legal duty to refer them. The school will always seek to work in partnership with parents and other agencies to ensure the best possible outcomes for the child and family.

Attendance and Registration

Attendance to school is absolutely vital to ensure the best chances of progress as is explained in the diagram on the next page.

Morning Registration

The school buildings are opened by 8.15 am and it is recommended that pupils should arrive by 8.20am. This is to allow time for gathering books needed for the day. Any pupil arriving after 8.30am must report to the closest school office to sign in late. Pupils who arrive late on several occasions can expect a detention.

Absence Due to Illness

If a pupil is not well enough to attend, please telephone the Chapter Administrator (0151 724 4000 ext 3280) by 9.00 am on every day of the absence and provide a written note on their first day back in school.

Dental/Medical Appointments

If it is necessary for your child to leave school during the day, please send a note to the Chapter Administrator stating the times of the appointment. Before leaving school, the pupil must sign out in the student support centre and sign back in on return.

Illness during the Day

If a pupil begins to feel unwell during the day, he/she should inform the teacher or Chapter Administrator. It is therefore vital that we can contact you during the day so please make sure that your contact details are always up to date; mobile phone numbers and email addresses are particularly useful.

Holidays in Term Time

We hope that parents will not request leave of absence for holidays during term time as, in accordance with legislation, it is normally school policy to refuse permission and fines may be issued. If leave of absence is required a request must be made to the Vice Principal (Mrs Cassidy).

Unauthorised Absences

Only the school can approve leave during term time; parents cannot. Should a pupil miss school for an activity which has not been approved it counts as unauthorised absence.

Long-term Absence

Should a pupil have extended or repetitive absence, the school communicate with parents to determine how best the pupil can keep up with schoolwork. This may involve sending material home or working with support services.

ATTENDANCE AND PUNCTUALITY MATTER

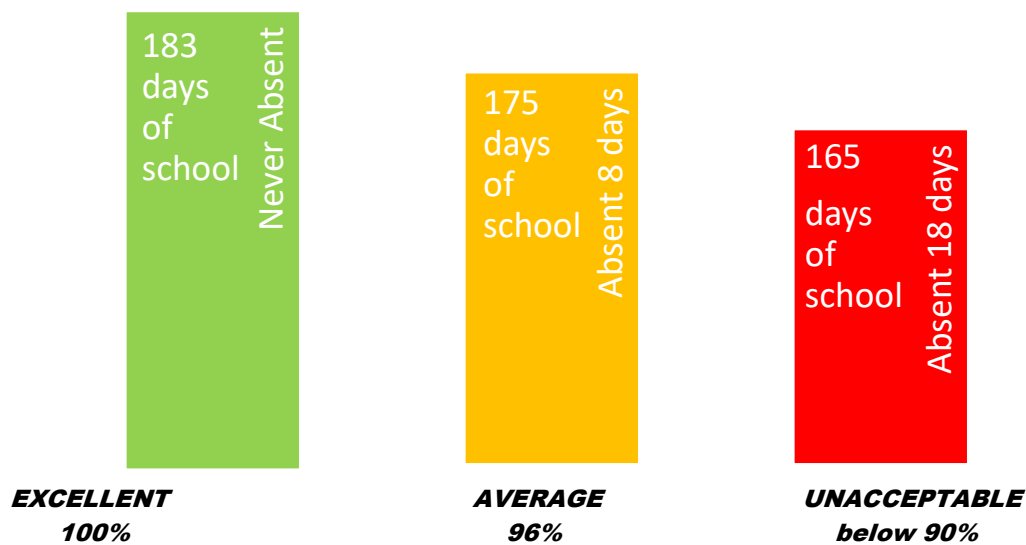
Good Attendance Means

OUR EXPECTATIONS

All students are expected to be punctual and attend Liverpool College every day. If your daughter or son is unable to come to school for health or another good reason it is essential that your telephone the school office immediately on 724 4000 and then, on your child's return, provide written confirmation of the reason for non-attendance.

being in school at least 97% of the time - over 177 days a year

182 non school days a year.....all this time for holidays, appointments and shopping!



WHY IS IT IMPORTANT?

Days off school soon add up. Missing lessons makes it harder to keep up. Pupils begin to lose touch, feel left out and are soon left behind. Pupils with **high attendance** have a far better chance of getting **good results** in examinations and **good jobs** after school.

Being **on time** matters too. Being late puts pupils at a **disadvantage**. They miss notices, miss valuable time with their Tutors and interrupt lessons.

Pupils who are persistently late and absent face sanctions from the College and Local Authority.

HOLIDAYS

There is no entitlement to holidays during term time and authorisation will not be given.

ABSENCES

Parents can explain absences but cannot authorise them. Your child may need to be absent from school for medical or dental treatment, or for reasons of religious observance or through special circumstances. The College must be informed in advance. If possible, please arrange appointments out of school time.

Be aware that frequent days off school for minor illnesses may be a sign of problems at school. Contact us to discuss the problem.

Health

The school has a comprehensive medicines policy and systems in place to assist pupils with medical needs. If your child requires help please make this known to the Chapter Administrator.

Charging and Remissions

The Governing Body acknowledges the right of every pupil to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all pupils regardless of their parents' ability or willingness to help meet the cost. College policy for charging and remissions is available on the website. A number of items will incur a charge, for example board and lodging on trips.

ParentPay and Live Register

Liverpool College has a convenient way to pay for school meals, trips, after school clubs and much more using a secure online service called ParentPay. ParentPay works alongside our cashless catering system (Live Register) and allows you to make payments for your child's meal. It also allows us to take payments for other activities including trips, after school clubs etc. and gives you an easy method of keeping track of these costs. Payment for meals should be made in advance. Failure to pay for meals or other costs may incur additional charges if reminders or further actions are needed. There is no option to bring packed lunch unless it is for medical reasons, in which case a medical note will be required. In extreme cases, we reserve the right to limit lunch options and access to trips or other activities where debts exist and we may refer debts to third party debt collection agencies to secure recovery as resources deployed in chasing debts is to the detriment of other valuable activities.

The catering system, Live Register uses the latest biometric technology to scan a pupil's finger; this generates a unique number in the system to identify the pupils and enable him or her to spend money from their cashless account. The fingerprint image is not stored and cannot be used by any other system. Parents load cash onto the account, generally by opening up an online account and paying in by credit card. Full details are available on the College website under the parent information section. **Information about how to activate your secure online account will be sent out to you towards the end of August.**

There is a provision for children to stay in the Library to do their homework after school up to 5.30pm.

Pupil Premium

The Government introduced pupil premium funding with the aim of narrowing the gap between disadvantaged pupils and their peers. The College receives a grant from central government annually and sets out its objectives in a Pupil Premium Development Plan which can be found on the College website.

The College Fund

Following our successful transition to academy status in September 2013, our ambitions – for ourselves and for your children – are growing, along with our school. In the same way that our pupils need our support to realise their potential, we need your support to help us realise ours. If we are to continue to build this momentum and respond to the needs of our school, we must continue to build the support of our community, through financial donations and contributions of time, experience and expertise.

The College Fund exists to provide additional funding to the College to help retain some its unique characteristics. We welcome donations via the College Fund and you will find more details of how to donate and a donation form on the College website. We will send you a donation form early in the autumn term. This is a voluntary exercise but one we hope you will embrace. We would encourage you to dig deep to help make your child's Liverpool College experience a memorable and rewarding one.

Liverpool College Parent Teacher Association

"The true value of our PTA is bringing parents, teachers, pupils and the whole community closer together to provide a healthy, nurturing and educational environment for our children."

PTA have been able to assist greatly this last year and our aim is to carry this on. We feel that for the school to succeed and get the best for our children we all, school, staff and parents, need to be involved. We can be as involved as much or as little as we like but all helps. We know that time is very precious and we are always looking for ideas where everyone can help raise funds for our children, if you are unable to help or attend events we have the following running all year round they are so simple and easily raise money for our children's school.

This year we have supported school with a lot of events and been able to purchase the following: Buddy Benches, Water Fountains, Indoor Cricket Nets, Choir Folders, Timpani Drums, Cookery Classes, DofE equipment, A new Maths Mastery programme, Netball Kits, Study Desks, Playground equipment, School App, Hockey kits, Leadership programme, and much more.

We wish you a warm welcome to our school. Any questions Email: PTA@liverpoolcollege.org.uk

Outside the Classroom

Sport

Liverpool College aims to provide every pupil with an education in sport as competitive sport offers many opportunities for the development of character. Each pupil participates in sport and fitness during Games lessons which are designed to promote health and fitness. The College also engages in an extensive fixture list to give pupils an experience of competitive sport, teamwork and training. We view this programme as an essential part of the Liverpool College experience for pupils and expect pupils to participate actively if asked to represent the school on a school sports team or at a school fixture. Pupils who choose to participate in squads have priority for places on other squads over those who declined to participate.

Speech and Drama

Lessons are available from a visiting specialist drama tutor to pupils consisting of 10 one-hour lessons at the current fee of £110 per term. The lessons are arranged after school on Fridays to avoid missing lessons. Children have the opportunity to enter LAMDA Speech and Drama exams. Spaces are limited so please advise if you would like to reserve a place as soon as possible. Please contact Sherril Parsons for further details on 494-9457 or 07956 575816 or email sherril@yula.biz. Lessons are also available from Sherril on Saturdays in Mossley Vale Hall.

Music

The Music Department is supported by visiting teachers who are all professional players and who, between them, offer specialist training in most orchestral instruments, piano, jazz piano, organ, guitar, percussion, and singing. Lessons are available to beginners, improvers and advanced players throughout the College. An application form is available from the Director of Music, Mr D Bishop, and may be downloaded from the parent information section of the website.

Examinations are optional, but in consultation with the teacher a pupil wishing to take any of the graded examinations of the various boards can do so. The Board's examination fees, music and books are chargeable and can be purchased direct or through the instrumental teacher.

Extra Curricular Musical Opportunities

A full programme runs weekly which includes Voices (choir), BPM (orchestra), Jazz bands and other groups. All pupils of any ability are welcome to join any of the activities on offer.

Combined Cadet Force

The CCF can be summed up with one word: opportunity. At very little cost it offers young people the chance to engage in a tremendously wide variety of activities, to learn new skills and to explore and expand their mental and physical horizons. The specific functions of the CCF training are to provide the opportunity for young people to exercise responsibility and leadership, and to learn how they can best be developed. Young people learn a range of practical skills as well as communication, independence and leadership skills, together with a heightened sense of community and the benefits of team work. CCF is open to pupils from year 9 onwards.

Duke of Edinburgh Award Scheme

Pupils can do programmes from Year 9 which lead to a Duke of Edinburgh's (DofE) Award. For young people, a DofE programme is a real adventure from beginning to end. They'll learn new skills, help others, have fun, make new friends and gain a great sense of achievement. They'll find themselves helping people or the community, getting fitter, developing skills and going on an expedition. You'll see all kinds of new talents bloom in your child as they achieve their Award including developing self-belief and self-confidence, a sense of responsibility, the ability to plan and use time, the ability to learn from and give to others in the community, leadership and team-working skills.

