



Liverpool College

**Sixth Form Handbook
2019 – 2020**

Welcome from the Principal

Welcome to Liverpool College.

This handbook is intended to help you understand the routines and rules 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.

Hans van Mourik Broekman

Principal

Welcome from the Head of Sixth Form

The Sixth Form should be a fruitful time in your personal and intellectual development. Our aim is to provide you with a purposeful and challenging experience which strengthens your capacities and interests, develops your character, and gives you the confidence for life after school. Our Latin school motto, *Non Solum Ingeni i verum etiam virtutis*, which translates as “Not only the intellect but also the character” encapsulates our mission to inspire you to rise to academic challenges, take advantage of a wide range of leadership opportunities, develop fortitude and resilience and a sense of purpose to pursue your ambitions.

The Sixth Form at the College provides you with countless opportunities to discover and develop your talents. We offer a wide range of academic subjects which are taught by experienced teachers in an inspiring working environment. In addition to your A level/BTEC subjects you will undertake an Extended Project Qualification to develop the skills vital for university. A stimulating and thought-provoking lecture programme and an extensive range of extracurricular activities enhance sixth form life. You will follow our NSI programme of personal, social, health and citizenship education (*Non Solum Ingenii*, from our Latin motto) which is specifically designed to equip you with the skills and knowledge you’ll need as a young adult. Many Sixth Formers are regularly engaged in competitive sport, the Combined Cadet Force (CCF), the Duke of Edinburgh scheme, community service and work experience. Every aspect of life at Liverpool College is based upon the development of our core character traits on purpose, passion and challenge as set out in the Learner Profile below.

Our Sixth Form is underpinned by strong relationships between pupils and teachers. We pride ourselves on offering the best careers advice, university entry (UCAS) support and pastoral care available. Small class sizes ensure that your teachers get to know you as an individual as well enabling you to engage in productive group work, and you will be challenged and helped to reach your full potential. We continue to enjoy some of the very best A level results in the city of Liverpool.

The Sixth Form has its own base in Godwyn House where you can access study facilities and common rooms. The Sixth Form is further enriched by our Boarding programme which brings a diverse and highly motivated from a range of different backgrounds to the group.

The Sixth Form at Liverpool College is vibrant and successful. I am sure that you will thrive and strive in a caring collegiate atmosphere.

Mr Stephen Brady
Head of Sixth Form

HOUSE MENTORS 2019-2020

12	Miss Nixon	Mr Hutchinson	Mr Cartwright	Ms McKay	Mr Wilson	Mr Brady
Room	C14	H1	IC2	W10	C17	W1
13	Mr Leeder	Mr Barnicoat	Mrs Gimeno	Dr Atkins	Dr McNamara	Mr McAlea
Room	W11	G1	C8	C15	W13	C6

KEY STAFF

Head of Sixth Form:	Mr S Brady	sbrady@liverpoolcollege.org.uk
Assistant Head of Sixth Form:	Mr C Leeder	cleeder@liverpoolcollege.org.uk
Assistant Head of Sixth Form:	Dr J McNamara	jmcnamara@liverpoolcollege.org.uk
Head of Boarding:	Mrs M Nolan	mnolan@liverpoolcollege.org.uk
Examinations & Sixth Form Manager:	Mrs C Hayes	chayes@liverpoolcollege.org.uk
Assistant Careers Leader	Mrs J Drew	jdrew@liverpoolcollege.org.uk

Chair of Governors:	Mrs Monica Mason
Principal:	Mr H van Mourik Broekman
Vice Principal:	Mrs H Cassidy
Vice Principal	Mrs A Haynes

Address: Queens Drive
Mossley Hill
Liverpool
L18 8BG

Reception: 0151 724 4000

Website: www.liverpoolcollege.org.uk

How We Keep in Touch with You

Newsletters sent by e-mail

Mr Brady will send an e-mail each Friday afternoon with his weekly newsletter attached. This contains information about current events, visits, reports, news and other notices. It is important that parents read this newsletter as most of our communications are sent in this form.

The Principal also sends a weekly newsletter by e-mail on Friday afternoon.

Newsletters are also published on our website.

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, examinations, catering etc

The College App

The College has an App which can run on iOS and Android devices. This is designed to make life easier for parents to find information quickly which is more relevant to them. Whether on Android or iOS, simply search for the words Liverpool College in the App Store (Apple) or on Google Play (Android). The app is free.

Change of Personal Circumstances

Parents should notify the Upper School Administrator (ext 3264) of any change in personal circumstances, address, e-mail address, telephone number or emergency contact number. It is vital that we have your up to date e-mail address so that you are sent newsletters.

Home-School Agreement

Our intent is to be a School of Character which, through a unique curriculum and extraordinary teaching, inspires and guides all pupils to maximise their potential and aptitude regardless of their background or any disadvantage.

Our motto, “Non solum ingenii verum etiam virtutis” — to build ‘not only the intellect, but also the character’ — speaks directly to the resilience and flexibility required for a life of learning. It reflects the balance of ability and resilience needed to flourish and finds its contemporary expression in our focus on ‘**Learning with Character**’.

Every young person that joins our school has the potential to excel regardless of their background or any disadvantage. By developing ‘Learning with Character’ we create the structure around which potential grows and flourishes, the foundation on which personal fulfilment and excellence is built.

Our Unique LCA+ Curriculum

We implement our mission of Learning with Character through our **LCA+ curriculum**.

LCA+ is a challenging, broad and engaging curriculum consisting of:

LCA - seven academic and subject strands that develop to the maximum extent the academic and personal potential of each pupil:

English; Technology, Enterprise and Sport; Science; Expressive Arts; Maths; Languages & Humanities

LC+ - seven strands of personal and social education and development that ensure all pupils develop their character and resilience, giving them the confidence and skills to succeed at university and in the world of work:

Games & Competitions; Artistic Expression; Spiritual Formation; PSHE; Careers and STEM; Charity and Service Leadership Education

The strands equip all pupils with the knowledge, curiosity and personal traits for success in the next phase of their education and life regardless of their background or any disadvantage.

Our pupils are learning with Purpose, Passion and Challenge:

The Lerpoolian Learner

Purpose

We are reflective
We are ambitious

Passion

We are curious
We are innovative

Challenge

We are focussed
We are resilient

The Lerpoolian Standard

A Lerpoolian:

1. is respectful, polite and courteous at all times and in all places
2. is on task, engaged and making progress
3. arrives on time, is prepared, dressed and equipped for every lesson and activity
4. does not talk when a teacher is talking
5. always hands work in on time
6. is respectful to the College environment
7. has their phone switched off

As a parent, I support this ambitious mission and curriculum and I will:

Attendance

- Make sure that my son or daughter attends school every day unless ill, and arrives in uniform punctually in time for registration with all the necessary equipment.
- Engage positively and constructively with the school's attendance officer if required
- Allow and facilitate my child to attend intervention sessions organized to support his or her learning, including sessions which are held outside school hours.
- Support my child in participating in all LCA and LC+ activities and to support the extra-curricular activities of the school including accepting the disciplinary consequences when my child does not fulfill their obligation to represent the school when selected.

- Make sure my child attends all the mandatory practice sessions, including after school, if he or she is a member of a school team and attends all weekend fixtures when selected to represent the College.
- Support major school events by ensuring my son or daughter attends Founders' Day, Speech Night and the Carol Service as applicable, and attending myself if feasible.

School Readiness and Behaviour

- Make sure my child completes all his or her homework and coursework assignments on time and is equipped for school.
- Ensure my child abides by the standards of grooming and personal appearance expected at Liverpool College as expressed in the Uniform Policy.
- Abide by all the school policies, including the Uniform Policy and Behaviour Management Policy and follow the Lerpoolian Standard.
- Support the school's efforts to ensure pupils eat healthy meals in an orderly manner.

Parent Involvement

- Attend parent-teacher meetings and any other meetings that are arranged to discuss my child's progress.
- Abide by all traffic and parking regulations in and around the school site.
- Respond promptly to requests for information/consent sent home with my child.
- Notify the school if there is any change in my child's medical condition or needs and observe the regulations concerning the conditions under which children may bring medicines into school.
- Ensure my address, email address and telephone numbers, emergency contact details and any medical information is accurate and notify the school if there are any changes.
- Show respect when communicating with, or about, any member of the school community, including on social media platforms.
- Follow safeguarding principles in social media and electronic communications and not post photos, videos or comments that discuss, identify or name children other than my own on social media.

Organisation of the school day (SENIOR SCHOOL)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Registration 8.25-8.30	Registration 8.25-8.30	Registration 8.25-8.30	Registration 8.25-8.30	Registration 8.25-8.30
Lesson 1 8.35-9.35	Lesson 1 8.35-9.35	Lesson 1 8.35-9.35	Lesson 1 8.35-9.35	Lesson 1 8.35-9.35
<i>movement</i>	<i>movement</i>	<i>movement</i>	<i>movement</i>	<i>movement</i>
Lesson 2 9.40-10.40	Lesson 2 9.40-10.40	Lesson 2 9.40-10.40	Lesson 2 9.40-10.40	Lesson 2 9.40-10.40
Break 10.40-10.50	Break 10.40-10.50	Break 10.40-10.50	Break 10.40-10.50	Break 10.40-10.50
Lesson 3 10.55-11.55	Lesson 3 10.55-11.55	Lesson 3 10.55-11.55	Lesson 3 10.55-11.55	Lesson 3 10.55-11.55
<i>movement</i>	<i>movement</i>	<i>movement</i>	<i>movement</i>	<i>movement</i>
Lesson 4 12.00-13.00	Lesson 4 12.00-13.00	Lesson 4 12.00-13.00	Lesson 4 12.00-13.00	Lesson 4 12.00-13.00
Lunch 13.00-13.40	Lunch 13.00-13.40	Lunch 13.00-13.40	Lunch 13.00-13.40	Lunch 13.00-13.40
LC 13.45-14.10 <i>Assemblies, Choir, Tutor time</i>	LC 13.45-14.10 <i>Chapel, Intervention, Numeracy, Literacy</i>	LC 13.45-14.10 <i>Chapel, Intervention, Numeracy, Literacy</i>	LC 13.45-14.10 <i>Chapel, Intervention, Numeracy, Literacy</i>	LC 13.45-14.10 <i>Assemblies, Choir, Tutor time</i>
<i>movement</i>	<i>movement</i>	<i>movement</i>	<i>movement</i>	<i>movement</i>
Lesson 5 14.15-15.15 <i>(Y10 Games)</i>	Lesson 5 14.15-15.15 <i>(Y8 Games - Y9 CCF bi-weekly)</i>	Lesson 5 14.15-15.15 <i>(Y12 / Y13 Games)</i>	Lesson 5 14.15-15.15 <i>(Y9 Games)</i>	Lesson 5 14.15-15.15 <i>(Y7 Games)</i>
<i>Detention</i>	<i>movement</i>	Staff CPD	<i>movement</i>	<i>Detention</i>
	LC 15.20-16.15 <i>Rotation Y7 Y8 Young Leaders Y9 CCF Y10 Choice Y11 12 13</i>		LC 15.20-16.15 <i>Rotation Y12 13 CCF Y11 Choice Y7 8 9 10</i>	

Pupils may arrive on site from 8.00am and there is an opportunity for breakfast items to be purchased in the dining room. All pupils are expected to be on site by the time of the first bell at 8.25am. Any pupils who stay after school to work must do so in the Library and there will be a small cost of £2.00 per half-hour session.

Pastoral Care

In order to encourage wider friendship groups, both within the year and with older pupils, pupils are allocated to a House. In 2010, there will be six houses Brook's, Butler's, Howard's, Howson's, School and Selwyn's. The Houses will be led by the following Heads of House :

- | | |
|---------------------|---------------|
| • Brook's (Black) | Mr C Turbitt |
| • Butler's (Green) | Mr W Bartlett |
| • Howson's (Blue) | Miss L Miller |
| • Selwyn's (Red) | Mr D Ridley |
| • Howard's (Purple) | Mrs J Hall |
| • School (Gold) | Mr C Scott |

Regular House activities and competitions take place each half term; these may involve games, music, science, chess or simply fun activities such as the House Quiz.

Parents are warmly welcome at school and it is hoped that you will be able to come and support your child at matches, concerts, plays and Parents' Association events. A calendar of all important events is published on the College website and College app as well as Newsletters.

Pupils can also be referred for an appointment with a Learning Support Mentor who can offer advice and guidance on a wide variety of pastoral matters.

The House Mentor (see list on page 4) is the first and most regular point of contact for pupils and parents and plays a key role in offering support and advice in every aspect of school life.

The Curriculum and Timetable

All pupils follow our NSI programme (*Non Solum Ingenii*, from our motto meaning "Not Only the Intellect"). This is a programme of personal, social, health and citizenship education. It is delivered by your child's house tutor and supervised by his or her Head of Year. School assemblies, chapel services, house assemblies, College assemblies, and morning lessons are used to deliver this curriculum.

More detailed curriculum information can be found on the Sixth Form pages of the school website under the 'Curriculum and Programme' link.

Character Education

Activities

There is an extensive Activities programme for all pupils. Year 12 pupils will take part in an activity of their choice each Tuesday afternoon and a carousel of activities on Thursday afternoon. They will have the chance to choose from a wide range of activities such as street art design, creative building Lego style, gardening and managing personal finance.

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 are committed to providing a competitive sports programme. We view this programme as an essential part of the Liverpool College experience and expect pupils to participate actively if asked to represent Liverpool College 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.

Pupils must attend training and the rules for attending training are the same as those for attending school in general. Pupils bear the responsibility to check the notice board. Illness, bereavement or family emergency are reasons a pupil may not be able to attend a fixture. Parents and pupils are expected and required to e-mail the coach as soon as possible if a player is unable to attend a fixture. Coaches will always try to be flexible but pupils must seek permission from their coach if they anticipate a conflict in their school activities. Pupils are expected to travel to fixtures and arrive at fixtures on time in full school uniform (unless directed otherwise by their coach).

The College strives to teach good sportsmanship to pupils. We always support the decision of the referee or umpire and we believe that parents have an important role in teaching sportsmanship. Liverpool College is proud of the standards of sportsmanship set by its pupils and parents. Support from parents at fixtures is highly valued. Poor sportsmanship from parents or pupils is rare and will not be tolerated. Pupils who are deemed by the referee or the coach to have misbehaved on a trip to a fixture or during the match may face consequences as they would for poor classroom behaviour.

Speech and Drama

Lessons are available from an outside company to pupils consisting of 10 one-hour lessons at the current fee of £100 per term. The lessons are arranged on a rotational basis to avoid missing the same subject more than twice in a term. 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 on Saturday afternoons 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 our Director of Music, Mr D Bishop, and may be downloaded from the parent information section of the website. Lessons are timetabled on a rota during the school day for Upper School pupils and are given in the College's own music rooms. It is the responsibility of pupils to ensure that their classroom subject teachers are kept informed of the weekly arrangement for music lessons. If a pupil fails to attend a lesson for no *bona fide* reason, the lesson is charged.

Music examinations are optional but in consultation with the teacher, a pupil wishing to take any of the graded examinations of the Associated Board of the Royal Schools of Music can do so. The Board's examination fees, music and books are chargeable and can be purchased through the Music Department.

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.

Duke of Edinburgh Award Scheme

Upper School pupils can join programmes at the Gold level in Sixth form 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 will learn new skills, help others, have fun, make new friends and gain a great sense of achievement. They will find themselves helping people or the community, getting fitter, developing skills and going on an expedition. You will 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.

The School Council

The School Council is elected to represent the views of all pupils and to improve the school. The Council meets regularly to discuss issues including school lunches, behaviour or fundraising events. The meetings are arranged during lunch time or after school so that no lessons are missed. Members of the Council are responsible for carrying out the actions that have been agreed, such as planning discos, writing newspaper articles or meeting with charity groups. Each House group elects a representative to be a member of the Council. The Council elects officers including a Chair, Secretary and Treasurer. All pupils are encouraged to participate, and can raise any suggestion with their Council representative.

Equipment

Pupils are expected to supply their own school stationery for lessons, which should include:

- ❖ Three pens: one blue/black, one green, one purple
- ❖ Pencil and rubber
- ❖ Coloured pencils
- ❖ Glue stick
- ❖ Scissors
- ❖ Reading book
- ❖ Scientific Calculator
- ❖ Ruler

If pupils arrive without any of the required items they will be asked to purchase it from the school office outside lesson times and this will be charged via parent pay.

Care of Personal Belongings

Pupils' personal belongings are not covered on the school insurance. It is therefore strongly recommended that pupils do not bring valuable items into school. In order to help pupils care for their text books and games kit, they are provided with a space in their House room. Please ensure that your son or daughter's uniform and games kit is labelled.

Homework

All homework is published on the www.showmyhomework.co.uk website. Pupils and parents are all provided with login details to access individualised pages but all homework can be viewed by entering Liverpool College into the school search box and applying the filters. Pupils will also be issued with a journal to record homework.

Pupil Progress and Reporting to Parents

Parents' Evenings

These are held for each year group on the dates listed below and provide an opportunity for discussions about progress to be held between teachers, pupils and parents. More details regarding timings and locations are provided in the Middle School newsletter in the weeks preceding the Parents' Evening.

Year 12 October

Year 13 November

Intervention

The school will intervene when pupils fall behind their targets and they will be supported in a number of ways. The Head of School will coordinate and implement a programme of intervention with the Heads of Faculty and the Heads of Year. Interventions might include:

- A reminder of standards expected and an opportunity to repeat and improve work.
- Tutorial support from subject teachers.
- A Short Report with targets for improvement.
- A referral to Head of Faculty.
- Mentoring by a senior teacher.
- A consultation meeting with parents.

Progress Points (PPs)

Formal reporting of pupil assessment occurs at three points during the academic year:

- Michaelmas Term – November 2019
- Lent Term – March 2020
- Summer Term - July 2020

At each point, academic progress in each subject and attitude to learning are reported.

Attendance and Registration

Attendance to school is absolutely vital to ensure the best chances of progress as is explained in the diagram on page 15.

Morning Registration

The school buildings are opened from 8.00 am and it is recommended that pupils should arrive by 8.20 am. This is to allow time for gathering books needed for the day. Registers are taken in the first lesson at 8.25am. Any pupil arriving after 8.30 am must report to the closest school office to sign in late. Pupils who arrive late can expect a lunchtime detention.

Absence Due to Illness

If a pupil is not well enough to attend, please telephone the Upper School Administrator (Ext. 3264) by 9.00 am on the first day of 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 House Tutor and a Medical Card stating the times of the appointment. Before leaving school, the pupil must sign out at the College office and sign back in on return.

Illness during the Day

If a pupil begins to feel unwell during the day, he/she should inform a teacher. 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. Alternatively, an emergency contact, such as a grandparent or neighbour, is essential.

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. If leave of absence is required a request must be made in advance in writing 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 an 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.

Cars

If students have a vehicle, they must not take passengers in their car, either to or from school, or during the day. The only exception is if the Head of Sixth Form receives a letter from the parents of the students concerned, giving written permission. Breaking this rule will be considered a serious breach of discipline.

Accommodation

Abuse or mistreatment of any of the Sixth Form facilities, resources or furniture will be treated extremely seriously. If something is broken, Form Tutor or a member of the Sixth Form leadership team should be informed immediately.

UCAS

Under the direction of Mr Leeder, we deliver a comprehensive programme to support students applying to university, including preparation for the universities of Oxford and Cambridge.

The programme begins in May of Year 12 and is completed by October of Year 13. You will have the opportunity to visit a leading university; you will be steered through the process of applying through UCAS (Universities and Colleges Admissions Service); advised on the opportunities available to you and assisted in the completion of your personal statement in which you explain why you are applying and why you would be an outstanding candidate for the university you are applying to. Mr Leeder will also supervise the production of your school reference.

Many of you will want to attend open days when deciding upon your applications and it is essential that you balance visits with your studies. We suggest visiting on Saturdays whenever possible and restricting visits to a maximum of two during term time.

Work Experience and Part Time Work

Part time work should be kept to a minimum and should never exceed 7 hours per week. Any more than this will jeopardise your studies.

Dr McNamara oversees work experience which takes place in the summer following Year 12. Should an opportunity present itself in term time it is essential that you obtain permission from Dr McNamara before taking part.

ATTENDANCE AND PUNCTUALITY MATTER

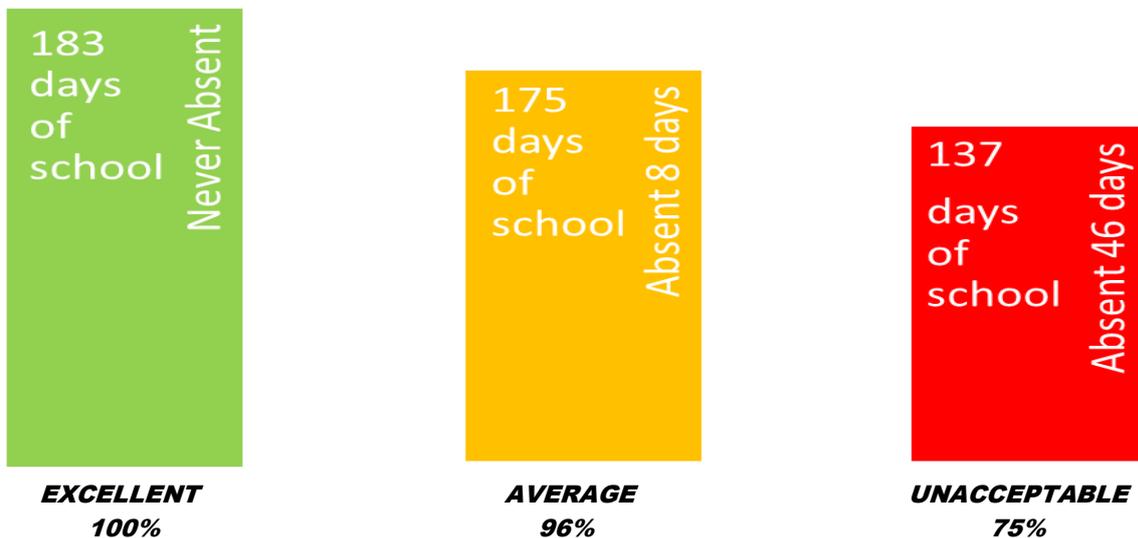
OUR EXPECTATIONS

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 you telephone the school office immediately on 0151 724 4000 and then, upon your child's return, provide written confirmation of the reason for non-attendance.

Good Attendance Means

being in school at least 97% of the time for 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.

LIVERPOOL COLLEGE TERM DATES 2019/20		
	Begins	Ends
Inset Days	Thur 29.8.19 & Fri 30.8.19	
Autumn Term 2019	Mon 2.9.19	Wed 18.12.19
Autumn Half Term Holiday	21.10.19 - 1.11.19	
Inset Days	Thu 19.12.19 & Fri 20.12.19	
Spring Term 2020	Mon 6.1.20	Fri 3.4.20
Spring Half Term Holiday	17.2.20 - 21.2.20	
Inset Day	Mon 24.2.20	
Summer Term 2020	Mon 20.4.20	Fri 10.7.20 (12 noon)
May Day Bank Holiday	Fri 8.5.20	
Summer Half Term Holiday	25.5.20 - 29.5.20	

LERPOOLIAN STANDARD	
A LERPOOLIAN :	
1	is respectful, polite and courteous at all times and in all places
2	is on task, engaged and making progress
3	arrives on time, is prepared, dressed and equipped for every lesson and activity
4	does not talk when a teacher is talking
5	always hands work in on time
6	is respectful to the College environment
7	has their phone switched off

Sanctions

Write-ups – are issued by class teachers for failure to complete homework, failing to bring in the correct equipment or incorrect uniform. Pupils will be given 24 hours to complete the write-up and return it to the teacher who issued the sanction. Write-ups vary in length depending on the type of misdemeanour. If a pupil is without the correct equipment they can buy it via parent pay from the school office when sent by classroom teacher.

Lunchtime Detentions – issued by class teachers or Heads of Year for being late to lesson or disruption of lesson. These will be served on the same day between 1.10pm – 1.25pm.

Friday & Saturday Detentions – will be issued by Head of Year or Head of School if there is no improvement in conduct or homework following write ups or lunchtime detentions.

Exclusions – the Principal may decide that a formal period of temporary inclusion or exclusion is necessary. In very serious cases the Principal has the authority to exclude a pupil permanently.

Academic Study

At the start of the Sixth Form you take the online Alis test; a long-established test of developed ability administered by Durham University. The results of the test, and your GCSE grades, are used to set realistic and challenging target grades for attainment. Your progress throughout your time in the Sixth Form is carefully monitored by your teachers.

Reporting Progress

Progress Points

Your progress is continually assessed by your teachers in a variety of ways, including the marking of regular work, formal tests, and assessments of practical tasks. Formal summary assessments of your progress are reported at three points during the academic year so you will always know how well you are doing. The teaching and learning approach emphasises the key elements of the learner profile – purpose, passion and challenge (PPC). Teachers regularly award PPC points if you work with a real sense of purpose, show passion for learning, or rise to a challenge. In Year 12 there is a test after three weeks of term in September to ensure that you have settled into an appropriate course of study.

Interim Reports

These are published to parents at each Progress Point. Your current standard of attainment as a fine grade (in other words, grades are sub-divided to A⁺, A, A⁻ and so forth), the target grade for the end of the course, and attitude to learning grades are given for each subject. Attainment grades are colour coded: dark green 2+ fine grades, light green 1+, amber 1- and red 2- target for the Progress Point. The report also states the number of absences, lates, PPC points, and any detentions.

Full Reports

The final report of the year is a Full Report, issued after Progress Point 3 in Year 12 and Progress Point 2 in Progress Point Year 13. In addition to attitude to learning and attainment grades, full reports include a written analysis highlighting achievements and progress made during the academic year and offering advice for improving performance.

Attitude to Learning

This is graded on a five point scale by applying the best fit to the descriptors:

- 5 **Excellent.** Makes an enthusiastic and positive contribution in class. Always follows the Code of Conduct and is properly prepared for lessons, with correct books and equipment. Written work shows evidence of considerable planning, care and thought. Homework and assignment are completed to a high standard and always handed in on time.
- 4 **Good.** Contributes well in class. Adheres to the Code of Conduct with only very rare transgressions, is attentive and properly prepared for lessons. Written work is always well presented and completed to a pleasing standard. Homework and assignments are completed to a good standard and usually handed in on time.

- 3 **Satisfactory.** Makes occasional contributions in class. Follows the Code of Conduct with only minor transgressions, usually works conscientiously and is generally well-prepared for lessons. Written work is always of an acceptable standard. Homework and assignments are completed to an acceptable standard and usually handed in on time.
- 2 **Requires Improvement.** Contributes to lessons when prompted. Often fails to follow the Code of Conduct resulting in occasional detentions, needs reminders to keep on task in lessons. Written work is generally sound but presentation can lack care and detail is often missing. Homework and assignments are completed to an acceptable standard but often handed in late.
- 1 **Inadequate.** Does not make a positive contribution in class. Frequent failure to follow the Code of Conduct has resulted in detentions on several occasions. Written work is not well presented and shows little evidence of care or thought. Homework is rarely completed to an appropriate standard and often handed in late.

Changing Subjects and Progression to Year 13

If you wish to change an A level subject you must first discuss the matter with your subject teacher, and then seek authorisation from Mr Brady. Any changes must be made by the first week of October in Year 12.

Progression to the second year of study is not automatic. If, during the course of Year 12 it becomes apparent that you are unlikely to succeed at A level it is essential to consider your options. There is no point on continuing along a pathway that will lead to failure.

You should:

- achieve a minimum of 36 UCAS Tariff Points (Three D Grades) in the Year 12 examinations and
- have attended school at least 95% of the time.

The School Council

The School Council is elected to represent the views of all pupils and to improve the school. The Council meets regularly to discuss issues including school lunches, behaviour or fundraising events. The meetings are arranged during lunch time or after school so that no lessons are missed. Members of the Council are responsible for carrying out the actions that have been agreed, such as planning discos, writing newspaper articles, or meeting with charity groups. The Council elects officers including a Chair, Secretary and Treasurer. In addition to the student council there is student voice for the sixth form which is chaired by the Head of Sixth Form they meet every two weeks. The agenda is forwarded and the meeting is minuted.

Care of Personal Belongings

Personal belongings are not covered on the school insurance. It is therefore strongly recommended that you do not bring valuable items into school.

Sixth formers who bring mobile 'phones into school are personally responsible for their security, and they must be kept securely and switched off. It is a serious offence to take pictures or video on a mobile phone in school. You may use mobile phones in your recreational areas and use them to record homework.

Sport

Liverpool College aims to provide every Sixth Form student with an opportunity for sport, so you must attend Wednesday afternoon games. There is something for everyone: a wide variety of activities are available, ranging from exercise session in the gym, yoga and badminton, to competitive sports fixtures against other schools.

Representing the College

If you are selected for a team, you are expected to travel to and arrive at fixtures on time in full school uniform (unless directed otherwise by your coach). We place a high value on good sportsmanship. We always support the decision of the referee or umpire and dissent will not be tolerated. After home matches, you are expected to attend the hospitality provided to opposition teams in the dining hall. Your parents are warmly invited to attend the hospitality as well.

Every Liverpool College squad has regularly scheduled training sessions. You must attend training and the rules for attending training are the same as those for attending school in general.

Teams and selection for a specific fixture will be put on the sports notice board at least 48 hours before the fixture. It is your responsibility to check the notice board. Those who absent themselves from a fixture without being excused by the coach will receive a sanction. Coaches will always try to be flexible but you must seek permission from your coach if they anticipate a conflict in their school activities. In the event of an emergency email the coach as soon as possible if you are unable to attend a fixture.

We recognize participation in our sports programme through prizes, through the awarding of colours, through uniform privileges granted to players, through the organization of tours for the team, and through sports dinners.

Sixth Form Attire

Standards of dress and appearance are expected to be smart and conventional. Sixth Formers should always be conscious of their status as role models for the younger students. As such, it is very important that their appearance is smart and accords with the guidelines below:

Boys' Dress Code

Suit: Boys are to wear a plain or pin-stripe suit in grey or black. The jacket and trousers must be made of the same material which may not be jersey, denim, tweed or corduroy.

Shirt: A plain white shirt with a collar fastened at the neck should be worn.

Tie: The sixth form tie, school colours and representative ties may be worn.

Belt: If worn, should be plain black with a simple buckle.

Jumper: If this is required it must be a plain black or grey V-necked jumper so that the tie is visible. A plain black or grey cardigan may also be worn. It is not permitted to wear the jumper/cardigan without the suit jacket.

Shoes: Smart black shoes should be worn. These should be leather and designed for formal purposes not athletic ones. Canvas shoes and footwear which could be interpreted as trainers are not allowed.

Girls' Dress Code

These guidelines have been drawn up with the collaboration of our female prefect team, and the uniform rules will be enforced both by them and by members of staff. The dress code is smart and students must be well-presented at all times, as if for an office environment. Dressing inappropriately for school or failing to adhere to the rules below will result in sanctions or in being sent home to change.

	Allowed 	Not allowed 
Blouses	<i>Must be plain, black, white, grey or navy in colour Must be smart and have sleeves, long or short</i>	<i>Sleeveless or vest tops Cut-out shoulders or off the shoulder Patterned blouses</i>
Jumpers/Cardigans	<i>May be worn over blouse but BENEATH blazer or jacket (i.e. does not replace blazer) Must be plain black, grey or navy in colour, V neck or round neck</i>	<i>Cut-out shoulders or off the shoulder Sloppy jumpers or cardigans Polo neck jumpers Patterned jumpers or cardigans</i>
Suits	<i>Jacket and skirt/trousers should match in colour Plain or pinstripe, black, grey or navy in colour</i>	<i>Not wearing a jacket/blazer – jacket/blazer must be worn at all times</i>
Skirts	<i>Must match colour of jacket and should ideally be tailored Must be at a maximum of 10cm above the middle of the knee – anything above this would be considered inappropriate Tights must be worn with the skirt, black, grey or navy</i>	<i>Skirts must not be more than 10cm above the middle of the knee No leather or leather look skirts No bare legs with skirts No patterned tights</i>
Trousers	<i>Must be smart and not too tight-fitting (i.e. resembling leggings) Must match jacket in colour</i>	<i>Leggings NOT allowed under any circumstances No leather or leather look</i>
Shoes, socks and tights	<i>Smart flat shoes only Socks can only be worn with</i>	<i>High heels Casual shoes – e.g. trainers,</i>

	<i>trousers Tights should be worn with skirts</i>	<i>pumps, Converse Socks cannot be worn with skirts</i>
<i>Accessories and general appearance</i>	<i>Scarves – may be worn (fashion not woolly Subtle make up and nails Minimal jewellery – e.g. one necklace, one bracelet, one set of gold/silver stud earrings only. Hairstyles should be neat, tidy and sensible</i>	<i>Woolly scarves may only be worn on the way to and from school. If make up / nails are regarded by staff as excessive they should be removed No facial piercings</i>

The 16 -19 Bursary

This is a fund established by the government to help students meet the expenses of Post-16 education. The eligibility rules and an application form are available on the College website.

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 students regardless of their parents' ability or willingness to help meet the cost. College policy for charging and remissions is available on the website.

Be aware that some items will incur a charge, for example:

- board and lodging on trips
- costs of lost and destroyed school property and breakages
- music lessons
- the cost of optional extras provided outside school hours
- re-sits of public examinations where no further preparation has been provided by the school

Health and Safety

First Aid and Medicine

There are several fully trained First Aid Officers on site in case of injuries and emergencies. Liverpool College has a comprehensive policy and clear procedures to support children with medical conditions. Parents at the College are asked if their child has any health conditions or health issues on the admission form, which is completed at the start of each academic year. Parents of new pupils starting at other times during the year are also asked to provide this information on admission forms.

Care of Personal Belongings

Pupils' personal belongings are not covered on the school insurance. It is therefore strongly recommended that pupils do not bring valuable items into school. In order to help pupils care for their text books and games kit, they are provided with a space in their House room. Please ensure that your son or daughter's uniform and games kit is labelled.

Pupils who bring mobile phones into school are personally responsible for their security, and they must be kept securely and switched off. It is a serious offence to take pictures or video on a mobile phone in school. You may use their mobile phones in your recreational areas and use them to record homework. Pupils who bring mobile phones into school are personally responsible for their security, and they must be kept securely in their **inside** blazer pocket and switched off. Any boy or girl who deliberately ignores this rule will receive a detention and will have the 'phone confiscated.

Car Parking

In the interests of pupil safety, we please ask parents not to:

- Use the staff car park
- Park on the yellow zig-zag lines outside the school gates
- Drop off children by the gated entrance leading to the dining room

There is unfortunately, a small group of parents who continue to regularly ignore these requests and who continue to place at risk all of the children in the school. Your co-operation in this matter is greatly appreciated.

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. This will help to ensure that on a day to day basis, the school will remain a cash-free environment. Failure to pay for meals or other costs may incur additional charges if reminders or further actions are necessary.

The catering system, Live Register, uses the latest biometric technology to scan a pupil's fingerprint; this generates a unique number in the system to identify the pupils and enable him or her to spend money from the 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 an online account and paying in by credit card. The pupil then chooses a school lunch, scans a fingerprint, and the cost is deducted from the account at the till.

The 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. Survival, though, is not enough for us. We want to excel. Just as we want your children to excel.

However, 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 of 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 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 achieve 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 everything helps. We know that time is very precious and we are always looking for ideas where everyone can help raise funds for our children.

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

We will need your support to carry this on!

We wish you a warm welcome to our school.

PTA@liverpoolcollege.org.uk