



Liverpool College



# Prep School Parent Handbook 2018 – 2019

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## 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**

## School Mission Statement and Core Values

"Liverpool College values the dignity of each individual and promotes the development of character and learning through a commitment to high standards within a caring community"

### Core Values

- We recognise that all pupils have different talents and strive to ensure that every pupil has an equal opportunity to find and develop the talents they do possess
- We believe that the development of spirituality, character, intellect and creativity are the primary aims of education.
- We work together to create a happy and caring school community which is engaged in our local community and the wider world
- We pursue high standards in every area of school life

## Introduction

This booklet is designed to provide you with detailed information about the Preparatory School and we hope that it will answer many of your questions.

The aim of Liverpool College Preparatory School is to prepare boys and girls from the age of 7 to 11 years, for entry into Liverpool College Upper School. This year all of our Year 6 pupils moved to the Middle School, where, I expect the vast majority will continue onto GCSE and A Level courses

Our educational philosophy acknowledges the best of recent developments in primary school teaching, whilst still placing emphasis on the traditional academic skills and attitudes. English and Mathematics are of fundamental importance. But our broad and balanced curriculum and extensive activity and extra-curricular programme means that visitors to the school finds the classrooms and playing fields buzzing with happy children engaged in purposeful activities.

The Prep School enjoys the advantage of sharing many of the impressive facilities of the Upper School, including the Chapel and Sports Complex, whilst retaining the distinctive character and identity of its own site within the College campus. Contact with staff from other areas of the College greatly enhances the quality of experience here and adds to the sense of continuity, which we believe to be so important.

It is my intention that Liverpool College Preparatory School should build on the excellent foundations laid in the Pre Prep. I want all of our boys and girls to develop lively, independent and enquiring minds, who enjoy challenge and who know that they attend a school that cares about them as individuals and that their home and school are working closely together to give them a first class start in life.

The staff and I look forward to working closely with you to provide your children with an education of excellence you would expect from Liverpool College.

**Mrs A Pease**  
**Head of Prep**

## **Staff**

### **Chair of the Full Governing Body**

Mrs M Mason

### **Principal**

Mr Hans Broekman

### **Senior Management Team**

Mrs A Pease	Head of Prep
Mrs G Gannon	Head of Pre Prep
Mrs H Cassidy	Vice Principal
Mrs A Haynes	Vice Principal

### **Prep Teaching Staff**

Mr J Ainscough	Form Tutor 3R, Science Co-ordinator
Miss A Beed	Maternity Cover Form Tutor 3Q
Miss H Brook	Form Tutor 5Q, Geography Co-ordinator
Miss L Brown	Form Tutor 4Q
Mrs E. Bygroves	Form Tutor 3P, Director of Sport, Schools Direct Co-ordinator
Mr G. Devine	Form Tutor 6P DT Co-ordinator
Mrs S E Doran	ICT & More Able Co-ordinator
Miss E Clark	Music Co-ordinator
Mrs C D Hegarty	Form Tutor 5P, History Co-ordinator
Miss N Hirst	English Coordinator, Form Tutor 3R (when back from Maternity Leave)
Mrs B A Jones	Modern Languages Co-ordinator
Miss C Robinson	Form Tutor 6Q Maths Co-ordinator
Mr P Stamper	Form Tutor 4P, Co-ordinator of Boy's Games, RE and PSHE

### **Teaching Assistants**

Mrs D Roberts	Learning Support Assistant
Mrs K Scott	Librarian and Learning Support
Mr C Stewart	Teaching Assistant
Mrs J Warren	Teaching Assistant
Mrs L Davies	Teaching Assistant
Miss G Hall	Trainee Inclusion Mentor

### **After School Provision**

Mrs D Roberts  
Mrs K Power  
Mr C Stewart

### **Support Staff**

Mrs L Herron	Prep School Secretary
Mr P McCarroll	Porter

## How to Get in Touch with Us

### Contact the Prep School:

#### School Address:

Liverpool College Preparatory School, Mossley Hill, Liverpool L18 8BG

#### By telephone and email:

The College switchboard telephone number is 724 4000.

The College switchboard will normally answer your calls and connect you with Mrs Herron, the School Secretary or the Head. If the operator is busy with another call, then the College answering system will cut in after six rings. If you know the extension you wish to reach, you should dial at this point. Often the quickest method of communication is through email.

#### Extension numbers:

Mrs A Pease	Head of Prep	261
Mrs L Herron	Prep School Secretary	233
Mrs S Loveridge	Registrar	228
Fax:	0151 724 6389	

#### Other useful telephone numbers:

School Shop	0151 724 2884
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#### Parent Teachers' Association:

Chairperson	tbc
Secretary	tbc
Treasurer	Mr T Nichol

### The Head of Prep

Every morning, between 8.15am-8.40am, the Head is available at the school gates to answer any queries. 99% of worries or concerns are generally sorted out at this time.

### Appointments with Staff

There is a planned programme of parents' evenings throughout the year. However, parents can, of course, arrange to meet with staff throughout the school year. The best way to arrange any such meeting is by contacting the secretary for an appointment, or by emailing the teacher. Appointments can then be made for the end of school day. We discourage meetings between staff and parents before the start of school in the morning, as staff are generally busy preparing for their lessons at that time.

### Access to School during the day

The gates to the Prep School remain locked between school hours. Access during these times is by a buzzer system found on the main Prep School pedestrian gate.

### End of the school day

Pupils are expected to be collected by someone over the age of 16. Should you want your child to go home using a different arrangement please put your request in writing to the Head of Prep.

## How We Keep in Touch with You

### The Newsletter

There is a weekly newsletter sent by email on a Friday afternoon. This contains useful 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. Please ensure we have your correct and up to date email address on the database. A number of copies will still be available in the school foyer and a copy will also be placed on the Prep School pages of the school website.

## The Calendar

At the beginning of every term, all parents are issued with a termly calendar, by email. This is also published on the website.

## The Website

**[www.liverpoolcollege.org.uk](http://www.liverpoolcollege.org.uk)**

This is frequently updated and you will also find information about the Prep school and school policies on the site.

## 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.

## The Whiteboard

At the front of school, outside the entrance foyer, there is a whiteboard. This is updated every morning by the Head of Prep and carries information about events, fixtures and after school clubs.

## Pupil Use of Telephones

Children are never denied the use of a telephone, unless it is for an unrealistic reason (e.g. to ask mum or dad to bring in their games kit 5 minutes before the lesson is about to begin) - they can ask to use the telephone in the secretary's office or the head's office. The children are not permitted to bring mobile phones into school. If they do need to bring a mobile phone into school, (e.g. if they travel to and from school by bus) they should hand in the phone to the Head or School Secretary when they arrive at school. They will look after it during the day and the pupil can pick it up again at the end of school.

## Change of Personal Circumstances

Parents should notify the secretary of any change in personal circumstances, address, email address, telephone number or emergency contact number.

## Social Media

Please be mindful of using social media, in particular, what's app, avoid sharing information that relates to children and staff.

## Home-School Agreement

**'We are a School of Character':**

***The formation and maximum development of character is the purpose of every great school.***

Character is the unique and personal aggregate and combination of features, traits, habits, talents and interests which form the essential nature of the individual person.

Schools of Character focus their energy and resources on the maximum development of character by specifically and systematically and measurably actualising the intellectual, moral, spiritual, artistic, leadership, and physical potential of their pupils.

Specifically, a **School of Character** centres and focuses its resources, human and material, to:

- ❖ **Challenge and guide** every pupil to engage in serious, demanding and ambitious learning leading to better than expected outcomes through the development of resilient and internalized working habits.
- ❖ Deliver a systematic and articulated programme and curriculum of **social and moral education** to all its pupils in every year group.
- ❖ Deliver a systematic and articulated programme and curriculum of **leadership education** to all its pupils in every year group.
- ❖ Deliver a systematic and articulated programme and curriculum of **artistic and creative challenges** leading to performances, artefacts, and creative achievements for every pupil in every year group.
- ❖ Deliver a systematic and articulated programme and curriculum of **physical activities and competitive sports** which measurably improves the wellbeing of pupils.
- ❖ Provide a framework and programme of **community service and school service** as central to the purpose of the school, the leadership of teachers and the learning of pupils.
- ❖ Actively promote and develop **teachers as learners and leaders** in the formation of character of the whole child.
- ❖ Demand and build systematic **involvement of parents and carers** in the holistic education of pupils.
- ❖ Promote the school as a **community of relationships** which exists to form the character as well as the intellect.

Our pupils are learning with Purpose, Passion and Challenge:

### Purpose

**We reflect deeply on our experience of the world and our place in it.**

*We consider the meaning and the purpose behind our experiences and our plans, and reflect upon them.*

**We make consistent progress towards clear and ambitious goals.**

*We can visualise and plan our future, our ambitions, and our opportunities. We understand clearly how our actions and learning today will impact that future.*

**We understand and accept our responsibilities to others.**

*We respect others and show concern and compassion for those who need us. We serve our school and community. We strive to improve the lives of others and in the world around us.*

### Passion

**We learn independently and enthusiastically**

*We nurture our curiosity. Our love of learning enables us to pursue inquiry and research on our own or with others. Our zeal for learning means we learn enthusiastically and eagerly in and out of the classroom.*

**We create and innovate**

*We dare to do new things in new ways, taking considered risks, and accepting the possibility of failure. We understand our own interests, our strengths and weaknesses and are developing new interests and embracing new ideas.*

## Challenge

### **We improve our knowledge, skills and character through determination and application.**

*We tackle things which are difficult in and out of the classroom, and understand how that difficulty promotes our learning and improves our resilience and character*

### **We are resilient and determined when we meet challenges.**

*We stick to our tasks, persevere, and overcome challenges. Setbacks do not deter us.*

**As a parent, I support this ambitious mission and programme 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 extra-curricular 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 Day and the Christingle Services, as applicable, and attending myself if feasible.

#### **School readiness and behaviour**

- ✓ Make sure my child completes all his or her homework 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 Code of Conduct, Uniform Policy and Behaviour Policy.
- ✓ Support all of the disciplinary measures used across each phase of the school.
- ✓ 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.
- ✓ Check the Parent Portal regularly and make sure my address, email address and telephone numbers, emergency contact details and any medical information is accurate.

## The Organisation of the School Day

There are over 200 pupils in the Prep School (7-11) arranged in four year groups. The children are placed in mixed ability forms and there are two or three classes per year. Children are in Maths and English sets in Years 5 and 6. There are 27 pupils in each class.

The gates of the school open at 8.15 a.m. and children will be supervised on the playground prior to registration at 8.40 a.m., allowing parents to 'Wave and go', which helps with the pressures of parking outside the Prep School.

## Residential Visits

The following residential visits happen during most years. The trips are not compulsory – this information may help you to budget and make informed decisions about which visits you may wish your child to take part in.

<u>Visit</u>	<u>Organiser</u>	<u>Time</u>	<u>Approx Cost</u>
Yr 3 Outdoor Pursuits in Barnstondale	Mrs Pease	2 days in April/May	approx. £90
Romans in York (Y4) (3 days)	Mr Stamper	3 days in June	£200
Lakeside (Y6)	Mrs Bygroves	1 week in June	£300

## The Curriculum

Subject co-ordinators have written outlines of all of the curriculum areas and these can be found on the College website.

## Pupil Progress and Reporting Back to Parents

### Assessment

There are 3 progress points within the academic year where pupils' progress is reviewed, intervention is evaluated and planning/curriculum is tailored to meet the needs of the pupils. The assessments carried out within the year are based on subject material covered in the period between the progress points. The final assessments will be based on a wider range of content in some cases. Assessments may vary from subject to subject but will typically involve a mixture of tests, assessment of activities undertaken in class, and homework.

### Reporting

Reports are available at the end of the school year for all subjects and progress is reported at this time for English and Maths using the five levels: Exceeding / Secure / Expected / Developing / Emerging.

### Intervention

The academic progress of all pupils is tracked throughout the school. Targets are regularly set and reviewed and we expect most pupils to meet or surpass their expected targets. However, should a pupil not meet their targets, there are intervention strategies in place to address this. These intervention lessons happen during assembly time.

## Special Educational Needs

The academic progress of the pupils is monitored throughout their time in the Prep School. Children experiencing particular difficulties in the areas of literacy and numeracy are supported by a team of trained staff and teaching assistants. Should you be concerned about your child's progress, please contact Mrs A Pease who will work with the College SENCO (Special Educational Needs Co-ordinator, Mrs Linda Parkes, ([lparkes@liverpoolcollege.org.uk](mailto:lparkes@liverpoolcollege.org.uk)) and the Trainee Inclusion Mentor – Miss G Hall ([gHall@liverpoolcollege.org.uk](mailto:gHall@liverpoolcollege.org.uk)). Parents are kept fully informed and involved during the assessment process, and following assessment, during the implementation of any subsequent

recommendations.

## **Assemblies**

Although the College adheres to the Church of England, assemblies are ecumenical and children of all faiths are encouraged to attend. However, arrangements can be put in place for those not wishing to attend.

## **PSHE**

The form tutor takes a close interest in their pupils' activities. Considerable emphasis is also placed on the Jigsaw programme of PSHE (Personal, social and health education), that continues throughout their time in the Prep School. This helps the children to grow in confidence and develop important social and study skills.

## **Sex and Relationships Education (Years 5 & 6)**

Parents have the right to withdraw their children from elements of this course. To enable parents to make informed decisions regarding this issue, the Head will send out information about the course and will make available course materials. The Sex and Relationships Policy is available for parents to read.

## **Equal Opportunities**

Liverpool College operates a policy of equal opportunities for all children, regardless of age, sex, colour, creed or status. Each child will be treated with the same consideration and care.

## **Transfer to Middle School**

All children in the Prep School have a place reserved for them in Year 7, though they must complete the Local Authority forms to confirm that they want their place.

## **External Examinations**

### **End of Key Stage Two Tests (SATs)**

In May, Year 6 pupils sit the end of Key Stage 2 exams. These exams will be in English and Maths. They are externally marked and the results are sent to parents with the reports, where possible. In 2019, these exams will happen during the week of 13th May 2019.

## **Houses**

Each child is welcomed into a House on arrival in the Prep School and stays in that House throughout his or her time in the school. The Houses remain the same throughout the school:

Brook – White  
Butler – Green  
Howard – Purple  
Howson – Blue  
School – Yellow  
Selwyn – Red

These groups provide a focus for creative, sporting and cultural activity. House Meetings are held regularly and the children are encouraged to participate at all levels.

## **Games**

Liverpool College places great importance on representation by pupils in school fixtures. As such,

Liverpool College Prep School expects pupils to participate actively, if selected, to represent the school in any sports fixture. Extenuating circumstances to be excused will be considered at the discretion of the team coach. Requests must be made, in advance and in writing, to the relevant member of staff.

## Lunchtimes

A cafeteria system operates at lunchtimes with a choice of dishes that appeal to most tastes from the hungriest and fussiest. There is always a selection of two hot meals and a vegetarian option, alongside a range of salads. All the chicken served is Halal. Our long- serving and friendly kitchen staff help the children to make sensible choices. A menu is displayed in the entrance foyer of the Prep School. These lunches are paid for by Parent Pay.

## Break time Snacks

Children are allowed to bring a piece of fruit or cereal bar and a drink of still water for their break time. Water bottles can be purchased from the School Shop as, for health and safety reasons, the use of plastic cups/mugs is discouraged. Chilled water is available in the school and children are encouraged to refill their water bottles during the day. Sweets, fizzy drinks, crisps and chewing gum are not permitted in the school.

## Health

If children are not feeling well or have had an accident, they are brought to the school secretary, who is first aid trained. In most cases she, or the school medical officer, can cater for the child at school. When children are clearly unwell, parents are called and they are taken home.

## Medicines

There are frequent occasions where children need to have medicines at school, usually temporarily whilst they complete a course of treatment, but sometimes as a longer term health measure.

Wherever possible, children who are prescribed medication should receive their dose at home. However, if a child must complete a course of medication in school, parents are required to complete a '*Request for storage and administration of medicine form*' prior to any medication being given (available from the School Secretary). All medicines must be provided by the parent/carer in the **GP/hospital/pharmacist's original container clearly labelled with the contents, child's name, dosage and timing of administration, date of issue and expiry**. The Secretary must check the accuracy of the name and date. A child must not carry medicine into school as parents must sign the consent form and it is the responsibility of the parent/guardian to collect the medicine at the end of each day/end of the course of treatment.

**We are not allowed to administer 'over the counter medicine' which has not been prescribed** - such as Calpol etc. In some instances, however, if your child has been advised by the hospital/doctor to take specific over-the-counter medicines, a pharmacist will label this type of medicine for your child, showing their name, dosage etc., to allow us to use it in school. Again, the same procedure as above applies, that a parent must also sign a written consent form before we can administer this type of medicine.

All medicines are kept in the locked storage cupboard in the Prep School office. The School Secretary and Head may administer medicine and will date, time and sign the medication record to acknowledge that the medicine has been given. If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes, and their parent/carer will be notified.

A separate request form must be completed for each medicine or subsequent bout of illness. If a pupil requires medication on a school trip, the lead teacher on the trip will hold the medicine and administer

as required and an individual risk assessment considering the child's medical needs, medication requirements, physical needs, emergency treatment etc. will be conducted.

I hope you will agree, that this is for the safety of all our pupils, therefore, please be aware that Mrs Herron will have the right to refuse to administer any medicine which does not comply with the above procedure.

**Parents/ Carers should be aware there is no contractual obligation for support staff, teachers or head teachers to administer medication and staff will have the right to refuse to administer any medicine which does not comply with the above procedure.**

## Child Safeguarding

The Child Safeguarding Officer for the Prep School is the Head of Prep, Mrs Anne Pease. She can be contacted on 0151 724 4000 extension 261.

- The Child Safeguarding Policy can be found on the College website.  
In recent years the issue of children having inappropriate access to websites has started to emerge as an issue. For instance in a recent survey in the Prep School, 1 in 10 of our pupils responded that they had been bullied online and one in 5 of our pupils had spoken to someone on line that they didn't know in real life. It's comforting to know that we teach pupils about this and 95% of our children said that they know how to deal with online abuse. However, we should not be complacent about this. It is strongly recommended that parents monitor their children's use of the internet and also strongly recommended that they do not have access to social networking sites such as Facebook.  
Helpful websites that offer parents advice on these are:-  
[www.childnet.com](http://www.childnet.com)  
[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)  
[www.internetmatters.org](http://www.internetmatters.org)  
[www.saferinternet.org.uk/advice-and-resources/a-parents-guide](http://www.saferinternet.org.uk/advice-and-resources/a-parents-guide)  
[www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety)
- During school events, such as assemblies, plays and sporting events, parents often take photographs. Can I ask that if these photographs are then put on a social networking site on the internet, the full names of the children are not added. Also, if the photographs of children, other than your own, are in the photograph, then please seek the permission of the other parents

## Absence and Punctuality

Permission for absence from school, other than illness, should be requested, beforehand, from the Head. In the case of illness, a message, by email or telephone, should be sent to the school office on the first morning of illness. On returning to school after a period of illness, a letter of explanation must be forwarded to the school secretary/form tutor.

Weekly best class for attendance and punctuality awards are announced in assembly, on a Friday, and published in the newsletter. Termly pupil awards' certificates celebrating 100% attendance and punctuality are given.

There has been an increasing trend, in recent years, for parents to take their children out of school, in term time, for a holiday. It is understood that by taking children a day or two before the start of a school holiday and/or delaying their return to school for a day or two after school has resumed, significant savings can be made on flight fares etc. However, despite assurances from parents, lost time is not made up, the child's education suffers as a consequence and a negative impact on test results has been noted in recent years. Absence will not, therefore, be authorised for parents withdrawing

children from school, other than for religious purposes, for the following reasons:-

The Government expects pupils to have a minimum level of attendance of at least **97%** and our school will be working towards this new target for the forthcoming academic year. You may also be aware, the Government requires schools to measure attendance by 'Persistent Absenteeism', which is defined as the number of times your child is absent during the year.

A pupil who is persistently absent is one who misses 10% or more of their schooling **for any reason**, from the beginning of the school year to the end of any given half term period as indicated below. Please note that one session is equivalent to half a day.

<b>Terms</b>	<b>Persistent Absence at 10%</b>	<b>Number of days off school</b>
September – October	7 or more sessions	3.5 days
September – Christmas	14 or more sessions	7 days
September - February	20 or more sessions	10 days
September – Easter	25 or more sessions	12.5 days
September – May	31 or more sessions	15.5 days

Continued improvement in school attendance is a key priority for the Prep School and the support of our parents is crucial to achieving this goal. Ofsted will measure the performance of our school against this target as well as the usual measures and we need your help to ensure that your child and our school do as well as possible.

## **Behaviour**

We hope that our community life is well organised, happy and purposeful. We have high expectations of behaviour and politeness and we encourage mutual respect in the way that pupils and teachers deal with one another.

Children who are well taught and well supervised and come from supportive homes, seldom experience disciplinary problems at junior school age. However, we do insist on all children understanding our Code of Behaviour, which is printed below.

We follow a policy of noting small incidents of poor behaviour and we will notify parents if these build up into a repeating pattern. Children will miss playtimes for poor behaviour. Most pupils will respond to our positive approach and clear sanctions. Some pupils who repeatedly struggle may benefit from an Individual behaviour plan (IBP) which will be discussed and agreed with parents.

The School Behaviour Policy is available to view on the College website.

## **Code of Behaviour - 7 Golden Rules**

**Children are expected to remember the following points:**

-  We work hard and always to our best.
-  We are kind, helpful, polite and respectful towards each other.
-  We behave sensibly so that everyone is safe, happy and can learn.
-  We listen carefully when the teacher or others are talking.

★ We look after our property and other people's property.

★ We walk inside our school on the left. We run in the playground!

★ We are proud of our school! We have fun!

## Homework

All homework is now recorded online, using Show My Homework. Pupils will be given a log-in and you can also download the app for your mobile phone.

Homework follows a simple pattern in the Prep School, i.e.

Monday - Maths

Tuesday - English

Wednesday - Maths

Thursday - English

Weekend homework will rotate between Science, Humanities and Modern Foreign Languages.

## Guidelines from the Homework policy:

### Aims

- to consolidate work covered in lessons
- to improve basic skills and encourage the use of books.
- to develop the routine and working habits involved in completing homework each evening.
- to set work which is enjoyable and extends the children without creating stress at the end of a working day.
- to develop responsible attitudes; i.e. self-management, organisation and self discipline.
- to encourage independent study
- to provide children with appropriate help and encouragement whilst allowing the children to actually do the work themselves.

### Parents' Guidelines

- Homework is an important means of reinforcing work studied in school.
- It should encourage self-discipline.
- Homework should be done independently.
- Parents are expected to check that homework is done. Valuable help can be given by parents with basic skills such as reading, spelling and multiplication tables.
- Any support given by parents through discussion and assistance with research will spur children on to success. Parental interest, praise or regular help with basic skills (i.e. tables, spelling etc.) should assist progress and confidence.

## Equipment for Lessons

Pupils must provide the following items:

A named pencil case

HB pencils

One rubber

A set of coloured pencils

Highlighter pens

30cm ruler

A glue stick

One good fountain pen with washable blue cartridge ink (optional Y4 - 6)

A Berol handwriting pen

A perspex protractor

## Lost Property

Lost property is regularly displayed in the front foyer and in the lost property cupboard outside the Head's office. Parents are invited to look for any items that pupils have mislaid - usually at the end of the school day. Items which are named almost always find their way back to their owners, but it is astonishing the amount of clothing that remains unnamed.

We have over 200 pupils in our school, therefore, **PLEASE MAKE SURE ALL KIT/UNIFORM IS LABELLED/NAMED.** Unclaimed (unnamed) lost property is passed onto the PTA who regularly organise Nearly New Uniform sales in the College.

## The Parent Teachers' Association

All parents are invited to get involved in the Parent Teachers' Association (PTA) and all of the work they do. They organise social functions for parents, discos for children, barbeques, outings etc. The committee meets about once a term. If you are interested, please contact one of the committee – contact details below.

[Contact details:](#)

Chair – TBC

Secretary – TBC

Treasurer – Tim Nichol

## Breakfast Club and After School Care

### Breakfast Club

Breakfast Club is open from 7.30am-8.15am every morning.

This takes place in the Sutton Timmis Hall. Pre-registration is required, termly - a form will have been sent to you or is available from the School Secretary. A register is taken every morning and charges will be added to 'Parent Pay' account. Pupils will be supervised by members of the Pre Prep staff and the catering team.

### After School Care

**Monday Wednesday Friday: 3.20pm – 5.30 pm**

**Tuesday and Thursday: 4.00 p.m. – 5.30 p.m.**

Children will have a snack and then settle down to do their homework in the Prep Library.

Members of staff will be there to supervise and support the children.

Pre-registration is required on a termly basis. A registration form is available from the School Secretary or After School staff - where you can indicate the nights you wish your child to attend. You will have the option to change days/sessions termly but not mid-term. A register is taken every night and charges will be added to 'Parent Pay' account. Ad hoc sessions are also available, provided there is space.

**Late Collection of Children: Children must be collected by the end of the session as requested**

If parents pick up their children later than the time of the session requested, **a charge of £12.00** is levied. Repeated failure to pick up your child at the appropriate time may result in the withdrawal of your child's place in After School Club

## Activity Programme and the Broad Curriculum

There are a large variety of activities and clubs on offer in the Prep School – listed in the calendar emailed to parents at the beginning of each term. Some activities are organised by outside agencies and there will be an extra charge for these activities (marked with \*\* in the calendar).

## Information for New Pupils/Parents

### The First Day of Term

Monday 3rd September 2018 at 8.15 a.m.

Children should arrive at school from 8.15 a.m. onwards. They should assemble on the playground if the weather is fine, or in the Sutton Timmis Hall if not. The morning of the first day will be spent with their Form Tutor. The children will be reminded of their Form on arrival.

### 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 in the entrance or drive way up to the Prep School car park.

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

### Uniform/School Shop

The official uniform list is at the back of this booklet. All items, including Games Kit, should be clearly marked with the pupil's name, using Cash's Name Tapes, which may be ordered, from the College Shop (located behind the Pre Prep School). The telephone number for the shop is 0151 724 2884.

During term time the Shop is open on a Monday and Wednesday: 12.30 p.m. - 5.00 p.m. and Saturday 9.30 a.m. - 12.30 p.m. Please check the College Website for details of opening times during school holidays.

**This Summer holiday (2018) the shop will be open/closed on the following dates:**

Friday 13/7/18 – Sunday 29/7/17      CLOSED

Monday 30/7/18 – Sunday 2/9/18

Monday	CLOSED
Tuesday	11.00am – 3.00pm
Wednesday	11.00am – 3.00pm
Thursday	11.00am – 3.00pm
Friday	11.00am – 3.00pm
Saturday	9.30am – 12.30pm
Sunday	CLOSED

**Normal hours resume on Monday 3/9/18**

## Prep School Policies

Of the many policies in place in the College the following may be of interest and are available for parents to read on the College Website. You are also welcome to view the policies in school or we will send them to you, on request.

Admissions Policy	Health & Safety on School Visits/Trips
Behaviour Policy (including Rewards & Sanctions)	SEND Policy
Anti-Bullying Policy	Pastoral Care
Sex and Relationships	Curriculum
Safeguarding and Child Protection	Health and Safety
Race Equality	Equal opportunities
Complaints Procedures	Supervision Policy
Exclusions Policy	

## **Term Dates**

### **Michaelmas Term 2018**

***(INSET Thursday 30 August 2018 & Friday 31 August 2018 – inc Y7 & 12 induction afternoon)***

Term Begins: Monday 3 September 2018

***Founders' Day: Friday 12 October***

Half Term: Monday 22 October to Tuesday 30 October 2018

Term Ends: Wednesday 19 December 2018

### **Lent Term 2019**

Term Begins: Monday 7 January 2019

Half Term: Monday 18 February to Monday 25 February 2019

***(INSET Monday 25 February)***

Term Ends: Friday 5 April 2019

***Good Friday: 19 April 2019***

***Easter Sunday: 21 April 2019***

### **Summer Term 2019**

Term Begins: Tuesday 23 April 2019

***May Day (Bank Holiday): Monday 6 May 2019***

Half Term: Monday 27 May to Friday 31 May 2019

Term Ends: Wednesday 10 July 2019

## 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 unauthorised absence.



Liverpool College

# LIVERPOOL COLLEGE PREPARATORY SCHOOL

## UNIFORM LIST

with effect from September 2018

### Uniform List and Appearance Rules

#### Aims and Objectives

Our school uniform and personal appearance policy are based on the notion that a school uniform and pupils' personal appearance:

- promotes a sense of pride in the school
- engenders a feeling of community and belonging
- is practical and smart
- identifies the children with the school
- is not distracting in class (as fashion clothes and jewellery might be)
- makes children feel equal to their peers in terms of appearance
- is regarded as suitable, affordable and good value for money, by most parents
- has been designed with health and safety in mind

#### Uniform List – From Reception to Year 11

We have reviewed our uniform with the above aims and objectives in mind and have sought to minimize cost, maximize flexibility whilst at the same time strengthening the all-through and unique identity of the College.

Some items of uniform are only stocked by the College Uniform Shop (eg. College blazer) but others are available from the shop or from other providers.

As an all-through school, the flexibility exists for pupils to continue to wear items of clothing, kit or equipment as they move through the schools until such a time that a replacement needs to be purchased. At that point parents should buy the clothing/kit listed for the particular school their child was now in.

For example, a pupil moving from Year 2 into Year 3 can continue to wear the College black sweatshirt that they used in Pre Prep rather than having to immediately purchase the College micro fleece, College track suit top or a plain black sweatshirt listed under required PE items for Prep and Senior School.

When the sweatshirt no longer fits or needs to be replaced, the College micro fleece, College track suit top or a plain black sweatshirt may then be purchased.

#### No Logos:

Items of clothing or bags should not have any brand names visible. This will be strictly enforced. The only logo allowed is the logo of Liverpool College.

#### Sanctions:

Pupils who are wearing incorrect uniform or are using an incorrect bag or item will be issued with a uniform warning setting out the change in uniform required, the time they have to correct their uniform,

and the sanction they can expect in the unlikely event they do not correct their uniform or repeat the wearing of incorrect uniform.

### **Questions:**

Any parent or pupil who has any question about the appropriateness of their appearance or uniform should ask their Head of School for clarification.

### **Financial Help:**

Any parent or carer who feels they need financial help with the procurement of College shop items of the uniform may contact Mr C Flynn, Director of Finance (cflynn@liverpoolcollege.org.uk). Parents will be asked to complete a uniform assistance request. Parents who may need this assistance should contact the school as soon as possible.

### **Liability and Responsibility:**

Pupils' personal belongings are **not** covered on the school insurance. The College does not accept liability or responsibility for any item brought into school by a pupil.

**Please ensure that your son or daughter's uniform and games kit is labelled.**

### **The Role of Parents/Carers:**

We ask all parents/carers who send their young people to our school to support the school uniform policy. We believe that parents have a duty to send their children to school correctly dressed and ready for their daily schoolwork. Parents should ensure that their child has the correct uniform, and that it is clean and in good repair.

If any parent/carers would like the College to modify the uniform policy, they should make representation, in the first instance, to the Principal. The College welcomes children from all backgrounds and faith communities. If there are serious reasons, e.g. religious objections, why parents want their child to wear clothes that differ from the school uniform, the school will look sympathetically at such requests. Similarly, should an item of uniform prove problematic for a pupil with disabilities, parents/carers are invited to draw this to the attention of the Principal. The College will not treat pupils with disabilities unfavourably.

### **The Role of Governors**

The Governing Body supports the Principal in implementing the school uniform policy. It considers all representations from parents regarding this policy, and liaises with the Principal to ensure that the policy is implemented fairly and with sensitivity.

It is the Governors' responsibility to ensure that the school uniform meets all national regulations concerning equal opportunities, and that our school uniform policy is consistent with our policy on equal opportunities.

Governors ensure that the school uniform policy helps children to dress sensibly, in clothing that is hardwearing, safe and practical.

### **Required Items**

<b>Uniform Item</b>	<b>Age group</b>	<b>Stockist</b>
<b>All Pupils</b>		
College badged blazer with red chord edging	From Year 1	College Uniform Shop <b>only</b>
Plain black, smooth soled, low heel shoes of a conventional style and type. No soft top trainer type shoes	From Reception	Other provider

College outdoor waterproof coat –with College Logo  <b>OR:</b> Plain Black coat (no logos, no fur trims, no other colours)	From Reception - Year 7 in 2016-2017; From Reception - Year 8 2017-2018; From Reception - Year 9 2018-2019.  From Year 8-Year 11 in 2016-2017; From Year 9-Year 11 in 2017-2018; From Year 10 -Year 11 in 2018-2019	College Uniform Shop <b>only</b>  Other provider
College bookbag (recommended for Pre Prep) <b>or</b> College backpack (recommended for Prep) <b>or</b> Plain black bag	From Reception-Year 11	College Uniform Shop only for College Backpack/bookbag  Other provider

### Girls

College red and black tartan pinafore / skirt / kilt (below the knee) - For pupils joining the College at Year 3 (up to Year 6), the skirt should be purchased - For pupils joining the College at Year 7 or above, the kilt should be purchased	From Reception-Year 11	College Uniform Shop <b>only</b>
Plain white, open necked, rever collar blouse (may be short sleeved in the summer) - White polo shirt (not blouse) for Reception pupils	From Year 1  Reception	College Uniform Shop or other provider
Black <sup>3</sup> / <sub>4</sub> length socks (must be worn at knee length) or black tights	From Reception	College Uniform Shop or other provider
<b>Primary Phase Only:</b> College red cardigan	From Reception to Year 6	College Uniform Shop <b>only</b>

### Boys

Grey conventional long trousers	From Reception – Year 11	College Uniform Shop or other provider
Plain white shirt (may be short sleeved in the summer) - White polo shirt for Reception	From Year 1-Year 11  Reception only	College Uniform Shop or other provider
<b>Primary Phase Only:</b> College red and black striped tie <b>Senior Phase Only:</b> House tie	From Year 1 to Year 6  From Year 7-Year 11	College Uniform Shop <b>only</b> College Uniform Shop <b>only</b>
<b>Primary Phase Only:</b> College red v neck jumper	From Reception to Year 6	College Uniform Shop <b>only</b>
Plain charcoal grey or black socks	From Reception-Year 11	College Uniform Shop or other provider

### **Recommended Items (not mandatory)**

Uniform Item	Age group	Stockist
<b>All Pupils</b>		
College scarf or plain black scarf, no logos, no other colours	From Reception-Year 11	College Uniform Shop or other provider
College hat or plain black knitted hat, no logos, no other colours	From Reception-Year 11	College Uniform Shop or other provider

<b>Senior Phase Only (Girls and Boys)</b>		
College black V-necked pullover with College motif (to be worn under, not instead of, the blazer)	From Year 7-11	College Uniform Shop <b>only</b>
<b>Girls (Primary Phase Only)</b>		
College Summer Dress is optional in summer term - To be worn with plain white ankle socks - Black sandals (optional) - Hair scrunchies in College summer dress material (optional)	Reception to Year 6	College Uniform Shop <b>only</b>
Boater (summer term) (Reception to Year 2)	Reception to Year 2	College Uniform Shop <b>only</b>
<b>Boys (Primary Phase Only)</b>		
Grey shorts are optional in summer term (up to Year 6)	Reception to Year 6	College Uniform Shop or other provider
<b>Reception Pupils Only</b>		
Red Legionnaire hat or plain sun hat	Reception	College Uniform Shop or other provider

## **PE and Games Clothing**

### **Prep and Senior Pupils Only (Year 3 to Year 11)**

#### **Required Items**

<b>Uniform Item</b>	<b>Age group</b>	<b>Stockist</b>
<b>All Pupils</b>		
Mouth guard for hockey and rugby, shin guards for hockey and football	From Year 4-11	Uniform shop or other provider
Plain black tracksuit bottoms or College tracksuit bottoms.	From Year 3-11	Other providers or College Uniform Shop for College tracksuit items
College Micro Fleece, College track suit top or plain black sweatshirt.	From Year 3-11	Other providers or College Uniform Shop for College tracksuit items
Trainers, conventional style	From Year 3-11	Other provider
Plain white short socks	From Year 3-11	College Uniform Shop or other provider
College games socks (recommended) or plain black games socks	From Year 3-11	College Uniform Shop or other provider
Plain black sports bag or College sports bag (College bag is recommended)	From Year 3-11	Other providers or College Uniform Shop for items with College motif
<b>Girls</b>		
Black College skort	From Year 3-11	College Uniform Shop <b>only</b>
<b>Prep School Only:</b> Plain white polo shirt	Year 3 to Year 6	College Uniform Shop or other provider
<b>Prep School Only:</b> swimming costume	Year 3 and Year 4	College Uniform Shop or other provider
<b>Prep School Only:</b> College red swimming cap or plain black swimming cap	Year 3 and Year 4	College Uniform Shop or other provider
<b>Senior School Only:</b> Girls College short sleeved games shirt	From Year 7 -11	College uniform shop <b>only</b>
<b>Boys</b>		
Reversible College football/rugby jersey	From Year 3-11	College Uniform Shop <b>only</b>

Black College rugby/games shorts	From Year 3-11	College Uniform Shop <b>only</b>
Football boots with RFU approved studs	From Year 3-11	Other provider
<b>Prep School Only:</b> Plain white polo shirt	Year 3 to Year 6	College Uniform Shop or other provider
<b>Prep School Only:</b> swimming trunks	Year 3 and Year 4	College Uniform Shop or other provider
<b>Prep School Only:</b> College red swimming cap or plain black swimming cap	Year 3 and Year 4	College Uniform Shop or other provider

### **College Team Members Only (Summer Term)**

<b>Uniform Item</b>	<b>Age group</b>	<b>Stockist</b>
<b>Boys</b>		
<b>Required:</b> White cricket shirt	From Year 5-11	College Uniform Shop or other provider
<b>Required:</b> White cricketing trousers	From Year 5-11	College Uniform Shop or other provider
<b>Optional:</b> Plain white cricket sweater	From Year 5-11	College Uniform Shop or other provider

### **Recommended PE Items (not mandatory)**

<b>Uniform Item</b>	<b>Age group</b>	<b>Stockist</b>
<b>Boys</b>		
College boot bag or plain black boot bag	From Year 3-11	College Uniform Shop or other provider
Cricket box	From Year 5-11	College Uniform Shop or other provider

### **Personal Appearance: Reception-Year 11**

#### **Hair:**

Hair must be of a natural colour. Hair must not cover any part of the eyes.

Boys' hair must not be longer than the collar. No boys' ponytails. No clipper number one cuts. No pattern shaven in

Girls' hair longer than the collar must be tied up in a bun or pony tail so that it is entirely off the face and collar.

#### **Jewellery:**

On health and safety grounds, we do not allow the wearing of jewellery in our school. The only exceptions to this are listed below:

Pre Prep and Prep (Reception-Year 6): One plain stud earring may be worn in each ear. No rings, bracelets or necklaces. Watches may be worn.

#### **Make Up:**

Pre Prep and Prep (Reception-Year 6): No makeup or nail varnish allowed.

#### **Sanctions:**

Pupils whose personal grooming and appearance is not up to the expected standard will be issued with an appearance warning setting out the change in appearance required, the time permitted to make the necessary change and the sanction that will be imposed if the pupil fails to correct their appearance or repeat their failure to appear correctly.

