



Liverpool College

**Sixth Form Handbook
2018 – 2019**

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

Mission Statement

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.

We recognise that all pupils have different talents and strive to ensure that every pupil finds and develop the talents they do possess

We believe that the development of character, creativity, intellect and spirituality 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

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 The Gladstone Villa 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 2018-2019

| | Brook's | Butler's | Howard's | Howson's | School | Selwyn's |
|-----------|-------------------|---------------------|--------------------|------------------|---------------------|-----------------|
| I2 | Mr Leeder MV29 | Mr Barnicoat CI6 | Mrs Gimeno MV23 | Dr Atkins CI5 | Dr McNamara MV33 | Mr McAlea C6 |
| I3 | Mr Turbitt | Miss Robbin | Mrs Hall | Miss Miller | Mr Scott | Mr Ridley |

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 |
| Careers Adviser | Miss E Jones | ejones@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 264) 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

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, 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 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 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.

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 8.30-9.30 | Lesson 1 8.30-9.30 | Lesson 1 8.30-9.30 | Lesson 1 8.30-9.30 | Lesson 1 8.30-9.30 |
| <i>movement</i> | <i>movement</i> | <i>movement</i> | <i>movement</i> | <i>movement</i> |
| Lesson 2 9.35-10.35 | Lesson 2 9.35-10.35 | Lesson 2 9.35-10.35 | Lesson 2 9.35-10.35 | Lesson 2 9.35-10.35 |
| Break 10.35-10.55 | Break 10.35-10.55 | Break 10.35-10.55 | Break 10.35-10.55 | Break 10.35-10.55 |
| Lesson 3 10.55-11.55 | Lesson 3 10.55-11.55 | Lesson 3 10.55-11.55 | Lesson 3 10.55-11.55 | 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 <i>LC bi-weekly Y9 CCF bi-weekly</i> | Lesson 4 12.00-13.00 | Lesson 4 12.00-13.00 |
| Lunch 13.00-13.45 | Lunch 13.00-13.45 | Lunch 13.00-13.45 | Lunch 13.00-13.45 | Lunch 13.00-13.45 |
| LC 13.45-14.10 <i>Assemblies, Choir, Intervention</i> | LC 13.45-14.10 <i>Chapel, Intervention, Numeracy, Literacy</i> | LC 13.45-14.10 <i>House Assembly, Year Assembly, Music rehearsal, Intervention, Form Time</i> | LC 13.45-14.10 <i>Chapel, Intervention, Numeracy, Literacy</i> | LC 13.45-14.10 <i>Chapel, Music rehearsal, Intervention, Numeracy, Literacy</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>(Y11 Games Y12/13 Games, Community Service, Internships)</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>Detention</i> | <i>Detention</i> |
| Optional <i>Orchestra Drama Intervention CCF and Shooting Club 8/9 Homework Clubs Sport Practices</i> | LC 15.20-16.15 <i>Rotation Y7 8 9 Young Leaders Y9 CCF Y10 Choice Y11 12 13</i> | | Optional <i>Drama Intervention Sports Clubs Homework Clubs</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 2018, 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) | Miss A Robbin |
| • 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. Year 10 pupils will have one timetabled period of CCF each week and have a choice of joining one of the three sections: Army, Royal Navy or Royal Air Force.

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 2018
- Lent Term – March 2019
- Summer Term - July 2019

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. 264) 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 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

There are several areas available in the Gladstone building during non-contact time.

- G1 is a lounge and a relaxation area.
- G12 is a group working room.
- G13 is a careers office.
- G15 is a prefects study (prefects only).
- G2 is a silent study centre.
- The well-stocked library is predominantly a Sixth Form silent study area. A suite of computers are available.

Abuse or mistreatment of any of the above 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

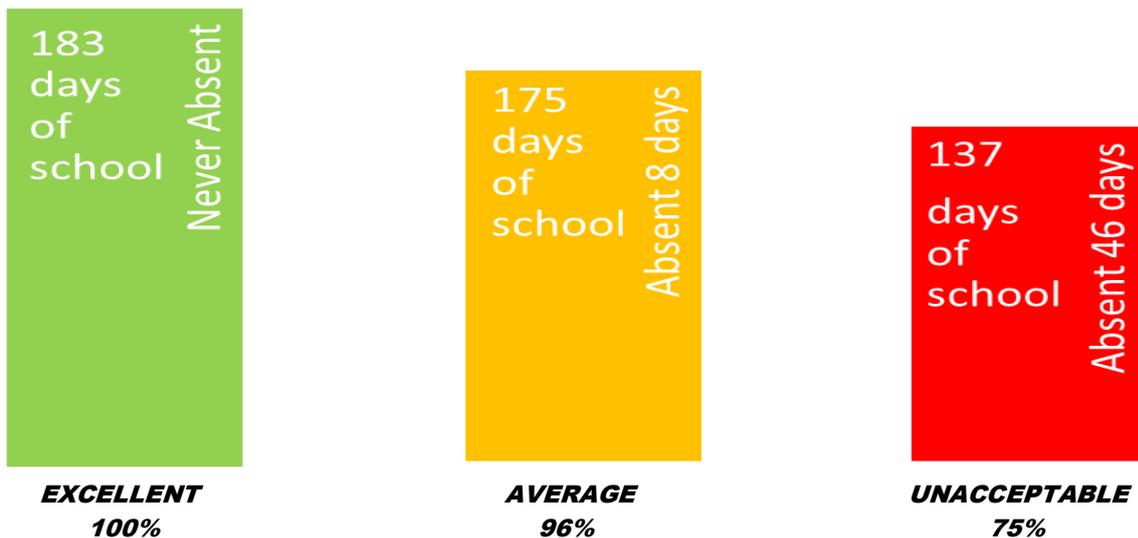
OUR EXPECTATIONS

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.

Term Dates 2018-2019

Michaelmas Term 2018

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

Term Begins: Monday 3 September

Half Term: Monday 22 October to Tuesday 30 October

Term Ends: Wednesday 19 December

Lent Term 2019

Term Begins: Monday 7 January

Half Term: Monday 18 February to Monday 25 February (*INSET Monday 25 February*)

Term Ends: Friday 5 April

Good Friday: 19 April

Easter Sunday: 21 April

Summer Term 2019

Term Begins: Tuesday 23 April

May Day (Bank Holiday): Monday 6 May

Half Term: Monday 27 May to Friday 31 May

Term Ends: Wednesday 10 July

Behaviour and the Code of Conduct

Senior School Code of Conduct 2018-19

Aim for the highest standards in all that you do

- Be polite and well behaved - bad language or insults will not be tolerated.
- Keep classrooms and outside areas tidy and do not drop litter.
- Look good! Follow the uniform guidelines.
- Walk on the left hand side on corridors and stairs.
- Bullying will not be tolerated in any form. Inform a member of staff if you have any concerns.
- Stand when an adult enters the classroom.
- Be quick! Don't waste valuable time by returning to your House room between lessons.
- Turn off your mobile 'phones during the school day.
- Arrive for every lesson on time and line up quietly outside the classroom for teachers to arrive.
- Bring the correct equipment to lessons and kit for games.
- Listen carefully to instructions, don't call out and put up your hand when you want to speak.
- Record your homework at the end of each lesson and check SMHW.
- Always hand your homework in on time. If it is not done, bring a note to explain why.
- Try not to need the toilet during lessons. If you do, please ask for a red pass.

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.

General Appearance

Make-up and nail varnish may not be worn.

Facial piercings are not acceptable.

Hair styles: Smart conventional appearance is expected in both the style and length of hair (above the eyebrows and collar line). Close shaved heads i.e. a 'number one', patterns cut into hair, extreme hairstyles such as where some hair is very short and the rest is not, are not acceptable. Boys are expected to be clean shaven.

Jewellery: One plain ring, one necklace and one bracelet may be worn.

Scarves: Scarves may be worn to and from school, but not in school between 8.30 and 4.00

Girls' Dress Code

Suit: Girls are expected to wear a plain or pin-stripe suit in grey or black. The jacket and skirt / trousers must be matching and made of the same material which may not be jersey, denim, tweed or stretch fabric all shirts must be lined.

Skirts and Dresses: Skirts should form part of the suit. They should be tailored and lined and no shorter than 5 cms above the knee. If the skirt is above the knee then flesh coloured or plain black tights must be worn i.e. patterned tights are not allowed. Girls may also wear a smart dress providing it matches the suit jacket.

Trousers: If worn, these should form part of the suit, should be tailored and not be leggings.

Blouse: A single coloured black or white blouse with a collar and buttons down the front should be worn. The blouses should not be revealing and be appropriate for a school environment.

Jumper: If this is required it must be a plain black or grey V-necked. It is not permitted to wear the jumper without suit jacket. When purchasing knitwear, it should be borne in mind that sloppy jumpers are not suitable. A black or grey cardigan may be worn.

Tie: Ties are not a part of the girls' dress code regulations.

Shoes: All students should wear plain black, sensible shoes. Shoes with distinctive fashion features, training shoes or patent leather shoes **are not** permitted. Shoes should have heels **no more than 5 cms high** measured from where the heel and sole joins the leather of the shoe at the back. Heels should be fit for purpose.

General Appearance

Hair styles are expected to be neat, tidy and sensible. Tinted hair, extensions and braiding are not acceptable.

Make up is expected to be subtle. If it is noticeable to staff it will be regarded as too much and you will be asked to remove it. False eyelashes may not be worn. Clear nail varnish may be worn.

Jewellery: One plain ring, one necklace, one bracelet and one set of silver or gold stud earrings may be worn in the ear lobe only. Facial piercing is not acceptable.

Scarves: Outdoor scarves may be worn to and from school. In school, girls may wear a sensible fashion scarf of silk or a similar material.

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