



Liverpool College

Information for Chapter 7 **2025**

Welcome from the Principal

Welcome to Liverpool College.

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

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

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

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

Some of the uniqueness of Liverpool College lies in our strength of community and a shared uniqueness of learning language. Year groups at Liverpool College are known as 'Chapters', signalling passage through each pupils' learning journey. Chapters are led by their Heads of Year known as Deans, who, along with House Mentors, guide the pupils of the Chapter in both their intellect and character development throughout their time at Liverpool College. We look forward to the shared responsibility of guiding this learning journey for every pupil at Liverpool College.

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.

Mrs Alison Haynes

Principal

Welcome from the Deans of Chapter 7

A very warm welcome to the next step in your child's educational journey: Chapter 7 at Liverpool College.

It is a real pleasure to introduce myself as the Dean of Chapter 7, and while I am currently away on maternity leave, I am already looking forward to getting to know each of you better upon my return.

Joining secondary school is a significant and exciting step, and at Liverpool College, we are committed to supporting every student through this important transition. Our school motto, "Not only the intellect but also the character," is at the heart of everything we do. Through our bespoke personal development programme and rich curriculum, your child will be encouraged to grow not only academically, but also as a kind, resilient, and responsible young person.

My role as Dean, supported by a team of experienced House mentors, is to guide and support your child so they may embrace and enjoy all the opportunities, experiences, and challenges of this Chapter. While I am away, you will be in the very capable and caring hands of Miss Humes, who will be leading the Chapter with dedication and enthusiasm. She shares the same commitment to ensuring every pupil feels valued, supported, and inspired to thrive here at Liverpool College.

I hope you are looking forward to the journey ahead as much as we are. Welcome to our community, we are so pleased to have you with us.

Warmest regards, Ms McCone Dean of Chapter 7

I am delighted to introduce myself as the Acting Dean of Year 7 whilst Ms McCone is away on maternity leave. It is both a privilege and a pleasure to be guiding your child through this important and exciting transition into life at Liverpool College. Starting secondary school marks a big step, and we are committed to ensuring that every pupil feels safe, supported, and encouraged as they settle into their new routines and surroundings.

The chapter team and I are dedicated in providing a positive, nurturing environment where every child can flourish—academically, socially, and personally. We understand that this can be both an exciting and sometimes nerve-wracking time for families as well as pupils, and we are here to support you at every stage. Please don't hesitate to get in touch if you have any questions, concerns, or just want to introduce yourself. I very much look forward to working with you and your children over the coming months.

Warm regards, Miss Humes Acting Dean of Chapter 7

We will contact you by email towards the end of the summer holiday with any additional information or reminders.

How We Keep in Touch with You

Newsletter sent by email

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

The Website www.liverpoolcollege.org.uk

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

App – We will use the My Child At School App for all messages and information. If you have any problems with this please contact mcas@liverpoolcollege.org.uk

Contact details

Address:	Queens Drive Mossley Hill Liverpool L18 8BG
Reception:	0151 724 4000
Website:	www.liverpoolcollege.org.uk
Email	chapter7@liverpoolcollege.org.uk

Chapter 7 Team

Dean of Chapter 7	Ms McCone and Miss Humes
Assistant Dean of Chapter 7	Miss Mathews
House Mentors	
7 Brook's	Miss Marnell
7 Butler's	Mr Cartwright
7 Howard's	Mrs Webb
7 Howson's	Mr Shevlin
7 School	Miss Gillies
7 Selwyn's	Ms Naseem

Communication

In order to ensure that teachers can concentrate on teaching and learning, we ask parents not to email teachers directly but instead to use the Chapter Admin email address for the pupil concerned (chapter7@liverpoolcollege.org.uk). The Chapter Administrator will forward the email to the relevant member(s) of staff. If a response is required, it will be forwarded to you via the Chapter Admin email within 3 working days.

Please note that safeguarding matters (including allegations of child-on-child abuse) can be sent to safeguarding@liverpoolcollege.org.uk and will be dealt with immediately.

Organisation of the school day

Pupils may arrive on site from 7.45am but cannot enter their classrooms until 8.15am. Pupils will be able to wait in a supervised space in Brook's dining room until 8.15am.

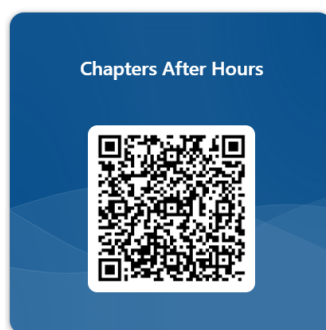
- Monday, Wednesday, Thursday and Friday = 8:25am – 3pm
- Tuesday = 8:25am – 4pm
- Each day you will be in a variety of lessons which are an hour long.
- 20 minutes at breaktime = 10.00am - 10.20am
- 40 minutes at lunchtime = 12:50pm – 1:30pm
- LC+ Periods will be an hour long.
- Wear your Field Uniform on a specific day.

At the end of the school day there are two options available:

- **Chapters After Hours: Monday to Thursday from end of school day to 6.30pm**

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

You can sign your child up now by following the link below. Mrs Latham will be happy to answer any questions. There is funding available for pupils in receipt of pupil premium.



- **Library** - As well as the above all children are able to use the library for one hour after the end of the school day to complete homework prior to going home.

Other After School Activities include Sport, Drama and Music – more information on these will be shared in September.

School Meals

The menu is changed weekly over a four week cycle so there is a huge range of food to suit all tastes. Children with special dietary needs or with allergies are also accommodated if this information is highlighted on your Registration Form or emailed to the Chapter Administrator. Fresh drinking water is supplied free of charge in the dining hall and this is supplemented across site by drinking fountains or the ability to purchase bottled water. Pupils are encouraged to bring a water bottle to school. Parents pay for meals using MCAS. A Parent Guide will be posted on MCAS.

Parents who are experiencing financial or other hardship are encouraged to apply to their local authority for 'free school meals' or other such support. The City Council have advised us that **all** families moving from Primary to Secondary school will have to reapply for free school meals. Applications cannot be made until 1st August and we will send details out on how to apply after that date.

School Uniform Required Items - Chapters 7-I I

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

The full uniform policy is published on our website.

For the Formal Uniform, pupils are able to wear either uniform L or uniform C but they cannot wear a mix of the two uniforms.

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

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

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

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

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

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

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

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Standard hours until Saturday 13 th July	12:30-17:00	Closed	12:30 – 17:00	Closed	Closed	09:30–12:30	Closed
Closed from Monday 14th July until 27th July							
Monday 28 th July - Saturday 31 st August	9.30-17:00	Closed	9:30-17:00	Closed	9:30-12:30	09:30-12:30	Closed
The holiday opening hours are provisional. We are awaiting confirmation and will post on MCAS as soon as available.							
Closed Bank Holiday Monday 25th August							
Return to standard hours from Monday 2 nd September							

PTA Pre-Loved Uniform Outlet

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

Standards - Uniform

- Hair must be tied back.
- Light makeup can be worn but this will be at the house mentor's discretion.
- One bracelet and one necklace can be worn.
- Small, studded earrings are acceptable.
- Shirts must be tucked in.
- Blazers must be worn around site at all times.
- No need for jackets unless a waterproof coat for the winter months.
- School shoes must be black and polished. No trainers.

SCHOOL TERM DATES 2025 - 2026

Michaelmas Term 2025

INSET:	Monday 1 September and Tuesday 2 September
Term Begins:	Wednesday 3 September
Founders' Day	Date TBC
Half Term:	Monday 20 October to Friday 31 October
Term Ends:	Wednesday 17 December (12pm finish)

Lent Term 2026

INSET:	Tuesday 6 January
Term Begins:	Wednesday 7 January
Half Term:	Monday 16 February to Friday 20 February
Term Ends:	Friday 27 March
Good Friday:	3 April
Easter Sunday:	5 April

Summer Term 2026

INSET:	Tuesday 14 April
Term Begins:	Wednesday 15 April
May Day (Bank Holiday):	Monday 5 May
Half Term:	Monday 25 May to Friday 29 May
Term Ends:	Friday 10 July (12pm finish)

Important dates:

Wednesday 3rd September – Dining Room begins the day

Monday 8th September – Chapter 7 Information Evening 3:20pm

Wednesday 12th November – Chapter 7 Parents Evening

Lockers – we use an outside company (Locker Space) to supply and maintain lockers. Should your child prefer to use a locker rather than keep their belongings with them you can rent a locker from the company. Further details below



How To Rent A Locker:

Visit www.lockerspace.co.uk and press **Rent A Locker** to get started

Or scan this **QR code** with your phone camera for easy access



Here are the step-by-step instructions for renting a locker:

- Select "Rent A Locker"
- Enter your school's name into the search box and select the school's name
- Choose the zone and select the locker height (Top, Middle or Bottom)
- Enter the following information: Your Childs Name & Class Form Details, Your Name, Email Address & Mobile Number
- Press "Continue"
- Enter your billing information
- Read the Terms & Conditions carefully and Accept
- Choose your payment method: Credit or Debit Card or PayPal
- Complete the payment method process
- Wait for your email confirmation which will include: Unique Locker Code & Locker Number

Please keep the code private and do not share.

How To Access The

Locker: <https://www.lockerspace.co.uk/how-to-use-your-locker/>

- Go to the locker location and number detailed on your confirmation email/text
- Enter the 4-digit code detailed on your confirmation email/text and open the lock clockwise
- If you forget your code, it can be reissued by visiting the <https://www.lockerspace.co.uk/re-issue-code/> page

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Mobile Phone Policy

Research has shown that the use of mobile phones in school has a significant impact on bullying and poor performance in the classroom.

Mobile phones are not allowed to be used on campus

Pupils can bring phones to school but they must be handed in to their house mentor at morning registration where they are locked away for the day. Pupils are to collect phones from their form room at the end of each day.

Any pupil who breaks this rule will have their phone confiscated and it will be kept in the school safe until the following Friday. A Saturday detention will also be served.

Pastoral Care

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

The Administrator for Chapter 7 can be contacted on chapter7@liverpoolcollege.org.uk or by telephone 0151 724 4000 (Chapter 7 option)

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

Chapter 7 will be split into 6 forms each with their own form mentor as listed at the front of this booklet.

MCAS and Live Register

Liverpool College has a convenient way to pay for school meals, trips, after school clubs and much more using MCAS. This works alongside our cashless catering system (Live Register) and allows you to make payments for your child's meal. It also allows us to take payments for other activities including trips, after school clubs etc. and gives you an easy method of keeping track of these costs. Payment for meals should be made in advance. Failure to pay for meals or other costs may incur additional charges if reminders or further actions are needed.

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

Pupil Premium

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

The College Fund

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

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

Liverpool College Parent Teacher Association

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

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

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

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