

Liverpool College



Liverpool College

PRE PREP HANDBOOK

2020 - 2021

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.

Introduction

From the Head of the Pre Preparatory Department

Welcome to Liverpool College Pre Prep. This booklet is designed to provide you with detailed information about the department and I hope it will answer many of your questions.

The early years are critical in terms of successful intellectual, social, emotional, physical, spiritual and creative development. It is our aim to provide a solid foundation on which all future learning is based. Our planning ensures that a broad and well-balanced curriculum, based on the Early Years Foundation Stage and the National Curriculum, contributes to all round child development. This curriculum and extensive extra-curricular programme means that visitors to the school finds the classrooms and playing fields busy with happy children engaged in purposeful activities.

By the time children leave the Pre Prep Department we would expect they would:

- Read with enjoyment and see value and pleasure in acquiring this skill
- Use books as a source of information
- Write clearly, neatly and legibly and show a knowledge of spelling patterns
- Apply a good grasp of basic mathematical concepts to problem solving situations
- Understand and value the process of learning so they enter the Prep school with an enthusiasm for learning
- Be self-confident and articulate

We strive to provide a happy, secure environment where the children feel valued as individuals and develop a positive attitude towards learning. Children are encouraged to ask questions and to develop lively and enquiring minds. We have high expectations and aim to foster a sense of pride in their achievements.

There is close liaison between the Pre Prep and the Prep School, which ensures curriculum continuity. Pupils' progress is monitored regularly and scholarship prizes are offered to pupils showing exceptional potential and achievement.

The Staff and I look forward to working in partnership with you to provide your children with the very best of current educational practice.

Gail Gannon
Head of Pre Prep

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.

Staff

Pre Preparatory Department Staff

Headteacher

Mrs Gannon

Early Years Foundation Stage Practitioners

Mrs Bowers

Mrs Boyle

Miss Fee

Mrs Gallagher

Mrs Poole

Mrs Millington

Miss Prince

Miss Ware

Key Stage I Staff

Mr Atkinson

Ms Edwards

Mrs Foster

Mrs Freeman

Mrs Haigh

Mrs Kerr

Mrs Lewis

Mrs Ridley

Mrs Rooney

Miss Russell-Moore

Miss Saleh

Ms Shields

Miss Saunders

Mrs Taylor

Support Staff
School Secretary
Mrs Fraser

School Porter
Mr McCarroll

The School

There are three year groups in the Department.

- Three Reception forms for children between four and five years old.
- Three Year 1 forms for children between five and six years old.
- Three Year 2 forms for children between six and seven years old.

The classes have a balance of age, gender and ability.

Pupils are taught by individual teaching, group teaching or class teaching, whichever is the most appropriate for the task in hand.

The School day

The gate is open from 8.15am for Parents to bring children onto the playground. Once 2 members of staff are supervising the playground at 8.15am you are free to leave the children there. Staff collect the children from the playground at 8.30am.

Children are collected at 3.30pm from the playground.

The Curriculum

We have a carefully planned curriculum based on Early Years Foundation Stage in Reception and the National Curriculum in Year 1 and 2. We aim to extend the children whenever possible whilst supporting those who need extra help.

As we are laying the foundations for all the children's future learning, literacy and numeracy naturally assume a high profile.

Careful planning takes place at every stage and records of children's development and achievements are kept.

The EYFS curriculum aims to underpin all future learning by supporting, fostering, promoting and developing children's:

- personal, social and emotional well-being
- positive attitudes and dispositions towards their learning
- social skills
- attention skills and persistence
- language and communication
- physical development
- reading and writing
- mathematics
- understanding of the world
- creative development

In Reception, there is a balance of structured activities and free play learning activities, both indoors and outdoors, each day. Developing children's social skills is a major part of the Reception curriculum. The skills necessary to become a proficient reader are given high priority. We use a multi-sensory system to develop children's phonological skills. We use the Phonics element of Oxford Reading Tree as our reading scheme. RWI is used to teach Phonics whilst Maths Mastery is our approach to Maths. Plenty of activities are given to prepare children for more formal work in literacy and numeracy in Year One and Two.

Children move into Key Stage 1 and follow a full range of subjects; - English, Mathematics, Science, I.C.T., Art and Design, History, Geography, Music, Physical Education, Design and Technology, Modern Foreign Languages, P.S.H.E. (Personal, Social and Health Education) and Religious Education. In Maths we use the Maths Mastery approach. We continue to use RWI for Phonics teaching. Handwriting and phonics are practised regularly. Tables and number bonds are learned when they have been thoroughly investigated practically. Children are introduced to Spanish from Year 1 onwards.

Extra-curricular activities, such as tennis and tuition in piano, violin and other instruments are available. Please see Mrs Fraser for a form.

As children move through the school, good working habits are established and high standards of work and behaviour are expected.

Relevant Information

Absences

Permission for absence from school must be obtained beforehand from Mrs Gannon. Children should not be taken out of school for holidays, as it is very difficult to make up the teaching time missed. It does reduce chances of future success if time is lost in this way. Absence will not, therefore, be authorised for parents withdrawing children from school, unless it is because of an important family celebration or a religious festival and there have been no previous attendance issues.

It is not school policy to set homework for holidays taken in school time nor can reading books be lent for prolonged periods, as they are required for other children.

If a child is ill, a **telephone message should be made to Mrs Fraser on each day of absence**, and a written note of explanation should be sent when the child returns. If you do not contact the school you may receive a visit from a member of staff. If your child has vomiting or diarrhoea the **Health Protection Guidance is 48 hours before** your child can return to school after the last bout of sickness or diarrhoea.

Children returning to school after illness are assumed to be fit for normal school, including P.E. and outdoor play.

When children become ill during the school day they are brought to Mrs Fraser. Parents may be called to take children home.

Should your child require an inhaler, please make sure a named one is supplied to Mrs Fraser.

If your child suffers from any allergies, do make sure we are informed, particularly if this is a **nut allergy which may require an epi-pen.**

If your child requires medicine to be administered please discuss this with Mrs Fraser and complete the appropriate form as required.

Attendance

Good attendance means being in school at least 95% of the time. The Pre Prep target is 97%.

Excellent attendance allows children the opportunity to achieve their full potential and make new friends.

If your child's attendance is a cause for concern you will be contacted by either Mrs Gannon or the EWO (Educational Welfare Officer). In our weekly assembly we share each class's % of attendance and the winning class each week will receive the attendance cup.

All children with 100% attendance in a half term will receive a certificate and be entered into a prize draw.

We reward every child with 100% attendance for the year with a prize at the final assembly of the year.

Emergency contact

Please complete the Pupil detail form and emergency contact forms for our records. We may need to contact you if your child is ill. **It is essential you keep us informed if you move house or your contact numbers change.**

Contact with Parents

Parents' evenings are generally held twice a year and are intended to be a discussion on the progress of your child. However, you are welcome to see the class teacher should any issues arise, as soon as possible, however trivial these may seem. Small children can become distressed and distracted by apparently minor incidents and the sooner these are sorted out, the better for all concerned.

Staff are always available at 3.30pm for a brief chat but if longer is required then an appointment should be made, with the class teacher in the first instance.

Any messages in the morning can be left with Mrs Fraser or Mrs Gannon who are on duty from 8.15a.m. There is a book in the Pre Prep foyer for parents to write any messages concerning change in routine e.g. a different person picking up a child or messages for the After School Club. A message may be left with Mrs Fraser, the School secretary, on extension 3243.

For security and safety reasons, all children arriving after the doors close at 8.30am must use the Pre Prep entrance. Parents should sign their child in using the Pupil Register folder on the table at the entrance. The child is then marked late in the register. The parent of any child leaving school early must also sign out in the folder provided.

Written reports are issued at the end of the academic year.

Parents are invited into school for class assemblies, Harvest Festival, Play productions and at other times.

Access to School during the day

The gates to the Pre Prep remains locked between 8.30am – 3.30pm. Access during these times is through the Main School Reception.

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 asking Mrs Gannon in the morning. 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 this time. Please email Mrs Fraser during the day if you have any concerns as the staff are teaching during the day and cannot answer your emails.

Every morning, between 8.15am-8.30am, Mrs Gannon is available at the school door to answer any queries.

Newsletter

Every Friday a newsletter with details of forthcoming events, achievements and other items of interest is posted by email. It is important that parents read this newsletter as most of our communications are sent in this form. Should you not receive one please take a spare copy from the entrance foyer or a copy is available to download on the school website. Where parents are

living apart, it is important to notify the School Secretary if you require a second newsletter posting.

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

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.

Departures

If your child is to be collected by someone other than yourself, this must be recorded in the message book at the school entrance. The adult collecting your child must be one of those named on the Admission form. Only adults-aged 16 and over, with knowledge of the password and identification will be authorised to collect your child. If you wish your child in Upper School (Y10/Y11 only) to collect your child, in exceptional circumstances, a signed letter must be written with this request prior to the event. We may phone you to confirm the arrangement.

Discipline

Children are expected to follow the code of conduct and breaches are noted. Parents are informed if there are more serious concerns about behaviour. We request your full co-operation in matters of discipline.

We ask that you do not send in cakes when a child has a birthday as there are so many allergies these days.

We discourage children from bringing in **toys, or mobile phones, as it causes distress if these are lost or broken.** If they do need to bring a mobile phone into school they should hand in the phone to the Head or School Secretary when they arrive at school. It can be picked up again at 3.30pm

Bullying

Bullying is unacceptable in any form, verbal or physical and will not be tolerated. Incidents will be noted and parents informed.

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 care and consideration.

Health and Safety

Please be aware that driving into the College grounds is **not allowed** for reasons of safety and security. Therefore we ask parents not to:

- Use the staff car park
- Park on the yellow zig-zag lines outside the school gates

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.

- **Please close all gates/doors behind you.**
- **Dogs are not allowed on site.**
- **Mobile phones should not be used on site.**

Homework

The purpose of homework is to provide opportunities for parents, pupils and school to work in partnership and allows you the opportunity to be actively involved in your child's learning. It provides a very important opportunity for young children to talk about what they are learning and to practise key skills and understanding which have been, or are about to be, taught in class in a supportive environment.

In Reception our homework programme consists largely of work linked to the skills that children are developing in class and reading and sharing books with parents and carers.

Once children are becoming familiar with some of the phonics programme and beginning to blend letters into words reading books from the reading scheme will be sent home weekly and a further book will be chosen by your child from the school library.

Homework is uploaded on Seesaw- details will be sent at the start of the school year.

Lost Property

Lost property is regularly displayed in the front foyer. Parents are invited to look for any items that pupils have mislaid. Items which are named almost always find their way back to their owners, but it is astonishing the amount of clothing that remains unnamed. Unclaimed (unnamed) lost property is passed onto the Parents' Society who regularly organise Nearly New Uniform sales in the College.

Lunch

A cashless cafeteria system provides lunch for all children, once they are registered each morning. There is a choice of dishes that appeal to most tastes comprising of a selection of three hot meals including a vegetarian option, alongside a range of soups, salads, pasta or sandwiches. Class teachers accompany and sit with the children during lunch and our long- serving and friendly kitchen staff help the children to make sensible choices. A menu is displayed in the entrance foyer of the Pre Prep School. Good table manners and the careful use of cutlery are both expected and encouraged. A vegetarian alternative is always offered and dietary requirements are catered for. Water is served with lunch and is available to the children all day from a conveniently located dispenser. Children are also encouraged to bring in their own water bottle, as listed in the uniform list.

Break time Snacks

Children are provided with a piece of fruit and a drink of water or milk for their break time. Water bottles can be purchased from the School Shop. 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.

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 your child is prescribed medicine 4 times a day, a parent/carer should come into school and administer this dose. Only if a parent/carer cannot come to school to administer their child's medicine will a member of staff do so. If this is the case parents/carer 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 pharmacist's original container clearly labelled with the contents, child's name, dosage and timing of administration, date of issue and expiry. **You will also need a medicine spoon.** 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. It is the responsibility of the parent/guardian to collect the medicine at the end of each day.

All medicines are kept in the locked storage cupboard in the Pre Prep School office or the Medicine Fridge. The School Secretary and Head of Pre Prep 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.

Parents/ Carers should be aware there is no contractual obligation for support staff, teachers or head teachers to administer medication.

If you have any health concerns regarding your child you can contact the School Nurse Yvonne Calvert on 0151 295 3315

Punctuality

The gate opens at 8.15am. If your child is late, please bring them to the office and Mrs Fraser will bring them to class whilst you sign in the late book at the main entrance.

Arriving in school on time allows for a calm start to the school day and lessons starting on time. When children are late it disrupts the class and children may miss the important introduction to new work.

As a school we promote good attendance and punctuality. Mrs Gannon and Mrs Fraser monitor every child's attendance and punctuality on a weekly basis.

Safeguarding and Child Protection

At Liverpool College we provide education and child care for children aged 4-18. We strive to keep all of our children safe from harm. We will take all necessary steps to safeguard and promote the welfare of children.

Parents should be aware that it is our statutory duty to safeguard and promote the welfare of children and will take any reasonable action to ensure the safety of its pupils. Where the school has reason to be concerned a child may be subject to ill treatment, neglect or abuse the staff have no alternative but to follow Liverpool Safeguarding Children Board guidance and contact Liverpool Children's Services care team (via Careline).

Liverpool College has a Safeguarding policy which is available for all parents to read, on request.

The Pre Prep has a Designated Teacher/Officer
Gail Gannon, Head of Pre Prep

The Nominated governor for Safeguarding and Child Protection is Dr Hilary Eccles
Copies of the school's Safeguarding and Child Protection Policy can be obtained from the school on request.

GDPR – Please be aware you must give express permission for your child's name and or photographs to be used for any publication due to new GDPR. Please refer to the privacy notice on our website for further information.

Social Media

As a school, we recognise that when used positively, social media can be a huge force for good. We always welcome positive comments regarding the activities your children are involved in.

As we explain to the children, nothing written on social media is ever private. We encourage them to think of these three aspects before posting:

- Is it true
- Is it kind
- Is it necessary

We ask parents to model this behaviour for children so that they can learn how to navigate the complex online world and use it kindly and effectively.

Our stance on social media is there to protect all members of our school family and this includes parents, who may be accused of slander or bullying, even if comments are made on "private" accounts or groups, especially as others involved may not have a public right to reply.

Special Educational Needs

The academic progress of the pupils is monitored throughout their time in the Pre Prep. Children experiencing particular difficulties in the areas of literacy and numeracy are supported by a team of trained staff and teaching assistants. These are co-ordinated by the School SENCO (Special Educational Needs Co-ordinator). Parents are kept fully informed and involved during the assessment process, and following assessment, during the implementation of any subsequent recommendations.

Further Information

After School Club

Liverpool College Pre Prep provides After School Care for the working parents of Liverpool College available from 3.30 until 5.30 p.m, Monday to Friday. It is Ofsted registered for 50 children and managed by Nursery Nurses from Pre Prep. We offer quality provision in a warm and welcoming environment.

Refreshments- Children receive sandwiches, fruit and a drink of milk or water.

Session 1.

3.30 – 4.30pm. **Cost £6.00**

Session 1 & 2.

3.30-5.30pm . **Cost £12.00**

Places are limited and registration for a place is essential. Please tick the required days/times you require and return the form. Forms are available from Pre Prep secretary and the Registrar. Payment must be made in advance termly and a **term's notice** of any changes must be given in writing.

Late Collection of Children

If parents pick up their children later than the time of session requested, a charge of £12 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.

Breakfast Club

There is a Breakfast Club available for Pre Prep children from 7.30am to 8.30am. Breakfast will be served between 7.40-8.00 am

Refreshments available- Children are offered hot chocolate, milk, apple or orange juice, a selection of cereals, toast & jams and fresh fruit.

Cost £6.00.

Places are limited and registration for a place is essential. Please tick the required days/times you require and return the form. Forms are available from Pre Prep secretary and the Registrar. Payment must be made in advance termly.

Parents' 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 "

The 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: ipads for Reception, Buddy Benches, Water Fountains, Indoor Cricket Nets, Choir Folders, Timpani Drums, Cookery Classes, DoF 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.
Any questions Email : PTA@liverpoolcollege.org.uk

Uniform List with effect from September 2020

All pupils are required to wear College uniform. The Pre Prep school uniforms have been carefully selected as being comfortable, practical and smart for young children. All items must be clearly marked with the pupil's name. Name tapes may be ordered from the school shop. Shoe labels are also available and are strongly recommended.

The College Shop, which is situated next to the playing fields, is the only official College uniform stockist; telephone 0151 724 2884; opening hours during term: Monday and Wednesday 12.30 - 5.00pm and Saturday 9.30-12.30. For opening times during the Summer holidays please telephone the College on 0151 724 4000.

The Shop also stocks a range of stationary items and sports equipment.

Standards of dress and appearance are expected to be smart and conventional. Girls' hair, if long, must be tied by clips and ribbons that are either plain red or black. Boys' hair must be conventional in style and length. Jewellery is not allowed. A single pair of plain studs, worn in the ear lobe are the only earrings allowed. Nail varnish is not allowed.

Reception upwards are required to have the red regulation bag with College motif and coat.

All children are required to have a water-bottle, and are expected to bring a pair of wellington boots for use in inclement weather.

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.

Required Items

| All Pupils | Stockist |
|--|----------------------------------|
| College badged blazer with red chord edging (from Year 1) | College Uniform Shop only |
| Plain black, smooth soled, low heel shoes of a conventional style and type. No soft top trainer type shoes | Other provider |
| College outdoor waterproof coat –with College Logo | The Shop only |
| College red book bag | The Shop only |

| Uniform C | |
|--|----------------------------|
| College red and black tartan pinafore | The Shop only |
| Plain white, open necked, rever collar blouse (may be short sleeved in the summer) - From Year 1 - White polo shirt (not blouse) for Reception pupils | The Shop or other provider |
| Black $\frac{3}{4}$ length socks (must be worn at knee length) or black tights | The Shop or other provider |
| College red cardigan | The Shop only |
| Uniform L | |
| Grey conventional long trousers | The Shop or other provider |
| Plain white shirt (may be short sleeved in the summer) - From Year 1 White polo shirt for Reception | The Shop or other provider |
| College red and black striped tie - From Year 1 | The Shop only |
| College red v neck jumper | The Shop only |
| Plain charcoal grey or black socks | The Shop or other provider |

Recommended Items (not mandatory)

| Uniform Item | Stockist |
|---|----------------------------|
| All Pupils | |
| College scarf or plain black scarf, no logos, no other colours | The Shop or other provider |
| College hat or plain black knitted hat, no logos, no other colours | The Shop or other provider |
| Red Legionnaire hat or plain sun hat | The Shop or other provider |
| Uniform C | |
| 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) | The Shop only |
| Boater (summer term) (optional) | The Shop only |
| Uniform L | |
| Grey shorts, optional in summer term | The Shop or other provider |

PE Kit

| Uniform Item | |
|--------------------|----------------------------|
| All Pupils | |
| White polo Shirt | The Shop or other provider |
| White Shorts | The Shop or other provider |
| White socks | The Shop or other provider |
| Black tracksuit | The Shop only |
| Trainers for games | Other provider |

ATTENDANCE AND PUNCTUALITY MATTER

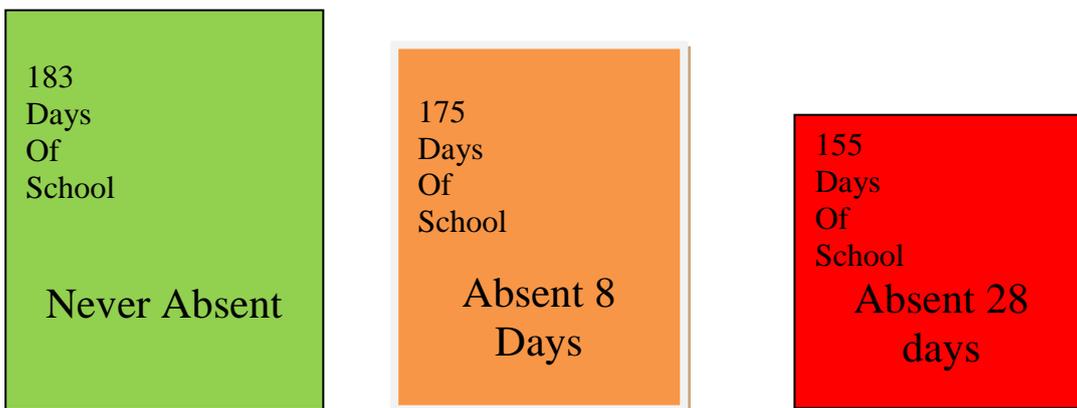
OUR EXPECTATIONS

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

Good Attendance Means

being in school at least 97% of the time

188 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 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.*

EXCELLENT
100%

AVERAGE
96%

UNACCEPTABLE
85%

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

TERM DATES 2019-20

Michaelmas Term 2019

*(INSET Thursday 29 August
Friday 30 August – inc Y7 & 12 induction afternoon)*

Term Begins: Monday 2 September 2019

Founders' Day: Friday 11 October

Half Term: Monday 21 October to Friday 1 November 2019

Term Ends: Wednesday 18 December 2019

INSET and Reporting: Thursday 19 and Friday 20 December 2019

Lent Term 2020

Term Begins: Monday 6 January 2020

Half Term: Monday 17 February to Monday 24 February 2020
(INSET Monday 24 February)

Term Ends: Friday 3 April 2020

Good Friday: 10 April 2020

Easter Sunday: 12 April 2020

Summer Term 2020

Term Begins: Monday 20 April 2020

May Day (Bank Holiday): Friday 8 May 2020 (early May Bank Holiday has been moved from Monday 4 May to Friday 8 May to mark the 75th anniversary of VE Day)

Half Term: Monday 25 May to Friday 29 May 2020

Term Ends: Friday 10 July 2020 (school finishes at 12pm)

Please Note: Reception settling in days will take between Monday 2nd and Wednesday 4th September

School will start on Thursday 5th September 2019 at 9am for Reception.

How to Get in Touch with Us

Contact the Pre Prep School:

School Address:

Liverpool College Pre Prep Department, Queens Drive 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 Fraser, the School Secretary.. 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.

Extension numbers:

| | | |
|-----------------|---------------------------|------|
| Mrs K Fraser | Pre Prep School Secretary | 3243 |
| Mrs S Loveridge | Registrar | 3228 |
| Mrs Lockhart | Bursary | 3222 |

Email Addresses:

| | |
|--------------|--|
| Mrs G Gannon | ggannon@liverpoolcollege.org.uk |
| Mrs K Fraser | kfraser@liverpoolcollege.org.uk |

Other useful telephone numbers:

| | |
|-------------|---------------|
| School Shop | 0151 724 2884 |
|-------------|---------------|