



Liverpool College



**Prep School  
Parent Handbook  
2020 – 2021**

## **Introduction**

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

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

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

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

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

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

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

## Staff

### Head of Prep

Mrs A Pease Head of Prep [apease@liverpoolcollege.org.uk](mailto:apease@liverpoolcollege.org.uk) Tel 0151 724 4000 ext 3261

Mrs L Herron School Secretary [lherron@liverpoolcollege.org.uk](mailto:lherron@liverpoolcollege.org.uk) Tel 0151 724 4000 ext 3233

### Prep Teaching Staff

Miss H Brooke	<a href="mailto:hbrooke@liverpoolcollege.org.uk">hbrooke@liverpoolcollege.org.uk</a>
Miss L Brown	<a href="mailto:lbrown@liverpoolcollege.org.uk">lbrown@liverpoolcollege.org.uk</a>
Mrs E. Bygroves	<a href="mailto:ebygroves@liverpoolcollege.org.uk">ebygroves@liverpoolcollege.org.uk</a>
Miss E Clark	<a href="mailto:eclark@liverpoolcollege.org.uk">eclark@liverpoolcollege.org.uk</a>
Mr G. Devine	<a href="mailto:gdevine@liverpoolcollege.org.uk">gdevine@liverpoolcollege.org.uk</a>
Mrs S E Doran	<a href="mailto:sedoran@liverpoolcollege.org.uk">sedoran@liverpoolcollege.org.uk</a>
Miss J Finnegan	<a href="mailto:jfinnegan@liverpoolcollege.org.uk">jfinnegan@liverpoolcollege.org.uk</a>
Mrs C D Hegarty	<a href="mailto:chegarty@liverpoolcollege.org.uk">chegarty@liverpoolcollege.org.uk</a>
Miss N Howard	<a href="mailto:nhoward@liverpoolcollege.org.uk">nhoward@liverpoolcollege.org.uk</a>
Mrs B A Jones	<a href="mailto:bjones@liverpoolcollege.org.uk">bjones@liverpoolcollege.org.uk</a>
Miss C Robinson	<a href="mailto:crobinson@liverpoolcollege.org.uk">crobinson@liverpoolcollege.org.uk</a>
Miss P Rogers	<a href="mailto:progers@liverpoolcollege.org.uk">progers@liverpoolcollege.org.uk</a>
Mr P Stamper	<a href="mailto:pstamper@liverpoolcollege.org.uk">pstamper@liverpoolcollege.org.uk</a>
Mrs L Whittaker	<a href="mailto:lwhittaker@liverpoolcollege.org.uk">lwhittaker@liverpoolcollege.org.uk</a>
Miss K Tyrer	<a href="mailto:ktyrer@liverpoolcollege.org.uk">ktyrer@liverpoolcollege.org.uk</a>

### Teaching Assistants

Mrs D Roberts	Learning Support Assistant
Mrs K Scott	Librarian and Learning Support
Mrs J Shackell	Learning Support Assistant, Forest School Lead
Mr C Stewart	Learning Support Assistant
Mrs L Toner	Learning Support Assistant
Mrs J Warren	Learning Support Assistant
Mr L Harvey	1:1 support
Mrs C Dutton	1:1 support

### After School Provision

Mrs D Roberts  
Mrs K Power  
Mr C Stewart

### Start of the school day

Every morning, between 8.15am-8.40am, the Mrs Pease is available at the school gates or outside the office to answer any queries.

### End of the school day

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

## How We Keep in Touch with You

### The Newsletter

There is a weekly newsletter sent by email on a Friday afternoon. This contains useful information about current events, visits, reports, news and other notices. It is important that parents read this newsletter as most of our communications are sent in this form. Please ensure we have your correct and up to date email address on the database.

### The Calendar

At the beginning of every term, all parents are issued with a termly calendar, by email.

### The Website

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

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

### The College App

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

### The Whiteboard

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

### Pupil Use of Telephones

The children are not permitted to bring mobile phones into school. If they do need to bring a mobile phone into school, (e.g. if they travel to and from school by bus) they should hand in the phone to the Head or School Secretary when they arrive at school. They will look after it during the day and the pupil can pick it up again at the end of school.

## The Organisation of the School Day

There are over 300 pupils in the Prep School (7-11) arranged in four year groups. The children are placed in mixed ability forms and there are two or three classes per year. Children are usually in Maths and English sets in Years 5 and 6.

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

## Residential Visits

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

<u>Visit</u>	<u>Organiser</u>	<u>Time</u>	<u>Approx Cost</u>
Yr 3 Outdoor Pursuits in Barnstondale	Miss Rogers	2 days in May	approx. £90
Yr 4 Romans in York (3 days)	Mr Stamper	3 days in June	£160

Y 5 Angelsey  
Y 6 Lakeside

Mr Stamper  
Mrs Bygroves

3 days in June  
1 week in June

TBC  
£300

## Pupil Progress and Reporting Back to Parents

### Assessment

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

### Reporting

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

### Intervention

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

## Special Educational Needs

Should you be concerned about your child's progress, please contact Mrs A Pease who will work with the College SENCO (Special Educational Needs Co-ordinator, Mrs Crook, ([kcrook@liverpoolcollege.org.uk](mailto:kcrook@liverpoolcollege.org.uk)))

## Assemblies

Although the College adheres to the Church of England, assemblies are ecumenical and children of all faiths are encouraged to attend. If you do not wish your child to attend Chapel, you must put it in writing to Mrs Pease prior to the start of term.

## External Examinations

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

In May, Year 6 pupils sit the end of Key Stage 2 exams. These exams will be in English and Maths. They are externally marked and the results are sent to parents with the reports, where possible. In 2021, these exams will happen during the week of 10<sup>th</sup> May 2021.

## Houses

Each child is welcomed into a House on arrival in the Prep School and where possible stays in that House throughout his or her time in the school.

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

These groups provide a focus for creative, sporting and cultural activity. House Meetings are held regularly and the children are encouraged to participate at all levels. All Prep pupils will be given a strip in their house colour to be sewn on to their blazer pocket.

## Lunchtimes

There is no packed lunch option all pupils have a school meal with choice of dishes that appeal to most tastes from the hungriest and fussiest. There is always a selection of two hot meals and a vegetarian option, alongside a range of salads. All the chicken served is Halal. Our long-serving and friendly kitchen staff help the children to make sensible choices. A menu is displayed in the entrance foyer of the Prep School. These lunches are paid for by Parent Pay.

## Break time Snacks

Children are allowed to bring a piece of fruit or cereal bar and a drink of still water for their break time. Please ensure that any snacks provided do not contain nuts. Sweets, fizzy drinks, crisps and chewing gum are not permitted in the school.

## Health

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

## Medicines

Wherever possible, children who are prescribed medication should receive their dose at home. However, if a child must complete a course of medication in school, parents are required to complete a form available in the school office. All medicines must be provided by the parent/carer in the **GP/hospital/pharmacist's original container clearly labelled with the contents, child's name, dosage and timing of administration, date of issue and expiry.**

**We are not allowed to administer 'over the counter medicine' which has not been prescribed.**

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

## Child Safeguarding

The Child Safeguarding Officer for the Prep School is the Head of Prep, Mrs Pease. She can be contacted on 0151 724 4000 extension 3261.

- The Child Safeguarding Policy can be found on the College website.
- During school events, such as assemblies, plays and sporting events, parents often take photographs. Can I ask that if these photographs are then put on a social networking site on the internet, the full names of the children are not added. Also, if the photographs of children, other than your own, are in the photograph, then please seek the permission of the other parents

## Absence and Punctuality

Permission for absence from school, other than illness, should be requested, beforehand, from the

Head. In the case of illness, a message, by email or telephone, should be sent to the school office on each morning of illness.

No holiday will be authorised during term time.

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

## **Behaviour**

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

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

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

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

-  We work hard and always to our best.
-  We are kind, helpful, polite and respectful towards each other.
-  We behave sensibly so that everyone is safe, happy and can learn.
-  We listen carefully when the teacher or others are talking.
-  We look after our property and other people's property.
-  We walk inside our school on the left. We run in the playground!
-  We are proud of our school! We have fun!

## **Homework**

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

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

Monday - Maths  
Tuesday - English  
Wednesday - Maths  
Thursday - English

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

## **Lost Property**

Lost property is regularly displayed in the front foyer and in the lost property cupboard outside the

Mrs Pease's office. Parents are invited to look for any items that pupils have mislaid - usually at the end of the school day. Items which are named almost always find their way back to their owners, but it is astonishing the amount of clothing that remains unnamed.

We have over 300 pupils in our school, therefore, **PLEASE MAKE SURE ALL KIT/UNIFORM IS LABELLED/NAMED**. Unclaimed (unnamed) lost property is passed onto the PTA who regularly organise Nearly New Uniform sales in the College.

## Breakfast Club and After School Care

### Breakfast Club

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

This takes place in the Sutton Timmis Hall. Pre-registration is required, termly. Please contact the school office for a registration form. A register is taken every morning and charges will be added to 'Parent Pay' account. Pupils will be supervised by members of the Pre Prep staff and the catering team.

### After School Care

**Monday Wednesday Friday: 3.15pm – 5.30 pm**

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

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

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

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

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

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

## Activity Programme and the Broad Curriculum

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

## Information for New Pupils/Parents

### The First Day of Term

Thursday 3<sup>rd</sup> September 2020 at 8.15 a.m.

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

### Car Parking

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

- Use the staff car park

- Park on the yellow zig-zag lines outside the school gates
- Drop off children in the entrance or drive way up to the Prep School car park.
- Park on the opposite side of the road.

**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.**

## **Term Dates**

### **Michaelmas Term 2020**

*(INSET Tuesday 1 September & Wednesday 2 September 2020 – inc Y7 & 12 induction afternoon)*

Term Begins: Thursday 3 September 2020

*Founders' Day: Friday 9 October 2020 (Please note that school will be closed this day with no lessons in any part of the school. A service takes place at Liverpool Cathedral at 12pm for pupils in Year 3-13)*

Half Term: Monday 26 October to Tuesday 3 November 2020

Term Ends: Wednesday 16 December 2020

*INSET and Reporting: Thursday 17 and Friday 18 December 2020*

### **Lent Term 2021**

Term Begins: Monday 4 January 2021

Half Term: Monday 15 February to Monday 22 February 2021

*(INSET Monday 22 February 2021)*

Term Ends: Friday 26 March 2021

*Good Friday: 2 April 2021*

*Easter Sunday: 4 April 2021*

### **Summer Term 2021**

Term Begins: Monday 12 April 2021

*May Day (Bank Holiday): Monday 3 May 2021*

Half Term: Monday 31 May to Friday 4 June 2021

Term Ends: Friday 9 July 2021 (school finishes at 12pm)