



Liverpool College

**Senior School Handbook  
2018-19**

## **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.

**Mr H van Mourik Broekman**

**Principal**

## **Welcome from the Head of Guidance**

I would like to introduce myself as Head of Guidance. This handbook is designed to place important information about Liverpool College at your fingertips. I do hope that you will find time to read it carefully for we believe that it is important that you should know the routines, procedures and policies we have in place for the benefit and well-being of your child.

It is very important to us that our pupils and parents know who the people are that they can turn to for help and advice. Your point of contact for both academic and pastoral concerns is your child's House Mentor. It is the job of the House Mentor to monitor your child's academic and pastoral well-being, and should you have a concern you should talk first to him or her.

Pupils at Liverpool College are fortunate to have so many opportunities to develop their character beyond the classroom and I would urge them to make the most of their time at school. I am sure that your child will flourish at Liverpool College.

**Mr A Fox**

**Head of Guidance**

## How We Keep in Touch with You

### Newsletter sent by email

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

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

This is frequently updated with news and 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.

### Contact details

Address:	Queens Drive Mossley Hill Liverpool L18 8BG
Reception:	0151 724 4000
Website:	<a href="http://www.liverpoolcollege.org.uk">www.liverpoolcollege.org.uk</a>

### Senior staff

Chair of Governors:	Mrs M Mason
Principal:	Mr H van Mourik Broekman
Vice Principals:	Mrs H Cassidy Mrs A Haynes
Assistant Principals	Mr S Brady Mrs K Duffy Mr A Fox Mr N Griffith Mrs S Lines

## Home-School Agreement

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

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

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

- ❖ **Challenge and guide** every pupil to engage in serious, demanding and ambitious learning leading to better than expected outcomes through the development of resilient and internalized working habits.
- ❖ Deliver a systematic and articulated programme and curriculum of **social and moral education** to all its pupils in every year group.
- ❖ Deliver a systematic and articulated programme and curriculum of **leadership education** to all its pupils in every year group.
- ❖ Deliver a systematic and articulated programme and curriculum of **artistic and creative challenges** leading to performances, artefacts, and creative achievements for every pupil in every year group.
- ❖ Deliver a systematic and articulated programme and curriculum of **physical activities and competitive sports** which measurably improves the wellbeing of pupils.
- ❖ Provide a framework and programme of **community service and school service** as central to the purpose of the school, the leadership of teachers and the learning of pupils.

## **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 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**

- ✓ 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.
- ✓ 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.

### **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

Pupils may arrive on site from 08.00am and there is an opportunity for breakfast items to be bought in the dining room. All pupils are expected to be on site by the time of the first bell at 08.20am.

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>Registration</b> 8.25-8.30	<b>Registration</b> 8.25-8.30	<b>Registration</b> 8.25-8.30	<b>Registration</b> 8.25-8.30	<b>Registration</b> 8.25-8.30
<b>Lesson 1</b> 8.30-9.30	<b>Lesson 1</b> 8.30-9.30	<b>Lesson 1</b> 8.30-9.30	<b>Lesson 1</b> 8.30-9.30	<b>Lesson 1</b> 8.30-9.30
<i>movement</i>	<i>movement</i>	<i>movement</i>	<i>movement</i>	<i>movement</i>
<b>Lesson 2</b> 9.35-10.35	<b>Lesson 2</b> 9.35-10.35	<b>Lesson 2</b> 9.35-10.35	<b>Lesson 2</b> 9.35-10.35	<b>Lesson 2</b> 9.35-10.35
<b>Break</b> 10.35-10.50	<b>Break</b> 10.35-10.50	<b>Break</b> 10.35-10.50	<b>Break</b> 10.35-10.50	<b>Break</b> 10.35-10.50
<b>Lesson 3</b> 10.55-11.55	<b>Lesson 3</b> 10.55-11.55	<b>Lesson 3</b> 10.55-11.55	<b>Lesson 3</b> 10.55-11.55	<b>Lesson 3</b> 10.55-11.55
<i>movement</i>	<i>movement</i>	<i>movement</i>	<i>movement</i>	<i>movement</i>
<b>Lesson 4</b> 12.00-13.00	<b>Lesson 4</b> 12.00-13.00	<b>Lesson 4</b> 12.00-13.00 <i>Y9 CCF bi-weekly</i>	<b>Lesson 4</b> 12.00-13.00	<b>Lesson 4</b> 12.00-13.00
<b>Lunch</b> 13.00-13.45	<b>Lunch</b> 13.00-13.45	<b>Lunch</b> 13.00-13.45	<b>Lunch</b> 13.00-13.45	<b>Lunch</b> 13.00-13.45
<b>LC</b> 13.45-14.10 <i>Assemblies, Choir, Tutor time</i>	<b>LC</b> 13.45-14.10 <i>Chapel, Intervention, Numeracy, Literacy</i>	<b>LC</b> 13.45-14.10 <i>Chapel, Intervention, Numeracy, Literacy</i>	<b>LC</b> 13.45-14.10 <i>Chapel, Intervention, Numeracy, Literacy</i>	<b>LC</b> 13.45-14.10 <i>Assemblies, Choir, Tutor time</i>
<i>movement</i>	<i>movement</i>	<i>movement</i>	<i>movement</i>	<i>movement</i>
<b>Lesson 5</b> 14.15-15.15 <i>( Y10 Games)</i>	<b>Lesson 5</b> 14.15-15.15 <i>(Y8 Games - Y9 CCF bi-weekly)</i>	<b>Lesson 5</b> 14.15-15.15 <i>(Y12 / Y13 Games)</i>	<b>Lesson 5</b> 14.15-15.15 <i>( Y9 Games)</i>	<b>Lesson 5</b> 14.15-15.15 <i>( Y7 Games)</i>
<i>Detention</i>	<i>movement</i>	<b>Staff CPD</b>	<i>movement</i>	<i>Detention</i>
	<b>LC</b> 15.20-16.15 <i>Rotation Y7 Y8 Young Leaders Y9 CCF Y10 Choice Y11 12 13</i>			<b>LC</b> 15.20-16.15 <i>Rotation Y12 13 CCF Y11 Choice Y7 8 9 10</i>



## Pastoral Care

In order to encourage wider friendship groups, both within the year and with older pupils, pupils are allocated to a House. Regular House activities and competitions take place each half term. There are six houses which are led by the following Heads of House who are responsible for ensuring the pastoral and academic progress of pupils in their House.

- |                     |                |
|---------------------|----------------|
| • Brook's (Black)   | Mr C Turbitt   |
| • Butler's (Green)  | Miss A Robbin  |
| • Howson's (Blue)   | Miss L Milller |
| • Selwyn's (Red)    | Mr D Ridley    |
| • Howard's (Purple) | Mrs J Hall     |
| • School (Gold)     | Mr C Scott     |

The House Mentor 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 House. School assemblies, chapel services, House assemblies, College assemblies, and lessons are used to deliver this curriculum. More detailed curriculum information for each year group can be found on the pages of the school website under the 'Curriculum and Programme' link.

## Safeguarding

Liverpool College is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment. Our Safeguarding and Child Protection Policy can be accessed through the Policies page of the school website. The Designated Safeguarding Leads for Child Protection are Mr H Broekman and Mrs K Duffy.

The school also has a statutory responsibility to share any concerns it might have about a child in need of protection with other agencies. Schools are not able to investigate concerns but have a legal duty to refer them. The school will always seek to work in partnership with parents and other agencies to ensure the best possible outcomes for the child and family.

## Character Education

### Activities

There is an extensive Activities programme for all pupils on a Tuesday and Thursday afternoon. The programme for this changes each term and pupils opt for their preferred Activity.

## **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 for pupils and expect pupils to participate actively if asked to represent the school 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.

## **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](mailto: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 the Director of Music, Mr D Bishop, and may be downloaded from the parent information section of the website.

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. CCF is open to pupils from year 9 onwards.

### **Duke of Edinburgh Award Scheme**

Pupils can do programmes from Year 9 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'll learn new skills, help others, have fun, make new friends and gain a great sense of achievement. They'll find themselves helping people or the community, getting fitter, developing skills and going on an expedition. You'll 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.

### **The Middle School Diploma**

The Diploma is awarded to pupils at the end of Year 9 on the basis of their performance in diploma subjects and activities over three years. The diploma will be individually presented at a Graduation Ceremony in the Summer Term to which all parents are invited to celebrate achievements over three years. Mr Griffith will write to all pupils and parents at the start of each year with more details.

## **Equipment**

Pupils are expected to supply their own school stationery for lessons, which should include:

- ❖ Three pens: blue, black and green
- ❖ Pencil and rubber
- ❖ Coloured pencils
- ❖ Glue stick
- ❖ Scissors
- ❖ Reading book

❖ Scientific Calculator

❖ Ruler

If pupils come without any of the required items they will be asked to purchase it from their House office outside lesson times and this will be charged via ParentPay.

### **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.

### **Mobile Phones**

Whilst we understand the importance of pupils being able to contact parents on the way to and from school, pupils **may not use** mobile phones during the school day. In an emergency, such as a pupil having forgotten to inform the parent that they have a games fixture after school, pupils may go to the school office and telephone from there. 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. It is a serious offence to take pictures or video on a mobile phone in school. Such actions are not permitted and pupils who ignore this will be dealt with accordingly

### **Homework**

All homework is published on the [www.showmyhomework.co.uk](http://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

## **Attendance and Registration**

Attendance to school is absolutely vital to ensure the best chances of progress as is explained in the diagram on the next page.

### **Morning Registration**

The school buildings are opened by 8.00 am and it is recommended that pupils should arrive by 8.20am. 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 8.30am 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 school by 9.00 am on every day of the 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 in 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 the teacher or House Administrator. 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.

### **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 and fines may be issued. If leave of absence is required a request must be made 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.

# ATTENDANCE AND PUNCTUALITY MATTER

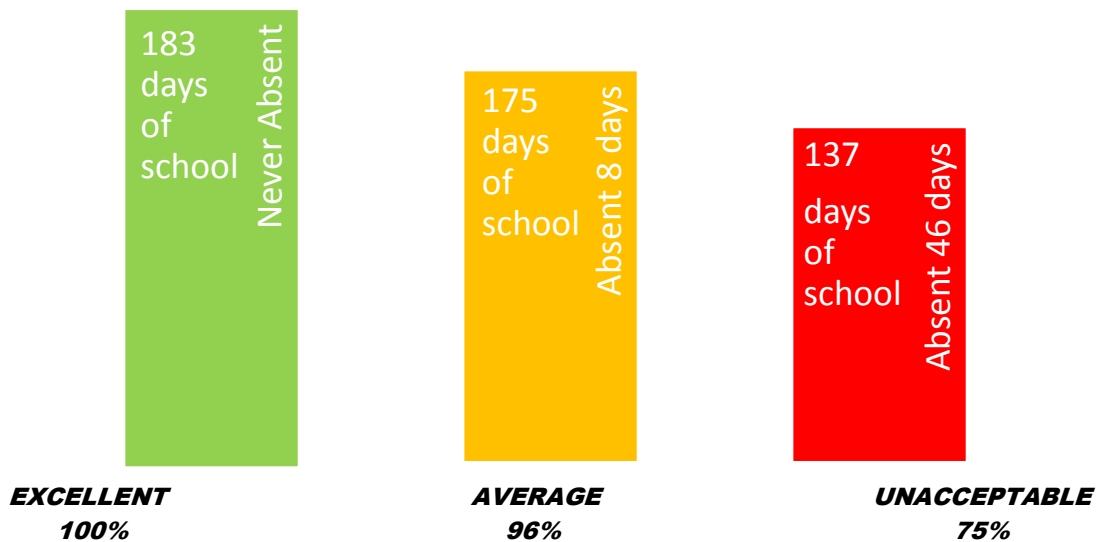
## OUR EXPECTATIONS

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 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*

*INSET Friday 31 August (including induction for new pupils)*

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

### Summer Term 2019

Term Begins: Tuesday 23 April

*May Day Holiday: Monday 6 May*

Half Term: Monday 27 May to Friday 31 May

Term Ends: Wednesday 10 July

## Pupil Progress and Reporting to Parents

### Parents' Evenings

These are held for each year group 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 newsletters in the weeks preceding the Parents' Evening and on the calendar on the school website.

### Progress Points (PPs)

Formal reporting of pupil assessment occurs at three points during the academic year and at each point, academic progress in each subject and attitude to learning are reported.

Pupils are set targets to achieve consistently within a level. Where pupils are working consistently above a starting point, teachers may amend accordingly.

## Senior School conduct advice

### 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 don't 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.

**In summary, we expect Lerpoolians (Liverpool College pupils) to uphold these standards.**

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



## Senior School Uniform List

### Required items for all pupils:

College badged blazer with red chord edging

Plain black, smooth soled, low heel shoes of a conventional style and type.

*No soft top trainer type shoes.*

Black bag

### For Girls

College red and black tartan kilt (below the knee)

Plain white, open necked, rever collar blouse (may be short sleeved in the summer)

Black  $\frac{3}{4}$  length socks worn at knee length or black tights

### For Boys

Grey conventional long trousers

Plain white shirt

House tie

Plain charcoal grey or black socks

### Recommended Items (not mandatory):

College black V-necked pullover with College motif (to be worn under, not instead of, the blazer)

College scarf or plain black scarf, no logos, no other colours

College hat or plain black knitted hat, no logos, no other colours

## Sport

### Required items for all pupils

Plain black tracksuit bottoms or College tracksuit bottoms.

College Micro Fleece, College track suit top or plain black sweatshirt

Trainers, conventional style

Plain white short socks

College games socks (recommended) or plain black games socks

Plain black sports bag or College sports bag (College bag is recommended)

### For Girls

Black College skort

Girls College short sleeved games shirt

### For Boys

Reversible College football/rugby jersey

Black College rugby/games shorts

Football boots with RFU approved studs

The school uniform shop is open as follows: (holiday hours will be published on website)

Monday 12.30pm - 5.00pm

Wednesday 12.30pm - 5.00pm

Saturday 9.30am - 12.30pm

## **Personal Appearance Rules**

### **Hair**

Hair must be of a natural colour and must not cover any part of the eyes. *Boys' hair* must not be longer than the collar. No boys' ponytails. No clipper number one cuts. No pattern shaven in. *Girls' hair* longer than the collar must be tied up in a bun or pony tail so that it is entirely off the face and collar.

### **Jewellery**

On health and safety grounds, we do not allow the wearing of jewellery in our school. The only exceptions to this are that one plain stud earring may be worn in each ear. We ask the children either to remove these objects during PE and games, or to cover them with a plaster. No bracelets. The school accepts no liability for the loss or damage to jewellery on the school premises.

### **Make Up**

Make up must be discreet as interpreted by the Head of House. No nail varnish. Staff may ask a pupil to remove makeup with immediate effect and may impose a sanction immediately for failure to follow make up rules. Pupils whose personal grooming and appearance is not up to the expected standard will be issued with an appearance warning setting out the change in appearance required, the time permitted to make the necessary change and the sanction that will be imposed if the pupil fails to correct their appearance or repeat their failure to appear correctly.

## **Health**

The school has a comprehensive medicines policy and systems in place to assist pupils with medical needs. If your child requires help please make this known to the House Administrator.

## **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 pupils regardless of their parents' ability or willingness to help meet the cost. College policy for charging and remissions is available on the website. A number of items will incur a charge, for example board and lodging on trips.

## **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. 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 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 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 new parents 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. 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 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 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 will need your support to carry this on !

We wish you a warm welcome to our school. Any questions Email: [PTA@liverpoolcollege.org.uk](mailto:PTA@liverpoolcollege.org.uk)