
Message from the Principal

30 August 2019

Dear Parents,

We hope that you and your family have enjoyed a wonderful summer. I am writing to provide you with some beginning of term information.

First Day of Term – Monday 2 September:

Pre Prep (Reception – Year 2):

The Pre Prep gates will open at **08.15** for drop off. Parents may drop off until 08.35. The Ibbotson's Lane Gate on the footpath will also be open during these times. The school day ends as usual at 3.30pm.

Parents of pupils who are joining **Reception** will have been informed separately of the arrangements for their child's start to the school year.

Prep School (Years 3-6):

The Prep School gates will open at **08.15** for drop off. Parents may drop off until 08.35. The school day begins at 08.40 and ends at the usual Monday time of 3.15pm. The Ibbotson's Lane Gate on the footpath will also be open during these times.

Secondary Phase (Years 7-13):

Pupils should be in school for the 8.20 warning bell ready for the 8.25 start.

- **Year 7** and **Year 12** should go to their assigned classroom on the 8.20 warning bell ready for the 8.25 start to meet with their house mentors whom they will have met during their induction afternoon today.
- **Year 8-11** should report to their House Space

- **Year 13** should report to the Sixth Form Dining Room

Secondary phase pupils at school before 08.00 will not be able to access any buildings except the dining room where breakfast items can also be purchased from 07.50. The school day ends at the usual Monday time of 3.15pm.

Parking, Gates and Access:

We encourage parents to avoid parking on Queens Drive if possible. The damage to the pavements and roads caused by parking in the mud is to be avoided. The Beechlands gate will remain open for Prep and Pre Prep pupils until 08.25 every day.

We will also open and staff the Ibbotson's Lane gate behind our Chapel to the Pre Prep and Prep in the morning and in the afternoon. This gate will enable parents to park along North Mossley Hill Road, Ibbotson's Lane and even Mossley Hill Drive.

At this time, the local authority is unable to confirm whether they are able to provide a school crossing patrol officer on North Mossley Hill Road. We are hopeful that John, our long-serving lollipop man, will be able to return during the term and we will continue our requests for a cover officer. Until we are able to resolve this issue, please ensure pupils take extra care when crossing roads near the school.

Please do not park on double yellow lines. Please do not park in the St Anthony of Padua Church car park. Never park or stop on a zig zag line or a bus stop.

Communication:

I must ask you to **download the app**. This is the best, most timely and most effective way to keep up with what is happening in the school including calendar, news, and from time to time direct messages that affect your child.

You can download the school app for free from all app stores (search "Liverpool College"). You are able to customise what you receive notifications about by signing up to different categories: Go to Settings (listed under Menu) and then click on "Choose notification group" and select areas of school life that you want to be informed about (eg. Wilton Scholars, Y7-10 Rugby).

There is of course lots of information on the school website www.liverpoolcollege.org.uk – term dates, curriculum information, news stories and newsletters, resources to support your child with their learning, and careers information.

In the Secondary Phase, we encourage you to use the email addresses assigned to your child's house to contact the Head of House or House Administrator:

- Brook's House (House Administrator – Mrs Davies) - brooks@liverpoolcollege.org.uk
- Butler's House (House Administrator – Mrs Hunter) - butlers@liverpoolcollege.org.uk
- Howard's House (House Administrator – Mrs Bradley) - howards@liverpoolcollege.org.uk
- Howson's House (House Administrator – Mrs Davies) - howsons@liverpoolcollege.org.uk
- School House (House Administrator – Mrs Bradley) - school@liverpoolcollege.org.uk
- Selwyn's House (House Administrator – Mrs Hunter) - selwyns@liverpoolcollege.org.uk

For Pre Prep and Prep pupils, please continue to contact the relevant school administrator: Mrs Fraser in Pre Prep (kfraser@liverpoolcollege.org.uk) and Mrs Herron (lherron@liverpoolcollege.org.uk) in Prep School.

Some parents are apparently of the view that their emails must be returned immediately by a member of staff. Our staff try to respond as soon as possible but please allow a reasonable time for a response. If you have not had a reply after two full working days, I would urge you to send an email again.

Attendance:

We strive for perfect attendance because there is incontrovertible proof that higher attendance leads to better educational experiences and outcomes for pupils. There are a number of rewards for individuals, forms and houses which improve or achieve high attendance. You must telephone the school to report your child's absence. The school decides whether to authorize absences. Parents should under no circumstances take an unauthorized holiday during term time. Our policy is to follow government guidelines that allows the local authority to fine parents of pupils who have more than 10 unauthorised absences (there are two registrations in one day, so this means 5 days or 10 half days of unauthorised absences) per term.

When we have concerns about the attendance of a pupil, we will from time to time visit their home.

Key Dates:

Advance notice of some important dates:

Term Dates

The Half Term holiday is from Monday 21 October to Friday 1 November 2019 (inclusive)

Term resumes on Monday 4 November and pupils finish for the Christmas holiday on Wednesday 18 December (usual finish time – 3.15pm in Prep and Secondary and 3.30pm in Pre Prep).

Lent Term commences on Monday 6 January 2020.

Year 7 Open Morning – Saturday 14 September (9.30am-12pm)

A request for volunteer tour guides and parental help for this day. Whilst this Open Day is usually a little less busy than our summer term one, we will need a substantial number of pupil volunteers to host our guests.

Founders' Day - Friday 11 October 2019

For those parents and pupils who are new to the school, we celebrate the founding of the school every year in October. Founders' Day this year will be on Friday 11 October and as usual, school will be closed that day with no lessons in any part of the school. A Service takes place at 12pm in Liverpool Anglican Cathedral (compulsory for pupils in Years 3-13) and further information about arrangements will be provided early in the term.

Save the Date: Parents' Evenings 2019-20

- Monday 14 October - Reception, Year 1, 2
- Tuesday 15 October – Year 6
- Wednesday 16 October - Reception, Year 1, 2, and 6
- Wednesday 6 November -Year 10
- Wednesday 20 November - Year 12
- Tuesday 26 November - Year 3, 4 and 5
- Wednesday 27 November – Year 3, 4 and 5
- Wednesday 4 December – Year 7
- Wednesday 15 January - Year 9
- Wednesday 22 January – Year 11
- Wednesday 29 January – Year 13
- Monday 11 March - Year 8
- Tuesday 24 March – Year 3, 4 and 5
- Wednesday 25 March – Year 3, 4 and 5
- Monday 30 March - Reception, Year 1 and 2
- Tuesday 31 March –Year 6
- Wednesday 1 April - Reception, Year 1, 2, and 6

Mobile Phones (Secondary Phase)

Although secondary phase pupils are allowed to bring their mobile phones to school there are strict rules about usage during the school day.

Sixth formers may use mobile phones only in the library and in sixth form areas. All other secondary phase pupils must have their mobile phones switched off (not just turned to silent) and put away from 08.20 to the end of the school day. Phones which are being used will be confiscated and will only be returned to parents or carers who can collect them from Mrs Kent at Main Reception **at the end of the school day**. If a pupil needs to contact their parent during the school day they can use the phone in the school offices, and if a parent has a message for their child they should contact the relevant school office to leave the message. Data enabled devices e.g. Apple watches should be placed on Airplane mode when in school. Pupils must never text or use social media during the school day. If a pupil is found to have used their phone during the day e.g. using social media to send messages, then they will also have the phone confiscated.

Pupils in the Pre Prep and Prep School should not have mobile phones in school but in the event that a pupil does bring a mobile phone in, it must be handed in to the school administrator at the start of the day. If a pupil needs to contact their parent during the school day they can use the phone in the school office, and if a parent has a message for their child they should contact the relevant school office to leave the message.

Inevitably, the above is a laundry list of directions and prohibitions. We want to make a very good start to term and make your child's experience of the beginning of the school year as good as possible. Every piece of research shows that your involvement, rather than your child's intelligence or ability, is the largest factor in their progress. We are therefore eager to provide you with all the information you need to be active in that support.

We are looking forward to an exciting and successful new year.

Yours sincerely,

Mr H van Mourik Broekman
Principal