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## Message from the Principal

31 August 2018

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 3 September** is the first day of term for all pupils in Years 3-13.

### **Prep School (Year 3-6):**

The Prep School gates will open at **08.15** for drop off. Parents may drop off until 08.35. Prep pupils are to go onto the playground through the gate they used during the Summer Term (not the main entrance gate). The school day begins at 08.40 and ends at the usual time of 3.15pm. The Ibbotson's Lane Gate on the footpath will also be open during these times.

### **Secondary Phase (Year 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 their House Space

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 as usual at 3.15pm.

Tuesday September 4 is a normal school day for all pupils in Years 3-13.

## **Pre Prep (Reception, Year 1-2):**

Term begins for Year 1 and Year 2 on **Thursday 6 September**. 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

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

## **Parking, Gates and Access:**

Our school continues to grow and the opening of the new Pre Prep on Queens Drive will potentially increase parking problems on Queens Drive.

We encourage parents to avoid parking on Queens Drive if possible. 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 new gate will enable parents to park along North Mossley Hill Road, Ibbotson's Lane and even Mossley Hill Drive.

John the lollipop man will provide his usual cheerful assistance in his usual location. We are also expecting a news crew from BBC North West to be filming and interviewing John for a special community piece on Thursday morning.

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.

## **Houses and Uniform:**

We are strengthening our House System.

In the secondary phase of the school (Year 7-13), this means your child now has a Head of House and Assistant Head of House instead of a Head of Year.

The Heads of Houses and Assistant Heads are as follows:

<b>House</b>	<b>Head of House</b>	<b>Assistant Head of House</b>
Brook's	Mr Turbitt	Miss McCone
Butler's	Miss Robbin	Mr Bartlett
Howard's	Mrs Hall	Miss Whittell
Howson's	Miss Miller	Mr Farnan
School	Mr Scott	Miss Stone
Selwyn's	Mr Ridley	Mr Heeley

We encourage you to use the email address assigned to your child's house to contact the Head of House or House Administrator:

- Brook's House - [brooks@liverpoolcollege.org.uk](mailto:brooks@liverpoolcollege.org.uk)
- Butler's House - [butlers@liverpoolcollege.org.uk](mailto:butlers@liverpoolcollege.org.uk)
- Howard's House - [howards@liverpoolcollege.org.uk](mailto:howards@liverpoolcollege.org.uk)
- Howson's House - [howsons@liverpoolcollege.org.uk](mailto:howsons@liverpoolcollege.org.uk)
- School House - [school@liverpoolcollege.org.uk](mailto:school@liverpoolcollege.org.uk)
- Selwyn's House - [selwyns@liverpoolcollege.org.uk](mailto: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](mailto:kfraser@liverpoolcollege.org.uk)) and Mrs Herron ([lherron@liverpoolcollege.org.uk](mailto:lherron@liverpoolcollege.org.uk)) in Prep School.

There is a minor change to our uniform which I have written to you about previously. All pupils in Years 1-11 will be required to wear a house cord on their jacket. The College will provide these to your child on the first day of attendance. Pupils have until September 10 to iron or preferably stitch on these strips to their uniform. If they do not have this item of uniform from September 10 forward they will be issued with a new cord at your expense.

### **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 authorise absences. Parents should under no circumstances take an unauthorised holiday during term time. In this respect it is important to advise you now that our examination schedule in the summer term of 2019 in Years 7-10 will not end until the last week of term. Your child will therefore miss out on assessments and reports and subsequent setting decisions if you choose to remove your child from school early. Our policy is to follow government guidelines that allow 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.

### **Communication:**

We have worked this summer to build a better communication infrastructure. A new website will be launched at the beginning of term. You will receive an email which invites you to download a new school app for free onto your phone in the first few weeks of term. Your child, if they are in Year 7-13, will also be invited to download this app. The app makes it possible for you to select from 36 categories those topics about which you wish to receive

updates and specific information. The app also provides easy access to the school calendar and news. When you have loaded this new app, please delete the old app.

The Middle School and Upper School newsletter will not be published this year. There will be newsletters for Pre Prep, Prep, and Sixth Form. My newsletter will be sent to you automatically. In addition, you will receive a half-termly House News newsletter.

Over the summer, the school has installed a new phone system. We have retained the College number of 0151 724 4000 but please note the key difference between this system and the previous one is that all extension numbers are now four digits. To implement this, in most cases we have simply taken the old extension number and prefixed it with a 3.

### **Key Dates:**

Advance notice of some important dates:

### **Term Dates**

- The Half Term holiday is from Monday 22 October to Tuesday 30 October 2018 (inclusive).
- Term resumes on Wednesday 31 October and we finish for the Christmas holiday on Wednesday 19 December (usual finish time – 3.15pm in Prep and Secondary and 3.30pm in Pre Prep).
- Lent Term commences on Monday 7 January 2019.

### **INSET afternoons**

Advance notice that we will be holding twilight staff INSET sessions again this year at strategic points in the term which will begin at lunch (1pm) and include dismissal of pupils. There are no afternoon lessons in any part of the school on these days and no after school provision.

The scheduled dates for these INSET sessions in 2018-19 are: **5 December 2018** and **15 May 2019**.

### **Year 7 Open Morning – Saturday 8 September 2018 (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 12 October 2018**

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 12 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 2018-19**

- Monday 15 October - Reception, Year 1, 2 and 6
- Wednesday 17 October - Reception, Year 1, 2, 6 and 13
- Wednesday 7 November -Year 11
- Monday 26 November - Year 3, 4 and 5
- Wednesday 28 November - Year 3, 4, 5 and 12
- Wednesday 23 January - Year 9
- Monday 18 March - Year 3, 4 and 5
- Wednesday 20 March - Year 3, 4, 5 and 10
- Monday 25 March - Reception, Year 1 and 2
- Wednesday 27 March - Reception, Year 1 and 2
- Wednesday 3 April - Year 13
- Wednesday 24 April - Year 8
- Wednesday 1 May - Year 7

## **Mobile Phones (Secondary Phase)**

Sixth formers may use mobile phones only in the library and in sixth form areas. All other pupils must have their mobile phones switched off 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 Lavelle at Main Reception. 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.

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. I hope that our efforts at improving communication platforms for you will provide you with all the information and context you need to make a substantial involvement in your child's education 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,**

**Hans van Mourik Broekman**  
**Principal**