

Notes for Pupils and Parents



Merchant Taylors'
School

Ambition | Character | Excellence

Contents

Aims	3	Notes for Parents	15
Code of Conduct	4	General Guidelines	15
School Rules	4	Curriculum Policy	15
Uniform	4	Disability Statement	15
Attendance and Punctuality	5	Illness	15
The School Day	6	Emergency School Closure	15
Illness during the School Day	8	Games	16
Library	8	Calculators	16
Banned Substances	8	Vehicles	16
Language and Conduct / Litter	9	Change of Address	16
Games & PE	9	Telephone Numbers	16
Mobile Devices	11	Lost Property & Nearly New Uniform	16
Pastoral Care	12	Ian Robinson Sports Centre	17
Fees	12	Learning Support	18
Links with Parents	13	Merchant Taylors' Old Boys' Association	18
Parents' Association	13	School Shop	18
Parental Concerns	13	Policies and Procedures	19
Complaints Procedure	14		
Contact Details	14		
Data Protection	14		



MERCHANT TAYLORS' BOYS' SCHOOL ETHOS

'*Concordia Parvae Res Crescunt*'

Small things grow in harmony

Merchant Taylors' has been educating pupils on Merseyside since 1620. We are proud of our history and we are committed to upholding the heritage and principles of the school through this ethos.

At MTBS, we aim to develop well-educated, well-rounded and caring young men who will play a significant role in society. They will become good men, good husbands, good fathers; they will be good team members as well as leaders and above all, they will seek to be positive influencers, wherever they find themselves. We have high expectations of our young men and we expect them to share these expectations.

MTBS is a warm and caring community where people are prepared to go the extra mile to help one another. Above all else, we want pupils to be happy. Happy pupils will thrive, participate in the abundance of opportunities on offer and respect the School community and all that it is trying to achieve.

Our aim is 'The rigorous pursuit of excellence, inside and outside the classroom, combined with a passionate concern for each individual! This is achieved when pupils, parents, and staff work together in harmony – living out our school motto.

I hope that you will find these notes helpful, containing, as they do, the School's Code of Conduct and the general rules binding on all members. The notes also contain instructions and advice on administrative procedures. Your co-operation in these matters is greatly appreciated as it helps in the smooth running of the School.

Please do keep this booklet for future reference, as I hope that you will find it helpful. You can also expect to receive information on a regular basis giving details of particular events and activities; these will be posted on Firefly (our learning platform and parent portal), in the termly diary, in weekly bulletins via email, and on the School website.

As always, if you have any questions, please do contact the School on 0151 949 9366.

David Wickes

Headmaster

Code of Conduct

This Code of Conduct is a summary of the principles which underpin our detailed school rules. It is expected that every member of the School community will abide by this Code of Conduct.

- Be respectful – of other pupils and staff, of school property and of the heritage and reputation of Merchant Taylors' School.
- Be courteous – there is no place for an unkind word or deed. Go out of your way to offer help and support.
- Work hard – in lessons, in rehearsals, on the games field, to be polite to others.
- Be safe – in your actions while on the School site and in your online behaviour.

Academic Year Dates

Autumn Term 2022

Monday 5th September to
Wednesday 14th December (noon finish)
Half Term: Monday 17th October –
Friday 28th October (inclusive)

Spring Term 2023

Wednesday 4th January to
Wednesday 29th March (noon finish)
Half Term: Monday 13th February –
Friday 17th February (inclusive)

Summer Term 2023

Wednesday 19th April to
Wednesday 5th July 2023 (noon finish)
Half Term: Monday 29th May –
Friday 2nd June (inclusive)

School Rules - Uniform

You should be proud to wear the Merchant Taylors' School uniform. The badge on your blazer and the tie that you wear identify you as being part of our community. You must wear your school uniform throughout the School day (unless you are doing Games or CCF) and on your journeys to and from school.

Years 7-11

- White shirt with the top button fastened.
Your shirt must be tucked into your trousers
- Black trousers.
- School Blazer – worn at all times unless you are invited to remove it or Shirtsleeve Order is declared.
- Jumper (optional) – plain black with a V neck (no logos).
- Pupils may wear ties and/or V necked pullovers with emblems for representative honours in sport if they wish.
- School/House/Colours tie.
- Shoes – formal black shoes and polished.
Training shoes are not permitted.
- Black or grey socks.

Sixth Form

- Formal suit, dark in colour. You must wear your jacket at all times unless you are invited to remove it or Shirtsleeve Order is declared.
- Formal shirt. A modest pattern (pinstripe or check) is permitted. Your top button must be fastened and your shirt tucked into your trousers.
- Formal tie, with a modest pattern.
- A plain V necked jumper (no logos) in a dark colour may be worn if you wish.
- Formal black or brown shoes, polished.
Training shoes are not permitted.
- Black or grey socks.

In General

- No boots
- No visible jewellery. (One charity wristband is acceptable, festival bands are not).
- No visible tattoos or piercings.
- If you wear a belt, it should have a modest buckle.
- Ties must be tied so that your top button is not visible and so that they hang at an appropriate length.
- Coats should be plain and dark in colour. Coats and scarves must not be worn indoors. Hats of any sort are not permitted.
- Hair must be of your natural colour and off the collar, but no shorter than a "number 2"
- Your face must be clean shaven.





The School Day

The school day will run from 8.40am to 4.00pm Monday to Friday with 65 minute lessons. The School operates a two-week timetable, alternating between Week A and Week B.

Break time and Lunch time

It is important for pupils to receive wholesome, tasty food whilst at school and lunch is compulsory for all pupils from Reception to Year 11. Each day there are hot and cold lunch options across all schools. Hot or cold drinks are available in the Dining Room before AM registration and at morning break. Packed lunches are not allowed.

A charge for half a term's lunch fee will be available to those pupils in Year 11 and Upper Sixth, sitting external examinations in the summer term.

Chartwells Independent provide catering services exclusively for independent schools and colleges across the country. They became the school's provider in September 2018 and have plenty to offer including:

- Creating fresh meals with good honest ingredients
- Catering for all food tastes and dietary requirements (menus are available on the School website)
- Providing taster pots to encourage everyone to try new foods
- Chef-led interactive food demonstrations
- Themed menus tailored for each school – these may include international foods linked to language groups, energy foods to support rehearsals and instrument practice and traditional meals generally related to subjects such as history or music
- Hosting of food committee meetings

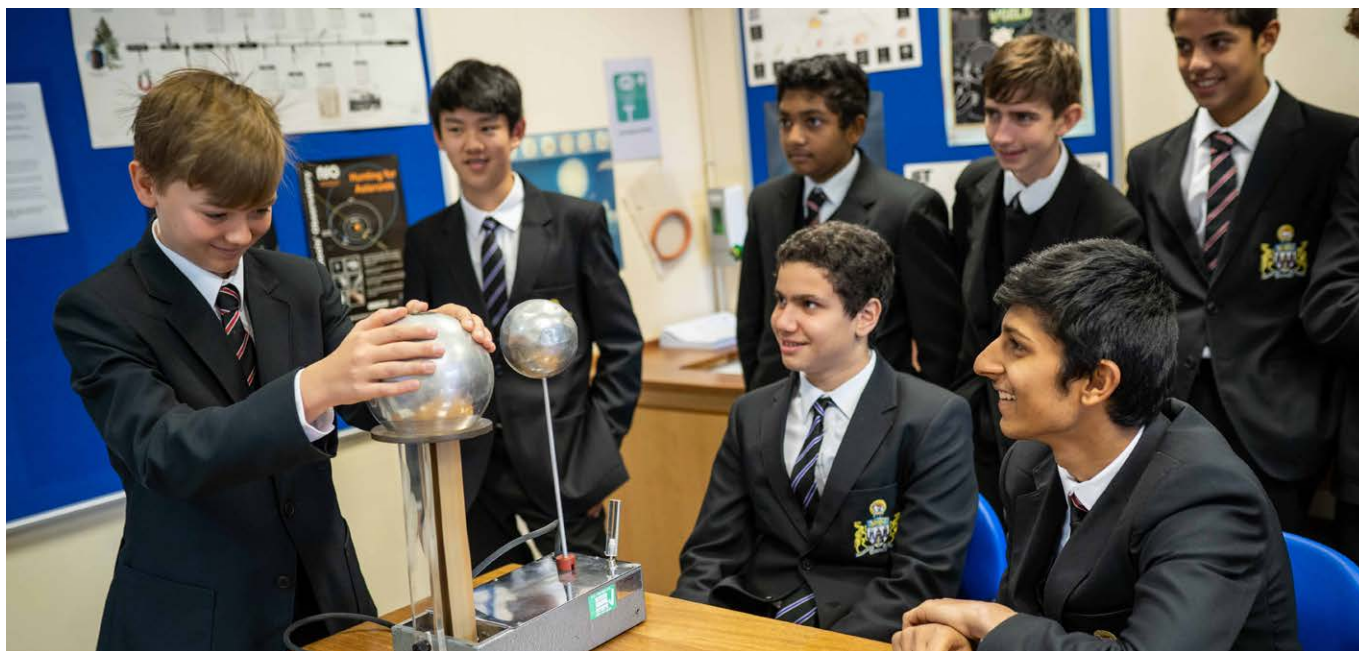
There is a tuck shop in the Dining Room during break time. You must queue in an orderly fashion on the Library stairs and listen to the instructions of the staff on duty. You must eat your break time snack in the Dining Room and place any litter in the bins provided. If you are not in the Dining Room, you may spend your break time in your Form Room or in one of the play areas.

You will have an allocated time at which you should take your lunch – these will be displayed in Form Rooms. Please stick to these times. You must queue in an orderly fashion on your allocated stairs (Library end) and listen to the instructions of the staff on duty. After your lunch, please return your dirty plates / cutlery to the kitchen and leave your table in a tidy condition. If you do not have any extra-curricular activities, you are free to spend your lunch time as you wish. Remember that, unless you are in the Sixth Form, you may not leave the premises.

Use of a Form Room is a privilege. Please remember that Form Rooms are also teaching rooms and you must leave them in perfect condition so that lessons can go ahead in the correct atmosphere. Do not eat in your form room – misbehaviour, untidiness or vandalism may result in this privilege being removed.

If you are playing with a football, it must be a soft, plastic ball, not a leather panelled ball. Rugby balls may be passed from the hand, but not kicked.

The School field will be available for playing on during the Summer Term. However, you must respect the work of the grounds staff and the cricket coaches. If you are asked to vacate the field, you must do so immediately. Trainers must be worn when playing on the field – do not play in your socks.





School Buses

A comprehensive service of buses and coaches run each morning and afternoon from Merchant Taylors' School. They cover a wide catchment area and details of each route and your nearest bus stop can be found on the School website.

Depending on where you live the cost for the bus service varies. The bus fees as of September 2021 range from £230 to £385. There are options to use the bus service on a one-way facility only.

The bus service provided to bring you to school runs very efficiently and you can play your part by following the Code of Practice below:

1. In the morning always be on time for your bus, queue on the footpath in a sensible manner well away from the road.
2. Behave sensibly on the bus at all times. Get on and off calmly, without rushing. Find a seat quickly and fasten your seat belt. No standing is allowed and you must never leave your seat whilst the bus is in motion. Do not distract the driver or cause a nuisance to any road user or pedestrian. Year 7 need to sit downstairs.
3. Only speak to the driver in the event of an emergency. If anything happens which upsets you on the bus tell your Form Tutor straight away.
4. When arriving at school in the morning you must go directly into school. You must not walk into the local area to buy provisions for the day or for any other reason.
5. Ensure you are in possession of your bus pass during all journeys on the school bus.

At the end of the school day

- At 16:00 move quickly to the meeting point for your bus, which is outside the Main Gate
- If you have games at Hall Road, you can catch the school shuttle service back to school.
- Always check with the driver that you are on the correct bus.
- If the bus is late, delegate ONE pupil to inform Reception at the Lodge (0151 928 3308) or make sure that you inform the member of staff on duty. Don't allow the bus to leave until he returns!

You will be travelling with the pupils on your bus for a number of years and it is important that everyone learns to get on with each other. Be patient, show respect for each other and the journey will be safe and tolerable for everyone, and remember to always remain seated. Always respect the instructions of the driver and the bus monitor. Remember that you can only travel on the school bus that you have arranged and for which you hold a valid bus pass.

Illness or Injury during the School day

If you become unwell during the school day, are injured or see someone else who is injured, go to Reception and inform the Receptionist of your illness / injury. The School Nurse may be on site to offer assistance. If she is off site, the Receptionist will look after you. It may be necessary to contact a parent / guardian, which will happen from Reception. **You must never leave the site to go home without first consulting the School Nurse or Receptionist, even if a parent / guardian comes to collect you.**

If you or someone near you has an accident, get help straight away. Go to the Common Room, Reception or find any member of staff. If you need First Aid, someone will always be available to help you. Always tell a teacher if you have hurt yourself in school.

The School Library

We have a well-equipped library with books and multimedia resources relating to all areas of the school curriculum.

- You have access to the Internet from the Library computer system.
- There is a wide selection of fiction and reference material as well as subject books.
- You will become increasingly familiar with the Library as pupils in the Lower School have English lesson time dedicated to using the Library, and some subject teachers use it for topic and project work.
- Use the library - it is great place to read, learn and catch up with the news. Newspapers are delivered to the library each day.
- If you need help with research, ask our Librarian. She will be pleased to assist.
- Please remember that the Library is a quiet place in school and that pupils are always expected to respect this. We should conduct ourselves accordingly, in silence.

Banned Substances

Merchant Taylors' School is a no smoking site.

Regardless of where you are, you must never smoke or vape when you are wearing your school uniform nor when you are representing the School in any way (at a sports fixture, on a school trip etc). This is to maintain the reputation of the School.

You must never be in possession of alcohol on the school site or on school trips. However, we would like to encourage you to develop a healthy attitude towards alcohol consumption. On occasion, it may be acceptable for you to drink a small amount of alcohol at a school function or on a school trip. However, the following must be adhered to:

- Your alcohol consumption must be legal (at your age) in the country you are in.
- We must have parental permission for you to do so.
- Your consumption of alcohol must be supervised by staff.

Whilst representing the School (on site, in uniform or at a fixture or school trip), you must never be in possession of:

- Any illegal substance
- Any so called "legal high"
- Knives or any other weapon
- Fireworks or explosives
- Pornographic material (printed or electronic)

Staff have the right to search you or your possessions without your permission if they have reasonable grounds to suspect that you are in possession of any of the above.

You are not permitted to sell foodstuffs, stationery or other items for your own benefit or profit. However, charity bake sales and the like are perfectly acceptable.

Language and Conduct

The ethos of Merchant Taylors' School includes respect for our community. Therefore, it is unacceptable to use foul, obscene or offensive language which may be hurtful to another person.

Remember that the acid test here is how a comment is perceived by the person to whom it is directed, not how it is intended by the person who made it.

Litter

The grounds and buildings at Merchant Taylors' School are an asset. We want to present them at their best at all times. We all have a role to play in keeping the site clean and tidy. Do not drop litter; use the bins provided. If you see litter lying around, pick it up and place it in a bin.





**Games and Physical Education
Uniform for Physical Education**

All pupils in Year 7 to 11 are offered curriculum PE. Pupils should wear a white embroidered Merchant Taylors' PE shirt, black shorts, white socks and white indoor trainers with a flat sole. Pupils who study GCSE PE can wear their black GCSE kit when participating in PE lessons. This is to be worn whether the pupils are participating in indoor or outdoor activities. It is highly recommended that pupils do not wear their white trainers outside.

Uniform for Games lessons

Merchant Taylors' School Shop provides a House coloured Games shirt which is reversible, black shorts and black socks. The kit should be worn for activities such as Rugby, Hockey and any other outdoor activity during the Autumn and Spring term. In the Summer term pupils should wear their PE kit when participating in outdoor activities such as Athletics, Softball and Cricket. If participating in Cricket, pupils also have the option to wear cricket whites which are widely available in sports outlets and are also available to purchase from school.

A mouth-guard is also an essential part of the school PE/ Games equipment as it is compulsory when taking part in Rugby and Hockey. In Hockey and Football shin pads are compulsory at all times. Due to the fact that they must be precisely the correct size in order to be effective, the school does not issue helmets for Cricket. However, it is strongly recommended that, if your son is selected to participate in the Cricket Team, then he has his own protective helmet.

A black school tracksuit is also available to purchase from the school uniform shop and this can be worn during outdoor Games lessons.

PE Commitment

PE is an essential part of the school's curriculum and all pupils are required to participate in all lessons. If for any reason a pupil cannot participate in a lesson due to injury or illness they must have a note from home or a parent / guardian must send an email to the appropriate member of staff explaining why their son/ward is unavailable to take part before the start of the lesson. If for any reason, a pupil does not have the correct kit or if they do not have any kit then sanctions will be giving out by the member of PE staff, dependent upon how regular an occurrence this offence has been in the past.

Extra-Curricular Commitment

Saturday is very much part of the school week during term time and we expect pupils to be available to represent the school when selected. Details of fixtures can be found in the school calendar, the website and individual sports' fixture lists. There will occasionally be an event for which a pupil will have to miss a Saturday such as a wedding. With suitable notice provisions can be made to fill the gap and thereby give someone else the opportunity. However, requests for absence which are either late, or for relatively insignificant events such as a party, are contrary to our team ethic or will be looked upon extremely unfavourably. We would ask parents to send a letter detailing any unavailability to the teacher in charge of that team, and as near to the start of the term as possible and with a minimum requirement of 2 weeks' notice.

Bags

During the school day there will be upwards of 600 bags on site. You will appreciate that you cannot simply drop your bag anywhere – a collection of bags in a corridor or at the bottom of a stairwell is a fire hazard. So:

- Use the bag racks which are provided around the school.
- You may leave your bag in your Form Room during break time or lunch time while you are in the Dining Room or on one of the play areas
- Do not leave bags in any corridor – notices are posted to remind you of this.
- Do not move anyone else's bag.
- When you collect your bag, take care to ensure that it is yours.

As with all of your property, you should make sure that your name is on your bag.



Mobile Phones

Merchant Taylors' Boys' School has a mobile phone policy which should be adhered to at all times. In outline, this policy states:

- Mobile phones should never be used while you are walking around the site, nor in public areas (Dining Room, Sports Hall, Library, Williams Hall etc)
- Mobile devices must never be used to photograph nor to take video footage of pupils or staff during the school day, unless under the direct supervision of a member of staff (e.g. in PE lessons, Drama etc).
- You will have access to your phone at the end of the school day, should you need to make contact with parents over travel arrangements etc.
- You will gain more privileges as you get older and become more experienced in acceptable use of mobile phones.

Lower School (Years 7-9) and Middle School (Years 10 & 11)

- There is no restriction on Lower School boys bringing mobile phones to school.
- From the time that a Lower School pupil enters the school site at the beginning of the day to the time that he leaves at the end of the day, his mobile phone must be switched off and in his blazer pocket or stored securely in his locker.
- Lower School pupils must not use their mobile phones during the school day. This includes a ban on their use at break time and during the lunch break.
- Lower School pupils may be asked to use their mobile phones by a member of staff as part of an academic lesson – they must switch off the phone and return it to their blazer pocket at the end of this lesson.
- Lower School pupils may use their phones on the school bus on journeys to and from school. At the end of the day, they may use their phone outside the school gates to contact their parents or on their homeward journey.

Sixth Form

- There is no restriction on Sixth Form pupils bringing mobile phones into school.
- Sixth Form pupils may have access to their phones at any time during the day, but this must be discreet. In practice, this means restricting use to times when they are in their form room, in the Sixth Form Centre, or off the school site.
- Sixth Form pupils may be asked to use their mobile phones by a member of staff as part of an academic lesson – they must switch off the phone and return it to their blazer pocket at the end of this lesson.
- Sixth Form pupils may use their phones on the school bus during journeys to and from school. At the end of the day, they may use their phone outside the school gates to contact their parents or on their homeward journey.



Pastoral Care

General pastoral care is provided by every member of staff, but each pupil is cared for more specifically by his Form Tutor, who monitors academic progress and emotional well-being.

The Form Tutor should be the first person to whom a pupil turns for help or advice. The Form Tutor can refer a matter to the relevant Head of Year, or to the Deputy Head Pastoral. In addition, pupils are welcome to visit the School Nurse who is available to discuss health or other matters.

Safeguarding Children

As part of the Schools' Safeguarding Policy, it is our duty of care to promote all pupils' welfare. The aim of the policy is to ensure that pupils grow up in circumstances consistent with the provision of safe and effective care. Following guidelines published in the government's document Keeping Children Safe in Education. Merchant Taylors' School will follow procedures if there are concerns with a specific pupil's welfare. After discussion with and advice from external agencies, it may be necessary to refer a pupil to the relevant Local Authority Children's Services Department.

The Social Services Department, for the area in which the school is situated in this instances is:

Social Care Customer Access Team
Merton House
Stanley Road
Bootle
Liverpool
L20 3JA

Tel: 0151 934 3737
Emergency Duty Team (EDT)
Telephone: 0151 928 3308
Out of hours: 0151 920 8234

A copy of the Schools' Safeguarding Policy is available on the School Website.

FEES

Merchant Taylors' is a fee-paying day school and the tuition fees, as of September 2022, are as follows:

Deposits	
Please see the School's Terms and Conditions for information on how and when the Acceptance Deposit and the Additional Deposit (if paid) may be refunded.	
Additional Deposit Payable in addition to the Acceptance Deposit by the parents of pupils whose normal residence is outside the United Kingdom.	£300.00
Additional Deposit Payable in addition to the Acceptance Deposit by the parents of pupils whose normal residence is outside the United Kingdom.	£4,270.00
Fees per Term	
Infant School	£3,097.00
Junior School	£3,175.00
Senior School	£4,270.00

Lunches

Lunches for pupils from Reception to Year 11 (inclusive) are compulsory and in addition to tuition fees.

- Reception to Year 2 - £221
- Year 3 to Year 11 - £229
- Lunch is excluded from the fees for pupils in Sixth Form. Further details are set out below in the Extras section.

Buses

Bus fees are excluded from all fees.

Further details are set out below in the Extras section

Sibling discount

Please refer to fee discounts on next page

Extras

- Bus service - between £242 - £404 per term
- Lunches
Lower Sixth to Upper Sixth - £229

For further details please see <https://www.merchanttaylors.com/wp-content/uploads/2019/07/Merchant-Taylors-bus-fees.pdf>.

Payment

Fees are payable on demand in advance on or before the first day of term.

Direct debit is the only method of payment for fees and there will be no charge to join the scheme. We offer two options for paying by Direct Debit:

One payment per term (3 per year)

Your account will be charged with the full term's fees on:

- 1st September (Autumn Term)
- 1st January (Spring Term)
- 1st May (Summer Term)

12 monthly payments on the 1st day of each month commencing in September.

Parents will receive detailed information regarding payment of fees when Acceptance Forms are acknowledged by the Admissions Office. All enquiries regarding fees accounts should be made to the Bursar's Department and not to the Headmaster, Admissions Office or School Office. The Bursar's Department is situated at the Boys' School site, the address is:

Bursar's Department
Merchant Taylors' Schools
Liverpool Road
Crosby
Liverpool
L23 0QP

Phone: 0151 949 9329
Email: fees@merchanttaylors.com

Fee Discounts

The School offers a sibling discount for children with a brother and/or sister already in the School. The discount applies to the tuition fee only and may be varied by the School at any time. The current sibling discount is 10% on a second and third child with the same parents, and a 20% discount on a fourth and subsequent children with the same parents. Sibling discount does not apply to overseas students.

Should any pupil(s) within the family be in receipt of any other form of financial assistance (excluding Harrison Scholarships) then the pupil(s) will not be included within the scope of the sibling discount. For pupils in receipt of Academic or Sports Scholarships, who also qualify for a sibling discount, such discount will be awarded at the Governor's/Head's absolute discretion.

Notice of Withdrawal

In accordance with the terms of the agreement signed by parents before their sons enter the School, a full and complete term's notice in writing should be sent to the Head of Admissions or Director of Finance & Operations before a pupil is withdrawn from the school. Failure to give a full and complete term's notice will result in fees in lieu of notice being payable.

Music Lessons

Early in the Autumn Term there will be an opportunity to discuss tuition for musical instruments at an evening meeting.

Withdrawal from music lessons: Please note that written notice for withdrawal from individual music lessons must be given for ten lessons prior to finishing at any point in an academic year. Failure to do so will result in a term's music fees being charged in lieu of notice.



Guidance for Parents

1. General

1.1 These notes are circulated for the information and guidance of parents; they complement the School Rules.

1.2 The Headmaster is confident that parents will wish to co-operate with the School to ensure that pupils maintain a high standard of conduct and appearance. The good name of the School depends largely on the behaviour and deportment of its individual members.

2. Curriculum Policy

2.1 Our curriculum should be broad, balanced and relevant and should be appropriate to the needs of our pupils.

2.2 Our intake is selective and we seek to stretch the pupils by offering them an academic curriculum which includes difficult subjects. (This principle underlines our languages options in the Lower School and single subject science in the Middle School.)

2.3 Our curriculum is designed to allow time for extra curricular activities, both inside and outside school, and to minimise the pressure on young people so that they can explore their own interests. For this reason we have no streaming, although there is setting in Mathematics. Most students only take 9 subjects at GCSE and three A Level subjects.

2.4 We want all our pupils to have equal entitlement to the curriculum and explicitly seek to eliminate the possibility of any group developing a 'sink' mentality.

2.5 The majority of our students go on to study academic subjects at university and our curriculum is designed to prepare them in terms of knowledge and skills to make the most of higher education when they leave us.

2.6 We seek to avoid teaching groups which are too large for the individual to be heard or too small for creative interaction, within the limits of what is financially possible.

3. Disability Statement

Merchant Taylors' is a selective academic school and a prospective pupil's admission depends upon his meeting the criteria required.

The School must be reasonably sure that it can educate and develop each prospective pupil to the best of his potential, commensurate with the standards achieved by his peers.

By achieving the above criteria the School intends that each pupil will have a successful and fulfilled school career that will lead to them being a well-educated, well-rounded individual when he leaves.

All of the above apply to every pupil and potential pupil, regardless of any disability he has, provided the School is aware of the disability. The School acknowledges its obligation to make reasonable adjustments and recognises that these should not put any disabled pupil or potential pupil at a substantial disadvantage because of his disability.

Parents must have included any disability their son may have on the application form, which must be completed as the first stage in the entrance procedure. In assessing any prospective pupil the School may seek further advice and assessment it regards as appropriate and reasonable. Confidentiality will be respected.

Having been accepted the School will respect any requests for confidentiality from parents and also from pupils if the School reasonably believes that the parent/pupil understand what is being requested and its effects.

The School will make adjustments to enable all pupils to access the educational and associated services of the School within what it considers to be reasonable and safe

4. Illness

4.1 When a pupil is absent on account of illness, the School should be informed on the first day of illness by a telephone call to the Receptionist (0151-928-3308).

The Receptionist will discuss the likely length of absence and any special arrangements about work and pass the details to the Form Tutor.

4.2 Pupils with medical needs: Parents are responsible for their child's medication. The School Nurse is responsible for deciding whether the School can assist a pupil who needs medication and parents should arrange an appointment with her to discuss the matter fully. School staff will not, as a general rule, administer medication without first receiving appropriate information and/or training.

5. School Closure Emergency Procedure

5.1 Closure of the School will only be considered in absolutely exceptional circumstances, such as extremely bad weather conditions.

5.2 If the School is to be closed, an announcement to this effect will be made on the School website and social media platforms as early as is reasonably possible. Whenever possible, the Boys' and Girls' Schools will follow the same policy.

5.3 Even when the School is closed, a skeleton staff will be present on the site so that pupils who are present can be safely accommodated until they can be sent home.

6. Games

6.1 All pupils play games unless they are exempted on medical grounds or for other special reasons, stated in writing to the Headmaster by their parents.

6.2 After their first year in School, pupils have an increasing choice of sporting options during games afternoons. The main school games are rugby, hockey, football, rowing, cross-country and orienteering in the winter and cricket, athletics, tennis and rowing in the summer. Swimming takes place all the year round. We strongly encourage pupils to choose the sport at which they are strongest, but in the end it is up to them. However, once they have chosen their sport, if they are good enough to represent the School, they will be expected to do so. Matches may take place midweek or on Saturdays.

6.3 However, we are prepared to be flexible in interpreting this requirement, specifically:

a) If pupils want to miss school matches for an important family occasion, then we will allow them to do so, given sufficient notice.

b) If pupils are playing the same sport at county or equivalent level outside School and fixtures clash, they will be allowed to miss school matches.

c) If pupils are playing different sports outside School, again at county or equivalent level, the question of representation will be discussed. It is most unlikely that all fixtures will clash, but where there are clashes the matter will be resolved by discussion. Involving give and take on both sides.

We currently have well over fifty pupils who have representative honours at county level or above in a large number of sports, and in all cases the pupils concerned are managing to meet their school and outside commitments.

There may be occasions when pupils want time off academic studies to pursue their sporting interests and again, depending upon the level at which a pupil is performing and his

academic commitments, we will come to an agreement with parents about what is appropriate.

6.4 Playing golf at Hall Road is prohibited. This applies to pupils, staff and members of the general public.

6.5 The Groundsman has a mobile telephone and, in addition, there is a secure handset which can be used in an emergency. If pupils wish to make telephone calls in normal circumstances, they must use the public telephone box by Hall Road station.

7. Mathematics - Calculators

The School recognises the importance of acquiring the necessary skills of mental arithmetic and estimation and the Mathematics Department aims to teach all pupils to reach an adequate standard in these areas. In Year 7 pupils do not use calculators. From Year 8 some topics in Mathematics and other subjects, however, cannot effectively be done without a calculator and, therefore, the School expects each pupil to have a suitable calculator with a full range of scientific functions, including fractions, all the trig functions and statistical functions. These are available from the Maths office at a reduced price.

8. Vehicles

Due to problems of access and congestion at the main gate pupils must not be brought into school nor picked up inside the school gates. The main school gate is closed daily Monday to Friday from 15:55 to 16:10. The School reserves the right to close the gate at other times in order to ensure the safety of its pupils and staff. For safety reasons, parents are asked not to stop their cars within 50 metres of the Main Gate.

9. Change of Address

The School Secretary should be informed as soon as possible of any change of address or emergency contact details. Please also keep the school informed of any changes to email address.

10. Telephone

Senior School
0151 928 3308 (for absentee reporting/
lates)

Junior School:
0151 928 3307

Bursar's Office:
0151 928 3329 (fees)

Admissions:
0151 949 9366

11. Lost Property and Nearly New Uniform

Parents are reminded of the importance of naming all items of clothing and sports kit.

The new Lost Property Room is situated next to the Old Gym and is open every Wednesday lunchtime (12:30 – 14:00). This is combined with nearly new clothing so there is an option to buy replacement items at very reasonable prices, if required.

Mrs C Byrne or Mr F Rubia if they wish to look in the store. Parents are able to email either teacher at c.byrne@merchanttaylor.com or f.rubia@merchanttaylor.com

Links with Parents

The School welcomes as much co-operation as possible with parents. The Headmaster and staff are always available to see parents by appointment about any individual problem and there are regular annual meetings between staff and parents in addition to normal school functions, plays, concerts etc.

Parents' Association

As the parent or guardian of a Merchant Taylors' pupil, you are automatically a member of the Parents' Association which exists to encourage friendly relations between Parents and School. The Committee of the Parents' Association is a channel for communication of ideas concerning all aspects of School life. The Headmaster chairs the Association, which meets once a term, and his PA, Debbie Carr, can be contacted if you have any questions, queries or suggestions on d.carr@merchanttaylor.com. Your support is very much appreciated and the Parents' Association is an exciting way to enhance the School community and engage with the wider school population. More information is available on the School website. Please do come along to a meeting!

Parental Concerns

The School recognises that for a pupil to reach his potential, both academically and socially, there must be close co-operation between home and school. From time to time, parents may well have concerns about the way in which the School operates in relation to their son and we very much want to hear from parents in these circumstances. It is much better to talk to us about problems at an early stage so that issues can be resolved quickly and effectively.

Normally, the best person to approach will be your son's Form Tutor, because he or she is the person who probably knows them best and is responsible for his pastoral care and academic welfare. Form Tutors will normally be able to resolve difficulties promptly and to respond to enquiries by providing effective feedback. There may be situations when investigation and discussion with other colleagues will be required and, of course, parents will be kept fully informed of developments.

Parents may also contact their son's Head of Year directly on more serious matters. If parents are dissatisfied with the way in which concerns have been handled the matter may be raised with the Deputy Headmaster or Headmaster and, in all cases, matters of concern will be treated in a confidential manner and with respect. Please note it is better to telephone (or email) for an appointment than just 'turning up'. We will see parents as soon as possible.

Complaints Procedure

If you have a complaint and are not sure what you should do, speak to a member of staff. In the first instance this will be your son's Form Tutor or class teacher. If you are unable to reach a satisfactory solution following discussion, then you should contact the appropriate Head of Year. A formal complaint should be made in writing. Concerns may also be communicated to the School at Parents' Evenings.

A full Complaints Procedure Policy document is available to parents on request.

Telephone

Parents are asked not to use the telephone for any but important matters. It is a great help to the smooth running of the School if routine requests etc. can be made in writing. Only on occasions of urgency and real importance can telephone messages be given to pupils. A public telephone is available in the School for outgoing calls only.

Data Protection

The School is required to process relevant personal data regarding current, past or prospective pupils and their parents or guardians as part of its operation and will take all reasonable steps to do so. Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data. The Merchant Taylors' Schools' pupils' Data Protection Policy is available on request from the Headmaster.

The Ian Robinson Sports Centre is used by all pupils of Merchant Taylors' School during the school day.

The £5.5m Sports Centre is an eco-friendly, stylish, state-of-the-art, safe sporting environment which provides an opportunity for pupils and members of the community to participate in a wide range of sports in the Sports Hall and Dance Studio, and become an exclusive member of the vibrant and unique Fitness Suite.

The Holiday Club programme is open to all children aged 4-11 years with a variety of activities including recreation, sport and a range of play. The venue varies between Stanfield and the Sports Centre.

The Merchant Taylors' Schools Swimming Club (MTSSC) is the official school swimming club managed and delivered by Merchant Taylors' Schools. The club focuses on learning to swim improving each swimmer's development up to competition standard. The club is delivered by a highly trained, qualified and experienced team of sports coaches led by a leading City coach.

The MTSSC is exclusive to pupils of any age who attend, or are soon to be enlisted at Merchant Taylors' Schools.

For further information on any of the items discussed above please contact the Sports Centre management.

Ian Robinson Sports Centre

Merchant Taylors' Boys' School

186 Liverpool Road

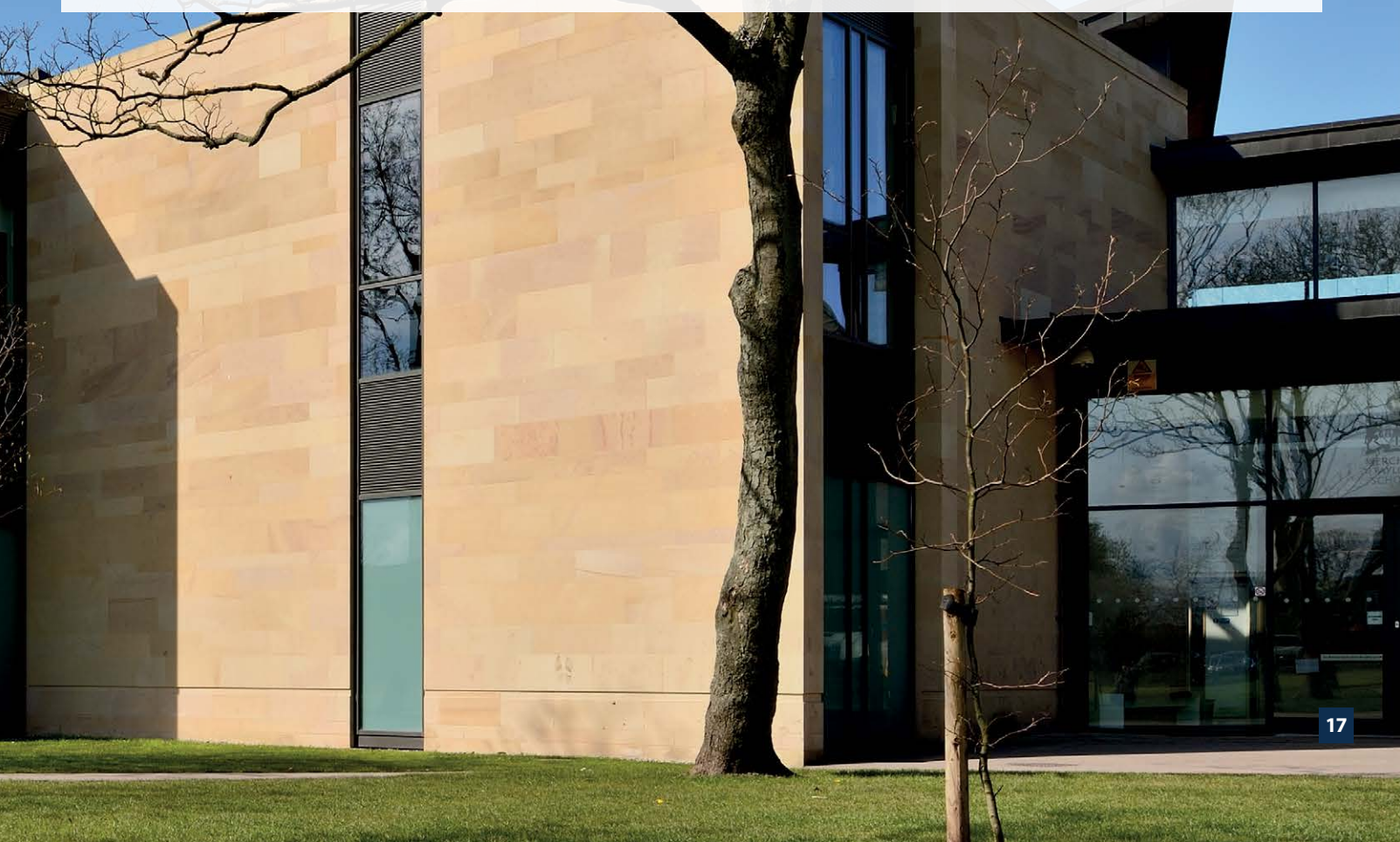
Liverpool

L23 0QP

Tel: (0151) 949 9355

Email: k.brennan@merchanttaylors.com

<http://www.merchanttaylors.com/ir-sports-centre/>



Learning Support

In the Autumn Term, Year 7 and Year 9 are tested to find their reading ages. These results, in addition to the Entrance Assessment results, parental concerns, advice from Junior Schools and observations from Senior School staff, will advise us as to whether some pupils require learning support or a referral to an Education Psychologist or other outside agency.

Support is provided in the form of withdrawal from a lesson, in-class support and/or extra time in exams. The withdrawal lessons concentrate on help with specific subjects, organisation and study skills. At Merchant Taylors' School we try to make support fit the individual need, in order for every pupil to have a chance to reach his potential.

Please feel free to contact Mrs Edwards, Head of Learning Support, if you have any queries or concerns.



Merchant Taylors' Old Boys' Association

When your son leaves Merchant Taylors' School in seven years time he will automatically become an 'Old Boy'. Whilst he will still be very young at this point the title will remain with them for life, or at least until he grows into it! He will join the ranks of thousands of Old Boys, many of whom are still in touch with each other and the School today. Old Boys range from those who have just left school and perhaps gone onto university, to those that left many years ago and are still attending events today in support of the school. He may not appreciate the benefits now but being a member of the Old Boys' Association will, later in life, connect them to a strong and influential network and provide support, friendship and business connections for many years to come.

The Association publishes regular information via printed material and its website. On the social side there are several regional dinners, sporting fixtures and informal networking events held all over the country. Many current undergraduates attend these events, as well as Old Boys who live in the vicinity. Some events are held jointly with the Old Boys' Association of Merchant Taylors' School in Northwood and Wolverhampton Grammar School. The OBA raises money to support the School, for example, by paying for the scoreboard in the new sports centre and by contributing towards bursaries and assisted places. It also has strong connections to The Merchant Taylors' Company in London.

To find out more go to www.merchanttaylors.com and click on 'Alumni and Development' then 'Old Boys' Association'.



School Shop

Monkhouse Schoolwear Shop is an independent concern run by F R Monkhouse Ltd, specialist school suppliers, who operate in several other leading schools in the North of England.

The address for the shop is
80 Coronation Road,
Crosby,
Liverpool L23 5RH

Tel: 0151-924-0975

Opening hours vary throughout the year, including holiday times. Details of the specific times can be found at www.monkhouse.com

Items of clothing which are specific to Merchant Taylors' – school blazer, school ties, sports shirts etc. – will only be available through the School Shop. Other items of uniform, for example black trousers, V-necked pullovers and white shirts, can be bought from the School Shop but can also be purchased elsewhere if you prefer.

Monkhouse are also specialist sports equipment suppliers and have available a very good stock at competitive prices.

Policies and Procedures

The following policies can be downloaded from the School website www.merchanttaylors.com or sent to parents on request.

- Safeguarding Children and Child Protection Policy
- Admissions Policy
- Equal Opportunities Policy
- Health and Safety Policy
- The Complaints Procedure

There are also a number of policies available on the website which are particular to each of the schools such as:

- Curriculum Policy
- Anti-Bullying Policy
- Rewards and Sanctions Policy
- Management of Educational Visits Policy

The Chair of Governors of Merchant Taylors' Schools is Mr Philip Marshall. He can be contacted via Bursar's Office, Merchant Taylors' Boys' School, Crosby, Liverpool L23 0QP.



Merchant Taylors' School
The Lodge
Liverpool Road
Crosby
Liverpool L23 0QP

Call: 0151 949 9366
www.merchanttaylors.com



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