

# Notes for Pupils and Parents



Merchant Taylors'  
School

Ambition | Character | Excellence

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MERCHANT TAYLORS' PUPILS' SCHOOL ETHOS

# '*Concordia Parvae Res Crescunt*'

Small things grow in harmony

## AIMS

- To educate the pupil in the fullest sense so that they begin to realise their academic and personal potential.
- To create a happy and caring environment within which pupils can develop a sense of their personal worth.
- To develop a clear understanding of what is right and wrong and a respect for others, to enable each pupil to make a worthwhile contribution to the community.
- To develop initiative, confidence, independence and self-discipline in order to meet the challenges of life.

These aims can be achieved only if pupils maintain a basic code of conduct. Every pupil is expected to co-operate in this respect; the good name of the School depends largely on the behaviour of individual members at all times and not only when they are directly under its jurisdiction. The Headmistress is confident that parents will wish to work together with the School to further this end.

These notes contain the School's code of conduct and the general rules binding on all members. Pupils will also be expected to obey particular instructions, which are issued for specific occasions on a day-to-day basis.

The efficient daily running of the School depends on certain standard procedures of administration, which are also detailed in these notes. Your co-operation in these matters will be greatly appreciated.

This booklet will be regularly updated so please check the link on the school website. Details of particular events will be sent separately via Firefly.

# CONDUCT

## Code of Conduct

The basis of all good behaviour is a need for mutual respect. Pupils attending MTGS have a right to expect a well-ordered environment which is conducive to study. This right can be provided only in circumstances where all individuals accept their obligation to honour the Code of Conduct. The essence lies in the 3Cs.

### Care, Courtesy and Consideration

**School** is the place you come to work. Make sure you always do your best. Do not prevent others from learning.

**Treat** one another with politeness, courtesy and respect. Do not use language which is abusive, offensive or rude.

**Care** for and look after the school environment, and all books and equipment.

**Think** about your safety and that of others.

**Keep** to the left in corridors and on stairways, and walk sensibly around the grounds. Keep to the paths.

**Remember** to bring necessary equipment to each lesson. Organise yourself and do not use forgetfulness as an excuse.

**Be Punctual** for registration and lessons. Enter laboratories only when requested. Settle quietly to the task in hand.

**Complete** all work on time and hand in homework promptly.





## SCHOOL RULES

### General Good Order and Behaviour

The proper functioning of the School community depends upon acceptance by all its members of the need for self-discipline, consideration for others, courtesy and tolerance. In this respect the School will not tolerate bullying, i.e. any behaviour whether by an individual or group which causes distress to another member of the School community. If, in the opinion of the Headmistress, conduct is likely to bring discredit on the School, pupils will be punished appropriately. Breaches of good manners and inappropriate behaviour IN SCHOOL AND OUTSIDE will be treated as serious breaches of the School Rules.

1. Silence must be observed (a) at any time of emergency, e.g. on hearing the fire alarm, (b) in the Hall before morning assembly.
2. Uniform must be correct and when in uniform, no jewellery, rings or make-up may be worn other than watches, one pair of plain simple earrings, or religious symbol and chain worn inside the blouse.
3. Pupils may not smoke or drink alcohol on school premises.

Any member of school, who smokes, drinks or behaves inappropriately in public whilst wearing school uniform, or in non-uniform during school hours or on a school event, will be suspended immediately.

4. Any member of the School who is reasonably suspected of using drugs either inside or outside school may be permanently excluded.
5. Food may be eaten only in the Dining Room, or approved areas.

Chewing gum is forbidden.

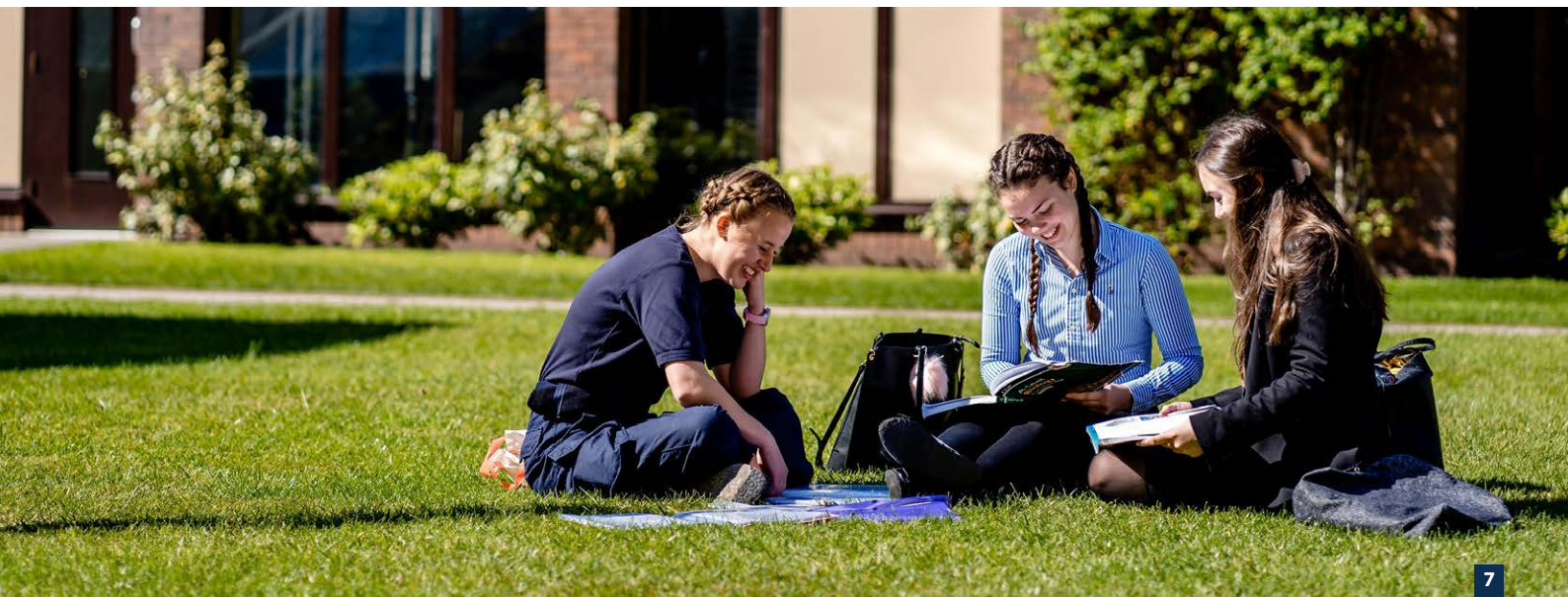
6. Punctuality: Strict attention should be paid to timekeeping. Sanctions may be given for habitual lateness for morning and afternoon registration and lessons or failure to sign in at the Reception desk after late arrival. (It is appreciated that a pupil may be delayed because of the late arrival of a school bus.)
7. Pupils may work in the Library during lunchtimes.
8. The use of solvent/liquid paper is forbidden by all Examination Boards and therefore should not be used in school at any time.
9. Pupils must not run in school corridors but should walk on the left.
10. Years 7 - 11 are not allowed mobile phones during school hours. Years 7 - 9 are required to hand their phone in at reception on arrival to school. Years 10 - 11 are required to keep their phones in their bags/ lockers at all times.



## SANCTIONS

Good discipline requires a framework of rules, which are sensible, defensible and clearly understood. They need to be enforced by sanctions which are generally regarded as being fair.

1. A verbal reprimand is by far the most common sanction employed.
2. a) Sanctions will be given by the Staff to those disobeying school rules and for noisy, uncooperative or irresponsible behaviour. These are recorded on the school report.  
b) If a pupil fails to complete/hand in homework at the appropriate time, a sanction will be issued.
3. Members of the Sixth Form have a responsibility to report bad behaviour.
4. Communication with Parents  
In some circumstances, the School will want to inform parents of a particular breach of discipline, both to make them aware of possible repercussions and to elicit their support in ensuring things improve.
5. Suspension from School  
This is regarded as a very serious punishment. Its length depends on the seriousness of the offence and in all cases parents are informed in writing and invited to discuss the situation with the Headmistress/Deputy Headmistress.
6. Exclusion  
In certain very rare circumstances, it may be necessary for a pupil to be excluded permanently from School. This would arise:
  - i) if the pupil concerned had been punished on a number of occasions culminating in suspension and had been given a final warning;
  - ii) for a single isolated very serious offence, any decision to exclude a pupil permanently will be taken only after they have been interviewed and following consultation with parents.



## GENERAL USE AND CARE OF PREMISES AND PROPERTY

### 1. Premises:

- (i) Entrance should be via the Main School entrance.
- (ii) Pupils who feel unwell must report to Reception or a member of staff.
- (iii) No school bags or belongings should be left in any public area or corridor.

### 2. Property:

It is expected that each member of the School will have proper regard for her own and others' property. Text books may be backed and ALL books (including exercise books) must be treated with CARE. School equipment (apparatus, pianos, electrical equipment) should never be used without permission. Any damage to fittings or furniture should be reported at once. Where there is negligence the cost of repair or replacement may be borne by the pupils concerned.

- (i) All uniform and personal property used in school (e.g. hockey sticks, instruments etc.) MUST BE CLEARLY MARKED with the owner's name.
- (ii) Borrowing is strictly forbidden and desks and lockers are to be regarded as private.
- (iii) Losses must be notified quickly to Form Tutors and lost property checked.
- (iv) It is forbidden to sit on window sills or radiators, to write on any board without permission, or to interfere with any electronic equipment.

### 3. ICT Acceptable Use Policy:

The ICT department, its resources and its staff are committed to providing an excellent service to staff and pupils. The facilities exist to support the aims and objectives of the school and as such must be treated with respect at all times. The computer facilities are available in lesson times but also, through the department's open access' policy, pupils can use the facilities at breaks and lunchtimes. All pupils and their parents are asked to sign an Acceptable Use Policy which outlines how the ICT facilities at school should and should not be used and the responsibilities of all those who use the facilities.

A copy of the full policy is available on the School website at [www.merchantaylors.com/senior-pupils/key-information/policies](http://www.merchantaylors.com/senior-pupils/key-information/policies) or a printed copy is available on request.





## SECURITY AND SAFETY

### 1. SCHOOL CANNOT ACCEPT RESPONSIBILITY FOR MONEY AND VALUABLES WHICH ARE NOT PROPERLY SAFEGUARDED

- (a) Money must NEVER be left in cloakrooms or form rooms. It should be carried by the pupil in a purse or zip pocket. Large amounts of money must be handed either to the Office or to a member of staff.
- (b) P.E. lessons: valuables must be handed to the P.E. staff before the lesson begins.
- (c) Years 7 - 11 are not allowed mobile phones during school hours. Years 7 - 9 are required to hand their phone in at reception on arrival to school. Years 10 - 11 are required to keep their phones in their bags/lockers at all times. Mobile phones may be brought into school on the strict understanding that it is at the owner's risk.
- (d) Personal items such as mobile telephones and iPods are to be used only in appropriate circumstances and are the responsibility of the individual pupil.

2. No pupil should arrive in school before 8.00 a.m. Staff cannot accept responsibility before this time.

3. No pupil may go out of school at any time during school hours without permission from a member of staff.

### After school

No pupil below the Sixth Form may remain in school after 4.30 p.m. (except for late lessons, practices etc.).

### Personal Items

1. The Governors **are unable to accept responsibility** for lost property or for the insurance of pupils' clothing and effects while at school. They have decided that the responsibility for such insurance cover must rest with parents, and not with the school.
2. All damage to school property or loss of school books must be made good at the pupil's expense. Any expense incurred as a result of damage to school property or loss of school books must be borne by the pupil.
3. Borrowing of equipment and clothing is strictly forbidden. All pupils are expected to look after their property and to claim their belongings quickly from Lost Property.
4. All uniform and personal equipment must be clearly marked with the owner's name and kept so marked. This precaution serves the interest of all. Parents are asked to help eliminate borrowing by checking their child's uniform from time to time and by ensuring that they have all that they need.



## WHAT TO DO IF

### **A pupil is ill:**

#### **Absence**

When your pupil is ill, Reception should be informed by telephone (0151 924 3140) **ON THE FIRST DAY OF ABSENCE**, and before 10.00 am each day for the duration of the absence. Reception is open from 8.00am.

#### **Illness**

Parents are asked to report at once to the Headmistress/ Deputy Headmistress/Assistant Headteacher or School Nurse any case of infectious disease and any instance where they know that their pupil has been in contact with a case of infectious disease, even if they would not be normally quarantined. A pupil returning to school after suffering from an infectious disease should bring with them a certificate from their doctor, stating that they are free from infection and fit to attend school. Parents are strongly urged to watch closely any pupil who has been in contact with infectious disease, and to keep them at home if they seems at all unwell or shows suspicious symptoms.

#### **Medicines**

The School must be advised when pupils are required to take prescribed medicines in school. A request (using the appropriate form) must be made to the School Nurse for the medicine to be administered, and the medicine kept in the Medical room.

### **A pupil cannot attend school:**

Any planned absence (family bereavement, medical etc) Applications should be presented on the Permission for Absence slip or by letter at least 3 days before the desired absence. Appointments for routine visits to the dentist, optician etc, should be made out of school hours or during the school holidays if possible.

### **Out of School Activities**

The permission of the Headmistress must be sought before a pupil takes part, during term time, in any kind of entertainment outside school, which involves them in several rehearsals and performances, whether performing or helping with productions. An Entertainment Licence, issued by the Local Education Authority, is usually required which should be requested via the Headmistress who will make the necessary arrangements.

### **There is a change of address:**

The School Office (infomtgs@merchantaylors.com), together with the Form Tutor, should be informed in writing as soon as possible of any change of address or emergency contact number. An email to the office is also acceptable.

### **School is closed in emergencies:**

1. a) If the School cannot open, for any unforeseen event, we will post such information on the School website / Facebook page, Firefly and Twitter account.
2. a) When the School opens, despite bad conditions, lessons will begin as soon as possible and continue as usual. Pupils may be dismissed early to enable them to make their way home in reasonable time. School buses may leave early.  
  
b) THE DAY AFTER any emergency closure it should be assumed that school is open unless informed to the contrary via the School website.
3. ALL PUPILS, wherever they live, should have either the telephone number of a parent, relative or family friend so that they may be informed of any emergency arrangements (e.g. early closure and receive instructions from that adult, or they should be authorised by their parents to travel to a friend's home, should an emergency arise, to await the arrival of their parent(s). If they have parental permission to leave early, they must be able to gain access at home.
4. NO PUPIL will receive authorisation from school to leave the premises until staff are assured that they have a house to go to and that there are no foreseeable problems. Those who have to remain in school to await transport will normally be assembled in the main building so that messages may be delivered as quickly as possible. Some members of staff will be on duty until all pupils have left.



## FEES

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

<b>Deposits</b>	
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.	
<b>Additional Deposit</b> Payable in addition to the Acceptance Deposit by the parents of pupils whose normal residence is outside the United Kingdom.	<b>£300.00</b>
<b>Additional Deposit</b> Payable in addition to the Acceptance Deposit by the parents of pupils whose normal residence is outside the United Kingdom.	<b>£4,270.00</b>
Fees per Term	
Infant School	<b>£3,097.00</b>
Junior School	<b>£3,175.00</b>
Senior School	<b>£4,270.00</b>

## Lunches

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

- Reception to Year 2 - £221 per term
- Year 3 to Year 11 - £229 per term
- Lunch is excluded from the fees for pupils in Year 11 to Upper Sixth. 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 to £404 per term
- Lunches  
Lower Sixth to Upper Sixth - £229 per term

For further details please see the relevant section on our website: [www.merchanttaylors.com](http://www.merchanttaylors.com)

## 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.

## 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 child enters the school, a full and complete term's notice in writing should be sent to the Head of Admissions or the Director of Finance and 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.

## Drama Lessons

During induction sessions there will be an opportunity to discuss individual tuition for LAMDA (London Academy of Music and Dramatic Art) lessons.

## Music Lessons

During induction sessions there will be an opportunity to discuss individual tuition for musical instruments.

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.

## Policies and Procedures

The following policies can be downloaded from the School website [www.merchanttaylors.com](http://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 Mrshall. He can be contacted via Bursar's Office, Merchant Taylors' Boys' School, Crosby, Liverpool L23 0QP.



## LINKS WITH PARENTS

The School welcomes as much co-operation as possible with parents. The Headmistress 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.

### Parent Teacher Association

The Committee of the Parent Teacher Association (a list of members is available from the school office) is a channel for communication of ideas concerning all aspects of School life. The Association also organises social events during the year.

### Parental Concerns

The School recognises that for a pupil to reach their potential, both academically and socially, there must be close co-operation between home and school. Occasionally, parents may well have concerns about the way in which the School operates in relation to their child 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.

The best person to approach will be your child's Form Tutor, because he or she is the person who probably knows them best and is responsible for their 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 child's appropriate 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 a member of the Senior Management Team 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 rather than 'turn-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 child's form tutor or class teacher. If you are unable to reach a satisfactory solution following discussion, you must contact the appropriate Head of Section. A formal complaint should be made in writing.

A full complaints procedure policy document is available to parents on request.

## Safeguarding Children

As part of the Schools' safeguarding children 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 the guidelines published in September 2016 and updated versions thereof, Keeping Children Safe in Education, Merchant Taylors' Schools 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 Social Care Department.

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

Social Care Customer Access Team  
Merton House  
Stanley Road  
Bootle  
Liverpool  
L20 3UU  
Tel: 0151 934 3737  
Emergency Duty Team (EDT) – out of hours: 0151 920 8234

### Telephone

Parents are asked not to use the telephone for unimportant 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 on school premises for outgoing calls only.

### Mobiles

Years 7 - 11 are not allowed mobile phones during school hours. Years 7 - 9 are required to hand their phone in at reception on arrival to school. Years 10 - 11 are required to keep their phones in their bags/lockers at all times.

### Email Address

infomtgs@merchanttaylors.com

### 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 shall 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 Headmistress.



## 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)

## THE SCHOOL DAY

The school day will run from 8.40 a.m. to 4.00 p.m. Monday to Friday with 65 minute lessons. Those in Years 7 and 8 will have a minor change to their timetable every half term in order to accommodate the teaching of Languages.

### Homework

Pupils will be provided with a homework timetable (Years 7 - 9) at the beginning of each school year. Parents are asked to communicate with the appropriate Head of House if it is found that the homework set is consistently too much or too little for the pupil, or if it interferes in any way with their health.

The School uses the management information system "Firefly" to communicate matters relating to homework.

### Rewards and Sanctions

All pupils will start the academic year with 50 house points. The house points total for each pupil will be adjusted when they receive rewards or sanctions.

Pupils will lose house points for late work or poor-quality work, all pupils will receive an initial warning, any subsequent late or poor-quality work will result in the following sanctions:

3 sanctions - form tutor email to parents

6 sanctions - Head of House email to parents

9 sanctions - After-school detention with Head of House

The school uses the management information system 'Firefly' to communicate matters related to homework which all parents and pupils will receive access to.

### Attendance

1. No pupil may be absent from school (except in the case of illness) unless the permission of the Headmistress has previously been obtained.
2. Absence on the first or last days of term without an excuse of illness, or other unavoidable necessity, is considered a grave breach of discipline.
3. Pupils must be in their form rooms by 8.35 a.m. All pupils who have not had special exemption from the Headmistress are expected to attend Assembly.

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

### Bus Service

A comprehensive service of buses and coaches run each morning and afternoon from Merchant Taylors' Schools. 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.

### Physical Education

PE is a compulsory element of the Year 7 –11 curriculum. All pupils participate unless they are exempted on medical grounds or for other special reasons, stated to the Headmistress in writing.

### Absence Requests

School cannot condone extra holidays during term time. Official holiday periods are very generous and are published well in advance. All such absences will be unauthorised.



## PASTORAL CARE

General pastoral care is provided by every member of staff, but each pupil is cared for more specifically by the 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, to the Pastoral Counselling Team or to the Sixth Form.

Pupils can see the Pastoral Care Team about concerns such as friendships, family life, bereavement, food issues, motivation and self-esteem. Staff use counselling skills with pupils and follow guidelines approved by the British Association of Counselling and Psychotherapy.

The School Nurse is available to discuss health or other matters.



## LEARNING SUPPORT

At Merchant Taylors' we strive to provide a caring and supportive environment for each of our pupils. We aim to develop self-esteem, confidence and resilience as well as addressing the needs of the whole child. We recognise pupils of all abilities may experience obstacles to learning and we treat each child as an individual, providing them with personalised learning and the support they require to flourish and achieve their maximum potential.

### Lower School (year 7-9)

Pupils are assessed through a screening program which provides a unique and individual learning profile for each of our pupils. It ensures we identify strengths to be celebrated and utilised in the pupils' learning, and assist in the early identification of any areas of need allowing us to provide early personalised support to ensure each pupil achieves and flourishes at Merchant Taylors'.

### Middle School (year 10-11)

Mentoring and monitoring are vital components as our pupils approach or start their GCSE studies: we provide guidance with revision and study skills, as well as developing specific areas of need for the individual pupil. Support is provided within the pupil's timetable with support lessons from a Specialist Learning Support Teacher.

### Sixth Form

Our pupils are provided with support in the transition to A-Level studies, developing study skills and helping with organisation. We also work closely with the Head of Sixth Form and careers to ensure our pupils are aware of the support available for them as they progress onto their next step in life, ensuring they are familiar with assistive technologies and the Disabled Student Allowance process for University.

## UNIFORM

### General Guidelines

1. The school welcomes the co-operation of parents in seeing that the pupils pay proper attention to their appearance and that they look after their uniform and wear it correctly.
2. Hair-styles should be neat, simple and suitable for school. Long hair must be tied back.
3. School uniform must be worn by pupils on their way to and from school and when they are engaged in activities connected with the school, unless permission to the contrary has been given. A mixture of school uniform with articles of clothing not permitted in these regulations should never be worn either during term time or holidays.
4. The PTA holds a nearly new uniform sale several times a year in school.



## Winter Uniform

### for Year 7 to Year 11.

**Only items defined below are acceptable School Uniform. All Uniform must be obtained from the School Shop, except outdoor black/navy coats.**

<b>Blazer</b>	(Compulsory)As supplied by school shop, this may be worn inside school in winter.
<b>Coat (optional)</b>	Navy or Black outer coat – plain in colour with no trimmings (Coat or Blazer must be worn to and from school.) (Coats are strongly recommended for those pupils not travelling by car.)
<b>Skirt - Y7 - 11</b>	Plain navy in the style supplied by the school shop; no more than 8cm above the knee, when kneeling. Always worn appropriately.
<b>Trousers</b>	Y7-11 Plain navy and straight leg in style.
<b>Shirt</b>	Regulation long-sleeved shirt - tucked into waistband of skirt.
<b>Tie</b>	Regulation.
<b>Jumper - Y7 - 9</b>	Regulation dark navy, V-necked, long-sleeved jumper with light blue stripes at neck and cuffs as supplied by school shop. Y10 - 11 may wear a plain navy V-necked jumper.
<b>Socks /Tights</b>	Plain dark navy knee-length socks or tights.
<b>Shoes</b>	Plain black shoes, flat heels only without motif or contrasting material. Open sided / sling back shoes or trainer style are not allowed.
<b>Gloves</b>	Navy/Black
<b>Scarf</b>	School regulation scarf or plain navy scarf.
<b>Hairwear</b>	Ribbons – Plain navy or blue. Slides/Elastic ties – plain blue/black, of simple design.
<b>Jewellery</b>	No jewellery is allowed except simple earrings, not jewels - maximum of one in each ear. A plain gold or silver chain with a religious symbol may be worn under the shirt.
<b>Bags</b>	Bags should be black / navy and large enough to accommodate all necessary exercise / text books.

# Summer Uniform

for Year 7 to Year 11

**Blazer** (Compulsory) School blazer obtainable from school shop. May be worn inside, as well as outside school.

**Blouse** Short-sleeved, open-necked in school material. May be worn with winter skirt. Shirt must be worn tucked into waistband of skirt.

**Jumper/Cardigan** Winter jumper or regulation navy cardigan as supplied by the school shop. Y10 and 11 may wear a plain navy cardigan of school uniform type.

**Socks etc.** Navy socks or navy blue tights.

**Shoes** Plain black – as for winter. No sling-backs or similar fashion sandals. Flat heels only.

**Hairwear** Elastic ties or ribbons – plain navy blue or black. Slides – plain blue or black and of simple design.

**Jewellery** See notes for Winter uniform.

**ALL ITEMS MUST BE CLEARLY MARKED  
WITH THE Pupil'S NAME**



## 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

Details of specific opening times can be found at [www.monkhouse.com](http://www.monkhouse.com)

Note: Art Equipment: It would be helpful if all new entrants to Year 7 are supplied with the following items:

- i) one set of pencils preferably B or 3B
- ii) felt-tip pens in assorted colours
- iii) one set of pencil crayons
- iv) glue stick
- v) old shirt to be used as an overall

All pupils will need a calculator which is obtainable from school, pocket English and French dictionaries, an atlas and a computer memory stick.

## PHYSICAL EDUCATION UNIFORM AND EQUIPMENT

All articles of clothing MUST have name tapes on the OUTSIDE, NOT inside. Socks, racquets, training shoes and swimming caps should show the full name in special indelible ink.

Navy crested Polo Shirt\*  
Navy Games Skort\*  
Navy Blue Tracksuit Trousers\*  
Games Socks\*  
White Ankle Socks  
Navy blue athletics leggings\*  
Swimming Costume\*  
Navy Blue Hoodie\*  
Swimming Cap - latex\*  
Navy Blue Sports Holdall\*

\* = School Regulation items from School Shop

Please note - pupils are expected to wear Cross-Trainers (these are sturdy trainers suitable for a wide variety of indoor and outdoor activities). It is advisable to wear Astro boots for Hockey



The Ian Robinson Sports Centre is used by all pupils of Merchant Taylors' Schools 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 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' School  
186 Liverpool Road  
Liverpool  
L23 0QP  
Tel: (0151) 949 9355





## Merchant Taylors' Old Pupils' Association

When your pupil leaves Merchant Taylors' School in seven years time they will automatically become an 'Old Pupil'.

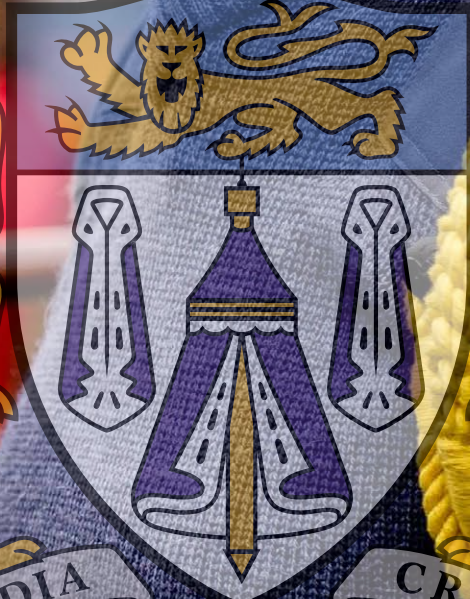
Old pupils range from those who have just left School and perhaps gone on to university, to those that left many years ago and are still attending events today in support of the School. You may not appreciate the benefits now, but being a member of the Old Pupils' Association will, later in life, connect you 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 and informal networking events held all over the country. Many current undergraduates attend these events as well as Old Pupils' who live in the vicinity. The OGA raises money to support the School and you can actively support the school and pupils in a number of ways:

- Commemorate special occasions
- Donate prizes for Prize Giving
- Support pupils' special projects

To find out more go to [www.merchanttaylors.com](http://www.merchanttaylors.com) and click on 'Alumni and Development' then 'Old Pupils' Association'.





CONCORDIA

PARVAE RES

CRESCUNT

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

Call: 0151 949 9366  
[www.merchanttaylors.com](http://www.merchanttaylors.com)



**Merchant Taylors'**  
School

Ambition | Character | Excellence

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