

Notes for Parents

STANFIELD PREPARATORY SCHOOL, MERCHANT TAYLORS'



Merchant Taylors'
School

Ambition | Character | Excellence

Dear Parents

I am delighted that you have chosen Stanfield, Merchant Taylors' School for your child and hope that through a close and happy co-operation between us, they will get the very best from the education offered.

We look forward to welcoming you to Stanfield very soon.

Yours sincerely

Miss E Lyman
Head Of Stanfield



Our Strategy

- A school that cares
- A school that fosters a passion for learning and focuses on excellence
- A school renowned for its co-curricular provision
- A school renowned for its extraordinary staff
- A school that is forward-thinking and adaptable
- A school that is at the heart of the community

Our Code of Conduct

The basis of all good behaviour is a need for mutual respect. Pupils attending Stanfield have a right to expect a well-ordered environment, which is conducive to learning. The essence lies in the 3C's.

Care, Courtesy & Consideration

All pupils need to be aware of their own behaviour and mindful of the needs and feelings of others. All pupils are expected to:

- Be polite at all times, using 'please' and 'thank you'.
- Be courteous and considerate; opening doors for others and behaving in an orderly manner around school.
- Always be honest and tell the truth.
- Treat others with consideration and sensitivity.
- Be careful with school property and anything belonging to another pupil.
- Be aware of their own behaviour and not spoil anyone's games.
- Take pride in their appearance and try to be neat and tidy, wearing their uniform correctly.



Information for Parents

The Standard Terms and Conditions provide parents with detailed information concerning the Schools' rules and regulations.

Children do best when parents and professionals work together. This involves regular two way communication and a sharing of information to make sure that your child achieves the most they can at all stages of their education.

These notes are intended to give parents an overview of the new Early Years' Foundation Stage Strategy, whilst offering other relevant information and answers to frequently asked questions.



Early Years Foundation Stage (EYFS)

The EYFS will be the stage your child is in when they attend a nursery or a childminder's home between birth and the age of five at the end of Reception.

The EYFS is based on four important principles:

A Unique Child

Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

Positive Relationships

Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.

Enabling Environments

The environment plays a key role in supporting and extending children's development and learning.

Learning and Development

Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and interconnected.

What can parents and carers do?

Parents and carers are their children's first teachers. When they are with you, learning can happen at any time and anywhere, for example when:

- Being generous with praise and cuddles
- Reading a variety of things together
- Playing games, singing nursery rhymes
- Talking about what you can see in the park or on the street
- Counting the stairs as you go up or down

Why are the years from birth to five so special?

The years from birth to five see the greatest growth and learning for all children.

Children need:

- Good health
- To be happy
- To feel safe
- To be successful





Early learning is the key to your child's future and families make the greatest difference at this stage.

The EYFS Curriculum

There are seven important and inter-connected areas of learning and development which shape our curriculum. Three areas have been identified as being crucial to embed and build future learning upon. These prime areas are:

- communication and language;
- physical development;
- personal, social and emotional development.

There are then four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- literacy;
- mathematics;
- understanding the world;
- expressive arts and design.



Communication and language development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical development involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

Personal, social and emotional development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

Understanding the World involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive Arts and Design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.'

Daily Routines

Lesson Time

8.40am

Registration

9.00 – 9.30am

Phonics – teaching of letters and sounds to support literacy skills.

9.30 – 11.45am

Learning and play, 7 Areas of Learning (indoor and outdoor),
Snack time

11.45am – 1.00pm

Lunch

1.00pm – 3.20pm

(3.10pm on Fridays)

Learning and play, 7 Areas of Learning (indoor and outdoor)

During the morning sessions, there is greater focus on Literacy and Mathematics based activities, although, all 7 areas are inter-connected and opportunities are provided across the curriculum throughout the day.





What to do if...

My child is ill

Absence – reason for

When a pupil is absent through illness, we ask that you contact school via the School Office on **0151 924 1506** or via email at **s.avery@merchanttaylors.com**

Illness

Parents are asked to report at once to the Head any case of infectious disease and any instance where they know that their child has been in contact with a case of infectious disease. Parents are strongly urged to watch closely any child who has been in contact with infectious diseases, and to keep them at home if they seem at all unwell or show suspicious symptoms. Please do not send your child in to school until 48 hours have elapsed after the last episode of vomiting or diarrhoea. This is to prevent the spread of infections.

If your child becomes ill whilst in our care, we will make them as comfortable as possible, isolate them from the other children if necessary and reassure them. We will contact you immediately and continue to care for your child until you arrive.

We are happy to administer medication, however, cannot do so, unless we receive from parents, prior written permission for each and every medicine.

Absence – permission for

All absences from school, other than illness, must have prior agreement of the Head. School holidays are generous and requests for extra holidays are not encouraged. The school policy is not to set work in advance for pupils in these circumstances. Please complete a 'Request for Absence Sheet' from Mrs Avery.

Attendance

School begins at 8.45am, registration is at 8.40am. Pupils are not allowed into the school building prior to 8.20am. The school day ends at 3.20pm Monday to Thursday and 3.10pm on Fridays.

Daybreak Club and Sundown Club

Daybreak Club and Sundown Club are available from Monday to Friday, 7.30am until 8.20am and 3.30pm until 6.00pm respectively (term time only). To book, please speak to a member or the After Care team or phone Mrs Avery in the office on 0151 924 1506. Information on wrap around care and holiday clubs is available on our website

Newsletters

Parents receive a weekly newsletter detailing the week's activities and giving advance notice of forthcoming events/dates. The Newsletter is distributed through our learning platform, Firefly.

Lunches

All children stay for school lunch. The cost of these is added to the fees account sent to you prior to the beginning of each term. The kitchen keeps a record of all special dietary requirements.

Snacks

A healthy snack will be provided for your child whilst they are in the Reception classes. Milk will also be provided and children have free access to water as and when required. You may provide your child with a bottle of water if desired.

Official Administration

All pupils are expected to attend morning assembly and religious instruction unless personally excused by the Head of Stanfield, to whom written application for exemption should be made.

It would be appreciated if parents would notify the Head in writing of any change of address or telephone number. It is also essential for the School Office to have a work/mobile telephone number if parents have to be contacted in an emergency during the school day.

Parental Responsibility

In the interests of your child's welfare and for legal reasons, the school must have accurate and up to date records on the following:

- Who your child lives with and which of these people has parental responsibility
- Whether there are any other people with parental responsibility who live apart from your child
- Whether there are any court orders which may have made changes to those who have parental responsibility or which impose restrictions on the exercise of parental responsibility.

School is closed in emergencies

If the school cannot open, as a result of heavy and unpredicted snowfalls during the night or sudden and severe worsening of existing conditions, we shall try to warn parents early in the morning on local radio, Radio Merseyside and Radio City. Also check the schools' website for regular updates.

Pupils' Progress in School

We have an 'Open-Door' policy and parents are encouraged to liaise with their child's form teacher / key person on a regular basis, to share information about their progress. We also hold two Parents' Evenings per year and there is a written report at the end of the academic year for all children, detailing progress against the seven areas of learning. If there are any problems parents should contact the class teacher in the first instance. However, if there is a major problem, parents should make an appointment to see the Head.

Access to Records

Parents can have free access to developmental records about their child, for example, the pupil profile. Written requests must be made for personal files on the children and providers must take into account data protection rules when disclosing records that refer to third parties.

House System

The School Houses are:

Sapphire
Emerald
Topaz
Garnet

On entry to the school each child is put in a House. There is a house point system in which merits and merit badges are presented to those children gaining the most points every Friday. In Reception classes, children are awarded pompoms which are counted up at the end of each week!

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 2021, 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

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 Head.





Fees

Merchant Taylors' is a fee-paying day school and the tuition fees, as of September 2021, 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.	
Acceptance Deposit Payable on acceptance of the place offered. This will be held on account and refunded at the end of your child's education at Merchant Taylors' School.	£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 - **£221.00**
- Year 3 to Year 11 - **£229.00**
- 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 - £404 per term
- Lunches - Lower Sixth and Upper Sixth - £229 per term

Details of all fees are regularly updated on our website.

English as an Additional Language

These lessons are compulsory for overseas students attending Sixth Form.

Please see the School's Terms and Conditions for further information about the payment of Fees and extras.

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 payment:

One payment per term (3 per year). You will receive a termly fee bill with payments taken on:

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

or, you can opt to pay by 12 monthly equal instalments which are collected 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 child 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

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.merchanttaylor.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.

Other Links With Parents

Parent Teacher Association

The Committee of the PTA is a channel for communication of ideas concerning all aspects of school life. The Association also organises several events during the year including a summer fayre, nearly new uniform sales and social functions. For further information contact the PTA through their website or speak to a member of staff.

School uniform

INFANTS – RECEPTION, YEAR 1 AND YEAR 2

GIRLS – winter

Navy Blue School Skirt – knee length
Long sleeved School blouse
School tie
School pullover (navy with pale blue stripes)
Navy tights or knee length socks
Sensible black or blue shoes (no ballet-type pumps)
School hat with badge
School scarf
Navy blue duffle coat
Navy blue waterproof jacket
Navy blue School blazer

GIRLS - summer

Blue striped summer dress
Navy blue cardigan
Summer boater

BOYS – winter

Grey shorts
Long sleeved pale blue shirt
School tie
School pullover (navy with pale blue stripes)
Grey socks with blue hoops
Sensible black or blue shoes
School cap with badge
School blazer
Navy blue duffle coat
Navy blue waterproof jacket
School Scarf
Navy blue School blazer

BOYS - summer

Short sleeved pale blue shirt
Legionnaires cap

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. Details of the online shop and opening hours can be found at: www.monkhouse.com

PE UNIFORM

GIRLS & BOYS

Navy crested polo shirt
Navy blue shorts
Velcro trainers (outdoor PE)
Black pumps (indoor PE)
Pump bag
Crested School tracksuit
Navy blue knitted hat



JUNIORS – YEAR 3 TO YEAR 6

GIRLS – winter

Navy Blue School Skirt – knee length
Long sleeved School blouse
School tie
School pullover (navy with pale blue stripes)
Navy tights or knee length socks
Sensible black or blue shoes (no ballet-type pumps)
School hat with badge
School scarf
Navy blue duffle coat
Navy blue waterproof jacket
Navy blue School blazer

GIRLS - summer

Short sleeved School blouse
Summer boater
Short white socks

BOYS – winter

Black School Blazer
Medium grey shorts
Year 6 only – optional long trousers as per Senior School
White long-sleeved shirt
Plain black v-neck pullover
House Tie
Plain grey socks
Plain black shoes with no trim or decoration
Plain Black/Navy overcoat/raincoat

BOYS - summer

White short-sleeved shirt

Hair

All long hair must be tied back with black, brown or navy blue bands or bobbles

Earrings

Children are not allowed to wear earrings in PE. They must be able to remove their own Earrings before lessons. Plain gold/silver studs only are allowed.

PE UNIFORM - GIRLS

White crested polo shirt
Navy blue shorts
Velcro trainers (outdoor PE)
Black pumps (indoor PE)
Pump bag
Crested School tracksuit
Navy blue knitted hat

PE UNIFORM - BOYS

Crested School polo shirt
White shorts
White socks
School Sweatshirt (optional)
Trainers
Reversible rugby top
Black School rugby shorts
Black stockings
Rugby or football boots
(containing 6 or 8 replaceable metal rounded studs - see below*)
Zip up crested tracksuit top (optional)
Black jogging bottoms for very cold weather
Black crested swimming trunks (jammers)
School swimming hat
Goggles
Cricket shirt or white PE polo shirt
White shorts or jogging bottoms
White sweater, school sweatshirt or school training top, if cold
Long whites or white shorts for cricket team members

*Permitted

Metal studs which conform to BS6366, or a rounded type, which are replaceable, and should be no longer than 18mm from the sole. The studs must be securely fastened. Moulded rubber type studs which have no sharp edges or ridges.

Not permitted

Blades which are metal tipped. Narrow or plastic studs or worn-down rubber studs. Soles with sharp ridges or edges. Single stud on toe end of boot.



MERCHANT
TAYLORS
SCHOOLS



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Merchant Taylors' School
The Lodge, Liverpool Road, Crosby, Liverpool L23 0QP
Call: 0151 949 9366 www.merchanttaylors.com



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