



MERCHANT TAYLORS'  
School



New Boys Guide  
*2026/27*



# Welcome to Merchant Taylors'

A warm welcome to Merchant Taylors' School. Starting at a new school can be daunting as well as exciting, but don't worry: we are here to help you settle in and feel at home.

One of the most common worries is getting lost. If that happens, just ask! Any pupil or member of staff will be happy to point you in the right direction. Everyone remembers what it's like to be new, and we all want to help. Teachers are very understanding in the first couple of weeks and you will not get into trouble.

You might also be wondering about making new friends. That's natural too. Our best advice? Be yourself, smile, and join in. There are loads of clubs and activities to try. Pick something that interests you and you're bound to meet others who enjoy the same things.

As well as feeling apprehensive, remember to allow yourself to feel excited as you will make firm friends but it will just take time. Be patient, brave and kind and you will soon find like-minded souls. Remember your Tutor is always there to support you, answer questions, and help with anything that's on your mind.

At Merchant Taylors', we believe in giving things a go, even when they feel a bit challenging. That's how you learn, grow, and discover what you're capable of. We can't wait to see all that you'll achieve.

Good luck!

Mr Manley  
*Lower Master (Year 7)*

Mrs Lemoine  
*Head of Lower School (Years 8 & 9)*

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# Getting Here

## Coaches

If you have arranged to travel by coach, make sure you are on time at your pick-up point in the mornings and in the coach park in the evenings. Full timings can be found at: [mtsn.vectare.co.uk/](https://mtsn.vectare.co.uk/)  
Remember, there is no late coach on a Friday

## Cars

If you come to school by car, you will use the Manor car park at the top of the school drive. From here you can follow the signs to the pick-up area which is where you should also wait to be picked up.

## Bicycles

If you want to cycle to school you must wear a helmet and park your cycle in the bike racks located by the Music Block. Always use a bike lock when leaving your bike at school.

## Trains

The nearest station is Moor Park, on the Met Line which is a ten minute walk from the school. It is worth keeping an eye on the Transport for London website for any travel updates.



10 minute walk  
from Moor Park to  
Merchant Taylors'



Moor Park station  
(Metropolitan Line)

## What if I am going to be late or absent?

If you arrive to school late, the first thing to do is report to Reception. If you know you are going to be late, try to call ahead to Reception (01923 820644) so we can stay up to date.

If you are absent for any reason, your parent or guardian must telephone the Registration Secretary (01923 845536) to notify the school. When you come back into school you will need to bring an absence note written and signed by your parent or guardian.

If you need to leave early during the school day, for example for an appointment, please report to Ms Newcombe in reception before you leave school and when you return.

# Key People

Everyone at Taylors' is here to help so if you ever feel unsure on site any staff member can point you in the right direction. Here are some of the key people who can help you:



Mr Baldock  
Head Master



Mr Husbands  
Second Master



Dr Clarke  
Senior Master



Dr Harrison  
Deputy Head (Pastoral)



Mr Manley  
Lower Master



Mrs Lemoine  
Head of Lower School



Ms Shearman  
Head Receptionist



Mrs Wardley  
School Secretary



Mrs Williamson  
The Master's Secretary



Mrs Mytom-Hart  
School Receptionist



Ms Newcombe  
Attendance Secretary



Mrs Yeoman  
School Secretary



Mrs Smith  
School Nurse



Mr Roberts  
Emergency Medical  
Technician

# The School Day

The School operates on a two week rotation for timetabling. This means that on an A or B week you may have different lessons or co-curricular activities. If you are unsure of which week you are on, ask your Tutor who will be happy to help.

During the Hour, many clubs and societies take place. The Hour and the Quarter are your time in the day to take a break.

	Start	End
Assembly, Tutor Period or Form Period	8:35	9:00
Period 1	9:00	10:00
Period 2	10:00	11:00
The Quarter (Morning break)	11:00	11:20
Period 3a	11:20	11:50
Period 3b	11:50	12:20
Period 4a	12:20	12:50
Period 4b	12:50	13:20
Period 4c	13:20	13:50
The Hour (afternoon break)	13:50	14:40
Period 5	14:40	15:40

## Assemblies, Tutor Periods & Form Times

Monday	Form Time or Whole School Assembly
Tuesday	Tutor Period or House Assembly
Wednesday	Tutor Period or House Assembly
Thursday	Tutor Period
Friday	Form Time or Whole School Assembly

## Where can I view my timetable?

You can find your timetable on both My School Portal or online via iSAMS.

# Tutors, Teachers & *The School's Structure*

## Tutors

Your Tutor looks after you throughout your time at the school and is your first point of contact, keeping an eye on how you're doing and helping you solve any problems. You can talk to your Tutor about your work, get advice about clubs or sport and discuss any challenges you are facing.

Your Tutor registers you most mornings in your Tutor group. There are about thirteen pupils in each Tutor group. At least one will be your age (so you always have a peer around), some will be about your age, and others will be older.

## How can I find Mr Manley or Mrs Lemoine?

If your Tutor isn't around you can always see your Head of House, Mr Manley or Mrs Lemoine.

If you want to see Mr Manley or Mrs Lemoine, you can contact them via Mrs Wardley, who works in the Senior Master's Office opposite the Sixth Form Common Room. You can also find them in their offices. Mr Manley's office is located on the ground floor in the Maths Corridor by the disabled access lift. Mrs Lemoine's office is located on the first floor in the corridor before IT.

## How can I Contact a Teacher?

You can find teachers during the morning break and lunch break either in their classroom, departmental offices or in The Senior Common Room, known as the SCR.

It is often easiest to email the teacher you want to see first to try and arrange a time and place that is convenient to meet for you both.

## School Structure - The Junior Common Room (JCR)

The JCR is the Merchant Taylors' Prefect Team. About sixty senior pupils help the teachers with routine discipline, like managing the lunch queue and making sure bags are left in the right place. They are also there to help other pupils while finding their feet at the school.

## How is the School Segmented?

Each Form (year group) has a specific name at Merchant Taylors' and is a part of a school section.

Lower School	Middle School	Upper School
Third Form (Year 7) Upper Thirds (Year 8) Fourth Form (Year 9)	Divisions (Year 10) Fifth Form (Year 11)	Lower Sixth (Year 12) Upper Sixth (Year 13)

# Houses

Upon arriving at Merchant Taylors' you will be placed in a Form, a Tutor Group, and a House. These will form the basis of your support throughout your time here and all work together to help you make friends, form bonds and integrate yourself into the school across the year groups.

On your first day you will meet your Head of House and the House Prefects who will be there to help whenever you need it.

Depending on your House you will meet either every Tuesday, Wednesday or Thursday. During these meetings you will organise teams for competitions, charity events and all kinds of other exciting activities.

There are eight houses and you can tell who is in which house by looking at their ties.



## Andrewes

Head of House:  
Mr Simmonds



## Raphael

Head of House:  
Ms Scott



## Hilles

Head of House:  
Mrs Hale



## Spenser

Head of House:  
Dr Lomas



## Manor

Head of House:  
Mr Fothergill



## Walter

Head of House:  
Ms Park



## Mulcaster

Head of House:  
Mr Waterhouse



## White

Head of House:  
Mr Hughes

# Rewards



## Gold Notes

You win Gold Notes for good work. The teacher processes these electronically and they are sent to your Tutor, your head of section and to you! These are converted into House Points so that your individual achievement boosts your House in the "Top House Competition."

## Commendations & Distinctions

If your grades show you have been putting in an outstanding effort or you have made contributions elsewhere in the school, you will receive a Distinction.

Exceptional individual pieces of work are given a Head Master's Commendation - which again entitles you to receive a certificate from the Head Master. There are two form prizes per form for academic achievement and improvement during the year. They are awarded on St. Barnabas day.

# Following the Rules

## Day-to-Day Rules at Merchant Taylors'

If you work hard and are polite you will get on well with your teachers and others in the school. Remember you should:

- Get to lessons on time
- look before going through a door and hold it open for others
- Don't disturb people who need to concentrate
- Respect quiet places like the Library
- Respect everyone who is here to help you
- Put your lunch tray away
- Respect your environment. Recycle whenever you can, take your litter with you
- Say hello to teachers and visitors when you pass them around the school
- Fire drill instructions are posted in your Form room. Make sure you know what you have to do and stay safe.
- Be prompt for lessons. There is no bell - being on time is up to you
- Don't eat, drink or run in the corridors

## Sanctions & Demerits

If you break the school rules you will be sanctioned. Minor offences get you a daily report card or a demerit which is sent to your Tutor and Head of Section.

More serious misbehaviour gets you a one hour detention on a Thursday after school. For particularly serious offences or repeat offenders there is also a Saturday detention.

Patterns of negative behaviour are quickly noticed and may prompt your Tutor to address issues with you or your parents, if they persist or are more serious.

## Online Security & Computer Usage

- You will be provided with a login and password to access school systems. It is your responsibility to keep these secure
- When doing homework, don't copy and paste information directly from the internet. This is plagiarism and we take it very seriously.
- Don't use generative AI like ChatGPT to do homework or other assignments. We have tools and processes in place to detect such work and much like plagiarism, it is a serious breach of conduct.
- We treat any form of cyber-bullying or online harassment just like we do any other form of bullying. Regardless of whether it is in school or out of school, we have a zero tolerance policy towards bullying and harassment.

# Mobile Phone Usage

Mobile phone usage during school hours is not allowed. This helps remove distractions and allows you to focus on being present in lessons, clubs and break time with your friends.

This year we have introduced some new technology to make this easier to manage, the Yondr Pouch.

## How the Programme Works

When you start, you will be given a Yondr pouch—a secure, lockable case for storing phones and all smart devices, including smart watches. You are responsible for bringing your pouch to and from school each day and keeping it in good condition.

## Securing your Phone During the School Day

- When arriving at School: Switch off your phone, place it in the pouch and lock it.
- During the day: Keep the locked pouch in your bag or your locker somewhere safe and easy to remember.
- When leaving School: You can unlock your pouch at any of the stations at the exits to the School (by the coach park and both main gates). The process is simple and you will be shown how by your Tutor. If you are having trouble you can always ask for help.



## How Will my Parents Contact me during the Day?

There may be reasons your parents need to contact you during the day or you need to contact them. If you need to contact your parents, speak to a teacher or your Tutor and head to Reception who will be able to help you contact them. Your parents can also get in touch with you by contacting Reception via telephone on 01923 820 644 and the message will get to you as soon as possible.

## What Happens if my Phone is Seen Outside of its Pouch?

If you are found with your phone outside its pouch, or your phone is heard to be making a noise because it is switched on inside a pouch, the phone will be confiscated and returned when a parent picks it up from the school office. Like all of our rules, it important this one is followed to avoid sanctions or demerits.

# Lockers & Lost Property

- Mark everything clearly with your name
- If you can avoid it, don't bring anything expensive to school
- Talk to your Tutor about safe storage of anything valuable
- Lock away your wallet, mobile and any other valuable items

If you lose something and can't find it after searching, tell your Tutor or visit lost property. The Lost property Department is in the Delivery Depot. It is located off the East Drive between the Gatehouse and the Manor. It is open between 8:30am and 4:30pm Monday to Friday.

Parents are also welcome to visit the Depot during these times. You can also view the lost property log at any time [following the link here](#).

## Lockers

There is a break every two lessons, so only take the books you need for those lessons. Everything else can be stored in your book locker. You also get a changing room games locker for sports kit.

## Bags

Bags left lying around are a hazard. Please ensure your bag is on a bag rack and not left on the floor. Remember to make sure your back is identifiable so you can find it easily among others.

# Safety & Wellbeing

The smallest worries can build up if we keep them to ourselves. If anything is worrying you, from managing your school work or friendship difficulties, though to bullying, online safety, mental health, family difficulties or anything outside of school making you feel uncomfortable, the best approach is to talk to someone. You can talk to:

- Your Tutor and Head of House.
  - These are the first people you should go to, and they will be able to help you with most problems or direct you to someone else who can help.
- A Head of School (Mrs Lemoine, Mr Manley, Dr Hesketh, Mr Herring), The Deputy Head Pastoral (Dr Harrison), The Second Master (Mr Husbands) or the School Nurse (Ms Smith).
  - These people form the Safeguarding Team, and you can email them at [safeguarding@mtsn.org.uk](mailto:safeguarding@mtsn.org.uk)
- The Student Voice App <https://mtsha6.tsvsecondary.co.uk>
  - You can use this app to report concerns such as bullying or discrimination anonymously and also to report areas of the school where good or bad things have happened, or to send ideas and requests to the School Council.
- Mental Health First Aiders.
  - Some teachers (including all Head of House and the Safeguarding Team) are specially trained to help support pupils who are struggling with mental health. They wear a green lanyard and you will see them on posters in your classrooms. You can speak to any of them if you need help with mental health.
- The School Counsellors.
  - If you need to speak to someone in confidence, you can email [SchoolCounsellor@mtsn.org.uk](mailto:SchoolCounsellor@mtsn.org.uk). You can see a counsellor without telling your parents or teachers, and everything you say is confidential, unless they need to share what you have said to keep you safe.

# Games

## Physical Education

Boys in the Thirds (Year 7) and Upper Thirds (Year 8) will enjoy one dedicated Physical Education lesson each week. These sessions are designed to develop athletic ability, movement skills, health and fitness, and swimming proficiency.

## Games

Each year group will have two Games sessions per week:

- Thirds (Year 7) and Fourths (Year 9): Games on Tuesday and Thursday
- Upper Thirds (Year 8), Divisons (Year 10), Fifths (Year 11) and Sixth Form: Games on Monday and Wednesday

## Games Options

Our three core sports at Merchant Taylors' are Rugby, Hockey and Cricket, with most boys representing the School in fixtures throughout the year. Alongside our core sport, we place a strong emphasis on Health & Wellbeing and offer a variety of other sporting activities. At key entry points (Years 7 and 9), boys trial for the core sport at the start of each term before continuing with it or joining a rotation of alternative options, which vary throughout the year.

	Thirds (Year 7) Tuesday & Thursday	Fourths (Year 9) Tuesday & Thursday
Autumn Term	Hockey	Rugby
	Athletic Development Swimming Cross-Country	Outdoor Education Basketball Yoga
	Rugby	Hockey
Spring Term	Athletic Development Swimming Cross-Country	Outdoor Education Racket sports
	Cricket	Cricket
	Athletic Development Swimming Athletics	Athletics Tennis Outdoor Education

## Off Games

If your son is unable to take part in Games due to injury, we ask that a parent emails [jnewcombe@mtsn.org.uk](mailto:jnewcombe@mtsn.org.uk) with a full explanation by midday on the day of absence. In addition, we request that your son completes an Injury Record Form, which allows us to monitor the injury and offer appropriate support. You can access the form here: [MTS Sports Injury Record Form \(office.com\)](#).

Even if a pupil is Off Games, they must still attend the start of their Games session to register. In almost all cases, pupils will still be required to stay with their Games group and assist the coach or teacher as needed. Please therefore ensure that your son has appropriate clothing and footwear if his games option is outside on those days. In exceptional circumstances, and at the discretion of the teacher in charge, a pupil may be permitted to work in the library. Pupils should not go to the library without prior authorisation.

# Clubs, Societies & Activities

With over 100 clubs and societies to explore, you're bound to find something that interests you. Whether it's science, sport, music, drama, debating or something completely new, there's a club for you at Merchant Taylors'.

Every day during The Hour (afternoon break), you'll have the chance to join in with all kinds of activities - it's a great way to make friends, discover new skills and have fun. Clubs are run by teachers and older boys who really enjoy what they do and will be glad to welcome you.

You can check what's on using your calendar in My School Portal or on the School website. If you're not sure where to start, just ask your Tutor - they're always there to help.

So jump in, try something new, and enjoy everything that's on offer!

## Lunchtime Activities

There are a wide variety of optional activities during The Hour and after School, which begin a few weeks into term. There will be a PDF booklet, clarifying the timings and locations of activities at lunch and after school.

There are also several electronic notice boards around the school that display opportunities and activities you can involve yourself in. During Tutor Period, your Tutor will also have notices about any activities happening that week, so you will always find something exciting to do.

## Music

If you want to learn a musical instrument or singing, you can have additional lessons during the day. If you need to miss an academic lesson, remember to ask the subject teacher for permission in advance and catch up on anything you miss.

You can also join the choir or one of the many bands and orchestras. There is a House music competition, and Merchant Taylors' Young Musician of the Year to get involved in too.

## Drama

If you want to get involved in Drama, there's the House Drama Competition every other year, a Duologues Competition (for two actors) and a Junior Drama production every year. Keep an eye out in the Drama Studio Foyer for details.



# Food & Drink

You can buy breakfast from 8:00am - 8:30am in The Lun, our on-site coffee shop located next to The Quad. It's also open during the Quarter, the Hour and after School for you to buy snacks, sandwiches and drinks.

Lunch is on a timed rotation. Year 7 have lunch from 11:50 to 12:20. Year 9 have lunch from 12:20 to 12:50. The rest of the school goes to lunch at either 12:50 or 13:20.

When you are queueing for lunch, make sure you are polite to staff on duty and wait until they let you go into the Dining Hall.

There is a wide variety on offer at lunch. There is a choice of four hot meals with options that cater to any dietary requirements (Halal, vegetarian etc.). There is also a sandwich bar where sandwiches are made to order and a salad bar.

You can sit where you like in the lunch hall but remember to clear your tray when you are finished and clean up any mess.



## Tips & Frequently Asked Questions

### What if I feel unwell during the day?

If you feel ill out of lessons time, head straight to the Medical Centre to see the School Nurse. She will look after you and, if necessary, call your parents. If you are unwell during a lesson, tell the teacher who will send you to the Medical Centre with a friend. The same procedure applies during sports.

### Useful information

- Add the Merchant Taylors' School main phone number to your phone's contact list 01923 820 644
- Bookmark our website: [www.mtsn.org.uk](http://www.mtsn.org.uk)
- You can access your email from the homepage or: [outlook.office.365.com](http://outlook.office.365.com)

### Tips for your first few days

- If you are unsure of where to go, always feel free to ask someone
- Take advantage of the rich variety of Games, clubs and activities to make new friends
- Ask your teacher or Tutor for advice if you can't do something



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[mtsn.org.uk](http://mtsn.org.uk)

Tel: 01923 820644