

Merchant Taylors' School Records in the Merchant Taylors' Company Collection

A collection of older material relating to Merchant Taylors' School is kept with the Merchant Taylors' Company Archive at Guildhall Library in London. The Company's archives were deposited on loan in 1996, so that they could be available to the public. Following a recent reorganisation at Guildhall, the archives are now administered from a distance by London Metropolitan Archives in Clerkenwell, and the catalogue can be viewed on the LMA website. However, the archives are still stored at Guildhall Library, and are available for consultation there without prior appointment. No permission is needed from the School or Company to access them for private study. The School records are listed in the catalogue under a series entitled: Merchant Taylors' Company (Charities and Estates) Merchant Taylors' School.

The Catalogue

Merchant Taylors' School. Introductory note.

The Company established Merchant Taylors' School from its own funds in 1561, for 'bringing up of children in good manners and literature'. It was always for boys only. Richard Hilles, the Master of the Company in that year, gave £500 towards the new school, but was not its founder. The Company has continued to govern the school up to the present day.

Until the mid twentieth century, there was a specially close relationship between the school and St John's College, Oxford, founded in 1567 by Sir Thomas White, Master of the Merchant Taylors' Company in 1535-6 and Lord Mayor in 1553-4. In particular, there were a number of closed scholarships from the school to the college.

The President and Fellows of the college would normally travel to the school on 11 June (St Barnabas' Day) each year to elect suitable candidates.

The school's first premises were in Suffolk Lane, in the parish of St Lawrence Pountney, where the Company purchased the Manor of the Rose. The staff in the early years comprised a schoolmaster and three ushers. The first buildings were destroyed in the Great Fire and rebuilt.

In 1874 the school moved to Charterhouse Square, to the former buildings of Charterhouse School, which had recently moved to Godalming. In 1933 it moved again, to Sandy Lodge, Northwood, Middlesex.

Because the school was funded by the Company entirely from its own resources, it was excluded from the *17th Report* (1827) of the Charity Commissioners which covers the other Company charities.

There are several histories of the school, including:- Merchant Taylors' School Archaeological Society, *Merchant Taylors' School: its Origin, History and Present Surroundings* (1929); and F W M Draper, *Four Centuries of Merchant Taylors' School* (1962). For an index of former pupils, derived from the Company's archives and from other sources where these are deficient, especially during the early years, see Mrs E P Hart, *Merchant Taylors' School Register 1561-1934. Volume 1, A-K; volume 2, L-Z* (1936) [held in the Printed Books Section at L 49.3 M555]

Note that Ms 34100, the series of miscellaneous documents in numbered boxes, contains various documents about Merchant Taylors' School and/or St John's College, Oxford: see Ms 34100/70, 111-4, 121, 139, 147, 156, 158, 160-1, 163, 165-70, 181, 191 and 193. So also does Ms 34101, the series of miscellaneous legal papers in numbered bundles: see Ms 34101/20 (bundles 181, 185, 187-8), 21 (bundle 190), 24 (bundle 251), 33 (bundle 381), 34 (bundle 393) and 36 (bundle 409). For plans see as follows: Suffolk Lane: Ms 34214/2, 8; Charterhouse: Ms 34214/9-12, 14; Sandy Lodge: Ms 34214/13, 15. Further plans may be in the plan books (Mss 34216-23).

Merchant Taylors' School: Catalogue of Items

Ms 34270

Merchant Taylors' School:- Ordinance book, 1561-1667, compiled 1606 by Richard Langley, Clerk of the Company, and continued to 1667; with some earlier and later material tipped in. c.1150-early 19th century.

1 volume, parchment and paper. Partly printed. In Latin and English.

Include extracts ('certain branches') from Sir Thomas White's statutes for St John's College, Oxford, 1567, and other ordinances concerning the relationship between St John's College and the school, 1592 and 1625.

Tipped in at front: notes on procedure, including 'legenda' for Election Day, early 19th century; 'An Acte against abuses in Election of Schollers ...', 31 Eliz chap vi (ms transcript, early 19th century); and printed statutes, 31 Eliz (1589), in limp vellum cover formed from a folio of a manuscript copy of the Book of Maccabees, c.1150.

Former ref: 'Ancient MS Books no. 10'.

Ms 34271

Merchant Taylors' School:- Rules and Regulations for the government of the school, as ordered by the Court of the Company on 27 April 1825, with revisions to 1839. 1825-39.

2 volumes. Latter parts blank.

1. 1825-39

2. 1825-39.

Very largely duplicates of each other. Volume 1 has pencil annotations.

Volume 2: titled 'Register 1825 to [blank]'.

Ms 34272

Rough minutes of the Special Charity committee and later of the Schools committee, 'appointed to consider the future of the School on removal to Charterhouse.' 1871-5.

1 envelope containing 2 gatherings.

1. 1871-4

2. 1874-5.

Volume 2: latter part blank.

Ms 34273

Committee reports etc concerning the future of the school. 1867-86.

1 bundle of 14 items, printed.

Ms 34274

Special School committee minute book, 1930-3; also minutes of the School Chapel special committee, Nov 1938 - April 1939. 1930-9.

1 volume. Indexed. Latter part blank.

The Special School committee was established by the Court of the Company on 20 November 1930, 'to deal with all matters of detail arising in connection with the new School buildings and grounds at Sandy Lodge, other than the placing of constructional contracts'.

Includes, loose at front: extracts from the minutes of the Court and of the School committee from 1928 until 20 November 1930. Indexed.

Ms 34274A

Merchant Taylors' School:- Prospectuses, 1916, 1929, 1938, 1950, 1954, 1959, 1962 (fees list only), 1963 and c.1968. 1916-c.1968.

1 bundle of 10 items, printed, in envelope.

Ms 34275

Register of boys admitted, compiled by William Dugard, 'Moderator' [i.e. Headmaster, from 1644 to 1661]. 1644-62.

1 volume. In Latin and English.

Gives boy's name, date of admission, and date of birth, and name and occupation of father.

Includes: *pp* 5-6: Latin ode; *pp* 21-4: names of contributors, with amounts, towards 'the Watch in the School', 15 May 1655; *pp* 27-30: list of boys at the school [in 1644] when William Dugard became Headmaster. After 1661, when Dugard was dismissed by the Company, the register contains the names of boys admitted to a private school opened by Dugard in Coleman Street.

At end: list of headmasters from 1561; also names of boys admitted as [?] 'free' and 'half-free' scholars, 1654-8, with dates of admission. [These boys are also recorded in the main part of the volume.]

Inside front cover: note that this volume was loaned from Sion College Library to the Merchant Taylors' Company in July 1930, 'in token of the traditional friendship between the College and the Company'.

Ms 34276

Annual lists of 'scholars' [i.e. boys] admitted, giving name, year of admission, and fee paid. 1718-1825.

1 volume.

Ms 34277

Annual register of 'entrances', i.e. boys admitted, 1796-1819. Apparently by Rev Thomas Cherry BD, Headmaster. 1796-c.1820.

1 volume.

Gives boy's name; father's name; 'quarterage' [to 1808 only]; form to which admitted; and [from 1804 only] home address.

Bound in at end: biographical notes by 'Dr Wilson' of distinguished alumni of the school, arranged by date of birth, 1753-76, and including dates 'elected', i.e. to scholarships at St John's College, Oxford. Compiled c.1820.

Formerly at shelfmark N6 in the Company's library at the Hall.

Ms 34278

Admission registers (Hall copies). 1825-1955.

5 volumes.

1. 1825-53 '1'
2. 1853-76 '2'
3. 1877-1900 '3'
4. 1900-23 '4'
5. 1923-55 '5'.

Give name of boy; date of admission; date of birth; form to which admitted (to 1845); names and residence of parents, and occupation of father (these mostly omitted 1854-64); and 'by whom recommended' (to 1915).

Volumes 1 and 4: wrongly dated on spines '1825-52' and '1899-[blank]'.

Ms 34279

Register of rights of presentation, giving names of Court members and school vacancies allocated to them. c.1860-c.1895.

1 volume. Latter part blank. No names of children.

Ms 34280

Lists of boys sitting the examinations for entrance scholarships and open presentations, with three original presentation papers (1892) and related correspondence. 1889-99.

1 bundle in envelope.

Give name of boy, date of birth, presenting Court member, and result of examination.

Ms 34281

Original certificates of the examination and election of pupils from the school to scholarships at St John's College, Oxford, on St Barnabas' Day (11 June) each year. Signed by the examiners, by the Master and Wardens of the Company, and by the President and Fellows of the College. 1589-1715.

1 scrapbook, partly printed.

Annual to 1660, thereafter fragmentary. Include extracts from the College statutes; details of votes cast for all candidates, both successful and unsuccessful; related correspondence; and some receipts for exhibition money.

Former ref (?): 'Ancient MS Books no. 55'.

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Ms 34282

'probation books', i.e. lists of all pupils at the school, arranged by their forms, showing their academic performance in periodic 'probations', or examinations. Normally twice-yearly, but sometimes more frequent. Give name of pupil, date of birth, and date entered the school. Signed to 1874 by the Headmaster and Ushers of the School, and by the Master and Wardens. 1608-1908.

13 volumes. Volume 1 in Latin, Greek and English. Volumes 10-13 printed.

1. 1607/8-51 '1'

2. 1651-81 '2'

3. 1681-1720 '3'

4. 1721-55 '4'

5. 1755-94 '5'

6. 1795-1825 '6'

7. 1826-42 '7'

8. 1843-59 '8'

9. 1860-74 '9'

10. 1875-80

11. 1881-6

12. 1887-94

13. 1895-1908.

Volumes 1-9: titled 'Liber Probationis Scholae Mercatorum Scissorum'.

Volume 1: includes details of subjects studied, including examination questions to 1653, with Latin and Greek texts for translation. Also lists of candidates for election [i.e. to St John's College, Oxford], 1644-6, with set texts. Also 'A note of Schoole Bookes left by Mr Staples', 1644. Also (at front): list of Headmasters, 1561-1870.

Volumes 1-2: include copy ordinances of the school.

Volumes 10-13: in the form of printed annual reports. Include teachers' names, curricula, prizewinners, university awards etc.

Ms 34283

Headmaster's quarterly reports to the Company. 1826-70.

2 volumes, composed of loose letters and papers now bound together.

1. 1826-45

2. 1845-70.

Ms 34284

Headmaster's special reports to the Company. 1845-70.

1 volume, composed of loose letters and papers now bound together.

Ms 34285

Reports to the Company from the examiners in Mathematics and Classics. 1843-70.

1 volume, composed of loose letters and papers now bound together.

Ms 34286

Reports to the Company from the examiners in Arithmetic, Writing and French. 1843-70.

1 volume, composed of loose letters and papers now bound together.

Also includes copy school library accounts, 1846-70; and papers concerning the proposed revision of the statutes of St John's College, Oxford, 1854-5.

Ms 34287

Copy reports of Headmaster and examiners. 1851-63.

1 volume. Indexed. Latter part blank.

Ms 34288

Copy reports of examiners. 1837-40.

1 volume. Mostly blank.

Ms 34289

Assistant masters' signed forms of agreement as to salary and terms of service. 1876-1929.

2 volumes. Printed forms with ms annotations.

1. 1876-1920
2. 1921-9. Entitled 'Declarations of Assistant Masters'.

Give subjects taught, and home addresses. For declarations 1929-36 see Ms 34100/161.

Volume 2: latter part blank.

Ms 34290

Staff register (teaching and administrative staff). c.1937-59.

1 binder.

First compiled c.1937, but incorporating earlier service details back to 1921 at the earliest. Continued thereafter to 1959. Includes much general information about staff pay and conditions.

Ms 34291

Ledgers. 1916-42.

2 volumes. Indexed.

1. 1916-29
2. 1929-42. Titled 'Schools ledger' (volume 1), and 'School ledger' (volume 2). However they both appear to relate to Merchant Taylors' School only.

Ms 34292

Fees books. 1876-1933.

10 volumes.

1. 1876-83
2. 1883-9
3. 1890-8
4. 1898-1906
5. 1906-14
6. 1914-22
7. 1922-30
8. 1930-1

9. 1931-3

10. 1931-3.

Contain lists in alphabetical order of all pupils in the school each term [each 'quarter' until 1890], with sums payable analysed by 'fees', 'books', 'clothing' etc., and including payment details. New boys are listed separately at the end of each quarterly or termly list.

Volumes 1 and 2: titled 'Quarterages received'.

Volume 8: mostly blank.

Volumes 9 and 10: duplicates, volume 10 having annotations. Latter parts blank.

Ms 34293

Fees receipt books, arranged by terms and then chronologically by date of payment. 1931-7.

4 volumes.

1. 1931-2

2. 1933-4

3. 1934-5

4. 1936-7.

Give names of boys, and identify 'new boys' each term. Give aggregate fees only.

Ms 34294

Fees correspondence. 1931-7.

1 bundle in envelope.

Found in Ms 34293/1-4.

Ms 34295

Scholarship and exhibition account book. 1948-58.

1 volume. Latter part blank.

Give names of recipients. For earlier years see Mss 34081A, 34082/1.

Ms 34296

Scholarship and exhibition papers. 1955-8.

1 bundle. Typescript.

Found inside Ms 34295.

Ms 34297

School Fund receipts and payments accounts. 1930-50.

1 bundle of loose sheets. Typescript.

Ms 34298

Teaching staff salaries accounts. 1953-68.

2 volumes.

1. 1953-9

2. 1960-8.

Volume 1: latter part blank.

Volume 2: each page is titled 'Charities Fund - salaries of masters at Merchant Taylors' School'.

Volume 2: RESTRICTED ACCESS: ENQUIRE AT MANUSCRIPTS DESK

Ms 34299

Summary wages accounts (administrative staff). 1952-4.

1 volume. Latter part blank.

Ms 34300

Papers of the Treasurer of the War Memorial Fund. 1921-3.

1 bundle in envelope.

Ms 34301

Accounts and correspondence concerning the Games Fund. 1925-31.

1 bundle in envelope.

Ms 34302

Petty cash account book, 1945/6-51/2. 1945-57.

1 volume. Latter part blank.

Includes school prize funds accounts, 1951/2-56/7.

Ms 34303

Accounts correspondence. 1950-6.

1 bundle in folder.

Ms 34304

Memorandum book of documents relating to the school from 1625. Include copy minutes of the election of pupils to scholarships at St John's College Oxford, 1763-1857; also copies of benefactors' wills. c.1775, continued to 1857.

1 volume. Indexed. In Latin and English.

Titled 'Entries relating to the School'.

Ms 34305

Clerk's memoranda concerning the school. 1915-17.

1 volume in envelope. Mostly blank.

Formerly at shelfmark N6 in the Company's library at the Hall.

Ms 34306

Clerk's out-letters concerning the school. 1877-1945.

19 volumes. Indexed.

1. 1877 May - 1882 June '1'
2. 1882 July - 1888 Oct '2'
3. 1888 Oct - 1897 May '3'
4. 1897 May - 1903 July '4'
5. 1903 July - 1909 May '5'
6. 1909 May - 1914 Nov '6'
7. 1914 Nov - 1921 Apr '7'
8. 1921 Apr - 1925 July '8'
9. 1925 July - 1927 Nov '9'
10. 1927 Nov - 1930 Feb '10'
11. 1930 Feb - 1931 Nov '11'
12. 1931 Nov - 1933 Mar '12'
13. 1933 Mar - 1934 June '13'
14. 1934 June - 1936 Apr '14'
15. 1936 May - 1938 Aug '15'
16. 1938 Aug - 1940 Apr '16'
17. 1940 Apr - 1942 Apr '17'
18. 1942 Apr - 1943 Dec '18'
19. 1943 Dec - 1945 Feb '19'.

Titled 'Schools letter books' until vol. 17, and thereafter 'School letter books'. However the letters are almost entirely about Merchant Taylors' School, except for a few about Ashwell School.

Ms 34307

Legal papers concerning objections by the Company to the revision of the statutes of St John's College, Oxford. 1857-60.

1 bundle in envelope.

For related papers see Ms 34100/111, 158; Ms 34101/21 (bundle 190); Ms 34286; and Ms 34308.

Ms 34308

Verbatim transcript of evidence before the Privy Council in the matter of revising the statutes of St John's College, Oxford. 1861.

1 volume.

Formerly at shelfmark N6 in the Company's library at the Hall.

Ms 34309

'Charterhouse - papers and correspondence': papers, correspondence, plans, Parliamentary bills etc concerning the proposed removal of the school from Suffolk Lane to Charterhouse, April 1866-August 1867. 1866-7.

1 scrapbook. Partly printed. Indexed.

Ms 34310

"'Removal to Charterhouse Square' - illustrations". Copies of original photographs, plans etc of 1875, apparently prepared for publication. N.d., ?c.1930.

1 bundle.

Ms 34311

Detailed notes on the scholarships and exhibitions from the school to Oxford and Cambridge, with related printed papers of Company committees pasted in. [By Rt Hon Sir Richard Baggallay, Master of the Company 1863-4.] 1886.

1 volume. Partly printed. Indexed.

Include lists of Company scholars and exhibitors, 1862-85, including 'Ordinance' and Tercentenary scholars, and Andrew, Stuart, Parkin and other exhibitors.

Ms 34312

'Memoranda' as to the state and condition of the school, 'at the commencement of the year 1887.' [By Rt Hon Sir Richard Baggallay, Master of the Company 1863-4.] 1887.

1 bundle comprising 2 volumes. Partly printed. Indexed.

Include various printed Company committee papers and Headmaster's reports from 1885, pasted in.

Ms 34313

Etching of the School at Charterhouse Square, by Wallace Hester: signed artist's proofs. N.d., ?c.1900.

1 bundle containing 9 items.

Ms 34314

Papers about the laying of the foundation stone for the new science building at Charterhouse by HRH the Prince of Wales, 8 July 1926. Include signed copy of the Prince's speech on that occasion. 1926.

1 envelope containing 1 sheaf and one other item.

NB The signed copy of the Prince's speech was transferred here from Ms 34100/163 by Guildhall Library staff, 2002.

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Ms 34315

'Exhibition drawings' for the new school at Sandy Lodge, Northwood, Middlesex. 1930.

1 roll of plans.

Ms 34316

Contract drawings for the new school at Sandy Lodge, Northwood, Middlesex. 1930-1.

1 roll of plans.

Ms 34317

Correspondence, accounts etc about planning, constructing and fitting out the new school buildings at Sandy Lodge, Northwood. 1929-45.

9 boxes.

Ms 34318

Photographs of the new school buildings at Sandy Lodge, Northwood, under construction. 1931-3.

1 bundle in folder.

Ms 34319

Papers about the school's Service of Thanksgiving and Farewell to the City of London, at St Paul's Cathedral, 20 March 1933. 1932-3.

1 bundle in envelope. Partly printed.

Ms 34320

'An Account of the Removal from Charterhouse Square to Sandy Lodge', by Sir Frederick M Fry KCVO (Master 1895-6 and 1911-12) and Dudley M P Liddle, Office Clerk. November 1933.

1 bundle of photostatic negatives.

Note:- the original manuscript does not appear to have been deposited at Guildhall Library.

Ms 34321

Papers about the sale of the old school site and buildings at Charterhouse to St Bartholomew's Hospital Medical School. 1929-49.

2 boxes.

Ms 34322

Two photographs of Tolpits House at Sandy Lodge, Northwood, Middlesex, with some duplicates of the same. N.d., c.1935.

1 folder containing 6 items

Ms 34323

Buildings maintenance papers, including vouchers for 1951-2, and 1954/5-56/7. 1937-58.

2 boxes.

Ms 34324

Papers about land at the school requisitioned by the Royal Air Force. 1941-6.

1 sheaf in envelope.

Includes a letter of 8 February 1946 from Air Chief Marshal Sir John Slessor KCB, DSO, MC [Member of Air Council for Personnel 1945-7].

Ms 34325

'Fire at boarding house, 28/29 March 1950'. 1950-1.

1 file in envelope.

Ms 34326

Scholarship and exhibition correspondence. 1943-69.

1 box.

Includes some papers about Ashwell School.

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Ms 34327

Teaching staff pension scheme papers, including a register of teaching staff in 1903. 1903-16.

1 bundle in envelope.

Ms 34328

papers concerning the following: school pension scheme, 1921-45; teachers' pay, 1945-8. 1921-48.

1 bundle of 2 envelopes.

Ms 34329

Teaching staff new pension scheme papers. 1931-4.

1 bundle in envelope. Partly printed.

Ms 34330

Teaching staff new pension scheme papers. 1949-55.

1 box. Partly printed.

Ms 34331

Papers concerning staff matters (teaching and administrative). 1931-41.

1 box.

Ms 34332

Papers concerning the following: appointment of new Bursar, 1950-1; appointment of new Headmaster, 1964.

1 box.

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Ms 34333

Catalogue of the school library, compiled c.1662. c.1662-1667.

1 volume, parchment. Mostly blank.

Gives titles, and dates and places of publication.

At front: list of benefactors to the library, 1662, continued to 1667.

At pp 21-3: lists of benefactors towards rebuilding the school, ?1667.

Former ref: 'Ancient MS Books no. 34'.

Ms 34334

Catalogue of the school library. 1773.

1 volume. Indexed. Latter part blank.

Arranged by shelves. Includes some dates and places of publication.

Former ref: 'Ancient MS Books no. 35'.

Ms 34335

Working papers of F W M Draper for his *Four Centuries of Merchant Taylors' School* (1962). 1953-62, with some 18th and 19th century material.

1 box. Partly printed.

Include notes and drafts of the published text; correspondence; proofs; newscuttings; and some original 18th and 19th century engravings.