



MERCHANT TAYLORS'
School



New Pupil Guide



Welcome to MTS

Welcome to Merchant Taylors' School! We're thrilled to have you with us and hope your time here will be fantastic. It might take a little while to settle in, make friends, and get familiar with our large campus, but don't worry - we're here to support you. Teachers understand that getting lost is part of the process, and you won't get into trouble for it! In just a couple of weeks, you'll be finding your way to Maths with ease.

Making new friends can take time, but we will keep an eye out for you and help you as much as we can. Remember, there are many staff members ready to support you, especially your Tutor. With so much to explore and experience at this vibrant school, my best advice is to dive in, participate in as many activities as you can, and most importantly, have fun.

Lastly, be kind to everyone you meet. Good luck, boys, and welcome once again!

R. B. C. B. Hesketh .

Dr. Hesketh

Head of Lower School



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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/

You have to sign up to our coach code of conduct. Good behaviour and respect to others is required at all times.

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.

Remember to stay safe on the road and be a good ambassador for us on public transport or school coaches.

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.

You must walk from the station to school via the Spinney (the tree-covered path behind the station). For your safety you must not walk under the railway bridge.

Cars

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



Absences or Late Arrival

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 so we can stay up to date.

If you are absent for any reason, your parent/guardian must telephone (01923 845536) or email (jnewcombe@mtsn.org.uk), the Registration Secretary, to notify the school. If you are unwell for more than one day your parent/guardian must inform the school for each day of your absence. When you come back into school you will need to bring an absence note written and signed by your parent/guardian.

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

Off Games

If you are not well enough to take part in Games you must bring a letter from your parent or guardian confirming the reason. This letter should be handed in the first instance to Ms Newcombe (not the teacher in charge of Games) before 8.35am on the day in question. On Mondays, boys who are off games are free to go home after Period 5. Boys must sign out via Ms Newcombe.

On Wednesday afternoons, all boys in the Lower School who are 'off games' should report to the Teacher leading the Games Session at 2.30pm where a register will be taken by a member of staff. You may be required to assist with the Games session or you may be permitted to study in the School Library until 3.30pm.

Key People

Everyone at MTS 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 Everson
Head Master



Mr Husbands
Second Master



Dr Clarke
Senior Master



Dr Harrison
Deputy Head
(Pastoral)



Dr Hesketh
Head of Lower
School



Ms Scott
Assistant Head of
Lower School



Mr Middleton
Assistant Head of
Lower School



Mr Evans
Assistant Head of
Lower School



Ms Shearman
Head Receptionist



Mrs Wardley
School Secretary



Mrs Mytom-Hart
School Receptionist



Ms Newcombe
Attendance Secretary



Mrs Williamson
The Master's
Secretary



Mrs Smith
School Nurse



Mr Roberts
Emergency Medical
Technician

The School Day



	Start	End
Assembly, Tutor Period, House Assembly 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 3	11:20	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

Games

Monday	Form time or Whole School Assembly	3:10 - 4:30
Tuesday	Tutor Period or House Assembly	-
Wednesday	Tutor Period or House Assembly	2:30 - 4:00
Thursday	Tutor Period	-
Friday	Form time or Whole School Assembly	-



Tutors & Teachers

Tutors

Your Tutor looks after you throughout your time at the School and is often 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. One will be your age (so you always have a friend around), some will be about your age, and others will be older. This way you get to know boys of all ages and this helps you feel at home quickly.

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.

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. If it is more urgent you can wait outside the Senior Common Room.

How can I find Dr. Hesketh?

If your tutor isn't around you can always see your Head of House, Mrs Wardley or Dr. Hesketh.

You can also find him in his office which is opposite the Exam Hall on the Maths Corridor. If you want to see Dr. Hesketh, you can contact him via Mrs Wardley, who works in the Senior Master's Office opposite the Sixth Form Common Room.



School Structure

The JCR (Junior Common Room)

The JCR is the MTS Prefect Team. About sixty senior pupils help the teachers with routine discipline, like 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)	Divisions (Year 10)	Lower Sixth (Year 12)
Upper Third (Year 8)	Fifth Form (Year 11)	Upper Sixth (Year 13)
Fourth Form (Year 9)		





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.

Raphael



Manor



White



Hilles



Andrewes



Spenser



Mulcaster



Walter





Rewards

Gold Notes

You can be awarded Gold Notes for good work. The teacher processes these electronically and they are sent to your Tutor, the Head of Lower School 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 Commendation - which 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

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

Mobile phone usage at School

- Mobile phone use is forbidden when you are at school. Your phone must be switched off and out of sight. If you are seen with it, it will be confiscated.
- You are not allowed to use your phone's camera in school. Turn your phone off before school starts at 8:35am and it can be turned on again after school at 3:40pm
- Although your phone will be switched off, ensure you keep it secure at all times



Following the Rules

Sanctions & Demerits

If you break the school rules you will be sanctioned. For minor offenses you will receive a Demerit, which is forwarded to your Tutor and the Head of the Lower School.

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 and 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.

Lockers & Lost Property

Lost Property

- Mark everything you bring to School 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 near the Coach Park.

Parents are also welcome to visit the Depot.

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.

Each locker comes with a combination padlock.

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 bag is identifiable so you can find it easily among others.

Scan here to see
the Lost
Property Log





Keeping Safe at MTS

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, through 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:

1. 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.
2. A Head of School (Dr Hesketh, Mr Manley, 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
3. 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.
4. Mental Health First Aiders. Some teachers (including all Heads 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.
5. The School Counsellors. If you need to speak to someone in confidence, you can email 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

In addition to normal PE lessons, there is a main school sport played each term:

	Third Form	Fourth Form
Autumn Term	Hockey	Rugby
Spring Term	Rugby	Hockey
Summer Term	Cricket	Cricket

In later years, there are a lot of other sports to play including Squash, Tennis and Fencing.

Water-sports are available either on our lakes or at Datchet. You can do Windsurfing, Dinghy Sailing, Canoeing, Kayaking, Rowing and more.

When it comes to sports on a Monday and a Wednesday, you will get changed before lunch so that the changing rooms don't get too busy.

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.



Clubs & Societies

Merchant Taylors' is about joining in. Your calendar in My School Portal and on the School website tells you what's on, when and where. Make sure to make the most of your opportunities and chat to your Tutor if you need some guidance on what to get involved in.

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.

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 MTS Young Musician of the Year for Year 7 and 8 to get involved in too.





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 and the Hour for you to buy snacks, sandwiches and drinks.

Lunch is on a timed rotation. The Lower School go to lunch at 12:20 so they don't have to wait too long. 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, Kosher, 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 Dining Hall but remember to clear your tray when you are finished and clean up any mess.



Tips & FAQs



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. The same procedure applies during sports.

Useful information

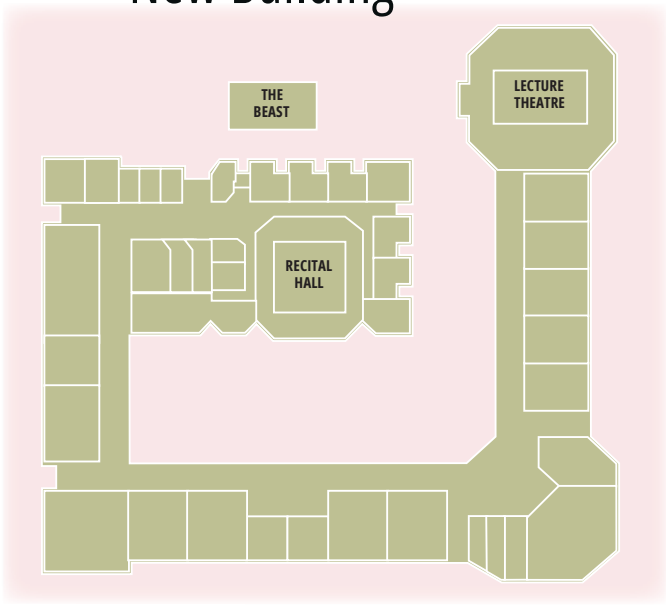
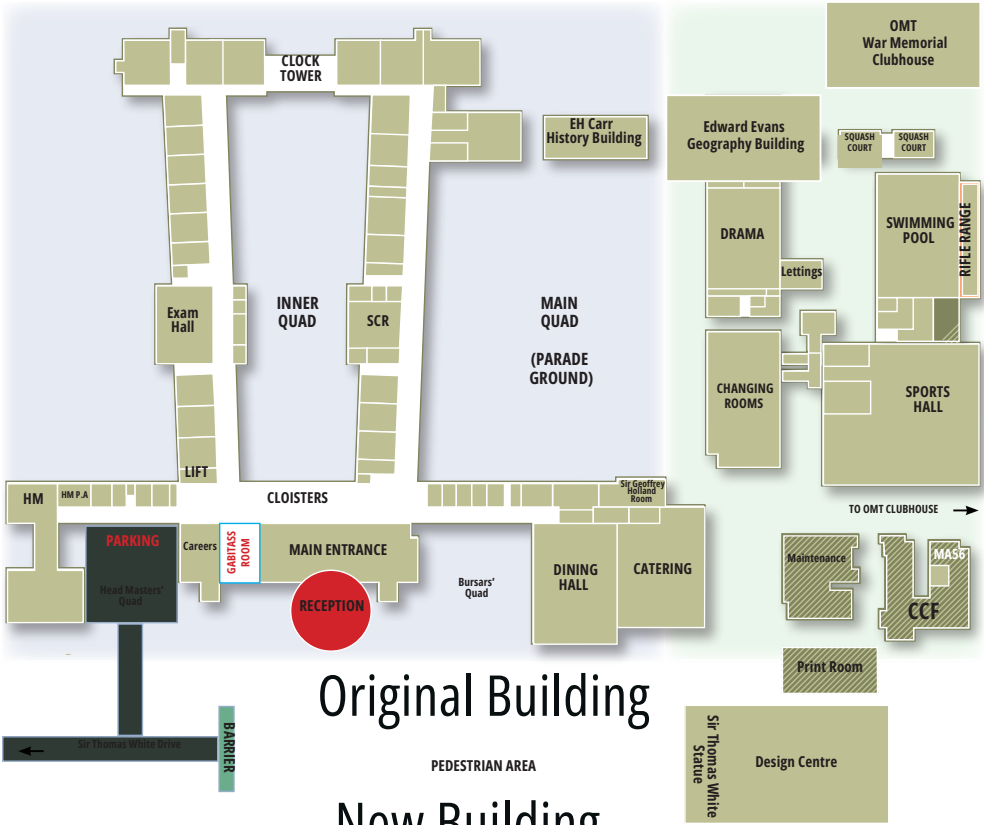
- Add the MTS phone number to your phone's contact list: 01923 820 644
- Bookmark our website: www.mtsn.org.uk
- You can access your email from the homepage or:
outlook.office.365.com

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

Campus Maps





Original Building Ground Floor



OFFICES

COMPUTING

GEOGRAPHY

HISTORY

MATHS

PHYSICS

RELIGIOUS STUDIES

1	Head Master	10	Religious Studies & Philosophy Office	19	Senior Master
2	Head Master's PA	11	Head Porter's Storage	20	Director of Teaching & Learning
2a	Second Master	12	Archive	21	Director Of Marketing and Admissions
3	Admissions	13	Maths Office	22	Deputy Head (Pastoral)
4	Registrar	14	Director of Studies	22a	Second Master's Secretary
5	Careers	15	Physics Prep Room	23	Deputy Head (Co-Curriculum)
6	Head of Middle School	16	School Admin Office	24	Deputy Head (Academic)
7	Learning Support Office	17	Head of Science	25	Development Office
8	Spencer Leeson Meeting Room	18	SCR	26	Director of Development
9	Head of Lower School	18a	Gown/Post Room	27	Sr Geoffrey Holland Room

Original Building 1st Floor

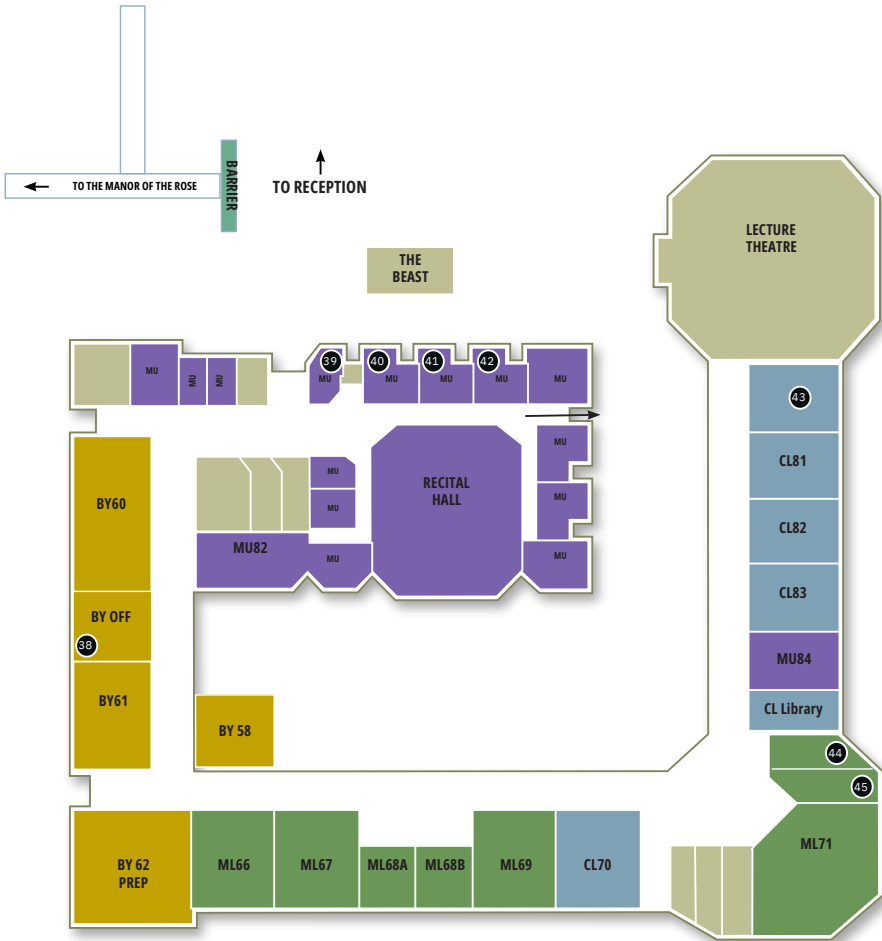


OFFICES

25	Staff Tutor	29	6th Form Reading Room	33	Chemistry Office
26	Learning Support	29a	Head of Learning Support DJS Office	34	Chemistry Prep Room
27	Head of Maths	30	English Office	35	IT Technical Services
28	Exams Officer	31	Head of Psychology	36	IT Manager
		32	English Book Room	37	Economics & Politics Office

- EXAMS
- CHEMISTRY
- COMPUTING
- ECONOMICS & POLITICS
- ENGLISH
- HISTORY
- MATHS
- MUSIC
- PSYCHOLOGY

Lakeside Building Ground Floor



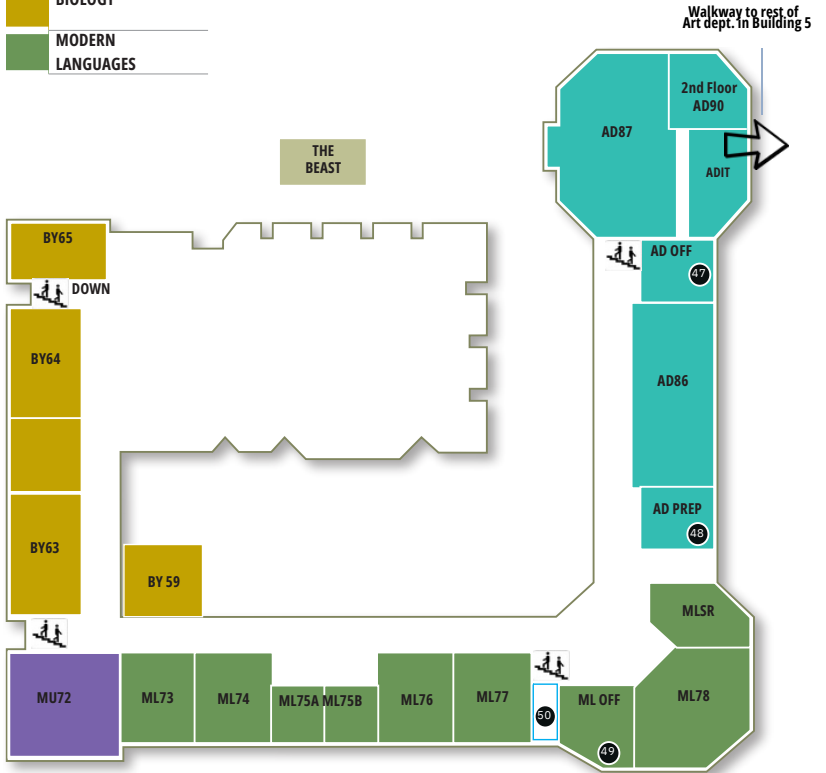
OFFICES

38	Biology Office	42	DTT & Graduate Office
39	Music Admin Office	43	Classics Office
40	JHS Office	44	Heads of MFL Subjects
41	SC Office	45	Head of MFL

	BIOLOGY
	MODERN LANGUAGES
	MUSIC
	CLASSICS

Lakeside Building 1st Floor

	ART & DESIGN
	BIOLOGY
	MODERN LANGUAGES



OFFICES

47	Art Office
48	Art Prep Room
49	ML Resources
50	Standby Server Room

	ART & DESIGN
	BIOLOGY
	MODERN LANGUAGES

Design Centre - Ground Floor



ART

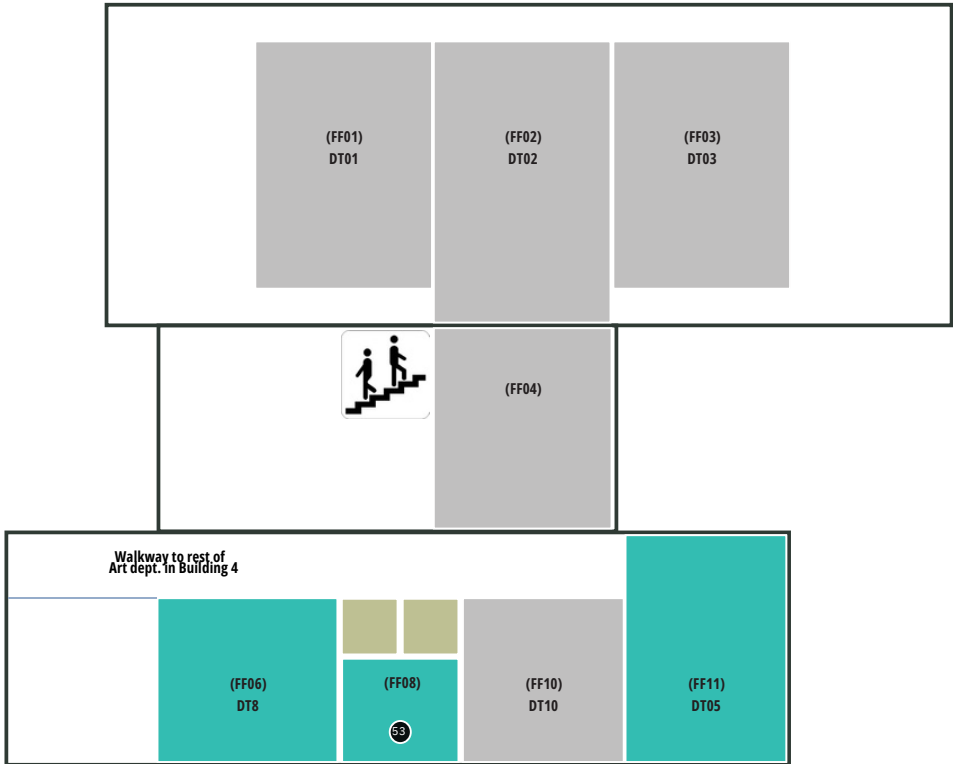
DESIGN, ENGINEERING & TECHNOLOGY

OFFICES

51 DT Staff Office

52 DT Tech Office

Design Centre - 1st Floor



ART

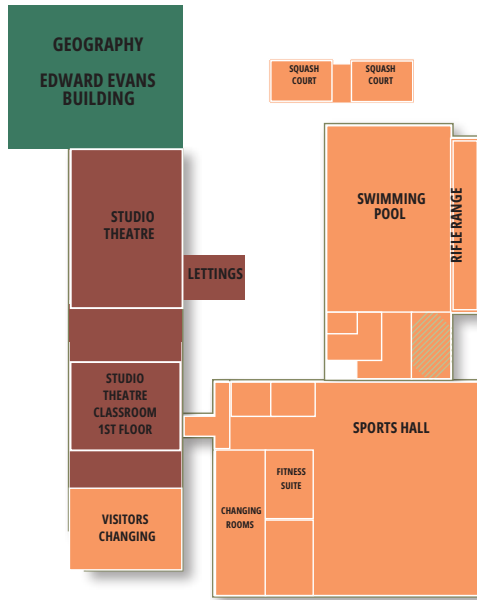





DESIGN, ENGINEERING & TECHNOLOGY

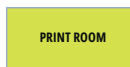
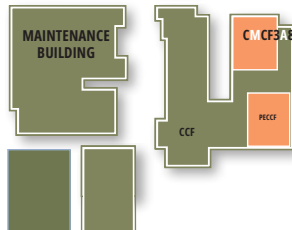
OFFICES



Art Store



	DRAMA
	MATHEMATICS
	SPORTS AND OUTDOOR EDUCATION

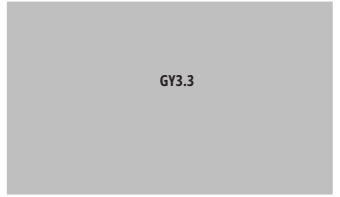
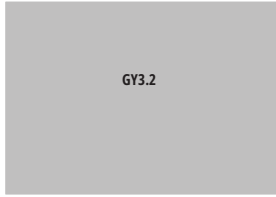
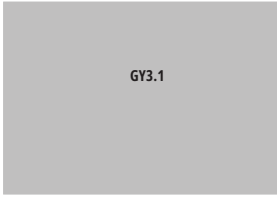


Please note

Music
 M49 is a Music Technology Room co-located with Computing
 Academic PE
 PECCF is in the CCF Block and is also known as the Prescott Room

Geography

Upper Floor

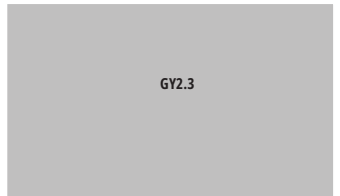
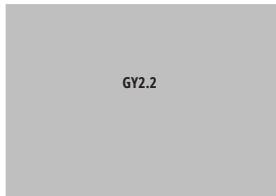
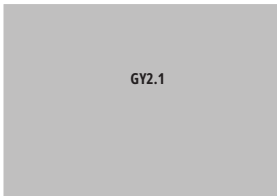


DOWN



UP

Middle Floor



Ground Floor

