



Marylebone Boys' School

STUDIO ET INDUSTRIA



Information Booklet

2024-2025

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School term and holiday dates for 2024/25

AUTUMN TERM	
Autumn Term part 1	Monday 2 September – Friday 25 October 2024
Half term break	Monday 28 October – Friday 1 November 2024
Autumn Term part 2	Monday 4 November – Friday 20 December 2024
Christmas Break	Monday 23 December 2024 – Friday 3 January 2025
Whole day INSET (school closed to students)	Monday 2 September 2024 – Inset 1 Tuesday 3 September 2024 – Inset 2 Friday 25 October 2024 – Inset 3 Friday 22 November 2024 – Inset 4 Monday 25 November 2024 – Inset 5
SPRING TERM	
Spring Term part 1	Monday 6 January – Friday 14 February 2025
Half term break	Monday 17 February – Friday 21 February 2025
Spring Term part 2	Monday 24 February – Friday 4 April 2025
Easter Break	Friday 7 April – Monday 21 April 2025
Whole day INSET (school closed to students)	Monday 6 January 2025 – Inset 6
SUMMER TERM	
Summer Term part 1	Tuesday 22 April – Friday 23 May 2025 <i>(May Day Bank Holiday on Monday 5 May 2025)</i>
Half term break	Monday 26 May – Friday 30 May 2025
Summer Term part 2	Monday 2 June – Tuesday 22 July 2025
Last day of school for students	Friday 18 July 2025
Whole day INSET (school closed to students)	Monday 21 July 2025 – Inset 7 Tuesday 22 July 2025 – Inset 8

Welcome from the Headteacher



Welcome to Marylebone Boys' School (MBS). It is a real privilege to work with your family and be responsible for the education of your son.

We have a team of dedicated staff who want the best for every student and will work tirelessly to ensure the boys reach their full potential. We believe there are great benefits in boys-only education. At MBS, we can see how a focus around boys' learning is having a positive impact both in terms of GCSE and A Level results – but also in allowing our students to make the most of their life choices.

The school has two brand new buildings located in the Paddington Basin. Our main school site and the Sixth Form Centre are on North Wharf Road. Our students enjoy new school facilities, and have access to and benefit from the large number of corporate connections. With our central London location, we have strong links with several leading businesses such as Marks & Spencer, Vodafone, Visa and PA Media.

The school has developed a well-rounded academic curriculum to ensure that the progress of all our students is excellent. Our students are at the centre of an active learning environment which encourages them to explore, investigate and critique. Our teachers consistently challenge our students to develop the skill set required for success in the real world.

MBS has a wide variety of students from different cultures and backgrounds. Students feel proud of their school and feel safe, secure, and valued. Our pastoral system engenders an environment where your son can and will excel. We have the highest expectations of the students' behaviour with clear sanctions and rewards. Your son will find a warm and welcoming school but one where he is expected to contribute to his own and the school's success.

The pastoral system supports students through their tutor and house groups, led by a Head of Year and a Form Tutor. Some students receive additional support in small groups or individual sessions from an extended team of professionals. Student welfare is at the heart of MBS, and we take a personalised approach which ensures all students are included.

The school works together to ensure student progress and academic performance are achieved. The success of MBS is well evidenced in our 2022 Ofsted report.

We expect high professional standards from all staff and students. We aim to stretch and challenge students, regardless of their starting points.

We work in partnership with students and parents. During your son's time at MBS, your involvement is key.

We look forward to giving your son a well-rounded education which will develop him into an independent young man who exemplifies our core values: Professionalism, Positivity and Productivity.

A handwritten signature in black ink, appearing to read 'Richard Ardron'. The signature is fluid and cursive.

Mr Richard Ardron
Headteacher
Marylebone Boys' School

MBS Mission Statement

To support students to achieve their full academic potential and to become well-rounded resilient citizens prepared for the life beyond school through application and hard work.

Studio et industria

Success comes through application and hard work

MBS Core Values

PROFESSIONALISM

Students are professional leaders who conduct themselves in a professional manner, ensuring respectful interactions with all peers and adults to allow them to become successful independent citizens in their community and career.

POSITIVITY

Students are positive role models who are rewarded for their hard work and are able to use feedback as an opportunity to develop their skills and abilities. Students have a positive approach to learning and peers and contribute fully at all times.

PRODUCTIVITY

Students are productive citizens who are ambitious and work hard; they take opportunities within the curriculum to use the '4R Learning Powers' (Resilience, Resourcefulness, Reciprocity and Reflection) and have a 'growth mindset', allowing them to embrace new challenges.

Students always work to their absolute maximum at all times.

Our professional expectations

We expect our students to demonstrate high professional standards in the following ways:

- To arrive at school before 8.30am, with the correct books and equipment, ready to learn, every day.
- To be smart in their appearance by coming to school in full school uniform which complies with our uniform policy, every day.
- To conduct themselves professionally when moving around the building and in classrooms, showing respect and kindness to everyone.
- To represent the school in a professional manner when travelling to and from school while wearing our school uniform.

Child protection and safeguarding

We take safeguarding very seriously; the safety and well-being of our students is of paramount importance. We provide a stimulating and safe working environment. All visitors to school are accompanied by a staff member at all times and must wear a visitor's pass. You may be asked to show identification if you visit the school.

Full details of our safeguarding statement can be found on the school's website.

Teaching and Learning – The 4Rs

The MBS Teaching and Learning Pledges aim to ensure that our students succeed in every aspect of their education and development. Adopting and developing the 4Rs will help equip your son for the challenges of MBS and life in the 21st century.

RESILIENCE

An MBS student will make excellent use of all opportunities provided to help him secure his learning. He will have determination to learn. He will seek further opportunities to extend his knowledge and learning both in and out of the classroom. He will take pride in completing homework and classwork to the very best of his ability. Resilience means that when a student makes a mistake, he will always be eager to know how he can improve. He will not be afraid to make mistakes. He will have a robust and spirited thirst for knowledge, learning and improving.

RESOURCEFULNESS

An MBS student will ask enquiring and investigative questions. These questions often compare and contrast different events and theories, and ask probing or evaluative questions such as "How far?" or "To what extent?" He will make links between topics and look for opportunities to deepen his learning. Resourcefulness means that a student will use resources around him to find answers to his questions. He will seek to work things out methodically using problem solving skills and active thinking skills.

RECIPROCITY

An MBS student will work well in a team and be able to listen, respond and further discussion. He will use peers to improve his own learning and support the learning of others. He will be encouraged to lead others in group work and to distribute roles effectively to maximise the performance of a team. Reciprocity means understanding "give and take" in group work and how to be an excellent communicator.

REFLECTION

An MBS student will look back over his ideas and work. He can identify strengths and weaknesses and how he can improve. He will set himself challenging targets, independently looks at his work and addresses corrections regularly. Reflection means considering how well work has been done and seeing mistakes as opportunities.

Pastoral systems

Your son will be placed in one of four 'house' groups. These are: **Brunel, Darwin, Faraday and Newton**. He will stay in this group while he is at MBS. He will also be in this group for morning registration.

Our houses have been named after great British scientists. They have been specifically chosen because of their contributions in the fields of science and invention. They are individuals who demonstrated the spirit of what we stand for at MBS: determination and hard work, ingenuity, creativity and integrity – hence our motto *studio et industria*.

Academic learning groups

Your son will be allocated to learning groups for his lessons. These are initially set based on your son's Key Stage 2 results.

We review our students' allocation to learning groups frequently throughout the year and will move them if we believe it to be the best solution for the individual student.

MBS Passport

At MBS, your son will participate in our Personal Development Curriculum which includes a range of carefully planned trips, ventures, enrichment sessions, PSHCE workshops and exposure to career opportunities for each year group in order to achieve "The MBS Passport".

This programme supports your son on his personal development journey, recognising that everyone has individual interests and ambitions. It supports students to achieve future career goals and ensures that they track and showcase their successes. Personal development encompasses all the fundamental skills and attributes for a member of society who strives to be a responsible, respectful, and valued citizen of the world. Each year group has its own focus or strapline, as detailed below:

- Year 7: **"Becoming part of the MBS family"**
- Year 8: **"Learning to be leaders"**
- Year 9: **"Making choices for my future"**
- Year 10: **"The value of work"**
- Year 11: **"Striving towards my goals"**
- Year 12: **"Being leaders of the community"**
- Year 13: **"Becoming the next generation of professionals"**



PSHCE (Personal, Social, Health, Citizenship and Economic Education)

At MBS, we are committed to providing students with the knowledge, skills and attributes needed to manage their lives, now and in the future. Through our three strands of Relationships and Sex Education (RSE), Health Education and Living in the Wider World, we deliver a broad and balanced life-skills PSHCE curriculum. This is essential in helping our young people stay healthy and safe, learn about the values that make us all part of one community and prepares them to make the most out of school, work and life.

MBS rewards: house points

House points are awarded for going above and beyond our expectations in learning over the lifetime of your son's MBS journey.

REWARD

MBS
certificate



MBS
bronze badge



MBS
silver badge



MBS
gold badge



MBS
house tie



LEVEL

20
house points

40
house points

75
house points

125
house points

200
house points

All individual house points go towards the annual House Cup. Recent winners of the House Cup and the Sports Shield are as follows:

YEAR	HOUSE CUP	SPORTS SHIELD
2016/2017	Darwin	Brunel
2017/2018	Newton	Brunel
2018/2019	Faraday	Darwin
2019/2020	Faraday	Faraday
2020/2021	Faraday	Faraday
2021/2022	Newton	Faraday
2022/2023	Newton	Newton



The school day

MONDAY – FRIDAY	ACTIVITY
07.45am	Gates open Breakfast Club
08.25am	Transition
08.30am	Registration/Assembly
08.50am	Transition
08.55am	Period 1
09.55am	Transition
10.00am	Period 2
11.00am	Break
11.15am	Transition
11.20am	Period 3
12.20pm	Transition
12.25pm	Period 4 Lunch A (12.25-12.55pm) Lunch B (1.25-1.55pm)
1.55pm	Transition
2.00pm	Period 5
3.00pm	End of student day for Years 7-9 Period 6 (Optional Study/Extended Study for Key Stage 4) Enrichment activities (until 4.00pm) Central Daily Detention (CDD) (until 4.00pm) Homework Club (until 4.00pm)
5.00pm	End of school day

End of the school day

The school day ends at 3.00pm. Students are dismissed unless they have:

Enrichment: wider educational experiences that students can choose to take.

Intervention: compulsory extra support that students attend.

Supervised personal study: independent study in a supervised silent environment.

Detention: further details on page 23.

All students must be offsite by 5.00pm from Monday to Thursday and by 4.00pm on Friday unless they have specific permission and are accompanied by a member of staff.

Uniform and Equipment

Compulsory uniform

- School blazer
- School jumper
- School tie
- Black trousers
- White shirt
- Black shoes (not trainers)
- School bag (only available from the school)
- School PE polo shirt
- Black shorts or black track bottoms
- Astro trainers without studs or blades
- Football boots for grass

The school uniform is available from MyClothing.com. All items should be labelled.

Further details on the school website.

Classroom Equipment

- Pencil case
- Pen
- Pencil
- Ruler
- Rubber
- Pencil sharpener
- Green biro pen
- Set of highlighter pens (which must include one pink and one green highlighter)
- Calculator
- Protractor and compass
- A water bottle which can be re-filled while at school (a sports-type cap is best)

Professional appearance

Your son is expected to be in full school uniform every day with shirt tucked in, top button done up and shoelaces tied. School PE kits must be worn for PE lessons.

No piercings or jewelry are allowed in school.

We embrace a variety of hairstyles, but we do not permit any lines or markings to be cut into hairstyles or eyebrows. The Headteacher will make the ultimate decision on whether a student's appearance is acceptable and in line with our policy.

Communication

The ways in which we will communicate with you are:

- Weekly parent newsletter: this is our main communication of news and information, and the one which you must read. If you are not receiving the newsletter, please check your junk box, and add parents@maryleboneschool.org to your contacts. If you change your email address, remember to let us know.
- MyChildAtSchool (MCAS) app for access to your son's timetable, end-of-year assessment reports, notification of a detention and other important information about your son.
- School website www.maryleboneschool.org – links to key information about the school.
- Social media channels where you can find out more about school life:
 - Instagram MBS: @maryleboneboys
 - Instagram MBS Sixth Form: @mbssixthform
 - Facebook: @maryleboneschool
 - Twitter: @MaryleboneSCH
 - LinkedIn: Marylebone Boys' School



How to contact the school

Most questions can be answered by checking the website, MCAS app or the newsletter. If you need to contact the school about academic and pastoral matters please contact your son's Head of Year:

- Head of Year 7: year7@maryleboneschool.org
- Head of Year 8: year8@maryleboneschool.org
- Head of Year 9: year9@maryleboneschool.org
- Head of Year 10: year10@maryleboneschool.org
- Head of Year 11: year11@maryleboneschool.org
- Head of Sixth Form: sixthform@maryleboneschool.org

Other useful direct email addresses:

- Report your son's absence: absence@maryleboneschool.org
- Trips, music lessons or ParentPay enquiries: office@maryleboneschool.org
- Medical issues: welfare@maryleboneschool.org
- General enquiries: parents@maryleboneschool.org

If you need to contact us in an emergency, please call (020) 3143 7100.

How to contact the school

Issue	Who do I contact?
Student absent due to sickness	<p>Contact: School Attendance</p> <p>Email: absence@maryleboneschool.org stating your son's full name, year group and reason for absence before 8.00am on each day of absence.</p> <p>Inform the school before 8.00am on each new day of sickness and explain the reason for absence.</p>
I want to know how my son is doing at school	<p>Contact: Head of Year – this may be passed onto your son's form tutor.</p> <p>See page 15 for the Heads of Year email addresses.</p>
My son has lost his school shoes, so I am sending him in wearing his trainers today	<p>Send your son in with a written note. There is no need to contact the school.</p>
My son has a dental or medical appointment next week	<p>Contact: School Attendance</p> <p>Email: absence@maryleboneschool.org</p> <p>Provide the time of departure from or arrival in school and enclose a copy of the appointment letter.</p>
I am worried about my Year 10 son being upset and want teachers to know	<p>Contact: Head of Year 10</p> <p>Email: year10@maryleboneschool.org</p>
My son has forgotten his trainers for PE at home	<p>It is his own responsibility to ensure he has the required PE kit and school equipment every day.</p> <p>A sanction may be given but there is no need to contact the school.</p>
I am having difficulty accessing my ParentPay account	<p>Contact: School Office</p> <p>Email: office@maryleboneschool.org to explain the issue you are having.</p>

Friends of MBS (FMBS)

FMBS comprises the families, carers and staff who come together to socialise, fundraise and to add value to all the wonderful work the school does. They support the school by offering assistance, adding resources and by running social and fundraising events, such as bake sales. They welcome contributions from everyone, whether it is their time, bright ideas or practical or financial support. We also run parent coffee mornings once every half term in the Library with both internal and external speakers. We would very much like to expand our community and invite parents/carers to join. To find out more, please email friends@maryleboneschool.org



Attendance and Punctuality

MBS is committed to providing an education of the highest quality for all its students and recognises this can only be achieved by supporting and promoting excellent school attendance.

Only by attending school and being punctual every day will your son be able to take full advantage of the educational opportunities available. As a parent, you have a legal responsibility to make sure that your son receives a full-time education until they are 16.

We expect all students to achieve over 96% attendance. **Any absence or lateness will affect your son's progress.** It is not possible to replicate face-to-face teaching and it is very difficult to catch up on work that has been missed.

All staff have a key role to play in supporting and promoting excellent school attendance and punctuality and will work to provide an environment in which all our students are eager to learn.

On occasions, your child may be ill and you may need to keep them at home. It is vital that the school is made aware of this immediately so that we know which students should be in school and which students are legitimately elsewhere.

Therefore we ask that you email the school using absence@maryleboneschool.org by 8.00am stating your son's full name, form group and reason for absence. We require this information for each day of a student's absence.

The school may request you to provide evidence for your son's absence if he has not attended school for a period of over five days.

Registration is at 8.30am and all students are expected to be on-site by 8.25am in order to get to their classroom in time for when the register is taken.

Holidays in school time

The Government prevents the Headteacher from authorising absence from school for family holidays. All holidays taken in term-time will be recorded as Unauthorised Absence.

Parents are legally responsible for ensuring their children receive education in accordance with Section 7 of the Education Act 1996 and regularly attend school.

If you feel you have an exceptional circumstance, you must write to the Headteacher prior to making any arrangements or taking any absence.

The school has a legal obligation to refer families to the relevant local authority team if school attendance is not regular.

Medical and dental appointments

Parents should try to make appointments outside of school time. We understand this is not always possible and if you have an appointment during school time, please inform the school in advance by emailing absence@maryleboneschool.org. Early morning or late afternoon appointments are preferred to limit the learning time that your son misses.

Medication in school

Students are not generally permitted to bring medication into school. Some medication however, such as asthma pumps and adrenaline autoinjectors (such as EpiPens), must be brought into school and these should always be accompanied by an Individual Healthcare Plan. If your son has a medical condition that we need to be aware of, please complete the relevant section on the Student Information Form provided with the Online Enrolment Forms or email welfare@maryleboneschool.org.

If your son has been prescribed medication by a doctor that must be taken in school hours, please supply the medication to us in a box with the pharmacy label on, detailing dosage instructions.

The school can only issue non-prescription medication as a last resort. If your son needs to take non-prescription medication, please complete a copy of the Administration of Medication form, detailing the reasons, the medication and the dosage required. The form is available from the Welfare Officer upon request and on the school website under Parent Forms.

Vaccination

All students will be offered the NHS human papillomavirus (HPV) vaccine which helps protect against certain cancers. Teenage booster and flu vaccinations will also be offered.



School catering

MBS offers a full catering service and prides itself on providing high-quality food. All meat served is halal and all meals are prepared on the premises.

Your son can purchase food at:

Breakfast	7.45-8.15am
Break	11.00-11.15am
Split lunch 1	12.25-12.55pm or
Split Lunch 2	1.25-1.55pm

If your son is eligible for Free School Meals (FSM), he will receive a free school lunch. It is up to parents to provide evidence of eligibility.

Breakfast items start from 50p, break snack is £1.40 and lunch is £3.30. Your son can also purchase water for £1.00, a fruit drink for £1.60 and cake for £1.40. Additional lunch items, like crisps and fruit are also charged extra. All the above items must be paid for by ParentPay

If your son has any serious food allergies or intolerances, please contact welfare@maryleboneschool.org to arrange a meeting with his Head of Year and/or the Welfare Officer to organise an Individual Care Plan.

The school uses a biometric identification system (fingerprint) linked to ParentPay. We do not accept cash or card payments. Once parental consent has been given, students will purchase their breakfast, break and lunch food and drinks by placing their finger or thumb on the Biometric Reader. Payment is then deducted from their online ParentPay account. It is the responsibility of the parents/carers to ensure that your son has sufficient funds in his ParentPay account at all times. If your son does not have sufficient funds in his account, he will not be able to have school food or drinks and we cannot advance credit for food payment. We have a zero tolerance policy to bad debt.

Students who qualify for Free School Meals should also opt for the biometric system in exactly the same way so that they can buy breakfast, snacks or drinks.

Is your son entitled to Free School Meals?

We would like to ensure that all students who are entitled will benefit from Free School Meals scheme. Even if you were previously receiving Free School Meals, you will need to re-apply now that your son is changing schools. As we are a Westminster school, the application should be made to Westminster City Council's education webpage via this link:

www.westminster.gov.uk/education/free-school-meals/how-do-i-apply-free-school-meals

Westminster City Council will contact you directly to inform you of the outcome of your application.

Online payments to school with ParentPay



At MBS, we use a convenient way to pay for school meals, trips, music lessons and much more online, which is via a secure service called ParentPay.

This means that the school can be a cash-free environment. You can make secure payments online using a credit or debit card.

Making secure payments online using your credit or debit card

ParentPay offers you the freedom to make payments whenever and wherever you like.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these when you first log in. Please keep your account details safe and secure. If you have more than one child at our school or children at another ParentPay school, you can create one single account login for all your children regardless of which school they attend.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date. Once you have activated your account, you can make online payments straight away. Please set up an alert on ParentPay to top up your son's funds regularly.

ParentPay FAQs

When can I log in to my account?

Once you have received your activation letter from school with your activation login details, you will be able to activate your account and start making payments. This letter will be sent to you by the school.

What about our personal information?

ParentPay holds a very limited amount of information about you and your child solely for the purpose of administering your account; however, ParentPay does not use your personal information other than for supporting the school. We do not share or give information to any other organisations. We operate under strict guidelines set by the Data Protection Act 2018.

For more information please visit: www.parentpay.com/parents

Mobile phones and smart watches

We would urge parents to avoid sending their son into school with any expensive items. Students may wear smart watches and bring in their mobile phone, however if it is 'seen or heard' it is confiscated and parents are informed. The school will retain the device for at least 24 hours from confiscation.

Cycling or scooting to school

Lockable racks are available for the use of students who wish to cycle or scoot to school. Please note that these are located at the front of school building and in an area which is accessible to the passing public.

Please ensure that your son brings a secure lock to school should he wish to use the racks. The school cannot take responsibility for any loss or damage to items left outside the school and students bring cycles/scooters to school at their own risk.

We encourage all cyclists to wear appropriate high visibility clothing, a helmet and have lights when commuting to school. No rental cycles are allowed on school property.



PE lessons and off-site facilities

The range of sports we teach includes athletics, basketball, cricket, handball, hockey, football and Ultimate frisbee. Alongside our state-of-the-art on-site facilities, we also use off-site venues at Paddington Recreation Ground, Hallfield Primary School astro pitch and Regent's Park.

Musical instrument lessons

We offer a range of musical instrument lessons which are taught by specialist Peri teachers. If your son joins us at the start of a school year, he will be given an online form for you to sign up for these lessons. If he joins us mid-year, please request a form as he may need to go on a waiting list until a lesson slot becomes available.

We make a charge for lessons at the price of £250.00 per term (half price if your son is entitled to Free School Meals) which is payable termly in advance. If at any time you wish to cancel the instrumental lessons, you will need to give one term's notice. This is because our Peri teachers are booked termly in advance.



Detentions

There is detailed information about our behaviour policy on the Policies section of our website.

Where students are not meeting our professional standards, they are late to school or fail to complete their homework to a satisfactory standard, they will be required to attend an after-school detention for up to 60 minutes on that day.

Schools are not legally obliged to notify parents/carers if a student has been given a detention – however we will notify you by the MyChildAtSchool (MCAS) app so that you are aware.

Closing message from the Headteacher

I hope that our information booklet has answered many of your questions but please do not hesitate to ask us about anything at all relating to your son and his education with us here.

I will finish by wishing your son the very best and I hope that he will be extremely happy and successful as a student at Marylebone Boys' School.

Mr Richard Ardron
Headteacher
Marylebone Boys' School





Marylebone Boys' School

STUDIO ET INDUSTRIA

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London
W2 1QZ

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Website: www.maryleboneschool.org
Telephone: 020 3143 7100