The Ladies' College Melrose Guernsey

PREPARATORY & JUNIOR

PARENT HANDBOOK

2018- 2019

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Introduction

The purpose of this booklet is to welcome you and your daughter to The Ladies' College Melrose, to tell you about our school and its aims and to help you get the most out of your time with us.

The Ladies' College Aims

We aim to give each girl the confidence to develop and enjoy her talents to the full, while recognising and valuing the qualities of others.

Above all, we promise to work hard to provide an environment in which girls can grow up happily, develop wide interests and make lifelong friends.

Principal	Mrs A Clancy
Melrose Head Teacher	Mrs E Ozanne
Deputy Head Teacher	Mrs R de la Fosse
Head of Preparatory Department	Mrs C Cave
Receptionist	Miss K Anders
Melrose Caretaker	Mr G Waddingham

Classes

Our traditional class names at Melrose equate to UK recognised year group names as follows:

Lower Preparatory	Reception - Miss J Martin Learning Support Assistants - Mrs M Way / Mrs J Le Ray
Middle Preparatory	Year 1 - Mrs C Cave Learning Support Assistant – Mrs A Reynolds
Upper Preparatory	Year 2 - Miss J Kinley Learning Support Assistant – Mrs D Abreu
Junior Remove	Year 3 – Mrs R de la Fosse / Mrs A Le Conte
Form I	Year 4 - Mrs L Donnelly
Form II	Year 5 – Mr T Lewis
Form III	Year 6 – Mrs S Morris assisted by Mrs R de la Fosse
Junior Department	Teaching Assistants – Mrs K Lowe /Mrs S Walkington

Term dates 2018 - 2019

Michaelmas Term 2018

Monday 3 September - Staff INSET day

Tuesday 4 September & Wednesday 5 September - Start of Term (Staff)

Thursday 6 September - Start of Term for Middle Preparatory – Form III,

Monday 10 September - Start of Term for Pre-Preparatory and Lower Preparatory

Friday 26 October - 12.00 Noon finish for Pre-Preparatory and Melrose,

Monday 29 October to Friday 2 November - Half Term Holiday

Wednesday 19 December - End of Term - 12.00 Noon finish for Pre-Preparatory and Melrose,

Lent Term 2019

Monday 7 January - Start of Term

Friday 15 to Friday 22 February - Half Term

Friday 5 April - End of Term - 12.00 Noon finish for Pre-Preparatory and Melrose,

Trinity Term 2019

Monday 22 April - Easter Monday

Tuesday 23 April - Staff INSET day

Wednesday 24 April - Start of Term

Monday 6 May - Bank Holiday

Thursday 9 May - Liberation Day

Monday 27 & Tuesday 28 May - Bank Holiday / Half Term Holiday

Tuesday 28 May - Staff INSET day

Thursday 4 July - End of Term - 12.00 Noon finish for Pre-Preparatory and Melrose

The School Day

Arrival	08.25 – 08.35
Lessons Begin	08.40
Assembly	09.50-10.10
Break	10.10 – 10.30
Lunch - Prep Dept	11.45 – 12.55
Lunch - Junior Dept	11.55 – 13.05
School Ends –	
Lower Prep	14.45
Middle and Upper Prep	14.55
Junior Dept	15.30

Drop offs

The school cannot be responsible for children who arrive before 08.25, unless they are in a school club. A teacher will be on duty in the hall from 08.25 each morning. If children arrive early they may be supervised by parents until the teacher comes on duty. Girls enter through the side gate. Girls who arrive after 08.40 are late for school and should enter via the School office.

Pick ups

At the end of the day, Preparatory Department girls should be collected from their classroom door and Junior Department girls from the cloakroom door. On rainy days Junior Department girls should be collected from the hall but, whether picked up from the hall or the Junior Cloakroom, girls must be collected rather than walk to the car park or run across traffic lanes. **Please note that for safety reasons, neither girls nor siblings should play on the outdoor equipment before or after school.**

Please note that, linked to Health and Safety and after discussion with the College PTAs, the Governors have decided that there should not be dogs on the school grounds. Parents of pupils at Melrose may leave their dog in the car, if on site but no dog must be walked onto the site, unless agreed with the Principal or Headteacher, Melrose, linked to a theme of assemblies or a broader educational objective of the College.

If you are unavoidably delayed and cannot collect your daughter on time, please let Miss Anders know. If there are changes to your usual arrangements, please complete a 'Changes in Routine' form available from Miss Anders in the school office or, if this is not possible, email Miss Anders. Girls will not be allowed to go home with another person unless the school has been informed by their parent.

If you wish your daughter to walk home please inform us in writing. In such circumstances mobile phones may be left with Miss Anders, in the office, first thing in the morning and collected after school. **The Melrose direct line is 721338.**

If nobody arrives to collect your daughter and we are unable to contact you by telephone, we will try to contact the person nominated by you on your registration form, as the next person to call. Please ensure that these emergency contact details are kept up to date and that you notify us of any changes to telephone numbers etc.

Early Morning Club

An Early Morning Club is available from 07.45am each morning. Girls may attend Early Morning Club following their fifth birthday. Places are limited and should be booked in advance. Please speak to Miss Anders, the School Secretary for more information about availability and charges. Girls younger than five can access our wrap around care facility.

Co- Curricular Clubs

There is a large range of before and after school clubs that are available for Junior Department girls including: fencing, drama, music theory, multisport and fitness, gymnastics, tennis, tag rugby, maths, ICT, art, science and sewing. Please see the Clubs Information Booklet for more information, including prices and booking forms.

After School Care

In addition to the after school clubs, an after school care facility, held in the Pre-Preparatory building, is available. Care is available up to 5.45pm. For more information, please contact Mrs E Reynolds – lreynolds.melrose@ladiescollege.ac.gg

Attendance

Girls are expected to be at school throughout the day. We understand that specialist appointments are not always easy to arrange at suitable times but routine medical and dental appointments should be made at lunch time or after school wherever possible.

If parents wish to remove children from school for any reason they should apply in writing giving as much notice as possible, to the Head Teacher, requesting permission for such absence. In exceptional circumstances leave may be authorised. However, as missing school for reasons other than illness is not in the child's best interest, in most instances requests for additional holiday days are not authorised. Work will not be set in case of absence, unless there are exceptional circumstances.

The Melrose Mindset

At Melrose we have identified 6 Growth Mindset elements to underpin the girls' learning and approach to the curriculum. The girls are encouraged to use these in all aspects of their learning and school life. Rewards and feedback will be based as much on the girls' attitude to learning as on their end result, in order to encourage effort and persistence. The Melrose Mindsets are Collaborative, Initiative, Curiosity, Risk Taking, Resilience and Reflective. Please refer to our Melrose Mindset booklet for more information.

In the Preparatory Department, each Mindset is related to a character and a story to give the girls an example of the learning behaviour in an understandable context.

Ping the Panda
Reflective
(Take time to Think)

Desmond Duck
Resilience/Perseverance
(Don't give up)

Ellie the Elephant
Initiative/Independence
(Think for yourself)

Tim and Tina Turtle
Collaboration
(Be co-operative)

Marvin the Meerkat
Curiosity
(Be curious)

Hamid the Hedgehog
Risk Taking
(Have a go)

The Curriculum

We follow the National Curriculum (2014) as the basis of our teaching and learning, although we do go beyond these requirements in many areas.

"Tell me and I forget, teach me and I remember, involve me and I learn" Benjamin Franklin

We expand and extend areas of the curriculum to ensure the girls receive a well rounded, balanced education. We run a comprehensive Forest School programme throughout the school. Forest School teaching develops the independent learning skills which are so important in the world today. The Forest School approach is designed to enhance our curriculum, offering deep and unforgettable learning experiences using the outdoor environment. Melrose also has 'Beach School' status with a qualified member of staff, the beach is also used as a valuable learning resource.

Cross curricular studies provide the opportunities to increase social and global awareness, introducing the theme of global citizenship and responsibilities. Whole school initiatives, such as recycling, and discovery days during the year, enrich this learning.

PSHE (Personal, social and health education) at Melrose follows an enquiry-based approach across the school and has three Core Themes: Health and Wellbeing, Relationships and Living in the Wider World which form termly or half-termly topics, each of which responds to a 'big question'. The overarching key questions, such as 'How do we show our feelings?' and How can we be safe online and using social media?'; act as the topic titles and allow for the course to be catered to individual needs as well as the needs of the class.

The curriculum is enhanced by the use of visiting speakers, outings and workshops and the girls are encouraged to bring relevant items or information from home.

Preparatory Department

In Lower Preparatory the Foundation Stage Curriculum is used with seven areas of learning: Personal, Social and Emotional Development, Physical Development, Communication and Language, Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

As the girls move into Middle and Upper Preparatory they follow the guidelines of the National Curriculum (2014). Subject areas covered are English, Mathematics, Science, History, Geography, Design and Technology, Art and Design, Religious Education, French, Personal, Social and Health Education, Music, Physical Education, and ICT. These subjects are not always taught discretely. A Cross-Curricular approach enhances the learning of topics and makes learning fun. Girls also benefit from weekly ballet lessons, which are taught by a specialist teacher.

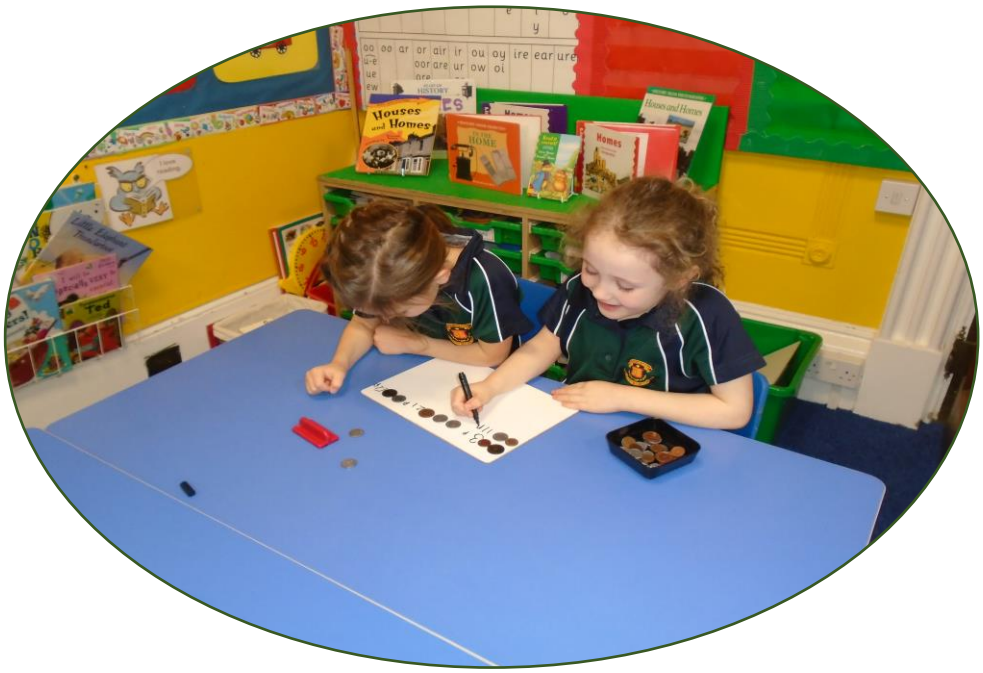
The core subjects of English, Mathematics and Science are underpinned with recognised schemes;

English – Read, Write, Inc, Talk For Writing

Mathematics – Collins Busy Ants, Numicon

Science Rising Stars 'Switched on Science'

Swimming lessons are part of the curriculum and offer essential skills and all girls are expected to participate. Generally, if a girl is not well enough to swim she is probably not well enough to attend school.



Junior Department

The Junior Department lessons cover the same subject areas as the Preparatory Department with the addition of Drama. As the girls progress though the year groups there is an increased amount of specialist teaching, in subjects such as Physical Education, Music, Drama and Science.

English

The development of communication skills is encouraged through reading, writing, speaking and listening. All these skills are taught and used throughout the curriculum. We follow the new Collins Treasure House Scheme which fully utilises our interactive SMART boards.

Reading

Reading for understanding is encouraged in a variety of ways, including guided reading and more formal comprehension lessons in addition to library sessions. During guided reading lessons, the girls work in small groups on carefully selected texts which match their reading ability. The aim of these lessons is two-fold; to improve reading fluency and expression and also to encourage a deeper understanding of texts through focussed questioning and discussion. Weekly homework is set to support the reading work covered in class. In addition, girls are encouraged to read a range of reading materials at least twice per week at home.

Writing

Writing includes the composition of stories, reports, advertisements and poetry. Girls are encouraged to let their thoughts and ideas flow, using phonic approximations for spellings. When the exercise is completed they are then taught to edit their own work. Such editing may be guided or free. Grammar and punctuation are also taught to support free writing and weekly guided writing sessions are used for targeted work to improve writing skills.

Speaking and Listening

Speaking and listening can take a variety of forms from discussing a poem to performing a play or demonstrating how to do something or debating a topic.

Handwriting

Handwriting is taught on a regular basis in the Lower Junior Department. The letter or letters being taught are demonstrated and discussed before the girls practise either the letters alone or in context. Short, regular sessions have the benefit of focusing attention on good, joined handwriting and presentation. Hopefully, this will then be carried on to other lessons.

Mathematics

Collins Busy Ant Maths is our main Mathematics scheme and we also use a variety of other books and resources. The main strands in Mathematics are

- Number
- Measurement
- Geometry
- Statistics

Mental arithmetic is an important part of Mathematics and a sound knowledge of Times Tables is essential if girls are to be able to think quickly. The girls take Times Tables Challenges on a weekly basis. We also help the girls to discover a range of strategies to use in their work. All girls also have individual passwords to access Mathletics, an online Mathematics Learning Resource. Problem solving is a key area and girls are encouraged to apply skills and reason mathematically.
A range of appropriate software is available, enabling us to use ICT in Mathematics.
In the Michaelmas term Forms II and III take part in the Primary Mathematics Challenge, set by the Mathematical Association.

Science

Science is taught in line with the 2014 National Curriculum from the Rising Stars 'Switched on Science' scheme, which continues on from the Preparatory Department.

There is a great emphasis on practical learning using everyday items, fondly known as 'kitchen sink Science'. This practical element forms part of the 'Scientific enquiry' strand and includes choosing fair and appropriate tests and recording results or observations in an appropriate manner. Girls in Forms II and III have their lessons in the Senior School laboratories and are taught by Science specialists.

History

We encourage the girls to gain an understanding of the period being studied, including an understanding of

- how to use the Internet to find suitable source material;
- how to present a research project to an audience;
- differences between cultures for example Egyptians and Greeks; and
- differences between a period such as the Elizabethan and the present day.

We aim to foster knowledge and understanding and discourage rote learning. We learn about key figures and key events within a period as well as cause and effect, fact and opinion. We look at sources and search for evidence, using both the Library and ICT to help develop our research skills.

Geography

Over the course of the Juniors we move from local to global scales, seeing the World in a logical way, studying physical, human and environmental Geography. By the end of Form III girls should know and understand the locations of continents, oceans and capital cities, as well as the challenges and development of the Third World. We encourage investigation by using a variety of resources, including the Internet, to determine the most suitable for our line of enquiry.

Cross Curricular Studies

The Junior girls will also study a cross curricular project at least once a year which will increase their global or social awareness and incorporate a wide variety of skills, including collaborative work and independent learning.

Religious Education

RE is taught through discussion and note taking. The children study Christianity and compare similarities and differences with other world religions. They are encouraged to express their own feelings and thoughts about religion in order to begin to formulate their own philosophy of RE. The PACE team (Practical Assistance in Christian Education) supports the delivery of some of the Christian elements of the syllabus.

Junior Remove Signs and symbols, Jesus, The Bible, Faith, Diwali

Form I	Hindu Worship, Christmas Journeys, Easter, Religions in your neighbourhood
Form II	The Christian Bible, belief and actions, Muhammed, Muslim belief and practice.
Form III	Worship and community, The role of the Mosque, The Qur'an, Sikhism, Christian religious buildings, faith and the arts.

ICT

ICT is taught as a discrete subject and also within other curriculum subjects such as English, Maths and Science. The Junior girls are taught skills that enable them to use many different devices such as iPads, touchscreen desktop computers, cameras and electronic microphones. Our ICT curriculum has several focus areas:

- Using the internet safely
- Using technology to communicate
- Digital Media
- Programming and control
- Creativity, graphics and modelling

Art and Design technology

The Art curriculum encompasses a range of artists and techniques. It is used to support other areas of the curriculum as well as being a subject in its own right. Girls experience painting, drawing, collage, 3D work, printing, textiles, construction, colour, shape and design, developing skills using a range of materials.

Design and Technology involves the planning, designing and evaluation of various projects. Wherever possible it is linked to topics which are being studied in other areas of the Key Stage 2 curriculum.

Music

Music in the Junior department is designed to be fun, stimulating and inclusive. All girls have the opportunity to perform throughout the year and on top of choirs and instrumental groups (musicmaking, handbells, flute, saxophone, recorder) have a weekly lesson with Ms Owen, a music specialist. Based on a traditional foundation relevant to children today the curriculum encourages each girl to develop her musicianship progressively and achieve her full potential.

Active music-making, composing, performing, listening and appreciation give the girls skills, understanding and confidence to take with them through life.

The girls perform in the Carol Service, Guernsey Eisteddfod and Summer Concert and often have invitations to perform in the wider community.

Drama

Drama in the Junior department is taught by drama specialists, and operates on two levels. On one level it supports areas of the curriculum where appropriate e.g. English work – exploring texts, poetry and playscripts, role play in History etc. On the second level it is explored as a subject in its own right and is used to develop various skills, including that of self-expression.

Junior Remove learn basic skills including listening to each other, working as a team, vocal projection and the expression of ideas.

Form I further build on these skills through improvisation inspired by various stimuli e.g. music, poetry, art. We also support the work in English on playscripts.

Form II tune these skills further, this time linking them to characterisations, using masks, props and exploring characters in texts and scripts. This is again linked to English work.

In Form III, Drama work links closely with English, focusing on Shakespeare and exploring a play in various ways.

All Junior year groups also have the opportunity to use these skills and experience a sense of 'real' performance in the form of the Junior Production in the Lent Term. Form III also learn backstage skills, including operating light and sound systems.

In addition, all classes have a chance to develop their group skills in the LAMDA performance exams in Choral Speaking, which are held every other year in the Trinity Term.

French

In accordance with the National Curriculum, the focus of study is on practical communication. In the Junior Department, work further builds on the foundations set in the Preparatory Department. Reading, writing, speaking and listening skills are all encouraged, with particular emphasis on speaking and the acquisition of confidence in the language. Girls in the Junior Department have the opportunity of taking part in the French Eisteddfod. Girls in Junior Remove and Form II have the option of learning an individual poem and girls in Form I and Form III perform a class song.

Physical Education

During their time in the Junior Department all girls will receive some PE lessons delivered by a subject specialist teacher. The girls learn a wide variety of skills that can be applied to a range of activities including invasion and striking games, gymnastics and dance, swimming and athletics, all of which are recommended within the National Curriculum guidelines. The girls are also encouraged to maintain a level of fitness to complement their skills. If a girl is unfit for a PE lesson, a letter or email from a parent is required. For those girls who consistently miss PE lessons, a doctor's note is required.

We are fortunate to be able to use the Senior School facilities. We take part in Island wide matches and athletics. Girls also benefit from specialist tuition in a variety of sports from the Guernsey Sports Commission.

Curriculum Enrichment

The Junior Department girls benefit from a Curriculum Enrichment programme, which runs on Tuesday afternoons. Through this they experience half term blocks of subjects aimed to broaden and further enhance the Curriculum. These subjects are often taught by specialist teachers. Areas include; Modern Dance, Yoga, Food and Design Technology, ICT Projects, Specialist PE Units, Outdoor Learning and Forest School.

Assessment for Learning (AFL)

The Ladies' College, Melrose follows 'Assessment for Learning' initiatives aimed at further improving teaching and learning.

At the start of a lesson the teacher will share the 'learning intention' with the girls. This will then be broken down into success criteria i.e. the things the children need to do to achieve the learning intention. We hope this will help the girls to become more active learners with a better understanding of what they are learning and why. It will also allow teachers to give the girls more focused feedback on their progress.

You may hear the girls using the following terminology at home
WALT - We are learning to and WILF - What I'm looking for.

Assessment in all subjects is ongoing throughout the year. It is differentiated to give all girls the opportunity to show what they are capable of achieving. We also use standardised tests twice a year in order to track individual pupil progress and achievement.

In the Junior Department there is not an examination week as all assessments take place in normal lesson time to ensure that girls develop a healthy attitude towards examinations and do not miss any other subject lessons such as Art, Music or PE.

Revision, which always aims at understanding and not rote learning, maybe given for homework in the Upper Juniors.

In some subjects, such as Art or Technology, assessment will be based on observation, discussion, work in progress and evaluation of the finished result. In Religious Education, for example, assessment is based on discussion and project work, including oral or written presentation. There are rarely formal assessments in such subjects.

Learning Support

At Melrose we aim to meet the needs of every individual. In the vast majority of cases this takes place through carefully differentiated work within the class room. However, some girls will require additional support, either due to them having varying learning difficulties, or due to them working at a level significantly above that of their peers (Highly Able).

We have a Learning Support unit which can offer additional tailored support to help those with specific learning difficulties. We also recognise the most able girls across the curriculum by adding them to our Highly Able register and making extra provision for their abilities. Please contact your class teacher, who will liaise with Miss Coubrough-Barnett, our Learning Support Co-ordinator, if you feel that your daughter has any special educational needs.

Homework

At Melrose, we believe that homework should encourage the girls to become independent learners, develop good working practices and self-discipline. The skills which they will need for success in future educational life and beyond.
The girls have an intensive school day and so the homework timetables allow time for the girls to develop extra curricular interests and also have 'down time'. The focus is on quality not quantity. Homework is set over several days or even a week to allow for organisation around life outside school. Please refer to our 'Helping your daughter with her homework' Booklet for more information.

Co-Curricular Activities

A variety of Form outings are undertaken with the girls. We visit museums and local places of interest to support the curriculum. In addition, each year Junior Remove and Form I enjoy a three day 'Outdoor Guernsey' experience plus a sailing and surfing day. Form II experience a Tudor Trip to the UK and Form III go to France.
Your daughter will take part in a number of events during the school year including, the Carol Service, Stage Productions, Sporting Events and our annual Celebration of the School Year. Many girls enter the Eisteddfod in the Art, Music, Literary and French Classes.

Lunch time clubs include choir, music making and various sports clubs.

Music Lessons

Musical instrumental tuition is offered by our team of peripatetic music teachers. Lessons available include recorder, fife, flute, clarinet, saxophone, piano, strings, voice and percussion. Peripatetic music lessons take place during the school day and lessons are missed. If you choose for your daughter to have individual music lessons, please be aware that she will miss class lesson time. The teachers will endeavour to support the girls with the work they have missed. However, this is not always possible. For more information regarding individual music lessons, please contact Ms Owen via the school office.

Houses

All girls are allocated to a House on entering the Junior Department. Where possible girls are put into a House with family connections. House badges should be worn on school blazers. House points are awarded to encourage a positive approach and House events are organised throughout the year to encourage a healthy competitive spirit.

The Houses are: Brock - Red, Carey - White, De Sausmarez - Blue, Durand - Green.

Certificates

Each week in Assembly we present 'Super Star Awards' and 'Achievement' certificates in addition to Tables Club stickers. We also celebrate birthdays, elements of the Melrose Mindset and acts of kindness. We are always pleased to see certificates, badges and other awards which the girls have received for activities which have taken place outside school.

Lunches

Cooked Lunches

The menus can be found on the school website, termly in advance and parents are asked to select whether their daughter will be having cooked or packed lunches for that term.

Packed Lunches

Packed lunches must be brought in a small container clearly marked with your child's name. No beverages should be brought for lunch as water bottles can be taken into The Core. In order to encourage good table manners we do not allow girls to drink liquid yoghurts from bottles or tubes

The lunchtime supervisors encourage the children to eat their lunch. Please do not send more food than is reasonable for your daughter to eat. We encourage healthy eating as part of our PSHE programme.

Break

Most girls will wish to have a snack during the morning break. We would prefer healthy snacks such as fruit or vegetables wherever possible. Grapes should be cut in half as they can be a choking hazard. It is, however, important that the girls have time to play and do not spend all playtime eating. Please send a suitable snack in a small named container, separate from the lunch container. Sweets and chocolate bars are not acceptable. Exceptions are the House Cake Sales and birthday cakes if girls wish to bring them to share. Birthday cakes should be cut up before sending them into school. Girls should also bring a named bottle of water which can be replenished if necessary during the day.

Please note that food sent into school for break and lunch should not contain nuts.

School Council

Each Form from Middle Preparatory to Form III elects two representatives to the School Council who then elect their office bearers – chairman and treasurer. The Form II Councillors from the previous year's election continue the following year as secretaries.

Representatives discuss relevant issues in class meetings and then take them to the Council which meets at regular intervals, usually once a fortnight.

Members of the School Council provide 'a voice' for the girls on school issues, giving them an official forum through which they can share their thoughts and ideas. The School Council has arranged surveys, liaised with pupils over the buying of playground equipment and staged events to support their chosen charities. A School Council suggestion box is situated outside the Form I classroom.

Expectations

Girls are encouraged to be kind, caring and respectful of themselves, others and their possessions. We aim for them to take increasing responsibility for their actions and foster self-discipline, good manners, tolerance and a caring attitude. They should take pride in their work, appearance, school and local environment. As the girls move up through the school we expect them to take an increasing responsibility for the completion of homework and organisation of possessions. The Golden Rules, introduced in the Preparatory Department underpin our expectations.

School Rules
(Based on the Golden Rules)

We are gentle
We are kind and helpful
We listen
We are honest
We work hard
We look after property
We walk around the school quietly

We have very few incidences of unacceptable behaviour. However, we do have a warning system in place should it be needed with two warnings followed by a consequence. In instances of unacceptable behaviour that may endanger other children eg; biting or spitting, the teacher in charge will consult with the Head Teacher and may decide it appropriate to send the child involved home for the remainder of the day.

Health

All parents have access to the School Nurse for advice about their daughters. Medical screening tests take place in various year groups throughout the school year. Parents will be informed if this screening involves their daughter.

Medicines

Medication will not be administered to pupils in school except in special circumstances when requested by a parent. These requests must be made in writing and be agreed by the Head Teacher. Medication must be clearly labelled with the student's name and exact details about the medicine and dosage instructions. It will be stored in the medicine cabinet in the staff room.
When medicines are issued to pupils, the date, time and dosage will be recorded in the Medical Book on the medicine cabinet and initialled by the member of staff administering. Parents will be informed.

A list of children keeping asthma inhalers and Epipens at school is kept in the office and also in the staff room. Written parental permission must be given for children to bring asthma inhalers and Epipens to school. Asthma inhalers are kept in the teacher's desk and must be labelled with full instructions for use and a note made of the date and time of use. Epipens will be kept in a named wallet labelled on the outside with the child's name, and instructions for use. Children requiring epipens should keep two packs in school, one will be kept in the marked cupboard in the Melrose staff room and the second will be kept at the Senior School Reception. It is the parents' responsibility to check expiry dates of all medications

Under no circumstances should girls keep medication, including aspirin tablets, cough sweets etc. in their bags, desks or pockets.

Illness

Exclusion after Illness or Contagious Conditions
Parents are requested not to send their daughter to school if she is unwell. In cases of accident or illness during school hours parents will be contacted and asked to take their daughter home or to a doctor.

Girls who have been ill with vomiting and /or diarrhoea should not return to school until 48 hours after the symptoms have stopped.

Girls should not attend school with:

- a reportable illness or condition that is contagious and a physician determines the child has not had sufficient treatment to reduce the health risk to others.
- a bacterial infection such as Impetigo if they have not completed 24 hours of antimicrobial therapy.
- lice, ringworm or scabies that is untreated and contagious to others.
- any condition which requires more care than staff can provide without compromising the health and safety of other children.

If your daughter is going to be absent due to illness please advise the school secretary, Miss Anders, on 721338.

School and Parent Contact

Parents are always welcome to discuss any concerns about their daughter's education. Parents are asked to contact staff at the end of afternoon school about minor matters. For a longer discussion an appointment should be made with the form teacher. If you wish to see Mrs Ozanne, Mrs de la Fosse orMrs Cave please phone the secretary to make an appointment.

School reports are issued twice yearly, during the Lent Term and at the end of the Trinity Term.

Parents' meetings are held in the Michaelmas and Lent Terms. These meetings operate on an appointment system.

Throughout the year parents will be invited to various events such as Church Services, Concerts, Sports Days and End of Year celebrations. An information evening is held in June for parents to meet their child's new teacher and be given more details about the following year's curriculum.

A termly calendar is issued at the beginning of each term and can be found on the College website. Newsletters are emailed and notes are sent out regularly to keep parents informed of all that is happening in school. A Weekly Bulletin is also emailed to advise and remind parents of forthcoming events.

Help, at the class teacher's direction and discretion, is appreciated with cookery, technology and school outings. Police checks will be required for parent helpers and in addition Child Protection Level 1 & 2 training is required for parents who work alone with the girls. Parents wishing to help in school may apply for a DBS check. Please contact Miss Anders on 721338 to make an appointment to complete the relevant forms.

Melrose Policies are available on the College Website.

Worries, Concerns and Complaints

If you have any concerns about your daughter during her time at Melrose please do not hesitate to contact us. Most minor problems can be sorted out quickly by talking to your child's class teacher. If you feel that the class teacher is unable to help, the Head Teacher will be happy to discuss the matter with you. In the unlikely event that the Head Teacher is unable to help or your concern or complaint is of a more serious nature please write to The Principal, Mrs A Clancy. A full explanation of our complaints policy and procedures is on the website www. ladiescollege.com.

Complaints may also be made to the Independent Schools' Inspectorate - www.isi.net. You should expect to receive a written response notifying you of the outcome of our investigations within a maximum period of twenty-eight days.

Pupil Wellbeing

Pupil wellbeing is extremely important and we work hard to provide supportive pastoral care for the girls. The girls are supported by the PSHE framework alongside learning the Decider Skills which they can use to support their social and emotional wellbeing. More information can be found in The Decider Skills Booklet.

Through assemblies and class sessions the girls are taught the importance of mindfulness and self- awareness along with techniques that they can use to manage their emotions and self-calm, including yoga and breathing techniques.

The College has a School Counsellor for the emotional support of the girls. If you are concerned about your daughter and would like to access the School Counsellor, this can be done via the class teacher or Head Teacher.

Girls are made aware that if they are worried about anything (however small or big the problem) it is important to talk about it.

Friends and family can sometimes help and at school they can turn to any of the following people:

* The Form III Prefects
* Mrs Ozanne, Mrs de la Fosse or Mrs Cave
* Any teacher or learning support assistant
* Miss Anders
* A lunch time supervisor
* Childline 0800 1111 www.childline.org.uk/get-support/contacting-childline

There is always someone who can listen and help and who will take your problem seriously.

Child Protection Statement (please see Child Protection Policy on our website www.ladiescollege.com)

All Island schools are required to comply with the 'Interagency Guidelines and Child Protection' as laid down by the Guernsey Island Child Protection Committee.

The Ladies' College follows the procedures set out by the Island Child Protection Committee and take account of guidance issued by the Education Department to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role; and
- Ensure every member of staff (including temporary and supply staff and volunteers) know the name of the designated senior person responsible for Child Protection and their role.

The Ladies' College Privacy / Data / GDPR Policy

Parental Consent

The Ladies' College, Melrose handles personal data about pupils and parents. The personal data held by us must be verified annually by parents/guardians of students of The Ladies' College.

Why does this form need to be completed?

The College is collecting the information contained on this form in order to meet our statutory responsibilities for the education of children. Whilst some of the data we hold is of legitimate interest, such as web services (OneDrive, Sharepoint, CEM Durham) there are other areas where we must seek your active consent. Accordingly, we need to establish the following information about you and your daughter to comply with these responsibilities under the Education Act 1996, the School Standard and Framework Act 1998, the Data Protection Act of 1998 and the replacement GDPR legislation, April 2018, where we are required to ask for your active consent.

The personal information that you provide enables us to fulfil our contractual obligations in providing information about your daughter's progress and attainment and to inform you of events and activities.

What information is being collected?

The information we hold about you and your daughter must be accurate. Each year we ask that you inform us of any changes and agree to the detail that we hold. This information will be used to support us in meeting your daughter's needs in school (and linked with Elizabeth College as appropriate). It will be shared with external agencies, including the Education Services and those who have the duty to safeguard young people in our community.

In addition to the details on this form, your daughter's internal and external examination results are processed in order for us to monitor progress, provide advice concerning subject or course choices and produce value added statistics that help the College monitor its own performance.

For some information we are required by Data Protection Law to obtain specific and informed permission. These forms should have been completed and returned to registrar@ladiescollege.ac.gg.

Your declaration

I understand that the information that the Ladies' College will use the information I am supplying to enable my daughter(s) to be educated at The Ladies' College. If I become aware that the College is holding inaccurate personal information, I have the right to have this information corrected or removed.

(Should the agreement be different amongst your daughters, please submit separate forms).

I also give my informed consent to the College to:	**PLEASE TICK ALL THAT APPLY**
administer first aid to my daughter	
include my daughter in College trips/ activities on island, as part of the taught curriculum. (All other trips have specific informed consent requirements).	
include my daughter in College trips/ activities on island as part of the wider curriculum. (All other trips have specific informed consent requirements).	
include my daughter's picture in various school publications and on social media	
name my daughter in external publications:	
College website (first name only)	
Social media (first name only)	
ILex (full name)	
Newspapers (full name)	
Other publications linked to College	
I also understand that the information I supply may be shared with the Education Services and other agencies involved with the health and welfare of children and young people, as a result of legitimate interest	

We ask you to be aware that we have the facility to monitor / log individual access and use of websites and various search engines which are accessed using College systems.

Name of daughter	**Year group**

Signed: ..... Parent/Guardian* Date: .....

Please print: .....

Signed: ..... Parent/Guardian* Date: .....

Please print: .....

PTA

The Melrose PTA contributes a huge amount to the life of the school by fundraising to contribute to purchasing extra equipment, such as the climbing frame and by providing fun filled events for both parents and girls. The PTA needs volunteers to continue their amazing work and the bigger the team the less for people to do. Without volunteers the PTA simply cannot operate.

In order that the PTA is representative of the whole school, it would ideally, have at least one volunteer from each year group per term. This would also serve to include more parents in its work to support pupils via fundraising and fun activities.

If you are interested in either putting yourself forward for one of the key roles or taking part as a representative on a termly basis then we would be delighted to hear from you.

Uniform September 2018

Michaelmas Term

At the start of the school year in September the children come to school in winter or summer uniform according to the weather. Winter uniform must be worn after half term.

Trinity Term

Winter or summer uniform may be worn at the start of the Trinity term but summer uniform is compulsory after half term.
Second-hand uniform is obtainable through a member of the PTA.

Preparatory Department Uniform List
Compulsory items from Fletcher Sports

Winter Uniform

'Ellie' style v neck pinafore in Ferguson Tartan
Open neck short sleeve white blouse (Lower Prep)
Open neck long sleeved white blouse (Middle and Upper Prep)
V necked pullover, green
3 in 1 Jacket, navy blue (Winterbottom with detachable fleece liner)
Blazer with school logo – for formal occasions
Knee length socks or tights in bottle green, to be worn with winter uniform

Summer Uniform

New Style Summer Dress, green and white striped
V necked pullover, green
Blazer with school logo – for formal occasions
Sun Hat or cap - white
Plain white ankle socks (not sports socks)

PE Kit

Tracksuit Top, green with navy panels (Squadkit Stormtex)
Training Pants, navy with green panels (Squadkit Performatex)
Athletic Shorts, navy and green
Polo Shirt, green and navy (Squadkit Hydrocool)
Kit bag, green with name embroidered on the front
Swimsuit, navy blue (Maru Pacer)
Swimming bag, green
Swimming Towel / Wrap
Trainers- preferably white with velcro
Swim Cap - white

Other Compulsory items

Back Pack, green
Book Bag
Lower Prep - Checked smock with name embroidered on front
Pink Ballet leotard, ballet socks and shoes (available via Melrose)
Wellington Boots
Shoes: Approved styles only i.e. black lace up, buckle or Velcro fastening school shoes. Thick soles, high heels, shoes with flashing lights or ballet style are not permissible

Other optional items available from Fletcher Sports

Scarf, hat and gloves, bottle green
Midlayer, green (Squadkit Performance)
Baselayer Top, navy (Squadkit Climaskin)

All items must be clearly marked with embroidered/ iron-on name tapes unless otherwise specified.

Junior Department Uniform List
Compulsory items from Fletcher Sports

Winter Uniform
'Ellie' style v neck pinafore in Ferguson Tartan (Junior Remove and Form I)
'Amy' style kilt in Ferguson Tartan (Form II and III)
Open neck long sleeved white blouse
V necked pullover, green
3 in 1 Jacket, navy blue (Winterbottom with detachable fleece liner)
Blazer with school logo - Up to Form II – for formal occasions
Senior School Style Tailored Blazer (Form II and III) – for formal occasions
Knee length socks or tights in bottle green, to be worn with winter uniform

Summer Uniform
New Style Summer Dress, green and white striped (Junior Remove and Form I)
'Amy' style kilt in Ferguson Tartan (Form II and III)
Open neck short sleeved white blouse (Form II and III)
V necked pullover, green
Blazer with school logo - Up to Form II – for formal occasions
Senior School Style Tailored Blazer (Form II and III) – for formal occasions
Plain white ankle socks (not sports socks)

PE Kit
Tracksuit Top, green with navy panels (Squadkit Stormtex)
Training Pants, navy with green panels (Squadkit Performatex)
Athletic Shorts, navy and green
Polo Shirt, green and navy (Squadkit Hydrocool)
Skort, green and navy (Squadkit Hydrocool) - Form II and Form III only
Games Socks, green with navy hoops, mid-calf (Squadkit Performance) - Form II and Form III only
Kit bag, green with name embroidered on the front
Swimsuit, navy blue (Maru Pacer)
Sun Hat in house colour
Swimming bag, green
Swimming Towel / Wrap
Trainers
Black Plimsolls
White Ankle Socks, to be worn with PE Kit
Swim Cap in house colour
Shin pads (Form II and III only)
Gumshield (Form II and III only)

Other Compulsory items
Science Overall with name embroidered on the front
Back Pack, green
Book Bag (JR and Form I only)
Plain concertina style homework folder for Forms II & III
Shoes: Approved styles only i.e. black lace up, buckle or Velcro fastening school shoes. Thick soles, high heels, shoes with flashing lights or ballet style are not permissible

Other optional items available from Fletcher Sports
Scarf, hat and gloves, bottle green
Midlayer, green (Squadkit Performance)
Baselayer Top, navy (Squadkit Climaskin)
Football boots (Form II and III only)
All items must be clearly marked with embroidered/ iron-on name tapes unless otherwise specified.

Jewellery and Hair

Jewellery is not permitted (although small, plain gold or silver studs may be worn in pierced ears). Watches or fitbits must be small, plain and inexpensive with a plain black, dark green, navy or white strap. All watches must be named. The school accepts no responsibility for loss. ALL ITEMS OF JEWELLERY should be removed for all PE lessons in school.

Hair which touches the shoulder must be tied back. Hair bands/ scrunchies should be plain green, brown, black or navy or striped to match the summer dress. Sunglasses are permitted.

Stationery

Junior girls are expected to bring a small pencil case with basic items of stationery to school. A list of items will be available at Curriculum Evening. These items should be named. JR and Form I should continue to bring their green Book Bag to school. Forms II and III should bring a plain homework concertina style homework folder.

Traffic Arrangements

The School has worked hard to smooth the flow of traffic when children are delivered to and collected from school. To avoid tailbacks and hold-ups let us remind you how you must use the system.

Delivering to or collecting from school

Please park on the netball court and walk over to deliver or collect your daughter to or from their classroom at the back of Melrose. If you let your daughter get out of the car and walk around to the playground by herself, please do this on the stretch in front of the Melrose building and do so as quickly as possible so as not to hold up the traffic.

Guidelines when entering the school grounds

Please approach from the Rohais direction if at all possible. If you approach from the Grange and cannot immediately turn in please drive on and around the back of St. Stephen's Church. We operate a one way system with traffic turning left from the roundabout through the gates to the netball court parking area, then traffic leaving should cross the grey gravel parking area to re-join the roundabout by the Art and Drama building. Safety for girls being dropped off and picked up is our priority and so we ask you to drive very slowly and carefully. When parking on the netball court please be sure to leave access to the grey gravel area so that traffic can flow freely.

There is a 5 mph speed limit on site.

Car Parking Reminders ...
Never wait in the entrance drive.
Never stop on the area marked 'Keep Clear'.
Please do not think that one or two people not conforming won't matter.
If everyone conforms there will be few delays.
If a few do not conform everyone gets delayed.
We hope that all will adhere to these arrangements and that the embarrassment of confrontations can be avoided.

‘Education is not the filling of a pail but the lighting of a fire.’

William Yeats

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