



# Sixth Form Handbook 2020 - 2021





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## Welcome from the Head of Sixth Form



Welcome to the Sixth Form Handbook. Sixth Form is an exciting time in your academic career. You have reached the top of the school! You are a key role model to the younger students. It is a time for you to specialise in the subjects that interest you most and work to get one step closer to achieving your long term goals. However, we strongly believe that Sixth Form is much more than just academic study. It is a chance to gain more freedom but also an opportunity to take on more responsibility. At The Ladies' College Sixth Form we aim to develop and nurture your talents beyond the classroom and offer opportunities to develop your skills to be successful, whatever your next step.

This handbook provides you with everything you need to know about studying at Sixth Form at The Ladies' College and gives you further insight into what other opportunities are on offer. It seeks to answer any questions you may wish to ask now and some that might not have occurred to you yet. Your Form Tutor will point out key areas as the time arises, but feel free to dip into sections of relevance as and when you need to. I hope that you will find it useful.

I look forward to welcoming you in September and supporting you throughout your time in Sixth Form, to meet our aims for you.

### **Our AIMS are to:**

**Encourage** each girl to grow in confidence, develop her talents to the full and value the qualities of others.

**Create** an environment where each girl can be happy, love learning and make lifelong friends.

**Inspire** each girl to be the best she can be.

### **We work towards our aims and our vision by:**

- being a hard-working and vibrant community
- providing a balanced and relevant education, with well-being at the core

- developing confidence both inside and outside of the classroom
- encouraging interests in a wide range of co-curricular activities
- valuing the views and opinions of others
- nurturing the individual to develop their talents
- benefitting from the opportunities of a single sex environment
- aspiring to be the best that we can be
- challenging to develop resilience and a growth mind-set
- appreciating the importance of fun.

Miss Emma Clements  
**Head of Sixth Form & Enrichment**



# (I) GCSE Results and Start of Term Arrangements

## Results Day

### Results Day – Thursday 20<sup>th</sup> August 2020

(I)GCSE Results will be available for collection on **Thursday 20<sup>th</sup> August from 09:00** from the main College. The College will be open until noon. Any uncollected results will be posted home after this time. If you know you are going to be away from the Island on Results Day, please ask your daughter to contact Mrs Sarah Duguid – Examinations Officer to make alternative arrangements [sduguid@ladiescollege.ac.gg](mailto:sduguid@ladiescollege.ac.gg)

### (I)GCSE Certificate Presentation Evening –Wednesday 16<sup>th</sup> December 2020

We will hold the Presentation of (I)GCSE Certificates on **Wednesday 16<sup>th</sup> December at 16:30 until 18:30**. Please could you make a note of this date in your diary. Formal invitations will be sent out closer to the event.

Please do not telephone the College for your results.

Members of staff will be available on the day should you wish to discuss any option changes once you have received your results and you can contact the College to make an appointment subsequently if required. There is time within the first week of College for these to be addressed and it is better to take the time to discuss the courses with the teaching staff first.

## Key email addresses:

[eclements@ladiescollege.ac.gg](mailto:eclements@ladiescollege.ac.gg)

Miss Emma Clements (Head of Sixth Form & Enrichment)

[hbarnes@ladiescollege.ac.gg](mailto:hbarnes@ladiescollege.ac.gg)

Mr Howard Barnes (Director of Studies)

[sduguid@ladiescollege.ac.gg](mailto:sduguid@ladiescollege.ac.gg)

Mrs Sarah Duguid (Examinations Office & MIS Administrator)

[jhenderson@ladiescollege.ac.gg](mailto:jhenderson@ladiescollege.ac.gg)

Mr James Henderson (Deputy Principal) (Enrichment)

[vmitchell@ladiescollege.ac.gg](mailto:vmitchell@ladiescollege.ac.gg)

Dr Vanessa Mitchell (Deputy Principal) (Pastoral)

[croughsedge@ladiescollege.ac.gg](mailto:croughsedge@ladiescollege.ac.gg)

Mr Chris Roughsedge (Deputy Principal) (Teaching & Learning)

[registrar@ladiescollege.ac.gg](mailto:registrar@ladiescollege.ac.gg)

Miss Rosalyn McClean (Registrar)

Requests for subject changes prior the start of timetabled lessons can be made in person with Mr Barnes at the start of the term. Students can also contact Mr Barnes [hbarnes@ladiescollege.ac.gg](mailto:hbarnes@ladiescollege.ac.gg) by email outside of these times and should state current choice of subjects, proposed choice of subjects, reason for change and, if known, likely career path. Students are encouraged to have contacted teachers to answer any queries and it may be best waiting until the start of term to be able to discuss with teachers in person. Once timetabled lessons have started, students must ensure they have spoken to both the relevant subject teachers and to their Form tutor / Head of Year, prior to speaking to Mr Barnes, if considering further subject changes.

Please note that any requests for subject changes are discussed between the Sixth Form Partnership to ensure maximum group sizes are not exceeded and changes are not confirmed until you receive your timetable.

Michaelmas Term 2020	
Wednesday 2 <sup>nd</sup> September	Staff INSET day
Thursday 3 <sup>rd</sup> September, Friday 4 <sup>th</sup> September	Start of Term (Staff)
Monday 7 <sup>th</sup> September	<p><b>Start of Term - Students.</b>  <b>Lower Sixth</b> should arrive for 0900 and go to The Leaf Centre</p> <p><b>Upper Sixth</b> should arrive for 1000 and go The Leaf Centre</p> <p><b>Photographs will be taken at:</b>  <b>Upper Sixth</b>            11:40 in the Gym (Year Group)            Individual School Photographs            Sixth Form 12:30 in the Gym  <b>Lower Sixth</b>            13:20 in the Gym (Year Group)            Sibling Photographs 16:00 and catch-up sessions 7<sup>th</sup> September at 10:45 - Noon</p>





## Contact Details

Please make all contact with The Ladies' College for Concerns or Queries in the first instance, even if the query relates to Elizabeth College.

The Ladies' College	Elizabeth College
<b>Telephone:</b> 01481 721602  <b>Principal</b> Mrs A. Clancy <a href="mailto:principal@ladiescollege.ac.gg">principal@ladiescollege.ac.gg</a> <b>Head of Sixth Form &amp; Enrichment</b> Miss E. Clements <a href="mailto:eclements@ladiescollege.ac.gg">eclements@ladiescollege.ac.gg</a> <b>Director of Studies</b> Mr H. Barnes <a href="mailto:hbarnes@ladiescollege.ac.gg">hbarnes@ladiescollege.ac.gg</a> <b>Deputy Principal (Pastoral)</b> Dr V. Mitchell <a href="mailto:vmitchell@ladiescollege.ac.gg">vmitchell@ladiescollege.ac.gg</a> <b>Deputy Principal (Teaching &amp; Learning)</b> Mr C. Roughsedge <a href="mailto:croughsedge@ladiescollege.ac.gg">croughsedge@ladiescollege.ac.gg</a> <b>Deputy Principal (Enrichment)</b> Mr J. Henderson <a href="mailto:jhenderson@ladiescollege.ac.gg">jhenderson@ladiescollege.ac.gg</a>	<b>Telephone:</b> 01481 726544  <b>Principal</b> Mrs J. Palmer <a href="mailto:principal@elizabethcollege.gg">principal@elizabethcollege.gg</a> <b>Head of Sixth Form &amp; Head of Upper Sixth</b> Mr C. Cottam <a href="mailto:ccottam@elizabethcollege.gg">ccottam@elizabethcollege.gg</a> <b>Vice-Principal</b> Mr R. James <a href="mailto:rjames@elizabethcollege.gg">rjames@elizabethcollege.gg</a> <b>Head of Lower Sixth</b> Mrs J. Dittmar <a href="mailto:jdittmar@elizabethcollege.gg">jdittmar@elizabethcollege.gg</a>
<b>Careers</b> Miss E. Dudin <a href="mailto:edudin@ladiescollege.ac.gg">edudin@ladiescollege.ac.gg</a> <b>FORM TUTORS</b> <b>Lower Sixth</b> Lower 6A Mrs Z. Ellis Lower 6B Dr K. Marshall Lower 6C Dr S. Smith Lower 6D Mr D. Bolt  <b>Upper Sixth</b> Upper 6A Miss E. Dudin Upper 6B Mr D. Herschel Upper 6C Miss A. Hagedorn Upper 6D Mr P.Hill  <b>Girls' Link at EC</b> Miss E. Willcocks	<b>Careers</b> Mr J. Conner  <b>FORM TUTORS</b> <b>Lower Sixth</b> 12C Mr P. Davis 12N Ms J. Pendleton 12S Mr G. Campbell 12T Mr R. Le Sauvage  <b>Upper Sixth</b> 13C Mr D. Costen 13N Mr A. Mulholland 13S Mr S. Huxtable 13T Mrs K. Norman  <b>Boys' Link at LC</b> Miss E. Clements



## Staff Lists (The Ladies' College)

<b>Chairman</b>	Advocate Caroline Chan
<b>Vice Chair:</b>	Mr Peter Miller
<b>Governors:</b>	Mr Brian Acton Miss Cathy Perkins Dr Mary Short Deputy Heidi Soulsby Mrs Catharine Walter
<b>Associate Governors:</b>	Mr Simon Elliott Dr Robert Hanna Mr Allister Langlois Mrs Diana Stenner

*The Chairman of the Board of Governors can be contacted via the Clerk to the Governors,  
Miss E. Bridge, [bursar@ladiescollege.ac.gg](mailto:bursar@ladiescollege.ac.gg)*

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<b>Principal:</b>	Mrs Ashley Clancy BA (Combined Hons) Birmingham, PGCE
<b>Vice Principal, Bursar &amp; Clerk to the Governors:</b>	Miss Elizabeth Bridge MA Oxon ACA
<b>Director of Studies:</b>	Mr Howard Barnes BSc Hons York, PGCE, MRSC, CChem CSci
<b>Deputy Principal: (E)</b> <i>Enrichment</i>	Mr James Henderson BA Hons Leeds, LRSM, CT ABRSM, PGCE
<b>Deputy Principal: (P)</b> <i>Pastoral</i>	Dr Vanessa Mitchell BSc Hons University of Swansea, PhD Glasgow, GTP ISQAM
<b>Deputy Principal: (T&amp;L)</b> <i>Teaching and Learning</i>	Mr Chris Roughsedge BA Hons Liverpool, PGCE

## **Operational Colleagues:**

### **Finance Department**

<b>Assistant Bursar:</b>	Mrs Sally Hardill
<b>Finance Bursar:</b>	Mrs Claire Miller BSc Hons ACA
<b>Finance Assistant:</b>	Mrs Janet Carnachan
<b>Operations Assistant:</b>	Mrs Emma Gavet-Le Tissier

### **Office Administration**

<b>PA to the Principal:</b>	Mrs Rachel Chilton BA Hons Exeter, MA Sussex
<b>Receptionist:</b>	Mrs Chloe Moakes BSc Hons Royal Holloway University of London
<b>Office Administrator:</b>	Mrs Claire Strawbridge
<b>Pastoral Administrator:</b>	Mrs Anna Bampton
<b>Academic Administrator (Sixth Form):</b>	Mrs Katey Cheshire

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<b>Registrar:</b>	Miss Rosalyn McClean
<b>Head of Development and External Relations:</b>	Mrs Anastasia Page
<b>Examinations Officer and MIS Administrator:</b>	Mrs Sarah Duguid BA Hons University of the West of England

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### **Premises Team:**

**Premises Manager:**  
Mr Sean Rault

**Groundsman:**  
Mr Martin Dyer

**Caretaking / Maintenance Team:**  
Mr Steve Le Prevost  
Mr Graham Waddingham  
Mr Steve Ashford

**Cleaning Staff:**  
Mrs Maria McGrath

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### **Catering Team:**

**Chef Manager:**  
Mr Tim Elliott, NVQ in Catering & Hospitality

**Assistant Chef Manager:**  
Mr Leonard Dodd

**The Core Team:**  
Mrs Elisa Costa  
Miss Julie Le Ber  
Ms Rachael O'Neill  
Ms Noi Robertson  
Mrs Wendy Wilkinson  
Mrs Danielle Trickett  
**Lunchtime Supervisor:**  
Mrs Sophie Anderson

## **Senior School Teaching Staff**

### **Art and Design**

Miss Emma Clements, MA Liverpool Hope, BA Hons Derby (Britannia Mill Art College), PGCE

Miss Charlotte Alston, MA Bath Spa (PGCE with QTS), BA Hons Brighton University

Mrs Belinda Smith, BA Hons De Montfort, PGCE

### **Classics**

Miss Jennifer Geach, MA Oxon, PGCE

### **Design and Technology**

Mr Jonathan Smith, BA Hons De Montfort, PGCE

Mrs Belinda Smith, BA Hons De Montfort, PGCE

### **Food Technology**

Mrs Belinda Smith, BA Hons De Montfort, PGCE

### **Drama**

Mrs Maggie King, BA Hons Royal Holloway, National Diploma in Professional Acting (ALRA), GTP

Mr Thomas Cheshire, MA Derby, BA Hons Wolverhampton, CPD in PSHE Roehampton

### **Economics and Business Studies**

Mr Daniel Bolt, BA Hons, Keele University, PGCE QTS

### **English**

Mrs Zoe Ellis, BA Hons Southampton, PGCE

Mrs Sophie Appelqvist, MA Hons, BA Hons, Royal Holloway University of London, PGCE, NPQML, EMLC

Dr Sheri Smith, PhD, Cardiff University, MA, Cardiff University, BA (cum laude) University of Missouri, AFHEA, PGCE

Mrs Bronwyn Henderson, BA Hons Canterbury, New Zealand, PGCE

Miss Charlotte Le Maitre, BA Hons Winchester, PGCE

### **Geography**

Ms Serena Ace-Hopkins, BSc Hons, University College, London, PGCE

Mr Thomas McGovern, BA Hons Plymouth University PGCE

### **History**

Mrs Bronwyn Henderson, BA Hons Canterbury, New Zealand, PGCE

Mrs Caroline Montague, BA Hons Southampton, PGCE

Mr Thomas McGovern, BA Hons Plymouth University PGCE

### **Head of Curriculum IT and E-Safety**

Mr Paul Beasley, BEd Hons Manchester Met University, NPQSL

### **Mathematics:**

Mrs Caroline Gribbens, BSc Hons QTS West of England, Bristol

Mr Andy Hale, BSc (Eng.) Hons Imperial College, London, PGCE

Mr David Herschel, BSc Hons University of Plymouth, PGCE

Mr Peter Hill, BA University of Cape Town, HDE (rg) Sec, NPC (Bus.Ed)

Mrs Nicola Ingrouille, BSc Hons, University of Liverpool, PGCE  
Ms Tracey Ledger, BSc Hons York, PGCE  
Mrs Catharine Rabey, MA Cantab, PGCE

### **Modern Foreign Languages - French, German, Spanish**

Miss Béatrice Bathany, BA Hons UBO, Brest, France, PGCE, NPQML  
Mrs Lidia Chanter, BA French Law Degree Université Paris 1 Panthéon-Sorbonne, PGCE  
Mrs Kathrin Elders, MA, Nottingham University, BA Martin Luther University Halle, & PH Ludwigsburg, Germany, PGCE.  
Mrs Clarisse Feldmesser, BA Rennes France, PGCE

### **Music**

Mrs Anthea Roue, BMus Hons, Surrey, PGCE  
Mr James Henderson, BA Hons Leeds, LRSM, CT ABRSM, PGCE

### **Photography**

Miss Charlotte Alston, BA Hons Brighton University (PGCE with QTS)  
Miss Emma Clements, MA Liverpool Hope, BA Hons Derby (Britannia Mill Art College), PGCE

### **Physical Education:**

Mrs Helen Le Maitre, BSc Hons Cheltenham & Gloucester College for HE, PGCE  
Miss Elizabeth Dudin, BSc (Joint) Hons, Surrey, PGCE  
Miss Elena Johnson, BSc Hons University of Birmingham, PGCE, PGCSE (QTS)

### **Psychology:**

Ms Aletia Hagedorn, MA, BSc Sussex, PGCE  
Dr Vanessa Mitchell, BSc Hons University of Swansea, PhD Glasgow, GTP, ISQAM  
Mr Chris Roughsedge, BA Hons Liverpool, PGCE

### **Religious Studies:**

Miss Charlotte Le Maitre, BA Hons Winchester, PGCE  
Miss Jessica Moon, BA Hons, University of York, PGCE

### **Science:**

Dr Karen Marshall, BSc Hons, Bristol, PhD, Churchill College, Cambridge, PGCE, NPQH, FRSC, MEd.  
Miss Ingrid Ellen, BSc Hons St Andrews, PGCE  
Mrs R. McGregor, MSci (Hons) Durham, PGCE  
Miss Faye Barclay, BSc Hons, Loughborough, PGCE  
Mr Howard Barnes, BSc Hons York, PGCE, MRSC, CChem CSci, FRSC  
Mr Paul Beasley, BEd Hons Manchester Met University, NPQSL  
Mrs Karen Best, BA, OU, CertEd, CPIP  
Mrs Jessica Clements, MA, The Institute of Education UCL, BSc Hons, University of East Anglia, PGCE  
Mr Ian Garner, BSc, University of Birmingham, PGCE  
Mr David Herschel, BSc Hons University of Plymouth, PGCE  
Mrs Ruth Smith, BSc, B.Com, Birmingham, PGCE  
Dr Elisabeth Whelband, PhD Nottingham, BSC Hons, Nottingham, PGCE

**Learning Support**

Mrs Nicola Ingrouille, BSc Hons, University of Liverpool, PGCE

Mr David Herschel, BSc Hons University of Plymouth, PGCE

**College Counsellor**

Mrs Catherine Ogier, Dip Couns, Adv.Dip.Couns.Sup, MNCS (Snr Accred)

**Careers, PSHCE and Citizenship**

Miss Elena Johnson, BSc Hons University of Birmingham, PGCE, PGCSE (QTS)

Dr Vanessa Mitchell, BSc Hons University of Swansea, PhD Glasgow, GTP, ISQAM

Miss Jessica Moon, BA Hons, University of York, PGCE

**UCAS Co-ordinator**

Miss Elizabeth Dudin, BSc (Joint) Hons, Surrey, PGCE

**Duke of Edinburgh's Award Co-ordinator**

Mrs Rachael Wooldridge, BSc Hons Recreation Management and Member of the Chartered Institute for the Management of Sport and Physical Activity

**Librarian:**

Ms Hilary Richardson, Cert Ed, Caerleon College of Education, University of Wales

**Laboratory Assistants****Senior Science Technician:**

Dr Sharon Fraser, BSc Hons Oxford Brookes, PhD Oxford Brookes

**Science Technician:**

Mrs Nicola Hatton, BSc Hons University of Salford

**ICT Support****Network Manager**

Mrs Janine Le Cras

**IT Technician**

Mr Nicholas Bougourd

Mr Bruno Andrade

**IT / Web Design Specialist**

Miss Andrea Simon, BTEC (IT) GNVQ (IT), Dip. in Web Design

**Multi-Media Technician**

Mrs Rachael Wooldridge, BSc Hons Recreation Management and Member of the Chartered Institute for the Management of Sport and Physical Activity

**Design Technology Technician**

Mrs Julie Dyer

**Art Technician**

Mrs Sophie Anderson

**Lower School Co-ordinator** Remove  
**Lower School Co-ordinator** Lower Four  
**Lower School Co-ordinator** Upper Four  
**Upper School Co-ordinator** Lower Five  
**Upper School Co-ordinator** Upper Five  
**Head of Sixth Form & Enrichment**  
**Educational Visits Co-ordinator:**

Mrs Sophie Appelqvist  
Mr Tom McGovern  
Mrs Belinda Smith  
Mrs Maggie King  
Mrs Carrie Gribbens  
Miss Emma Clements  
Mr James Henderson



## Registration, Form Tutor Time

- Arrive at College before 08:25 unless you have a lesson at Elizabeth College. Registers close at 08:28.
- Girls having lessons at Elizabeth College in the first period of the day should register with Miss Willcocks in Music Room 1 at 08:25. Registers close at 08:28.
- If you are late you must sign in at the appropriate Reception before going to your first lesson.
- Register with your Form Tutor daily, if your first lesson is at The Ladies' College.

Lower 6A	Room 21
Lower 6B	JLAB
Lower 6C	Room 20
Lower 6D	Art 3
Upper 6A	Leaf Centre
Upper 6B	Room 23
Upper 6C	Leaf Centre
Upper 6D	Room 19

### Timetable for Tutor time / Assemblies

<b>Monday</b>	Year Assembly 10:15 – 10:45-The Leaf Centre
<b>Tuesday</b>	Tutor Programme - finishing at 10:50
<b>Wednesday</b>	House Meetings / School Council / Action Teams / Diploma time - finishing at 10:50
<b>Thursday</b>	Full School Assembly - compulsory attendance
<b>Friday</b>	One-to-One meetings with Tutor - finishing at 10:50
<b>Friday</b>	P.E. Slot from 14:30 onwards - please leave College in full P.E. kit and sign out at Reception prior to leaving the site.





## SIXTH FORM WORKING ACROSS COLLEGES IN STUDY PERIODS

Students are permitted to work in both Colleges in study periods, under the following conditions:

- Students have obtained permission from their HOSF
- Both Elizabeth College and The Ladies' College have this recorded on off-site and reception registers
- Students must arrive back to home College for assemblies, tutor periods, House events etc.
- Students must **sign in and out at Reception** at both Colleges
- Students are permitted in the Sixth Form Centres at both Colleges for break and lunch-times
- Students should not be wearing headphones or using a mobile phone as they walk around both Colleges

*These are 'STUDY PERIODS' not social gatherings.*

*Please respect and follow the procedures for working in the Colleges study areas:*

### **LEAF CENTRE:**

All Ladies' College students are permitted to work in the Leaf Centre and boys in the Upper Sixth only.

Elizabeth College boys have been told the following: "If you choose to work at The Ladies' College, then it is to **STUDY**; you should not be messing around, on phones, sitting around and chatting or playing games of any sort. If you do any of these things then The Ladies' College staff may well ask you to leave".

During study periods all areas of the Leaf Centre should be **respectfully quiet working areas**.

### **SPS ROOM @ Elizabeth College:**

This is a silent study room. There is no food and drink allowed in SPS.

### **SIXTH FORM CENTRE @ Elizabeth College:**

U6 Elizabeth College and The Ladies' College students can work downstairs in the Sixth Form Centre NO L6

All Sixth Form may work in the Manchester Room next door to Library, or in Room 3A if there is no lesson

### **LIBRARY AT BOTH COLLEGES:**

L6 students from Elizabeth College are permitted to work in the Library at The Ladies' College. Not the Leaf Centre.

All Sixth Form students are permitted to work in the Library at Elizabeth College – as long as no lesson.



# Term Dates

## Michaelmas 2020 – Trinity 2022

<b>Michaelmas 2020</b>	
<b>Staff INSET</b>	Wednesday 2 <sup>nd</sup> September
Start of Term Staff	Thursday 3 <sup>rd</sup> September, Friday 4 <sup>th</sup> September
Start of Term Students	Monday 7 <sup>th</sup> September
Half Term	Thursday 22 <sup>nd</sup> 12:30 finish for Senior School and Sixth Form Friday 23 <sup>rd</sup> and Monday 26 <sup>th</sup> – Friday 30 <sup>th</sup> October
Term Ends	Friday 18 <sup>th</sup> December <b>12.30 finish Senior and Sixth Form</b>
<b>Lent 2021</b>	
<b>Staff INSET</b>	Monday 4 <sup>th</sup> January
Start of Term	Tuesday 5 <sup>th</sup> January
Half Term	Friday 5 <sup>th</sup> and Monday 8 <sup>th</sup> - Friday 12 <sup>th</sup> February
Term Ends	Wednesday 31 <sup>st</sup> March <b>12.30 finish Senior and Sixth Form</b>
<b>Trinity 2021</b>	
<b>Start of Term</b>	Monday 19 <sup>th</sup> April
Bank Holiday	Monday 3 <sup>rd</sup> May
Liberation Day	Sunday 9 <sup>th</sup> May
Bank Holiday	Monday 31 <sup>st</sup> May
<b>Staff INSET</b>	Tuesday 1 <sup>st</sup> June
Term Ends	Friday 2 <sup>nd</sup> July <b>12.30 finish for Senior and Sixth Form</b>
<b>Michaelmas 2021</b>	
Staff INSET	Wednesday 1 <sup>st</sup> September
Start of Term Staff	Thursday 2 <sup>nd</sup> September and Friday 3 <sup>rd</sup> September
Start of Term Students	Monday 6 <sup>th</sup> September
Half Term	Thursday 21 <sup>st</sup> October 12:30 finish for Senior and Sixth Form, Friday 22 <sup>nd</sup> October and Monday 25 <sup>th</sup> – Friday 29 <sup>th</sup> October inclusive
End of Term	Friday 17 <sup>th</sup> December 12: 30 finish for Senior School and Sixth Form
<b>Lent 2022</b>	
Staff INSET	Wednesday 5 <sup>th</sup> January
Start of Term	Thursday 6 <sup>th</sup> January
Half Term	Friday 18 <sup>th</sup> February, Monday 21 <sup>st</sup> – Friday 25 <sup>th</sup> February inclusive.
End of Term	Wednesday 6 <sup>th</sup> April 12:30 finish for Senior and Sixth Form
<b>Trinity 2022</b>	
Start of Term	Monday 25 <sup>th</sup> April
Bank Holiday	Monday 2 <sup>nd</sup> May
Liberation Day Holiday	Monday 9 <sup>th</sup> May
Bank Holiday	Monday 30 <sup>th</sup> May
Staff INSET	Tuesday 31 <sup>st</sup> May
End of Term	Friday 1 <sup>st</sup> July 12:30 finish for Senior and Sixth Form

**All dates published are confirmed. Senior School** Please note that we try to make sure that we finish as close to 12:30 as is possible. However, sometimes events do overrun. Your patience and understanding with pick-ups is as always, much appreciated. Term dates are available on [www.ladiescollege.com](http://www.ladiescollege.com)



# The Leaf Centre

## Code of Conduct

### 1. General

Access to the Leaf Centre is a privilege for Sixth Form students. It is 'owned' and managed by the incumbent Sixth Form, who are expected to accord the facilities the same degree of respect and care that they would wish to be applied to their own possessions. These facilities are to be handed-on in good condition to those who follow and must be kept clean and tidy at all times.

The Leaf Centre may be used before school although not before 07:45 when the site is opened for the day. It may be used during private study and after 16:00 until the College closes at 17:30 (Students should be aware that the cleaner will require access after school to clean the facilities.) The Key padlock on the entrance to the Centre restricts access at other times.

It is an expectation of the College that members of the Sixth Form treat one another and members of staff with respect at all times.

### **The Leaf Centre comprises the following areas:**

#### **Two Study Areas**

These are equipped with computer terminals and have wireless connectivity.

#### **One Common Area**

Entrance Hall, Lobby, Head of Sixth Form office, Teaching Staff offices. Kitchen, Bathroom facilities, and main lounge area. Most areas have wireless connectivity.

#### **One Teaching Room**

To be used under the direction of teaching staff only.

### 2. Management of the Leaf Centre

Overall supervision of The Leaf Centre rests with the Head of Sixth Form, the Academic Administrator for Sixth Form and the Head Girl. The Leaf Centre will be supervised throughout the school day.

### 3. Fabric and Fittings

Students will respect all décor, fabric, fittings and equipment within The Leaf Centre and will be required to pay for damage. Personal property must be stored responsibly; no liability can be accepted for items brought into College.

#### **4. Quiet Areas**

The quiet areas include all office space, the study rooms and the classroom. Furniture must not be misused or moved around so as to cause obstructions.

#### **5. Foyer and Kitchen area**

These are not quiet areas and it is expected that students wishing to eat and socialise will do so in these areas but they must not disturb lessons in the classroom. These rooms must be kept clean and tidy at all times. When using the kitchen students should clean up after themselves and leave it as they would expect to find it.

#### **6. Failure to adhere to the Code of Conduct**

In the event that any student does not adhere to this protocol, the Head of Sixth Form will arrange a meeting to remind them of the Code of Conduct. In the event of any further problems, the issue will be referred to the Deputy Principal (Enrichment) or the Principal who may wish to take further action. Access to The Leaf Centre may be withheld from any student unable to adhere to the Code of Conduct.

#### **7. Lockers**

Students will be provided with a 'day locker' at the beginning of the year. They are responsible for providing a lock. Anything left in The Leaf Centre will be disposed of on a weekly basis. If any damage is discovered, students will be expected to pay. This is not long-term storage. There will be regular checks of the room.

Damage caused through any form of misuse will normally result in a financial charge being levied against the perpetrator(s), in addition to any other action(s) such as the denial of access to The Leaf Centre for a set period. All instances of damage will be reported to the Deputy Principal (Enrichment) or the Principal.



# Plagiarism

The College aspires to excellence, to act with integrity, embrace diversity and cultivate responsibility. We view plagiarism as **academic dishonesty**; in other words, it is **cheating** and as such it is subject to consequences and sanctions. We define plagiarism as *where the work or ideas of others are presented, intentionally or unwittingly, as a student's own without proper, clear and explicit acknowledgment*. An authentic piece of work should be based on the individual's ideas. Where the work of others is used, the sources should be fully acknowledged. Where sections are reproduced from the work of another source and are quoted verbatim, the words should be enclosed by quotation marks. It is also important to respect intellectual or creative property and to be aware that law usually protects this property. The majority of cases of academic dishonesty are accidental: it is important that students learn from their mistakes in order then not to repeat them. In repeat or serious cases, especially when external accreditation of academic work is jeopardized, the student(s) could expect suspension from the Colleges, and/or removal from the subject concerned. The full policy on academic dishonesty can be viewed on the link below.

<http://www.ladiescollege.com/information/policies>

We expect all staff and students to familiarise themselves with the content.



## Subjects, Teaching Staff 2020 - 2021

<b>Subject</b> <i>Plus timetable code</i>	<b>The Ladies' College</b>	<b>Elizabeth College</b>
	<i>Staff names and codes (HoD listed first)</i>	
Ancient History (AH)		Mr R. Inderwick (RIN) Mr C. Cottam (CCO) Ms T. Smith (TSM)
Art (ART)	Miss E. Clements (ECL) Miss C. Alston (CAL)	Mr A. Stephens (AST)
Biology (BI)	Miss I. Ellen (IEL) Dr E. Whelband (EWH)	Mr R. Le Sauvage (RLE) Mrs E. Chamberlain (ECH) Ms R. Seymour (RSE)
Business Studies (BUS)	Mr D. Bolt (DBO)	Mr E. Adams (EAD)
Chemistry (CH)	Dr K. Marshall (KMA) Mr H. Barnes (HBA) Miss F. Barclay (FBA)	Mrs G. Dallin (GDA) Mrs P. Read (PRE) Dr D. Raines (DRA)
D & T (Graphic) (DTG) & D & T (Materials) (DTM)		Miss M. Schofield (MSC) Mr T. Slann (TSL) Mrs P. Copeland (PCO) Ms J Pendleton (JPN)
Drama (DR)	Mrs M. King (MKI)	Mr. M. Walters (MWA)
Economics (EC)	Mr D. Bolt (DBO)	Mr E. Adams (EAD)
English Literature (EL)	Mrs Z Ellis (ZE) Mrs S Appelqvist (SA) Dr S. Smith (SSM)	Mr M. Buchanan (MBU) Mrs L. Loveridge (LLO) Ms S. Tribe (STR)
Film Studies (FS)		Ms L. Loveridge (LLO) Mr M. Walters (MWA)
French (FR)	Mrs C. Feldmesser (CFE)	Mrs J. Dittmar (JDI)
Geography (GG)	Ms S. Ace-Hopkins (SAH) Mr T. McGovern (TMG)	Mr S. Huxtable (SHU) Miss M. Johnson (MJO)
German (GM)		Mr R. Morris (RMO)
History (HI)	Mrs B. Henderson (BHE) Mrs C. Montague (CMO)	Mr J. Rowson (JRO) Mr G. Cousens (GCO) Ms T. Smith (TSM)
Latin (LT)		Mr C. Cottam (CCO)

Computer Science (CS)		Mr D. Costen (DCO) Mr A. Mulholland (AMU)
Mathematics (MA)	Mrs C. Gribbens (CGR) Mr A. Hale (AHL) Mr P. Hill (PHI) Ms T. Ledger (TLE)	Mr A. Mulholland (AMU) Dr T. Addenbrooke (TAN) Mr D. Du Putron (TDU) Mr D. Loweth (DLO) Mrs K. Norman (KNO)
Music (MU)	Mrs A. Roue (AR) Mr J. Henderson (JHE)	Miss E. Willcocks (EWI)
Photography (PO)	Miss C. Alston (CAL) Miss E. Clements (ECL)	Mrs C. Buchanan (CBU) Mr A. Stephens (AST)
Sports Studies & P.E. (SE)	Mrs H. Le Maitre (HLM) Miss E. Dudin (EDU)	Mr T. Eisenhuth (TEI) Mr M. Garnett (MGA) Mr A. Good (AGO) Mrs E. Meijer (EME)
Physics (PH)	Mrs R. McGregor (RMCG) Mrs K. Ashford (KAS)	Mr P. Davis (PDA) Mr G. Campbell (GCA)
Psychology (PY)	Ms A. Hagerdorn (AHG) Dr V. Mitchell (VMI) Mr C. Roughsedge (CRS)	
Religious Studies (RS)	Miss C. Le Maitre (CLM)	Mr T. Edge (TED)
Spanish (SN)		Mrs M. Gordon (MGO) Mrs L. Briggs (LBR)



# Prefects and House Officials

## September 2020



**Head Girl 2020 - 2021**

**Head Girl:** Elsie Lister  
**Deputy Head Girl:** Grace Moorshead  
**Deputy Head Girl:** Beth Robinson

### **House Officials:**

**Brock House Captain:** Mae Ingrouille  
**Brock House Secretary:** Amelia Hudson  
**Brock House Team Manager:** Sofia Mella

**Carey House Captain:** Harriet Huxtable  
**Carey House Secretary:** Grace Fowler  
**Carey House Team Manager:** Francesca Miller

**de Sausmarez House Captain:** Jennifer Long  
**de Sausmarez House Secretary:** Sophie Riddiford  
**de Sausmarez House Team Manager:** Lucy Whiteman

**Durand House Captain:** Simone Ashplant  
**Durand House Secretary:** Lucy Merrien  
**Durand House Team Manager:** Evie Hart

### **Senior Prefects**

**Charities Committee** Rachel Simon  
**ILEX** Amandine Harris  
**College Voice** Madelaine Pope and Emily Abreu  
**Action Team: Food and Fitness** Megan Wyatt-Nicolle  
**Action Team: Learning & Creativity** Tegan Geraint Ap Sion  
**Action Team: Local Community** Giorgia Phillips  
**Action Team: Well-being** Nicole Hubert  
**Peer Mentor: Classroom Support** Pia Thapliyal  
**Public Relations** Phoebe Crook  
**Tutor Groups:** Emma Giles





## What should you expect from us in the Sixth Form?

The College has a responsibility to you. We want your time in the Sixth Form to be fulfilling in all ways: intellectually stimulating and challenging but also socially invigorating and fun.

We have a genuine concern for your welfare, development and ultimate success. Teachers, Tutors and Heads of Year are there to help ensure that you achieve your best. You should never feel that there is nobody to turn to if you are struggling.

### **Your subject teachers should:**

- Provide you with syllabi and programmes of study for your courses
- Set appropriate tasks regularly, in line with those programmes of study
- Set work for you if they are absent from class (which you can complete at your own school)
- Attend classes promptly
- Mark and return work within a reasonable time period
- Assess and evaluate your work in a positive way
- Regularly review your progress
- Establish targets for future development

### **Your tutor should:**

- Look after your general well-being and make you feel valued and cared for.
- Monitor your attendance and progress
- Offer pastoral support and be available at reasonable notice if you need to discuss any issues with you or your parents.
- Meet with you regularly as part of a group and provide meaningful activities.
- Provide you with regular and relevant information
- Advise you about study skills

- Offer active support for university, college or job applications (NB not specific careers advice)
- Regularly check uniform and reinforce rules.
- Offer guidance for University, course selection and links into careers
- Discuss with you any issues which are a cause for concern

**Your Head of Sixth Form should:**

- Communicate any relevant information to you directly or via your tutor
- Liaise with your tutor and teachers about any action which needs to be taken to improve your academic potential
- Liaise with your tutor, you and your parents about any issues which are a cause for concern



## What do we expect of you?

You are a key part of the College and we want you to get everything you can out of Sixth Form, whilst also contributing positively to the life and development of the College.

Younger pupils will look up to you and you should remember that you set the tone both in College and also in the wider community.

### **Participation**

You should work hard to gain results of which you can be proud, but you should also aim to enrich your life by taking up co-curricular opportunities such as sport, music, Young Enterprise, Duke of Edinburgh's Award Scheme, Management Shadowing, Work experience placements, community work, cultural experiences and College trips.

### **Motivation**

Tutors and teachers will help you to make the transition from GCSE to Sixth Form study and it is important that you keep channels of communication open. Students must take responsibility for their learning, managing time effectively and reading widely. It is important also to use private study time wisely.

**The following list is designed to help you with the transition from Upper Five to Sixth Form.**

### **Students should:**

- If you are going to be off school ill, please ask your parent(s) to contact the office either by telephone prior to 08:25 or by email to [reception@ladiescollege.ac.gg](mailto:reception@ladiescollege.ac.gg) The main office is manned from 08:00 until 16:30 Monday to Thursday and until 16:00 on Fridays.
- Inform the College Office if they are unwell during the school day and follow the signing out procedure. Students should sign out at Reception. The Receptionist will contact a senior member of staff and ask that a slip is signed. Students must use the signing-out book in the Leaf Centre when visiting Doyle's.
- If leaving College for appointments, please sign out / in at Reception at either College as appropriate.
- Attend all classes and timetabled activities promptly. If you are late arriving at either College you must sign in at Reception.
- Bring books and other necessary equipment to lessons.

- Complete all work on time.
- Use private study time to follow up and consolidate work started in class.
- Keep arranged appointments to meet staff.
- Listen to and act upon advice given.
- Follow College expectations on behaviour.
- Be of smart appearance and dress in the required uniform.
- Inform staff as soon as possible about planned absence and catch up on work missed
- Try to arrange appointments out of school, wherever possible.
- Parents are asked to request any leave for appointments in school time, in writing/via email to the College reception at [reception@ladiescollege.ac.gg](mailto:reception@ladiescollege.ac.gg)
- Use the planner and programmes of study to plan commitments and work
- Volunteer!

### **Driving onto / Parking on site (Drop off / Pick up)**

**Parents/Guardians with Senior and Sixth Form students should not drive onto site from Monday to Friday between the hours of 07:30 - 09:00 and 14:30 - 17:00.**

The only exceptions to the above are for students carrying a large instrument, those on crutches, those with large amounts of sports equipment (i.e. goalkeeper at hockey) and those who have a mobility-restricting illness (for which we will require a doctor's letter). In these instances, we would ask parents/guardians to drop-off before 08:00 and collect after 16:15. *(Should your daughter's name need to be added to the list of students who require special dispensation, please provide the Principal with a written request to this effect)*

**Sixth Form students must not park on-site at any time.** Being late due to parking issues is not acceptable or excusable.

### **Home Study**

In order to make the transition from school to university or the work place, during the Lent term of Upper Sixth, students will be eligible for Home Study. This allows students to take more responsibility and ownership for their studies. Students are given permission (parental consent is required) to only be on-site for their subject lessons and off-site during the school day (although they can remain in school if they wish.) If students do not demonstrate sufficient progress or there are concerns raised by member(s) of staff, then home study will be reviewed and may be revoked.

**During home study students must:**

- Attend Assembly
- Ensure that they sign-in and sign out at Reception
- Attend lessons in full school uniform
- Be punctual: being late due to parking issues is not acceptable or excusable.



## What to do if things are not going well for you or your daughter/son?

Talk to someone! There are a wide range of people you (we encourage students to take responsibility for doing so in the first instance) or your parents can speak to:

1. Your Tutor is the person who will be able to advise and help on most matters. They may need to refer you to someone else for specific queries.
2. The subject teacher is the person to speak to in the first instance if you have any concerns in a particular subject.
3. Your Head of Year may be more suitable if you need support regarding progress overall or with regards to teaching. In the latter case they may refer this to Mr Barnes (Director of Studies, The Ladies' College) or Mr James (Vice-Principal, Elizabeth College). If the subject is not taught at your home College, then they will speak to their opposite number.
4. Whichever route is most appropriate, we will aim to support your studies by investigating to see what evidence is available to support your concern or to provide an alternative viewpoint e.g. it may be that a subject is taught at both Colleges but that topics or skills are taught in a different order and so groups may appear to be at different stages however both groups will complete the specification in the required time. Where action is required, we will put in place a plan to resolve the issue and communicate the outcome to you and your parents.
5. If the issue is at the partner school and remains unresolved, a meeting will be arranged involving both schools.

If an issue remains unresolved at either College, then a parent can register a formal concern or complaint, by writing to the Principal of the College at which the issue is perceived, following the steps in the 'Concerns and Complaints' Policy'. These policies are available on the website of the relevant College.



# Opportunities and Activities available in the Sixth Form

## **Prefects**

Prefects support the staff in upholding the College's ethos.

## **Physical Activities**

Students have their own choice of physical activity in the Sixth Form. This enables girls to pursue their own interests.

If they have a free period before the timetabled games period, there may be enough time to leave the College site after signing out at Reception in order to swim, play badminton or attend the fitness studio at Beau Sejour.

Sixth Form students are expected to take a full and active role in House sports competitions and are required to wear suitable sports kit. (The required PE kit is noted in the uniform list.)

## **Enrichment Opportunities for Lower Sixth**

There will be a timetabled session each week when students will be introduced to different opportunities to enrich their time in the Sixth Form. Attendance is compulsory. Various speakers will be invited to share their experiences through workshops, discussions and presentations. The topics will be very varied, including study skills, employability, careers and PSHCE. Students are encouraged to record information about the sessions in their enrichment file and this will be useful when writing their personal statements.

It is important that students apply for the enrichment opportunities promptly, check and reply to their College emails regularly, and return parental agreement forms by the due date in order to demonstrate good organisational skills.

Students are awarded a diploma which takes into account enrichment activities and positions of responsibility. This is designed to be awarded at 3 levels over a 2-year Sixth Form course. The three levels are: Level 1 (Pass), Level 2 (Merit) and Level 3 (Distinction).

## **The Elizabeth & The Ladies' Colleges Diploma**

The Elizabeth and The Ladies' College Sixth Form Diploma has taken the best elements of our previous separate diplomas and added new ideas to create a qualification which prepares our students for adult life by celebrating what they already achieve (both in school and in the wider world), offering new opportunities and challenges, and equipping students to enter higher education or employment with confidence.

### **There are four strands to the Diploma:**

- Academic
- Service
- Personal Development
- Broadening of Horizons

In addition, all students will complete a core content of wider reading, post-18 careers advice, critical thinking and study skills.

Students will be guided through the diploma by a team of supervisors, and at the end of their Upper Sixth year successful candidates will gain either a pass, merit or distinction.

### **The Diploma must be completed prior to the end of the Lent term of Upper Sixth**

### **EPQ (Extended Project Qualification)**

#### **What is an EPQ?**

EPQ stands for Extended Project Qualification and is equivalent to half an A-level, but has the added advantage of being able to obtain the A\* grade. It has been developed in order to:

- Prepare students for the demands of study at higher education level.
- Give students a wide range of transferable skills.
- Demonstrate creativity, initiative, motivation and commitment.
- Add something extra to applications, CVs and personal statements.

The EPQ gives students the opportunity to research a topic of their interest; this does not have to be based on an academic subject that the student is studying.

#### **What happens?**

During the Michaelmas term all students in the Lower Sixth follow a weekly programme of study skills to complement their regular lessons. This is delivered through a series of scheduled lessons followed by an online university short course.

#### **What will I need to do?**

EPQ students are allocated a supervisor (usually a member of the teaching staff) who will guide them through the process. The first stage is to submit a title proposal. Once this has been approved, research can begin. There are regular meetings with the supervisor to monitor progress and offer advice. Once research has been undertaken, students submit their work, which usually takes the form of a 5000-word dissertation but can also include compositions, an investigative report or an artefact supported with a written piece. Students must also give a presentation about their EPQ in front of an audience. The presentation is recorded and sent to an external moderator, along with the dissertation and a log book of the work undertaken.

**Students must complete their EPQ prior to the end of the Lent term of Upper Sixth.**



### **Volunteering in the Community**

Students are encouraged to spend some time as a volunteer. In the past we have had students spending time in Care homes, with the Brownie and Girl Guide associations, collecting money on flag days, etc.

### **Young Enterprise (Y.E.)**

This opportunity allows groups of students to form companies and offers individuals the chance to take on key roles with different responsibilities within their company.

The local advisor and co-ordinator will give a presentation to all Lower Sixth Form students in September. The benefits of taking part in a group activity with students from other schools and colleges on the island will be explained. Many of our students become involved in this venture, early in the Michaelmas term, so that they can be ready to market the goods which their companies have produced in time for Christmas.

An evening of presentations from each company takes place in the Trinity term when awards will be made to individuals and companies. The winning team will represent Guernsey in the South East Regional finals.

#### ***Young Enterprise Top Tips:***

- *Don't be afraid to share your ideas or fears*
- *Be democratic*
- *Listen to all the members in your company*
- *Have regular hot drink breaks*
- *Share tasks out evenly*
- *Take into account some people are willing to do more than others*
- *Know that people are doing it for different reasons (CV filler, experience, profit, contacts)*
- *Don't be safe with the products/ services you choose. Be adventurous!*

### **Moot**

In the Michaelmas term, lawyers from Collas Crill will give a presentation to Lower Sixth students about the benefits of taking part in a legal debate called a Moot. Students gain valuable insight into the legal processes of prosecution and defence through a series of competitions, culminating in a semi-final when both sides of a case are heard by a senior lawyer or judge and the winning team is announced. Advice is given by local lawyers at the after-school sessions held in several local schools.

### **De Putron Challenge**

This is an Inter-Island General Knowledge Quiz between teams of students from Guernsey and Jersey. 3 students represent The Ladies' College and various knock-out rounds are held within the sixth form to find our best participants to represent The Ladies' College. Elizabeth College also send 3 of their boys, so there is friendly rivalry between the two Colleges. The event is held in Guernsey this year.

## **Institute of Directors' Leadership Shadowing (IoD)**

Each year, students will be given the opportunity to shadow a senior manager for a period of 3 days in either the Lent half term, Easter or summer vacation of the Lower Sixth form. This opportunity gives students a chance to identify the skills required to become successful managers of the future and gives them an insight into the world of business. A spokesperson from the Institute of Directors will give a presentation about the benefits of this scheme at the beginning of the Lent term. All participants are expected to make a short oral presentation about their experience to a panel of judges. They must also attend the awards night, when the overall winners will give their presentations in front of managers, family and participating students. This is also the opportunity to thank their managers for the opportunity to shadow them.

## **First Aid training**

A presentation about First Aid will be given to Lower Sixth students by a local paramedic. Students may sign up for after school sessions in order to gain their certificate and card. The training will give them the confidence and ability to respond in any emergency situation which they may encounter. A small cost is incurred to pay for the 6 hours of training.

## **Work Experience**

Work Experience is available to Lower Sixth students after their examinations in the Trinity term. Work experience is extremely important before making applications for certain degree courses e.g. Medicine, Veterinary, and Teaching, and it is beneficial for students to refer to it in their personal statements.

All work experience which takes place during term time must be passed through the local Wexbox scheme, organised by Education Careers Department. The work placements are checked for health and safety purposes and a job description is available on the web site. A teacher will visit the student during her placement and will discuss the placement with her and also with her mentor. The teacher and mentor references may be used when students apply for a university place or local employment. Information about the application process will be given to students at the beginning of the Lent term.

## **TEFL (Teaching English as a Foreign Language)**

Our annual TEFL course is available to student from Upper Five to Upper Sixth after the GCSE and A-level examinations. The two-day TQUK accredited course covers a broad curriculum and includes lesson preparation and planning, teaching practice and grammar tasks.

## **The Duke of Edinburgh's Award**

Students at The Ladies' College have the opportunity to participate in the Duke of Edinburgh's Award Scheme. Students can begin their Bronze Award in Upper Four (Year 9), the year they turn 14 years of age.

The commitment to volunteer in the community and the undertaking of physical and skill based activities becomes progressively more extensive, and the expeditions become more and more challenging as a student progresses through the levels. The experiences gained in attaining these levels are rewarding in themselves, and each award is highly regarded by employers and universities.



*Gold participants on their qualifying expedition in the Tatra mountains, Slovakia - 2018*

Since its creation in 1956 by HRH The Duke of Edinburgh, the award programme has gone from strength to strength. Guided by a set of principles, and by the young people themselves, it is as relevant today as it was when it was first created.

It is a flexible programme that helps to develop young people for life and work, and the numbers speak for themselves: 93% of participants feel that the DofE Award has helped them to work in a team and 84% feel that they have become a more responsible person.

### **Award Levels**

Bronze – for those aged 14+ years

Silver – for those aged 15+ years

Gold – for those aged 16+ years



*Bronze expedition in Guernsey –*

Activities for each of the Award sections take a minimum of one hour a week over a set period of time, so it can fit in around academic study, hobbies and social lives. Development and regular progress must be shown and any award started must be completed by the participants 25<sup>th</sup> birthday.

### **Awards Received**

At The Ladies' College we run a very successful scheme, with a large number of awards being achieved each year.

**2012 – 2013** 39 Bronze, 3 Silver & 8 Gold  
**2013 – 2014** 22 Bronze, 7 Silver & 5 Gold  
**2014 – 2015** 33 Bronze, 7 Silver & 4 Gold  
**2015 – 2016** 15 Bronze, 3 Silver & 4 Gold  
**2016 – 2017** 31 Bronze, 15 Silver & 6 Gold  
**2017 – 2018** 26 Bronze, 4 Silver & 8 Gold  
**2018 – 2019** 28 Bronze, 4 Silver & 10 Gold  
**2019 – 2020** 23 Bronze, 8 Silver & 5 Gold

## Timescales

**SILVER**

**Volunteering 6 months**

**Physical** one section for 6 months, the other for 3 months

**Skills** one section for 6 months, the other for 3 months

*Plus an extra 6 months in the Volunteering, or the longer of the Physical or Skills sections if you haven't got Bronze.*

**Expedition 3 days 2 nights**



**GOLD**

**Volunteering 12 months**

**Physical** one section for 12 months, the other for 6 months

**Skills** one section for 12 months, the other for 6 months

*Plus an extra 6 months in the Volunteering, or longer of the Skills or Physical sections, if you haven't got Silver.*

**Expedition 4 days 3 nights**



**Residential 5 days 4 nights**

## Expedition Destinations

Bronze – Guernsey, Jersey & The New Forest, UK

Silver – Poole, Swanage, Peak District, Lake District, Brecon Beacons & Dartmoor.

Gold – Peak District, Lake District, Brecon Beacons, Poland & Slovakia.



## IT Facilities in the Sixth Form

As part of your studies in the Sixth Form you are provided with a Microsoft Office 365 account including email, online storage (OneDrive) and applications such as Word, Excel and PowerPoint. You will also be using the College SharePoint (containing resources you can access at any time) and Teams sites (your virtual classroom - used for setting homework/assignments/additional resources as well as being able to discuss your work). Increasing use is being made of digital technology to complement other learning techniques and develop the digital skills required for studying beyond College and moving into employment subsequently.

### Username and Passwords

Students who are new to study at The Ladies' College will need to have a username and password (issued by Mrs Le Cras) in order to access the school network and their Office 365 account.

We recommend that you use the same password for both systems and that this password is a strong one (containing letters, numbers and characters such as # etc.)

On no account should you give your password to another student.

All Sixth Formers are reminded that they are bound by the College's Acceptable Use Policy. Students from Elizabeth College should remember that the Acceptable Use Policy they signed for their systems also applies at The Ladies' College and vice versa.

Students' personal laptop computers can be configured to make use of The Ladies' College Wireless system. Please see the IT Department if you would like to use this facility. However, only laptops which have working and up-to-date anti-virus software and have automatic updates turned on will be added to the wireless system.

### BYOD (Bring Your Own Device)

Please refer to the BYOD page at [www.ladiescollege.com/information/bring-your-own-device](http://www.ladiescollege.com/information/bring-your-own-device) and specifically, the BYOD policy, for the latest guidance and advice. Below is a summary only.

#### Remove – Upper Five

We are currently moving from our previous requirement that all students have a device that may be as simple as a smart phone to a requirement that all students should have either a Microsoft Go or Surface Pro with a keyboard that is managed on The Ladies' College network. This was implemented on a rolling programme with all new Remove students who started September 2019 and by September 2021 will apply to all students. Parents purchasing new devices for their daughters should only purchase one of these devices and are recommended to do so using the Form on the website and benefit from the discounted rate we have secured with our supplier.

We are also asking students to bring headphones into College to enable them to listen individually to their BYOD if instructed by a member of staff to do so.

## **Sixth Form**

Sixth Form Students also require a keyboard enabled device of their choice. (We recommend the Surface Pro) and they are asked to bring in their own headphones.

### **General guidance:**

- All students should connect to the College network using the LCG-WIFI network which filters content while in College
- All students will be expected to understand and sign an acceptable use policy before using their device in College
- Devices should be brought to College fully charged and should not be expected to be charged during the day
- When using a device in lessons and the student has finished, they should place their device face down/close the device to show they have finished
- Students signing into a programme e.g. Smartlab or Kahoot should be guided by the teacher as to whether they should use their full name or whether they can use something which means they remain anonymous (this may depend on the task which the teacher is asking the pupils to do).

Further guidance including what is meant by a managed device, what can be seen and how we manage these devices can be found on the BYOD page of the College website.





## Sixth Form Careers Advice

Careers lessons are compulsory and timetabled for both Lower and Upper Sixth. The lessons take place in the ICT room. The Internet is used for research and for UCAS applications. Although the majority of students' progress to university, local employment and GAP years are considered and information about a range of careers topics is provided.

Information from the Careers teacher is issued regularly with details of forthcoming events. Students are also encouraged to make use of the resources available as they develop their own action plans.

Outside speakers from various disciplines are occasionally invited into College to talk to interested groups of students, share their experiences and offer advice. Visits outside College and Work Experience / Management Shadowing are also co-ordinated through the Enrichment Co-ordinator, Miss Clements. Work Experience should not interfere with lessons in the Trinity term unless by special arrangement.

The Careers teacher and Head of Sixth Form and Enrichment are available for individual consultations when both parties have free time. They will be available at Parents' Evenings so that parents and students are able to discuss issues about career development with them.

Students intending to apply for Higher Education should submit their application early in the first term of Upper Sixth. **Applications completed by students after 1<sup>st</sup> December may not be sent until early in the Lent term.**



# The College Library, Private Study, Common Rooms

## The Ladies' College Library

A Library induction will be provided at the beginning of the Michaelmas term and you are invited to speak to the Librarian (Ms Richardson) if you are unsure about anything.

There is an opportunity for Sixth Form girls to assist in the Library at break and lunchtimes. If you feel you would like to help in this way, please see the Librarian.



## Sixth Form Private Study

Students who fail to use their private study time appropriately may be put into supervised study.

### Accepted Procedures for Study Periods at The Ladies' College

- Areas such as the computer rooms and library are available for private study without the need to gain permission. **No food or drink is to be consumed in these areas.**
- Music must not be played in the Leaf Centre during study periods.
- Drinks and food may be taken into the Leaf Centre, but must not be consumed whilst using a computer.



## **Common Rooms**

Students may be in the EC Sixth Form Centre before registration or at lunchtime if they have lessons at EC immediately afterwards. The Leaf Centre has areas for relaxation and socialising as well as study. During the working day it is expected that students will use their time constructively. It is a requirement that students return to their own school by 10.30 for administration, tutorial sessions and assembly.



## How can you manage your time effectively? What happens if you are not coping with one of your courses?

As a guide, each A-level subject requires at least 5 hours of independent study per week. If you are studying 3 subjects at A-level, you will need to find approximately 15 hours of study time, outside lessons, in order to complete your work.

*Refer to policy on Study Periods (see noticeboard in the Leaf Centre)*

**N.B.** If you use some of your leisure time as paid employment, it is important that this should not impact adversely on your studies. You should not undertake paid work during the period of study leave before public examinations in the Trinity term. We recommend no more than 8 hours per week of paid work.

The following is a guide to the management of your school day:

Morning registration takes place between at 08:25 at the College you have your first lesson of the day at or with your Tutor at The Ladies' College if you have a study period first. The times of your lessons or study periods are then as below. The timetable has been rearranged to enable you to have 15 minutes of movement time between all lessons and you should be aware that the lesson times should be strictly adhered to. You should speak to your Tutor should you have any issues.

LC	EC	Tues, Wed	Mon, Thurs, Fri
P1/2	1	8.30-9.20	8.30-10.00
P3 P4	2	9.35-10.20	
P6	3	11.00-11.45	11.00-11.45
P7	4	11.45-12.30	11.45-12.30
P8/9	5	13.25-14.15	13.25-14.15

P10-12	6	14.30-15.15	14.30-15.15
	7	15.15-16.00	15.15-16.00

**What happens is you are not coping with one of your courses?**

### **TELL SOMEONE**

Talk through any problems with friends on the same course. Perhaps they are having similar problems or may find that by discussing the problem or topic together, you will be able to manage it or understand it better. **It is very important that you speak to your subject teacher(s) if you are experiencing any problems/difficulties with your course. Do not hide from the problem as it will not go away.**

Tell your tutor that you are having problems and what you have done to manage the situation. Your tutor may be able to help with other ideas or discuss the situation with your subject teacher. If you no longer wish to continue with a subject or you wish to change to an alternative course, you must discuss this with your Head of Sixth Form.

No timetable changes are allowed, without the permission of the Director of Studies in College (Mr Barnes). Permission will only be given if it is considered in your best interests and after receipt of a letter from your parents/guardians stating their agreement for you to discontinue the course.

### **Referral Forms**

Concerns over issues with the Sixth Form are dealt with via a Referral Form. Boys' forms are given to the Deputy Principal (Enrichment) who will liaise with the Head of Sixth Form at Elizabeth College. The completed form for girls is to be given to the Sixth Form Year Co-ordinator. These are discussed with the Tutor and or student in order to find a way forward and manage the problem before it gets too serious. The Head of Sixth Form may consider whether to implement a period of supervised study to help manage the student's time better and adopt a more conscientious attitude towards independent study. If supervised study appears to be having little effect it will be necessary for parent(s)/guardian(s) to be invited into College to discuss the next steps.



## How will we monitor your progress?

Your subject teachers will assess your contributions to the lessons, your attitude in class and the quality of your work. They will take in your homework assignments regularly and will inform your tutor if there is any cause for concern. (Late work, missing work, substandard work, poor attitude, unacceptable behaviour in class and poor attendance or punctuality are examples of issues which provide cause for concern).

### Tracking

Tracking interviews will take place with your tutor, Head of Sixth Form and Deputy Principal (Enrichment) to discuss progress in subjects and set targets for the year.

**Lower Sixth** Michaelmas term and Lent term

**Upper Sixth** Michaelmas term and Lent term

Continual tracking/target setting will take place in tutor time.

### ALIS (A-level Information Systems)

ALIS is a target-setting tool devised by the University of Durham. At the beginning of your Lower Sixth year, you will complete an on-line ALIS test. These target grades will be used to assess your progress. However, your Head of Sixth Form will discuss the use of these in more detail during your tracking interviews.

### Reports and Progress Reviews

Lower Sixth will receive their first Progress Review in the first half of the Michaelmas term and the second one at the end of the Michaelmas term, they will then receive a third follow-up Progress Review in the Lent term and a full report at the end of the Trinity term. Upper Sixth will receive one Progress Review in the Michaelmas term and a full report at the end of the Lent term.

Each subject teacher will record your progress, as numbers, according to a range of criteria, along with a current performance grade. In the Lower Sixth, target grades, (discussed during tracking interviews) will provide reference points to assess whether you are working below, at or above your potential in each subject. In the Upper Sixth, UCAS predicated grades will be used.

Your tutor will discuss the review with you and a copy will be emailed home to your parents/guardians. We will be able to monitor your progress with each successive review. The number of lessons missed will also be reported.

## **Reports**

Full Academic Reports will be issued at the end of the Lent term for Upper Sixth and at the end of the Trinity term for Lower Sixth.

## **Rewards & Expectations**

An Excellent Work award can be given for work considered outstanding for that individual. A Principal's Commendation is a reward to students who go above and beyond our normal expectations in a practical subject or non-academic sphere.

### **The Ladies' College Ambassador Award**

All Sixth Form students should complete three activities or volunteer their service to receive this award in the Sixth Form.

## **Parents' Evening**

**Upper Sixth** at Elizabeth College normally 17:00 to 19:30 (Michaelmas term)

**Lower Sixth** at Elizabeth College normally 17:00 to 19:30 (Lent term)

The Upper Sixth will have a Parents' Evening to discuss progress and academic achievement. The Lower Sixth Parents' Evening will take place in the Lent term to discuss progress on A-level courses. There will also be a parent/tutor meeting early in September to further discuss progress on A-level courses and to discuss future plans for higher education/employment.

Students are expected to negotiate with their teachers in order to compile a list of appointments for their parents/guardians to meet their teachers. Students will be invited and actively encouraged, to accompany their parents/guardians to these meetings. Students are not expected to wear uniform.

Parents' Evening dates are published on our website [www.ladiescollege.com](http://www.ladiescollege.com) and you will receive a letter in advance of the meetings via Parent Hub.



## **Policies**

**Please visit our website [www.ladiescollege.com](http://www.ladiescollege.com) to view up to date College Policies and in particular, we would like to draw your attention to the Policies for Sixth Form:**

<http://www.ladiescollege.com/our-school/sixth-form>



## Sixth Form Uniform 2020 - 2021

The uniform for Sixth Form students is slightly different from that of Remove to Upper Five. We have considered the girls' views and found that they preferred to have a recognisable uniform to show that they are still members of The Ladies' College but wanted some unique features, which make the uniform more suitable for senior students. Students may wear a little makeup and minimal jewellery (i.e. one pair of small earrings and a fine chain necklace.) Hair should be neat and tidy.

### Uniform List

**'Black Watch' Tartan skirt, to be a reasonable length (compulsory)**

Navy tailored Trousers (optional)

\*Navy Fitted Jacket (compulsory)

Navy Blue V-Neck long-sleeve Jumper (or Cardigan) (optional)

Plain white open-neck blouse (compulsory)

*(Long, ¾, or short sleeves, according to season and fitted/loose)*

Black opaque tights

**OR White Ankle Socks (sport shoe socks are not acceptable)**

Black low-heeled shoes\*

Black boots (in winter) Oct half-term to Feb half-term

Plain dark wool coat (black or navy)

Scarlet, navy or black woollen scarf

### Retailer

Fletchers /Schoolblazer

Fletchers/Schoolblazer

Fletchers

Own choice

Own choice

Own choice

Own choice

*\*Students must be aware that they may have to walk quickly up and down The Grange from one College to another for lessons. Shoes which are comfortable and practical are advised. Trainers may **not** be worn with College uniform.*

Students who travel to College on a motorcycle may continue to wear trousers for the journey and a bright or light-coloured waterproof jacket (so that they are protected and are clearly visible to other motorists.) They should change into their uniform on arrival. Students who walk to Elizabeth College for lessons must be dressed in appropriate uniform.

### P.E. Kit

Plain white sports shirt

Dark Tracksuit bottoms or shorts

Sports socks

Trainers

**NOTE:** *Sixth Formers who participate in College Sports/Clubs/Teams are encouraged to have either the College Waterproof Jacket or Midlayer and the T-shirt and Skort.*

**Science (Biology & Chemistry)** White overall available from Fletcher Sports Shop. Hair should be off the face and long hair should be tied back for these lessons.

**Art:** Hair should be off the face and long hair should be tied back for these lessons.

**Photography** It is a requirement that each student should supply her own digital camera with a manual function. Further advice on suitable equipment may be obtained from the Photography teacher.

**BYOD (Bring Your Own Device)**

Sixth Form Students will require a keyboard enabled device and are also asked to bring in their own headphones.

**Sixth Form additional regulations:**

As per the regulations for Remove to Upper Five found in the Handbook for Parents 2020 – 2021 available on the website, with the following exceptions:

- Students must wear their jackets in College but these may be removed during lessons.
- Ankle boots are permitted in winter months (between Michaelmas half term and Lent half term) or by discussion during a period of inclement weather.
- Black opaque tights or plain white ankle socks may be worn throughout the year, with the exception of formal Ladies' College events when dark tights should be worn.
- Red or dark coloured scarves may be worn.
- Jewellery may be worn in moderation (one small ring, one plain bracelet, one small plain necklace). If ears have been pierced only the simple, small gold or silver ring or stud type of sleeper (one per ear lobe) is permitted. Cartilage earrings and facial piercings are not permitted.
- Tattoos (including henna) are not permitted.
- Pale nail varnish may be worn.
- Hair may be worn down.

*Allowances for uniform will be made in the event of snow.*





# What is expected of a Ladies' College student who is studying a course at Elizabeth College?

## **Advice**

If you need advice about any issues relating to your studies at Elizabeth College, please discuss the matter with your subject teacher, your Sixth Form tutor or Head of Sixth Form who will inform Mr Cottam at Elizabeth College about the problem.

## **Access to Elizabeth College**

You may not park a car on site as there is no room for student vehicles. It can be extremely difficult to find a parking space during the day. You must walk between Colleges to avoid being late for lessons.

## **Registration**

If you have a lesson at 08:30 (period A) at Elizabeth College, you should register with Miss Willcocks in room 1 at 08:25. You may arrive earlier and use the Sixth Form Common Room. If you are late and miss registration, you must register at Reception before going to your first lesson. Please also sign-out if you are leaving the site during lesson time to attend an appointment.

## **Toilets**

At Elizabeth College there are Ladies' toilets next to Room 4, in the Milnes Science building.

## **Study Areas**

You must request Private Study at Elizabeth College in the first instance through your Head of Sixth Form. You must not stay at EC during the 10:30 to 10:50 slot, unless you have lessons before and after break at Elizabeth College, and have requested, in advance, to stay there.

Sixth Form girls may use the Elizabeth College Common Room before registration in the morning and in the lunch hour to socialise or discuss work with friends.

## **The College Library**

A Ladies' College student who is studying courses at Elizabeth College is entitled to use their Library facilities. However, girls should aim to spend their Private Study time at The Ladies' College. Students may borrow books from the Elizabeth College Library, but need to see the EC Librarian for information.

## **Fire Safety Procedures at Elizabeth College**

If the Fire Alarm sounds, all students should immediately vacate their teaching rooms or the Sixth Form Common Room, after switching off lights and closing any windows and doors. All possessions should be left in the room.

Any Ladies' College student on site should move directly to the large chestnut tree between the Geography and Art blocks. Miss Willcocks will take a register. You will be reminded of these procedures on your EC tour which will take place at the start of term.

### **First Aid**

Ladies' College students requiring immediate first aid treatment at Elizabeth College, or The Ladies' College, must inform Reception in the first instance. There are First Aid kits located in the Leaf Centre kitchen and staff office.

In the Leaf Centre, there is a telephone located in the foyer and staff office. Reception is contactable on 2200 and the staff room on 2210.



## Health/Medical/Illness/School Nurse/ First Aid

If a student is going to be off school ill, please contact the office either by telephone prior to 08.25 or by email to [reception@ladiescollege.ac.gg](mailto:reception@ladiescollege.ac.gg) The main office is manned from 08.00 until 16.30 (Monday – Thursday and 16:00 on Fridays.)

1. If you suspect that she is suffering from an infectious disease (including influenza and the common cold) please keep her at home.
2. If a student is suffering from an infectious disease other than influenza or the common cold, please inform the school.
3. If a student becomes unwell during the day, the office staff will contact you by telephone to come and collect.
4. If a student has a stomach bug they must remain at home for 48 hours following the last episode of vomiting and / or diarrhoea.
5. If a student is presenting with any COVID-19 symptoms they must remain at home and follow the advice of a GP or the advice available from the SOG. Should a student present with any of the symptoms during the school day, we will call you to request that they are collected immediately and follow Public Health advice.
6. With the exception of Asthma inhalers, Adrenaline auto-injector pens and medications for the control of Type 1 Diabetes, students are not permitted to carry any medication with them at College. Permission must be sought from the Principal if a parent considers it essential that medication is held by the student rather than at the office. All other medicines must be handed in at the office for supervised self-administration. These medicines will only be accessible during normal College opening hours, Monday to Friday 08:00 – 16:00, they will not be available during weekend or after-school activities. If a parent wishes a supply of medicine to be held at the office so that students can self-administer under supervision they must request this facility in writing providing exact details about the medicine and dosage required. Parents are responsible for ensuring that sufficient in date quantities of the medicines are provided. No teacher or member of support staff will administer medicines without parental consent.

### **Students Reporting to Reception Feeling Generally Unwell**

Students should not contact parent(s) directly, but if they feel unwell they should report to Reception. A student who is unwell should **not** be sent to Reception unaccompanied.

### **Medical and pastoral support from Reception and parental help**

If your child has ever felt unwell during the school day, you will know from first-hand experience how our team in the Reception office always go ‘above and beyond’ to provide the students with assistance and reassurance in equal measure. We do ask that, where a minor injury or ailment has occurred outside of school, the students come to College prepared with spare plasters etc. so that

our receptionists can focus on students who need more urgent attention. This is particularly important near the start of the school day when there is vital administrative work to be done to ensure all students have been registered and are onsite. The safety of our students is our prime concern and we would ask you to support us by making sure minor First Aid for cuts, bruises and the like are treated at home before they arrive at school, and also that they have with them e.g. a few spare plasters, a bottle of water, or some cough sweets.

**Office Staff will:**

Contact a parent/guardian to discuss whether it is appropriate for the student to go home. If there is already a concern over a particular student, they will first contact the Year Co-ordinator or Deputy Principal (Pastoral) to discuss.

**Staff will NOT** administer medication unless it is prescribed and the administration has been authorised and explained by the student's parent or guardian. When phoning home to discuss an unwell student, a parent may request painkillers be administered to give relief to a student suffering from a minor headache, stomach cramps etc. and who wishes to remain in school – in this circumstance we will confirm details of any other medications already taken that day, and obtain the parent's exact instructions i.e. whether the student is to be given paracetamol or ibuprofen and the exact dosage to be administered. Any pain relief given will be logged on the Ad-hoc Meds form in the Medical Register held at Reception.

Pain relief (standard strength paracetamol or ibuprofen only) may be given to a student over the age of 18 without seeking parental consent. Any pain relief given must be logged on the Ad-hoc Meds form in the Medical Register held at Reception.

The full College First Aid Policy is available on The Ladies' College website  
<http://www.ladiescollege.com/media/88317/First-Aid-Policy-effective-160614.pdf>

**Accidents/Sudden Illness**

If a student suffers an accident or sudden illness at school and requires the services of the Ambulance and Rescue Service, St. John's will make a charge for this. This charge will be the responsibility of the parents and any accounts received by the College will be sent onto the parents for settlement. Some health insurance schemes cover this service, but if not, St. John's Ambulance and Rescue have their own ambulance insurance scheme, which, for a small annual payment will cover all ambulance charges for a year.

**Please try as far as possible to arrange appointments with the Doctor, Dentist, Optician or Medical Specialists outside lesson times.**

**The School Nurse**

The School Nurse is available for help and advice on health issues for all students, parents and teachers.

A health review is offered to Remove students and further checks such as vision, hearing, and weight are available on request throughout the secondary school years. The School Nurse is available to see students upon a referral from the Deputy Principal (Pastoral).

The teenage immunisation booster is now given in school by the School Nurses and will be given in Upper Four. Parents will be notified when this will be.

HPV vaccinations will also be administered by the School Nurse. Parents will be notified when this will be.

**The School Nurse can be contacted at Lukis House Tel. No. 725241.**

Where there is a tragic occurrence in the school, such as a sudden death or serious injury, the Principal may ask certain external approved agencies or counsellors from other agencies for support. A teacher may not always be present for the delivery of this support. Normally parents will be advised that such services are being made available but unforeseen circumstances may necessitate support being made available immediately.

### **First Aid**

Minor cuts, bumps and bruises are looked after by First Aid trained colleagues. Parents will be contacted if a more serious injury has been sustained. Parents are informed of all head injuries reported to the Office Staff. A significant injury should be assessed by medical professionals.



## Examination Procedures

For courses studied at The Ladies' College, the Centre number is **67119**

For course studied at Elizabeth College, the Centre number is **67104**

Students will normally sit an examination at the College where they have been taught and they will be issued with different candidate numbers at each Centre. All students sitting Mathematics will be entered and will sit their exams at their home College. However, when examination results are published, students will collect their results from their own College.

Students are expected to sit their examinations in College uniform.

At the end of the Lower Sixth year, students will sit an internal examination that will be used to inform progress and provide advice for the following year. There is an expectation that students will have made satisfactory progress for them to be able to continue and succeed in the second year of their studies.

Students in Upper Sixth will be given study leave to assist them in preparing for their external examinations.

### **A-level Results**

These will be published in August as module marks and grades. As soon as the grades are known students will be able to accept their offers of places at University, work or gap year, or negotiate for places on the basis of the results gained. Your careers teacher and UCAS Co-ordinator will be on hand to offer advice at this time.



## Sixth Form Academic Diary

<b>Michaelmas Term</b>	<b>Lower Sixth</b>	<b>Upper Sixth</b>
September	Induction Programme/morning ALIS test Young Enterprise presentation Commence A-level courses Prefect Appointments	UCAS training on INSET day and additional time during protected time late in September, Review results – Parent/tutor Evening Tracking interviews UCAS form filled in and personal details given to referee. Prefect Appointment EPQ: Mid-project review meetings with students.
October	Progress Review PSHCE Morning – Bridging the Gap	UCAS: Early October, deadline for Oxbridge & Medical Course applications. Progress Review UCAS: Referee/student meetings
November	Tracking Interviews EPQ: Initial ideas and meetings with students.	Oxbridge Interviews UCAS: Internal reference deadline for all other universities
December	IOD Presentation for Management Shadowing Progress Review EPQ: Candidate proposal meetings	Oxbridge Interviews Parents' Evening EPQ: Project product review meetings with students. Deadline for students to submit written reports.
<b>LENT TERM</b>		
January	Careers Fair Mid-term Assessments	UCAS deadline early January Careers Fair Higher Education Fair Replies from Universities received Oxbridge entry results known EPQ: Students to give presentations
February	Higher Education Fair IOD Management Shadowing Tracking Interviews Parents' Evening	Progress Review Higher Education Fair Mock Examinations Tracking Interviews
March	Oxbridge Parents' Evening Full Report YE Finals night HG/DHG voting/ Interviews with the Principal Prefect Voting Senior Prefect Appointments Revision Skills Evening	Full Report Revision Skills Evening

	EPQ: Planning review meetings with students.	
April		EPQ: Deadline for supervisors to submit marks.
Easter Holidays	Revision for A-level examinations IOD Management Shadowing	Revision for Examinations
<b>TRINITY TERM</b>		
April		UCAS offers: decision on confirmed and insurance offers
May		Study leave commences
June	Research courses for UCAS and prepare personal statements Mock Exams Full Report	A-level examinations start Return to College for Leavers' Service and Mark Reading Book returns
July	IOD Management Shadowing University visits, Leavers' Service, Speech Day	Leavers' Service Speech Day
August	Continue finalising UCAS form and personal statement	A-level Results published Confirm University/College places or Employment.





## Public Examinations – Extra Time and Special Considerations

### Extra time – up to 25%

If a student requires extra time up to 25% for a diagnosed specific learning difficulty i.e. dyslexia, the College will make an application to JCQ (Joint Council for Qualifications.) Applications for examinations taken in May/June have to be applied for by the middle of March each year. The College must be able to prove evidence of need and be able to show that this is the student's normal way of working.

**A copy of any report i.e. dyslexia must be given to the College in good time.**

### Extra time – up to 25% (Medical)

If a student requires extra time up to 25% for a medical condition, which is on-going, **it is the responsibility of the Parent(s)/Guardian(s) to ensure that the College is provided with letters from medical professional(s) responsible for the treatment of their daughter.** The College will be asked to substantiate evidence of need. All medical letters should be with the College by mid-March for applications to be made to JCQ.

### Illness at the time of the Examination

#### What is special consideration?

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or other indisposition at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration can only seek to go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. It cannot remove the difficulty faced by the candidate. There will be situations where candidates should not be entered for an examination. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination.

All examinations are measuring what a candidate knows and can do. The overall grades awarded must reflect the level of attainment demonstrated in the examination(s). The grades awarded do not necessarily reflect the candidate's true level of ability if attainment has been considerably affected over a long period of time.

Where long term circumstances have prevented the candidate from reaching the competence standards it may not be possible to make an adjustment.

If your daughter is ill on the day of an examination, a medical certificate must be made available to the College. The College will then apply for Special Consideration for examinations being taken on that day and for either the day preceding or the day following depending on the nature of the illness

**The maximum allowance that can be awarded by the JCQ awarding body is 5% and is reserved for the most exceptional cases, such as diagnosis of a terminal illness of a family member, or death of a family member. This percentage is scaled down to 1% and is reserved for general colds/flu like illnesses on the day of an examination.**



## NOTES PAGE



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 Sixth Form