



24 January 2021

Dear Parents and Guardians of The Ladies' College

You will be aware we must close the College buildings until further notice whilst continuing to provide education to your child(ren) remotely.

This communication is intended to help everyone involved as we continue to provide high quality education during lockdown. We will remain in close contact with you to ensure the smooth running of the College and I am sure that you appreciate that we are in a very fluid situation as we move into this lockdown. I am incredibly grateful to colleagues here, who have worked throughout the weekend, to be ready to open our doors to key worker children and to teach virtually tomorrow and maintain uninterrupted provision.

The only children who may come into college from Monday, 25 January 2021 are those of essential workers or vulnerable young people. In these cases, you are asked to contact Miss McClean ([registrar@ladiescollege.ac.gg](mailto:registrar@ladiescollege.ac.gg)) at the earliest opportunity so we know how many pupils and students to expect each day. Thank you to parents and guardians who have already done so. Senior School and Sixth Form students attending onsite should bring their fully charged internet-enabled devices to access online lessons.

### Headlines

- Learning will take place remotely, rather than at school.
- Normal timetables will be followed (with a little flex in Melrose). Sixth Form and Senior School assembly will take place tomorrow virtually.
- We encourage 20 minutes screen time, 20 seconds looking away, plus 10 minutes “fresh air” to help everyone have time away from their screen.
- Mock examinations for students in the Upper Sixth and Upper Fifth, and any remaining Mid-term Assessments for students in the Lower Sixth are **postponed** with our intention being to reschedule, if public health guidance allow this to happen within a realistic timeframe.
- Colleagues will continue with schemes of work and use their professional judgement about what is most relevant and appropriate for the pupils and students.
- Colleagues will mark attendance at the start of the day and at lessons and follow up absentees.
- Lessons will be planned understanding that, for many of the older girls, key resources that would usually support their learning are in College and not at home. Please reassure your child(ren) that the teachers do understand this and that our workarounds must not compromise what we have been asked to do to stay at home.

- No students should access the site, unless they are the child of a key worker, or a vulnerable young person (please see attached guidance from the States in this respect).
- No adult should access the site, unless linked to agreed key work in the College.

### **If in College from Monday**

- Face coverings are now encouraged, not mandatory.
- All previous requirements linked to the first lockdown should now be followed; hand washing, not touching the face, remaining socially distanced, not sharing.
- Initially, no food or drinks are available, so pupils and students should bring in their own.

### **All calendar events this side of half-term are postponed**

We will review what we can do and plan to ensure we are able to offer as many of these as possible (e.g., parents' evenings), either remotely or in College, on an alternative date. We will contact you again in due course.

### **Cleaning**

We have reverted to Phase 3/Phase 4 cleaning plans and will ensure that the building is prepared for our eventual return.

### **Remote Learning Guidance**

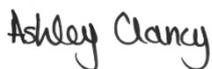
The updated guidance (please see attached) outlines the key changes already shared with you in previous communications. It also has contact details for any support or help with any IT issues which may make accessing lessons and work a challenge. **(This provides details about lessons from tomorrow and all Senior School and Sixth Form students will be encouraged to read it, to better understand how this will work).**

### **Well-being**

Our hope is that after the initial adjustments, we can settle into a routine and sustain provision which is as close to the norm as possible. Well-being is at the core of our work here and please encourage your child to talk to us if they are finding things tricky or it is just too much! Please remember that we are here to support each other. Whilst we are all familiar with the principles of lockdown, there are bound to be variations each time. We aim to be the best we can be, but we must always remain kind, both to ourselves and others. Remote learning is not without its challenges, yet we believe it can help us provide the best possible support for our young people.

Stay safe, stay well, stay in touch.

Yours sincerely



Ashley Clancy  
**Principal**

## Remote Learning Guidance

If College is required to close for an extended period, the details below capture the rationale for the programme, which has been developed to ensure our pupils and students:

- Remain well
- Remain safe
- Continue to be taught
- Continue to learn
- Stay motivated
- Stay connected

The detail that follows also identifies what teachers will do and how parents can help to support our young people whilst living and working at home. **Both teachers and parents have a key role in encouraging, motivating and praising** our pupils and students for their achievements, especially in challenging and unusual circumstances.

We understand it is impossible to replicate the College day when our pupils and students are studying at home. In the recent past it was not realistic (or desirable) to expect everyone to spend the same amount of time studying or to complete the same amount of work that they would normally. In reviewing the Covid-19 Lockdown in March 2020, we believe that the continuation of this virus now means that trying to maintain provision is more desirable, whilst also being mindful of avoiding too much time spent in front of screens. We encourage everyone to exercise every day if possible and to enjoy daytime activities which fit into their individual schedules. Yet it is also important that teaching and learning continue during the College closure.

Having a routine whilst working remotely in unsettled times can be helpful, and following the timetable adds structure to the day.

We hope the following FAQs will answer any queries you may have linked to remote learning.

Please do not hesitate to contact us if you have concerns or queries. We do not expect parents to be teachers and we hope our pupils and students will speak directly to their teachers if they are finding it difficult to complete work for any reason.

## FAQs

### **What is the role of parents linked to remote learning?**

Parents should encourage, motivate and praise. They are welcome to support their child/children in their learning, should they choose to do so. They are also encouraged to contact College with any queries. We appreciate that the younger the child, the more support they need at home and encourage play as a key part of their learning.

Parents are not expected to be the teacher. Advice, for both parents and children, suggests that, as long as the child is actively engaged in something that has meaning, a parent should not force their child to work or have difficult conversations when emotions are running high. The older the child, the harder it is for parents.

Please contact your child's teacher (in Melrose) or their Tutor or Year Co-ordinator (in Senior School) if you are concerned that your child is failing to access the work, or you have any concerns regarding your child. You can also contact the College office [reception@ladiescollege.ac.gg](mailto:reception@ladiescollege.ac.gg) mentioning which teacher you wish to contact

You can email the teacher directly by typing their initial and surname followed by @ladiescollege.ac.gg into your email address bar, e.g., Mrs A Name would be [aname@ladiescollege.ac.gg](mailto:aname@ladiescollege.ac.gg)

### **How will education be delivered?**

Our Pre-Preparatory Department, Lower and Middle Preparatory classes are linked daily through Seesaw, with teacher input, a variety of videos and written posts of learning activities and challenges.

In Upper Preparatory and in the Junior school, tasks are set daily. Work is set using Microsoft Teams and there are general subject folders in Teams.

In the Senior School and Sixth Form, Teams is used for the delivery of all resources, as well as the setting and submission of assignments. Teachers will also use Teams for setting, discussing and reviewing work to ensure key learning is achieved at an appropriate pace.

### **How will my child be registered?**

Attendance will be monitored by the teacher.

### **What happens if my child is unwell?**

Please inform the College by email ([reception@ladiescollege.ac.gg](mailto:reception@ladiescollege.ac.gg)) or by phone (721602) and we will ensure that the register reflects this, as is the norm.

### **Who can help you with general IT problems and queries?**

If your child is in the Pre-Preparatory Department or Melrose, you can email either Mr Lewis ([tlewis@ladiescollege.ac.gg](mailto:tlewis@ladiescollege.ac.gg)) or Mrs Le Cras, Network Manager ([jlecras@ladiescollege.ac.gg](mailto:jlecras@ladiescollege.ac.gg)).

In the Senior School and Sixth Form, all queries relating to IT are sent via the Teams Help desk (there is one for teachers and another for students). There is also a Student Help Desk on the College Learning Platform home page, which can be accessed by our students, that may help if Teams is the problem. Alternatively, contact the subject teacher or Mrs Le Cras ([jlecras@ladiescollege.ac.gg](mailto:jlecras@ladiescollege.ac.gg)).

**What is the E-safety advice for the use of Teams?**

Everyone using Teams uses their own name.

Class Teams are the online environment for work, not for socialising. Conversations in meetings or posts on these teams must not be used for private messages or voice/video calls.

Our Acceptable Use policy must be followed at all times. To access the latest version of this, please visit: <https://www.ladiescollege.com/information/policies>

Teachers will require students to mute/unmute their microphones at certain times during any live online lessons. Students should join a meeting with their cameras switched on and then will either be asked to switch them off or leave them on at the teacher's discretion.

**Does my child have to follow their timetable?**

Yes. We will look to replicate the normal school day. At Melrose, the timetable will be followed but there will be flexibility for parents and pupils to just focus on the core work should they so wish. At Senior School students should go to the relevant Class Team at their timetabled lesson time.

**What kind of work will the teachers set?**

The work teachers set will reflect the importance of balancing the workload and the delivery of essential learning.

Colleagues work hard to create a programme which offers as much of the curriculum as would be available at school as possible, whilst not overloading our pupils and students and also reflecting the differences of working remotely, as opposed to in the classroom itself.

**Will homework be set during the College closure?**

This is at the discretion of the teacher. Any homework that is set will follow the normal timetable and expectation in terms of time spent and days when it could be set in the Senior School and Sixth Form. Melrose pupils will not be set homework.

**How much work should my child do?**

Pre-Preparatory and Lower Preparatory activities will be set in a similar way each day, with optional activities, but will obviously be less structured. These activities will support the EYFS curriculum.

From Middle Preparatory to Form III, the aim will be to set approximately 3 hours of work per day on core curriculum subjects (Maths, English, Science, Humanities/Topic, Class/PSHE time). Work will be set for the remaining daily timetabled subjects. This work will be optional to allow flexibility for family time and activity.

In the Senior School and Sixth Form teachers will set work that can be completed within the lesson time and allow for 20 minutes screen time, 20 seconds looking away and an optional 10 minutes "fresh air" opportunity to clear the head.

In all parts of the school, teachers are asked to make core work / learning clear, which should be a priority for the pupils and students, with optional work and time for increased physical activity and personal reading and activities being encouraged too.

Working hours for our pupils and students should be no longer than the normal working day and due to the nature of working with a screen and remotely, the time doing the work is likely to be less than the actual lesson time itself.

### **What is the situation with Learning Support or Counselling?**

These will be delivered directly to your child using Teams.

### **What is the situation with Counselling sessions?**

These will be delivered directly to your child using Teams. (Parents are asked to accept the confidentiality in these sessions).

### **How is my child's well-being supported?**

Pastoral structures, including all teachers, tutors, our Counsellor and Year Co-ordinators remain in place to support during the period of remote learning.

Structure and routine can be important to well-being, which is where following the timetable may help, yet this should not be a barrier to developing personal routines around remote learning.

Teachers have planned work, which will help adhere to the 20/20 rule (20 minutes looking at a screen, 20 seconds looking away. They may add in a 10-minute fresh air break too!) Everyone is encouraged to do this.

Sustaining relationships is important to well-being. Face to face lessons are a forum to explore how everyone is, as well as a weekly class or tutor meeting just to ask, "How are you?" and "How are you getting on with your routines/work?"

Senior School students are also reminded about the "Whisper button" where they can share any worries, they have about themselves or anyone who they are close to. This is monitored daily and the button is found on the College Learning Platform home page.

Colleagues continue with weekly briefings, where any challenges or issues which help them to understand an individual's specific circumstances are shared.

### **Is the work compulsory?**

There is an expectation that all will complete the core work set by a teacher, with some optional follow up extension work available for those who are keen to do more in Melrose. Older students are encouraged to discuss with their teacher, if they are unclear about what the key/core work is, or they are finding the work is too much or too little.

Completing core work will make the return to school much more manageable for pupil, students and teachers and will seek to avoid the medium and long-term impact of missing key learning and a substantive time at school.

### **What will happen if work is not completed?**

We will follow up with pupils, students and parents to try to understand what issues have prevented the completion of work and to address those issues, so the pupil or student is supported and, where possible, the work is completed.

This will be done by the class teacher initially, directly to the pupil or student. In the Senior School and Sixth Form, if the work is not forthcoming, the Tutor will discuss this with the student. The Year Co-ordinator will be involved if there is continued concern about the engagement of the learner, with the aim to try to remove whatever the barriers are. Parents will be contacted, should the work continue to not be forthcoming.

### **What are the expectations for “live” lessons?**

Teachers will be present at the start of the lesson and/or the end. They may teach the lesson live throughout, have pre-recorded material, or have posted work on Teams. The teacher is available throughout the lesson via the chat function on Teams if not live.

The teacher will be clear if they want pupils or students to have the camera turned on, after the initial introductions have happened with cameras on. Our Acceptable Use policy is clear that no College images are to be copied, posted or shared outside of College.

In 1:1 Learning Support lessons in Melrose, a responsible adult is expected to be present with the child during this.

In the Senior School 1:1 Learning Support, 1:1 counselling sessions and 1:1 pastoral meetings will be confidential to the people who are in the virtual meeting.

Pupils and students should be dressed in appropriate daytime clothes, and not sitting on or in their beds for live lessons. If possible, they should not be in their bedrooms.

### **Are teachers available throughout the normal working day?**

Teachers will be available throughout the working day. Please understand that they may not be able to respond immediately to queries but will do all they can to respond quickly and effectively (usually within 24 hours of the query).

### **What do I do if my child is unwell and unable to work?**

Please keep contact [reception@ladiescollege.ac.gg](mailto:reception@ladiescollege.ac.gg) as you would normally and inform us. We will mark them as absent for the day. We ask that you update us when they are well enough to take part in online lessons again.

### **Key communication routes**

- **Email** is the key communication for colleagues in College and for parents to contact College.
- **Teams** is key for pupils and students to use with their teachers, linked to lessons.
- **Face to face** is most valued at College and should be used when appropriate, with the virtual forum replicating 1:1 face to face interaction, as appropriate.
- **Parent Hub** is the key link for parents from College.

## Media Release

**Date: 23 January 2021**

### **Education settings closed to all but vulnerable students and children of essential workers**

---

Schools, colleges and Early Years Providers (pre-schools, nurseries and child-minders) are to be closed with immediate effect, other than for vulnerable students and children of essential workers who will be able to attend their normal setting.

Children and Young people with special educational needs who usually attend SEND Schools will also be able to attend their schools, if parents wish to send them. This includes Le Rondin, Le Murier, Les Voies and the CIAS bases. Guernsey College of Further Education will be working with parents of students with special educational needs to ensure that they are supported appropriately.

All students of parents not defined as essential workers, or vulnerable students, will be required to stay at home.

For children to continue to attend school, college or early years during this period it is important to note that BOTH parents (unless single parent household) MUST be essential workers. The only exception is where one parent is a nurse, doctor, other key health or care worker, teaching staff, or staff essential to supporting the States of Guernsey's response to COVID-19, whose child(ren) will be able to attend school, college or early years even if the other parent does not fall into the essential worker category.

Please keep your children at home if you are able to do so and only send them into school/college if you fit into the clear essential worker category or if your child is a vulnerable learner. This will help our educational settings keep the numbers of children as low as possible in the days ahead.

Distance Learning will be re-introduced, having successfully operated last year, from Monday. Schools will be in touch with parents to provide relevant materials.

Staff in schools will be deployed on-site or to support Distance Learning remotely as necessary by their Head Teachers/Principals and according to the needs of the settings, unless they have received medical guidance telling them not to attend their normal workplace.

The following is a **list** of what are considered **essential workers**:

**Private sector** employers falling within the below categories should determine which roles are essential to the ability to maintain critical services. This list has been revised from the previous guidance and horticultural workers have been removed.

Workers **ESSENTIAL** to the functioning of any activity necessary to:

- Ensuring the continuing supply and accessibility of food and other essential goods including
  - Supermarkets and grocery stores
  - Air and sea freight transport
  - Stevedores and other necessary port management activities
  - Freight operators
- Ensure the continuing supply and accessibility of veterinary and animal health and husbandry services
- Ensuring continuing health and community care services including
  - GP surgeries/medical practices/dental practices
  - Opticians/audiologists
  - Pharmacies
  - Residential and nursing homes
  - Private and third sector agencies providing care services in a home or other setting (including the care of animals)
    - Volunteers that provide services to those in need (Meals on Wheels, Samaritans, etc)
    - Those responsible for management of the deceased or services celebrating, commemorating or otherwise recognising the life and/or death of a person.
- Those essential to the administration of justice
  - Advocates and staff
- Those providing private school services and daytime childcare
  - Private primary and secondary schools
  - Nurseries and day-care services
- Those maintaining critical national infrastructure (essential staff)
  - Utilities (water, electricity, gas, oil, post)
  - Telecoms providers (essential staff required to deliver mobile and fixed line telecommunication services)
- Those maintaining public transport
  - Bus operators and school transport providers
  - Taxis
- Public service broadcasters and other mainstream news media

- Banking services
  - Staff that are critical to providing branch-based services to enable cash and other financial transactions
  - Staff involved in maintaining critical economic infrastructure that requires on-site systems access
- Services that ensure the cleanliness and hygiene of working environments that can be undertaken while adhering to social distancing guidelines

**Public service workers ESSENTIAL** to the functioning of:

- Courts and Judicial Services
- Health and Social Care
- Education
- Emergency Services (Law Enforcement, Ambulance, Fire and Coastguard)
- Prison
- Law Officers
- States Works
- Guernsey Waste
- Ports
- Regulatory roles directly related to financial stability and banking supervision
- Treasury
- Social Security
- Animal welfare
- Ancillary staff from the private or public sectors who are essential to supporting the States of Guernsey's response to COVID-19, or civil servants or office holders specified by the Policy and Finance Committee of the States of Alderney, or the Policy and Finance Committee of the Chief Pleas of Sark, as the case may be.

School/College leaders will also invite students to attend if they have specific circumstances of need that the school/college is aware of (for example, looked-after children).

Deputy Andrea Dudley-Owen, President of the Committee for Education, Sport & Culture, said:

‘Our staff did a fantastic job last year, keeping sites open for vulnerable students and children of essential workers and with the provision of our distance learning offer. I know they will pull together to support our young people and their parents again.

‘Schools will contact parents with further information as soon as they are able to and we will keep the lines of communication open and active. I want to put on record my heartfelt thanks to the many dedicated education staff whose efforts cannot be underestimated as we seek to keep education sites open during this period for vulnerable students and children of essential workers.’