



# Preparatory Handbook



The  
Ladies' College  
Melrose  
Guernsey





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## Introduction

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

### The Ladies' College Aims

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

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



**Principal**

**Mrs A Clancy**

**Head Teacher**

**Mrs Ozanne**

**Deputy Head**

**Mrs Beebee**

## Classes

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

Lower Preparatory

Reception - Mrs Beebee

Middle Preparatory

Year 1 - Mrs Cave

Upper Preparatory

Year 2 - Miss Kinley

Junior Remove

Year 3 - Mrs de la Fosse

Form I

Year 4 - Mrs Donnelly

Form II

Year 5 - Mr Lewis

Form III

Year 6 - Mrs Morris



# The Curriculum

In Lower Preparatory we use the Foundation Stage Curriculum with seven main areas of learning: Communication and Language, Physical Development, Personal, Social and Emotional Development, Literacy, Mathematics, Understanding the World and Expressive Arts and Design. As the girls move into Middle Preparatory they follow the guidelines of the National Curriculum. Subject areas covered are English, Mathematics, Science, History, Geography, Design and Technology, Art and Design, Religious Education, Music, Physical Education, and Information Communication Technology. As part of our Physical, Health, Social and Emotional programme we encourage the children to take increasing responsibility for their actions and foster self-discipline, good manners, a caring attitude, tolerance and pride in their work, appearance, local environment and school.

The curriculum is enhanced by the use of visiting speakers, outings and workshops and the girls are encouraged to bring relevant items or information from home. In addition we also offer Forest School teaching which develops the independent learning skills which are so important in the world today. The Forest School approach is designed to enhance our curriculum offering deep and unforgettable learning experiences using the outdoor environment.

*"Tell me and I forget,  
teach me and I remember,  
involve me and I learn"*

*Benjamin Franklin*

## Reading at school

Each child will learn to read at her own pace. It is not constructive to compare your child's progress with that of another child. The girls read to their teacher many times during the day – from their written work, instructions, a story and labels as well as from their reading book. All opportunities for reading are of value and should be encouraged.

## Reading at home

Parents have an important part to play in helping their child become a fluent reader. A regular story at bedtime read by the parents to the child is a wonderful introduction to the written word. Your child will regularly bring home books to share with you. Please help your daughter by

- *sitting down comfortably together with time to read;*
- *avoiding distractions;*
- *looking at and discussing the pictures and storyline;*
- *guessing what may happen next;*
- *summarising the story; and*
- *giving lots of praise and encouragement.*

**Reading should always be a shared, happy and comfortable experience.**

## Assessment for Learning (AFL)

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

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

## Cookery

Preparatory classes frequently use the kitchen for cookery sessions. The children are taught the basic rules of hygiene and how to use cooking utensils safely. Sessions often focus on healthy eating and aim to develop an understanding of the components of a healthy diet.

## Outings

Girls in the Preparatory Department frequently go on outings to support their learning. All trips are carefully planned and parents are informed about such events. Parental assistance on such journeys is appreciated. Parents wishing to help in school will be required to complete an application form with the Disclosure and Barring Service (DBS check). If you wish to apply, please contact the Principal's PA on 724209.



## Events

There are a number of events during the school year in which your child will take part.

In the Michaelmas term the girls take part in the Carol Services at St Stephen's Church.

At Christmas the Preparatory Department produce a Nativity play starring all the children. This takes place during two afternoons towards the end of term.

## Certificates

We are always pleased to see certificates, badges, rosettes etc. that the girls have won outside school. These will be celebrated during whole school assembly.

## School Hours

The school hours are	08.40 – 11.45 (Arrival 08.30 - 08.40) 13.10 – 14.45 Lower Preparatory 13.10 - 14.55 Middle & Upper Preparatory
Morning break is	10.20 - 10.45

The school cannot be responsible for children who arrive before **08.30**. Girls should meet in the hall at 08.30 where a teacher will be on duty. Parents must stay with their daughters before that time.

If you are accompanying your daughter to the garden, please do not abandon your car in one of the lanes around the roundabout or on yellow lines. Please park on the netball court.

At the end of the day, girls should be collected from their classroom door. They should leave quietly so that Junior girls working in the classrooms above are not disturbed. **Playing in the garden or on the equipment after school is not permitted. For safety reasons, using the playground equipment before school is also not allowed.** At lunchtime, children going home should be collected from Miss Anders so that she can sign them out of school.

If you are unavoidably delayed at picking up times please let us know.

**The Melrose direct line is 721338.**

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

### Attendance

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

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

## *Early Morning Club*

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



## *After School Club*

An After School Club is available from 14.45 in our Pre-Preparatory building. Please speak to Miss Anders, the School Secretary for more information about availability and charges.



# Lunches

## Cooked Lunches

The menus are sent out termly in advance and parents are asked to select whether their daughter will be having cooked or packed lunches for that term.

## Packed Lunches

Packed lunches must be brought in a small container **clearly marked** with your child's name. No beverages should be brought for lunch as water is provided for the children to drink. In order to encourage good table manners we do not allow girls to drink liquid yoghurts from bottles or tubes. Please make sure that your child has a napkin in her lunchbox.

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

## Break

Most girls will wish to have a snack during the morning break. We would prefer healthy snacks such as fruit or vegetables wherever possible. It is, however, important that the girls have time to play and do not spend all playtime eating. Please send a suitable snack in a **small** named container, separate from the lunch container. Sweets and chocolate bars are not acceptable. Exceptions are made for birthday cakes if girls wish to bring them to share. We are delighted to help the girls serve their cakes but do request that any cakes are sent in pre-cut and with serviettes provided. **Please note that food sent into school for break and lunch must not contain nuts.** Girls should also bring a bottle of water which can be replenished if necessary during the day.



# The Preparatory Department Uniform List

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Compulsory items from Fletcher Sports

\* Items are supplied to Fletcher Sports from Schoolblazer

Daily uniform

Winter Uniform

\*'Ellie' style v neck pinafore in Ferguson Tartan

Blazer with school logo

Open neck short sleeved white blouse (Lower Prep)

Open neck long sleeved white blouse (Middle and Upper Prep)

V necked pullover, green

3 in 1 Jacket, navy blue (Winterbottom with detachable fleece liner)

Scarf, hat and gloves, bottle green

Summer Uniform

Sun Hat, white

Summer dress green and white striped \* New style to be available in May 2017

Blazer with school logo

PE Kit

\*Tracksuit Top, green with navy panels (Squadkit Stormtex)

\*Training Pants, navy with green panels (Squadkit Performatex)

\*Athletic Shorts, navy and green

\*Polo Shirt, green and navy (Squadkit Hydrocool)

Kit bag, green with name embroidered on the front

Swimsuit, navy blue (Maru Pacer)

Swimming bag, green

Other Compulsory items

Plain white ankle socks, to be worn with summer uniform (not sports socks)

Knee length socks or tights in bottle green, to be worn with winter uniform

Black Plimsolls, preferably Velcro fastening

White Ankle Socks, to be worn with PE Kit

Swim Cap, white

Ballet Leotard, ballet shoes and ballet socks (available via Melrose)

Plain white knickers

Checked Smock with name embroidered on the front

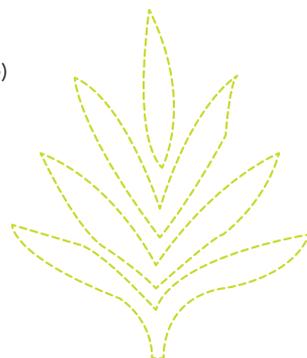
Book Bag, green

Back Pack, green

Other optional items available from Fletcher Sports

\*Midlayer, green (Squadkit Performance)

\*Baselayer Top, navy (Squadkit Climaskin)



## Other items

Shoes: Approved styles only i.e. black lace up, buckle or Velcro fastening school shoes. Thick soles, high heels, shoes with flashing lights, ballet style and patent leather are not permissible.

Hair Bands/Scrunchies must be plain green, brown or match the uniform worn

Wellington boots (any style or colour)

Swimming towel

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



## Toys

We do not encourage the bringing of toys to school. However, in Lower Preparatory it may be comforting for your daughter to bring a favourite toy for company during the first term. Such toys should be named and it must be understood that, although reasonable care will be taken, the school is not responsible for them.

## Behaviour

Rules in the Preparatory Department are based on a need for order, safety and consideration for others.

We follow a set of 'Golden Rules'.

### We are gentle

We don't hurt others

### We are kind and helpful

We don't hurt anybody's feelings

### We listen

We don't interrupt

### We are honest

We don't cover up the truth

### We work hard

We don't waste our own or other's time

### We look after property

We don't waste or damage things



We have very few instances of bad behaviour at Melrose. Usually a word is enough. When it is not, the child will be given a 'yellow card' warning. If the bad behaviour is repeated the child may be given a 'red card' which will mean she forfeits five minutes of her 'Golden Time' on a Friday afternoon.

In instances of bad behaviour that may endanger the child or other children e.g. biting, the matter will be referred to Mrs Beebee who after consultation with the parent and the Head Teacher, may decide it is appropriate to send the child home for the remainder of the day.

A full explanation of our Behaviour and Discipline Policy is available on our website [www.ladiescollege.com](http://www.ladiescollege.com).

# Health and Wellbeing

## Medicals

All parents are given the opportunity to book an appointment with the school nurse during their child's first year. Parents are invited to be present at these examinations which are carried out in school.

Vision, hearing and dental screening tests also take place in school during the first year. Follow-up tests are carried out when appropriate. Please contact the school if you have any worries about your child's sight or hearing.

## Medicines

In accordance with the code of practice for the administration of medicines in educational establishments, advised by the States Education Council, medication will not be administered to the children. Where possible parents should make arrangements to come into school or pupils should return home at lunchtime to take their medication. The only exception to this will be at the discretion of the Head Teacher.

A list of children wishing to keep asthma inhalers or Epipens at school will be kept in the office. Parental permission must be given for children to bring asthma inhalers and Epipens to school. Asthma inhalers and Epipens should be given to class teachers in a small clearly named container with a photograph of your daughter on the outside. Instructions for use must also be attached.

## Illness

### Exclusion after Illness or Contagious Conditions

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

Girls should not attend school with:

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

**If your daughter is going to be absent due to illness please telephone the school secretary, Miss Anders, on 721338 to advise. Girls who have been ill with vomiting and diarrhoea bugs should not return to school until 48 hours after symptoms have stopped.**

## *School and Parent Contact*

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School reports are issued twice yearly – during the Lent term and towards the end of the school year. Parents' evenings are held during the Michaelmas and Lent terms. These evenings operate on an appointment system.

Through the year you will be invited to various events such as Church services, concerts and Sports day. A Meet The Teacher evening is held in the Trinity term to enable parents to meet their child's new teacher and find out more about the curriculum and routines for each class.

Newsletters are sent out regularly to keep you informed of all that is happening in school Weekly Bulletin. Copies of all school policies are available on request from the class teacher, or on the website.



Parents wishing to offer their services to help in the classroom are always welcome but must have a DBS check (see page 4). Help is usually required with cookery, technology, ICT and school outings. Help will always be at the class teacher's discretion and direction.

## *Worries, Concerns and Complaints*

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If you have any concerns about your daughter during her time with us please do not hesitate to contact us. Most minor problems can be sorted out quickly by talking to your child's class teacher. If you feel that the class teacher is unable to help, the Head Teacher will be happy to discuss the matter with you. In the unlikely event that the Head Teacher is unable to help or your concern or complaint is of a more serious nature please write to The Principal, Mrs A Clancy. A full explanation of our complaints policy and procedures is on the website [www.ladiescollege.com](http://www.ladiescollege.com). Complaints may also be made to the Independent Schools' Inspectorate - [www.isi.net](http://www.isi.net). You should expect to receive a written response notifying you of the outcome of our investigations within a maximum period of twenty eight days.





## Important Information for Pupils

If you are worried about anything (however small or big the problem) it is important to talk about it.

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

1. The Form III Prefects
2. Mrs Ozanne or Mrs Beebee
3. Any teacher or teaching assistant
4. Miss Anders
5. One of the dinner ladies
6. Childline 0800 1111

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





## *Before She Comes to School*

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There are a number of things which you can do to help prepare your daughter for school.

- *Can she recognise her own name, written with a capital at the beginning followed by lower case letters?*
- *Can she make a good attempt at dressing herself – put her shoes on the correct feet, do up most of her buttons, put on her jumper the right way round?*
- *Can she blow her own nose and go to the toilet by herself?*
- *Can she open and close her bag and break box?*
- *Can she use a knife and fork?*

If your daughter has all of these vital skills her introduction to school life should be a positive and happy experience.

### **Child Protection Statement (please see Child Protection Policy on our website [www.ladiescollege.com](http://www.ladiescollege.com))**

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

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

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

## *Data Protection*

The Ladies' College, Melrose handles a great deal of personal data about pupils and parents. This information is covered by the Data Protection (Bailiwick of Guernsey) Law 2001 and this means that data held about your daughter can only be used for specific purposes allowed by Law. We are required to tell you about the types of data held, why the data is held and to whom it may be passed on.

The school holds information on your daughter in order to contact you at home on school related matters; to support your child's teaching and learning; to record her educational progress; to give appropriate pastoral care and in order to assess the school's overall progress.

The information held includes contact details and other details concerning family, attendance, special educational needs and relevant medical history.

Pupils have a general right of access to personal information held about them. All rights under the Data Protection Law rest with the child once she is able to understand these rights. In practice, this is normally taken to be 12 years of age but it can be more or less. If you wish to have access to personal data held about your child, you can submit a request to the school. The school is allowed to charge for supplying the information but the charge cannot exceed £10.00. Normally, however, a charge will not be made. The school has up to 60 days to provide the information following a request.

The College from time to time may make use of personal data relating to pupils, their parents or guardians in the following ways:-

Photographic images of pupils will be used in College publications (including but not limited to The Ilex; the prospectus; handbooks and monthly newsletters); on the College website ([www.ladiescollege.com](http://www.ladiescollege.com)) and in the Guernsey Press newspaper (including the Guernsey Press website [www.thisisguernsey.com](http://www.thisisguernsey.com)). Generally, no information other than the pupil's name and age is used. Images may also be used for fundraising, marketing and promotional purposes.

From time to time girls may be asked to take part in other media events for promotional purposes and may be part of a local television or radio interview for a specific purpose. These media organisations (including but not limited to BBC Guernsey, Island FM, Channel TV) may make use of photographic images for their own websites.

Other personal data (including but not limited to home address, email address and date of birth) will be used for fundraising, marketing or promotional purposes and to maintain relationships with pupils and past pupils of the College. Data may be shared between the College and any organisation, association, club or society set up for the purpose of establishing or maintaining contact with Alumnae for fundraising, marketing and/or promotional purposes and/or for the general benefit of the school.

All parents and guardians are asked to sign a Data Protection agreement form when enrolled at The Ladies' College. Should you wish to object to or limit such use of data and/or images, please notify the Head Teacher, Mrs Ozanne, in writing.

# Traffic Arrangements

The School has worked hard to smooth the flow of traffic when children are delivered to and collected from school.

To avoid tailbacks and hold-ups let us remind you how you must use the system.

## Delivering to or collecting from school

Please park on the netball court and walk over to deliver or collect your daughter to or from their classroom at the back of Melrose.

## Guidelines when entering the school grounds

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

### Car Parking Reminders ...

Never wait in the entrance drive.

Never stop on the area marked 'Keep Clear'.

**Please do not think that one or two people not conforming won't matter.**

**If everyone conforms there will be few delays.**

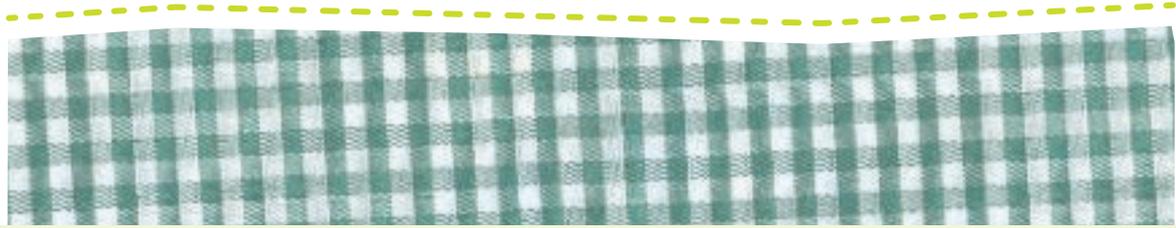
**If a few do not conform everyone gets delayed.**

We hope that all will adhere to these arrangements and that the embarrassment of confrontations can be avoided.





[www.ladiescollege.com](http://www.ladiescollege.com)



The  
Ladies' College  
Melrose  
Guernsey

Les Gravées, St Peter Port, Guernsey  
Channel Islands GY1 1EW

Tel: 01481 721338

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

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