



Junior 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 Junior Department and 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.



Mrs R de la Fosse

Principal	Mrs A Clancy
Head Teacher	Mrs E Ozanne
Deputy Head	Mrs R de la Fosse
Acting Head of Juniors	Mrs S Morris

Classes

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

Junior Remove	Year 3 - Mrs Le Conte / Mrs Jackson/ Mrs de la Fosse
Form I	Year 4 - Mrs Donnelly
Form II	Year 5 - Mr Lewis
Form III	Year 6 - Mrs Morris



The Curriculum

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

We follow the National Curriculum with its core subjects of English, Mathematics and Science, although we do go beyond the requirements of the National Curriculum. We also follow the foundation subjects of History, Geography, Music, Physical Education, Art, Design and Technology and Information Communication Technology. Religious Education, Speech and Drama, French, Personal, Social and Health Education and Forest School Outdoor Learning are also part of our curriculum. We expand and extend areas of the curriculum to ensure the girls receive a well rounded, balanced education. This year we will be introducing the theme of global citizenship and responsibilities. The girls will explore these areas through cross curricular studies.

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.

Curriculum and Assessment Information

English

The development of communication skills is encouraged through reading, writing, speaking and listening. All these skills are taught and used throughout the curriculum.

We follow the new Collins Primary Literacy Scheme in Forms I, II and III which fully utilises our interactive SMART boards. Junior Remove girls continue with the Read Write Inc scheme introduced in the Preparatory Department for the Michaelmas term, before being introduced to the Collins Scheme.

Reading

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

Writing

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

Speaking and Listening

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

Handwriting

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

Mathematics

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

- Number
- Measurement
- Geometry
- Statistics

Mental arithmetic is an important part of Mathematics and a sound knowledge of Times Tables is essential if girls are to be able to think quickly. The girls take Times Tables Challenges on a weekly basis. We also help the girls to discover a range of strategies to use in their work. All girls also have individual passwords to access Mathletics, an online Mathematics Learning Resource. Problem solving is a key area and girls are encouraged to apply skills and reason mathematically.

A range of appropriate software is available, enabling us to use ICT in Mathematics.

In the Michaelmas term Forms II and III take part in the Primary Mathematics Challenge, set by the Mathematical Association.

Science

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

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

History

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

- how to use the internet to find suitable source material;
- how to present a research project to an audience;
- differences between periods e.g. Egyptians and Greeks; and
- differences between a period such as the Elizabethan and the present day.

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

Geography

Geography from Junior Remove to Form II is based on the Geographical Association's 'Super Schemes' of work. Over the course of the Juniors we move from local to global scales, seeing the world in a logical way, studying physical, human and environmental geography. By the end of Form III girls should know and understand the locations of continents, oceans and capital cities, as well as the problems and development of the Third World. We encourage investigation by using a variety of resources, including the Internet, to determine the most suitable for our line of enquiry.

Religious Education

RE is taught through discussion and note taking. The children study Christianity and compare similarities and differences with other religions. They are encouraged to express their own feelings and thoughts about religion in order to begin to formulate their own philosophy of RE.

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



ICT

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



Our ICT curriculum has several focus areas:

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

Research Skills

We teach research skills throughout the Junior Department. We are teaching the girls to approach research work in a systematic way that will stand them in good stead in years to come. We do not want them to 'find out all you can about ...' or print information they have found on the Internet. We teach them to ask an appropriate research question, devise key questions and when answering these questions, to produce supplementary questions and answers. Whether using the internet or the Library we expect girls to record the sources of their information and to share their results in a variety of ways.



Art and Design Technology

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



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

Music

Music in the Junior department is designed to be fun, stimulating and inclusive. All girls have the opportunity to perform throughout the year and on top of choirs and instrumental groups (music-making, handbells, flute, saxophone, recorder) have a weekly lesson with Ms Owen, a music specialist.

Based on a traditional foundation relevant to children today the curriculum encourages each girl to develop her musicianship progressively and achieve her full potential.

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

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



Drama

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



and, equally importantly, each child's self confidence and ability to communicate with others.

In Junior Remove we begin the year with work on the basic skills including listening to each other, working as a team, voice projection and expression of ideas.



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

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

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

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

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

French

We continue the work begun in the Preparatory Department. Reading, writing, speaking and listening skills are all encouraged, with particular emphasis on speaking and the acquisition of confidence in the language. Girls in the Junior Department have the opportunity of taking part in the French Eisteddfod.

Physical Education

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

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



Curriculum Enrichment

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



Assessment for Learning (AFL)

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

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

You may hear the girls using the following terminology at home

WALT - We are learning to **and** **WILF - What I'm looking for.**

Assessment in all subjects is ongoing and takes place throughout the year regularly, when appropriate, within each subject and is differentiated to give all girls the opportunity to show what they are capable of achieving. We also use standardised tests twice a year in order to track individual pupil progress and achievement.

We do not have an examination week as all assessments take place in normal lesson time to ensure that girls develop a healthy attitude towards examinations and do not miss any other subject lessons such as Art, Music or PE. Revision, which always aims at understanding and not rote learning, maybe given for homework in the Upper Juniors and should be tackled conscientiously.

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



Special Educational Needs

At Melrose we aim to meet the needs of every individual.

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

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

Homework

All Junior girls are expected to do homework each day. This encourages organisation and self-discipline and prepares the girls for the Senior School. Girls are provided with diaries to record homework details. The amount of homework and time to be taken is at the discretion of the Form teacher. Homework will be reduced at busy times in the school year, for example, during the Junior Production and the second half of the Trinity Term. Approximate times are as follows and include time for reading and spellings;

Junior Remove up to a maximum of	–	30 minutes in total
Form I up to a maximum of	–	40 minutes in total
Form II up to a maximum of	–	50 minutes in total
Form III up to a maximum of	–	60 minutes in total

A quiet environment should be provided at a sensible time. Homework takes precedence over all other activities and parents are required to sign the diary and ensure homework is completed. A guide on how to support your daughter with homework is available from school.

Reading should be a daily activity. Reading Records should be filled in at least twice a week.

Certificates

Each week in Assembly we present 'Super Star Awards' and 'Achievement' certificates in addition to Tables Club stickers. We also celebrate birthdays, elements of the Melrose Mindset and acts of kindness.

We are always pleased to see certificates, badges and other awards which the girls have received for activities which have taken place outside school.

Houses

All girls are allocated to a House on entering the Junior Department. Where possible girls are put into a House with family connections.

House badges should be worn, on school blazers.

House points are awarded to encourage a positive approach and House events are organised throughout the year.

The Houses are:

Brock	Red
Carey	White
de Saumarez	Blue
Durand	Green



Library

Melrose is very fortunate in having Preparatory and Junior libraries. Girls are encouraged to borrow books and a computerised barcode system has been introduced. There is also a selection of books in each Form library.

The girls are expected to treat all books with respect and a charge of £10 is made for any book lost or damaged.

The form III Librarians hold browsing sessions for the girls at break times.

Co-Curricular Activities

A variety of co-curricular activities are offered to the girls and usually include the following: musical instrumental tuition for example recorder, fife, flute, clarinet, saxophone, piano, strings, percussion, singing, choir, orchestra and handbell team.

We also currently offer the following co-curricular clubs: fencing, drama, music theory, multisport and fitness, gymnastics, tennis, cricket and tag rugby, maths, ICT, science and sewing

A variety of Form outings are undertaken with the girls. We visit museums and local places of interest to support the curriculum. In addition, each year Junior Remove and Form I enjoy a three day 'Outdoor Guernsey' experience plus a sailing and surfing day. Form II visit London, including the Globe Theatre and Hampton Court and Form III go to France.

Your daughter will take part in a number of events during the school year, the Carol Service, Junior Production, Cross Country, Swimming Gala, House Athletics and our annual Celebration of the School Year.

In the Trinity term all Junior girls enter the LAMDA performance examinations. Many girls enter the Eisteddfod in the Art, Music, Literary and French Classes. Various House competitions are held during the year to encourage a healthy, competitive spirit.

Out of school activities are important but we do stress that school work must come first and urge parents to ensure that their daughter is not undertaking too many out of school activities.



School Hours

Morning session: 08.40 -12.00
(Arrival 08.25 - 08.35)
Afternoon session: 13.00 - 15.30
Morning break: 10.30 - 11.00

Drop Off

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



Pick Up

At the end of the afternoon session girls should be collected from the Junior cloakroom door. On rainy days girls should be collected from the hall but, whether collected from the hall or the Junior Cloakroom, girls must be collected rather than walk to the car park or run across traffic lanes. A teacher will be on duty until 15.45.

If you are unavoidably delayed and cannot collect your daughter on time, or if there are changes to your usual arrangements, please complete a 'Changes in Routine' form available from Miss Anders in the school office.

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

Please note that for safety reasons, neither girls nor siblings should play on the outdoor equipment before or after school.

Early Morning Club

An Early Morning Club is available from 07.45 each morning. Places are limited and should be booked in advance. Please speak to Miss Anders, the school secretary for more information regarding charges and availability.

Lunches

Girls usually stay at school for lunch but may go home subject to a note from parents.

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 bottles can be taken into the Core.

In order to encourage good table manners we do not allow girls to drink liquid yoghurts from bottles or tubes. Please make sure that your child has a napkin in her lunchbox.

The lunchtime supervisors encourage but do not force the children to eat all their lunch. Please do not send more food than is reasonable for your daughter to eat.

We do try to encourage healthy eating as part of our Personal, Social Health Education programme.

Break

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

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



School Council

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

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

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



Uniform September 2017

Compulsory items from Fletcher Sports

* Items are supplied to Fletcher Sports from Schoolblazer

Daily Winter Uniform

*'Ellie' style v neck pinafore in Ferguson Tartan (Junior Remove and Form I)

*'Amy' style kilt in Ferguson Tartan (Form II and III)

Blazer with school logo - Up to Form II

Senior School Style Tailored Blazer (Form II and III)

Open neck long sleeved white blouse

V necked pullover, green

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

Daily Summer Uniform

Summer Dress, green and white striped (Junior Remove and Form I) * New style to be available in May 2017

*'Amy' style kilt in Ferguson Tartan (Form II and III)

Open neck short sleeved white blouse (Form II and III)

Blazer with school logo - Up to Form II

Senior School Style Tailored Blazer (Form II and III)

Science Overall with name embroidered on the front

Back Pack, green

PE Kit

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

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

*Athletic Shorts, navy and green

*Polo Shirt, green and navy (Squadkit Hydrocool)

*Skort, green and navy (Squadkit Hydrocool) - Form II and Form III only

*Games Socks, green with navy hoops, mid-calf (Squadkit Performance) - Form II and Form III only

Kit bag, green with name embroidered on the front

Swimsuit, navy blue (Maru Pacer)

Sun Hat in house colour

Swimming bag, green

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

Trainers,

Black Plimsolls, preferably Velcro fastening

White Ankle Socks, to be worn with PE Kit

Swim Cap in house colour

Shin pads (Form II and III only)

Gumshield (Form II and III only)

Plain white knickers

Book Bag (JR and Form I only)

Other optional items available from Fletcher Sports

Scarf, hat and gloves, bottle green

*Midlayer, green (Squadkit Performance)

*Baselayer Top, navy (Squadkit Climaskin)

Football boots (Form II and III only)

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.

Swimming towel

Plain dark concertina style homework folder for Forms II & III

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

Jewellery

Jewellery is not permitted (although small, plain gold or silver studs may be worn in pierced ears).

Watches must be small, plain and inexpensive with a plain gold, silver, black or green strap. Names must be 'engraved' on the watch. The school accepts no responsibility for loss. ALL ITEMS OF JEWELLERY should be removed for all PE lessons in school.

Stationery

Girls are expected to bring a small pencil case with basic items of stationery to school. A list of items will be available at Curriculum Evening. These items should be named.

School Bags

JR and Form I should continue to bring their green Book Bag to school. Forms 2 and 3 should bring a dark homework folder similar to that illustrated.



The School Year

Michaelmas Term

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

Trinity Term

Winter or summer uniform may be worn at the start of the Trinity term but summer uniform is compulsory after half term.

Second-hand uniform is obtainable through a member of the PTA. (PTA newsletters will give dates for uniform sales).

The lost property box is situated in the Junior cloakroom. Unnamed items are given to the second hand uniform shop.

Attendance

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

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



Behaviour

Girls are encouraged to adopt Christian values of right and wrong, kindness, care and respect for themselves and others and for their possessions.

Visitors such as representatives of local organisations and churches assist us with these aims.

Girls are encouraged to take increasing responsibility for their actions and to accept the consequences of such actions. For example, we expect Juniors to remember their homework and bring it back to school, with the homework book signed by a parent.

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

We have few instances of bad behaviour at Melrose. However, we do have a system in place to support our Golden Rules approach and encourage the girls to be organised and thoughtful. As a continuation of the 'card' system in Preparatory Department, a girl may receive a yellow warning for not completing homework without a note from parents, substandard homework, forgetting PE kit or for an issue with behaviour. This will be discreetly issued. If the issues continue, after two yellow warnings, a red warning will be given. This will result in a ten minute loss of playtime. When either the Class Teacher or Deputy Head will talk through ways to improve.

In the interests of safety, girls are encouraged to walk around the school quietly and wait politely if an adult should wish to pass.

School Rules

School rules are based on the Golden Rules

- We are gentle
- We are kind and helpful
- We listen
- We are honest
- We work hard
- We look after property



Quiet, orderly behaviour in the corridors and cloakrooms is encouraged at all times.

Health and Wellbeing

Medicals

School medicals take place at various times during the Junior years. Please contact the School Medical Services if you have any concerns about your daughter.

Medicines

Medication will not be administered to pupils in school except in special circumstances when requested by a parent. These requests must be made in writing and be agreed by the Head Teacher. Medication must be clearly labelled with the student's name and exact details about the medicine and dosage instructions and be stored in the medicine cabinet in the staff room.

When medicines are issued to pupils, the date, time and dosage will be recorded in the Medical Book on the medicine cabinet and initialled by the member of staff administering. Parents will be informed.

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

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

Please ensure your daughter brings a clean handkerchief or tissues each day.

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

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

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

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

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

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

Help, at the class teacher's direction and discretion, is appreciated with cookery, technology and school outings. Sadly, in these security conscious days, police checks will be required for all parent helpers. Parents wishing to help in school may apply for a DBS check. Please contact Miss Anders on 721338 to make an appointment to complete the relevant forms.

Any money sent to school, e.g. book club, outing etc. should be in an envelope marked with your child's name and the purpose for which it has been sent.

Each form has a PTA representative. Please consult the secretary for details.



Worries, Concerns and Complaints

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. Should she be unable to help or the concern be of a more serious nature please make an appointment to speak to the Head Teacher, Mrs Ozanne. In the unlikely event that Mrs Ozanne is unable to help you please write to The Principal, Mrs Clancy. A full explanation of our complaints policy and procedures is on the website www.ladiescollege.com. Complaints may also be made to the Independent Schools' Inspectorate - www.isi.net. You should expect to receive a written response notifying you of the outcome of our investigations within a maximum period of twenty eight days.

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, Mrs Morris or Mrs de la Fosse
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.

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

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

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

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

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), and in the Guernsey Press newspaper (including the Guernsey Press website thisisguernsey.com). Generally, no information other than the pupils 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 the Junior cloakroom 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' or on a single yellow line.

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.

Notes



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