



29th March 2019

Dear Parent(s)/Guardian(s)

Upper Five Information

End of Year Report

A copy of your daughter's End of Year Report will be available for you to view on the Parent Portal by the end of the day. If you have any problems please refer to www.ladiescollege.com/information/parent-portal and if this does not resolve your query, please do not hesitate to contact the College IT Team via portal@ladiescollege.ac.gg We hope that the girls are encouraged by their reports.

Study Leave – Commences from 16:00 on Wednesday 8th May

Formal lessons for Upper Five will cease on **Wednesday 8th May at 16:00**. On this day, students will be allowed to arrange a special lunch for their year group to be eaten on the netball court at the front of the main building, but will be expected to take part in normal lessons for the duration of the afternoon, with normal expectations of uniform etc. During study leave your daughter will only be obliged to be in College to sit her examinations and to fulfil any other commitments to College.

The week beginning 13th May represents the start of the public examinations for many students, although during this week Upper Five students may still drop in to see their teachers (ideally during their usual timetabled lessons), but this **MUST** be arranged in advance by students emailing their subject teachers, to ensure that they will be available to see your daughter. In addition, some subjects, such as Music, Art, Latin and RS will be holding optional revision sessions/lessons during the week beginning 13th May; your daughter will be advised about this by their subject teacher.

Lockers

Your daughter will be required to clear out her locker prior to Study Leave. Any items left will be disposed of.

Revision/Examinations

May we thank those of you who were able to attend the Revision and Oxbridge Evening on 25th February, which we hope you found useful, along with materials used in this presentation, which were emailed to all parents. Your daughter has since been issued with her individual examination timetable. In addition, the full examination timetable is now available on our website www.ladiescollege.com, along with information about examinations and correct protocol for students, under: Information / Examinations.

Registering for Examinations

Official attendance registers are completed for each examination. However, your daughter is welcome to come into College at any other time to study. She must attend in uniform, and must sign in at Reception and sign out when she leaves so that we know who is on site through the day for fire regulation purposes. She should use the Library, or any other location which is agreed with us.

If your daughter is ill or running late for an exam, please contact Reception on 721602 in the first instance.

Upper Five Prom – Wednesday 19th June

The Upper Five Prom will be held at The Peninsula Hotel. Further information and tickets will be made available in due course. Thank you to the Prom Committee for assisting with the arrangements so far.

Book Returns – Friday 21st June

Text books must be returned to College on **Friday 21st June between 08:30 and 10:30**. Further details regarding this will be given to the girls prior to study leave. Library books must be returned to Ms Richardson by this date too! Please ensure that your daughter hands in the form she will be given. This must be signed off by me to avoid any charges being raised by the finance department for unreturned books.

Leavers' Service – Monday 1st July

This is a compulsory College event for all students. The service will be held at St. Stephen's Church and will commence at 19:30. A Leavers' Reception will be held at the College after the service. Please do join us if your daughter is leaving us after her (I)GCSEs.

Mark Reading, Final Assembly, House Swimming - Thursday 4th July

Mark Reading and the final school assembly of the year will commence at 09:00. Girls should register by 08:25. Attendance is compulsory. The school officially closes at lunchtime, with the exception of prize winners and musicians who will be expected to be at Beau Sejour at 13:00 to attend Speech Day practice. All prize winners will be notified by letter around the middle of June.

Speech Day – Friday 5th July

This is a compulsory event for all students and is held at Beau Sejour. Further details will be sent out in June.

Results Day – Thursday 22nd August 2019

(I)GCSE Results will be available for collection on **Thursday 22nd August from 09:00** from the main College. Any uncollected results will be posted home. If you know you are going to be away from the Island on Results Day, please ask your daughter to contact Mrs Duguid, the Examinations Officer to make alternative arrangements for obtaining her results. In this instance, it is possible to email results, but this must be arranged in advance by your daughter emailing Mrs Duguid at sduguid@ladiescollege.ac.gg with the email address she wishes her results to be sent to. Please note that the request must come from the student, not the parent(s).

If your daughter nominates a parent(s) to come and collect results on the day, photographic ID must be presented at the time of collection.

(IGCSE Certificate Presentation Evening – Monday 16th December

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

We would like to take this opportunity to wish your daughter good luck in her forthcoming (I)GCSE examinations. It has been a pleasure to support her. We look forward to seeing some great results in August, which reflect the positive approach and engagement that she has made during her time at The Ladies' College. Please do not hesitate to get in touch if you have any queries.

Yours sincerely,

Maggie King

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Senior School Year Coordinator (Upper Five)

Principal
Mrs A Clancy BA (Combined Hons)
Email: principal@ladiescollege.ac.gg

Registrar
Miss R McClean
Email: registrar@ladiescollege.ac.gg

Vice Principal, Bursar & Clerk to the Governors
Miss E Bridge MA Oxon, ACA
Email: bursar@ladiescollege.ac.gg

Diary Dates

Upper Five and Upper Sixth

6th May	Bank Holiday
8th May	Study Leave Upper Five formal lessons cease from 16:00. Student can arrange a social lunch to be held at College.
9th May	Liberation Day
13th May	First (I)GCSE examination(s) Latin (am) RS (pm)
17th May	Study Leave commences from 12:30 for Upper Sixth
27th May	Bank Holiday
28th May	INSET DAY
29th May	House Athletics: Field events at College in the morning House Athletics: Track events at College in the afternoon 12:45 – 15:30.
30th May	House Tennis: Juniors at College in the morning House Tennis: Seniors at College in the afternoon
4th June	First A-level examination at College Geography (am) Physics and Psychology (pm)
18th June	Last (I)GCSE examination
19th June	Upper Five Prom – Peninsula Hotel
20th June	Last A-level examination
21st June	Upper Five Book Returns Day 08:30 – 10:30
1st July	Upper Sixth Book Returns Day
1st July	Leavers' Service – Compulsory attendance. 19:30 at St. Stephen's Church followed by a Leavers' Reception at the College.
2nd & 3rd July	TEFL Course at College
4th July	Mark Reading/Final Assembly – Compulsory attendance House Swimming at College pool – 11:00 School ends at 12:30 except for Prize Winners and Musicians who will need to attend Beau Sejour for Speech Day Practice at 13:00 (Packed lunch required)
5th July	Speech Day and Prize Giving at Beau Sejour. Further details to follow.

Collection of Results

A-level – Upper Sixth Thursday 15th August
Collection from Main Building at 08:30

I(GCSE) – Upper Fifth Thursday 22nd August
Collection from Main Building at 09:00

Results which are not collected by 12:30 will be posted to your home address.

If you are going to be off-Island and wish to receive your results by email on the day, your daughter must make arrangements to see Mrs Duguid, Examinations Officer or email sduguid@ladiescollege.ac.gg with the email address she wishes her results to be sent to: The request must come from the student, not the parent(s).

If your daughter nominates a parent(s) to come and collect results on the day, photographic ID must be presented at the time of collection.