



Handbook for Parents 2019-2020





Contents

	Page No
SECTION ONE - General Information	
The Ladies' College Aims and Welcome from The Principal	4-5
Joining The Ladies' College Senior School and Sixth Form	6-7
Pastoral Care	8-11
Key Stage 3, 4 and Sixth Form Curriculum	12-14
Setting (Remove to Upper Five)	15
Learning Support	16
PSHEE (Citizenship)	17
ICT (BYOD)	18-19
The House System	20-21
Co-curricular Activities	22
• Sporting Opportunities	23-24
• Music	25-26
• Drama	27-28
• Duke of Edinburgh	29-30
• Sixth Form Extended Study Programme	31-34
SECTION TWO - College Rules, Regulations and Expectations	
Code of Conduct	35
Travelling to and from College	36
Reporting to Parents	37
Health/Medical/Illness/School Nurse/First Aid	38-39
Attendance and Leave of Absence	40
Moving about within the College	41-42
Code of Conduct (Use of Computers and Data Protection)	43
Policies	44
Safeguarding Children	45
SECTION THREE – Staffing, and general College Information	
The School Day (Senior and Sixth Form)	46
The College Library	47
The College ‘Core’ Refectory	48
Staff Lists	49-53
The Prefect Team and House Officials	54
Uniform (Remove to Upper Five and Sixth Form)	55-59
Term Dates	60
Tuition Fees	61-62
SECTION FOUR – Results	
(I)GCSE Results	
GCE A-LEVEL Results	63
	64
SECTION FIVE – Contact Information	
Contact Information and Communicating with Parents	65-66



Section One

Thank you for choosing The Ladies' College for your daughter's education and your trust in us. We are looking forward to getting to know her and hope that the transition process has helped to calm any anxiety.

Our AIMS are to:

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

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

Inspire each girl to be the best she can be.

We work towards our aims and our vision by:

- being a hard-working and vibrant community
- providing a balanced and relevant education, with well-being at the core
- developing confidence both inside and outside of the classroom
- encouraging interests in a wide range of co-curricular activities
- valuing the views and opinions of others
- nurturing the individual to develop their talents
- benefitting from the opportunities of a single sex environment
- aspiring to be the best that we can be
- challenging to develop resilience and a growth mind-set
- appreciating the importance of fun.

Our strength is our girls

At The Ladies' College our girls are encouraged and inspired to succeed within a caring school community. Our academic record is outstanding at both GCSE and A-level and value added data demonstrates that our students achieve significantly higher grades than may be expected, which is a reflection of their work ethic and the support they get from committed, conscientious and talented teachers.

Our girls are on a journey and are so much more than just a set of results. Here they discover the best of themselves. Our school is bursting with talent both in and out of the classroom. Our co-curricular activities provide further opportunity for personal achievement, and we hope the students will make friends they keep for life.

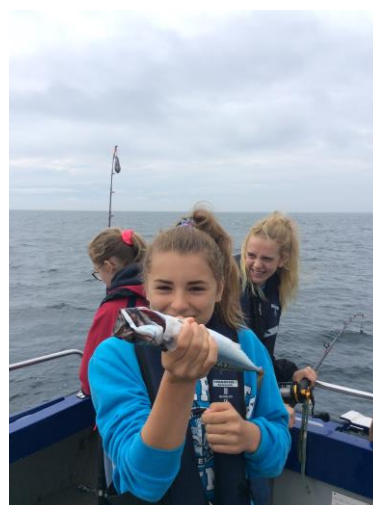
We want to nurture each girl and support them to grow into happy, healthy young adults who will have choices and be able to make balanced decisions throughout their lives. We hope they will value their time at The Ladies' College, making the most of all of the opportunities available to them, whilst also valuing others and recognising their role and contribution to our College community.

Our vision is to support 21st century girls to develop into rounded, grounded, determined young adults, with opinions, a healthy responsibility to themselves and towards others and a sense of fun.

We look forward to working in partnership with you from this moment forwards.

Ashley Clancy

Ashley Clancy
Principal





Joining The Ladies' College Senior School and Sixth Form



Moving to a new school and settling is an important stage in girls' lives and there are systems in place to make this process as smooth as possible.

In Remove (Year 7), we visit all the incoming students in their Primary Schools before they start at College. On the Island-wide transition days, each girl will spend time at the College meeting other new girls, key staff and older students. The girls participate in various activities including a question and answer session with other students, working with House officials, meeting their buddies and learning to find their way around the College. Parents are invited to an evening meeting in the Trinity (Summer) term before their daughters start at the College where they can meet the Principal, Vice Principal, Director of Studies, Deputy Principals, Year Co-ordinator, Tutors and other key colleagues.

In the Michaelmas (Autumn) term the induction process continues with a range of sessions and activities to help the girls settle into college life. Elements of peer support, including buddies and Upper Sixth Form Prefects help this process. There is also a social evening for girls and parents within the first month of term which provides an opportunity for parents to meet some colleagues who teach their daughter and understand a little more about the College. The Remove Year Co-ordinator has set "Office hours" twice a week in which she is always available by phone to Remove parents.

Ideally a student joining the College will meet with the Principal and have a guided tour with the Registrar and where appropriate a personal timetable will be agreed to meet their needs with the Year Co-ordinator. They will be offered a chance to spend a day in the College before they begin and meet with the respective Year Co-ordinator who is the key person to manage the transfer and induction process, supported by the student's Form Tutor.

Students arriving new to the Sixth Form are given a comprehensive induction, including sessions on study skills and bridging the gap from GCSE to A-level. Students will meet with the Year Co-ordinator to ensure they are settling-in and be introduced to their 'buddy' (a member of Upper Sixth) who will continue to meet with them on a half-termly basis. Regular contact is established

with parents to support the transition and parents are invited into College early in the Michaelmas term for an information evening, which includes details about the academic tracking and enrichment programmes.

Working with parents and students we have each girl at the heart of all we do. We invite feedback from you about how the transition and induction process could be improved and we welcome any observations from you.

We hope you and your daughter are looking forward to being part of our community.



Pastoral Care at The Ladies' College

Pastoral Care

We have an absolute commitment to working with your daughter, and you as parents, to encourage each girl to grow in confidence, develop her talents to the full and value the qualities of others and to create an environment where each girl can be happy, love learning, make lifelong friends and to be the best she can be.

Effective pastoral care underpins College life and there is always someone to whom the students can turn for help and advice. The provision of pastoral care is designed to help students look after themselves, to make decisions and to care about others.

A key feature of The Ladies' College is the very positive relationship that exists between adults, younger pupils and older students. Every student is recognised for their own qualities as an individual and teachers and other adults and students are always ready to provide guidance and support.

“Students personal development is excellent. Behaviour is exceptional, and students have strong moral awareness based on the framework of a programme to develop decision skills”

Independent Schools Inspectorate 2016

We believe that a young person will achieve their best if they are happy and inspired to do well by experienced and enthusiastic teachers who care about them as individuals. We care as much about well-being and happiness as we do about academic progress and at our last ISI Inspection, The Ladies' College provision for pastoral care, support and guidance was judged to be excellent with well-developed systems to deal with pastoral issues promptly and effectively. We have continued to develop our pastoral care since then and continue to be very proud of our students, who achieve so much inside and outside of the classroom. Open and honest communication is key to ensuring their success.

Our Pastoral Structure

Every adult in College has a responsibility for the welfare and security of the students. Looking after them is a pastoral team of Deputy Principal (Pastoral), Year Co-ordinators, Form Tutors, Pastoral Prefects, a College Counsellor and a Learning Support Co-ordinator. The School Nurse also holds a weekly drop-in session.

Year Co-ordinators have overall responsibility for the efficiency and effectiveness of their form tutor teams, an overview of student progress and the general welfare and behaviour of students in that year group. The Form Tutors play a key role in the students' welfare. The teacher/tutor has the responsibility to set high expectations in terms of behaviour and attendance within a safe and happy environment and to establish good relationships with students and parents. Senior School tutors meet with students at least twice a day and Sixth Form tutors meet with the students at least once a day. It is anticipated that most matters or concerns from the students, parents or subject teachers will be addressed by the tutor.

Each form becomes a family unit consisting of the Tutor, a Sixth Form Tutor Prefect and two elected Form Captains from within the form itself. Much emphasis is placed upon their responsibility for the ethos and happiness of the form. Strong peer support also comes from the students in the year and from older students, especially the Sixth Form. Sixth Form Peer Mentors also work with the students in groups and one-to-one support sessions.

We have a co-ordinated and comprehensive pastoral, tutorial and guidance systems, which supports the educational and personal development of each student. The College rules and expectations are displayed in all rooms, as well as posters about seeking help and how to combat bullying. Personal, Social, Health and Economic Education (PSHEE) is taught through a programme to ensure that it provides the best possible support to the students.

The Deputy Principal (Pastoral) has overall responsibility for pastoral matters and parents are welcome to make contact. Weekly pastoral meetings ensure continuity of care.

Pastoral Care in the wider college community

Our students are encouraged to be active members of the wider school community, becoming responsible for themselves and aware of the needs of others. This is recognised by The Ladies' College Guild Ambassador Award (the red sash worn by our students) to recognise their service to College and others in our Island community.

All students are also placed in one of four Houses. This is a powerful and effective way for students to feel part of the College community. Houses offer the students opportunities to work within vertical groups across all year groups. It supports the co-curricular programme by creating many more opportunities for students to participate in College life as they take part in House competitions, whether it be Drama, Athletics or Photography. Our aim is to promote resilience and fun, team spirit and competitive edge, and to offer many opportunities for leadership within the House structure.

Student Voice

Every student has the opportunity to join the Student Action Teams, linked to School Council, which give them a voice in the running and development of our community. This is led by Sixth Form Senior Prefects who meet with their teams on a monthly basis.

Form Captains meet with the Deputy Principal (Pastoral) in 'Deputy Dozen' meetings to raise, discuss and work through any year group specific ideas or requests and to be a sounding board for College initiatives and developments too. From time to time students are asked to complete questionnaires and we are keen that they recognise this as their opportunity to be an active part in developing our College community.

What do I do if I am concerned about my daughter?

All teachers, Form Tutors and Year Co-ordinators take an interest in your daughter's welfare and as a College we take a proactive approach to wellbeing. However, from time to time, some students will experience specific difficulties and we will support your daughter through our internal structures and working with external agencies as required. Some students simply want to talk over their concerns and in addition to their Form Tutor and Year Co-ordinator and College Counsellor they also have the opportunity to discuss matters with visiting professionals, such as the School Nurse. We also work in partnership with parents, especially when life sometimes gets tough. We have good links with the Youth Commission and other external agencies who offer advice on health and relaxation techniques. Built into our tutorial programme are opportunities for mindfulness and yoga and our focus on student well-being underpins all that we do.



We also use The Decider Life Skills course to help each of us develop strategies to cope when under pressure. These are introduced to girls joining in Remove and also make up aspects of the ongoing tutorial and assembly programme.

The most important thing we ask you to do to help us support your daughter is to share information with us. If you have any concerns about your daughter's welfare, please do not hesitate to contact the College.

The College Counsellor

The Listening Room

Counselling supports students in addressing their emotional needs in response to a wide range of life experiences. It can be an effective source of support for students experiencing difficulties, and it can enable them to function better both inside and outside of College, by enhancing their resilience and giving them resources to manage any future difficulties.



The Listening Room Counselling Service is part of the Pastoral Care within The Ladies' College. It is an onsite resource for those students requiring the additional expertise that counselling can bring to the overall pastoral support system.

Students can be referred via their Year Coordinator at Key Stage 3. The Counsellor will provide 3 counselling sessions per student (1 x 30 mins (initial session) and 2 x 40 mins sessions). If required, further sessions may be available at an additional charge. Older students are able to contact our College Counsellor directly.



- **Attendance:** To make contact about your daughter's attendance please ring (01481) 721602 or email reception@ladiescollege.ac.gg
- To contact a tutor or Year Co-ordinator about your daughter, other than linked to attendance: for example jbloggs@ladiescollege.ac.gg
initialsurname@ladiescollege.ac.gg

• Remove Year Co-ordinator	Mrs L. Cory
• Lower School Co-ordinator - Lower Four	Miss C. Alston
• Lower School Co-ordinator - Upper Four	Mrs M. King
• Upper School Co-ordinator - Lower Five	Mrs C. Gribbens
• Upper School Co-ordinator - Upper Five	Mr T. McGovern
• Head of Sixth Form	Miss E. Clements
• College Councillor	Mrs C. Ogier
• Deputy Principal (Pastoral)	Dr V. Mitchell
• Principal principal@ladiescollege.ac.gg	Mrs A. Clancy

Adults at The Ladies' College have a wealth of experience and, like you, want the best for your daughter. We want to nurture each of the students to take steps which develop their self-esteem and self-belief so they are able to be reflective and/or resilient and be confident that they can say that they achieve their best.

Should you have any concerns, do not hesitate to get in touch but please encourage your daughter to talk to us. We believe that communication is key.



Key Stage 3, 4 and Sixth Form Curriculum

Subjects taught in each Year group (7-11)

Remove (Year 7)

Art	French	Mathematics
Design Technology	Geography	Music
Drama	History	Physical Education
English	ICT	Religious Studies
	Latin	Science

Girls in Remove (Year 7) will also have Study Skills lessons and Form Periods with Personal, Social, Health & Economic Education.

Lower Four (Year 8)

Art	English	Latin
Biology	French	Mathematics
Chemistry	Geography	Music
Design Technology	German	Physical Education
Drama	History	Physics
	ICT	Religious Studies

Girls in Lower Four (Year 8) will also have Study Skills lessons and Form Periods with Personal, Social, Health & Economic Education.

Upper Four (Year 9)

Art	English	Latin
Biology	Geography	Mathematics
Chemistry	French,	Music
Design Technology	German or Spanish	Physical Education
Drama	History	Physics
	ICT	Religious Studies

Towards the end of Lower Four (Year 8) girls will be asked to choose to study two languages in Upper Four (Year 9). This year the options were French and German, French and Spanish, or German and Spanish. Whichever subjects they select will be the languages they can choose from to continue to study at IGCSE. They must choose at least one modern foreign language as an IGCSE to study in Lower and Upper Five. *(Students who are receiving Learning Support may be given the option to study just one language in Upper Four)*

Girls in Upper Four (Year 9) will also have Study Skills lessons and Form Periods with Personal, Social, Health & Economic Education.

Lower Five and Upper Five (I)GCSEs

Compulsory Subjects

Biology	Mathematics
Chemistry	English Language
Physics	English Literature
Co-ordinated Science (Double Award)	

Optional Subjects (*students choose an additional 4 subjects to include at least one modern language*)

Art	German
Design & Technology (Product Design)	History
Drama	Latin
French	Music
Geography	Religious Studies
	Spanish

All girls in Lower and Upper Five (Years 10 and 11) will also have a programme of Careers, Citizenship, General Religious Studies with PSHEE and Physical Education timetabled throughout their studies at (I)GCSE.

Please note that curriculum reviews may alter provision from year to year.

Sixth Form Curriculum

Lower Sixth (Year 12) and Upper Sixth (Year 13)

Sixth Form is an exciting time of transition between the years of school and those of higher education or employment. Elizabeth College and The Ladies' College have formed the Sixth Forms in Partnership protocol in order to ensure that it is also a time of maximum opportunity for our students

Together we are able to offer a wide range of individual subjects: there are 27 individual subjects available, currently taught in 71 separate classes across both years. Many subjects are offered at both schools which provide a large degree of flexibility in planning timetables and means that students are almost always able to take their chosen combination of A-levels. We also believe that, having enjoyed all the advantages of single sex education from the ages of 11 to 16, our students are ready to join one another to prepare academically and socially for the wider world by learning in mixed classes. Again, flexibility is the key. Many classes will be co-educational but the Colleges still operate as independent Sixth Forms. This means that students have ample opportunities at their 'Home College' to develop their leadership skills, perhaps as a Prefect, House Official or Captain of sports teams. Similarly, we look to tailor our co-curricular opportunities to the needs and interest of our own students – for example in sports, music, the Duke of Edinburgh's Award scheme, debating, public speaking, social service and charity work. Sixth Form students are also encouraged to run clubs for younger students. The Colleges join forces on projects where there are distinct advantages to do so, for example in our highly successful productions of plays and musicals or in off-island trips, and CCF. We also offer the Sixth Form Diploma, a joint initiative that recognises the breadth of skills developed and opportunities taken.

In short, we believe that our Sixth Form partnership offers the best of both worlds. It is one of the main reasons we retain such a high proportion of our students post-16 as well as welcoming new students from other schools.

Subjects Available to Study in the Sixth Form

- Ancient History
- Art
- Biology
- Business Studies
- Chemistry
- Computer Science
- Design & Technology (*Product Design through Graphics OR Resistant Materials*)
- Digital Photography
- Drama & Theatre Studies
- Economics
- English Literature
- Film Studies
- French
- Geography
- German
- History
- Latin
- Mathematics & Further Mathematics
- Music
- Physics
- Psychology
- Religious Studies
- Spanish
- Sports & Physical Education

Grades for Entry to Sixth Form

Following the changes to both A-levels and the new 9-1 grading for GCSE examinations, the entry requirement for Sixth Form is: three grade 6's (equivalent to "B" grades on the old grading scheme) in the subjects to be studied or related subjects and grade 4 (equivalent to a "C" grade) in English Language and Mathematics. A grade 5 or higher in Mathematics is required for Biology, Chemistry, Economics, Geography, Physics and Psychology.

It should be noted that these are very much minimum requirements and it may, in certain circumstances, be difficult to provide an acceptable course of study at A-level. Any such concerns will be discussed with students and parents during Upper Five (Year 11) and after publication of (I)GCSE results.



Setting (Remove to Upper Five)

During your daughter's time at The Ladies' College, she may be taught in either a mixed ability group or a set containing students with more closely matched abilities. Sets are chosen based on students' results from internal assessments/examinations and teacher recommendation for those students on the borderline between two groups. Mixed ability groups include being taught in her tutor group or as a colour group in Remove to Upper Four, which allows the girls to mix with different members of their year group.

Setting is currently used in the following years:

Remove - Mathematics.

Girls are not initially set but taught in mixed ability groups and taught the same topics and methods for the first few weeks of term. There will be an assessment before half-term based on the work they have done since the beginning of term, and girls will be set accordingly. The girls will have a further assessment in January when, subject to results, further adjustments to the setting may be made. Please note that the girls follow the same syllabus and do the same topics throughout the year.

Lower Four - Mathematics

Upper Four- Mathematics, Science

Lower Five - Mathematics, Science

Upper Five - Mathematics, Science

The English Department generally prefers to keep to mixed ability groups; however, we have a structure that would allow us to adjust groups if we believed that was in the best interest of your daughter. In the IGCSE years, Lower Five and Upper Five, the colour groups are streamed and the groups may study different texts.



Learning Support

The Ladies' College has a full-time Head of Learning Support who co-ordinates additional support for those girls who need a little extra help in reaching their full potential, together with a full-time specialist Learning Support teacher.

We are able to offer individual and small group tutorials, in addition to working with teaching staff to support girls with any additional learning needs.

Tutorials take place on a weekly basis at lunchtime or after school. For girls who have 'free' periods, these can be used to schedule support sessions. The content of tutorials depends upon the particular area(s) of need. This may include reinforcement of class work in a particular subject, dyslexia specialist programmes, homework support, enhancing study skills, improving spelling, developing written work, effective revision techniques, improving personal organisational skills and investigating strategies for enhancing memory.

Students who receive regular support each have a Learning Plan; a set of personalised targets that inform the content of the tutorials. These are reviewed bi-annually with students, staff and parents.

Tutorials incur an additional charge, unless they form part of the time-tabled curriculum.

Existing Learning Needs

If your daughter has a current dyslexia report or any relevant formal diagnosis of an additional learning need, a copy should be made available to The Ladies' College. Our Head of Learning Support will then make relevant information available to all colleagues through our MIS (Management Information System) to enable them to support your daughter's learning.

Examination Access Arrangements

Under current Joint Council for Qualifications regulations, a student should be assessed no earlier than Upper Four (Year 9) to be considered for exam access arrangements such as extra time. The College is also required to provide evidence of 'history of need' to examination boards. In Remove and Lower Four exam access arrangements are applied at the school's discretion.

Assessments relating to dyslexia and exam access arrangements can be carried out by qualified staff from the Dyslexia Day Centre, for which there is a charge, payable by parents. These assessments are arranged through our Head of Learning Support.

For further details, please see the College website, where detailed information can be found on the "Examinations" page.



PSHEE (Citizenship)

Personal, Social, Health and Economic Education is an integral part of the curriculum at The Ladies' College. Whilst Form Tutors are involved with the pastoral care the Head of PSHEE is responsible for the delivery of the course content in this subject.

Topics covered include:

Health and Well-being

- Personal Identity
- Healthy Lifestyles
- Keeping Safe

Relationships

- Healthy Relationships
- Relationships and Sex Education
- Relationships Safety
- Valuing Difference

Living in the Wider World

- Rights and Responsibilities
- Economic Well-being
- Employability and Enterprise
- Career Progress

Other topics may be covered as needs arise or as initiatives are reviewed. The Ladies' College is also supported by the Island PSHEE co-ordinator.

Support Agencies in the Curriculum

The following agencies have been approved by the Education Department. The school makes use of their expertise as part of the PSHEE programme.

- Action for Children
- Barclays – Life Skills
- Cardiac Action Group
- Guernsey Fire and Rescue
- Guernsey Police
- Health Promotion Unit
- Health Information Exchange
- Healthy Lifestyle / Weight Management Nurse
- Liberate
- National Society for the Prevent of Cruelty to Children (NSPCC)
- Schools' Library Service
- SHARE (Sexual Health and Relationships Education)
- St John's Ambulance and Training Services
- The Recycling Team
- The Youth Commission



ICT at The Ladies' College

Our Curriculum

All students receive a weekly IT lesson in Remove, Lower Four and Upper Four. In Remove all students develop the skills they will need through the use of Office 365 including using their OneDrive for online storage and applications including Word, Excel and Publisher (all of which are available for free for members of The Ladies' College). This includes work on using Internet research, the use of search engines as well as lessons on e-safety and digital footprint. Students will also have a brief introduction to coding. In Lower Four and Upper Four, they build on these skills including animation and the opportunity to complete the Microsoft Office Specialist award.

Activities

Students regularly contribute to the Guernsey Press Design an Ad' competition where they achieve considerable success.

Coding Club/ICT

In a world where computers are becoming more important in our society, it is also important to get students involved in ICT. Subject to sufficient interest, students throughout the school are given the opportunity to learn a programming language and even enter coding competitions.

Tutor-time and PSHEE lessons

Students will also be taught about online safety and netiquette in other lessons including during Tutor time and in PSHEE lessons. Key resources include the South West Grid for Learning (<https://swgfl.org.uk/>) and the Inspiring Digital Enterprise Award (<https://idea.org.uk/>) which students (and parents) can sign up for.

BYOD (Bring Your Own Device)

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

Remove – Upper Five

We are currently moving from our previous requirement that all students have a device that may be as simple as a smart phone to a requirement that all students should have either a Microsoft Go or Surface Pro with a keyboard that is managed on The Ladies' College network. This is being implemented on a rolling programme with all new Remove students starting in September 2019 and by September 2021 will apply to all students. Parents purchasing new devices for their daughters should only purchase one of these devices and are recommended to do so using the Form on the website and benefit from the discounted rate we have secured with our supplier. We are also asking students to bring headphones into College to enable them to listen individually to their BYOD if instructed by a member of staff to do so.

Sixth Form

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

General guidance:

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

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



The House System

There are four College Houses:

- Brock, Carey, De Sausmarez, Durand



The History behind the four House names

In the autumn of 1920, when the number of students was 133, College was divided into three Houses named after three distinguished Guernsey families, who had rendered special services to the College as well as to the island: Brock, Carey and de Sausmarez.

Each House had a patron, if possible a member of the family after which it was named, two House mistresses, a prefect and a secretary.

The first House meetings were held in the spring term of 1921 – nearly a century ago! Nearly ten years later an increase in numbers caused the need to add a fourth house, Durand.

Each House had its own badge, which remain the same today – Brock a shell, Carey a swan, de Sausmarez an eagle and Durand a lion and a crown.

Many of the trophies awarded in 1921 are still being used today; such as Cock House, presented to the top scoring House each year and always the last trophy given on Speech Day.

The House System today

All girls become members of a House and these are led by the Sixth Form students who are elected to the offices of House Captain, House Secretary, and Team Manager and are supported by Junior House officials who take responsibility for Lower School teams. The Houses are involved in a number of team sport events throughout the year and other House competitions such as music, drama, dance and photography competitions. The House system enables girls to mix with other year groups and provides a focus and recognition for their talents and abilities outside the academic area so that all make a valuable contribution to the College.





Co-curricular Activities

The transition from young girl to young adult needs more than a classroom. It needs the kind of opportunities that come from building friendships, pushing boundaries, facing challenges and reaching goals.

At The Ladies' College our busy school day is enriched by a number of lunchtime and after school co-curricular activities. From the traditional drama, sport and music to the more daring days coastering, kayaking, building rockets or facing the competition in head-on, high stakes debate; The Ladies' College will give your daughter room to become the adult she wants to be.

Co-curricular activities, include sport, music, drama, the Duke of Edinburgh's Award, reading, PACE (Christian group), The Monachan Trophy (public speaking) and the De Putron Challenge.

Annually, various Departments at the College enter the students into the local Eisteddfod.

Optional Private Study periods are available at the end of the school day (Monday to Thursday) between 15:30 and 16:00 for girls in Remove and Lower Four.



The Monachan Memorial Trophy, a trophy donated by Mrs Monachan in memory of her late husband who believed greatly in the value of public speaking.

Through the tireless efforts of the English Department staff, students have enjoyed much literary success.



Sporting Opportunities at The Ladies' College

At the College, we encourage the girls to experience as many opportunities, both recreational and competitively, as possible. We fervently believe in the ancient Greek adage, 'a healthy mind in a healthy body' – an ethos enthusiastically embraced across the College.

Our Curriculum

Physical Education is an important part of our curriculum and one steeped in history. The Ladies' College has been producing national and international sportswomen for decades including the current Head of Department, former International swimmer, Helen Bailey.

Our girls play competitive fixtures in hockey, netball, tennis, football, athletics and swimming. In addition we offer gymnastics, fencing, badminton and dance in our well-equipped gymnasium.

Our regular and historic cup matches against Jersey College for Girls and the Guernsey Grammar School push our girls to do their very best. The Swimming and Tennis teams contest silver trophies that date back to the 1920s. We are very proud of our history in which many current pupils' mothers and grandmothers played an important part. Our girls and their sporting achievements are our inspiration and our pride.

Our curriculum focusses on the individual, encouraging participation to develop physical benefits, alongside emotional and social opportunity which contributes so positively to well-being.

Key Stage 3 (Remove, Lower Four and Upper Four) the following activities are offered:

Athletics, Dance, Football, Gymnastics, Health Related Fitness, Hockey, Netball, Rounders, Swimming, Tennis, Volleyball, Table Tennis and Badminton.

Key stage 4 (Lower Five and Upper Five) the following activities are offered:

Athletics, Badminton, Aerobic Conditioning, Gymnastics, Flexibility and Strength Conditioning, Hockey, Netball, Outdoor Fitness, Rounders, Swimming, Table Tennis, Tennis, Volleyball.

Sixth Form (Lower Sixth and Upper Sixth)

Students are given time within the timetabled week to follow their own choice of activity.

A-level is offered in conjunction with Elizabeth College

Co-Curricular Activities

Athletics, Badminton, Cricket, Dance, Fencing, Football, Gym, Hockey, Netball, Rounders, Rugby, Sailing Swimming, Tennis, Swimathon and Triathlon.

Trips to England and Jersey for Hockey, Gymnastics, Netball, Swimming and Tennis

Host visiting schools – Churchers College, St Michaels, England Rounders, Jersey College for Girls and Beaulieu College in Jersey.

HOUSE COMPETITIONS

The Ladies' College Physical Education Department uses the College House system to provide competitive opportunities for all students. House competitions are held in the following sports.

- Athletics – Teams from Remove, Lower Four, Upper Four, Lower Five and Senior. 1 track and 2 field or 2 track and 1 field + relay
- Cross-country (8 students from Remove – Upper Five)
- Gymnastics and Dance – several girls across junior, senior age group.
- Hockey (Remove and Lower Four - 9 students per year group and Upper Four –Upper Sixth 14 students)
- Netball (everyone in Remove – Lower Five and Upper Five –Upper Sixth – 10 students)
- Rounders (everyone in Remove – Lower Five and Upper Five –Upper Sixth – 10 students)
- Swimming (1 swimmer per event + open IM – Remove, Lower Four, Upper Four and Senior)
- Tennis (Teams of 4 Remove – Upper Four and Teams of 4 for Lower Five – Upper Sixth)
- Football





Musical Opportunities

The following ensembles are a flavour of what the Music Department offers on a weekly basis throughout the academic year.

Junior Choir
Junior Motet Choir (auditioned group)
Senior Choir
Senior Motet Choir (auditioned group)
Junior Strings
Junior Wind band
Concert Band
String Orchestra
Saxophone Group
Chamber Groups
Guitar Club
Band Mentoring



At the start of the academic year girls can audition for the Junior, Senior and Motet choirs.

Instrumental Music Lessons – Questions and Answers

Pupils who transfer to The Ladies' College from States Schools in Remove (Year 7) and who already have access to instrumental or singing lessons from the Music Service can continue their lessons with the Service but will pay a contribution towards their cost. Current scholarship holders will continue to have their lessons free of charge until they leave College. The current contribution towards lessons is £99 per term for the academic year 2018-2019.

The Music Service will also inform parents of transferring pupils with this information and confirm fees for the academic year 2019/2020.

The Island Schools' Music Service

Q: *My daughter already learns an instrument with the Music Service. Will her lessons continue when she starts The Ladies' College?*

A: Yes. If your daughter **already** learns an instrument with the Music Service in her junior school, her lessons will continue automatically when she joins The Ladies' College. You do not need to take any further action. Your daughter will attend a meeting at the start of the academic year to organise timetables.

Q: *My daughter does not learn an instrument with the Music Service at the moment. Is it possible for her to start with the Music Service now?*

A: No. All children attending the State primary schools in Guernsey are tested by the Music Service in Year 1 and Year 4. Instrumental lessons are offered based on the outcome of these tests and it is not usually possible to start lessons with the Music Service at a later stage. Enquiries on this matter should be addressed directly to the Head of the Schools' Music Service.

Private Instrumental Lessons

Q: Can our daughter receive lessons on an instrument at The Ladies' College with a private teacher?

A: Yes. The College has arrangements with a number of private teachers who visit us each week and it is usually possible to arrange for tuition, depending on how busy the relevant teacher is at the time. We currently have visiting teachers for the following instruments: Piano, Drum Kit, Bassoon, Flute, Clarinet, Saxophone, Viola, Violin, Classical/Electric Guitar, and Voice.

Q: How do we arrange for private instrumental lessons?

A: You will need to contact Mrs Roue in writing (at the school address) or by email to aroue@ladiescollege.ac.gg at the beginning of September stating that you are interested in arranging for lessons for your daughter on a particular instrument. Mrs Roue will then contact the teachers to see if there is a space available and make the necessary arrangements.

Q: How do we pay for private instrumental lessons?

A: Payment for instrumental lessons is a private arrangement between the teacher and the parents. The teacher will provide you with a list of terms and conditions before lessons begin. Tuition fees may vary from teacher to teacher. You are normally required to give at least half a term's notice if you wish the lessons to cease.

General Information about instrumental lessons at College

Q: When do instrumental lessons take place?

A: Girls in Remove (Year 7) to Upper Four (Year 9) come out of their normal lessons once a week in order to attend their instrumental lesson, regardless of whether they are learning through the Schools' Music Service or with a private teacher. The lesson times rotate in order to reduce the time lost from any particular subject. The lesson rotas are displayed on the music notice board outside of MP1 which is located on the ground floor opposite The Core. **Please note: It is not normally possible to offer younger girls instrumental lessons at lunchtime or after school as these times are reserved for the older girls who are preparing for (I)GCSE or A-level exams and who cannot therefore miss their regular lessons.**

Q: What sort of commitment is expected?

A: Learning any instrument requires a regular commitment of time and effort. Your daughter's instrumental teacher will make clear what they expect in terms of practice and the rate of progress will depend largely on the extent to which that guidance is followed. The Island Schools' Music Service requires all its students to attend Saturday Music Centre and also to play in concerts from time to time. Failure to honour this commitment may result in lessons being terminated. Please check regularly for any potential clashes of dates as lessons may also be terminated if sufficient notice is not given of absence from Music Centre concerts.

Q: Does my daughter have to play in The Ladies' College ensembles?

A: Yes. The Ladies' College expects **all** girls who learn an orchestral instrument or receive singing lessons to participate in at least one College ensemble appropriate to their level of experience. These groups meet at lunchtimes and sometimes after school.



DRAMA DEPARTMENT

The importance of co-curricular Drama

DRAMA DEPARTMENT

The importance of co-curricular Drama



Drama has an important role to play in the personal development of The Ladies' College students. The skills and qualities developed by students in Drama, such as teamwork, communication, empathy, leadership and risk-taking are all assets in all subjects and all areas of life. Drama stimulates the imagination and allows students to create characters and explore different issues and experiences in a safe and supportive environment. Drama can be enjoyed by all and promotes self-esteem and a sense of achievement, endowing students with improved self-confidence.

Each year, the Drama Department stages a whole school production. This co-curriculum activity is open to all age groups and rehearsed mostly at weekends. Productions have included plays such as 'A Midsummer Night's Dream', 'Romeo and Juliet' and 'The Witches', as well as musicals, such as 'Little Shop of Horrors' and 'Chicago'. Whether through treading the boards or working back-stage on lighting, costume or make-up, all skills are encouraged and honed in a fun and supportive environment, in which students work together with staff, to produce exciting theatre.



House Drama is also a highly popular and enjoyable annual event that encourages independent learning. Students of all year groups work together to produce a short comical play that is performed to the rest of the college at the end of the Michaelmas term and is judged by an outside invigilator.

Off-island trips are also a main-stay of the department, allowing students to experience a wide range of theatrical productions and styles. This year, the A-level and GCSE students spent a whole weekend in London and enjoyed three West-End productions, as well as taking part in a workshop led by professional actors and going on a back stage tour of the National Theatre.

Additionally, the department takes students on trips closer to home – for example, taking the A-level students to see live screenings at the Performing Arts Centre and attending workshops by visiting UK companies, as the A-level students and Year 9 students have this year.

The department runs a number of weekly lunchtime clubs: Drama Club for Removes and for Lower 4, as well as a weekly Acting Skills Workshop for Upper 4 – all of which promote a sense of fun and inclusion.

The Drama Department truly believes that co-curricular Drama is an essential part of a well-rounded education, which positively impacts a students' success. Besides being enjoyable and a great way to socialize with peers, co-curricular activities enhance students' time management and stress management skills, improving overall productivity; in addition, written and oral skills also improve. Travelling to the UK enables students to experience a broader spectrum of exciting theatre and opportunities, encouraging a sense of independence, as well as creativity.

Co-curricular Drama also increases a candidate's appeal when applying to University, regardless of the subject applied for, as it demonstrates their ability to work as part of a team, as well as an expected level of communication and independent learning. For those who wish to go on study Drama at a higher level, it is an essential opportunity to work collaboratively in an environment in which skills can be learned and honed. Past students have gone on to study Drama at The Liverpool Institute of Performing Arts, Royal Holloway, Goldsmith's College and Exeter University, for example.

For all students, Drama remains an essential part of the curriculum and the co-curricular spectrum of opportunities afforded at The Ladies' College, allowing students to explore their creativity, improve their confidence and learn skills which will support them in their lives to come.





Duke of Edinburgh's Award Scheme

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

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



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

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

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

Award Levels

Bronze – for those aged 14+ years

Silver – for those aged 15+ years

Gold – for those aged 16+ years

Bronze expedition in Guernsey – 2018



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

Awards Received

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

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



Gold Award ceremony at Buckingham Palace - 2019

Timescales

SILVER		<i>Plus an extra 6 months in the Volunteering, or the longer of the Physical or Skills sections if you haven't got Bronze.</i>
Volunteering 6 months		
Physical one section for 6 months, the other for 3 months		
Skills other for 3 months		
Expedition 3 days 2 nights		

GOLD		<i>Plus an extra 6 months in the Volunteering, or longer of the Skills or Physical sections, if you haven't got Silver.</i>
Volunteering 12 months		
Physical one section for 12 months, the other for 6 months		
Skills other for 6 months		
Expedition 4 days 3 nights		
Residential 5 days 4 nights		

Expedition Destinations

Bronze – Guernsey, Jersey & The New Forest, UK

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

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



Sixth Form Co-Curricular (Extended Study Programme)

Prefects

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

Physical Activities

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

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

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

Enrichment Opportunities for Lower Sixth

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

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

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

The Elizabeth & The Ladies' Colleges Diploma

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

There are four strands to the Diploma:

- Academic
- Service
- Personal Development
- Broadening of Horizons

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

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

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

EPQ (Extended Project Qualification)

What is an EPQ?

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

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

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

What happens?

At the start of the Michaelmas term all students in the Lower Sixth will follow a five-week programme of study skills to complement their regular lessons. Sessions will cover time management, note-taking, effective research, referencing and plagiarism, and critical thinking. They will then complete an online course on critical thinking to consolidate these skills, after which all students will be offered the opportunity to put these skills into practice through the EPQ. It is not compulsory, although students who do not take the EPQ will still be required to complete a piece of extended writing on a subject of their choice.

What will I need to do?

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

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

Volunteering in the Community

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

Young Enterprise (Y.E.)

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

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

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

Young Enterprise Top Tips:

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

Moot

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

De Putron Challenge

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

Institute of Directors' Management Shadowing (IoD)

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

First Aid training

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

Work Experience

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

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

TEFL (Teaching English as a Foreign Language)

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



SECTION TWO

College Rules, Regulations and Expectations

Code of Conduct

We expect that as a student at The Ladies' College you will:

1. Set yourself high moral standards and act with integrity.
2. Try hard and do your best at all times.
3. Be polite and considerate.
4. Avoid acting in a way that could be dangerous or damaging to the health, safety and wellbeing of yourself and others.
5. Arrive punctually for the start of the College day and for each lesson or activity.
6. Observe the uniform policy.
7. Look after College property carefully, respect the property of others and keep you own belongings safe and tidy.
8. Be dependable when you have undertaken commitments or duties.
9. Remember that you are a representative of the College and that the good or bad behaviour of one brings credit or disrepute to all.



Travelling to and from College

No girl in the Senior School is allowed to enter or leave by the main College entrance in Les Gravées. Girls should enter the College grounds via the lane from Brock Road or the side lane from Rocquettes lane.

The official opening time for the College is **08:00** and the closing time is **16:15** Please note that if girls are on site before or after these times they are unsupervised.

Scooters

Girls who come to College on scooters or motorcycles must apply to the Principal for permission. They should dismount in Rocquettes Lane and push their bike into the College bike sheds. Correct protective wear is necessary.

Parking

Only the Head Girl is allowed to park on the College grounds. No other students should drive onto the site for any reason.

Bicycles

The lane leading to and from Brock Road and Rocquettes Lane is available to College students by courtesy of the owners of the adjoining houses. It is essential that no girl ride her bicycle along this lane. All bicycles must be parked in the cycle sheds provided. If, for any reason, a bicycle has to be left at College overnight, it must remain in the cycle shed at the owner's risk - we do not have facilities to store cycles inside College buildings. Whilst cycle helmets are not compulsory, they are recommended, as is the use of fluorescent bands during dark mornings/evenings.

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

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

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



Reporting to Parents

The College sends Remove, Lower Four and Upper Four parents two Interim Reviews and one full written report every school year. The first Interim Review will be issued midway through the Michaelmas term and the second Interim Review, issued in the Lent term, will provide an update. Lower Four and Upper Four will also have a standardised results issued the end of the Michaelmas term, following internal school examinations that are held in November. A full report will be issued at the end of the course and will include:

- Student's progress in all subjects studied.
- Details of a student's general progress by the Form Tutor. This will be an overview of the student's academic progress, her behaviour, her contribution to the life of the school and any special achievements during the year.

Lower Five receive one Interim Review in the Michaelmas term, one Mid-Term Assessment (MTA) which includes a grade indicative of their current performance, a target and a target grade and a full report at the end of the academic year. Upper Five receive an Interim Review in the Michaelmas term and a full academic report at the end of the Lent term following their mock examinations.

Sixth Form

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

Availability

All Interims, Progress Reviews and full Reports will be available through the Parent Portal. For further details on how to access and logon please see our website www.ladiescollege.com and visit the information page. The Parent Portal also provides an up-to-date record of attendance.

Parents' Evenings

Each year group will have a Parents' Evening, which is a formal meeting where parents discuss their daughter's progress with subject teachers. If there is any cause for concern at any other time, the school will contact the parents and parents are encouraged to contact us with any concerns. Parents' Evenings are generally held from 17.00 until 19.00hrs.

Term Dates and Academic Calendars are made available at the beginning of each term on The Ladies' College Website www.ladiescollege.com and Parents are notified of dates of meetings.

Students are encouraged to join their parents from Upper Four to Upper Sixth.

Records of Achievement

The College maintains a Record of Achievement for each student. On an annual basis girls are given the opportunity to update their personal record. A full copy is made available to parents at the end of Upper Sixth, and is updated and presented along with final A-level certificates.



Health/Medical/Illness/School Nurse/ First Aid

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

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

Students Reporting to Reception Feeling Generally Unwell

Your daughter should not contact you directly, but if she feels unwell she should report to Reception. A student who is unwell should **not** be sent to Reception unaccompanied.

Office Staff will:

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

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

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

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

Accidents/Sudden Illness

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

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

The School Nurse

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

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

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

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

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

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

First Aid

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



Attendance / Leave of Absence

Attendance

It is essential that we know who is in on site during College hours.

1. Any student who arrives after Registration (08:28 and 13:23) must report to Reception as soon as she arrives, and sign in on the lists provided.
2. Students are expected to remain on the premises during the school day, unless they have written permission of her parents and / or permission of an appropriate member of staff. *(Please see Sixth Form handbook for regulations applying to Sixth Formers.)*
3. If a student has parental permission to be out of College she should report to Reception when she leaves and when she returns.
4. No students may remain in College after 16:15. without permission unless she is taking part in an official College activity. The College is locked at 17:30 each evening.
5. The College is closed to students on Saturdays, Sundays, INSET days and during the holidays except for official extra-curricular activities.
6. Attendance for all students is compulsory at the following important College occasions: Permission **will not** be granted *(except in very exceptional circumstances)* for students to miss the following events.
 - **Michaelmas Term: Carol Service** *(evening)*
 - **Trinity Term: Leavers' Service** *(evening)*
 - **Trinity Term: Speech Day** *(last morning of term)*
 - **School Examinations** *(any girl absent from an internal school examination may result in no standardised scores for that session.)*

(Dates are published on our website in September www.ladiescollege.com)

Leave of Absence

Any request for **Leave of Absence** should be addressed, in writing, to the Principal well in advance. Consent should not be assumed. **Family holidays should not be arranged during term time.** *Any family holiday taken during term time will be unauthorised absence.*



Moving about within the College

1. Students should walk quietly on the right hand side of the corridor, showing consideration for others. There should be no running in the corridors.
2. Students should be aware of others and should open doors for staff, visitors to the College and for anyone carrying awkward or heavy things, as well as for each other.
3. College assemblies are a time of quiet reflection. Students should go to and from assembly in silence.
4. Girls must stand up when a member of staff enters a classroom.

Food and drink (*A copy of the Catering policy can be requested from the College*)

1. Food is not to be eaten in the corridor or classrooms or open containers of drink carried about.
2. No food or drink may be taken into the Library, computer rooms or changing rooms at any time.
3. Students must not chew gum while in College.
4. We operate a '**nut free**' policy and ask that these are not brought onto site.

Personal belongings and College property

1. All uniform, P.E. kit and personal belongings must be clearly named. The College accepts no responsibility for loss or damage.
2. Only the minimum money needed for essential purposes should be brought to College and it must be kept on the person or locked in the student's locker. It may, however, be given to Reception for safekeeping. The College accepts no responsibility for lost money.
3. If mobile phones are brought into College they should be switched off during lessons, unless the teacher has instructed they may be used for educational purposes. Students must not send or receive texts and calls during lessons. If disruption is caused to a lesson by a student's phone it will be confiscated by the teacher and given to the Deputy Principal (Pastoral) for collection by the student at the end of the day. **Under no circumstances should phones (or other photographic or recording devices) be used to take photographs of students or staff or to record their voices without the express permission of the person concerned.**
4. Electronic devices must not be used in the corridors or while moving around the site.

5. School bags must not be left where they may cause inconvenience or danger to others e.g. on or near staircases, in classroom aisles or corridors
6. All outdoor clothing must be left on the pegs provided in cloakroom areas.
7. Classrooms must be kept tidy. Any broken furniture must be reported to a member of staff.
8. Students are responsible for any books or items of equipment issued to them and will be charged for the replacement of any items lost or damaged.

LOST PROPERTY

Named items of uniform or equipment handed in at Reception will be returned to the student via the Form Tutor. All other unnamed items are disposed of at the end of each term, if uncollected. Notices regarding disposal of Lost Property are displayed on the television screens. Students are given adequate notice to check Lost Property. The Lost Property bins are located outside of the Gym changing rooms.

Serious Misconduct

Certain activities are strictly forbidden and will lead to serious disciplinary action. This could include exclusion, internal, temporary, or permanent.

Examples of these activities include:

- Smoking, drinking alcohol or possessing, using or supplying banned substances while in College or engaged in official College activities.
- Theft
- Deliberate damage of property or acts of vandalism.
- Malpractice in examinations, whether public or internal.
- Bullying.
- Offences which actually, or potentially, damage the good name and reputation of the College.
- Criminal offences not already outlined above.
- Persistent failure to meet specified academic targets for progression.
- Persistent breach of school policy/rules and regulations.



Code of Conduct for the use of Computers at The Ladies' College

- I will only use the computers with my own name and password. I will keep my password secret.
- I will only use the College network for purpose allowed by the College.
- I will only use my personal devices to support my learning and not for other use in lesson time.
- I will make sure that my personal devices are protected from unauthorised access and try to protect myself from hacking and computer viruses.
- I will only send and read email messages and attachments to people I know or people my teachers or parents have approved or as part of my studies.
- I will make sure my emails messages and postings to social networks are polite and responsible.
- I will not give anyone personal information or photos over the internet or phone unless as part of lessons.
- I will tell a member of staff if anyone sends me unpleasant or offensive messages or pictures over the Internet.
- I understand that the College may check my files and may check up on the Internet sites I visit.
- I will not copy other's work from the Internet and pretend that it is my own.
- I will not use DVD's, pen drives and SD cards to add or remove programs from machines.
- I will not take photos of other students or members of staff without permission and any photos I do take must only be used in College and not given to anyone else.
- If given permission I will use social media sites in accordance with the Social Media Code of Conduct.

Data Protection

Use of Personal Information by the College

Consent is sought annually from parents and students

In summary, the College, from time to time, may make use of personal data relating to students, their parents or guardians in the following ways:

Photographic images of students may be used in the College publications, on the College website and the College's linked social media and in the Guernsey Press – no information other than first name and age is generally used, with previous consent.

The College will supply information regarding students to the Education Department and other agencies as required.

Details about Sixth Form students is shared as part of our partnership with Elizabeth College as part of our educational provision.



Policies

Please visit our website www.ladiescollege.com to view up to date College Policies:

We would like to particularly draw your attention to the following:

- Admissions and Exclusions Policy
- Anti-Bullying Policy
- Attendance and Punctuality Policy
- Child Protection Policy
- Collective Worship Policy
- Concerns and Complaints Policy
- Curriculum Statement
- Equal Opportunities Policy
- Expectations Policy
- First Aid Policy
- GDPR Policy
- Health and Safety Policy
- Homework Policy
- ICT Policy
- Learning Support Policy
- PSHEE Policy
- Reporting Policy
- Rewards Policy
- Sex & Relationships Policy
- Supervision of Students Policy
- Terms and Conditions
- Uniform Policy



Safeguarding Children

Child Protection Statement *copy of policy is available to view at www.ladiescollege.com/the-school/senior-school*

The Designated Senior Persons in the College is the Principal, Deputy Principal (Pastoral) and Deputy Headteacher (Melrose)

It is a directive of the **Education Department** that the following statement must be published in school brochures:

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 will follow 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.

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 and complete appropriate training.

Safeguarding Children and Child Protection

The Children Law (Guernsey and Alderney) 2008 states that all States Departments have a duty to work together and share information to ensure that children and young people get the services they require. This is also essential to protect children and young people from suffering harm, abuse or neglect and to prevent them from offending. Further information is available at <http://childrenlaw.gg>

All island schools are required to comply with the Interagency Guidelines on Child Protection. These may be located at <http://www.online-procedures.co.uk/guernsey/>

The guidelines emphasise that everyone has an important part to play in preventing the abuse of children, and in responding to situations where they think that a child may be suffering, or at risk of suffering from serious harm. Therefore, if we have concerns about a child or believe that a child has suffered or is likely to suffer serious harm then the school will contact Health and Social Services Department, MASH (Multi Agency Support Hub) whether a referral should be made. Any concerns raised by members of staff in the school will be reported to the College Protection Officer who will make contact with HSSD colleagues as appropriate.



Section Three

The School Day

Senior School – Remove to Upper Five

08:20	Warning Bell
08:25	REGISTRATION
08:30 – 09:30	Lessons 1 & 2
09:30 – 10:30	Lessons 3 & 4
10:30	Assembly / Form time (<i>Lesson 5</i>)
10:50 – 11:15	Break
11:15 – 12:15	Lessons 6 & 7
12:15 – 13:20	Lunch

13:15 **Warning Bell**

13:20	REGISTRATION
13:25 – 14:25	Lessons 8 & 9
14:30 – 15:30	Lessons 10 & 11
15:30 – 16:00	Lesson 12 (Optional Private Study sessions for Remove & Lower Four)

Sixth Form

The following is a guide to the management of a school day for the Sixth Form:

Period A	08:25 – 09:25	Registration then your first lesson (or study period at your own College)
Period B	09:35 – 10:0 10:30 – 10:50	Lesson or study period at your own College. Tutor period, year meeting or assembly at your own College
Period C	11:00 – 12:30	Comprising C1 (11:00 – 11:45) and C2 (11:45 – 12:30) Lesson or study period at your own College.
Period D	13:25 – 14:20	Lesson or study period at your own College.
Period E	14:30 – 16.:00	Comprising E1 (14:30 – 15:15) and E2 (15:15 – 16:00) Lesson or study period at your own College



The College Library

The College library aims to provide books and resources that support the curriculum and enable the girls to become critical thinkers and effective users of information, and to develop the love of reading. It is open throughout the school day and is a place for quiet study and reading. A lunchtime book club is held every week.

The library is well planned and stocked. It has over 11,000 fiction and non-fiction titles. Ms Richardson, the librarian does more than stamp books. She is a source of advice and information and can recommend authors or specific titles for recreational reading.

It is a place where the printed word works alongside digital access. eclipse.net is the library management system. It has many functions including book reviews and links to relevant web sites. Students can keep track of the books which they have on loan, reserve books, and write book reviews which can be viewed by others. The library catalogue can be accessed from any computer, at home or in the college. There are charging points on every desk for the students to charge their own devices.





The Ladies' College 'CORE'



The Core welcomes all students and staff to come and dine with us on weekdays during term time.

We offer a wide range of food ranging from breakfast, a light mid-morning snack to a delicious lunch, with a wide range of drinks including a warming hot chocolate for the cold winter days, to refreshing flavoured sugar free waters.

Every term we have a new menu which can be viewed on the College website and is also available to view in the Core Refectory.

We pride ourselves in offering a wide range of food for students to be able to choose a healthy meal, fresh fruit and salads. We have a popular big bowl salad bar, which runs all through spring and summer. There are daily homemade soups, main dishes and a green dish for a vegetarian choice.

We give a helping hand to young students by providing healthy choice stickers on food so they know they are choosing one of their five a day. We all have those days when we just need a treat to get us through the day, so The Core prides itself on providing homemade cakes, muffins and biscuits.

There are also themed days and weeks, including Easter, Halloween and Valentine cakes and the 24 days before Christmas break with a Christmas advent cake for each day before Christmas.

In 2014 and 2018 we were awarded a **five-star hygiene standard** and we take pride in running The Core to a high standard of working practice and providing fresh and tasty food for the whole College including Melrose and our Pre-Preparatory Department.

The Core operates from a purpose-built kitchen and refectory. We are also lucky to have an outside terrace, which on the warmer days can be used by students to enjoy alfresco dining. Girls from our Junior School, Melrose also eat their lunch in The Core.

We look forward to seeing you at The Core.





Staff Lists

Board of Governors

Chairman Advocate Caroline Chan

Vice Chairman TBA

Governors:

- Mr Brian Acton
- Mr Peter Miller
- Miss Cathy Perkins
- Dr Mary Short
- Deputy Heidi Soulsby
- Mrs Catharine Walter

Associate Governors:

- Mr Simon Elliott
- Dr Robert Hanna
- Mr Allister Langlois
- Mrs Diana Stenner

The Chairman of the Board of Governors can be contacted via the Clerk to the Governors, Miss E. Bridge, bursar@ladiescollege.ac.gg

Principal: Mrs Ashley Clancy
BA (Combined Hons) Birmingham, PGCE

Vice Principal, Bursar & Clerk to the Governors: Miss Elizabeth Bridge
MA Oxon ACA

Director of Studies: Mr Howard Barnes
BSc Hons York, PGCE, MRSC, CChem CSci

Deputy Principal: (E) Mr James Henderson
Enrichment BA Hons Leeds, LRSM, CT ABRSM, PGCE

Deputy Principal: (P) Dr Vanessa Mitchell
Pastoral BSc Hons University of Swansea, PhD Glasgow, GTP ISQAM

Deputy Principal: (T&L) Mr Chris Roughsedge
Teaching and Learning BA Hons Liverpool, PGCE

Operational Colleagues:

Finance Department

Assistant Bursar: Mrs Sally Hardill
Finance Assistant: Mrs Janet Carnachan
Operations Assistant: Mrs Emma Gavet-Le Tissier

Office Administration

PA to the Principal: Mrs Rachel Chilton
BA Hons Exeter, MA Sussex

Receptionist: Mrs Chloe Moakes
BSc Hons Royal Holloway University of London

Office Administrator: Mrs Claire Strawbridge

Pastoral Administrator: Mrs Anna Bampton

Registrar: Miss Rosalyn McClean

**Head of Development
and External Relations:** Mrs Anastasia Page

**Examinations Officer and MIS
Administrator:** Mrs Sarah Duguid
BA Hons University of the West of England

Premises Team:

Premises Manager:
Mr Sean Rault

Groundsman:
Mr Martin Dyer

Caretaking / Maintenance Team:
Mr Stephen Hargreaves
Mr Steve Le Prevost
Mr Graham Waddingham

Cleaning Staff:
Mrs Maria McGrath

Catering Team:

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

Assistant Chef Manager:
Mr Leonard Dodd

The Core Team:
Mrs Elisa Costa
Miss Julie Le Ber
Mrs Maxine Lesbirel
Ms Rachael O'Neill
Ms Noi Robertson
Mrs Wendy Wilkinson

Lunchtime Supervisor:
Mrs Sophie Anderson

Senior School Teaching Staff

Art and Design

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

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

Mrs Belinda Smith, BA Hons De Montfort, PGCE

Classics

Miss Jennifer Geach, MA Oxon, PGCE

Design and Technology

Mr Jonathan Smith, BA Hons De Montfort, PGCE

Mrs Belinda Smith, BA Hons De Montfort, PGCE

Drama

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

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

Economics and Business Studies

Mr Peter Fotheringham, MBA Keele, MA UCL, BA (Hons) University of New Brunswick, Canada, FRSA.

English

Mrs Zoe Ellis, BA Hons Southampton, PGCE

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

Mrs Louise Cory, BA Hons (OU), PGCPSE (OU), GTP (QTS) Dip HE

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

Geography

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

Mr Thomas McGovern, BA Hons Plymouth University PGCE

History

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

Mrs Caroline Montague, BA Hons Southampton, PGCE

Information Technology

Mr Paul Beasley, BEd Hons Manchester Met University, NPQSL

Mathematics:

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

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

Mr David Herschel, BSc Hons University of Plymouth, PGCE

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

Ms Tracey Ledger, BSc Hons York, PGCE

Mrs Catharine Rabey, MA Cantab, PGCE

Modern Languages - French, German, Spanish

Miss Béatrice Bathany, BA Hons UBO, Brest, France, PGCE

Mrs Lidia Chanter, BA French Law Degree Université Paris 1 Panthéon-Sorbonne, PGCE

Mrs Clarisse Feldmesser, BA Rennes France, PGCE

Miss Katarina Walter, BSc Bangor, PGCE

Music

Mrs Anthea Roue, BMus (Hons), Surrey, PGCE

Mr James Henderson, BA Hons Leeds, LRSM, CT ABRSM, PGCE

Photography

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

Physical Education:

Mrs Helen Bailey, BSc Hons Cheltenham & Gloucester College for HE, PGCE

Miss Elizabeth Dudin, BSc (Joint) Hons, Surrey, PGCE (*Maternity Leave*)

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

Mr Jose Matires (*Maternity Cover*)

Psychology:

Ms Aletia Hagedorn, MA, BSc Sussex, PGCE

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

Mr Chris Roughsedge, BA Hons Liverpool, PGCE

Religious Studies:

Miss Charlotte Le Maitre, BA Hons Winchester, PGCE

Mr James Henderson, BA Hons Leeds, LRSM, CT ABRSM, PGCE

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

Science:

Dr Karen Marshall, BSc Hons, Bristol, PhD, Churchill College, Cambridge, PGCE, NPQH, FRSC, MEd.

Miss Ingrid Ellen, BSc Hons St Andrews, PGCE

Miss Rialette Pretorius, MSci (Hons) Durham, PGCE

Miss Faye Barclay, BSc Hons, Loughborough, PGCE

Mr Howard Barnes, BSc Hons York, PGCE, MRSC, CChem CSci, FRSC

Mr Paul Beasley, BEd Hons Manchester Met University, NPQSL

Mr David Herschel, BSc (Hons) University of Plymouth, PGCE

Mrs Ava Schiavetta Winter, BSc Hons Birmingham, PGCE

Mrs Ruth Smith, BSc, B.Com, Birmingham, PGCE

Dr Elisabeth Whelband, PhD Nottingham, BSC Hons, Nottingham, PGCE

Head of Curriculum IT and E-Safety

Mr Paul Beasley, BEd Hons Manchester Met University, NPQSL

Learning Support

Miss Alison Coubrough-Barnett, BA Hons QTS Bishop Grosseteste College, PG Dip (Dyslexia) York

Mr David Herschel, BSc (Hons) University of Plymouth, PGCE

College Counsellor

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

Careers, PSHEE and Citizenship

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

UCAS Co-ordinator

Miss Elizabeth Dudin, BSc (Joint) Hons, Surrey, PGCE (*Maternity Leave*)

Dr Karen Marshall, BSc Hons, Bristol, PhD, Churchill College, Cambridge, PGCE, NPQH, FRSC, MEd. (*Maternity Cover*)

Duke of Edinburgh's Award Co-ordinator

Miss Louise Mitchinson

Librarian:

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

Laboratory Assistants**Senior Science Technician:**

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

Science Technician:

Mrs Jane Dufty, BSc Hons, Warwick

ICT Support**Network Manager**

Mrs Janine Le Cras

IT Technician

Mr Nicholas Bougourd

Mr Henry Fears

IT / Web Design Specialist

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

Multi-Media Technician

Mrs Rachael Wooldridge

Design Technology Technician

Mrs Julie Dyer

Art Technician

Mrs Sophie Anderson

Lower School Co-ordinator Remove

Lower School Co-ordinator Lower Four

Lower School Co-ordinator Upper Four

Upper School Co-ordinator Lower Five

Upper School Co-ordinator Upper Five

Head of Sixth Form & Enrichment

Educational Visits Co-ordinator:

Mrs Louise Cory

Miss Charlotte Alston

Mrs Maggie King

Mrs Caroline Gribbens

Mr Thomas McGovern

Miss Emma Clements

Mr James Henderson



The Prefect Team and House Officials

Head Girl: Louise Madden

Deputy Head Girl: Florence Falla
Deputy Head Girl: Abigail Tardivel

House Officials:

Brock House Captain: Sophie Brown
Carey House Captain: Maeve Tully
De Sausmarez House Captain: Amelia Lees
Durand House Captain: Jennifer Thomas

Senior Prefects

Charities Committee	Imogen Mitchenall
ILEX	Maisie Bisson
College Voice	Jemma Taylor
Action Team: Food and Fitness	Cecile Le Clerc
Action Team: Learning & Creativity	Millie Garnett
Action Team: Local Community	Ella James
Action Team: Well-being	Niamh Gill
PR Team:	Sophie De La Mare
Peer Mentor: Classroom Support	Orla Rabey
Peer Mentor: One-One Support	Ingrid Morley
Tutor Group:	Katie Connolly



The Ladies' College Uniform

Remove to Upper Five

All uniform items should be purchased from our appointed Retailer – Fletcher Sports.

***Items are supplied to Fletcher Sports from Schoolblazer.**

Other items must conform to regulation styles and colours.

All items must be clearly marked with the owner's NAME, NOT initials.

Uniform

*Kilt (Ferguson Tartan) – No more than 2 inches above the knee – *we recommend that you start the year with a longer skirt to allow for growth.*

Fitted Blazer

White short, 3/4 or long sleeved open-necked blouse

House Badge

Dark green V-necked jumper

Dark green thick tights **or** white ankle socks (*sport shoe socks are not acceptable*)

Black, low-heeled shoes, *suitable for the working day.*

Winter Coat

Dark coloured gloves if required

Navy Blue Scarf

Sports Kit List

Compulsory items from Fletchers Sport Shop

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

***Polo Shirt, green and navy (Squadkit Performatex)**

***Skort, green and navy (Squadkit Hydro cool) – must wear for matches**

***Games Socks, green with navy hoops, mid-calf (Squadkit Performance)**

***Swim Cap, green with Ladies' College logo**

Navy Blue Maru Pacer Swim Suit (*girls will be required to have a swimsuit for September*)

House T-Shirt **N.B. House Colours**

Brock (Red) Carey (White) De Sausmarez (Blue) Durand (Green)

Compulsory items from Fletchers Sport Shop or other outlets

White ankle socks (**not trainer socks**)

Gum shield

Shin pads

Astro boots

Hockey stick

Trainers

Tennis racket

Swimming goggles

Leotard (*not spaghetti straps*) *Compulsory for Remove and Lower Four, Optional for Upper Four onwards. Girls can wear black shorts over leotard.*

Other optional items available from Fletchers Sport Shop

***Athletic shorts, navy and green (*required by Athletics Team*)**

***Midlayer, green (Squadkit Performance)**

***Baselayer Top, navy (Squadkit Climaskin)**

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

New for September 2019 – ¾ length leggings with LCG printed on the hip (Squadkit Performance) *Note: If girls wish to wear leggings for P.E. lessons, they must purchase these – no other make/brand are acceptable.

Padded hockey glove

Football - girls must wear long socks and shin pads, Astro's or boots (no metal studs), may wear gloves if cold!

NOTE: UPPER FIVE (YEAR 11)

Sports Hall Option for P.E. The Ladies' College P.E. Kit should be worn, those selecting Gym or Spinning Classes can wear appropriate Gym Kit. All Upper Five and Sixth Formers who participate in College Sports/Clubs/Teams are encouraged to have either the Waterproof Jacket or Midlayer and the T-shirt and skort as outlined above.

BYOD (Bring Your Own Device)

Remove – Upper Five

The introduction of a required, managed device for all students of either a Microsoft Go or Surface Pro with keyboard starting with our new Remove (Year 7) in September of this year and a rolling program for all students by September 2021.

OTHER ITEMS

- Long-sleeved green overall – first name to be embroidered on front. This is to be worn for practical lessons in science.
- P.E. Kit bag, and a suitable bag for school books. Any style/colour is permissible.
- **Calculator:** Recommended Casio FX-83GTX-S. Available to purchase at College for £9.00. We prefer girls to all have the same calculator in their first year.
- Padlock for School locker – combination lock recommended.

In addition to the Uniform List, the following regulations apply:

Remove – Upper Five

- Full regulation uniform should be worn in College. It should also be worn when travelling to and from College.
- All clothes, shoes and other possessions must be clearly named.
- Navy or black outdoor jackets (with reflective stripes worn in winter months).
- Students must wear their blazers while in College. Blazers may be taken off during lessons with permission from the teacher concerned.
- Skirts must not be shorter than two inches above the knee.
- Shoes should be black and practical for the working day.
- For health and safety reasons the wearing of jewellery is not permitted. If ears have been pierced only the simple, small gold or silver ring or stud type of sleeper (one per ear lobe) is permitted. Cartilage earrings and facial piercings are not permitted. Necklaces with religious significance and SOS identity bracelets/discs properly inscribed with the student's name may be worn.

- If make-up is overt, students will be asked to remove it.
- No nail varnish is permitted in Remove to Upper Five.
- Long hair (defined as hair that touches the shoulder) must be fully tied back neatly and unconventional hairstyles will not be accepted.
- Hair should not be obviously dyed.
- Tattoos (including henna) are not permitted.
- A choice of plain white ankle socks or green tights throughout the year, with the exception of formal Ladies' College events, when tights should be worn October – February half term and white ankle socks February half term – October half term.

We recommend that if your daughter is considering having her ears pierced at the end of Year 6 that you undertake to get this done right at the beginning of the summer holidays. They will be required to remove earrings for PE and Swimming lessons. If earrings cannot be removed during the first part of the term, girls should bring with them a small roll of micropore tape to cover the earrings.

Mufti Days for Charity – Applicable to whole school

Students are invited to wear their own clothes to school. Occasionally there is a theme.

The following are not permitted:

Strappy/low-cut tops, Bare midriffs, Ripped jeans/leggings, Short shorts, Flip Flops



Sixth Form Uniform September 2019

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

Uniform List

'Black Watch' Tartan skirt, to be a reasonable length

*Navy Fitted Jacket (compulsory)

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

Plain white open-neck blouse

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

Black opaque tights

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

Black low-heeled shoes*

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

Plain dark wool coat (black or navy)

Scarlet, navy or black woollen scarf

Retailer

Fletchers /Schoolblazer

Fletchers/Schoolblazer

Fletchers

Own choice

Own choice

Own choice

Own choice

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

Students who travel to College on a motorcycle may continue to wear trousers for the journey and a bright or light-coloured waterproof jacket (so that they are protected and are clearly visible to other motorists.) They should change into their uniform on arrival. Students who walk to Elizabeth College for lessons must be dressed in appropriate uniform i.e. navy or black coat or jacket (not motorcycle jacket.)

P.E. Kit

Plain white sports shirt

Dark Tracksuit bottoms or shorts

Sports socks

Trainers

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

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

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

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

BYOD (Bring Your Own Device)

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

Sixth Form additional regulations:

As per the regulations for Remove to Upper Five noted on page 56 and 57 above, with the following exceptions:

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

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



Term Dates Michaelmas 2019 – Trinity 2021

Michaelmas 2019	
Staff INSET	Monday 2 nd September
Start of Term Staff	Tuesday 3 rd September, Wednesday 4 th September
Start of Term Students	Thursday 5 th September
Half Term	Friday 25 th October 12:30 finish and Monday 28 th – Friday 1 st November.
End of Term	Wednesday 18 th December 12.30 finish Senior and Sixth Form
Lent 2020	
Staff INSET	Monday 6 th January
Start of Term	Tuesday 7 th January
Half Term	Friday 14 th and Monday 17 th – Friday 21 st February
End of Term	Thursday 2 nd April 12.30 finish Senior and Sixth Form
Trinity 2020	
Start of Term	Monday 20 th April
Bank Holiday	Monday 4 th May
Liberation Day	Saturday 9 th May
Bank Holiday	Monday 25 th May
Staff INSET	Tuesday 26 th May
End of Term	Friday 3 rd July 12.30 finish Senior and Sixth Form
Michaelmas 2020	
Staff INSET	Wednesday 2 nd September
Start of Term Staff	Thursday 3 rd September, Friday 4 th September
Start of Term Students	Monday 7 th September
Half Term	Thursday 22 nd October 12:30 finish for Senior and Sixth Form Friday 23 rd and Monday 26 th - Friday 30 th October
Term Ends	Friday 18 th December 12.30 finish Senior and Sixth Form
Lent 2021	
Staff INSET	Monday 4 th January
Start of Term	Tuesday 5 th January
Half Term	Friday 5 th and Monday 8 th - Friday 12 th February
Term Ends	Wednesday 31 st March 12.30 finish Senior and Sixth Form
Trinity 2021	
Start of Term	Monday 19 th April
Bank Holiday	Monday 3 rd May
Liberation Day	Sunday 9 th May
Bank Holiday	Monday 31 st May
Staff INSET	Tuesday 1 st June
Term Ends	Friday 2 nd July 12.30 finish for Senior and Sixth Form

www.ladiescollege.com

Last day of term

Please note that we try to make sure we finish as close to 12:30 as possible. However, sometimes events do overrun. Your patience and understanding with pick-ups is much appreciated.



Tuition Fees for September 2019/2020

A non-refundable registration fee of £100 is payable upon submission of your daughter's application.

The Ladies' College Pre-Preparatory Department

Full Day (includes lunch)	£55
Morning Session	£33
Educational Visits	£60 per year

Wrap around care

Pre-Preparatory Department Sessions*

Sunrise Club from 07.45 - 08.45 (including breakfast)	£8 per session
Early Sunset Club from 14.45 - 15.45 (including a snack & drink)	£8 per session
Dusk Club from 14.45 - 17.00 (including a snack & drink)	£12.50 per session
Sunset Club from 14.45 - 17.45 (includes tea)	£20 per session

The Ladies' College, Melrose

Per Term	£3,875
Lunches (optional)	£320 per term
Educational Visits	£60 per year
Swimming	£70 per term

(Preparatory Department)

Melrose Preparatory Sessions*

Sunrise Club from 07.45 - 08.45 (for under 5's including breakfast)	£8 per session
Early Morning Club from 07.45 - 08.30 (for over 5's)	£5 per session
Early Sunset Club from 14.45 - 15.45 (including a snack & drink)	£8 per session
Dusk Club from 14.45 - 17.00 (including a snack & drink)	£12.50 per session
Sunset Club from 14.45 - 17.45 (including tea)	£20 per session

Melrose Juniors Sessions*

Early Morning Club from 07.45 - 08.30 £5 per session
(for over 5's)

Dusk Club from 15.45 - 17.00 £8 per session
(including a snack & drink)

Sunset Club from 14.45 - 17.45 £15 per session
(including tea)

*Melrose sessions should be booked on a termly basis, in advance. Places are on a first come, first served basis. Girls may attend at late notice if places are available.

Senior School and Sixth Form

Per Term £3,660

Senior School - Remove & Lower Four

Private Study and Drop-In from 15.30 - 16.00 No additional charge

Additional learning support can be offered to girls in Melrose and in Senior School. Please email our Head of Learning Support acoubrough-barnett@ladiescollege.ac.gg.

If you wish your account to be emailed to you rather than posted, please email shardill@ladiescollege.ac.gg to set up your account. Fees can be paid by cheque or direct to our bank account, details of which will appear on your invoice. Fee accounts for payment at the beginning of September will be issued in July. The College does not operate a Direct Debit system.



Section Four

GCSE AND IGCSE RESULTS – SUMMER 2018

IGCSE subjects graded A* - F

Subject	Total Entered	A*	A	B	C	D	E	F
Biology	41	20	8	9	4	-	-	-
Chemistry	41	18	8	7	7	1	-	-
French	51	5	15	19	7	4	1	
German	19	10	9	-	-	-	-	-
History	18	9	4	3	1	1	-	-
Mathematics	3	-	-	-	3	-	-	-
Physics	40	21	11	6	2	-	-	-
Science Double Award	15	-	-	6	4	4	1	-
Science Double Award	15	-	-	3	5	3	3	1
Spanish	15	6	5	3	-	-	1	-
Total	258	89	60	56	33	13	6	1

IGCSE subjects grades 9 – 1

Subject	Total Entered	9	8	7	6	5	4	3	2	1
English Language	57	25	16	12	4	-	-	-	-	-
English Literature	57	24	16	11	5	1	-	-	-	-
Mathematics	53	9	13	12	8	10	1	-	-	-
Total	167	58	45	35	17	11	1	-	-	-

GCSE subjects graded A* - F

Subject	Total Entered	A*	A	B	C	D	E	F
Design & Technology (Resistant Materials)	5	1	2	2	-	-	-	-
Statistics	19	4	15	-	-	-	-	-
Total	24	5	17	2	-	-	-	-

GCSE subjects graded 9 – 1

Subject	Total Entered	9	8	7	6	5	4	3	2	1
Art & Design	30	8	4	5	4	6	3	-	-	-
Drama	13	2	2	7	2	-	-	-	-	-
Geography	22	6	7	2	4	2	1	-	-	-
Music	10	-	2	4	3	1	-	-	-	-
Religious Studies	31	3	15	4	5	4	-	-	-	-
Total	106	19	30	22	18	13	4	-	-	-

GCE A-LEVEL RESULTS – SUMMER 2018

Subject	Total Entered	A*	A	B	C	D	E	N	U
Art & Design (Fine Art)	6	4	1	-	1	-	-	-	-
Art & Design (Photography)	8	4	-	1	2	1	-	-	-
Biology	17	-	6	5	1	3	2	-	-
Business Studies	6	-	1	4	-	1	-	-	-
Chemistry	8	1	2	4	1	-	-	-	-
Design Technology (Product Design)	5	-	2	2	1	-	-	-	-
Economics	3	1	1	1	-	-	-	-	-
English Literature	12	2	2	3	4	1	-	-	-
Film Studies	2	-	-	1	1	-	-	-	-
French	5	-	2	1	1	1	-	-	-
Further Mathematics	3	1	1	-	1	-	-	-	-
Geography	3	1	-	-	2	-	-	-	-
German	2	1	-	-	-	-	1	-	-
History	8	-	2	3	2	1	-	-	-
Mathematics	12	1	5	3	2	-	1	-	-
Music	2	-	-	-	1	1	-	-	-
Physics	2	1	-	-	-	1	-	-	-
Psychology	17	2	1	10	3	1	-	-	-
Religious Studies	8	1	2	3	1	-	1	-	-
Spanish	4	-	-	3	1	-	-	-	-
Totals	133	20	28	44	25	11	5	-	-



Contact Information for Parents

Should you have any specific concerns regarding your daughter's work or well-being her Form Tutor is normally the first point of contact. You should telephone the school office and the office staff will arrange for the relevant member of staff to return your call. **If your daughter is going to be off school ill, please contact the office either by telephone prior to 08:25 or by email to reception@ladiescollege.ac.gg** The main office is manned from 08.00 until 16.30 Monday to Thursday and 08:00 until 16:00 on Fridays.

The College will use the Parent Hub App to communicate information to parents. To download the App, please visit our website for instructions www.ladiescollege.com under the Information page.

TELEPHONE NUMBER: 721602
POST CODE GY1 1RW
WEBSITE:

SCHOOL HOURS

08 :25 – 12 :15

13 :20 - 16 :00

Remove and Lower Four finish at 15 :30

Students have the option of attending private study sessions from 15 :30 – 16 :00 Monday - Thursday)

OFFICE STAFF

Principal's P.A.

Mrs R. Chilton
principalspa@ladiescollege.ac.gg

Registrar:

Miss R. McClean
registrar@ladiescollege.ac.gg

**Head of Development
and External Relations**

Mrs A. Page
apage@ladiescollege.ac.gg

Office Administrator:

Mrs Claire Strawbridge
cstrawbridge@ladiescollege.ac.gg

Receptionist:

Mrs C. Moakes
reception@ladiescollege.ac.gg

Pastoral Administrator:

Mrs A. Bampton
abampton@ladiescollege.ac.gg

FINANCE OFFICE

**Vice Principal, Bursar & Clerk
to the Governors**

Miss E. Bridge
bursar@ladiescollege.ac.gg

Assistant Bursar:

Mrs S. Hardill
shardill@ladiescollege.ac.gg

Finance Assistant

Mrs J. Carnachan
jcarnachan@ladiescollege.ac.gg

Operations Assistance:

Mrs E. Gavet-Le Tissier
egavet-letissier@ladiescollege.ac.gg

