



2 April 2020

Dear Parents and Guardian of Senior School and Sixth Form students

### Post Easter educational provision

I hope you have received my end of term newsletter and that the next two weeks is an opportunity for you and your daughter to take a break from school, as well as having some healthy routines which we are told are helpful in situations such as this.

In preparation for the possibility that College remains closed for a little longer, we thought it would be helpful to offer some guidance on how to support your daughter's remote learning.

We understand that it is impossible to replicate the College day when the girls are studying at home. It is not realistic (or desirable) to expect them to spend the same amount of time studying or to complete the same amount of work that they normally would. We are also mindful of time spent in front of screens. Having said that, it is also important that their studies and learning continues during the College closure period. The work that their teachers set will reflect the need for a reduced workload whilst balancing the essential learning that still needs to happen.

- No homework will be given during the College closure period.
- Teams will be used for the delivery of all resources, setting of assignments, and submission of assignments. We would ask that the girls do not try to contact their teachers using any other platform. (If they are having difficulties with Teams there is a Student Help Desk and they can email the teacher, if Teams is a problem).
- Having a routine during such unsettled times is helpful, and broadly following the timetable will add structure to the day. However, the timetable only needs to be a guide and does not (and should not) be followed rigidly. We fully understand that there will be times where your daughter may want to take advantage of good weather to use up the two hours of outside time, or to go for a walk with you at a time that fits into your schedule. Students have been advised that they can manage their time, with support from their teachers and Tutors, and should allocate an alternative time to completing the work set/viewing the recorded video of the lesson. We appreciate that working from home can create challenges for parents in balancing their work and family commitments too.
- To support healthy working practices, the following changes will be made to the timetable:
  - **Remove and Lower Four:** Lesson 3 will become an optional Body/wellbeing session.... **avoiding long blocks of screen time.**

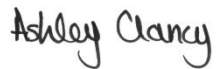
- **Upper Four** will only study the subjects that they opted for, along with the core subjects, Form time and PSHEE. Some colour groups and language groups will be collapsed to support those teachers.
- **Lower Five:** Lesson 3 will become an optional Body/well-being lesson with a 30 minute PE activity encouraged. Period 10 on Monday to Thursdays will be allocated for encouraging Mind sessions (e.g. mindfulness colouring). These changes are designed to promote wellbeing for teachers and students and **avoid long blocks of screen time**. Otherwise, teachers will continue setting work for lessons as normal until further clarification is received from the examination boards.
- **Upper Five, Lower Sixth and Upper Sixth Students** should refer to the separate communication issued by the Joint Colleges Partnership.
- We will communicate any additional changes to students at the start of term e.g. which colour groups are collapsed or where a minor timetable change is required for equity of provision.
- Some subjects will offer ‘live’ online lessons. These can be tricky to manage, and we are all on a steep learning curve, but clear guidelines will be provided by the subject teacher. However, please note that we ask that student video cameras are switched off during any online interaction between teachers and students.
- As you can imagine, every teacher has their own personal circumstances which they are trying to manage. Balancing work and family commitments adds an extra layer of challenge during an already difficult period for us all. We have asked the students to be mindful of this and would respectfully ask the same of you. The students understand that their teachers may not be able to respond immediately to their queries. Indeed, teachers may not be able to respond on the same day. The girls have an incredible support network in place with their peers; we would encourage them to utilise their independent learning skills!
- There is a danger that the girls may skip breaks when working from home, but it is important that they do not! Teachers have planned work which will help adhere to the 20/20 rule (20 minutes looking at a screen, 20 seconds looking away; In reality this should be longer and they could add in a 10 minute fresh air break too!) The guidelines from Public Health are quite clear in terms of the importance of fresh air and exercise to help maintain healthy well-being during this challenging period. We fully endorse this message to sensibly follow these well-being guidelines and we will be sharing lots of ideas for the girls during the College closure period. We hope that you will join in with these activities with you daughter too!

Pastoral structures remain in place to support your daughter during the College closure period. Year Co-ordinators and Form Tutors are regularly ‘checking in’ on the girls and remain a point of contact for you should you have any queries.

We know that it is likely that some students will fall ill over the coming period, and some students will be trying to study whilst dealing with difficult family circumstances. We will work hard to support and deal with these circumstances flexibly and sensitively, as well as adapting to what works best for all concerned.

Thank you for your ongoing support.

Stay well, stay safe.



Ashley Clancy  
**Principal**

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

**Registrar**  
Miss R McClean  
Email: [registrar@ladiescollege.ac.gg](mailto:registrar@ladiescollege.ac.gg)

**Vice Principal, Bursar & Clerk to the Governors**  
Miss E Bridge MA Oxon, ACA  
Email: [bursar@ladiescollege.ac.gg](mailto:bursar@ladiescollege.ac.gg)

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