



# Pre-Preparatory Department Handbook



The  
Ladies' College  
Pre-Preparatory  
Department  
Guernsey





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## Introduction

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

### The Ladies' College Aims

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

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

|                 |              |
|-----------------|--------------|
| Principal :-    | Mrs A Clancy |
| Head Teacher :- | Mrs E Ozanne |

## Pre-Preparatory Staff

|                           |  |
|---------------------------|--|
| Pre-Preparatory Leader :- | Mrs L Reynolds   |
| Deputy Leader :-          | Mrs V Loveridge  |
| Practitioners :-          | Mrs J Trustum<br>Mrs M Way<br>Mrs Le Tissier<br>Miss Brush |

## Classes

Our traditional class names in the Ladies' College Pre-Preparatory Department and at Melrose equate to national names as follows:

|       |                                       |
|-------|---------------------------------------|
| Peas  | Nursery Class (N1)                    |
| Beans | Pre-Preparatory Department Class (N2) |

## The Early Years Curriculum

We are very fortunate in the Ladies' College Pre-Preparatory Department to have wonderful indoor and outdoor areas. We believe that our girls thrive and that their minds and bodies develop best when they have free access to stimulating indoor and outdoor environments. Learning should be an holistic experience, allowing the girls to develop their understanding across all areas of the curriculum in an integrated way.

We use carefully planned developmentally appropriate play activities to promote the following seven areas of learning:

- Personal, Social and Emotional Development (PSED)
- Physical Development
- Communication and Language
- Numeracy
- Understanding of the World
- Creative Art
- Literacy

To enhance these areas further we also provide subject specialist teachers for weekly sessions in French, Swimming, Ballet and other styles of dance.



## *School Hours*

The Pre-Preparatory Department hours are **08.45 – 11.45 Half Day**  
**08.45 – 14.45 Full Day**

The Pre-Preparatory Department cannot be responsible for children who arrive before 08.45. Children should be brought around the side of the school to enter the Pre-Preparatory Department building. If the weather is wet and you arrive before 08.45 please feel free to wait with your daughter in the school hall. You are most welcome to come into the Pre-Preparatory Department with your daughter and to stay with her until you feel she has settled.

Whilst you are accompanying your daughter to the garden, please do not abandon your car in the lane around the roundabout or on the yellow lines.

The girls will leave school at 14.45 and should be collected from the Pre-Preparatory Department door. Please try to leave quietly so that Junior girls working in the classrooms above are not disturbed. Playing in the garden or on the equipment after school is **not permitted**. For safety reasons, using the playground equipment before school is also not allowed. At lunchtime, children going home should be collected from the Pre-Preparatory Department door.

## *Wrap Around Care*

The Ladies' College is committed to providing support for families within our school community. With this in mind we offer a 'Wrap-Around-Care' Facility.

Sunrise 07.45 - 08.45 £8 per session (inc breakfast)

Early Sunset 14.45 - 15.45 £8 per session (inc drink and snack)

Dusk 14.45 - 17.00 £12.50 per session (inc drink and snack)

Sunset 14.45 - 17.45 £20 per session (inc tea)

For more information or to book a place please contact Ros Mc Clean Registrar

## *Traffic Arrangements*

### Delivering to or collecting from school

Please park on the netball court and walk over to deliver or collect your daughter to or from Pre-Preparatory Department at the back of Melrose.



## Guidelines when entering the school grounds...

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

### Once in the School Grounds ...

Never wait in the entrance drive.  
Never stop on the area marked 'Keep Clear'.

Please do not think that one or two people not conforming won't matter.  
If everyone conforms there will be few delays.  
If a few do not conform everyone gets delayed.

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

## *Change of Routine*

If your daughter is to be collected from school by anyone other than her normal carers please advise the Pre-Preparatory in the morning "drop-off" so it can be noted on the change of routine board.

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

**The Pre-Preparatory Department telephone number is 716635 or 721602 ext 202**

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



## Lunches

### Cooked lunches

Cooked lunches are provided for girls who are staying for a full day in the Pre-Preparatory Department. Menus are changed each term and can be viewed on the website.

## Break

Pre-Preparatory children have a snack time during the morning. Please provide your child with a healthy snack preferably fruit and vegetables in a small named container. Girls should also bring a clearly named child friendly bottle of water which can be replenished if necessary during the day. **Please do not bring in snacks containing nuts as we do have some girls with nut allergies.** We do try to encourage healthy eating as part of our PSED programme.





## Uniform September 20

Compulsory items from Fletcher Sports

\* Items are supplied to Fletcher Sports from Schoolblazer

### **Daily uniform**

Bottle Green Tracksuit bottoms, Bottle green or the \*Athletic shorts\* - Navy/Green

Aertex Shirt, white with Pre-Preparatory Department Logo

Cardigan, green with Pre-Preparatory Department Logo or Bottle Green  
Sweatshirt with Pre-Prep logo.

Navy Smock with name embroidered on the front

Book Bag, green with one small keyring of your choice

### **Other Compulsory items**

Plain white ankle socks

Trainers with Velcro fastening

Swimsuit, any style or colour (for girls attending on Mondays only)

Swim Cap, white (for girls attending on Mondays only)

Swimming towel (for girls attending on Mondays only)

Shoes: Approved styles only i.e. Velcro fastening school shoes.

Slippers, any style or colour (with a firm sole)

Wellington boots (any style or colour)

Small back pack, any style or colour for carrying swimming kit, not drawstring

Sun Hat, any style or colour

Coat, any style or colour

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



## Physical Education

Girls attending the Monday morning session will need a swimming costume (any colour), a white swimming cap with their name written on the outside and a named towel. Girls will also need a backpack style swimming bag. Floatation devices such as arm bands will be provided by Beau Sejour Swim School and so are not required.

If for some reason your doctor advises that your daughter should miss a swimming lesson we would ask that she is brought into Pre-Preparatory Department after the swimming session is finished. However, if this is inconvenient, **please discuss this with a member of the Pre-Preparatory Department staff, prior to arriving at school.**

We aim to encourage and develop your daughter's skills in dressing and undressing, so we ask that ALL items of clothing must be named with embroidered or adhesive name tapes.

**Spare knickers and socks should be kept in the small backpack.**

Jewellery is not permitted.



## Cookery

Pupils in the Pre-Preparatory Department frequently use the Pre-Preparatory Department kitchen for cookery sessions. The children are taught the basic rules of hygiene and how to use cooking utensils safely. Sessions often focus on healthy eating and aim to develop an understanding of the components of a healthy diet. Please inform the Pre-Preparatory Department staff of any specific dietary requirements.

## Outings

Girls in the Pre-Preparatory Department frequently go on outings to support their learning. All trips are carefully planned and parents are informed about such events.



## Events

Your daughter will take part in a number of school events during the year.

At Christmas the Pre-Preparatory Department produces a Nativity play starring all the children. This takes place on an afternoon towards the end of term.



## Certificates

We are always pleased to see certificates, badges, rosettes etc. that the girls have won outside school. These will be celebrated during the Pre-Preparatory Department circle time.

We will also celebrate personal achievements which we refer to as 'wow' moments.





## Toys

In the Pre-Preparatory Department, it may be comforting for your daughter to bring a favourite toy for company during the **first year**. Such toys should be named and it must be understood that although reasonable care will be taken, the school is not responsible for them.

## Behaviour

Rules in the Pre-Preparatory Department are based on a need for order, safety and consideration. Throughout the Pre-Preparatory and Preparatory Departments we teach the girls to use the following set of Golden Rules;

We are gentle

We are kind and helpful

We listen

We are honest

We work hard

We look after property



Usually a word and a reminder of the rules and our expectations is enough, however, in instances where the bad behaviour may endanger the child or other children e.g. biting, the matter will be referred to Mrs Reynolds, who after consultation with the Head Teacher and the parent may decide that it is appropriate to send the child home for the remainder of the day.

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

# Health and Well-being

## Medicine

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

A list of children who require asthma inhalers or Epipens at school will be kept by the Pre-Preparatory Department staff. Written parental permission must be given for children to bring asthma inhalers to school. Asthma inhalers and Epipens should be given to Pre-Preparatory Department staff in a small clearly named container with a photograph of your daughter on the outside. Instructions for use must also be attached.

If your daughter has an asthma inhaler it must be given to your child's keyperson to take to Beau Sejour on swimming days even if she does not generally keep it in school.

## Illness

### Exclusion after Illness or Contagious Conditions

In cases of accident or illness during school hours parents will be contacted and asked to take their daughter home or to a doctor.

Parents are requested not to send their daughter to school or Pre-Preparatory Department if she is unwell. If your child has suffered from diarrhoea and/or vomiting, please don't bring them back to Pre-Preparatory until at least **48 hours** since their last symptoms.

Girls should not attend school with:

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

If your daughter is going to be absent due to illness please telephone the Pre-Preparatory Department on 716635 (Direct Line) or 721338 (Melrose).

## *School and Parent Contact*

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Parents are always welcome in the Pre-Preparatory Department classroom. Please feel free to come in to settle your daughter or have an informal chat with a member of staff at the beginning or end of a session.

Pre-Preparatory Department reports are issued annually towards the end of the school year. Parents' evenings are held during the Michaelmas and Lent terms and staff will discuss your daughter's progress. These evenings operate on an appointment system.

Through the year you will be invited to various events such as the Nativity and Sports Day. Newsletters and notes are sent out regularly to keep you informed of all that is happening in school. There is an information board outside the Pre-Preparatory Department and copies of all Policies are available on the website.

## *Worries, Concerns and Complaints*

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If you have any concerns about your daughter during her time with us please do not hesitate to contact us. Most minor problems can be sorted out quickly by talking to your child's keyworker. However if you would like to discuss the matter further please make an appointment to see the Pre-Preparatory Leader Mrs Reynolds. Should she be unable to help or the concern is of a more serious nature please make an appointment to speak to our Head Teacher, Mrs Ozanne. In the unlikely event that Mrs Ozanne is unable to help you please write to The Principal, Mrs A Clancy. A full explanation of our complaints policy and procedures is on the website [www.ladiescollege.com](http://www.ladiescollege.com). Complaints may also be made to the Independent Schools' Inspectorate - [www.isi.net](http://www.isi.net) or The Guernsey Early Years Service. You should expect to receive a written response notifying you of the outcome of our investigations within a maximum period of twenty eight days.



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

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

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

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- 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.

## *Important Information for Pupils*

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

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

1. Your keyperson, Mrs Reynolds or Mrs Loveridge
2. Mrs Ozanne
3. Childline 0800 1111

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





## Data Protection

### The Ladies' College Privacy / Data / GDPR Policy

#### Parental Consent

The Ladies' College, Melrose handles personal data about pupils and parents. The personal data held by us must be verified annually by parents/guardians of students of The Ladies' College.

#### Why does this form need to be completed?

The College is collecting the information contained on this form in order to meet our statutory responsibilities for the education of children. Whilst some of the data we hold is of legitimate interest, such as web services (OneDrive, Sharepoint, CEM Durham) there are other areas where we must seek your active consent. Accordingly, we need to establish the following information about you and your daughter to comply with these responsibilities under the Education Act 1996, the School Standard and Framework Act 1998, the Data Protection Act of 1998 and the replacement GDPR legislation, April 2018, where we are required to ask for your active consent. The personal information that you provide enables us to fulfil our contractual obligations in providing information about your daughter's progress and attainment and to inform you of events and activities.

#### What information is being collected?

The information we hold about you and your daughter must be accurate. Each year we ask that you inform us of any changes and agree to the detail that we hold. This information will be used to support us in meeting your daughter's needs in school (and linked with Elizabeth College as appropriate). It will be shared with external agencies, including the Education Services and those who have the duty to safeguard young people in our community.

In addition to the details on this form, your daughter's internal and external examination results are processed in order for us to monitor progress, provide advice concerning subject or course choices and produce value added statistics that help the College monitor its own performance.

We also need the active consent from your daughter once she has reached the age of 13 for the items listed overleaf, linked to her rights under the new GDPR.

For some information we are required by Data Protection Law to obtain specific and informed permission. These you should have already sign and copies returned to [registrar@ladiescollege.ac.gg](mailto:registrar@ladiescollege.ac.gg)



Play gives children  
the chance to practice  
what they're learning

- Fred Rogers





  
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Guernsey

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