



30 June 2021

Dear Parents, Guardians and Students of The Ladies' College,

I have recently reviewed all the end-of-year reports for students in the Senior School and Sixth Form, and Mrs Ozanne has done the same for pupils in Melrose. What emerges clearly from these reports is the celebration of achievement and the high quality of advice offered by colleagues. We hope our young people will read their reports carefully and use the advice to invest in themselves for the future.

Parents, guardians, and students will, I hope, be pleased with what has been accomplished this academic year and excited for the next chapter. This year has undoubtedly brought highs and lows for all of us, yet the buzz in the classrooms, corridors and the refectory, on the lawns, around the swimming pool, on the tennis courts and on the playing fields, is a good indication that, despite everything, our young people remain positive, resilient, purposeful and will, in the words of our College motto, *fais ce que dois advienne que pourra* - do what is right, come what may.

## Staffing Update

### Colleagues leaving College

We send our best wishes to colleagues who will leave us this summer.

Mr Nicholas Bougourd, IT Technician, leaves to travel. We are grateful for all that he has done and his calm and friendly and can-do approach to anything technical.

Miss Florence Falla stepped in at short notice to cover our multi-media technician role. An alumna of College, she has adapted quickly and been a helpful pair of hands with assessments, supporting the compilation of evidence for Teacher Assessed Grades, and many other things too. She leaves to go to university in September.

Mr Ian Garner has been with us for a year teaching Science and will now retire, with his wife, Mrs Ruth Smith, who also has taught here part-time since 2016. We are grateful to both colleagues for their professionalism and their academic work, as well as their active support of the Duke of Edinburgh's Award Scheme.

Mr Rhys Wright leaves us to move with his partner to France. Rhys has been here for a year and has been a key part of the Melrose team, developing good relationships and encouraging the girls in his class.

Miss Lupin Vivian loved her work in the Library and has made the difficult decision to leave this role, to focus on other things.

We also send our best wishes to students and pupils who are leaving us this term, and recognise that for some families, their day-to-day contact with College has come to a natural end. We will miss you; please stay in touch and thank you for being part of our community.

### **Colleagues arriving in College next term**

Mrs Alice Callewaert has been appointed as a Lunchtime Supervisor (fixed-term maternity cover).

Mrs Rebecca Chamberlain has been appointed as a teacher of Mathematics and PE (part-time).

Mrs Katie Cox has been appointed KS2 teacher at Melrose.

Mrs Ann Isbister has been appointed as teacher of English (fixed-term maternity cover)

Mrs Sarah Maginnis has been appointed as D & T technician (part-time) within the Senior School, moving away from her Melrose roles as lunchtime supervisor and wraparound care practitioner.

Mrs Elizabeth Meades has been appointed as a full-time teacher of Science, (IPCGE).

Mrs Jane Lavin will start her PGCE course in September at Melrose and will continue with her Lunchtime Supervisor role.

Mr Struan Hellier will arrive in November as a teacher of Religious Studies and joins us on a fixed term contract when Miss Jessica Moon will start her maternity leave.

### **Congratulations**

Congratulations to Mrs Jessica Clements who has welcomed a daughter, Willa, to the family this term.

Mrs Appelqvist is currently on maternity leave and she will be joined by Mrs Nicola Ingrouille at the end of term. We look forward to sharing their news with our community in due course.

### **IGCSE and A-level results**

We look forward to seeing our Upper Sixth students between 08:30 and 10:00 on Tuesday, 10 August and our Upper Five students from 09:00-10:00 on Thursday, 12 August. In the meantime, we trust they have been enjoying their well-earned break. Please do check details on the Examination part of our website for information linked to both results and appeals.

### **Operation Encompass (letter attached)**

The States of Guernsey has provided us with a letter to share with you, linked to Operation Encompass. I believe that the content is self-explanatory, and this is a safeguarding requirement of all island schools, from September. The initiative seeks to ensure that any young person affected by an event which could be upsetting, linked to home, will be supported when they arrive in school the following day. Colleagues will receive training for this in September.

### **Weekly bulletin and online calendar**

In addition to our weekly bulletin, we encourage you to visit our online diary resources for key dates, or access our calendar in full (from an iPad or iPhone) via these links:

**Link to view online (please click under ‘By School’ to filter the calendar view):**

<https://www.ladiescollege.com/diary>

**How to (PDF):**

<https://www.ladiescollege.com/media/91650/How-to-add-new-calendar-The-Ladies-College.pdf>

**ICS file for devices:**

<https://outlook.office365.com/owa/calendar/0a8cd829e7d1405291734842ae5ae648@ladiescollege.ac.gg/0addae2c087a489185523cf17790b26f6974755477370769068/calendar.ics>

**Covid-19 (flyer attached)**

I am asked to share the following with you.

*Parents and guardians are advised that COVID-19 testing remains a requirement for early years and educational settings. All under-18s due to attend an early years setting, nursery, school or college within 14 days of their return into the Bailiwick, irrespective of the vaccination status of their parents, must undertake a PCR test within the 48 hour period before their return to those settings and must receive a negative test result before attending. Where this requirement is not met by any scheduled Day 1 or Day 7 testing, an additional test should be requested via [www.gov.gg/returntoeducation](http://www.gov.gg/returntoeducation). These tests are free of charge.*

In addition, I also share with you the latest ‘flu-like symptoms during a Covid-19 pandemic’ flyer. This is an updated flyer which will be shared with any parent collecting a child from College who is being sent home due to presenting any of the symptoms detailed.

Should there be any updated requirements, linked to Covid-19, I will write to you before the Michaelmas term with updated details, to ensure that we are able to continue to keep our community safe and manage the potential spread of this virus.

### **Returning in September**

Subject to any updated guidance from Public Health, we intend to return to College in September, continuing to adhere to the best practice outlined below:

- Thorough and regular hand washing, not touching the face and coughing into the arm are now accepted practice, in addition to “catch it, bin it, kill it”.
- Anyone who has **recently developed** respiratory/flu-like symptoms (cough, sore throat, running or blocked nose, muscle pain, headache, fatigue or a fever, loss of taste/smell or shortness of breath), no matter how mild, should not attend school. This applies to all colleagues and all students.

### **Start of term arrangements on Monday, 6 September 2021:**

- **Melrose** Middle Prep to Form III arrive between 08:10 and 08:35 with the normal ‘kiss and go’ system and enter through the ‘cow’ door to the Melrose Hall.

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)

- **Remove** arrive for 08:30 and go to Tutor rooms.
- **Lower Four** arrive for 09:00 and go to Tutor rooms.
- **Upper Four** arrive for 09:30 and go to Tutor rooms.
- **Lower Five** arrive for 10:00 and go to Tutor rooms.
- **Upper Five** arrive for 10:00 and go to Tutor rooms.
- **Lower Sixth** arrive for 09:00 and go to Leaf Centre.
- **Upper Sixth** arrive for 10:00 and go to Leaf Centre.

College will finish as normal at 15:30 for Remove and Lower Four, and 16:00 for all other year groups in the Senior School and Sixth Form.

In Melrose the normal finish times apply.

### **Friday, 17 September 2021**

The Senior School and Sixth Form will hold the annual Open Morning on Saturday 18 September, when we hope many of our Senior and Sixth Form students will be ambassadors for the College. College will finish at 14:30, on Friday 17 September for students, from Remove to Sixth Form, to allow colleagues to prepare for Open Morning the next day. Melrose and the Pre-Preparatory Department open events will take place during the following week and during the normal working day.

### **Second-hand uniform**

Our PTA are keen to receive clothing to replenish the second-hand uniform shops: they will communicate how to access this next term. They would welcome clean items which your daughter has outgrown. These can be donated at Reception in the first instance. Thank you to parents who have already done this.

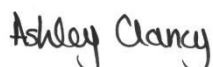
### **Contact with College**

Please contact us and discuss any queries or concerns. In most instances, your first point of contact should be your daughter's class or form tutor, or their year co-ordinator. We will always aim to respond promptly, yet ask you to be aware that the nature of our work is often focused around the classroom, which may prevent us from responding immediately. In the Senior School, you might also like to make a note in your daughter's student planner, which is reviewed weekly by her tutor.

We ask parents to keep us up to date with changes in home circumstances, especially where these occur over the longer summer break. This helps us offer the best support to your daughter on her return and whilst she is in our care.

May I close by sharing my thanks to my colleagues who always go the extra mile, and by wishing you and the whole College community a happy, healthy and relaxing summer, before we reconvene for another busy and exciting Michaelmas term.

Yours sincerely



Ashley Clancy  
**Principal**

Enclosures



30 June 2021

Dear Parents and Guardians of The Ladies' College

Operation Encompass is a scheme that runs across the UK in order to provide immediate support for children and young people who are involved in or witness domestic abuse incidents. We are pleased to advise you that with effect from the start of next term (September 2021), schools and colleges in Guernsey and Alderney will be participating in this scheme, which is run jointly with Bailiwick Law Enforcement.

Operation Encompass enables information to be shared with The Ladies' College prior to the start of the next school day, when a child or young person has experienced, any domestic abuse. This allows us to provide appropriate support, dependent on the needs and wishes of the child.

The Designated Safeguarding Lead at College has been trained to enable them to liaise with the police and to use the information that has been shared, in confidence, while ensuring that we are able to make provision for possible difficulties experienced by children, or their families, who have experienced a domestic abuse incident.

We are keen to offer the best support possible to all our children and young people and we believe adopting this important initiative will be extremely beneficial for all those involved. Should you wish to find out more about the scheme, details can be found at [www.operationencompass.org](http://www.operationencompass.org).

Should you have any questions, please do not hesitate to contact me.

Yours sincerely

Ashley Clancy  
**Principal**



BAILIWICK OF GUERNSEY  
LAW ENFORCEMENT

# Flu-like symptoms during the COVID-19 pandemic

## **Dear Parent/Carer,**

You have been asked to collect your child from school today because they have developed symptoms that could be linked with COVID-19.

We kindly request that you go directly home and phone the Helpline on 01481 756938 or 01481 756969 to get further advice. If necessary, your child may be referred for testing for COVID-19.

Your child must stay off school until their symptoms have resolved (and, if they were required to have a COVID-19 test the result was negative). If your child has, for example, a lingering cough, you should seek advice from a health practitioner before they return to school. This DOES NOT apply to diarrhoea and vomiting – in these cases your child must be symptom free for 48 hours before they return to school.

If your child is tested and you are looking after them, you are advised to isolate away from any member of your household who has not been fully vaccinated until the receipt of a negative result.

Please don't hesitate to contact your GP for further advice, or call 999 in case of an emergency, if your child's health is concerning you or if he/she develops other symptoms.



# Symptoms



Headache, sore throat & a runny nose\*



Headache (sinus pain, pain around eyes)



A fever



Loss of smell or taste



Aches and Pains (recent onset)



A new persistent cough



Tiredness (recent onset)



Sore throat



Conjunctivitis



Diarrhoea



A rash on skin, or discolouration of fingers or toes (call your GP today for clinical assessment)



Loss of speech or movement (call 999)



Difficulty breathing or shortness of breath (call 999)

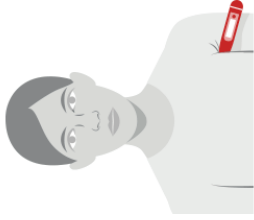


Chest pain or pressure (call 999)

\*Some younger people with the Delta Variant are presenting with headache, sore throat and a runny nose.

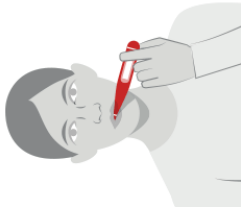
**Children and over 80s** - loose stool, mild fever, not themselves with a cough presenting later.

# How to take a body temperature



## Armpit:

- Place thermometer tip in centre of armpit
- Tuck your arm against your body for a minute
- Remove and check temperature



## Mouth:

- Place thermometer tip under your tongue
- Leave it in place for about one minute
- Remove and check temperature



## Ear:

- Gently tug on ear to straighten ear canal
- Insert digital ear thermometer into ear canal
- Squeeze and hold button for one second
- Remove and check temperature\*

\*Note reading may not be accurate if thermometer not correctly placed in the ear