



8th December 2021

Dear Parent(s)/Guardian(s)

As your daughter's first term ends, please do encourage her to look back and reflect on her many successes. The girls have settled well into the routines and stepped up to the challenge of the College's many academic, sporting, and social opportunities. It can be difficult to make the adjustment to Senior School and as a parent you will appreciate that these things can take time. We have focused on friendship throughout the term and encourage the girls to make the most of the co-curricular opportunities on offer. Whilst COVID adjustments have hindered some social opportunities I know that many have enjoyed the Halloween disco, KS3 Music evening, Fame rehearsals and the College Choir to name just a few. Also, well done to the girls who have represented their House and our College teams in competitions. A particular congratulations to our Remove netball and football stars who have amazed with their victories this half term. With each step, their confidence and resilience is growing and building a strong foundation for their future.

Christmas Carol Service

The Ladies' College Carol Service will be scaled back and held during the school day this year due to public health advice and as such we are sorry that we are unable to invite parents to this event.

Attendance and Punctuality:

Due to the College and island wide policies on Covid-19 symptoms, attendance was affected at the beginning of the academic year. However, with our renewed policy I am pleased to see our attendance rates reach our "new normal". After a long term, I hope the girls have a well-earned rest over the Christmas break and come back refreshed and healthy for Lent term. Should a student be absent on any day, please remember to contact College as soon as possible, by e-mail reception@ladiescollege.ac.gg or by telephone 721602, giving a reason for the absence. The College should be informed *before* morning registration, which is at 8.25am. This should be *repeated* for each day of absence.

Regarding punctuality, it will always be an issue with regular road closures and traffic hot spots in some areas of the island so please plan your journey to College to allow for these. The time of mandatory attendance for Senior School (Remove) is between 8.25am and 3.30pm. Alternatively, if traffic is proving a nuisance, the New Year may be a good time to consider our new active travel policy.

May I once again draw your attention to the Term Time Calendar to ensure that family holidays and avoidable events are taken outside of these dates. For up-to-date calendar information, please visit our website www.ladiescollege.com

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

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

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

Remove Parents' Evening:

The Parents' Evening for girls in Remove will take place on **Thursday 6th January 2021 from 4:30pm until 7:30pm**. To avoid unnecessary mixing of large groups of people we have made the decision to move this event online. We have successfully used this system over the Covid period and had already decided that our Upper Four, Lower Five and Upper Five Parents evenings would be held online this year. This is partly in response to the current Covid situation and to provide a more relaxed and convenient environment that supports parents and students. One benefit for parents is that the queuing element of the in-situ evening is removed, yet the 4-minute appointment cannot be extended and will be automatically ended by the software, so conversations will need to be focussed and longer conversations cannot happen in this forum.

We have also given teachers the opportunity to spread their usual two hours over a three-hour period. This is to give colleagues the opportunity to schedule a break between appointments, especially where they have large numbers of parents to speak to, as well as allow parents a spread of time, in the hope that you are able to speak to those teachers who you want to prioritise for feedback and discussion. We hope this will allow for a less 'intense' evening in front of the screen for everyone.

Several staff teach the whole of Remove so may be very busy and unable to see every family, this would be the case in a face-to-face parents evening. If you have any specific concerns and you are unable to meet with any particular teacher, then there is the option to be placed on a "waiting list". Please only do so if you feel you need to speak to the teacher concerned or you can contact the office so that arrangements can be made for you to speak with the subject teacher, at a mutually convenient time.

We have two staffing changes from January, Mrs Roue returns from maternity leave and we thank Miss Le Tissier for all her work over that last year. Miss Bathany is moving to Australia with her family, and we thank her for all her efforts over a number of years. Those of you with older daughters in the College will appreciate how active she has been in developing languages and opportunities. Mr Guillem will take over her role in January. Both Miss Le Tissier and Miss Bathany have discussed and left hand over notes to enable a smooth transition however, given that the Parents Evening occurs before Mrs Roue and Mr Guillem will have had chance to meet most of your daughters you will not be able to book an appointment to see them automatically. Should you wish to make an appointment with them please do get in contact. [MB1]

As parents / guardians, you have two options:

1. The system can book appointments in the most efficient way for you based on teacher's availability, **(please edit out the subjects and teachers who you are happy to NOT see, as this will make it more likely that most parents will be able to see the teachers they want to see)** or
2. You choose to manually book appointments that suit your circumstances.

If choosing option 1 above, the system works most efficiently to prioritise the subjects and teachers where feedback and discussion is considered more essential.

If your daughter is currently receiving learning support, it will also be possible to book an appointment with the teacher via school cloud. Should this not appear for any reason, please contact the teacher directly.

Tutors will not be available other than for subject information during the evening but can be contacted subsequently if you have any pastoral concerns. If we have any concerns about your child's progress, we would be in contact immediately and not wait for a Parents' Evening.

What do you need to do in advance of the evening?

Please visit <https://ladiescollegegsy.schoolcloud.co.uk> to book your appointments. Please see the guide at the end of this letter. If you have any issues with logging in or need support, please contact ithelp@ladiescollege.ac.gg

This link will explain how to participate in the virtual Parents' Evening [click here](#).

Appointments can be made from **Tuesday 14th December**.

You will need to login with your daughter's name and date of birth, and your own contact details. Note that these contact details must be entered exactly as they appear in the Parent Portal App for you to access the system – please check your details first in case of difficulty and feel free to contact using the address above if you still have issues.

Only one parent is able to make the appointments for the Parents' Evening. However, you are able to allow another parent or guardian to join the appointment via an email link as per the link above.

Thank you for all of your help and support in welcoming Remove into The Ladies College Senior School and do have a very merry Christmas.

Yours sincerely,

Carrie Gribbens

Mrs Carrie Gribbens
Remove Year Coordinator

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

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

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

www.ladiescollege.com

Parents' Guide for Booking Appointments

Browse to <https://ladiescollegegsy.schoolcloud.co.uk/>

The screenshot shows a login form with two sections: 'Your Details' and 'Student's Details'. 'Your Details' includes fields for Title (Mrs), First Name (Richard), Surname (Holt), Email (richard@gmail.com), and Confirm Email (richard@gmail.com). 'Student's Details' includes fields for First Name (Ben), Surname (Holt), and Date Of Birth (28, Mar, 2018). A green 'Log In' button is at the bottom.

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

The screenshot shows the 'Parents' Evening' selection screen. It includes a green header, a paragraph explaining the evening, and a 'Click a date to continue' section with three options: Thursday, 16th March (Open for bookings), Friday, 17th March (Open for bookings), and a link for 'I'm unable to attend'.

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

The screenshot shows the 'Choose Booking Mode' screen. It asks the user to select how they'd like to book appointments. There are two options: 'Automatic' (selected) and 'Manual'. A green 'Next' button is at the bottom.

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

The screenshot shows the 'Choose Teachers' screen. It lists teachers with checkboxes: Mr J Brown (checked), Mrs A Wheeler (checked), and Ben Abbot (unchecked). A green 'Continue to Book Appointments' button is at the bottom.

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

The screenshot shows the 'Confirm Appointment Times' screen. It displays a table of provisional appointments for 17:16, 17:25, and 17:45. At the bottom, there are green 'Accept Appointments' and red 'Cancel Appointments' buttons.

Teacher	Student	Subject	Room
Mr J Wheeler	Ben	English	E5
Mrs B Mumford	Ben	Mathematics	M2
Dr R Minnamore	Andrew	French	L4

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

The screenshot shows the 'Step 5b (Manual): Book Appointments' screen. It displays a grid of time slots (16:30, 16:40, 16:50, 17:00) and teachers (Mr J Brown, Miss B Patel, Mrs A Wheeler). A blue checkmark is in the 16:30 slot for Miss B Patel. Green plus signs are in the 16:50 and 17:00 slots for Mr J Brown and Mrs A Wheeler.

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.