



5 January 2022

Dear Parents, Guardians, Students and Colleagues

May I wish you a Happy New Year! I hope you and your daughter are looking forward to College resuming tomorrow.

Whilst most of this letter is linked to Covid, I would like to take the opportunity to welcome back colleagues and provide an update on some changes this term.

New colleagues

Mr Guilhem Chêne, Head of Modern Foreign Languages
Mrs Lindsey Davies, Learning Support Assistant at Melrose
Mrs Napasorn Inness, Catering Assistant

Returning colleagues

Welcome back to Mrs Anthea Roue, Director of Music, returning from maternity leave after the arrival of her second child.

New responsibilities

Mr Andy Hale has been appointed Timetable Co-ordinator.

Mrs Rebecca Hern has been appointed as a full-time Learning Support Assistant, having previously been contracted on a part-time basis.

Covid-19 for January 2022

I thank everyone for their patience, understanding, and resilience as we start the new term. It reflects our can-do mentality and desire to maintain educational provision and care for everyone, whilst doing our part to support the island's infrastructure.

The introduction of the latest measures at The Ladies' College is to limit unnecessary movement across the site and to minimise contact between different groups of pupils and students. These measures should be viewed as a suite of mitigations to slow down the spread of Covid (and the Omicron variant) and is implemented on a best-endeavours basis. Pupils and students will follow their usual timetables, with some minor tweaks, and our Sixth Form will be granted home study in their non-contact time.

We will use the start of the day tomorrow to review the changes and adaptations with pupils and students in Melrose and the Senior School. Sixth Form should read the details shared by Mr Henderson earlier today and, if attending lessons at College, attend registration as usual and then follow their timetable. For students attending lessons at Elizabeth College, please go straight to Lesson 1 (without registration).

Enhanced Measures January 2022

- LFT surveillance programme: Pupils and students should take an LFT today, before term starts, and then one for the first three days back. These should then be taken twice weekly, and **we will move to testing on Tuesdays and Thursdays** to cover two working days.
- Pupils and students should not attend if symptomatic, and follow previous guidelines to contact Public Health.
- Practicing robust personal hygiene measures (respiratory and hand) should continue.
- Doors and windows will be opened (and closed) to maintain a working environment and to ease air flow. Pupils and students are advised to wear layers under shirts and jumpers. Navy/black coats may be worn indoors. (We do have some CO₂ monitors. These will be used throughout the site to check levels in different rooms to review whether more are needed going forwards).
- Face coverings should be worn in communal areas and in classrooms in the Senior School and Sixth Form. They should also be worn for primary-aged pupils if they can tolerate them. (Teachers will consider the feasibility of a short break during longer lessons, to allow everyone to get some fresh air and remove face coverings safely).
- Adults are asked to visit College only by prior arrangement and to take an LFT before any meetings that cannot take place virtually.
- Enhanced cleaning will continue to take place.
- The sharing of equipment is discouraged and the wiping down of equipment will take place between uses, if unavoidable.
- Face coverings are required on school transport.

In the classroom

- There will be **class bubbles in KS1 and KS2**.
- **Remove and Lower Four** will be bubbled within Forms with all lessons (and break and lunchtime) taking place as a form group. The exception is Lower Four Languages where the students will be in their language group and separated within the class.
- **Upper Four** will be partly-bubbled by lessons in Forms (and at break and lunchtime) and there will be some year group mixing for Languages, Maths and Science groups.
- **Year Group bubbles will operate in KS4 and KS5**, including at break and lunchtimes.
- Some room changes will take place to reduce movement and linked to bubbles. Students will be provided with updated copies during registration and on Teams.

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

- Details and a rota for accessing the library will be sent to students. Please check the Library Teams page.
- Learning will be provided that does not rely on physically collaborative activity, wherever feasible.
- A 1 metre distance will be applied for as often as possible and for as long as possible, (particularly between adults).
- Indoor PE/sports activities will only include moderate exercise. On days when they have PE lessons, pupils and students should attend College wearing their PE kit.
- There can be no singing or face-to-face lessons playing brass or woodwind instruments, except for 1:1 peripatetic music lessons, which follow Music Centre guidelines.
- Fewer practical lessons will take place.
- Assemblies will be online, unless held as a single class bubble and our assemblies schedule will be amended for at least the first two weeks in the Senior School and Sixth Form.
- Parents' Evenings (and the Upper Four Options Evening) will be online.
- No after-school clubs and events will take place, although a decision about the College's production *Fame* is to be confirmed.
- Lunchtime activities which can be bubbled may take place.
- Please let us know if you require the drop-in option for Remove and Lower Four by completing this form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=xuX8pHkAbk-EVpVFijPt4p4W8XcAN1VEjATMLEw9zalUNIBUUE05TDVMSk9QREIWWUIMRDVBWFRCTC4u> **by no later than Monday, 10 January 2022.**

Detail submitted will allow us to plan remote form room supervision for this, as the usual library drop-in model does not allow us to adhere to the bubbling arrangements required.

- With regret we are unable to offer wraparound care within Melrose due to the constraints of bubbling classes. We will keep this under review and apologise to the families who are affected by this.
- As previously advised, there will continue to be no off-island trips and exchanges, or off-island staff travel for educational purposes.
- Where pupils or students attend another setting during the school day (e.g., Beau Sejour), an LFT should be taken before coming to College, and mitigation followed to reduce the risk of spreading Covid.
- Active travel is promoted for all.

Mrs Ozanne, Head Teacher of Melrose, will write following this letter with finer detail linked to Melrose, and Senior School students will shortly receive further information via Teams, regarding the class bubbles and the linked rooms changes and the one-way system that will be reintroduced within Senior School.

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The Core

Access to The Core at break-time will be limited. Students may prefer to bring in their own snack, yet we will endeavour to give each Senior School year/form group access for one break per week.

Pupils in the Pre-Preparatory and Lower Preparatory will remain at Melrose, in bubbles for lunch as usual. Lower and Middle Preparatory will continue to have lunch in The Core and will be separated/spaced to maintain bubbles. Juniors will have packed lunches in their classrooms. Further details will be supplied in Mrs Ozanne's separate communication.

A rota will operate for the Senior School and Sixth Form to maintain the bubbles, with all food to be taken away to eat outside or in Form rooms.

Sixth Form students who are in College are welcome to access the Core at the start of their break (between 10:45 and 10:55). Entrance to The Core is from the outside entrance, to follow our one-way system.

Requirements for a return to College following a Covid positive diagnosis and absence from College

Adults, pupils and students who work in College may return to College from day 7, provided the following requirements are met and adhered to. These are that the individual:

- is well enough to return.
- has had a negative LFT on both day 6 and day 7.
- agrees to undertake and LFTs on days 8, 9 and 10 and to only continue to return to College if these remain negative.
- believes their continued absence would have an impact on them or the provision of the College.
- agrees to follow all individual mitigations requested of them, including the wearing of a face covering at all times (unless exempt).
- agree to follow all College and Public Health guidance linked to Covid 19.

A form to confirm adherence to these requirements is available:

<https://www.ladiescollege.com/media/127835/TLCGSY-Requirements-for-a-Return-to-College-following-a-Covid-positive-diagnosis-and-absence.pdf>.

This should be completed and returned by email to covidreturn@ladiescollege.ac.gg or in person to Reception at Melrose, Senior School or Sixth Form **first thing** on the morning of the individual's return.

Students in the Senior School and Sixth Form are asked to check Teams today and review any room changes in Upper Four and Key Stage 4 and Key Stage 5.

We ask that parents and guardians do all that you can to manage any anxiety associated with the proposed changes and we continue to encourage our community to work together and to avoid unnecessary worry around these measures. We will continue to do all that we can to support everyone in College to create as normal an experience as we can.

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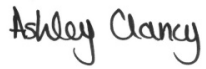
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Pupils and students are also encouraged to speak to their teacher or Form Tutors if they have any concerns or questions. We may not have immediate answers, yet you are assured that we will work collaboratively to reach a suitable outcome that will help everyone to be as safe as is sensible, with as little change as needed.

Yours sincerely



Ashley Clancy
Principal

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