

Head Teacher  
Mrs E Ozanne BEd (Hons)  
Email: melrose@ladiescollege.ac.gg



The Ladies' College  
Melrose  
Guernsey



Les Gravées, St Peter Port  
Guernsey, GY1 1RW

Tel: (01481) 721338

16<sup>th</sup> March 2022

Dear Parents / Guardians,

In light of the increased number of Covid cases in staff and pupils, the Education Department have now brought in Enhanced Measures for all schools, which should be in place from tomorrow, 17<sup>th</sup> March (see attached media release). Please find details below of the adaptations which will have to take place at Melrose to meet these requirements.

**Unfortunately, to meet these measures, the Junior Department production of Moana will have to be postponed to the start of the Trinity Term.**

### General Points

- Pupils should not come into school if they are unwell. Good hygiene will continue to be promoted.
- Face coverings - Primary aged learners should be supported to wear a face covering, where they can tolerate it.
- Pupils should make sure they have jumpers and coats in school and dress appropriately for well ventilated classrooms e.g.; wear tights, vests etc.
- Pupils should bring in a filled water bottle each day to reduce the demand for the use of the water machines.
- Pupils should come to school in PE kit on the days they have PE lessons.
- Pupils will be in class bubbles throughout the school day, where possible.
- Parents should not enter the school building.
- Preparatory ballet/dance will still take place on a Tuesday afternoon.
- There will be no off-site trips or visits. There will **NOT** be swimming on Monday 21<sup>st</sup> March.
- The parent / teacher meetings near the end of term will be held virtually.

### After School Clubs & Wrap Around Care

- Extra- curricular activities - There will be **no** extracurricular clubs and activities running at this time, this includes wraparound breakfast and afterschool clubs.

### Drop off

- 'Kiss and go' as before. Please do not arrive before **8.10am** at the earliest as pupils will now go through the kitchen door and straight to classrooms. Please park on the playground if you arrive earlier so that Senior School staff can access their car parking spaces.

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

## Lunches

- Pre-Preparatory and Lower Preparatory will remain at Melrose, in bubbles for lunch in the hall as usual.
- Middle and Upper Preparatory will continue to have cooked or packed lunch in The Core and be separated to maintain bubbles. There will be a simplified cooked lunch menu to facilitate this.
- Junior pupils will have packed lunches in their classrooms. Juniors having cooked lunches will need to bring a packed lunch in tomorrow. School packed lunches will be available from Friday 18<sup>th</sup> March. Packed lunches can be ordered using this link:  
<https://forms.office.com/r/Ah5UMDqFe0>

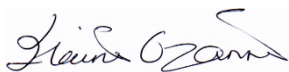
## Pick Up

- We will revert to a drive through pick up from the front of the school. Please stick to your time slots to avoid congestion. Siblings should be picked up at their class pick up time and stay in the car with their parents until their sibling is dismissed.
- Lower Preparatory – 2.45pm prompt from the morning drop off zone.
- Middle Preparatory & Upper Preparatory – 2.55pm – MP from morning drop off zone and UP just outside the office.
- Junior Remove & Form I – 3.20pm pick up – Junior Remove from morning drop off zone and Form I just outside the office.
- Form II & Form III – 3.30pm pick up – Form II from morning drop off zone and Form III just outside the office.

If you are picking up another pupil in addition to your daughter, please inform the school in advance.

Like all schools, we are struggling with staffing and the staff who are in school are doing an excellent job in ensuring that the curriculum is still delivered. All adaptations will be monitored and reviewed as we receive updated information. In the meantime, may I thank you all for your support and understanding.

Yours sincerely,



Elaine Ozanne  
Head Teacher

## Media Release

**Date: 16 March 2022**

### Education re-introduces package of enhanced measures from tomorrow

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Education is re-introducing its package of enhanced measures from tomorrow (Thursday 17<sup>th</sup> March 2022) to help alleviate pressures in settings because of the current wave of COVID-19 infections.

These measures have been developed in consultation with Public Health and are designed to support the priority objective of keeping educational schools and settings fully operational and therefore minimising any disruption to young people's education.

While there might be slight variations at each setting depending on their specific circumstances and operational needs, the suite of measures includes:

- All staff (primary, secondary and post-16) are expected to wear a face covering when inside school buildings, including in classrooms.
- All secondary and post-16 students are expected to wear a face covering on school transport and when inside school buildings, including in classrooms. Additional outside breaks will be worked into the school day.
- Primary school-aged students should be supported to wear a face covering if they want to do so.
- Schools may implement changes to drop-off and pick-up times to stagger the number of people on-site at any one time.
- Classroom bubbles will be re-introduced for primary schools where possible.
- Classroom bubbles will be introduced for KS3 (secondary school years 7-9) where possible.
- No school-run extra-curricular clubs or activities will take place for the time being.
- No whole-school assemblies or in-person events such as parents evenings (these will be held online where possible).

Schools will contact parents and carers to provide further information relevant to the implementation of these measures at their child's school.

Nick Hynes, Director of Education, said:

'This is undoubtedly a challenging time for education settings, which is also being experienced by other essential services and private companies, due to the number of

positive cases at the moment. A number of our schools and settings currently have staffing concerns and we all remain focused on managing disruption as a result of absences while maintaining our absolute focus of keeping settings open and delivering education.

‘This package of enhanced measures will be familiar to our staff, students and parents and carers as we are not introducing anything now that hasn’t been in place before. When we have had to revert to these enhanced measures previously, it has served us well so I’m hopeful that they can do so again as long as we continue to have the support of all involved in the delivery of education. I am sure that will be the case so I again take this opportunity to thank all staff and the community in advance for working with us to ensure these measures have the desired impact.’

**Ends**