



6<sup>th</sup> September 2022

Dear Parents and Guardians

We are looking forward to welcoming your daughter to The Ladies' College this Thursday.

To keep communication from College at the start of term as streamlined as possible, I have included some general notices in addition to the start of term arrangements.

**Start of term arrangements: Thursday 8<sup>th</sup> September 2022**

There will be a staggered start on Thursday morning with times noted below. If your daughter needs to come in earlier, please ask her to sign-in on arrival at reception and go to the library until the rest of her year group arrive. All students (with the exception of Sixth Form who will meet in The Leaf Centre) must go straight to their tutor room on arrival to be registered. We will display a list of tutor rooms at the building entrances in case your daughter is unsure about where to go. All students will spend the morning with their tutors before starting lessons after lunch (Lower Sixth begin lessons on Friday 9<sup>th</sup> September).

Year group	Time of arrival
Remove	08:30
Lower Four	09:00
Upper Four	09:30
Lower Five	10:00
Upper Five	10:00
Lower Sixth	09:00 (Leaf Centre)
Upper Sixth	10:00 (Leaf Centre)

The only items your daughter is required to bring on Thursday are a pencil case, her device, a snack, water bottle and lunch (unless she intends to use the Core). If your daughter has PE on Thursday afternoon her teacher will contact her in advance (via teams) regarding the kit requirements. This applies to one Lower Five group only. A separate letter regarding school photographs (which also take place on Thursday) will be sent shortly.

**Timetables**

I am sure your daughter is eager to see her timetable for the year; this can be accessed via the following link <https://www.ladiescollege.com/information/communication-to-parents>. Copies will be given to your daughter during tutor time on Thursday morning. If your daughter has any questions or concerns about her timetable, we will address this on Thursday.

GCSE and A-level students requiring changes to timetables should see Mr Barnes in person or message via Teams.

## Student Devices

Your daughter will need her device and a set of headphones. The device should be charged and updated before she comes into College (type “update” into the search box to check).

Remove students will be issued with their device during the first week. New devices for other students can be collected from the IT department. Please note that a case for the device is strongly recommended. We would also recommend that your daughter’s water bottle or similar is not carried in the same bag as her device.

## The Core

We have made some changes to the Core card scheme, and the College website has been updated to reflect these changes, which can be found [here](#).

The main points to note are:

- Prices of some items for sale in The Core have increased due to increases in costs of food and supplies.
- The daily limit, if you choose to set it, has increased to £8.
- The £15 overdraft will no longer be available, but should a student not have enough funds on their card we will provide them with a voucher to purchase a breaktime snack and lunch, and would ask that you arrange for funds to be added to their account as quickly as possible.
- Cash will no longer be accepted to top up Core card accounts.
- Lost and broken cards will continue to be replaced free of charge in the first instance but we remind you that there is a charge of £5 for subsequent cards.
- Core cards will be distributed by tutors to new students on Thursday if money has been added to their account in advance.
- All enquires relating to Core cards and accounts should be sent to [corecard@ladiescollege.ac.gg](mailto:corecard@ladiescollege.ac.gg)

## Parents’ Vehicles On Site

We ask parents/guardians of Senior School and Sixth Form students not to drive onto the College site from Monday to Friday 08:00 - 09:00 and 14:30 – 16:15. The only exceptions to the above are for students where a special dispensation has been agreed in writing; for example, those who have a large musical instrument such as double bass, harp, tuba etc., those who are on crutches, who are carrying large amounts of sports equipment i.e., goalkeeper at hockey or those who have an illness which impacts on their mobility or levels of energy and for which we have a doctor’s letter.

In these instances, we ask parents/guardians to drop students off before 08:00 and collect after 16:15 wherever possible (15.45 on a Friday).

Parents/Guardians may drive on site at other times of the day, e.g., to collect a child that is ill. Parents/Guardians are reminded of these expectations regularly in the Principal’s letters and will be sent a letter of reminder should they be noticed driving on site.

## Uniform

Please familiarize yourself with the uniform expectations which can be found [here](#). Thank you for your support in helping us maintain our high standards. Mobile phones are not to be used in College for Remove to Upper Five students.

### **Scooters**

If your daughter intends to travel to and from College on a scooter, permission for this must first be sought via the College reception. This is not necessary for students who have received permission previously.

### **Absence**

If your daughter is not going to be in College because of illness, please telephone reception before 08:30 to advise us. This should be done daily unless you have intimated the absence will be for a specific number of days.

Absence requests in advance, for appointments etc. should be emailed to [reception@ladiescollege.ac.gg](mailto:reception@ladiescollege.ac.gg). Students will not be permitted to leave the College site without prior parental approval.

### **Sickness**

If your daughter is unwell, please consider the safety of the community before sending her into College.

### **Covid**

In accordance with guidance from the States of Guernsey, we ask that students do not attend school if they are unwell. If you are concerned about any symptoms please seek advice from a health practitioner. If a student tests positive for Covid, we ask that they stay at home and avoid contact with other people for 3 days after the day of a positive test. They can return to school on Day 4 if they are asymptomatic without taking an LFT. We ask that students returning to the Senior School and Sixth Form wear a mask on Days 4 and 5.

### **Open Day**

Our Open Day is taking place on Saturday 17<sup>th</sup> September 10:00 – 12:00. Over the next week we will be asking students to volunteer to support this event. We ask that you encourage your daughter to be part of this event. As in previous years, lessons for the Senior School and Sixth Form will **finish at 14:30 on Friday 16<sup>th</sup> September**. Thank you for your understanding in this respect.

Finally, after a long summer holiday, we know that returning and stepping back into a school routine can feel rather daunting, especially if your daughter is in a transitional year or starting at The Ladies' College for the first time. I hope the information in this letter will offer some reassurance and that the first morning with her tutor will ensure she feels confident and excited for the term ahead. As you prepare your daughter(s) over the next day or so, I have added a [link](#) which you may find useful.

Should you have any questions or need additional support, please contact us.

Yours sincerely,

*Vanessa Mitchell*

Dr V. Mitchell

**Deputy Principal (Pastoral)**