



16 December 2022

Dear Parents & Guardians of The Ladies' College

As we reach the end of the Michaelmas Term, there are a few operational matters, to which we would like to draw your attention.

Terms & Conditions

With effect from the Trinity Term (effective 24 April 2023), we will be introducing revised Terms & Conditions. These can be found at <https://www.ladiescollege.com/media/133909/221215-Terms-Conditions-from-24-April-2023.pdf>. [The current Terms & Conditions remain in force until 23 April 2023 and can be found at <https://www.ladiescollege.com/media/133912/221215-Terms-Conditions-to-23-April-2023.pdf>.]

These changes have come from updated recommendations from national bodies and clarify a number of matters including our responsibilities during a pandemic, notice periods and our responsibilities where parents are separated or divorced. We have updated the document to take account of our bursary scheme and have also taken the opportunity to modernise the Terms & Conditions so that they give greater clarity and, we hope, are easier to follow. Should you have any questions, please do contact me on bursar@ladiescollege.ac.gg.

Covid-19 guidance

As the winter season continues we ask that parents remain vigilant of the guidance provided by Public Health regarding management of Covid and symptoms within our College setting. Full guidance is available at: <https://covid19.gov.gg/guidance/education>, with below key points we would like to bring to your attention:

- Students should stay at home if unwell or displaying any symptoms and follow the [guidance for COVID-19 symptoms](#).
- Students who test positive should follow the [guidance for testing positive](#).
- Regular hayfever sufferers should take appropriate medication to reduce symptoms and take an LFT as needed.
- If a student presents with a runny nose and this is their only symptom, they can continue to attend school as normal. We will not send a child home who only has a runny nose.
- If your child is symptomatic and has a negative LFT then please ensure they take another LFT 24 hours later to verify the result. You can also contact the clinical helpline on (01481 220001 or 01481 220002) for further advice.

- If your child receives a negative result they can return to school provided they are well enough. Please be aware that, if your child subsequently develops any additional COVID-19 symptoms after returning to school, **Public Health has advised that they must be sent home and you will be advised to contact the clinical helpline again.**

More information about symptoms is available here: [COVID-19 Symptoms | States of Guernsey - COVID-19 \(gov.gg\)](#)

Car Park, drop off and pick up

You will be aware from previous Principal's newsletters that cars on site present us with considerable and ongoing challenges in terms of maintaining the safety of our pupils, students and visitors to the site, and with regard to ensuring that vehicles can come and go for drop-off for our younger pupils at Melrose.

The following protocols are what we ask parents and guardians to adhere to, unless an alternative is agreed:

- ***Parents/Guardians with Senior and Sixth Form students should not drive onto the College site from Monday to Friday between the hours of 08:00 - 09:00 and 14:30 – 16:15 inclusive.***
- *The only exceptions to the above are for students 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 would ask parents/guardians to please drop off before 08:00 and collect after 16:15 wherever possible (15.45 on a Friday). Should your daughter's name need adding to the list of students who require special dispensation, please provide a written request to this effect.*
- ***Students in the Senior School and Sixth Form are expected to enter or leave the College grounds via Brock Road, Perchards Lane and Rocquettes Lane. Please avoid obstructing the drive on Rocquettes Lane, which forms the entrance for students to College. This will allow students exiting by bicycle or moped to pull out while you are dropping off and will also make pedestrian access safer for all. Our neighbours are appreciative of parents being aware of their need to access their properties.***
- ***Parents of Melrose and Pre-Preparatory are asked not to queue up around the roundabout before 08:10 in the morning, when a member of staff is on duty. If arriving earlier than 08:10, please park and wait on the netball court.***
- ***For reasons of safety, parents of Melrose and Pre-Preparatory are also reminded not to drop pupils off by, or walk in via, the main entrance gates.***

Thank you for your cooperation with this, your support is very much appreciated and please do contact me, should we need to agree alternative provision for your daughter.

With best wishes for Christmas & the New Year.

Yours sincerely

Elizabeth Bridge

Elizabeth Bridge
Vice Principal, Bursar & Clerk to the Governors