



# Handbook for Parents 2016 - 2017







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## Section One

Thank you for choosing The Ladies' College for your daughter's education and your trust in us. We are looking forward to getting to know her and hope that the transition process has helped to calm any anxiety.

### **Aims**

Our aim is to encourage each girl to grow in confidence, enjoy her talents to the full and value the qualities of others.

To provide an environment in which girls grow up happily, develop wide interests and make lifelong friends.

### **We work towards our aims and our vision by:**

- being a hard-working and vibrant community
- providing a balanced and relevant education, with well-being at the core
- developing confidence both inside and outside of the classroom
- encouraging interests in a wide range of co-curricular activities
- valuing the views and opinions of others
- nurturing the individual to develop their talents
- benefitting from the opportunities of a single sex environment
- aspiring to be the best that we can be
- challenging to develop resilience and a growth mind-set
- appreciating the importance of fun.

The outcome is that we can say, with confidence, that we are the best that we can be

### **Our strength is our girls**

At The Ladies' College our girls are inspired to succeed within a caring school community. Our academic record is outstanding at both GCSE and A-level and value added data demonstrates that our students achieve significantly higher grades than may be expected, which is a reflection of their work ethic and the support they get from committed, conscientious and talented teachers.

But our girls are more than just a set of results. Here they discover the best of themselves. Our school is bursting with talent both in and out of the classroom. Our co-curricular activities provide further opportunity for personal achievement we hope they will make the friends they keep for life.

We want to nurture each girl and support them to grow into happy, healthy young women who will have choices and be able to make balanced decisions throughout their lives. We hope they will value their time at The Ladies' College, making the most of all of the opportunities available to them, whilst also valuing others and recognising their role and contribution to our College community.

Our vision is to support 21st century girls to develop into rounded, grounded, determined young women, with opinions, a healthy responsibility to themselves and towards others and a sense of fun.

We look forward to working in partnership with you from this moment forwards.

A handwritten signature in black ink that reads "Ashley Clancy". The signature is written in a cursive, flowing style.

Ashley Clancy  
**Principal**



## Joining The Ladies' College Senior School and Sixth Form



### *A few Removes on the first day of term 2015!*

Moving to a new school and settling is an important stage in girls' lives and there are systems in place to make this process as smooth as possible.

In Remove (Year 7), the Year Coordinator aims to visit all the incoming students in their Primary Schools before they start at College. On the Island-wide transition days, each girl will spend time at the College meeting other new girls, key staff and older students. The girls participate in various activities including a question and answer session with other students, working with House officials, meeting their buddies and learning to find their way around the College. Parents are invited to an evening meeting in the Trinity (Summer) term before their daughters start at the College where they can meet the Principal, Deputy Principal, Year Coordinator, Tutors and other key staff.

In the Michaelmas (Autumn) term the induction process continues with a range of sessions and activities to help the girls settle into college life. Elements of peer support, including buddies and Upper Sixth Form Prefects help this process. There is also a social evening for girls and parents within the first month of term which provides an opportunity for Parents to meet some of the staff that teach their daughter and understand a little more about the College. The Remove Year Co-ordinator has set "Office hours" twice a week in which she is particularly available by phone to Remove Parents.

Ideally a student joining the College in Remove to Upper Five will meet with the Principal and have a guided tour with the Registrar and where appropriate a personal timetable will be agreed to meet their needs with the Year Co-ordinator. They will be offered a chance to spend a day in the College before they begin and meet with the respective Year Co-ordinator who is the key person to manage the transfer and induction process, supported by the student's Form Tutor.

Students arriving new to the Sixth Form are given a comprehensive induction, including sessions on study skills and bridging the gap from GCSE to A-level. Students will meet with the Year Co-ordinator to ensure they are settling-in and be introduced to their 'buddy' (a member of Upper Sixth) who will continue to meet with them on a half-termly basis. Regular contact is established with parents to support the transition and parents are invited into College early in the Michaelmas term for an information evening which includes details about the academic tracking and enrichment programmes.

Working with parents and students we have each girl at the heart of all we do. In due course we will seek feedback from you about how the transition and induction process could be improved and we welcome any observations from you.

We hope you and your daughter are looking forward to being part of our community which we look forward to sharing and developing with you.





## **Pastoral Care at The Ladies' College**

### **Pastoral Care**

A key feature to The Ladies' College is the very positive relationship that exists between adults, younger pupils and older students. Every girl is recognised for her own qualities as an individual and teachers are always ready to provide guidance and support.

A young person will achieve their best if they are happy and inspired to do well by experienced and enthusiastic teachers who care about them as individuals. At The Ladies' College we care as much about well-being and happiness as we do about academic progress. At our last ISI Inspection, The Ladies' College provision for pastoral care, support and guidance was judged to be good with well-developed systems to deal with pastoral issues promptly and effectively.

We are very proud of our girls who achieve so much inside and outside of the classroom and believe that open and honest communication is key to ensuring their success.

### **Our Pastoral Structure**

Each student in the Senior School belongs to a tutor group. The teacher/tutor has the responsibility to set high expectations in terms of behaviour and attendance within a safe and happy environment and to establish good relationships with students and parents. Senior School tutors meet with students at least twice a day and Sixth Form tutors meet with the students at least once a day and it is anticipated that most matters or concerns from the girls, parents or subject teachers will be addressed by the tutor.

A prefect is assigned to each form in the Senior School to act as an additional source of help, support and mentoring for the younger girls.

The girls elect representatives to the Student Council which gives them a voice in the running and development of their community and Form Representatives are appointed each term and meet with the Deputy Principal in 'Deputy Dozen' meetings. We also ask students to complete questionnaires and are keen that they recognise their opportunities to be an active part in developing our College community.

## Year Co-ordinators

The Year Co-ordinators provide additional support and care especially with regard to more serious concerns.

The Deputy Principal has overall responsibility for pastoral matters and parents are welcome to make contact. Weekly pastoral meetings ensure continuity of care.

To make contact about your daughter's attendance please ring (01481) 721602 or email [reception@ladiescollege.ac.gg](mailto:reception@ladiescollege.ac.gg)

To contact a tutor or Year Co-ordinator about your daughter, other than linked to attendance: initialsurname@ladiescollege.ac.gg, for example [jsmith@ladiescollege.ac.gg](mailto:jsmith@ladiescollege.ac.gg)

- Remove Year Coordinator Mrs B. Henderson
- Lower School Coordinator (Lower Four and Upper Four) Mrs R Dovey
- Upper School Coordinator (Lower 5 and Upper 5) Mrs C. Gribbens
- Sixth Form Coordinator (Lower Six and Upper Six) Dr V Mitchell
- Deputy Principal Mrs J Pearson

We are very proud of our girls who achieve so much inside and outside of the classroom and know that open and honest communication is key to ensuring their success. Should you have any concerns, do not hesitate to get in touch. Encouraging your daughter to talk to us is also strongly encouraged!

All teachers, particularly Form Tutors and Year Co-ordinators, take an interest in your daughter's welfare and will talk to your daughter about a range of issues which may affect her over time. If you have any concerns about your daughter's welfare, please do not hesitate to contact the College. From time to time, some students will experience specific difficulties and we will support your daughter and work with external agencies as required. Some girls simply want to talk over their concerns and in addition to their Form Tutor and Year Co-ordinator, they also have the opportunity to discuss matters with visiting professionals, such as the School Nurse who attends College on a weekly basis. We also work in partnership with parents, especially when life sometimes gets tough. We have good links with The Hub and with John Halker, from The Grove Clinic who offers advice on health and relaxation techniques and we have recently introduced The Decider Life Skills course to help each of us develop strategies to cope when under pressure

My colleagues have a wealth of experience and, like you, want the best for your daughter. We want to nurture each of the girls to take steps which develop their self-esteem and self-belief so they are able to be reflective and/or resilient and be confident that they can say that they achieve their best.



## Key Stage 3, 4 and Sixth Form Curriculum

### Subjects taught in each Year group (7-11)

#### Remove (Year 7)

Art	French	Mathematics
Design Technology	Geography	Music
Drama	History	Physical Education
English	ICT	Religious Studies
	Latin	Science

Girls in Remove (Year 7) will also have Study Skills lessons and Form Periods with Personal, Social & Health Education (*delivered by Mrs Dovey and Form Tutors*)

#### Lower Four (Year 8)

Art	English	Latin
Biology	French	Mathematics
Chemistry	Geography	Music
Design Technology	German	Physical Education
Drama	History	Physics
	ICT	Religious Studies

Girls in Lower Four (Year 8) will also have Study Skills lessons and Form Periods with Personal, Social & Health Education (*delivered by Mrs Dovey*)

#### Upper Four (Year 9)

Art	English	Latin
Biology	Geography	Mathematics
Chemistry	French	Music
Design Technology	German or Spanish	Physical Education
Drama	History	Physics
	ICT	Religious Studies

Towards the end of Lower Four (Year 8) girls will be asked to choose to study two languages in Upper Four (Year 9). This year the options were French and German, French and Spanish, or German and Spanish. Whichever subjects they select will be the languages they can choose from to continue to study at IGCSE. They must choose at least one modern foreign language as an IGCSE to study in Lower and Upper 5. (*Students who are receiving Learning Support may be given the option to study just one language.*)

Girls in Upper Four (Year 9) will also have Study Skills lessons and Form Periods with Personal, Social & Health Education (*delivered by Mrs Dovey*)

## **Lower Five and Upper Five (I)GCSEs**

### **Compulsory Subjects**

Biology  
Chemistry  
Physics  
Co-ordinated Science (Double Award)  
Mathematics  
English Language  
English Literature  
French, German or Spanish

### **Optional Subjects**

*(students choose an additional 3 subjects)*

Art  
Design & Technology (Product Design)  
Drama  
French  
Geography  
German  
History  
Latin  
Music  
Religious Studies  
Spanish

All girls in Lower and Upper Five (Years 10 and 11) will also have a programme of Careers, Citizenship, General Religious Studies with PSHE and Physical Education timetabled throughout their studies at (I)GCSE.

Please note that curriculum reviews may alter provision from year to year.

## **Sixth Form Curriculum**

### **Lower Six (Year 12) and Upper Six (Year 13)**

Sixth Form is an exciting time of transition between the years of school and those of higher education or employment. Over a decade ago, Elizabeth College and The Ladies' College formed the Sixth Forms in Partnership in order to ensure that it is also a time of maximum opportunity for our students

Together we are able to offer a wide range of individual subjects: there are 27 individual subjects available, currently taught in 85 separate classes across both years. Many subjects are offered at both schools which provide a large degree of flexibility in planning timetables and means that students are almost always able to take their chosen combination of A-levels. We also believe that, having enjoyed all the advantages of single sex education from the ages of 11 to 16, our students are ready to join one another to prepare academically and socially for the wider world by learning in mixed classes. Again, flexibility is the key. Many classes will be co-educational but the Colleges still operate as Independent Sixth Forms. This means that students have ample opportunities at their 'Home College' to develop their leadership skills, perhaps as a Prefect, House Official or Captain of sports teams. Similarly, we look to tailor our co-curricular opportunities to the needs and interest of our own students – for example in sports, music, the Duke of Edinburgh's Award scheme, debating, public speaking, social service and charity work. Sixth Form students are also encouraged to run clubs for younger students. The Colleges join

forces on projects where there are distinct advantages to do so, for example in our highly successful productions of plays and musicals or in off-island trips.

In short, we believe that our Sixth Form partnership offers the best of both worlds. It is one of the main reasons we retain such a high proportion of our students post-16 as well as welcoming new students from other schools.

## **Subjects Available to Study in the Sixth Form**

- Ancient History
- Art
- Biology
- Business Studies
- Chemistry
- Classical Greek (*to AS level only*)
- Computer Science
- Dance (*to AS level only*)
- Design & Technology (*Product Design through Graphics OR Resistant Materials*)
- Digital Photography
- Drama & Theatre Studies
- Economics
- English Literature
- Film Studies
- French
- Geography
- German
- History
- Latin
- Mathematics & Further Mathematics
- Music
- Physics
- Psychology
- Religious Studies
- Spanish
- Sports & Physical Education

## **SUMMARY OF ENTRY REQUIREMENTS**

All entrants to the Sixth Form must have passed full course (IGCSEs) in at least 5 subjects at Grade C or higher, including Maths and English (not English Literature). It should be noted that these are very much minimum requirements and that they may not sufficiently qualify students to pursue their particular subject choices at AS/A-level. It may, in certain circumstances, be difficult to provide an acceptable course of study at AS/A-level. Any such concerns will be discussed with students and parents during Year 11 and after publication of (IGCSE) results.

It is also normally a requirement in most subjects for a student to have gained a Grade B in that subject, or a similar related subject, in order to study it in the Sixth Form.



## Setting (Remove to Upper Five)

During your daughter's time at The Ladies' College, she may be taught in either a mixed ability group or a set containing students with more closely matched abilities. Sets are chosen based on students' results from internal assessments/examinations and teacher recommendation for those students on the borderline between two groups. Mixed ability groups include being taught in her tutor group or as a colour group in Remove to Upper Four, which allows the girls to mix with different members of their year group.

**Setting is currently used in the following years:**

**Remove - Mathematics.**

The girls **will not** have to complete a Mathematics assessment for setting purposes on the first day of term. Mathematics is going to set girls, based on information from the primary schools, with a view to there being a few changes over the first term. There will be a half-term assessment based on the work they have done since the beginning of term, and girls will be re-set, if needed. The girls will have a further end of term assessment when, subject to results, further adjustments to the setting may be made. Please note that the girls follow the same syllabus and do the same topics.

**Lower Four** - Mathematics.

**Upper Four**- Mathematics, Science

**Lower Five** - Mathematics, Science

**Upper Five** - Mathematics, Science

The English Department generally prefers to keep to mixed ability groups; however, in the IGCSE years, Lower Five and Upper Five, the colour groups are streamed and the groups may study different texts.



## **Study Skills (SEND) Provision**

The Ladies' College has a full-time Head of Learning Support who co-ordinates additional support for those girls who need a little extra help in reaching their full potential.

We are able to offer individual and small group tutorials.

Tutorials take place on a weekly basis at lunchtime or after school. For girls who have free periods, these can be used to schedule support sessions. The content of tutorials depends upon the particular area(s) of need. This may include reinforcement of class work in a particular subject, dyslexia specialist programmes, homework support, enhancing study skills, improving spelling, developing written work, effective revision techniques, improving personal organisational skills and investigating strategies for enhancing memory.

Individual tutorials incur an additional charge.

### **Assessing for Dyslexia**

If your daughter has a current Dyslexia Report, a copy should be made available to The Ladies' College. Our Head of Learning Support will then make relevant information available to all colleagues through MIS (Management Information System) to enable them to support your daughter's learning.

### **Other Learning Needs**

Any relevant formal diagnosis of Learning Needs should be made available to the College.

### **Future Assessments**

Under current Joint Council for Qualifications and Regulations, a student should be assessed no earlier than Upper Four (Year 9) to be considered to exam access arrangements such as extra time. The College is also required to provide evidence of 'history of need' to examination boards.

Assessments relating to dyslexia are carried out by qualified staff at the Dyslexia Day Centre, for which there is a charge, payable by parents.



## **PSHEE (Citizenship)**

Personal, Social, Health and Economic Education is an integral part of the curriculum at The Ladies' College. Whilst Form Tutors are involved with the pastoral care the Head of PSHEE is responsible for the delivery of the course content.

### **Topics covered include:**

Coping with anxiety  
Recognising self-esteem issues  
Managing time, school work, hobbies etc, balance  
Relationships – friendships, bullying and peer pressure  
Environment and Government projects – Local and Global  
Belonging to a community  
Healthy Eating  
Physical and Mental well being  
Personal Safety  
Money Management skills

Other topics may be covered as needs arise or as initiatives are reviewed. The Ladies' College is also supported by the Island PSHEE co-ordinator.

### **Support Agencies in the Curriculum**

The following agencies have been approved by the Education Department. The school makes use of their expertise as part of the PSHEE programme.

- Ambulance and Rescue Service
- Board of Health
- Complementary Health Education Service
- Drug Concern
- Guernsey Alcohol and Drug Advisory Council (GADAC)
- Guernsey Customs and Immigration
- Guernsey Fire Brigade
- Guernsey Police
- Guernsey Probation Service
- Health Promotion Unit
- Health Information Exchange
- National Society for the Prevent of Cruelty to Children (NSPCC)
- Practical Assistance in Christian Education (PACE)
- Schools' Library Service
- Sport Development Unit
- St. John Ambulance





# ICT at The Ladies' College

## Our Curriculum

All girls receive a weekly IT lesson in Remove, Lower Four and Upper Four. In Remove all students develop the skills they will need through the use of Office 365, Word and Excel. This includes work on using Internet research, the use of search engines as well as lessons on e-safety and digital footprint. Students will also have a brief introduction to coding. In Upper Four all girls study the ECDL and those who finish will go on to do lessons in either use of video or on coding. The ECDL is a qualification highly regarded by both Universities and by business as is administered by the British Computer Society

## Activities

Students regularly contribute to the Guernsey Press Design an Ad' competition where they achieve considerable success.

## Coding Club/ICT

In a world where computers are becoming more important in our society, it is also important to get students involved in ICT. Run by Mr Wade and Mr Hill, girls throughout the school are given the opportunity to learn a programming language and even enter coding competitions.

*"Recently we were able to enter one team of Remove students who had been coding in Scratch only for about 3 months. This team won the best Game prize. Team members were Abby Luxon, Emily Howat and Adele Le Page. Their team, called the Sheepdog Scramblers, produced a game that involved using a dog to guide increasing numbers of sheep into a barn. Each level you had less time to do this."*





# The House System

There are four College Houses:

- Brock, Carey, De Sausmarez, Durand

## The History behind the four House names

In the autumn of 1920, when the number of students was 133, College was divided into three Houses named after three distinguished Guernsey families, who had rendered special services to the College as well as to the island: Brock, Carey and de Sausmarez.

Each House had a patron, if possible a member of the family after which it was named, two House mistresses, a prefect and a secretary. These last two were subsequently elected to their office by the members of the house.

The first House meetings were held in the spring term of 1921 – nearly a century ago!

Nearly ten years later an increase in numbers caused the need to add a fourth house, Durand, which was started with certain girls selected from the other Houses, especially leaders, and the majority of the new girls of that term.

Each House had its own badge, which remain the same today – Brock a shell, Carey a swan, de Sausmarez an eagle and Durand a lion and a crown.

Many of the trophies awarded in 1921 are still being used today; such as Cock House, presented to the top scoring House each year and always the last trophy given on Speech Day.

## The House System today

All girls become members of a House and these are led by the Sixth Form students who are elected to the offices of House Captain, House Secretary, and Team Manager. The Houses are responsible for organising team sports and other House competitions such as the yearly music, drama, dance and photography competitions. The House system also enables girls to mix with other year groups and provides a focus and recognition for their talents and abilities outside the academic area so that all can feel they have contributed to the College. Annually, Houses select a charity and money raised throughout the year is donated to their chosen charity. Each House holds fund-raising events throughout the year.

**House Music Competition 2016**



**House Athletics 2016**





## Co-curricular Activities

The transition from young girl to young woman needs more than a classroom. It needs the kind of opportunities that come from building friendships, pushing boundaries, facing challenges and reaching goals.

At The Ladies' College our busy school day is enriched by a number of lunchtime and after school co-curricular activities. From the traditional drama, sport and music to the more daring days coastering, kayaking, building rockets or facing the competition in head-on, high stakes debate; The Ladies' College will give your daughter room to become the woman she wants to be.

Co-curricular activities, include sport, music, drama, the Duke of Edinburgh Award, Reading, PACE (Christian group), The Monachan Trophy (Public Speaking) and the De Putron Challenge.

Annually, various Departments at the College enter the students into the local Eisteddfod.

Optional Private Study periods are available at the end of the school day (Monday to Thursday) between 15:30 and 16:00 for girls in Remove and Lower Four.



*The Monachan Memorial Trophy, a trophy donated by Mrs Monachan in memory of her late husband who believed greatly in the value of public speaking.*

*Through the tireless efforts of the English Department staff, students have enjoyed much literary success.*



## **Sporting Opportunities at The Ladies' College**

**At the College, we encourage the girls to experience as many opportunities, both recreational and competitively, as possible. We fervently believe in the ancient Greek adage, 'a healthy mind in a healthy body' – an ethos enthusiastically embraced across the College.**

### **Our Curriculum**

Physical Education is an important part of our curriculum and one steeped in history. The Ladies' College has been producing national and international sportswomen for decades including the current Head of Department, former International swimmer, Helen Bailey.

Our girls play competitive fixtures in hockey, netball, tennis, football, athletics and swimming. In addition we offer gymnastics, fencing, badminton and dance in our well-equipped gymnasium.

Our regular and historic cup matches against Jersey College for Girls and the Guernsey Grammar School push our girls to do their very best. The Swimming and Tennis teams contest silver trophies that date back to the 1920s. We are very proud of our history in which many current pupils' mothers and grandmothers played an important part. Our girls and their sporting achievements are our inspiration and our pride.

### **Key Stage 3 (Remove, Lower Four and Upper Four) the following activities are offered:**

Athletics, Dance, Football, Gymnastics, Health Related Fitness, Hockey, Netball, Rounders, Swimming, Tennis, Volleyball, Table Tennis and Badminton.

### **Key stage 4 (Lower Five and Upper Five) the following activities are offered:**

Athletics, Badminton, Aerobic Conditioning, Gymnastics, Flexibility and Strength Conditioning, Hockey, Netball, Outdoor Fitness, Rounders, Swimming, Table Tennis, Tennis, Volleyball.

### **Sixth Form (Lower Six and Upper Six)**

Students are given time within the timetabled week to follow their own choice of activity.

### **AS and A-level**

A Gifted and Talented Programme

### **Co-Curricular Activities**

Athletics, Badminton, Dance, Fencing, Football, Gym, Hockey, Netball, Rounders, Sailing, Swimming, Tennis, Swimathon and Triathlon.

Trips to England and Jersey for Hockey, Gymnastics, Netball, Swimming and Tennis



**Host visiting schools** – Churchers College, Ipswich College, St Michaels, England Rounders, Felsted, Cheltenham Ladies' College.

## **HOUSE COMPETITIONS**

The Ladies' College Physical Education Department uses the College House system to provide competitive opportunities for all students. House competitions are held in the following sports.

- Athletics – Teams from Remove, Lower Four, Upper Four, Lower Five and Senior. 1 track and 2 field or 2 track and 1 field + relay
- Cross-country (8 students from Remove – Upper Five)
- Gymnastics and Dance – several girls across junior, senior age group.
- Hockey (Remove and Lower Four - 9 students per year group and Upper Four –Upper Six 14 students )
- Netball (everyone in Remove – Lower Five and Upper Five –Upper Six – 10 students)
- Rounders (everyone in Remove – Lower Five and Upper Five –Upper Six – 10 students)
- Swimming (1 swimmer per event + open IM – Remove, Lower Four, Upper Four and Senior)
- Tennis (Teams of 4 Remove – Upper Four and Teams of 4 for Lower Five – Upper Six)
- Football

### **Annual House Athletics Competition**



### **House Gym & Dance Competition**



*"There are lots of House activities that include many students from all year groups – There is something for everybody" quote from an Upper 4 Student*



## Musical Opportunities

The following ensembles are a flavour of what the Music Department offers on a weekly basis throughout the academic year.

Junior Choir  
Senior Choir  
Junior Orchestra  
Wood Wind Group (Upper Four, Lower Five and Upper Five)  
Concert Band  
Ukulele Group  
String Orchestra  
Jazz Band  
Chamber Groups  
Guitar Club

Girls can audition for: (*normally mid-May*)  
Junior and Senior Chamber Choirs



### Instrumental Music Lessons – Questions and Answers

#### The Island Schools' Music Service

*Q: My daughter already learns an instrument with the Music Service. Will her lessons continue when she starts The Ladies' College?*

A: Yes. If your daughter **already** learns an instrument with the Music Service in her junior school, her lessons will continue automatically when she joins The Ladies' College. You do not need to take any further action.

*Q: My daughter does not learn an instrument with the Music Service at the moment. Is it possible for her to start with the Music Service now?*

A: No. All children attending the State primary schools in Guernsey are tested by the Music Service in Year 1 and Year 4. Instrumental lessons are offered based on the outcome of these tests and it is not usually possible to start lessons with the Music Service at a later stage. Enquiries on this matter should be addressed directly to the Head of the Schools' Music Service.

#### Private Instrumental Lessons

*Q: Can our daughter receive lessons on an instrument at The Ladies' College with a private teacher?*

A: Yes. The College has arrangements with a number of private teachers who visit us each week and it is usually possible to arrange for tuition, depending on how busy the relevant teacher is at the time. We currently have visiting teachers for the following instruments: Piano, Drum Kit, Flute, Clarinet, Saxophone, Classical/Electric Guitar, and Singing.

*Q: How do we arrange for private instrumental lessons?*

A: You will need to contact Mr Henderson in writing (at the school address) or by email [jhenderson@ladiescollege.ac.gg](mailto:jhenderson@ladiescollege.ac.gg) at the beginning of September stating that you are interested in arranging for lessons for your daughter on a particular instrument. Mr Henderson will then contact the teachers to see if there is a space available and make the necessary arrangements.

*Q: How do we pay for private instrumental lessons?*

A: Payment for instrumental lessons is a private arrangement between the teacher and the parents. The teacher will provide you with a list of terms and conditions before lessons begin. Tuition fees may vary from teacher to teacher. You are normally required to give at least half a term's notice if you wish the lessons to cease.

## **General Information about instrumental lessons at College**

*Q: When do instrumental lessons take place?*

A: Girls in Remove (Year 7) to Upper Four (Year 9) come out of their normal lessons once a week in order to attend their instrumental lesson, regardless of whether they are learning through the Schools' Music Service or with a private teacher. The lesson times rotate in order to reduce the time lost from any particular subject. The lesson rotas are displayed on the music notice board by the Rocquettes entrance to school and it is each girl's responsibility to check these regularly. **Please note: It is not normally possible to offer younger girls instrumental lessons at lunchtime or after school as these times are reserved for the older girls who are preparing for (I)GCSE or A-level exams and who cannot therefore miss their regular lessons.**

*Q: What sort of commitment is expected?*

A: Learning any instrument requires a regular commitment of time and effort. Your daughter's instrumental teacher will make clear what they expect in terms of practice and the rate of progress will depend largely on the extent to which that guidance is followed. The Island Schools' Music Service requires all its students to attend Saturday Music Centre and also to play in concerts from time to time. Failure to honour this commitment may result in lessons being terminated. Please check regularly for any potential clashes of dates as lessons may also be terminated if sufficient notice is not given of absence from Music Centre concerts.

*Q: Does my daughter have to play in The Ladies' College ensembles?*

A: Yes. The Ladies' College expects **all** girls who learn an orchestral instrument to participate in at least one College ensemble appropriate to their level of experience. These groups meet at lunchtimes and sometimes after school.

### **Upper Four Music Lesson Photographs**







## DRAMA DEPARTMENT

*The importance of co-curricular Drama*



Drama has an important rôle to play in the personal development of The Ladies' College students. The skills and qualities developed by students in drama, such as teamwork, creativity, leadership and risk-taking are assets in all subjects and all areas of life. Drama stimulates the imagination and allows students to explore issues and experiences in a safe and supportive environment. Drama promotes self-esteem and provides all students with a sense of achievement regardless of academic ability.

Each year the Drama Department produces a whole school theatrical production. This co-curriculum activity is open to all age groups and is rehearsed mostly at the weekends. Productions have included musicals such as "Chicago" and "Sweet Charity" to dramatic works such as "Romeo & Juliet" and "Daisy Pulls It Off".

House Drama is also a highly popular and enjoyable annual event that encourages independent learning. Students produce a short comical play that is shown to the rest of the college at the end of the Michaelmas term and judged by an outside invigilator.

Off Island trips are also part of the out-reach programme in the Drama Department. Last year Sixth Form students enjoyed a highly successful English/Drama trip to Stratford Upon Avon, that enabled students to see a rarely produced and indeed a set text for English A level performed by the RSC. Students taking GCSE Drama also have the opportunity to spend a whole weekend in London seeing three plays, and take part in a drama workshop lead by a professional actor or director.

Each year two A-level drama students give up their Wednesday lunchtimes to lead the Remove Drama club.

The Drama department truly believe that there is another component for a well-rounded education -- outside the regular academic program -- that positively impacts students' success. Besides being fun and a great way to socialize with peers, co-curricular activities enhance student's time management and stress management skills, improving overall productivity and written and oral communication skills improve. Travelling to the UK enables students to see highly professional and innovative productions, not available here on our tiny island.

Co-curricular activities increase a candidate's appeal when applying to College. Studies show that students in co-curricular activities have higher academic scores.

We have had many students that have gone on to study Drama at a higher level, studying at The Liverpool Institute of Performing Arts, Royal Holloway, Goldsmith's College, and Exeter University. One student travelled to Los Angeles to study successfully at the American Academy of Dramatic Arts. I doubt if any of these students would be where they are today if they had not participated extra curriculum activities whilst at College.





## Duke of Edinburgh's Award Scheme

Students at The Ladies' College can opt to participate in the Duke of Edinburgh's Award Scheme. Students can begin their Bronze qualification in Upper Four (Year 9) when they turn 14 years of age.

The commitment to volunteer work in the community and the undertaking of physical and skill based activities becomes progressively more extensive and the expeditions become more and more challenging as a student progresses through the levels. The experiences gained in attaining these levels are rewarding in themselves but each award is highly regarded by employers and universities.



*Over 50 girls from Lower Five completed their Bronze Duke of Edinburgh Award Practice and Qualifying expeditions on the 10<sup>th</sup>/11<sup>th</sup> October 2015.*

Since its creation in 1956 by HRH The Duke of Edinburgh, the DofE has gone from strength to strength. Guided by the same set of principles and by young people themselves, it's as relevant today as it was then.

It is a flexible programme that helps to develop young people for life and work, and the numbers speak for themselves: 93% of participants feel that DofE has helped them to work in a team and 84% feel that they have become a more responsible person.

### Three Award levels available

Bronze – for those aged 14+ years

Silver – for those aged 15+ years

Gold – for those aged 16+ years

Activities for each DofE section take a minimum of one hour a week over a set period of time, so they can be fitted in around academic study, hobbies and social lives.

Development and regular progress must be shown and all activities must be completed by the participant's 25th birthday.

*"Our girls know how to rough it on DofE, they have the compassion to do charity work, they have a voice that drives change, they sing, dance, debate and create...and academically their results are incredible, especially in the context of the breadth of things they do"*  
*"Ashley Clancy"*

## **Our results**

Here at the College we run a very successful scheme, with a large number of awards being granted each year:

2012-2013 saw 39 Bronze Awards, 3 Silver Awards, 8 Gold Awards

2013-2014 saw 22 Bronze Awards, 7 Silver Awards, 5 Gold Awards

2014-2015 saw 33 Bronze Awards, 7 Silver Awards, 4 Gold Awards

2015- 2016 saw 14 Bronze Awards, 7 Silver Awards, 7 Gold Awards (*with a number of awards still pending*)

The commitment to volunteer work in the community and the undertaking of physical and skill based activities becomes progressively more extensive and the expeditions become more and more challenging as a student progresses through the levels.

## **Timescales**

### **For Bronze Award:**

Volunteering section: 3 months

Physical section: 3 months

Skills section: 3 months

Expedition section: 2 days/1 night

You also have to do 3 more months in one of the Volunteering, Physical or Skills sections.

### **For Silver Award:**

Volunteering section: 6 months

Physical and Skills sections: One section for 6 months and the other section for 3 months

Expedition section: 3 days/2 nights

If you didn't do Bronze, you must undertake a further 6 months in either the Volunteering or the longer of the Physical or Skills sections.

### **For Gold Award:**

Volunteering section: 12 months

Physical and Skills sections: One section for 12 months and the other section for 6 months

Expedition section: 4 days/3 nights

Residential section: Undertake a shared activity in a residential setting away from home for 5 days and 4 nights.

If you didn't do Silver, you must undertake a further 6 months in either the Volunteering or the longer of the Physical or Skills sections.

More information can be found on the DofE website. Please note clicking on this link will take you away from The Ladies' College website, and that the College bears no responsibility for the accuracy, legality or content of such external sites. <http://www.dofe.org>

*Looking back on the expeditions we have completed, despite the pain, blisters and lack of sleep, we feel proud to have been a part of such a wonderful team. We have all learned some valuable skills and we have gained so many great memories that will remain with us for many years to come. Are We There Yet? Yes we are!!  
Emily McClean and Shannon Gavey*

## **Gold Award Girls**





## Sixth Form Co-Curricular (Extended Study Programme)

### Enrichment Opportunities for Lower Six

There will be a timetabled session each week when students will be introduced to different opportunities to enrich their time in the sixth form. Attendance is compulsory. Various speakers will be invited to share their experiences through workshops, discussions and presentations. The topics will be very varied, including study skills, employability, careers and PSHE. Students are encouraged to record information about the sessions in their enrichment file and this will be when writing their personal statements.

It is important that students apply for the enrichment opportunities promptly, check and reply to their college emails regularly, and return parental agreement forms by the due date in order to demonstrate good organisational skills.

We run a diploma which takes into account enrichment activities and positions of responsibility. This is designed to be awarded at 3 levels over a 2-year Sixth Form course. The three levels are: Level 1 (Pass), Level 2 (Merit) and Level 3 (Distinction).

### Young Enterprise (Y.E.)

This opportunity allows groups of students to form companies and offers individuals the chance to take on key roles with different responsibilities within their company.

The local advisor and co-ordinator will give a presentation to all Lower Sixth form students in September. The benefits of taking part in a group activity with students from other schools and colleges on the island will be explained. Many of our students become involved in this venture, early in the Michaelmas term, so that they can be ready to market the goods which their companies have produced in time for Christmas.

An evening of presentations from each company takes place in the Trinity term when awards will be made to individuals and companies.

#### *Young Enterprise Top Tips:*

- *Don't be afraid to share your ideas or fears*
- *Be democratic*
- *Listen to all the members in your company*
- *Have regular hot drink breaks*
- *Share tasks out evenly*
- *Take into account some people are willing to do more than others*
- *Know that people are doing it for different reasons (CV filler, experience, profit, contacts)*
- *Don't be safe with the products/ services you choose. Be adventurous!*

## Moot

In the Michaelmas term, lawyers from Collas Crill will give a presentation to Lower Sixth students about the benefits of taking part in a legal debate called a Moot. Students gain valuable insight into the legal processes of prosecution and defence through a series of competitions, culminating in a semi-final when both sides of a case are heard by a senior lawyer or judge and the winning team is announced. Advice is given by local lawyers at the after-school sessions held in several local schools.



### *The Ladies' College winners!*

*Olivia Atkinson and Lily Davison represented The Ladies' College in the final round of this excellent and unusual competition, on Tuesday afternoon.*

## De Putron Challenge

This is an Inter-Island General Knowledge Quiz between teams of students from Guernsey and Jersey. 3 students represent The Ladies' College and various knock-out rounds are held within the sixth form to find our best participants to represent The Ladies' College. Elizabeth College also send 3 of their boys, so there is friendly rivalry between the two Colleges. The event is held in Guernsey this year.

## Institute of Directors' Management Shadowing (IoD)

Each year, students will be given the opportunity to shadow a senior manager for a period of 3 days in either the Lent half term, Easter or summer vacation of the Lower Sixth form. This opportunity gives students a chance to identify the skills required to become successful managers of the future and gives them an insight into the world of business. A spokesperson from the Institute of Directors will give a presentation about the benefits of this scheme at the beginning of the Lent term. All participants are expected to make a short oral presentation about their experience to a panel of judges. They must also attend the awards night, when the overall winners will give their presentations in front of managers, family and participating students. This is also the opportunity to thank their managers for the opportunity to shadow them.



One of our students, Jessica Coburn, won the 2015 Management Shadowing Awards after shadowing Mark Bright at Kleinwort Benson. She took home the Martyn Mann trophy and a cheque for £200. The glitzy event saw 10 finalists make their presentation to a panel of 4 judges. All were excellent and the judges had a difficult time finding a winner.

*"This was a great experience for me as it's such a different opportunity to take part in as you really get a feel for what a workplace environment is like for someone in a senior position. It's also so worthwhile as you are given a workshop on how to make better presentations and you can work on your public speaking. Throughout this experience I've developed a number of skills and am very glad this is offered to students. The prize money is a bonus too!" Jessica Coburn*

### **First Aid training**

A presentation about First Aid will be given to Lower Sixth students by a local paramedic. Students may sign up for after school sessions in order to gain their certificate and card. The training will give them the confidence and ability to respond in any emergency situation which they may encounter. A small cost is incurred to pay for the 6 hours of training.

### **Work Experience**

Work Experience is available to Lower Sixth students after their examinations in the Trinity term. Work experience is extremely important before making applications for certain degree courses e.g. Medicine, Veterinary, and Teaching, and it is beneficial for students to refer to it in their personal statements.

All work experience which takes place during term time must be passed through the local Wexbox scheme, organised by Michele Clark from the Education Careers Department. The work placements are checked for health and safety purposes and a job description is available on the web site. A teacher will visit the student during her placement and will discuss the placement with her and also with her mentor. The teacher and mentor references may be used when students apply for a university place or local employment. Information about the application process will be given to students at the beginning of the Lent term.

### **EPQ (Extended Project Qualification) – equivalent to an AS grade.**

All students are given the opportunity to produce a single extended piece of work which requires a high degree of planning, preparation and research, providing valuable evidence for entry to higher education. The total amount of time a student should spend on their EPQ is around 120 hours. This could be a 5,000 word dissertation, an investigative report or an artefact supported by a written piece. The students will then present their research to an audience.



## **SECTION TWO**

### **College Rules and Regulations**

#### **Code of Conduct**

We expect that as a student at The Ladies' College you will:

1. Set yourself high moral standards and act with integrity.
2. Try hard and do your best at all times.
3. Be polite and considerate.
4. Avoid acting in a way that could be dangerous or damaging to the health, safety and wellbeing of yourself and others.
5. Arrive punctually for the start of the College day and for each lesson or activity.
6. Observe the uniform policy.
7. Look after College property carefully, respect the property of others and keep you own belongings safe and tidy.
8. Be dependable when you have undertaken commitments or duties.
9. Remember that you are a representative of the College and that the good or bad behaviour of one brings credit or disrepute to all.





## Travelling to and from College

No girl in the Senior School is allowed to enter or leave by the main College entrance in Les Gravées. Girls should enter the College grounds via the lane from Brock Road or the side lane from Rocquettes lane.

The official opening time for the College is **8.00 a.m.** and the closing time is **4.15 p.m.** Please note that if girls are on site before or after these times they are unsupervised.

### **Scooters**

Girls who come to College on scooters or motorcycles must apply to the Principal for permission. They should dismount in Rocquettes Lane and push their bike into the College bike sheds. Correct protective wear is necessary.

### **Parking**

Only the Head Girl is allowed to park on the College grounds.

### **Bicycles**

The lane leading to and from Brock Road and Rocquettes Lane is available to College students by courtesy of the owners of the adjoining houses. It is essential that no girl ride her bicycle along this lane. All bicycles must be parked in the cycle sheds provided. If, for any reason, a bicycle has to be left at College overnight, it must remain in the cycle shed at the owner's risk - we do not have facilities to store cycles inside College buildings. Whilst cycle helmets are not compulsory, they are recommended, as is the use of fluorescent bands during dark mornings/evenings.



## Reporting to Parents

The College sends Remove parents two Interim Reviews and Sixth Form parents two Progress Reviews and one full written report every school year. The Interim Review and the first Progress Review will be issued midway through the Michaelmas term to give parents an early indication of their daughter's progress. The second Progress Review issued in the Lent term will provide an update. A full report will be issued at the end of the course and will include:

- Student's progress in all subjects studied.
- Details of a student's general progress by the Form Tutor. This should be an overview of the student's academic progress, her behaviour, her contribution to the life of the school and any special achievements during the year.
- A record of attendance.

Currently, Lower Four, Upper Four, and Lower Five receive one Interim Review in the Michaelmas term and a full report at the end of the academic year. Upper Five receive one Interim Review and a full academic report at the end of the Lent term.

All Interim, Progress Reviews and full Reports will be emailed home. Please ensure your email address is kept up to date.

Lower Four – Lower Five will also have a Standardised Score card at the end of the Michaelmas term, following internal school examinations, which will be held in November.

### Parents' Evenings

Each year group will have a Parents' Evening, which is a formal meeting where parents discuss their daughter's progress with subject teachers and Form Tutors. If there is any cause for concern at any other time, the school will contact the parents and parents are encouraged to contact us with any concerns. Parents' Evenings are generally held from 17.00 until 19.00hrs.

Term Dates and Academic Calendars are made available at the beginning of each term on The Ladies' College Website [www.ladiescollege.com](http://www.ladiescollege.com). Advanced notice is emailed home to Parents notifying dates of meetings.

Students are encouraged to join their parents from Upper Four to Upper Sixth.

### Records of Achievement

The College maintains a Record of Achievement for each student. On an annual basis girls are given the opportunity to update their personal record. A full copy is made available to parents at the end of Upper Sixth, and is updated and presented along with final A-level certificates.





## Health/Medical/Illness/School Nurse/ First Aid

If your daughter is going to be off school ill, please contact the office either by telephone prior to 8.25 a.m. or by email to [reception@ladiescollege.ac.gg](mailto:reception@ladiescollege.ac.gg) The main office is manned from 8.00 a.m. until 4.00 p.m.

1. If you suspect that she is suffering from an infectious disease (including influenza and the common cold) please keep her at home.
2. If your daughter is suffering from an infectious disease other than influenza or the common cold, it would be most helpful if you could inform the school.
3. If a girl becomes unwell during the day, the office staff will contact you by telephone to come and collect her.
4. If your daughter has a stomach bug she must remain at home for 48 hours following the last episode of vomiting and / or diarrhoea.
5. The College follows the **Education Department's** policy regarding the administration of medication to students

### **Education Policy**

*“Where possible, parents should be asked to make arrangements to come into College or for students to return home at lunchtime for medication. Head teachers should provide maximum assistance in facilitating such arrangements. Where this is not feasible, the following procedure should operate:*

- a) The smallest possible dose should be brought to the school, preferably by the parent, with clear written instructions for administration, giving the name of the student. Glass containers are unsuitable to be carried by students (NOTE: It is not practicable to bring one measured dose of a liquid medicine: adhesion of the liquid to the container results in the dose being less than sufficient).*
- b) The medicine should not be kept by the student but in a locked cupboard out of reach of students and where it is easy to control access and use.*
- c) The medicine should be self-administered if possible, under the supervision of an adult. This may be the Headteacher or someone acting upon the Head teacher's authority. A written record of the date and time of the administration will always be kept.*
- d) No medicines are to be kept in first aid boxes. First aiders are not trained to diagnose symptoms and then prescribe/dispense any medicines or drugs; first aiders may act as the person supervising self-administration by the student or they may administer on the basis of written directions from the relevant parent.”*

### **Accidents/Sudden Illness**

If a student suffers an accident or sudden illness at school and requires the services of the Ambulance and Rescue Service, St. John's will make a charge for this. This charge will be the responsibility of the parents and any accounts received by the College will be sent onto the parents for settlement. Some health insurance schemes cover this service, but if not, St. John's Ambulance and Rescue have their own ambulance insurance scheme, which, for a small annual payment will cover all ambulance charges for a year.

**Please try as far as possible to arrange appointments with the Doctor, Dentist, Optician or Medical Specialists outside lesson times.**

### **Treatment following Accidents at College (*for special place holders only*)**

If a student is injured in an accident at College, the Education Department is prepared to pay the cost of doctors' examination and treatment up to a maximum of £700. Payments made under this scheme are not an admission of legal liability for the accident, and payment is subject to confirmation of the accident by the College and the doctor.

The Education Department scheme does not cover the cost of dental treatment. Students who meet the Department of Health and Social Services criteria for treatment at the Children's Dental Service (for example those whose parents are in receipt of supplementary benefit and looked after children) may contact the Clinic to make arrangements for the child to be treated there.

### **The School Nurse**

The School Nurse is available for help and advice on health issues for all students, parents and teachers.

A health review is offered to Remove students and further checks such as vision, hearing, and weight are available on request throughout the secondary school years. The School Nurse holds a confidential 'Drop-in clinic' each week and will see students on their own.

The teenage immunisation booster is now given in school by the School Nurses and will be given in Upper Four. Parents will be notified when this will be.

HPV vaccinations will also be administered by the School Nurse. Parents will be notified when this will be.

### **The School Nurse can be contacted at Lukis House Tel. No. 725241.**

Where there is a tragic occurrence in the school, such as a sudden death or serious injury, the Principal may ask certain external approved agencies or counsellors from other agencies for support. A teacher may not always be present for the delivery of this support. Normally parents will be advised that such services are being made available but unforeseen circumstances may necessitate support being made available immediately.

### **First Aid**

Minor cuts, bumps and bruises are looked after at by First Aid trained colleagues. Parents will be contacted if a more serious injury has been sustained. Parents are informed of all head injuries reported to the Office Staff. A significant injury should be assessed by medical professionals.



## Attendance / Leave of Absence

**It is essential that we know who is in on site during College hours.**

1. Any girl who arrives after Registration (8.28 a.m. and 1.23 p.m.) must report to Reception as soon as she arrives, and sign in on the lists provided.
2. Girls are expected to remain on the premises during the school day, unless they have written permission of her parents and / or permission of an appropriate member of staff. *(Please see Sixth Form handbook for regulations applying to Sixth Formers.)*
3. If a girl has parental permission to be out of College she should report to Reception when she leaves and when she returns.
4. No girls may remain in College after 4.15 p.m. without permission unless she is taking part in an official College activity. The College is locked at 5.30 p.m. each evening.
5. The College is closed to students on Saturdays, Sundays, INSET days and during the holidays except for official extra-curricular activities.
6. Attendance for all students is compulsory at the following important College occasions: Permission **will not** be granted *(except in very exceptional circumstances)* for students to miss the following events.
  - **Michaelmas Term: Carol Service** *(evening)*
  - **Trinity Term: Leavers' Service** *(evening)*
  - **Trinity Term: Speech Day** *(last morning of term)*
  - **School Examinations** *(any girl absent from an internal school examination may result in no standardised scores for that session.)*

**(Dates are published on our website in September [www.ladiescollege.com](http://www.ladiescollege.com))**

7. Any request for **Leave of Absence** should be addressed, in writing, to the Principal well in advance. Consent should not be assumed. **Family holidays should not be arranged during term time.** *Any family holiday taken during term time will be unauthorised absence.*



## Moving about within the College

1. Girls should walk quietly on the right hand side of the corridor, showing consideration for others. There should be no running in the corridors.
2. Girls should be aware of others and should open doors for staff, visitors to the College and for anyone carrying awkward or heavy things.
3. College assemblies are a time of quiet reflection. Girls should go to and from assembly in silence.
4. Girls must stand up when a member of staff enters a classroom.

### **Food and drink** (*A copy of the Catering policy can be requested from the Principal*)

1. Food is not to be eaten in the corridor or classrooms or open containers of drink carried about.
2. No food or drink may be taken into the Library, computer rooms or changing rooms at any time.
3. Girls must not chew gum while in College.
4. We operate a '**nut free**' policy and ask that these are not brought onto site.

### **Personal belongings and College property**

1. All uniform, P.E. kit and personal belongings must be clearly named. The College accepts no responsibility for loss or damage.
2. Only the minimum money needed for essential purposes should be brought to College and it must be kept on the person or locked in the student's locker. It may, however, be given to Reception for safekeeping. The College accepts no responsibility for lost money.
3. If mobile phones are brought into College they should be switched off during lessons, unless the teacher has instructed they may be used for educational purposes. Students must not send or receive texts and calls during lessons. If disruption is caused to a lesson by a student's phone it will be confiscated by the teacher and given to the Deputy Principal for collection by the student at the end of the day. Under no circumstances should phones (or other photographic or recording devices) be used to take photographs of students or staff or to record their voices without the express permission of the person concerned.
4. iPods/MP3 players/phones/earphones must not be used in the corridors or while moving around the site.

5. School bags must not be left where they may cause inconvenience or danger to others e.g. on or near staircases, in classroom aisles or corridors
6. All outdoor clothing must be left on the pegs provided in cloakroom areas.
7. Classrooms must be kept tidy. Any broken furniture must be reported to a member of staff.
8. Girls are responsible for any books or items of equipment issued to them and will be charged for the replacement of any items lost or damaged.

## **LOST PROPERTY**

Named items of uniform or equipment handed in at Reception will be returned to the student via the Form Tutor. All other unnamed items are disposed of at the end of each term, if uncollected. Notices regarding disposal of Lost Property are displayed on the television screens. Students are given adequate notice to check Lost Property. The Lost Property bins are located outside of the Gym changing rooms.

## **Serious Misconduct**

Certain activities are strictly forbidden and will lead to serious disciplinary action. This could include exclusion, internal, temporary, or permanent.

*Examples of these activities include:*

- Smoking, drinking alcohol or possessing, using or supplying banned substances while in College or engaged in official College activities.
- Theft
- Deliberate damage of property or acts of vandalism.
- Malpractice in examinations, whether public or internal.
- Bullying.
- Offences which actually, or potentially, damage the good name and reputation of the College.
- Criminal offences not already outlined above.
- Persistent failure to meet specified academic targets for progression.
- Persistent breach of school policy/rules and regulations.



# **Code of Conduct for the use of Computers at The Ladies' College**

- I will only use the computers with my own name and password. I will keep my password secret.
- I will only use the College network for purpose allowed by the College.
- I will only use my personal devices to support my learning and not for other use in lesson time.
- I will make sure that my personal devices are protected from unauthorised access and try to protect myself from hacking and computer viruses.
- I will only send and read email messages and attachments to people I know or people my teachers or parents have approved or as part of my studies.
- I will make sure my emails messages and postings to social networks are polite and responsible.
- I will not give anyone personal information or photos over the internet or phone unless as part of lessons.
- I will tell a member of staff if anyone sends me unpleasant or offensive messages or pictures over the Internet.
- I understand that the College may check my files and may check up on the Internet sites I visit.
- I will not copy other's work from the Internet and pretend that it is my own.
- I will not use DVD's, pen drives and SD cards to add or remove programs from machines.
- I will not take photos of other students or members of staff without permission and any photos I do take must only be used in College and not given to anyone else.
- If given permission I will use social media sites in accordance with the Social Media Code of Conduct.

## **Data Protection**

### **Use of Personal Information by the College**

The College, from time to time, may make use of personal data relating to students, their parents or guardians in the following ways:

Photographic images of students may be used in the College publications, on the College website and the College's linked social media and in the Guernsey Press – no information other than name and age is generally used.

The College will supply information regarding students to the Education Council and other agencies as requested.

Details about Sixth Form students is shared as part of our partnership with Elizabeth College.

**Should you wish to limit or object to any such use please notify the Principal of The Ladies' College in writing.**



## **Policies**

Please visit our website [www.ladiescollege.com](http://www.ladiescollege.com) to view up to date College Policies:

We would like to particularly draw your attention to the following:

- **Admissions and Exclusions Policy**
- **Anti-Bullying Policy**
- **Attendance and Punctuality Policy**
- **Child Protection Policy**
- **Collective Worship Policy**
- **Concerns and Complaints Policy**
- **Curriculum Statement**
- **Equal Opportunities Policy**
- **Expectations Policy**
- **First Aid Policy**
- **Health and Safety Policy**
- **Homework Policy**
- **ICT Policy**
- **Learning Support Policy**
- **PSHEE Policy**
- **Reporting Policy**
- **Rewards Policy**
- **Sex & Relationships Policy**
- **Supervision of Students Policy**



# Safeguarding Children

**Child Protection Statement** *copy of policy is available to view at [www.ladiescollege.com/the-school/senior-school](http://www.ladiescollege.com/the-school/senior-school)*

## **The Designated Senior Person in the College is the Principal**

It is a directive of the **Education Department** that the following statement must be published in school brochures:

*All island schools are required to comply with the ‘Interagency Guidelines and Child Protection’ as laid down by the Guernsey Island Child Protection Committee.*

The Ladies’ College will follow the procedures set out by the Island Child Protection Committee and take account of guidance issued by the Education Department to:

Ensure we have a Designated Senior Person for Child Protection who has received appropriate training and support for this role.

Ensure every member of staff (including temporary and supply staff and volunteers) know the name of the Designated Senior Person responsible for Child Protection and their role and complete appropriate training.

## **Safeguarding Children and Child Protection**

The Children Law (Guernsey and Alderney) 2008 states that all States Departments have a duty to work together and share information to ensure that children and young people get the services they require. This is also essential to protect children and young people from suffering harm, abuse or neglect and to prevent them from offending. Further information is available at <http://childrenlaw.gg>

All island schools are required to comply with the Interagency Guidelines on Child Protection. These may be located at <http://www.online-procedures.co.uk/guernsey/>

The guidelines emphasise that everyone has an important part to play in preventing the abuse of children, and in responding to situations where they think that a child may be suffering, or at risk of suffering from serious harm. Therefore if we have concerns about a child or believe that a child has suffered or is likely to suffer serious harm then the school will contact Health and Social Services Department, Assessment and Intervention Team to determine whether a referral should be made. Any concerns raised by members of staff in the school will be reported to the College Protection Officer (the Principal) who will make contact with HSSD colleagues as appropriate.





## SECTION THREE

### Staff Lists

#### Board of Governors

**Chairman**

Mrs Kate Richards

**Vice Chairman**

Mr John Marren

**Governors:**

Mrs Stephanie Nickolls

Advocate Ben Morgan

**Associate Governors:**

Advocate Caroline Chan

Mr Simon Elliott

Dr Robert Hanna

Miss Cathy Perkins

Mrs Diana Stenner

Mrs Catharine Walter

*The Chairman of the Board of Governors can be contacted via the Clerk to the Governors, Miss E. Bridge, at the usual College address.*

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**Principal:**

Mrs Ashley Clancy

BA (Combined Hons) Birmingham, PGCE

**Deputy Principal:**

Mrs Jane Pearson, BSc Hons Hull, NPQH

**Director of Studies:**

Mr Howard Barnes, BSc Hons York, PGCE,  
MRSC, CChem CSci

**Assistant Principal:**

Mr James Henderson, BA Hons Leeds, LRSM,  
CT ABRSM, PGCE

**Bursar and Clerk to the Governors:**

Miss Elizabeth Bridge

MA Oxon ACA

## **Support Staff:**

**Assistant Bursar:**

Mrs Sally Hardill

**Finance Assistant:**

Mrs Janet Carnachan

**Operations Assistant:**

Mrs Emma Gavet-Le Tissier

**Registrar:**

Miss Rosalyn McClean

**PA to the Principal:**

Mrs Rachel Chilton, BA Hons Exeter, MA Sussex

**Receptionist:**

Mrs Diane Nelson

**Administration Assistant:**

Mrs Anna Bampton

**Fundraising Campaign Manager**

Mrs Anastasia Page

**Premises Manager:**

Mr Sean Rault

**Catering Team:**

**Chef Manager**

Mrs Sharon Carre

**Groundsman:**

Mr Martin Dyer

**Assistant Chef Manager**

Mrs Rebecca Ridley

**Caretaking / Maintenance Team:**

Mr Richard Glover

Mr Steve Le Prevost

Mr Markus West

**Cleaning Staff:**

Mrs Maria McGrath

Miss Bina Gomes

**Cooks**

Mrs Elisa Costa

Miss Julie Le Ber

Ms Rachael O'Neill

Mrs Wendy Wilkinson

Miss Amanda Topping

**Lunchtime Supervisor:**

Mrs Sophie Anderson

## **Senior School Teaching Staff - September 2016**

### **Art and Design**

Miss Emma Clements, BA Hons Derby (Britannia Mill Art College), MA Liverpool Hope, PGCE

Mr Julian Bolt, BA Hons St Paul's and St. Mary's College of FE, QTS B.Ed. Hons Cheltenham College, Dip. Photography (Derby)

### **Classics**

Miss Jennifer Geach, MA Oxon, PGCE

### **Design and Technology**

Mr David Turner, MEd Exeter, CertEd

### **Dance**

Ms Sarah Thackeray, BEd Hons Bedford College

### **Drama**

Mr Geoffrey Swann, BA Hons OU, BA Acting Royal Scottish Academy, CertEd

Ms Sarah Thackeray, BEd Hons Bedford College

Mrs Maggie King, BA Hons Royal Holloway, PGCE, GTP

### **Economics and Business Studies**

Mr Peter Fotheringham, MA UCL, BA University of New Brunswick, Canada, MBA Keele University, QTS

### **English**

Mrs Zoe Ellis, BA Hons Southampton, PGCE

Ms Julie Doyle, BA Hons Portsmouth, MA Reading, CertEd (QTS)

Mrs Maggie King, BA Hons Royal Holloway, PGCE, GTP

### **Geography**

Mrs Mary Brogan, BSc Hons Exeter, PGCE

Mr Thomas McGovern, BA Hons Plymouth University PGCE

### **History**

Mrs Bronwyn Henderson, BA Hons Canterbury, New Zealand, PGCE (*maternity leave*)

Mrs Caroline Montague, BA Hons Southampton, PGCE

### **Information Technology**

Mr Andy Wade, BSc Hons Cardiff, PGCE

### **Mathematics:**

Mr Andy Hale, BSc (Eng.) Hons, Imperial College, London, PGCE

Mrs Jane Pearson, BSc Hons Hull, NPQH

Mrs Caroline Gribbens, BSc Hons QTS West of England, Bristol

Mr Peter Hill, BA University of Cape Town, HDE (rg) Sec, NPC (Bus.Ed)

Ms Tracey Ledger, BSc Hons York, PGCE

Mrs Catharine Rabey, MA Cantab, PGCE

### **Modern Languages - French, German, Spanish**

Mrs Sue Devine, BA Hons Manchester, AdvDipEdMan Open, Dip Spanish Open, PGCE  
Miss Béatrice Bathany, BA Hons UBO, Brest, France, PGCE  
Miss Emilie Borda, Maitrise University of Paris, Licence University of Paris, PGCE  
Mrs Clarisse Feldmesser, BA Rennes France, PGCE (*maternity leave*)  
Mrs Merewyn Hartley, BA (Joint) Hons University of London, PGCE  
Mrs Samantha Jones, BA (Joint) Hons Nottingham, PGCE

### **Music**

Mr James Henderson, BA Hons Leeds, LRSM, CT ABRSM, PGCE  
Mrs Anthea Roue, BMus, Surrey, PGCE

### **Photography**

Mr Julian Bolt, BA Hons St Paul's and St. Mary's College of F.E., QTS B.Ed. Hons Cheltenham College, Dip. Photography (Derby)

### **Physical Education:**

Mrs Helen Bailey, BSc Hons Cheltenham & Gloucester College for HE, PGCE  
Mrs Rachel Dovey, BEd West Sussex Inst. of HE, Chichester  
Miss Elizabeth Dudin, BSc (Joint) Hons, Surrey, PGCE  
Ms Sarah Thackeray, BEd Hons Bedford College

### **Psychology:**

Dr Vanessa Mitchell, BSc Hons University of Swansea, PhD Glasgow, GTP  
Mr Chris Roughsedge, BA Hons Liverpool, PGCE

### **Religious Studies:**

Miss Charlotte Le Maitre, BA Hons Winchester, PGCE  
Mrs Aimee Fooks, BA Hons Kings College, London, PGCE

### **Science:**

Dr Karen Marshall, BSc Hons, Bristol, PhD, Churchill College, Cambridge, PGCE, NPQH, FRSC  
Miss Ingrid Ellen, BSc Hons St Andrews, PGCE  
Miss Rialette Pretorius, MSci Durham, PGCE  
Mr Tim Adkins, BSc Hons Thames Polytechnic, PGCE  
Mr Howard Barnes, BSc Hons York, PGCE, MRSC, CChem CSci  
Mrs Mary Perrio, BSc Hons Manchester, PGCE  
Mrs Ava Winter, BSc Hons Birmingham, PGCE

### **E-Learning Co-ordinator**

Mr Andy Wade, BSc Hons Cardiff, PGCE

### **Head of Learning Support**

Miss Alison Coubrough-Barnett, BA Hons Lincoln University, QTS, PG Cert (Dyslexia and Literacy) PG Dip (Dyslexia and Literacy)

### **Learning Support Leader**

Mrs Merewyn Hartley, BA (Joint) Hons, University of London, PGCE

### **Careers Guidance:**

Mrs Rachel Dovey, BEd West Sussex Inst, of HE, Chichester

**UCAS Co-ordinator**

Miss Elizabeth Dudin, BSc (Joint) Hons, Surrey, PGCE

**Duke of Edinburgh Award Co-ordinator**

Miss Louise Mitchinson

**Librarian:**

Ms Hilary Richardson, Cert Ed, Caerleon College of Education, University of Wales

**Laboratory Assistants****Senior Science Technician:**

Mrs Rose Wolfe, Cert Ed, Gloucester College of Education

**Science Technician:**

Dr Sharon Horsley, BSc Hons Oxford Brookes, PhD Oxford Brookes

**IT Technicians:**

Mr Nicholas Bougourd

Mrs Janine Le Cras

Miss Andrea Simon

**Multi-Media Technician & Reprographics**

Miss Catherine Allaway

**Design Technology Technician**

Mrs Julie Dyer

**Art & Design Technician**

Mrs Sophie Anderson

**Lower School Co-ordinator** Remove

Mrs Bronwyn Henderson

**Lower School Co-ordinator** Lower Four & Upper Four

Mrs Rachel Dovey

**Upper School Co-ordinator** Lower Five & Upper Five

Mrs Caroline Gribbens

**Sixth Form Co-ordinator** Lower Six & Upper Six

Dr Vanessa Mitchell

**Sixth Form Enrichment**

Mrs Mary Brogan

**Educational Visits Co-ordinator:**

Mr James Henderson



# The School Day

## Senior School – Remove to Upper Five

<b>8.20 A.M.</b>	<b>Warning Bell</b>
<b>8.25 A.M.</b>	<b>REGISTRATION</b>
8.30 – 9.30	Lessons 1 & 2
9.30 – 10.30	Lessons 3 & 4
<b>10.30</b>	<b>Assembly / Form time (<i>Lesson 5</i>)</b>
<b>10.50 – 11.15</b>	<b>Break</b>
11.15 – 12.15	Lessons 6 & 7
<b>12.15 – 13.20</b>	<b>Lunch</b>
<b>13.15</b>	<b>Warning Bell</b>
<b>13.20</b>	<b>REGISTRATION</b>
13.25 – 14.25	Lessons 8 & 9
14.30 – 15.30	Lessons 10 & 11
15.30 – 16.00	Lesson 12 (Optional Private Study sessions for Remove & Lower Four)

## Sixth Form

The following is a guide to the management of a school day for the Sixth Form:

Period A	08.25 – 09.25	Registration then your first lesson (or study period at your own College)
Period B	09.35 – 10.20 10.30 – 10.50	Lesson or study period at your own College. Tutor period, year meeting or assembly at your own College
Period C	11.00 – 12.30	Comprising C1 (11 – 11.45) and C2 (11.45 – 12.30) Lesson or study period at your own College.
Period D	13.25 – 14.20	Lesson or study period at your own College.
Period E	14.30 – 16.00	Comprising E1 (14.30 – 15.15) and E2 (15.15 – 16.00) Lesson or study period at your own College



## Term Dates 2016 – 2017

<b>Michaelmas Term 2016</b>	
<b>Staff INSET</b>	Tuesday 6 <sup>th</sup> September
<b>Start of Term (Staff)</b>	Wednesday 7 <sup>th</sup> September
<b>Start of Term (Students)</b>	Thursday 8 <sup>th</sup> September
<b>Half Term</b>	Friday 21 <sup>st</sup> October 12.30 p.m. finish Monday 24 <sup>th</sup> – Friday 28 <sup>th</sup> October
<b>Term Ends</b>	Friday 16 <sup>th</sup> December 12.30 p.m. finish
<b>Lent Term 2017</b>	
<b>Staff INSET</b>	Wednesday 4 <sup>th</sup> January
<b>Start of Term</b>	Thursday 5 <sup>th</sup> January
<b>Half Term</b>	Friday 17 <sup>th</sup> , Monday 20 <sup>th</sup> – Friday 24 <sup>th</sup> February
<b>Term Ends</b>	Friday 7 <sup>th</sup> April 12.30 p.m. finish
<b>Trinity Term 2017</b>	
<b>Start of Term</b>	Monday 24 <sup>th</sup> April
<b>Bank Holiday</b>	Monday 1 <sup>st</sup> May
<b>Liberation Day</b>	Tuesday 9 <sup>th</sup> May
<b>Bank Holiday/Half Term</b>	Monday 29 <sup>th</sup> May and Tuesday 30 <sup>th</sup> May
<b>Staff INSET</b>	Tuesday 30 <sup>th</sup> May
<b>Term Ends</b>	Friday 7 <sup>th</sup> July 12. 30 p.m. finish

**Dates for post July 2017 will be published on our website at the end of Trinity Term 2016.**

[www.ladiescollege.com](http://www.ladiescollege.com)

### **Last day of Term**

Please note that we try to make sure we finish as close to 12.30 p.m. as possible. However, sometimes events do overrun. Your patience and understanding with pick-ups is much appreciated.





## Tuition Fees for September 2016

### Fees September 2016/17

A non-refundable registration fee of £100 is payable upon submission of your daughter's application.

### Pre-Preparatory Department

Full Day (includes lunch)	£53
Morning Session	£32
Educational Visits	£50 per year

### Melrose

Per Term	£3,420
Lunches (optional)	£285
Educational Visits	£50 per year
Swimming	£60 per term
(Preparatory Department)	
Early Bird (for over fives)	£4 per session
(7.45am - 8.40am)	
After School Club	£5 per session
(3.30pm - 5pm)	

### Senior School and Sixth Form

Per Term	£3,150
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Additional learning support can be offered to girls in Melrose and in Senior School. Please email our Head of Learning Support [acoubrough-barnett@ladiescollege.ac.gg](mailto:acoubrough-barnett@ladiescollege.ac.gg).

If you wish your account to be emailed to you rather than posted, please email [shardill@ladiescollege.ac.gg](mailto:shardill@ladiescollege.ac.gg) to set up your account. Fees can be paid by cheque or direct to our bank account, details of which will appear on your invoice. Fee accounts for payment at the beginning of September will be issued in July. The College does not operate a Direct Debit system.



# The Ladies' College 'CORE'



The Core welcomes all students and staff to come and dine with us on weekdays during term time.

We offer a wide range of food ranging from a light mid-morning snack to a delicious lunch, with a wide range of drinks including a warming hot chocolate for the cold winter days, to refreshing flavoured sugar free waters, or a flavoured thick shake for the long hot summer days.

Every term we have a new menu which can be viewed on the College website and is also available to view in the Core Refectory by the College main entrance. We pride ourselves in offering a wide range of food for students to be able to choose a healthy meal, fresh fruit and salads. We have a popular big bowl salad bar, which runs all through spring and summer. There are daily homemade soups, main dishes and a green dish for a vegetarian choice.

We give a helping hand to young students by providing healthy choice stickers on food so they know they are choosing one of their five a day. We all have those days when we just need a treat to get us through the day, so The Core prides itself on providing homemade cakes, muffins and biscuits.

There are also themed days and weeks, including Easter, Halloween and Valentine cakes and the 24 days before Christmas break with a Christmas advent cake for each day before Christmas.

In July 2014 we were awarded a **five star hygiene standard** and we take pride in running the The Core to a high standard of working practice and providing fresh and tasty food for the whole College including Melrose and our Pre-Preparatory Department.

From September 2016, The Core will be in a brand new, purpose-built kitchen and refectory. It will be larger and more spacious for students to come and enjoy their break and lunchtime meals. We are also lucky to have an outside terrace, which on the warmer days can be used by students to enjoy alfresco dining. The Core will be welcoming the girls from our Junior School, Melrose to dine with us from September.

We look forward to seeing you at The Core. *(Prices are subject to change for September 2016)*

## The Menu

### At break time

Homemade Soup and half a baguette	£2.50
Bacon Roll	£1.40
Salad Bowl	£3.00
Open Bread	£2.50
Sausage Roll	£1.00

### All day

Milkshakes	£1.00 half pint £2.00 pint
Hot Chocolate	£1.10
Speciality Coffees	£1.05
Juice Carton	70p
Flavoured water	£1.00
Mineral water	60p
Tray bakes and biscuits / Cinnamon Swirl	£1.00

### At lunch time

Homemade Soup and half a baguette	£2.50
Main dish / Green dish of the day	£3.10
Salad Bowl	£3.00
Open Bread	£2.50
Pudding	£1.10
Yogurt Pot	£1.00
Fruit Salad Pot	£1.00
Meal Deal	£3.70
<i>(main dish, or green dish or warm salad with either soup or pudding)</i>	
Speciality / Fruit Teas	£1.05
Fruit & Vegetable Cupcakes	£1.00



# The Ladies' College Uniform

## Remove to Upper Five

All uniform items should be purchased from our appointed Retailer – Fletcher Sports.

**\*Items are supplied to Fletcher Sports from Schoolblazer.**

**Other items must conform to regulation styles and colours.**

**All items must be clearly marked with the owner's NAME, NOT initials.**

### Winter Uniform

**\*Kilt (Ferguson Tartan) – No more than 2 inches above the knee –we recommend that you start the year with a longer skirt to allow for growth.**

Blazer with College Logo (or new style blazer)

**\*New Style Fitted Blazer (Compulsory for Year 7 for September 2016 and for all students by September 2017)**

White short, 3/4 or long sleeved open-necked blouse

House Badge

Dark green V-necked jumper

Dark green thick tights

Black, low-heeled shoes, *suitable for the working day.*

Navy Blue Ontario reversible fleece jacket, or any smart navy or black coat, or suitable waterproof to wear over blazer in inclement weather.

Dark coloured gloves if required

Navy Blue Scarf

### Summer Uniform

**\*Kilt (Ferguson Tartan) Knee Length No more than 2 inches above the knee –we recommend that you start the year with a longer skirt to allow for growth.**

Blazer with College Logo (or new style blazer)

**\*New Style Fitted Blazer (Compulsory for Year 7 for September 2016 and for all students by September 2017)**

Dark green V-necked jumper

White short, 3/4 or long sleeved open-necked blouse

White ankle socks – **sport shoe socks are not acceptable.**

Black, low-heeled shoes, *suitable for the working day.*

### Sports Kit List

#### Compulsory items from Fletchers Sport Shop

**\*Tracksuit Top, green with navy panels (Squadkit Stormtex)**

**\*Polo Shirt, green and navy (Squadkit Performatex)**

**\*Skort, green and navy (Squadkit Hydrocool)**

**\*Games Socks, green with navy hoops, mid-calf (Squadkit Performance)**

**\*Swim Cap, green with Ladies' College logo**

Navy Blue Maru Pacer Swim Suit (*girls will be required to have a swimsuit for September*)

House T-Shirt **N.B. House Colours**

**Brock (Red) Carey (White) De Sausmarez (Blue) Durand (Green)**

### **Compulsory items from Fletchers Sport Shop or other outlets**

White ankle socks, Gum shield, Shin pads, Astro boots, Hockey stick  
Predominantly white trainers, Tennis racket, Swimming goggles

### **Other optional items available from Fletchers Sport Shop**

\*Athletic shorts, navy and green (*required by Athletics Team*)

\*Midlayer, green (Squadkit Performance)

\*Baselayer Top, navy (Squadkit Climaskin)

\*Training Pants, navy with green panels (Squadkit Performatex)

### **NOTE: UPPER FIVE (YEAR 11)**

**Sports Hall Option for P.E.** The Ladies' College P.E. Kit should be worn, those selecting Gym or Spinning Classes can wear appropriate Gym Kit. All Upper Five and Sixth Formers who participate in College Sports/Clubs/Teams are encouraged to have either the Waterproof Jacket or Midlayer and the T-shirt and skort as outlined above.

### **Other optional items available from Fletchers Sport Shop or other outlets**

Padded hockey glove

### **OTHER ITEMS**

Long-sleeved green overall – first name to be embroidered on front. This is to be worn for practical lessons in science.

Shoe-bag, Optional - umbrella

In addition to the Uniform List, the following regulations apply:

- Full regulation uniform only should be worn in College and all clothes, shoes and other possessions must be clearly named.
- Students must wear their blazers while in College. Blazers may be taken off during lessons with permission from the teacher concerned.
- Skirts should be worn on the knee and for the transition year, should not be shorter than two inches above the knee.
- Shoes should be black and practical for the working day.
- For health and safety reasons the wearing of jewellery is not permitted. If ears have been pierced only the simple, small gold ring or stud type of sleeper (**one per ear in the lobe**) is permitted. SOS identity bracelets/discs properly inscribed with the student's name/ jewellery with religious significance may be worn. If make-up is overt, girls will be asked to remove it. No nail varnish.
- Long hair must be tied back neatly and unconventional hairstyles will not be accepted. Hair should not be obviously dyed.
- Sixth Form students are permitted to wear dark coats and jackets of their choice, boots in winter and red or dark coloured scarves. Jewellery may be worn provided it is unobtrusive and presents no health or safety risk. Nail varnish may be worn.

*We would recommend that if your daughter is considering having her ears pierced at the end of Year 6 that you undertake to get this done right at the beginning of the summer holidays. They will be required to remove earrings for PE. If earrings cannot be removed during the first part of the term, girls should bring with them a small roll of micropore tape to cover the earrings.*



## Sixth Form Uniform – September 2016

The uniform for Sixth Form students is slightly different from that of Remove to Upper Five. We have considered the girls' views and found that they preferred to have a recognisable uniform to show that they are still members of The Ladies' College but wanted some unique features, which make the uniform more suitable for senior students. Students may wear a little makeup and minimal jewellery (i.e. one pair of small earrings and a fine chain necklace.) Hair should be neat and tidy.

### Uniform List

\*'Black Watch' Tartan skirt, to be a reasonable length

### \*Navy Fitted Jacket

**(Compulsory for Year 12/13 by September 2017)**

Navy Blue V-Neck long-sleeved Jumper (or Cardigan)

Plain white open-neck blouse

*(Long,  $\frac{3}{4}$ , or short sleeves, according to season and fitted/loose)*

Black or navy tights (optional flesh-coloured in the summer)

Black low-heeled shoes\*

Black boots (in winter) Oct half-term to Feb half-term

Plain dark wool coat (black or navy)

Scarlet, navy or black woollen scarf

### Retailer

Fletchers (Schoolblazer)

Fletchers (Schoolblazer)

Fletchers /M & S

Own choice

Own choice

Own choice

Own choice

*\*Students must be aware that they may have to walk quickly up and down The Grange from one College to another for lessons. Shoes which are comfortable and practical are advised. Trainers may **not** be worn with College uniform.*

Students who travel to College on a motorcycle may continue to wear trousers for the journey and a bright or light-coloured waterproof jacket (so that they are protected and are clearly visible to other motorists.) They should change into their uniform on arrival. Students who walk to Elizabeth College for lessons must be dressed in appropriate uniform i.e. navy or black coat or jacket (not motorcycle jacket.)

### P.E. Kit

Plain white sports shirt

Dark Tracksuit bottoms or shorts

Sports Socks

Trainers

**NOTE:** *Sixth Formers who participate in College Sports/Clubs/Teams are encouraged to have either the Waterproof Jacket or Midlayer and the T-shirt and Skort.*

### Science (Biology & Chemistry)

A white overall available from Fletcher Sports Shop.

Hair should be off the face and long hair should be tied back for these lessons.

### Art

A large over-shirt or overall.

Hair should be off the face and long hair should be tied back for these lessons.

### Photography

It is a requirement that each student should supply her own digital camera with a manual function. Further advice on suitable equipment may be obtained from Mr Bolt.



## The College Library

The College library aims to provide books and resources that support the curriculum and enable the girls to become critical thinkers and effective users of information.

The College Library has over 11,000 fiction and non-fiction titles and Ms Richardson, the Librarian, is on hand to recommend authors or specific titles for recreational reading. The library is staffed and open throughout the school day.

Eclipse.net is the library management system. It has many functions including book reviews and links to relevant web sites. The library catalogue can be accessed from any computer, at home or in college.



*The Library will be in the new 'Phase 3' building  
"An Architects Impression"*



## The Prefect Team and House Officials

**Head Girl:** Chloe Curtis

**Deputy Head Girl:** Mathilda Green

**Deputy Head Girl:** Morgan James

### **Prefects 2016**

### **Prefects 2016/17**

Lucy Atkinson

Olivia Atkinson

Hannah Belton

Chloe Curtis

Lily Davison

Daisy de Garis

Amy David

Mathilda Green

Morgan James

Katy Martin

Ellen Morley

Georgina Reynolds

Maninda Singh

Rosie Smith

Victoria Symes

Olivia Van de Velde

### **House Officials:**

***To be appointed***





## The Student Voice and Life at The Ladies' College

The Deputy Principal gets together on a regular basis with the College Student Council. Students from each year group are nominated to stand on the College Council. They meet to discuss any issues they may wish to bring to the attention of the College. For example the Council has been actively involved in the Uniform review. They were also actively involved in the College opting to create much better dining and canteen facilities.

The Deputy Principal also meets on a regular basis with a group of students called "Deputy Dozen"

*A sample of comments from students currently at The Ladies' College, which we hope will help with any worries or concerns your daughter may be having.*

"There are clubs for everyone, so even if you are not in a team you can still join in"

"The Drama and Art Block facilities are great"

"At the start there is a lot to get used with the jump from Primary to Senior but you settle after a couple of weeks"

"One of the reasons that I chose to come to this school was that it would help me succeed academically"

"The Canteen and Food"

"The older students are really friendly and try to help you"

"The family atmosphere and the way you know everyone and are closer to the teachers and other students and feel included"

"You are encouraged to do your best and are helped to achieve the best you can do"

"In the beginning you can get lost, but there is always someone to ask and you can always talk to the teachers"

"It is not as scary as you think!"



## Section Four

# GCSE RESULTS 2015

*\*GCSE results are graded A\* - F*

SUBJECT	TOTAL ENTERED	A*	A	B	C	D	E	F
Art & Design	25	11	2	9	3	-	-	-
D&T (Product Design)	2	-	-	2	-	-	-	-
Drama	11	2	2	5	2	-	-	-
French	13	-	5	6	2	-	-	-
Geography	29	11	8	5	4	1	-	-
History	13	2	8	-	3	-	-	-
Music	14	1	7	5	-	-	1	-
Religious Studies	24	10	4	9	1	-	-	-
<b>Totals</b>	<b>131</b>	<b>37</b>	<b>36</b>	<b>41</b>	<b>15</b>	<b>1</b>	<b>1</b>	<b>-</b>

# IGCSE RESULTS 2015

*\*IGCSE results are graded A\*-G*

SUBJECT	TOTAL ENTERED	A*	A	B	C	D	E	F	G
Biology	39	23	9	6	1	-	-	-	-
Chemistry	38	6	12	12	8	-	-	-	-
Physics	37	7	15	12	3	-	-	-	-
Co-ordinated Science	11	-	5	4	2	-	-	-	-
Co-ordinated Science	11	-	5	4	2	-	-	-	-
English Language	52	22	25	5	-	-	-	-	-
English Literature	51	29	17	5	-	-	-	-	-
French	38	17	10	8	3	-	-	-	-
German	13	5	8	-	-	-	-	-	-
Spanish	13	7	5	-	1	-	-	-	-
Latin	6	1	2	1	2	-	-	-	-
Mathematics	52	15	22	11	4	-	-	-	-
<b>Totals</b>	<b>361</b>	<b>132</b>	<b>135</b>	<b>68</b>	<b>26</b>				

# GCE RESULTS 2015

Subject	Total Entered	A*	A	B	C	D	E	N	U
<b>Art, Craft &amp; Design</b>	3	1	-	1	1	-	-	-	-
<b>Art (Fine Art)</b>	6	4	1	-	1	-	-	-	-
<b>Biology</b>	21	3	7	6	3	-	-	-	2
<b>Business Studies</b>	3	-	-	1	2	-	-	-	-
<b>Chemistry</b>	7	1	3	1	2	-	-	-	-
<b>D&amp;T (Materials)</b>	4	-	-	2	1	1	-	-	-
<b>Drama</b>	6	1	-	1	2	2	-	-	-
<b>Economics</b>	8	1	2	1	2	1	1	-	-
<b>English Literature</b>	21	5	7	6	1	2	-	-	-
<b>Film Studies</b>	2	-	1	-	1	-	-	-	-
<b>French</b>	9	-	4	4	-	1	-	-	-
<b>Geography</b>	8	1	1	3	3	-	-	-	-
<b>German</b>	4	-	1	3	-	-	-	-	-
<b>History</b>	3	-	1	2	-	-	-	-	-
<b>Mathematics</b>	13	3	5	3	1	1	-	-	-
<b>Further Mathematics</b>	2	1	-	1	-	-	-	-	-
<b>Further Mathematics (additional)</b>	1	-	1	-	-	-	-	-	-
<b>Music</b>	2	-	-	2	-	-	-	-	-
<b>Photography</b>	4	-	2	2	-	-	-	-	-
<b>Physics</b>	6	1	1	-	1	2	1	-	-
<b>Psychology</b>	19	-	2	8	7	2	-	-	-
<b>Religious Studies (Philosophy &amp; Ethics)</b>	11	-	2	4	1	2	1	-	1
<b>Spanish</b>	4	-	2	-	2	-	-	-	-
<b>Totals</b>	167	22	43	51	31	14	3	-	3



## Destination of Leavers

**Bronte Armstrong**

Heriot-Watt University, BSc Biological Sciences

**Eleanor Atkinson**

Brighton University, BSc Hons Ecology

**Amelia Ayres**

Birmingham University, LLB Law

**Nicola Ayres**

Local Employment

Radio and Electronic Services Ltd.

Assisting with installation of radio communication equipment and marine electronic equipment.

**Madison Betley**

Winchester University, BA Hons Performing Arts

**Elise Bisson**

Loughborough University, BSc Hons Social Psychology

**Sarah Brereton**

Newcastle University, BA Hons Politics and Economics

Bursary: Butterfield Bank

**Emma Brodrick**

Exeter University, BSc Biological Sciences

**Georgia-Mae Brouard**

Further Education (UK)

**Annabella Bruschini**

Durham University, BA Music

**Elanor Buchanan**

Bath University, MPhys Hons Physics (with year abroad)

**Alexandra Butt**

Teesside University, BSc Hons Diagnostic Radiotherapy

**Lydia Cherry**

Arts Educational School, London, BA Acting

**Sophie Cowley**

Birmingham University, BSc Hons Economics and Geography

**Alisha Crocker**

Sussex University, BSc Hons Psychology

**Anastasia Cross**

St George's University, MBBS Medicine

**Nia Cuddihee**

University of Central Lancashire, BSc Hons Sport & Exercise Psychology, Foundation Entry

**Penelope Dawes**

Kingston University, BA Hons Interior Design

**Faye Domaille**

Brighton University, BA Hons Humanities

**Jessica Dookun**

Local Employment, Trouteaud Opticians - Junior Optical Administrator

**Lydia Downing**

Leeds Beckett, BA Hons Business & Management

**Amy Fallaize**

Bath University, BSc Hons Psychology

*Bursary: Deloitte*

**Neisa Fernandes**

Kingston University, BA Hons Film Studies

**Lucy Ferris**

UWE Bristol, BSc Hons Physiotherapy

**Annabel Gillson**

Local Employment

**Emily Green**

Sheffield University, LLB Law

Deferred Entry

**Jemma Green**

Liverpool University, BA Hons Sociology

**Ciara Hanna**

SOAS University of London, BA International Relations

**Alice Hudson**

Nottingham University, BSc Hons Animal Sciences

**Sophie Hunt**

University of Central Lancashire, BSc Hons Forensic Science and Criminal Investigations

**Ruth Hurst**

Falmouth University, BA Hons Creative Advertising

**Eva James**

Durham University, BA Modern Languages

**Natalia Jopling-Tanser**

Southampton University, BA English

*Bursary: Mourant Ozannes*

**Lucy Mancini**

Leeds University, BA Classical Civilisation

**Katherine Mooney**

Surrey University, LLB Hons Law

**Phoebe Morgan**

Bristol University, MB ChB Medicine

**Serena Moseley**

Falmouth University, BA Hons Creative Advertising

**Anna Ogier**

Bristol University, MB ChB Medicine

*Bursary from MSG*

**Rhiannon Oliver**

Local Employment

**Charlotte Page**

Leeds University, BA (Joint Honours) International Relations with Italian

**Charlotte Parkes**

Durham University, BA Modern Languages (French and Spanish)

**Eleanor Pentland**

Leeds Beckett, BSc Hons Psychology

**Lauren Perry**

Leeds University, BA Fine Art with History of Art

**Catherine Reilly**

Winchester University, BA Hons Film Studies

**Eleanor Rouget**

Liverpool University, BA Hons Geography

**Alanna Roussel**

Local Employment: BDO Limited, training for a career in Accountancy

**Alice Sarre**

York University, BSc Film & TV production

**Deanna Smart**

Edge Hill University, BSc Hons Business & Economics

**Isabelle Strobl**

Local Employment

**Samantha Sweeney**

GAP Year. Applying to read Medicine for 2016

**Clementine Thompson**

Edinburgh University, MMath Mathematics

*Eric Liddell scholarship by the University of Edinburgh*

**Lara Todd**

Oxford Brookes University, BA Hons International Business Management

**Rachel Vivian**

Local Employment: Generali International Limited, training for a career in Business Persistency customer contact

**Laura Wade**

Portsmouth University, BSc Hons Biology

**Paige Williams**

Essex University, LLB Law



## Registration Procedures

A Registration Form is enclosed with the Prospectus. This should be completed and returned to the Registrar, together with a cheque payable to The Ladies' College.

<b>Pre-Preparatory Registration Fee</b>	£100.00 (non-refundable)
<b>Lower Preparatory–Senior Registration Fee</b>	£100.00 (non-refundable)
<b>Sixth Form Registration Fee</b>	£100.00 (non-refundable)

### Assessment Testing

❖ <b>Lower Preparatory (Reception)</b>	<b>Lent Term</b>
❖ <b>Junior Remove (Year 3)</b>	<b>Lent Term</b>
❖ <b>Remove (Year 7)</b>	<b>Lent Term</b>

### Entry to The Ladies' College Pre-Preparatory Department

The Ladies' College Pre-Preparatory accepts girls from the age of 2 years and 6 months, subject to them being 'dry'. To reserve a place, a booking form should be completed and returned to the Registrar, in the first instance. A booking confirmation will be sent out, subject to availability of sessions requested. The first 20 girls registered are offered a guaranteed place in the Lower Preparatory class, subject to our required minimum sessions (2 sessions in the first year 'Peas' and 3 sessions in the second year 'Beans') being booked.

### General Entry to Melrose Lower Preparatory (Reception) to Form III (Year 6)

There are waiting lists for most year groups at Melrose. Parents who wish to add their daughter's name to the waiting list should complete the Registration Form and send this, together with a cheque for £100.00 to the Registrar. The Registrar will advise you as soon as a place becomes available.

### General Entry to The Ladies' College Remove (Year 7) to Upper Five (Year 11)

Prospective parents and students will be invited to meet with the Principal and subject to places being available, students will be required to sit a test in English, Mathematics and Verbal Reasoning. The College will also require a copy of a current school report and a supporting reference from a student's current school. Students will also be offered the opportunity of spending a day at the College.

### Entry to The Ladies' College Sixth Form

The College holds an AS/A-level presentation evening with Elizabeth College during the Michaelmas term. All Year 11 students and their parents are welcome to attend. Places are dependent upon students gaining a minimum of 5 (I)GCSEs at grade C or above to include English Language and Mathematics and a satisfactory reference from their current school.

### Admission & Payment of College Fees

Please note that admission to The Ladies' College is dependent on timely payment of fees in accordance with our terms and conditions.

For further information on registering, please contact Miss McClean, The Ladies' College Registrar. Email: [registrar@ladiescollege.ac.gg](mailto:registrar@ladiescollege.ac.gg)





## Contact Information and Communicating with Parent(s)

**TELEPHONE NUMBER:** 721602  
**POST CODE** GY1 1RW  
**WEBSITE:**

### **SCHOOL HOURS**

8.25 a.m. - 12.15 p.m.

1.20 p.m. - 4.00 p.m.

Remove and Lower Four finish at 3.30 p.m.

(Girls have the option of attending Private Study sessions from 3.30 p.m. – 4.00 p.m.)

### **OFFICE STAFF**

**Principal's P.A.** Mrs R. Chilton  
[principalspa@ladiescollege.ac.gg](mailto:principalspa@ladiescollege.ac.gg)

**Registrar:** Miss R. McClean  
[registrar@ladiescollege.ac.gg](mailto:registrar@ladiescollege.ac.gg)

**Receptionist:** Mrs D. Nelson  
[reception@ladiescollege.ac.gg](mailto:reception@ladiescollege.ac.gg)

**Administration Assistant:** Mrs A. Bampton  
[abampton@ladiescollege.ac.gg](mailto:abampton@ladiescollege.ac.gg)

**Operations Assistance:** Mrs E. Gavet-Le Tissier  
[egavet-letissier@ladiescollege.ac.gg](mailto:egavet-letissier@ladiescollege.ac.gg)

### **FINANCE OFFICE**

**Bursar:** Miss E. Bridge  
[bursar@ladiescollege.ac.gg](mailto:bursar@ladiescollege.ac.gg)

**Assistant Bursar:** Mrs S. Hardill  
[shardill@ladiescollege.ac.gg](mailto:shardill@ladiescollege.ac.gg)

**Finance Assistant** Mrs J. Carnachan  
[jcarnachan@ladiescollege.ac.gg](mailto:jcarnachan@ladiescollege.ac.gg)

Should you have any specific concerns regarding your daughter's work or well-being her Form Tutor is normally the first point of contact. You should telephone the school office and the office staff will arrange for the relevant member of staff to return your call. **If your daughter is going to be off school ill, please contact the office either by telephone prior to 8.25 a.m. or by email to [reception@ladiescollege.ac.gg](mailto:reception@ladiescollege.ac.gg)** The main office is manned from 8.00 a.m. until 4.00 p.m.

The College generally uses Group Call to send out information to parents which can either be an email or a text message.

Please could we ask you to add the following addresses to your email accounts which you have supplied to the College, this will hopefully avoid any communication from us being sent to your Junk/Spam account.

**[registrar@ladiescollege.ac.gg](mailto:registrar@ladiescollege.ac.gg)**

**[abampton@ladiescollege.ac.gg](mailto:abampton@ladiescollege.ac.gg)**

**[principalspa@ladiescollege.ac.gg](mailto:principalspa@ladiescollege.ac.gg)**

**[7066001@groupcallalert.com](mailto:7066001@groupcallalert.com)**



**Phase 3 - A Gift for Learning**  
**The new extension will open for September 2016**  
**A lot to look forward to!**



**[www.ladiescollege.com](http://www.ladiescollege.com)**