



**Sixth Form
Handbook
2018 - 2019**









Contents

	Page No
Welcome from the Head of Sixth Form	6
(I) GCSE Results and Start of Term arrangements	7-8
Contact details, Staff List (The Ladies' College), Registration	9-16
Term Dates	17-18
The Leaf Centre - Code of Conduct	19-20
Subjects, Teachers	21-22
Upper Sixth Officials and Prefect Team	23
What should you expect from us in the Sixth Form?	24-25
What do we expect of you?	26-28
Opportunities and Activities available in the Sixth Form.	29-34
ICT Facilities	35-38
Sixth Form Careers Advice	39
The College Library, Private Study, Common Room	40-41
How can you manage your time effectively? What happens if you are not coping with one of your courses?	42-43
How will we monitor your progress?	44-45
Policies List	46
Uniform	47-48
What is expected of a Ladies' College student who is studying a course at Elizabeth College?	49-50
Health, Medical, Illness/School Nurse	51-53
Examination Procedures	54

Sixth Form Academic Diary	55-56
Extra Time and Special Considerations (Public Examinations)	57-58
Notes Page	59



Welcome from the Head of Sixth Form



Welcome to the Sixth Form Handbook. Sixth Form is an exciting time in your academic career. You have reached the top of the school! You are a key role model to the younger students. It's a time for you to specialise in the subjects that interest you most and work to get one step closer to achieving your long term goals. However, we strongly believe that Sixth Form is much more than just academic study. It's a chance to gain more freedom but also an opportunity to take on more responsibility. At The Ladies' College Sixth Form we aim to develop and nurture your talents beyond the classroom and offer opportunities to develop your skills to be successful, whatever your next step.

This handbook provides you with everything you need to know about studying at Sixth Form at The Ladies' College and gives you further insight into what other opportunities are on offer. It seeks to answer any questions you may wish to ask now and some that might not have occurred to you yet. Your form tutor will point out key areas as the time arises, but feel free to dip into sections of relevance as and when you need to. I hope that you will find it useful.

I look forward to welcoming you in September and supporting you throughout your time in Sixth Form, to meet our aims for you.

The Ladies' College Aims

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.

Miss Emma Clements
Head of Sixth Form & Enrichment



(I) GCSE Results and Start of Term Arrangements

Results Day

Results Day – Thursday 23rd August 2018

(I)GCSE Results will be available for collection on **Thursday 23rd August from 09:00** from the main College. The College will be open until 12:30. Any uncollected results will be posted home after this time. If you know you are going to be away from the Island on Results Day, please ask your daughter to contact Miss McClean, the College Registrar to make alternative arrangements for obtaining her results.

(I)GCSE Certificate Presentation Evening – Monday 17th December 2018

We will hold the Presentation of (I)GCSE Certificates on **Monday 17th December at 16:30**. Please could you make a note of this date in your diary. Formal invitations will be sent out closer to the event.

Key email addresses:

eclements@ladiescollege.ac.gg

Miss Emma Clements (Head of Sixth Form & Enrichment)

hbarnes@ladiescollege.ac.gg

Mr Howard Barnes (Director of Studies)

sduguid@ladiescollege.ac.gg

Mrs Sarah Duguid (Examinations Office & MIS Administrator)

jhenderson@ladiescollege.ac.gg

Mr James Henderson (Deputy Principal)
(Enrichment)

vmitchell@ladiescollege.ac.gg

Dr Vanessa Mitchell (Deputy Principal)
(Pastoral)

croughsedge@ladiescollege.ac.gg

Mr Chris Roughsedge (Deputy Principal)
(Learning)

registrar@ladiescollege.ac.gg

Miss Rosalyn McClean (Registrar)

Please do not telephone the College for your results.

Members of staff will be available on the day should you wish to discuss any option changes once you have received your results and you can contact the College to make an appointment subsequently if required. There is time within the first week of College for these to be addressed and it is better to take the time to discuss the courses with the teaching staff first.

Requests for subject changes can be made to Mr Barnes on Monday 3rd September 10:00-12:15 and after 15:30, Wednesday 5th September 14:30-16:00 and also on Thursday morning. Changes are not confirmed until students are issued with new timetables. Students should have seen subject teachers and either Mr Henderson or Miss Clements prior to seeing Mr Barnes.

Please note that any requests for subject changes are discussed between the Sixth Form Partnership to ensure maximum group sizes are not exceeded and changes are not confirmed until you receive your timetable.

Start of Term for Lower Sixth Students

Michaelmas Term 2018	
Monday 3 rd September	Staff INSET day
Tuesday 4 th September & Wednesday 5 th September	Start of Term (Staff)
Thursday 6 th September	<p>Start of Term - Students. Lower Sixth should arrive for 08:30 and go to The Leaf Centre</p> <p>Upper Sixth should arrive for 09:30 and go The Leaf Centre</p> <p>Photographs will be taken at: Upper Sixth 11.40 in the Gym (Year Group) Individual School Photographs Sixth Form 12:30 in the Gym Lower Sixth 13:20 in the Gym (Year Group)</p>



Contact Details

Please make all contact with The Ladies' College for Concerns or Queries in the first instance.

The Ladies' College	Elizabeth College																																
<p>Telephone: 01481 721602</p> <p>Principal Mrs A. Clancy</p> <p>Head of Sixth Form & Enrichment Miss E. Clements eclements@ladiescollege.ac.gg</p> <p>Director of Studies Mr H. Barnes hbarnes@ladiescollege.ac.gg</p> <p>Deputy Principal (Pastoral) Dr V. Mitchell vmitchell@ladiescollege.ac.gg</p> <p>Deputy Principal (Learning) Mr C. Roughsedge croughsedge@ladiescollege.ac.gg</p> <p>Deputy Principal (Enrichment) Mr J. Henderson jhenderson@ladiescollege.ac.gg</p>	<p>Telephone: 01481 726544</p> <p>Principal Mrs J. Palmer principal@elizabethcollege.gg</p> <p>Head of Sixth Form & Head of Lower Sixth Mr C. Cottam ccottam@elizabethcollege.gg</p> <p>Vice-Principal Mr R. James rjames@elizabethcollege.gg</p> <p>Head of Upper Sixth Mrs J. Dittmar jdittmar@elizabethcollege.gg</p>																																
<p>Careers Miss E. Dudin edudin@ladiescollege.ac.gg</p> <p>FORM TUTORS</p> <p>Lower Sixth</p> <table> <tr> <td>Lower 6A</td> <td>Mr P. Beasley</td> </tr> <tr> <td>Lower 6B</td> <td>Mr D. Herschel</td> </tr> <tr> <td>Lower 6C</td> <td>Dr K. Marshall</td> </tr> <tr> <td>Lower 6D</td> <td>Mrs Z. Ellis</td> </tr> </table> <p>Upper Sixth:</p> <table> <tr> <td>Upper 6A</td> <td>Mrs H. Bailey</td> </tr> <tr> <td>Upper 6B</td> <td>Mr P. Fotheringham</td> </tr> <tr> <td>Upper 6C</td> <td>Mrs J. Doyle</td> </tr> <tr> <td>Upper 6D</td> <td>Mr P. Hill</td> </tr> </table> <p>Girls' Link at EC Miss E. Willcocks</p>	Lower 6A	Mr P. Beasley	Lower 6B	Mr D. Herschel	Lower 6C	Dr K. Marshall	Lower 6D	Mrs Z. Ellis	Upper 6A	Mrs H. Bailey	Upper 6B	Mr P. Fotheringham	Upper 6C	Mrs J. Doyle	Upper 6D	Mr P. Hill	<p>Careers To be confirmed</p> <p>FORM TUTORS</p> <p>Lower Sixth</p> <table> <tr> <td>12C</td> <td>Mr R. Davis</td> </tr> <tr> <td>12N</td> <td>Mr P. Davis</td> </tr> <tr> <td>12S</td> <td>Mr M. Buchanan</td> </tr> <tr> <td>12T</td> <td>Mr D. Loweth</td> </tr> </table> <p>Upper Sixth</p> <table> <tr> <td>13C</td> <td>Mr A. Stephens</td> </tr> <tr> <td>13N</td> <td>Mrs G. Dallin</td> </tr> <tr> <td>13S</td> <td>Mr R. Le Sauvage</td> </tr> <tr> <td>13T</td> <td>Mr R. Inderwick</td> </tr> </table> <p>Boys' Link at LC Miss Emma Clements</p>	12C	Mr R. Davis	12N	Mr P. Davis	12S	Mr M. Buchanan	12T	Mr D. Loweth	13C	Mr A. Stephens	13N	Mrs G. Dallin	13S	Mr R. Le Sauvage	13T	Mr R. Inderwick
Lower 6A	Mr P. Beasley																																
Lower 6B	Mr D. Herschel																																
Lower 6C	Dr K. Marshall																																
Lower 6D	Mrs Z. Ellis																																
Upper 6A	Mrs H. Bailey																																
Upper 6B	Mr P. Fotheringham																																
Upper 6C	Mrs J. Doyle																																
Upper 6D	Mr P. Hill																																
12C	Mr R. Davis																																
12N	Mr P. Davis																																
12S	Mr M. Buchanan																																
12T	Mr D. Loweth																																
13C	Mr A. Stephens																																
13N	Mrs G. Dallin																																
13S	Mr R. Le Sauvage																																
13T	Mr R. Inderwick																																



Staff Lists (The Ladies' College)

Staff Lists

Board of Governors

Chairman

Mrs Kate Richards

Vice Chairman

Advocate Caroline Chan

Governors:

Mr Peter Miller

Miss Cathy Perkins

Dr Mary Short

Deputy Heidi Soulsby

Mrs Catharine Walter

Associate Governors:

Mr Simon Elliott

Dr Robert Hanna

Mr Allister Langlois

Mrs Diana Stenner

Mr Brian Acton

The Chairman of the Board of Governors can be contacted via the Clerk to the Governors, Miss E. Bridge, bursar@ladiescollege.ac.gg

Principal:

Mrs Ashley Clancy
BA (Combined Hons) Birmingham, PGCE

Vice Principal, Bursar & Clerk to the Governors:

Miss Elizabeth Bridge
MA Oxon ACA

Director of Studies:

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

Deputy Principal: (E)
Enrichment

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

Deputy Principal: (P)
Pastoral

Dr Vanessa Mitchell
BSc Hons University of Swansea, PhD Glasgow, GTP

Deputy Principal: (L)
Learning

Mr Chris Roughsedge
BA Hons Liverpool, PGCE

Operational Colleagues:

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
Office Administrator:	Mrs Claire Strawbridge
Pastoral Administrator:	Mrs Anna Bampton
Head of Development and External Relations:	Mrs Anastasia Page
Examinations Officer and MIS Administrator:	Mrs Sarah Duguid BA Hons University of the West of England

Premises Team:

Premises Manager:
Mr Sean Rault

Groundsman:
Mr Martin Dyer

Caretaking / Maintenance Team:
Mr Steve Le Prevost
Mr Graham Waddingham
Mr Markus West

Cleaning Staff:
Mrs Maria McGrath

Catering Team:

Chef Manager:
Mr Tim Elliott

Assistant Chef Manager:
Mr Leonard Dodsworth

The Core Team:
Mrs Elisa Costa
Miss Julie Le Ber
Mrs Maxine Lesbirel
Ms Rachael O'Neill
Mrs Wendy Wilkinson

Lunchtime Supervisor:
Mrs Sophie Anderson

Senior School Teaching Staff

Art and Design

Miss Emma Clements, BA Hons Derby, MA Liverpool, PGCE
Miss Charlotte Alston, MA Bath Spa (PGCE with QTS), BA Hons Brighton University
Mrs Belinda Smith, BA Hons De Montfort, PGCE

Classics

Miss Jennifer Geach, MA Oxon, PGCE

Design and Technology

Mr Jonathan Smith, BA Hons De Montfort, PGCE

Drama

Mrs Maggie King, BA Hons Royal Holloway, PGCE, GTP
Ms Sarah Thackeray, BEd Hons Bedford College

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 Louise Cory, BA Hons, OU, DipHE
Mrs Bronwyn Henderson, BA Hons Canterbury, New Zealand, PGCE

Geography

Ms Serena Ace-Hopkins, BSc, University College, London, PGCE
Mr Thomas McGovern, BA Hons Plymouth University PGCE

History

Mrs Bronwyn Henderson, BA Hons Canterbury, New Zealand, PGCE
Mrs Caroline Montague, BA Hons Southampton, PGCE

Information Technology

Mr Paul Beasley, BEd Hons Manchester Met University, NPQSL

Mathematics:

Mrs Caroline Gribbens, BSc Hons QTS West of England, Bristol
Mr Andy Hale, BSc (Eng.) Hons Imperial College, London, PGCE
Mr David Herschel, BSc Hons University of Plymouth, PGCE
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

Mr Paul Naylor, BA Hons, Hull University, PGCE
Miss Béatrice Bathany, BA Hons UBO, Brest, France, PGCE

Mrs Lidia Chanter, BA French Law Degree Université Paris 1 Panthéon-Sorbonne, PGCE
Mrs Clarisse Feldmesser, BA Rennes France, PGCE (*maternity leave*)

Music

Mrs Anthea Roue, BMus, Surrey, PGCE (*maternity leave*)
Mrs Samantha Holland, BEd (Hons) West Glamorgan, DipHE (*maternity cover*)
Mr James Henderson, BA Hons Leeds, LRSM, CT ABRSM, PGCE

Photography

Miss Charlotte Alston, MA Bath Spa (PGCE with QTS), BA Hons Brighton University

Physical Education:

Mrs Helen Bailey, BSc Hons Cheltenham & Gloucester College for HE, PGCE
Miss Elizabeth Dudin, BSc (Joint) Hons, Surrey, PGCE
Miss Elena Johnson, BSc Hons University of Birmingham, PGCE, PGCSE (QTS)
Ms Sarah Thackeray, BEd Hons Bedford College
Mrs Rachael Wooldridge

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
Mr James Henderson, BA Hons Leeds, LRSM, CT ABRSM, PGCE
Miss Elena Johnson, BSc Hons University of Birmingham, PGCE, PGCSE (QTS)

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 (*maternity leave*)
Miss Faye Barclay, BSc Hons, Loughborough, PGCE
Mr Paul Beasley, BEd Hons Manchester Met University, NPQSL
Mrs Karen Best, BA, OU, CertEd. (*maternity cover*)
Mr Howard Barnes, BSc Hons York, PGCE, MRSC, CChem CSci
Mr David Herschel, BSc Hons University of Plymouth, PGCE
Mrs Mary Perrio, BSc Hons Manchester, PGCE
Mrs Ava Schiavetta Winter, BSc Hons Birmingham, PGCE
Mrs Ruth Smith, BSc, B.Com, Birmingham, PGCE

Head of Curriculum IT and E-Safety

Mr Paul Beasley, BEd Hons Manchester Met University, NPQSL

Learning Support

Miss Alison Coubrough-Barnett, BA Hons Lincoln University, QTS, PG Cert (Dyslexia and
Literacy) PG Dip (Dyslexia and Literacy)
Mr David Herschel, BSc Hons University of Plymouth, PGCE

College Counsellor

Mrs Catherine Ogier, Dip Couns, Adv.Dip.Couns.Sup

Careers, PSHEE and Citizenship

Miss Elena Johnson, BSc Hons University of Birmingham, PGCE, PGCSE (QTS)

UCAS Co-ordinator

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

Duke of Edinburgh's Award Co-ordinator

Miss Louise Mitchinson

Librarian:

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

Laboratory Assistants**Senior Science Technician:**

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

Science Technician:

Mrs Jane Dufty, BSc Hons, Warwick

ICT Support**Network Manager**

Mrs Janine Le Cras

IT Technician

Mr Nicholas Bougourd

IT / Web Design Specialist

Miss Andrea Simon

Multi-Media Technician

Mrs Rachael Wooldridge

Design Technology Technician

Mrs Julie Dyer

Art Technician

Mrs Sophie Anderson

Lower School Co-ordinator Remove

Lower School Co-ordinator Lower Four

Lower School Co-ordinator Upper Four

Upper School Co-ordinator Lower Five

Upper School Co-ordinator Upper Five

Head of Sixth Form & Enrichment

Educational Visits Co-ordinator:

Mrs Louise Cory

Miss Elizabeth Dudin

Mrs Caroline Gribbens

Mr Tom McGovern

Mrs Margaret King

Miss Emma Clements

Mr James Henderson

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 08:25. or by email to reception@ladiescollege.ac.gg The main office is manned from 08:00 to 16:30 Monday to Thursday and until 16:00 on Fridays**
- To contact a tutor or Year Co-ordinator about your daughter, other than linked to attendance: for example jbloggs@ladiescollege.ac.gg
initialsurname@ladiescollege.ac.gg

• Remove Year Co-ordinator	Mrs L. Cory
• Lower School Co-ordinator - Lower Four	Miss E. Dudin
• Lower School Co-ordinator - Upper Four	Mrs C. Gribbens
• Upper School Co-ordinator - Lower Five	Mr T. McGovern
• Upper School Co-ordinator - Upper Five	Mrs M. King
• Head of Sixth Form	Miss E. Clements
• College Councillor	Mrs C. Ogier
• Deputy Principal (Pastoral)	Dr V. Mitchell
• Principal principal@ladiescollege.ac.gg	Mrs A. Clancy

Adults at The Ladies' College have a wealth of experience and, like you, want the best for your daughter. We want to nurture each of the students 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.

Should you have any concerns, do not hesitate to get in touch but please encourage your daughter to talk to us. We believe that communication is key.

Communicating with Parents

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.

abampton@ladiescollege.ac.gg

cstrawbridge@ladiescollege.ac.gg

principalspa@ladiescollege.ac.gg

registrar@ladiescollege.ac.gg

7066001@groupcallalert.com

Registration and Form Tutor Time

- Arrive at College before 08:25 unless you have a lesson at Elizabeth College. Registers close at 08:28.
- Girls having lessons at Elizabeth College in the first period of the day should register with Miss Willcocks in Music Room 1 at 08:25. Registers close at 08:28.
- If you are late you must sign in at the appropriate Reception before going to your first lesson.
- Register with your Form Tutor daily, if your first lesson is at The Ladies' College.

Lower 6A	Room 10
Lower 6B	Leaf Centre
Lower 6C	JLab
Lower 6D	Room 21
Upper 6A	Room 1
Upper 6B	Room 23
Upper 6C	Room 20
Upper 6D	Room 18

Timetable for Tutor time / Assemblies

Monday	Year Assembly 10:15 – 10:45 – The Leaf Centre
Tuesday	Tutor Time – finishing at 10:45
Wednesday	House Meetings – finishing at 10:45
Thursday	Full School Assembly – compulsory attendance
Friday	Tutor Time – finishing at 10:45
Friday	P.E. Slot from 14:30 onwards – please leave College in full P.E. kit and sign out at Reception prior to leaving the site.

**Correct at time of going to print and subject to change*



Term Dates

Michaelmas 2018 – Trinity 2020

Michaelmas Term 2018	
Staff INSET	Monday 3 rd September
Start of Term (Staff)	Tuesday 4 th September
Start of Term (Staff)	Wednesday 5 th September
Start of Term (Students)	Thursday 6 th September
Half Term	Friday 26 th October 12:30 finish Senior and Sixth Form Monday 29 th October to Friday 2 nd November
End of Term	Wednesday 19 th December 12:30 finish Senior and Sixth Form
Lent 2019	
Start of Term	Monday 7 th January
Half Term	Friday 15 th February – Friday 22 nd February
End of Term	Friday 5 th April 12:30 finish Senior and Sixth Form
Trinity 2019	
Easter Monday	Monday 22 nd April
Staff INSET	Tuesday 23 rd April
Start of Term	Wednesday 24 th April
Bank Holiday	Monday 6 th May
Liberation Day (Bank Holiday)	Thursday 9 th May
Bank Holiday, Half Term	Monday 27 th May, Tuesday 28 th May
Staff INSET	Tuesday 28 th May
End of Term	Friday 5 th July 12:30 finish Senior and Sixth Form
Michaelmas 2019	
Staff INSET	Monday 2 nd September
Start of Term Staff	Tuesday 3 rd September, Wednesday 4 th September
Start of Term Students	Thursday 5 th September
Half Term	Friday 25 th October 12.30 finish Monday 28 th – Friday 1 st November
End of Term	Wednesday 18 th December 12.30 finish Senior and Sixth Form
Lent 2020	
Staff INSET	Monday 6 th January
Start of Term	Tuesday 7 th January
Half Term	Friday 14 th and Monday 17 th – Friday 21 st February
End of Term	Thursday 2 nd April 12.30 finish Senior and Sixth Form

Trinity 2020	
Start of Term	Monday 20 th April
Bank Holiday	Monday 4 th May
Liberation Day	Saturday 9 th May
Bank Holiday	Monday 25 th May
Staff INSET	Tuesday 26 th May
End of Term	Friday 3 rd July 12.30 finish Senior and Sixth Form

All dates published are confirmed.

Senior School

Please note that we try to make sure that we finish as close to 12:30 as is possible. However, sometimes events do overrun. Your patience and understanding with pick-ups is as always, much appreciated. Term dates are available on www.ladiescollege.com



The Leaf Centre

Code of Conduct

1. General

Access to the Leaf Centre is a privilege for Sixth Form Students. It is 'owned' and managed by the incumbent Sixth Form, who are expected to accord the facilities the same degree of respect and care that they would wish to be applied to their own possessions. These facilities are to be handed-on in good condition to those who follow and must be kept clean and tidy at all times.

The Leaf Centre may be used before school although not before 07:45 when the site is opened for the day. It may be used during private study and after 16:00 until the College closes at 17:30 (Students should be aware that the cleaner will require access after school to clean the facilities.) The Key padlock on the entrance to the Centre restricts access at other times.

It is an expectation of the College that members of the Sixth Form treat one another and members of staff with respect at all times.

The Leaf Centre comprises the following areas:

Two Study Areas

These are equipped with computer terminals and have wireless connectivity.

One Common Area

Entrance Hall, Lobby, Head of Sixth Form, Teaching Staff offices. Kitchen, Lavatory facilities, and main lounge area. Most areas have wireless connectivity.

One Teaching Room

To be used under the direction of teaching staff only.

2. Management of the Leaf Centre

Overall supervision of The Leaf Centre rests with the Head of Sixth Form, and the Head Girl. The Leaf Centre will be supervised throughout the school day by a member of staff.

3. Fabric and Fittings

Students will respect all décor, fabric, fittings and equipment within The Leaf Centre and will be required to pay for damage. Personal property must be stored responsibly; no liability can be accepted for items brought into College.

4. Quiet Areas

The quiet areas include all office space, the study rooms and the classroom. Furniture must not be misused or moved around so as to cause obstructions.

5. Foyer and Kitchen area

These are not quiet areas and it is expected that students wishing to eat and socialise will do so in these areas but they must not disturb lessons in the classroom. These rooms must be kept clean and tidy at all times. When using the kitchen students should clean up after themselves and leave it as they would expect to find it.

6. Failure to adhere to the Code of Conduct

In the event that any student does not adhere to this protocol, the Head of Sixth Form will arrange a meeting to remind them of the Code of Conduct. In the event of any further problems, the issue will be referred to the Assistant Principal, Deputy Principal, or the Principal who may wish to take further action. Access to The Leaf Centre may be withheld from any student unable to adhere to the Code of Conduct.

7. Lockers

Students will be provided with a 'day locker' at the beginning of the year. They are responsible for providing a lock. Anything left in The Leaf Centre will be disposed of on a weekly basis. If any damage is discovered, students will be expected to pay. This is not long-term storage. There will be regular checks of the room.

Damage caused through any form of misuse will normally result in a financial charge being levied against the perpetrator(s), in addition to any other action(s) such as the denial of access to The Leaf Centre for a set period. All instances of damage will be reported to the Deputy Principal or the Principal.



Subjects, Teaching Staff 2018

Subject <i>Plus timetable code</i>	The Ladies' College	Elizabeth College
	<i>Staff names and codes (HoD listed first)</i>	
Ancient History (AH)		Mr R. Inderwick (RIN) Mr A. Carey (ACA) Mr C. Cottam (CCO)
Art (ART)	Miss E. Clements (ECL) Miss C. Alston (CAL)	Mr A. Stephens (AST)
Biology (BI)	Miss I. Ellen (IEL) Dr K. Marshall (KMA)	Mr R. Le Sauvage (RLE) Mrs E. Chamberlain (ECH) Mrs R. Seymour (RSE)
Business Studies (BUS)	Mr P. Fotheringham (PFO)	Mr E. Adams (EAD)
Chemistry (CH)	Dr K. Marshall (KMA) Mr H. Barnes (HBA) Miss F. Barclay (FBA)	Mrs G. Dallin (GDA) Mrs P. Read (PRE)
D & T (Graphic) (DTG) & D & T (Materials) (DTM)		Miss M. Schofield (MSC) Mr T. Slann (TSL) Mrs P. Copeland (PCO) Ms J Pendleton (JPN)
Drama (DR)	Mrs M. King (MKI)	Mrs N. Brown (NBR)
Economics (EC)	Mr P. Fotheringham (PFO)	Mr E. Adams (EAD)
English Literature (EL)	Mrs Z Ellis (ZE) Ms J. Doyle (JDO) Mrs L. Cory (LCO)	Mr M. Buchanan (MBU) Mrs L. Loveridge (LLO) Ms S. Tribe (STR)
Film Studies(FS)		Mr M. Heaume (MHE) Mrs L. Loveridge (LLO)
French (FR)	Mr P. Naylor (PNA)	Miss A. Demongeot (ADE) Mrs J. Dittmar (JDI)
Geography (GG)	Ms S. Ace-Hopkins (SAH) Mr T. McGovern (TMG)	Mr S. Huxtable (SHU) Mr B. Aplin (BAP)
German (GM)		Mr R. Morris (RMO)
History (HI)	Mrs B. Henderson (BHE) Mrs C. Montague (CMO)	Mr A. Carey (ACA) Mr G. Cousens (GCO) Ms T. Smith (TSM)
Latin (LT)		Mr C. Cottam (CCO)

Computer Science (CS)		Mr D. Costen (DCO) Mr A. Mulholland (AMU)
Mathematics (MA)	Mrs C. Gribbens (CGR) Mr A. Hale (AHL) Mr P. Hill (PHI) Ms T. Ledger (TLE)	Mr A. Mulholland (AMU) Dr T. Addenbrooke (TAD) Mr D. Du Putron (TDU) Mr D. Loweth (DLO) Mrs K. Norman (KNO)
Music (MU)	Mr J. Henderson (JHE) Mrs S. Holland (SHO)	Miss E. Willcocks (EWI) Mrs P. Cross (PCR)
Photography (PO)	Miss C. Alston (CAL)	Mrs C. Buchanan (CBU) Mrs S. Lee (SLE) Mr A. Stephens (AST)
Sports Studies & P.E. (SE)	Mrs H. Bailey (HBY) Miss E. Dudin (EDU)	Mr T. Eisenhuth (TEI) Mr M. Garnett (MGA) Mr A. Good (AGO)
Physics (PH)	Miss R. Pretorius (RPR) Mrs K. Best (KBE) Mrs A. Winter (AWI)	Mr P. Davis (PDA) Mr G. Campbell (GCA)
Psychology (PY)	Dr V. Mitchell (VMI) Mr C. Roughsedge (CRS)	
Religious Studies (RS)	Miss C. Le Maitre (CLM)	Mr T. Edge (TED)
Spanish (SN)		Mrs M. Gordon (MGO) Mr G. Henshall (GHE)



Prefects and House Officials

September 2018

Head Girl: Kathryn Halliday

Deputy Head Girl: Phoebe Ovenden

Deputy Head Girl: Danielle Parr

House Officials:

Brock House Captain: Chloe Robert

Carey House Captain: Emilia Klucznyk

De Sausmarez House Captain: Sophie de Garis

Durand House Captain: Jade Irish

Senior Prefects

Charities Committee

ILEX

College Voice

Action Team – Learning & Creativity

Action Team – Local Community

PR Team

Peer Mentor – Classroom Support

Peer Mentor – One-to-One Support

Tutor Group

Willow Bearder

Isabelle Moorshead

Rachel Quick

Maddison Guilliard

Isabella Dean

Amelie Le Galloudec

Ella Huxtable

Molly Simpson

Millie Ford-Brooks



What should you expect from us in the Sixth Form?

The College has a responsibility to you. We want your time in the Sixth Form to be fulfilling in all ways: intellectually stimulating and challenging but also socially invigorating and fun.

We have a genuine concern for your welfare, development and ultimate success. Teachers, Tutors and Heads of Year are there to help ensure that you achieve your best. You should never feel that there is nobody to turn to if you are struggling.

Your subject teachers should:

- Provide you with syllabi and programmes of study for your courses
- Set appropriate tasks regularly, in line with those programmes of study
- Set work for you if they are absent from class (which you can complete at your own school)
- Attend classes promptly
- Mark and return work within a reasonable time period
- Assess and evaluate your work in a positive way
- Regularly review your progress
- Establish targets for future development

Your tutor should:

- Look after your general well-being and make you feel valued and cared for.
- Monitor your attendance and progress
- Offer pastoral support and be available at reasonable notice if you need to discuss any issues with you or your parents.
- Meet with you regularly as part of a group and provide meaningful activities.
- Provide you with regular and relevant information
- Advise you about study skills

- Offer active support for university, college or job applications (NB not specific careers advice)
- Regularly check uniform and reinforce rules.
- Offer guidance for University, course selection and links into careers
- Discuss with you any issues which are a cause for concern

Your Head of Sixth Form should:

- Communicate any relevant information to you directly or via your tutor
- Liaise with your tutor and teachers about any action which needs to be taken to improve your academic potential
- Liaise with your tutor, you and your parents about any issues which are a cause for concern



What do we expect of you?

You are a key part of the College and we want you to get everything you can out of Sixth Form, whilst also contributing positively to the life and development of the College.

Younger pupils will look up to you and you should remember that you set the tone both in College and also in the wider community.

Participation

You should work hard to gain results of which you can be proud, but you should also aim to enrich your life by taking up co-curricular opportunities such as sport, music, Young Enterprise, Duke of Edinburgh's Award Scheme, Management Shadowing, Work experience placements, community work, cultural experiences and College trips.

Motivation

Tutors and teachers will help you to make the transition from GCSE to Sixth Form study and it is important that you keep channels of communication open. Students must take responsibility for their learning, managing time effectively and reading widely. It is important also to use private study time wisely.

The following list is designed to help you with the transition from Upper Five to Sixth Form.

Students should:

- If you are going to be off school ill, please ask your parent(s) to contact the office either by telephone prior to 08:25 or by email to reception@ladiescollege.ac.gg The main office is manned from 08:00 until 16:30 Monday to Thursday and until 16:00 on Fridays.
- Inform the College Office if they are unwell during the school day and follow the signing out procedure. Students should sign out at Reception. The Receptionist will contact a senior member of staff and ask that a slip is signed. Students must use the signing-out book in the Leaf Centre when visiting Doyle's.
- If leaving College for appointments, please sign out / in at Reception at either College as appropriate.
- Attend all classes and timetabled activities promptly. If you are late arriving at either College you must sign in at Reception.
- Bring books and other necessary equipment to lessons.

- Complete all work on time.
- Use private study time to follow up and consolidate work started in class.
- Keep arranged appointments to meet staff.
- Listen to and act upon advice given.
- Follow College expectations on behaviour.
- Be of smart appearance and dress in the required uniform.
- Inform staff as soon as possible about planned absence and catch up on work missed
- Try to arrange appointments out of school, and never in lesson time. Driving lessons or tests must never be arranged during lesson times.
- Ask parents to send a request in writing/via email to the College office for driving lessons/tests and other appointments during the school day
reception@ladiescollege.ac.gg
- Use the planner and programmes of study to plan commitments and work
- Volunteer!

Parking on site (Drop off / Pick up)

- **Parents/Guardians with Senior and Sixth Form students should not drive onto site from Monday to Friday between the hours of 07:30 - 09:00 and 14:30 - 17:00.**
- The only exceptions to the above are for students who have a large instrument which is difficult to carry, such as double bass, harp, tuba etc., those who are on crutches, who are carrying large amounts of sports equipment i.e. goalkeeper at hockey or those who have an illness which impacts on their mobility or levels of energy and for which we have a Doctor's letter. In these instances, we would ask parents/guardians to please drop off before 08:00 and collect after 16:15 wherever possible. **Should your daughter's name need to be added to the list of students who require special dispensation, please provide a written request to this effect.**

Sixth Form students must not park on-site at any time. Being late due to parking issues is not acceptable or excusable.

Home Study

In order to make the transition from school to university or the work place, from January of Upper Sixth, students will be eligible for Home Study. This allows students to take more responsibility and ownership for their studies. Students are given permission (parental consent is required) to

only be on-site for their subject lessons and off-site during the school day (although they can remain in school if they wish.) If students do not demonstrate sufficient progress or there are concerns raised by member(s) of staff, then home study will be reviewed and may be revoked.

During home study students must:

Attend Assembly

Ensure that they sign-in and sign out at Reception

Attend lessons in full school uniform

Be punctual: being late due to parking issues is not acceptable or excusable.



Opportunities and Activities available in the Sixth Form

Prefects

Prefects support the staff in upholding the College's ethos. Their uniform and general appearance must be beyond reproach.

Physical Activities

Students have their own choice of physical activity in the Sixth Form. This enables girls to pursue their own interests.

If you have free period before the timetabled games period, there may be enough time for you to leave the College site after signing out at Reception in order to swim, play badminton or attend the fitness studio at Beau Sejour.

Sixth Form students are expected to take a full and active role in House sports competitions and you are required to wear suitable sports kit. (The required PE kit is noted in the uniform list.)

Enrichment Opportunities for Lower Sixth

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 PSHEE. Students are encouraged to record information about the sessions in their enrichment file and this will be useful 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.

Students are awarded 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).

The Elizabeth & Ladies' Colleges Diploma

The Elizabeth and Ladies' College Sixth Form Diploma is an exciting new development which every student will follow. We have taken the best elements of our previous separate diplomas and added new ideas to create a qualification which prepares our students for adult life by celebrating what they already achieve (both in school and in the wider world), offering them new opportunities and challenges, and equipping them to enter higher education or employment with confidence.

There are four strands to the Diploma:

- Academic
- Service
- Personal Development
- Broadening of Horizons

In addition, all students will complete a core content of wider reading, post-18 careers advice, critical thinking and study skills.

Students will be guided through the diploma by a team of supervisors, and at the end of their Upper Sixth year successful candidates will gain either a pass, merit or distinction.

EPQ (Extended Project Qualification)

What is an EPQ?

EPQ stands for Extended Project Qualification and is equivalent to half an A-level, but has the added advantage of being able to obtain the A* grade. It has been developed in order to:

- Prepare students for the demands of study at higher education level.
- Give students a wide range of transferable skills.
- Demonstrate creativity, initiative, motivation and commitment.
- Add something extra to applications, CVs and personal statements.

The EPQ gives students the opportunity to research a topic of their interest; this does not have to be based on an academic subject that the student is studying.

What happens?

At the start of the Michaelmas term all students in the Lower Sixth will follow a five-week programme of study skills to complement their regular lessons. Sessions will cover time management, note-taking, effective research, referencing and plagiarism, and critical thinking. They will then complete an online course on critical thinking to consolidate these skills, after which all students will be offered the opportunity to put these skills into practice through the EPQ. It is not compulsory, although students who do not take the EPQ will still be required to complete a piece of extended writing on a subject of their choice.

What will I need to do?

EPQ students are allocated a supervisor (usually a member of the teaching staff) who will guide them through the process. The first stage is to submit a title proposal. Once this has been approved, research can begin. There are regular meetings with the supervisor to monitor progress and offer advice. Once research has been undertaken, students submit their work, which usually takes the form of a 5000-word dissertation but can also include compositions, an investigative report or an artefact supported with a written piece. They must also give a presentation about their EPQ in front of an audience. The presentation is recorded and sent to an external moderator, along with the dissertation and a log book of the work undertaken.

Volunteering in the Community

Students are encouraged to spend some time as a volunteer. In the past we have had students spending time in Care homes, with the Brownie and Girl Guide associations, collecting money on flag days, etc.

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. The winning team will represent Guernsey in the South East Regional finals.

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.

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.

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 Webox 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.

Duke of Edinburgh's Award

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.



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

From January 2015 – January 2016

Bronze Award 15, Silver Award 3, Gold Award 4

From January 2016 to present (May 2017)

Bronze Award 38, Silver Award 18, Gold Award 10

1st May 2017 – 15th May 2018

Bronze Award 27, Silver Award 7, Gold Award 8.

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 Duke of Edinburgh's Award 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>





IT Facilities in the Sixth Form

As part of your studies in the Sixth Form you may be using the College SharePoint. Departments are putting increasing amounts of material on SharePoint so that you can access this material at any time.

Username and Passwords

Students who are new to study at The Ladies' College will need to have a username and password (issued by Mrs Le Cras) in order to access SharePoint and email.

We recommend that you use the same password for both systems and that this password is a strong one (containing letters, numbers and characters such as # etc.)

On no account should you give your password to another student.

All Sixth Formers are reminded that they are bound by the College's Acceptable Use Policy. Students from Elizabeth College should remember that the Acceptable Use Policy they signed for their systems also applies at The Ladies' College.

Students' personal laptop computers can be configured to make use of The Ladies' College Wireless system. Please see the IT Department if you would like to use this facility. However, only laptops which have working and up-to-date anti-virus software and have automatic updates turned on will be added to the wireless system.

Bring Your Own Device (BYOD) Guidelines for Sixth Form

Q. What is Bring Your Own Device?

A. The Ladies' College encourages students to make educated decisions about the technology that they use and that are most appropriate for a particular task. In this way we will be preparing students for systems they are likely to meet at university and in the world of work. We aim to provide students with 'anywhere, anytime' access to the College's digital information and learning resources. This means that every student will be required to purchase and bring their own, appropriate, keyboard enabled device for use in class. However, we do not believe we should specify a particular brand, type or model.

We recognise that different people prefer different formats, one size does not fit all, and that these keyboard enabled devices can become an important personal and social part of students' lives beyond College. We do need to specify the minimum features that make them suitable for the learning activities required in College.

Q. What are The Ladies' College specifications for the KEYBOARD ENABLED DEVICES?

A. Please note that iPads are NOT acceptable

	WINDOWS PC	APPLE MACINTOSH
Operating System	MINIMUM Windows enabled device (preferably Windows 10)	Macintosh OS 10.9.5 or higher
Processor Type	MINIMUM Celeron RECOMMENDED Core i7 Processor	MINIMUM Core i5 Processor RECOMMENDED Core i7 Processor
Keyboard	Must support a physical keyboard. (On screen keyboards are not sufficient).	
Screen Size	MINIMUM 10" MAXIMUM 15"	
Battery life	MINIMUM 6 Hours	

Q. Why is a keyboard enabled device needed in the Sixth Form?

A. Online information and learning opportunities are increasing rapidly. It is essential that our students are able to access these resources at any time, at home or away, using a device with a web-browser. Many of our widely used applications were only available on our network but many have now moved online where they can be accessed at any time.

Keyboard-enabled devices mean that teachers can plan around continuous access to digital information and learning resources. The academic demands of Sixth Form research and writing require keyboard enabled devices, as opposed to iPads or phones.

Q. Will students be spending more time on screens as a result of BYOD?

A. Devices will not be used in every lesson and very seldom for a whole lesson. The devices will be used when the learning intentions require it as determined by teachers or when students choose to use it to supplement other resources.

Q. Will students be safe using their keyboard enabled device?

A. The internet content at the College is filtered for appropriate and safe use. Staff are very aware of the dangers that can face young people online and in their use of technologies for socialising and entertainment. Students are taught about safe practices as part of the College's pastoral program and all students are expected to agree to the Acceptable Use Policy.

Q. Is the school doing away with handwriting?

A. No. All students need to be able to do handwritten work and this will be encouraged in all subjects. The need to develop and practice legible, well-formed handwriting is still vital, and this is well understood by teachers. However, the ability to type effectively is also a skill that needs

developing as exam boards are investing in the technology to deliver keyboard-based exams, and we need the students to be ready for this.

Q. Why does the school not provide devices, or insist on one type being used?

A. Most students have a strong preference regarding the device that they want to use. These preferences are related to different needs, and can be based on subject requirements, cost, screen size, weight, touch-screen vs mouse, available apps and whether the device is used for other aspects of life rather than just at College. Students also tend to look after their own devices better if it is useful to them and meets their needs.

Q. What software should the keyboard enabled device have?

A. The College has invested in web technologies, so most applications and resources can be accessed online. Microsoft Office can be downloaded by all students for free and installed on five personal devices through RM unify. The specific requirements for each subject can be found through the following link:

<http://www.ladiescollege.com/information/bring-your-own-device/applications>

Q. Should students have any Apps downloaded onto their device?

A. Students will be introduced to subject specific applications during their time in the Sixth Form. Recommended apps for general use and some specific subject apps can be found through the following link: <http://www.ladiescollege.com/information/bring-your-own-device/applications>

Q. How do students connect to the wireless network?

A. Please follow the link on how to connect to the Ladies' College BYOD network:

<http://www.ladiescollege.com/media/67853/Connecting-to-BYOD.pdf>

The internet content at the College is filtered for appropriate and safe use, and is connectable in every classroom throughout the buildings.

Colleagues are very aware of the dangers that can face young people online and in their use of technologies for socialising and entertainment. Students are taught about safe practices as part of the College's pastoral programme and all students are expected to agree to the Acceptable Use Policy.

Q. Are students able to print files from their device?

A. Devices connected to the Ladies' College BYOD network can only print PDF documents via email. For instructions on how to do this please [click here to see the user guide](#)

Q. What about students who have special needs?

A. If students have particular needs relating to screen use, any other aspects of using a device, or specified software applications, the Learning Support Department should be contacted to discuss these.

Q. Will the devices be secure at College and will they be insured?

A. The College provides lockers which can be locked if a student wants to keep a device secure. Parents/guardians must stress the responsibilities their children have when bringing a keyboard enabled device into College. We strongly encourage parents to consider their insurance needs and to take out a suitable insurance policy to cover the device if required.

Q. How will devices be charged?

A. Students should ensure that the device is fully charged before they arrive at College. Most modern laptops and keyboard enabled tablets can function all day on a single battery charge, however, this can be affected by heavy usage. On the rare occasion that a device is not charged a student may be able to borrow a laptop from the College. This would be subject to availability and we would hope this would only be for exceptional circumstances.



Sixth Form Careers Advice

Careers lessons are compulsory and timetabled for both Lower and Upper Sixth. The lessons take place in the ICT room. The Internet is used for research and for UCAS applications. Although the majority of students' progress to university, local employment and GAP years are considered and information about a range of careers topics is provided.

Information from the Careers teacher, Miss Dudin is issued regularly with details of forthcoming events. Students are also encouraged to make use of the resources available as they develop their own action plans.

Outside speakers from various disciplines are occasionally invited into College to talk to interested groups of students, share their experiences and offer advice. Visits outside College and Work Experience / Management Shadowing are also co-ordinated through the Enrichment Co-ordinator, Miss Clements. Work Experience should not interfere with lessons in the Trinity term unless by special arrangement.

Miss Dudin and Miss Clements are available for individual consultations when both parties have free time. They will be available at parents' evenings so that parents and students are able to discuss issues about career development with them.

Students intending to apply for Higher Education should submit their application early in the first term of Upper Sixth. **Applications completed by students after 1st December may not be sent until early in the Lent term.**



The College Library, Private Study, Common Rooms

The Ladies' College Library

A Library induction will be provided at the beginning of the Michaelmas term and you are invited to speak to the Librarian (Ms Richardson) if you are unsure about anything.

There is an opportunity for Sixth Form girls to assist in the Library at break and lunchtimes. If you feel you would like to help in this way, please see the Librarian.



Sixth Form Private Study

Students who fail to use their private study time appropriately may be put into supervised study.

Accepted Procedures for Study Periods at The Ladies' College

- Areas such as the computer rooms, library and library prep room are available for private study without the need to gain permission. **No food or drink is to be consumed in these areas.**
- Music must not be played in the Leaf Centre during study periods.
- Drinks and food may be taken into the Leaf Centre, but must not be consumed whilst using a computer.

Common Rooms

Students may be in the EC Sixth Form Centre before registration or at lunchtime if they have lessons at EC immediately afterwards. The Leaf Centre has areas for relaxation and socialising as well as study. During the working day it is expected that students will use their time constructively. It is a requirement that students return to their own school by 10.30 for administration, tutorial sessions and assembly.



How can you manage your time effectively? What happens if you are not coping with one of your courses?

As a guide, each A-level subject requires at least 5 hours of independent study per week. If you are studying 3 subjects at A-level, you will need to find approximately 15 hours of study time, outside lessons, in order to complete your work.

Refer to policy on Study Periods (see noticeboard in the Leaf Centre)

N.B. If you use some of your leisure time of paid employment, it is important that this should not impact adversely on your studies. You should not undertake paid work during the period of study leave before public examinations in the Trinity term. We recommend no more than 8 hours per week.

The following is a guide to the management of your school day:

Morning registration takes place between at 08:25 at the College you have your first lesson of the day at or with your Tutor at The Ladies College if you have a study period first. The times of your lessons or study periods are then as below. This year the timetable has been rearranged to enable you to have 15 minutes of movement time between all lessons and you should be aware that the lesson times should be strictly adhered to. You should speak to your Tutor should you have any issues.

LC	EC	Tues, Wed	Mon, Thurs, Fri
P1/2	1	8.30-9.20	8.30-10.00
P3 P4	2	9.35-10.20	
P6	3	11.00-11.45	11.00-11.45
P7	4	11.45-12.30	11.45-12.30
P8/9	5	13.25-14.15	13.25-14.15

P10-12	6	14.30-15.15	14.30-15.15
	7	15.15-16.00	15.15-16.00

What happens is you are not coping with one of your courses?

TELL SOMEONE

Talk through any problems with friends on the same course. Perhaps they are having similar problems or may find that by discussing the problem or topic together, you will be able to manage it or understand it better. **It is very important that you speak to your subject teacher(s) if you are experiencing any problems/difficulties with your course. Don't hide from the problem as it won't go away.**

Tell your tutor that you are having problems and what you have done to manage the situation. Your tutor may be able to help with other ideas or discuss the situation with your subject teacher. If you no longer wish to continue with a subject or you wish to change to an alternative course, you must discuss this with your Head of Sixth Form.

No timetable changes are allowed, without the permission of the Director of Studies in your own College (Mr Barnes.) Permission will only be given if it is considered in your best interests and after receipt of a letter from your parents/guardians stating their agreement for you to discontinue the course.

Referral Forms

Concerns over issues with the Sixth Form are dealt with via a Referral Form. Boy's forms are given to the Assistant Principal who will liaise with the head of Sixth Form at Elizabeth College. The completed form for girls is to be given to the Sixth Form Year Co-ordinator. These are discussed with the Tutor and or student in order to find a way forward and manager the problem before it gets too serious. The head of Sixth Form will decide whether to implement a period of supervised study to help manage the student's time better and adopt a more conscientious attitude towards independent study. If supervised study appears to be having little effect it will be necessary for parent(s)/guardian(s) to be invited into College to discuss the problems.



How will we monitor your progress?

Your subject teachers will assess your contributions to the lessons, your attitude in class and the quality of your work. They will take in your homework assignments regularly and will inform your tutor if there is any cause for concern. (Late work, missing work, substandard work, poor attitude, unacceptable behaviour in class and poor attendance or punctuality are examples of issues which provide cause for concern.)

Tracking

Tracking interviews will take place with your tutor, Head of Sixth Form and Deputy Principal (Enrichment) to discuss progress in subjects and set targets for the year.

Lower Sixth Michaelmas term and Lent term

Upper Sixth Michaelmas term and Lent term

Continual tracking/target setting will take place in tutor time.

ALIS (A-level Information Systems)

ALIS is a target-setting tool devised by the University of Durham. At the beginning of your Lower Sixth year, you will complete an on-line ALIS test. These target grades will be used to assess your progress. However, your Head of Sixth Form will discuss the use of these in more detail during your tracking interviews.

Progress Reviews

Sixth Form

Lower Sixth will receive their first Progress Review in the first half of the Michaelmas term and the second one at the end of the Michaelmas term, they will then receive a third follow-up Progress Review in the Lent term and a full report at the end of the Trinity term. Upper Sixth will receive one Progress Review in the Michaelmas term and a full report at the end of the Lent term.

Each subject teacher will record your progress, as numbers, according to a range of criteria, along with a current performance grade. In the Lower Sixth, target grades, (discussed during tracking interviews) will provide reference points to assess whether you are working below, at or above your potential in each subject. In the Upper Sixth, UCAS predicated grades will be used.

Your tutor will discuss the review with you and a copy will be emailed home to your parents/guardians. We will be able to monitor your progress with each successive review. The number of lessons missed will also be reported.

Rewards & Expectations

An Excellent Work award can be given for work considered outstanding for that individual. A Principal's Commendation is a reward to students who go above and beyond our normal expectations in a practical subject or non-academic sphere.

Reports

Full Academic Reports will be issued at the end of the Lent term for Upper Sixth and at the end of the Trinity term for Lower Sixth.

Parents' Evening

Upper Sixth at Elizabeth College normally 17:00 to 19:30 (Michaelmas term)

Lower Sixth at Elizabeth College normally 17:00 to 19:30 (Lent term)

The Upper Sixth will have a Parents' Evening to discuss progress and academic achievement. The Lower Sixth Parents' Evening will take place in the Lent term to discuss progress on A-level courses. There will also be a parent/tutor meeting early in September to further discuss your daughter's progress on her A-level courses and to discuss future plans for higher education/employment.

Students are expected to negotiate with their teachers in order to compile a list of appointments for their parents/guardians to meet their teachers. Students will be invited and actively encouraged, to accompany their parents/guardians to these meetings. Students are not expected to wear uniform.

Parents' Evening dates are published on our website www.ladiescollege.com and you will receive a letter in advance of the meetings via groupcall.



Policies

Please visit our website 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**
- **BYOD**
- **Child Protection Policy**
- **Collective Worship Policy**
- **Concerns and Complaints Policy**
- **Curriculum Statement**
- **Equal Opportunities Policy**
- **Expectations Policy**
- **First Aid Policy**
- **GDPR 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**



Sixth Form Uniform

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. No tattoos.

Uniform List

'Black Watch' Tartan skirt, to be a reasonable length
Navy Fitted Jacket (compulsory)
Navy Blue V-Neck long-sleeve 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
Fletchers/Schoolblazer
Fletchers
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 the Photography teacher.

BYOD (Bring Your Own Device)

Sixth Form Students will require a keyboard enabled device and are also asked to bring in their own headphones.

Mufti Days for Charity – Applicable to whole school

Students are invited to wear their own clothes for school. Occasionally there is a theme.

The following are not permitted:

Strappy/low-cut tops

Bare midriffs

Ripped jeans/leggings

Short shorts

Flip Flops



What is expected of a Ladies' College student who is studying a course at Elizabeth College?

Advice

If you need advice about any issues relating to your studies at Elizabeth College, please discuss the matter with your subject teacher, your Sixth Form tutor or Head of Sixth Form who will inform Mr Cottam at Elizabeth College about the problem.

Access to Elizabeth College

You may not park a car on site as there is no room for student vehicles. It can be extremely difficult to find a parking space during the day. You must walk between Colleges to avoid being late for lessons.

Registration

If you have a lesson at 08:30 (period A) at Elizabeth College, you should register with Miss Willcocks in room 1 at 08:25. You may arrive earlier and use the Sixth Form Common Room. If you are late and miss registration, you must register at Reception before going to your first lesson. Please also sign-out if you are leaving the site during lesson time to attend an appointment.

Toilets

At Elizabeth College there are Ladies' toilets next to Room 4, in the Milnes Science building.

Study Areas

You must request Private Study at Elizabeth College in the first instance through your Head of Sixth Form. You must not stay at EC during the 10:30 to 10:50 slot, unless you have lessons before and after break at Elizabeth College, and have requested, in advance, to stay there.

Sixth Form girls may use the Elizabeth College Common Room before registration in the morning and in the lunch hour to socialise or discuss work with friends.

The College Library

Any Ladies' College student who is studying courses at Elizabeth College is entitled to use their Library facilities. However, girls should aim to spend their Private Study time at The Ladies' College. Girls may borrow books from the Elizabeth College Library, but need to see the EC Librarian for information.

Fire Safety Procedures at Elizabeth College

If the Fire Alarm sounds, all students should immediately vacate their teaching rooms or the Sixth Form Common Room, after switching off lights and closing any windows and doors. All possessions should be left in the room.

Any girls on site should move directly to the large chestnut tree between the Geography and Art blocks. Miss Willcocks will take a register. You will be reminded of these procedures on your EC tour which will take place at the start of term.

First Aid

Ladies' College students requiring immediate first aid treatment at Elizabeth College, or The Ladies' College must inform Reception in the first instance. There are First Aid kits located in the Leaf Centre kitchen and staff office.

In the Leaf Centre, there is a telephone located in the foyer and staff office. Reception is contactable on 200 and the staff room on 210.



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 08.25 or by email to reception@ladiescollege.ac.gg The main office is manned from 08.00 until 16.30 (Monday – Thursday and 16:00 on Fridays.)

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. With the exception of Asthma inhalers, Adrenaline auto-injector pens and medications for the control of Type 1 Diabetes, students are not permitted to carry any medication with them at College. Permission must be sought from the Principal if a parent considers it essential that medication is held by the student rather than at the office. All other medicines must be handed in at the office for supervised self-administration. These medicines will only be accessible during normal College opening hours, Monday to Friday 08:00 – 16:00, they will not be available during weekend or after-school activities. If a parent wishes a supply of medicine to be held at the office so that students can self-administer under supervision they must request this facility in writing providing exact details about the medicine and dosage required. Parents are responsible for ensuring that sufficient in date quantities of the medicines are provided. No teacher or member of support staff will administer medicines without parental consent.

Students Reporting to Reception Feeling Generally Unwell

If a student feels unwell they should report to Reception. A student who is unwell should **not** be sent to Reception unaccompanied.

Office Staff will:

Contact a parent/guardian to discuss whether it is appropriate for the student to go home. If there is a concern about a particular student, they will first contact the Year Co-ordinator or Deputy Principal (Pastoral) to discuss.

NOT administer medications unless it is prescribed medication and the administration has been authorised and explained by the student's parent or guardian. When phoning home to discuss an unwell student a parent may request painkillers be administered to give relief to a student suffering from a minor headache, stomach cramps etc. and who wishes to remain in school – in this circumstance confirm details of any other medications already taken that day and obtain the parent's exact

instructions i.e. whether the student is to be given paracetamol or ibuprofen and the exact dosage to be administered. Any pain relief given is to be logged on the Ad-hoc Meds form in the Medical Register held at Reception.

Pain relief (standard strength paracetamol or ibuprofen only) may be given to a student over the age of 18 without seeking parental consent. Any pain relief given must be logged on the Ad-hoc Meds form in the Medical Register held at Reception.

The full College First Aid Policy is available on The Ladies' College website
<http://www.ladiescollege.com/media/88317/First-Aid-Policy-effective-160614.pdf>

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 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.



Examination Procedures

For courses studied at The Ladies' College, the Centre number is **67119**

For course studied at Elizabeth College, the Centre number is **67104**

Students will normally sit an examination at the College where they have been taught and they will be issued with different candidate numbers at each Centre. All students sitting Mathematics will be entered and will sit their exams at their Home College. However, when examination results are published, students will collect their results from their own College.

Students are expected to sit their examinations in College uniform.

At the end of the Lower Sixth year, students will sit an internal examination that will be used to inform progress and provide advice for the following year. There is an expectation that students will have made satisfactory progress for them to be able to continue and succeed in the second year of their studies.

Students in Upper Sixth will be given study leave to assist them in preparing for their external examinations.

A-level Results

These will be published in August as module marks and grades. As soon as the grades are known students will be able to accept their offers of places at University, or negotiate for places on the basis of the results gained. Your careers teacher and UCAS Co-ordinator will be on hand to offer advice at this time.



Sixth Form Academic Diary

Michaelmas Term	Lower Sixth	Upper Sixth
September	Induction Programme/morning ALIS test Young Enterprise presentation Commence A-level courses Prefect Appointments	Review results – Parent/tutor Evening Tracking interviews UCAS form filled in and personal details given to referee. Prefect Appointment
October	Progress Review PSHEE Morning – Bridging the Gap	Early October, deadline for Oxbridge & Medical Course applications. Progress Review
November	Tracking Interviews	Oxbridge Interviews
December	IOD Presentation for Management Shadowing Progress Review	Oxbridge Interviews Parents' Evening
LENT TERM		
January	Careers Fair Mid-term Assessments	UCAS deadline early January Careers Fair Higher Education Fair Replies from Universities received Oxbridge entry results known
February	Higher Education Fair IOD Management Shadowing Tracking Interviews Parents' Evening	Progress Review Higher Education Fair Mock Examinations Tracking Interviews
March	Oxbridge Parents' Evening Full Report YE Finals night HG/DHG voting/ Interviews with the Principal Prefect Voting Senior Prefect Appointments Revision Skills Evening	Full Report Revision Skills Evening
Easter Holidays	Revision for A-level examinations IOD Management Shadowing	Revision for Examinations
TRINITY TERM		
April		UCAS offers: decision on confirmed and insurance offers
May		Study leave commences
June	Research courses for UCAS and prepare personal statements Mock Exams Full Report	A-level examinations start Return to College for Leavers' Service and Mark Reading Book returns

July	IOD Management Shadowing University visits, Leavers' Service, Speech Day	Leavers' Service Speech Day
August	Continue finalising UCAS form and personal statement	A-level Results published Confirm University/College places or Employment.



Public Examinations – Extra Time and Special Considerations

Extra time – up to 25%

If a student requires extra time up to 25% for a diagnosed specific learning difficulty i.e. dyslexia, the College will make an application to JCQ (Joint Council for Qualifications.) Applications for examinations taken in May/June have to be applied for by the middle of March each year. The College must be able to prove evidence of need and be able to show that this is the student's normal way of working.

A copy of any report i.e. dyslexia must be given to the College in good time.

Extra time – up to 25% (Medical)

If a student requires extra time up to 25% for a medical condition, which is on-going, **it is the responsibility of the Parent(s)/Guardian(s) to ensure that the College is provided with letters from medical professional(s) responsible for the treatment of their daughter.** The College will be asked to substantiate evidence of need. All medical letters should be with the College by mid-March for applications to be made to JCQ.

Illness at the time of the Examination

What is special consideration?

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or other indisposition at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration can only seek to go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. It cannot remove the difficulty faced by the candidate. There will be situations where candidates should not be entered for an examination. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination.

All examinations are measuring what a candidate knows and can do. The overall grades awarded must reflect the level of attainment demonstrated in the examination(s). The grades awarded do not necessarily reflect the candidate's true level of ability if attainment has been considerably affected over a long period of time.

Where long term circumstances have prevented the candidate from reaching the competence standards it may not be possible to make an adjustment.

If your daughter is ill on the day of an examination, a medical certificate must be made available to the College. The College will then apply for Special Consideration for examinations being taken on that day and for either the day preceding or the day following depending on the nature of the illness

The maximum allowance that can be awarded by the JCQ awarding body is 5% and is reserved for the most exceptional cases, such as diagnosis of a terminal illness of a family member, or death of a family member. This percentage is scaled down to 1% and is reserved for general colds/flu like illnesses on the day of an examination.



NOTES PAGE



www.ladiescollege.com