



EMMANUEL COLLEGE

Emmanuel Schools Foundation

Parents' Handbook

Emmanuel College Parents' Handbook

1. Foundations

At Emmanuel Schools Foundation we provide an education of character underpinned by our Christian ethos. As a 'character-first' foundation we strive to cultivate good character as an end in itself; this raises expectations and supports high levels of performance. Our work is characterised by the pursuit of excellence as we seek to make the most of the gifts and talents we have been given.

We believe in human beings' outstanding potential, creativity and capacity for good as each one is made 'in the image of God'. We also acknowledge we all need instruction, motivation and practice if we are to nurture the virtues underpinning good character.

We gain hope for the future as we show gratitude for what we have now. We practice the virtue of love as we act unselfishly for the good of others and are able to forgive. We exercise wisdom as we choose the right course of action and display integrity as we are truthful with ourselves and others. We gain fortitude and courage as we rise to challenges, learning to overcome adversity and to develop resilience. We develop self-control as we regulate our emotions and impulses and show humility as we are teachable and keen to learn from our mistakes. We act with justice as we treat others with respect and fairness.

Our inspiration for these virtues, and our schools' core values of honourable purpose, humility, compassion, integrity, accountability, courage and determination, is the life and ministry of Christ Jesus.

Mission Statement

- To provide a centre of academic excellence where all students and staff have the opportunity to work hard to achieve their personal best.
- To encourage personal, moral and spiritual development within a Christian framework.
- To create a disciplined, sensitive environment where everyone is equally valued.

2. Student Code of Conduct

It is understood that all students and staff will seek to uphold the Core Values of the college at all times. We hope that the Code of Conduct will help each Emmanuel Student to be the best they can be. It also serves as a helpful guide to specific rules. The code of conduct enables students to grow in character, make rapid academic progress and be safe and well. By keeping the Code of Conduct, students will learn to take responsibility for themselves, their learning and others. All students can expect fair and consistent consequences for failing to keep the Code of Conduct. In addition to this,

1. You should be respectful and kind to all and obedient to those in authority.

- a. You must address your teachers by their title and their surname.
- b. You must not swear or blaspheme.
- c. You must stand up when the Principal or a Vice Principal enters your classroom.
- d. Bullying (defined as behaviour which maliciously hurts another, either physically or emotionally) will not be tolerated.
- e. You must relate to all those in College in an appropriate and professional way

Any bullying of a serious nature, for example involving extortion of money or serious aggression, could result in permanent exclusion. This extends to behaviour outside College, including malicious use of the internet or mobile phones. You must speak out against injustice and speak up whenever someone is at risk of harm

2. You should be safe, responsible and courteous at all times.

- a. Walk on the left of the corridor, moving purposefully and speaking quietly.
- b. When you walk to assembly you must do so in silence.
- c. Act courteously and in a welcoming manner to all, stepping back and opening doors for visitors and staff.
- d. Students must only cross the roads around college (Consett Road and Wickham Highway) at the traffic lights.
- e. Students are not permitted to walk across the main entrance to College and may only use the gate to the lower car park if they have been issued with a pass.
- f. It is essential that all students keep the college [IT agreement](#) and [Health and Safety agreement](#).

Failure to give full regard to IT and Health and Safety Agreement may result in exclusion from college, which in the most serious cases may be permanent.

3. Your conduct in each lesson should be exemplary, never preventing other students from learning.

- a. Arrive promptly and properly equipped for lessons
- b. Line up quietly and enter the room in silence.
- c. You may take a drink of still water at the start of each lesson if the teacher gives you permission to do so.
- d. When you leave the room, do so in an orderly manner.
- e. You must give your best effort to everything you attempt.
- f. Listen attentively and put up your hand to speak.
- g. You must take responsibility for catching up work that you miss when you are absent from all or part of a lesson.

We use the BLUE (Behaviour, Lateness, Uniform, Equipment) system to provide clear and fair warnings for students who do not conduct themselves appropriately in lessons. If you receive more than three B, L, U or E marks in a particular subject in a term you will be issued with a detention. If you are particularly disruptive you may be removed from the lesson to work in the referral room as well as being issued with a detention (see [Behaviour and Discipline Policy](#)).

4. Your work should be presented with pride and in line with the expectations set out by your teachers.

- a. You must keep your books, study file and equipment free of graffiti.
- b. Where an item has been damaged and you are at fault you will be required to replace the item at your own expense.
- c. Ensure that you act on all feedback given, using green pen to show that you've done this.

5. You should do your best to attend school each day, on time.

- a. You must arrive at college before 8:25 and stay in College until 4:00 each day (2.30 on Fridays) unless issued with a valid exeat.
- b. You may be required to remain in school until 5pm for a detention or study support.
- c. If you are unwell or have an accident, you should tell a member of staff straight away.
- d. In no circumstances should a student leave college without permission.

You can find more details about attendance in the [Attendance Policy](#).

6. You should wear your uniform with pride in line with the [College Dress Code](#).

7. You should play a full part in the life of the College.

- a. Attend the major college events of the year: The Carol Service, Sports Day and Presentation Evening.
- b. Selection for a College sports team should take preference over most other arrangements.
- c. Seek to be involved in at least one co-curricular activity each year.

8. You should complete homework to the highest standard possible and hand it in on time.

If you don't, you will be given a warning (once in each subject, each term) then be given a homework detention on each subsequent occasion that term.

9. You should never hand in work that is not your own or cheat in examinations.

- a. Make sure that you always acknowledge your sources to avoid breaking copyright laws and be careful when using any other material that could be subject to copyright.
- b. Always adhere to the published regulations for examinations. Failure to do so may result in disqualification.

10. You should never act in a way that will bring the reputation of the College into disrepute

- a. Your online activity must not cause harm to another member of the Emmanuel community or bring the College into disrepute.
- b. On visits you will be expected to behave in line with the behaviour contract put in place for that visit. Failure to do so could result in your being removed from the visit and being prevented from taking part in visits in the future.
- c. Never behave in a way likely to bring the College name into disrepute when travelling to and from College.

11. You must not bring items into College that are prohibited.

- a. Avoid bringing in expensive items that others may be tempted to steal.
- b. You are not allowed to use a camera on site without permission.
- c. You must not bring violent or sexually explicit material into college.
- d. Chewing gum is forbidden in college, as are sweets and energy drinks.
- e. Trading in College, unless specifically authorised by the Principal is forbidden.
- f. Switch off your phone between 8:00 and 4:00 (2.30 on Fridays) or at any other time you are in the College building. This applies also any other personal device which connects directly to the internet.

Any phone switched on during the College day will be confiscated and held for parents to pick up. Students using a mobile phone in College will be sanctioned. A £15 charge is made against those who bring gum into College in order to deter this clear breach of rule. You must recognise that all personal property is brought into College at your own risk.

12. You must not be in possession of drugs, alcohol or other substances that cannot legally be bought by, or sold to, people of your age.

- a. You must not use, purchase or supply any such substance or attempt to do so.
- b. You must not smoke or use electronic cigarettes.

Breach of this rule will almost always result in exclusion. Students who found in possession of illegal drugs in college will be permanently excluded.

Further details about expectations and sanctions can be seen in the [Behaviour and Discipline Policy](#).

3. Opportunities

1. Curriculum

Students enjoy a rich and diverse curriculum, with 7 timetabled lessons every day, and 5 on a Friday. Each period lasts for 45 or 50 minutes. In addition to National Curriculum subjects, students are timetabled “Special Lectures” and students in the top sets will also study Latin.

In addition to standard subjects, students are involved in a series of additional activities which take place both within and beyond the normal hours of the College day. We expect every student to develop their own expertise in at least one of the activities listed. See the website for a [list of co-curricular clubs](#).

2. Music, Drama and Public Speaking

Music instrumental lessons take part in the College day, along with Speech and Drama lessons. Lessons are organised on a rota basis to avoid impacting on the same class every week. There is a cost for these additional lessons and parents registering their child for tuition must maintain that commitment for a full year. Drama at Emmanuel is an innovative way to develop confidence in performance as well as meet new people whilst working towards creative excellence. Auditions for the annual production are publicised in September for musicians, actors and behind the scenes roles.

3. Sport

There are a range of sporting opportunities at Emmanuel, with house and school teams currently operating in many: Athletics, badminton, netball, basketball, cricket, rowing, cross-country, rounders, dance, rugby union, fencing, swimming, table tennis, football, hockey, gymnastics, outdoor activities, softball, fitness, tennis and volleyball. Students must adhere to the [PE uniform guide](#) for lessons and co-curricular sporting activity. Students travelling to and from College fixtures, home and away, must dress in full College uniform when changing facilities are available or in a College track suit.

There will be organised coaching for those in the College sports squads so that they will be best able to operate together in team situations, especially in fixtures against teams from other schools and colleges. Emmanuel is involved in a wide variety of friendly matches during the year as well as in local, district and national competitions.

4. Support

With work: Students are encouraged to use the College computers, library and other facilities out of hours between 8.00am and 6.00pm, where staff supervision is provided. The library closes at 5.00pm. No students may remain in College after 6.00pm

With homework: In year 7, there is a lighter timetable for the first half of the year, to encourage participation in co-curricular activity and to help students' organisational skills. There is a daily after-school homework club and study support sessions

With belonging: All students belong to a house: Corinthians, Galatians or Romans. There is a house assembly every week and opportunities for all students to represent their house in competitions.

With developing leadership skills: Students will be encouraged to develop skills throughout their time at Emmanuel, and will record and track the ways they serve others

With organisational skills: Students have a study file to help them be organised in terms of their workload and timetable. This is signed weekly by tutors and parents and is a primary means of communication.

With behaviour: There are clear systems of support to help address issues of behaviour; these can be viewed online in the [Behaviour and Discipline policy](#). Rules are in place for the benefit of all members of the school community, and to ensure a safe and calm environment for all. There is a clear system of rewards to acknowledge excellent work and leadership skills

With pastoral needs: Each student has a form tutor who is their first point of contact between home and school. The pastoral team will help provide further support, and there is always a member of staff on duty to support students, between the hours of 8am and 5pm. Parents can telephone to speak with a member of pastoral staff or to arrange an appointment to come in and discuss any concerns. The [Student Support Policy](#) describes what this support might look like.

With Special Educational Needs: The Head of Individualised Learning holds responsibility for ensuring that all students receive personalised attention appropriate to their needs. They will liaise closely with primary schools, at the point of transfer, and parents.

With health and illness: The College is well staffed by qualified First Aiders and will act "in loco parentis" should emergency services need to be called. Please ensure that the college is made aware of any relevant medical condition, either on the [medical questionnaire](#) or as they arise after your child has started at College. Students needing to take medicines during the College day must produce a letter to that effect from their parents and medicine, barring inhalers, should be stored for them at reception or in the medical room.

With finance: If a student doesn't have enough money on their dinner account, they should report to the pastoral office where an overdraft can be arranged. For further details about the school [ParentPay system](#), please see the website



EMMANUEL COLLEGE
Emmanuel Schools Foundation

EMMANUEL COLLEGE

CONSETT ROAD
GATESHEAD
NE11 0AN

T: 0191 460 2099

E: enquiries@emmanuelctc.org.uk

W: www.emmanuelcollege.org.uk

Principal, Mr M Waterfield