



28 August 2020

Dear Parent

I do hope that this communication finds you well in these very difficult circumstances. We are really looking forward to welcoming children back to Emmanuel over the next couple of weeks and are confident that the arrangements we've worked hard on over the last few months will result in a safe and purposeful start to the year.

I am very grateful to those parents who completed the questionnaire last week regarding travel to and from College. This information has been very helpful in enabling us to plan for the reopening of College.

There is much for students, staff and parents to understand to enable us to have a smooth start to the year. This communication has been put together by our senior team for students and parents, to ensure that you are aware of these important points in advance of your child's return to school and I would ask you, therefore, to please set aside some time to read through the detail below and to discuss it with your child/children in advance of their return.

Yours sincerely

Matthew Waterfield
Principal

What time will my child arrive at and leave College?

The staggered arrival and dismissal times are a change to our College day but are necessary to ensure the safe arrival and movement of students around the site. We seek to provide flexibility to parents by providing a range of times that your child can arrive at and leave from College, which are as follows.

	Time of arrival	Time of departure
Monday to Thursday	8:00-8:15am 8:15-8:30am 8:30-8:45am 8:45-9:00am	3:15-3:30pm 3:30-3:45pm 3:45-4:00pm 4:00-4:15pm After 4:15pm
Friday	8:00-8:15am 8:15-8:30am 8:30-8:45am 8:45-9:00am	1:45-2:00pm 2:00-2:15pm 2:15-2:30pm 2:30-2:45pm After 2:45pm

The times you have indicated are flexible if your travel plans change during the academic year. If this is the case, please ring reception or send an email to: reception@emmanuelctc.org.uk

Once they have arrived at College, where does my child go?

As I discussed in the presentation made available to parents before the summer break, we have adopted a 'zoning' model to ensure year groups remain separated throughout the College day. Therefore, when students arrive at College they will congregate in a year group specific space. They will use a specific entrance to the College site and will then be asked to move immediately to their outside area. As students from different year groups will arrive at the same time the pavement is clearly marked to ensure students remain a 2m distance from each other until they reach their zone.

Once your child has disembarked their bus they will enter College through the main reception entrance and then move to their year group zone outside.

Each year group will enter and exit College through a different door at the start of the day, lunchtime and at the end of the day. Duty staff and senior staff will supervise students at all times as they congregate and move into the building at these key times.

We have published guidance on our website [here](#) showing the entrances to College and the year group zones. This guide also includes information for parents and students specific to your mode of transport. It is essential that both students and parents read this information.

What are the expectations regarding uniform and conduct?

Our focus when we return is, as always, to ensure that students grow in character and achieve their personal best and as such our expectations of uniform, conduct and excellence in the classroom remain unchanged. In particular, students' response to guidelines in place regarding Covid-19 must be followed at all times and this includes social distancing when students travel to College and enter the site. It is also important that students recognise the impact that their actions outside of College can have on the College community. As such, we would ask that students ensure that they are following the guidelines relating to social distancing and gatherings outside of College too.

The uniform policy for this academic year can be found [here](#).

Mobile phones should not be turned on or be visible during the College day. If a member of staff sees or hears a mobile phone, the student will be asked to store the phone securely at the student support reception and will be able to collect this at the end of the day.

Will my child be taking part in PE and will they need to bring their PE uniform?

In order to ensure that we manage the specific risks posed by using shared changing facilities at this time, the format of Physical Education lessons will be modified to ensure that students can continue to participate in a meaningful way as a result of a broad curriculum whilst managing any risks posed by Covid-19.

Therefore, during PE lessons students will be asked to:

- Remove blazers and ties
- Change into their trainers

Activities will be carefully planned to ensure students are able to continue their College day wearing their day uniform comfortably and will avoid both contact sports and those that require significant exertion. The senior team will review this policy throughout the academic year and if it is deemed safe to do so the full PE kit will be reintroduced.

What equipment does my child need to bring for lessons?

Students should ensure that they come to school with the necessary stationery e.g. pens, pencils, ruler, and any mathematics equipment, as required. Students should also bring with them enough water to last them for the day. Whilst water dispensers will be available in College so that students have access to water at lunchtime, students will not be able to fill up their own water bottles from these. This is in line with our risk assessment, in order to reduce the risk of possible transfer of COVID-19.

What IT equipment does my child need to bring?

Year 12 and 13 students should bring a fully charged device into College each day; this could be an ipad/tablet or laptop that allows them to complete their work independently. If a Year 12/13 student does not have a device, they will be allocated an individual workstation. Year 11 will be provided with a laptop by the College in the first few days of term which they will be able to use in College and at home to support their study. They will need to bring this to College fully charged each day. We also hope to provide Year 10 students with a laptop and will confirm details of this later in the term. It is vital that students expected to bring IT equipment do so, as students will not be able to access shared computers in line with our risk assessment. Students in the lower school are not expected to bring IT equipment with them.

When will I be able to see my child's timetable?

Timetables will be available on the pupil and parent portals from Tuesday afternoon, students should ensure that they know which room is their tutor room before they arrive on their first day. To enable the school to be arranged into zones, the majority of year groups and classes will have eight classes per subject. As such, some students may find they have moved class. All changes have been done with consideration of the class which will enable your child to learn most effectively.

Should my child wear a face mask in school?

Our plan for safe return is such that students will rarely mix with other students beyond their year group. In addition, we have made as much space in classrooms by clearing them of all furniture with the exception of some essential storage, desks and chairs. Staggered start and end times as well as new lunch arrangements and the removal of morning break will significantly reduce the contact that students have with each other. Hand sanitiser will be available in every room and all areas will be subject to a more rigorous cleaning regime. In the first few weeks we shall be particularly careful about the use of shared spaces such as changing rooms and specialist teaching rooms and students will not use equipment that has been used by others.

Taking into account these measures, the current guidance from the government and our local public health team, and considering the current levels of infection in Gateshead, we are not insisting that students or staff wear face coverings in schools. There are times, however, when students or staff may choose to wear a face covering and there are times when they must. Our policy is best summarised as follows:

- Students will **not** be permitted to wear face coverings in classrooms or when participating in physical education.
- Staff will **not** be permitted to wear face coverings in classrooms but may wear a visor if they believe it to be necessary.
 - *Some students and staff may wear a face covering in classrooms if there is an individual risk assessment in place for that individual which indicates that this necessary. These cases are likely to be very rare.*

- Students **may** wear face coverings in the corridors and other communal areas if they wish to.
- Staff **may** wear a visor in communal areas if they wish to.
- Students and staff **must** wear a face covering or visor in areas where students from different year groups may mix and where it may not be possible to maintain a 2m distance from staff (examples may include the welfare area, the referral room, the first aid room or an interview room). Students who do not have their own face covering will be provided with one.
- Students and staff **must** wear face coverings on buses or in cars if they travel with people outside their household bubble.
- Staff **may** wear a visor or a face covering in meetings with each other or with visitors to school and **must** wear a visor or face covering if it will not be possible to remain 2m apart, unless other safety precautions have been introduced, such as staff not facing each other.
- All visitors to school **must** wear a face covering at all times when in school unless specific permission has been given not to.
- Some students, staff and visitors will be **exempt** from wearing face coverings. This includes people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if a person is speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate.

It is important where students choose to wear a face covering or are required to wear a face covering in line with our policy above, they know how to do so safely. Please read the guidance [here](#) that explains how to wear a face covering safely.

What if my child loses their face covering and isn't able to get on the bus at the end of school?

They don't need to worry; they should come to reception and a member of staff will issue them with a face covering to get home. It is important, however, that students do take care to look after their belongings and not repeatedly request replacement face coverings. Parents will be contacted if this occurs. If face coverings are required in College, in line with our policy, and your child does not have one they will be provided with one.

Will my child be able to buy lunch in a socially distanced way?

To reduce the number of touch points around school, we have removed the finger scanners used previously to purchase lunch. All students will be issued with a new student card, linked to your existing ParentPay account, which will enable contactless purchases at lunch times. Students should observe that the payment is contactless and they should not 'tap' the card on the scanners. These cards must be carried at all times by students and it is important that they are taken care of and not damaged. Replacement of any cards that are lost or damaged will cost £2, payable via ParentPay.

What should I do if my child has symptoms of Covid-19?

If your child presents with symptoms of Covid-19 then you should not send them to school. Please telephone reception and explain their absence. We would request that you begin a period of self-isolation and arrange for a test to be taken by visiting this website <https://www.gov.uk/get-coronavirus-test>. If your child tests negative and they feel well they can return to school. If your child tests positive they should remain at home to finish their period of self-isolation. In both instances it is vital that you inform us of the outcome so that we can act accordingly in line with Public Health advice.

Will my child's attendance be affected if they need to self-isolate?

Our attendance policy has been updated to reflect the most up to date attendance guidance relating to Covid-19. Students who need to self-isolate will have their absence authorised and

this will not affect their annual attendance record. More details can be found in our attendance policy [here](#).