



EMMANUEL COLLEGE
Emmanuel Schools Foundation

11 September 2020

Dear Parent

I have been impressed with the maturity and efficiency with which students have approached the start of this new academic year. Due to the unusual times we are living in, our procedures will continue to develop in accordance with the government guidance and our own experiences within school.

To ensure that our approach is as safe as possible, we have adapted some of our procedures:

The introduction of smaller 'bubbles' in the Lower School

Arrangements in the Lower School mean that students will now be in a 'class group bubble' rather than a 'year group bubble', which will restrict the number of people individuals are directly in contact with. Lunchtimes will be more structured from Monday 14 September, with students sitting and socialising only with their class group.

Avoiding close contact

With cases rising, it is important that we do all we can to keep ourselves and other people safe. To that end, it is very important to understand that all students avoid close contact at all times with all other people in College (including fellow students). Close contact is defined as:

- Direct close contact – face-to-face contact with an individual for any length of time within 1 metre, including a face-to-face conversation, or physical contact (skin-to-skin)
- Proximity contact – extended close contact (within 1 to 2 metres for more than 15 minutes) with an individual
- Travelling in a small vehicle, like a car, with another person

This means that students should never have direct close contact with anyone other than those in their bubble; in the Lower School, this is their class group, and in the Upper School and Sixth Form, their year group. All students should seek to avoid proximity contact with anyone else.

If your child displays COVID-19 symptoms

If your child displays symptoms of COVID-19, you **must not** send them to school, and should inform us by calling Reception. If a member of the household has symptoms of COVID-19, the whole household must self-isolate, and children should not attend school.

We have put together a guide for parents and carers explaining what to do in both of these circumstances, which can be accessed by clicking [here](#).

The main symptoms of coronavirus are:

- **A high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **A new, continuous cough** – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **A loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with COVID-19 have at least one of these symptoms.

Arrival and dismissal times

The staggered arrival and dismissal times, and our management of the numbers of students arriving and departing the College site, is necessary in order for us to ensure safe movement of students at these key times. We seek to provide flexibility to parents by providing a range of times that your child can arrive and leave College, but **request that students keep to the arrival and dismissal times they have requested**. This will help us ensure that students are not mixing beyond their 'bubbles'.

If travel plans change during the academic year, then please do inform either your child's tutor or Reception (reception@emmanuelctc.org.uk) who will update their dismissal time.

Any ad hoc appointments that require your child to leave before 3.15pm should be made at least the day before, so that your child can be issued with their exeat in time.

Students who use the scholars bus service at the end of school will be dismissed at 4pm (or 3.45pm in the case of Year 7 students) and should use their time from 3.15pm to begin to complete homework they have been set during the school day.

Appointments

In order to keep our community COVID secure, I respectfully ask that parents do not come into the College reception if they have not previously made an appointment to see a member of staff. I also ask that parents work with their child to ensure they arrive at school equipped for the day, as forgotten items being dropped off at our reception introduces a risk to both staff and students who then handle these items.

Thank you in advance for your participation with the above measures. I am encouraged by the attitude of the students so far this term, and hope that these measures will ensure a safe and positive continuation of the academic year.

Yours sincerely

Matthew Waterfield
Principal