



5 January 2021

Dear Parent

## Covid Lockdown Arrangements at Emmanuel College January to February 2021

When we shut in March 2020, we knew very little about what the weeks ahead would look like. Since then, we have made significant progress in our understanding of remote learning, supporting vulnerable students through this difficult time, and ensuring our site is Covid-secure. As such, we are confident that the weeks ahead can be a productive time for students and staff as we work together to learn and grow in character. Our hope is that that the following information, intended for staff, students and parents, will ensure that we are all on the same page as we begin this new term.

### The school day for students participating in remote learning

08:30 – 09:00	“Check In”	<i>All students to send their tutor an ITS Learning message to indicate they are ready for learning. <b>This must happen every day.</b></i>  <i>This also provides an opportunity for students to share any concerns that they may have at the start of each day.</i>
09:00 – 09:15	Good Morning Emmanuel	<i>An opportunity to strengthen community, share news and start the day with a short, enjoyable and engaging reflection. The link to enable students to access this will be sent each morning via ITS Learning.</i>
09:15 – 12:15	Morning Learning (P1 – P4)	<i>Lunch is pushed back for Lower School students (Lesson 4 should therefore take place at 11:30 for all students, not 12:15). Students are encouraged to have short breaks of no more than 5 minutes between each lesson.</i>
12:15 – 13:00	Lunch	
13:00 – 15:15	Afternoon Learning (P6 – P8)	<i>Students are encouraged to have short breaks of no more than 5 minutes between each lesson.</i>

### The school day for students attending College on site

08:00 – 09:00	Arrival (through the main College entrance)	<i>Students move to their allocated spaces (shared with students on arrival) and engage in silent reading.</i>
09:00 – 09:15	Good Morning Emmanuel	<i>An opportunity to strengthen community, share news and start the day with a short, enjoyable and engaging reflection. Broadcast</i>

		<i>by the supervising teacher in the year group area.</i>
09:15 – 12:15	Morning Learning (P1 – P4)	<i>Students work under the direction of their teachers using IT equipment (provided in school) to access remote learning, completing the same work as those at home.</i>
12:15 – 13:00	Lunch	<i>To be eaten in the Loaves and Fishes. <u>Staff and students should bring a packed lunch.</u> Some opportunity for fresh air following lunch will also be provided.</i>
13:00 – 15:15	Afternoon Learning (P6 – P8)	
15:15 – 16:00	Departure	<i>Departure as normal between 15:15 and 16:00. School closes at 16:00.</i>

### Expectations for students

Students should endeavour to make the same academic progress through the curriculum as when they are in College, primarily using ITS Learning with the support of their teachers. Engagement with learning is *essential*. Students should follow their timetable as much as possible after ‘checking in’ with their tutor between 8:30am and 9:00am, and watching Good Morning Emmanuel, which will broadcast each day at 9:00am.

For all students, the content of lessons will consist of tasks that will be set and shared on ITS Learning, recorded instruction, and some short ‘live’ lessons. Live lessons will not be the norm for students in the Lower School. However, students in the Upper School should expect a higher proportion of live lessons, and for students in the sixth form, most lessons will be ‘live’.

All staff will follow guidance provided to them relating to safe practices for online learning, including ‘live’ lesson expectations, and the highest standards of engagement and conduct are expected from all students. Staff will be available to message students and respond to messages from students during the College day (8:30am–4:00pm). Teaching staff are responsible for ensuring engagement in learning and, as such, may contact students who are not engaging by phone or via ITS Learning.

Each week, teachers will be completing an engagement report for every student that they teach. This will be shared with parents. Teachers will indicate levels of engagement with learning as follows:

- 1 = Exceptional levels of engagement with everything that has been set in every lesson.
- 2 = Good levels of engagement where most of the work set has been completed.
- 3 = Limited engagement where a student has done some, but far from enough work.
- 4 = No evidence of engagement at all.

If students have any issues logging on to ITS Learning then they should contact their Head of Year using the following contact information:

- Year 7 – [year7pastoralteam@emmanuelctc.org.uk](mailto:year7pastoralteam@emmanuelctc.org.uk)
- Year 8 – [year8pastoralteam@emmanuelctc.org.uk](mailto:year8pastoralteam@emmanuelctc.org.uk)
- Year 9 – [year9pastoralteam@emmanuelctc.org.uk](mailto:year9pastoralteam@emmanuelctc.org.uk)
- Year 10 – [year10pastoralteam@emmanuelctc.org.uk](mailto:year10pastoralteam@emmanuelctc.org.uk)
- Year 11 – [year11pastoralteam@emmanuelctc.org.uk](mailto:year11pastoralteam@emmanuelctc.org.uk)
- Sixth form – [sixthform@emmanuelctc.org.uk](mailto:sixthform@emmanuelctc.org.uk)

All students must behave in the exemplary manner expected in normal times. Students attending school on site should wear full College uniform. More detail about expectations relating to student conduct can be found in this [Behaviour and Discipline Policy Addendum](#).

### **Tutor responsibilities**

Tutors will be expected to ensure that daily contact with students in their tutor group is maintained. Each day, tutors will:

- Monitor ITS Learning between 8:30am and 9:00am to receive messages from their tutees that signal that they have logged on and are ready for learning.
- Acknowledge the student's message and mark that student as present for remote learning. Parents of students who have not checked in by 9:00am will be sent a reminder email at some point during the day from the Attendance Office, which students should respond to by messaging their tutor. If students have not checked in for two days, then on the third day the tutor will make a phone call to the parents between 8:30am and 9:00am. Should non-attendance persist, tutors will escalate their concern.
- Review weekly engagement reports for their tutees, discussing any concerns with tutees during daily contact, as appropriate.
- Seek to highlight to students where their engagement is good and outstanding, celebrating this with them via ITS Learning.

### **Public examinations**

The government has indicated that public examinations will not go ahead as planned, but there is no detail as to how grades will be awarded to students. As such, it is vitally important that students in Year 11 and Year 13 make sustained and substantial progress through the curriculum. We will, of course, let students and parents know as soon as we have greater clarity on this matter.

### **Safeguarding and student welfare**

We know that this may be a challenging time for students. Students can find a wealth of information about looking after their emotional and mental health and about how to get help if they need it on the Student Welfare section of our website, which can be found [here](#).

It is essential that staff, students and parents highlight any safeguarding concerns in the correct way as they usually would. Concerns that relate to the safety and wellbeing of students should be shared with Mr Ogborn or Mrs Scott. Concerns that relate to the conduct of a member of staff should be taken directly to the Principal. Further information can be found in our [Safeguarding Policy](#).

Yours sincerely

Matthew Waterfield  
**Principal**