



**EMMANUEL COLLEGE**  
*Emmanuel Schools Foundation*

30 March 2021

Dear Parents and Carers

As we approach the end of term, I would like to share with parents and carers my sincere thanks for the way in which you have worked with us over the last few weeks as we have pulled together as a community throughout this first phase of wider opening. I have been exceptionally proud of the way in which our students have approached their return to school and the maturity with which they have approached their studies. It has been a pleasure to welcome them back to College and into the classroom. I would like to share an update on a few matters with you as we approach the summer term.

### **Annual examinations**

As you will know, the usual cycle of annual assessments has had to be suspended because of the disruptions this year. However, we do think it important to make sure that all students have an opportunity to demonstrate their knowledge and understanding this year as well as having the opportunity to catch up all that they need to so that as many students are on track as we begin the next academic year. We have, therefore, rescheduled the plan for examinations in each year group and they will now take place during the following weeks:

- Year 12: 21 June-25 June
- Year 10: 14 June-18 June
- Year 9: 7 June-11 June
- Year 8: 21 June-25 June
- Year 7: 28 June-2 July

We will publish exam timetables nearer the time to confirm which exams will take place on which day.

### **Year 9 options**

Given the importance of ensuring all students can catch up and finish the Year 9 curriculum, options for Year 9 will not commence until September. Year 9 students will, therefore, be invited in June to make their GCSE option choices to start in September. More details on the guidance and support we will provide in helping them make these choices will follow in May.

### **Safeguarding responsibilities**

When we return from the Easter break, there will be a change in the allocation of responsibilities within the Senior Management Team with Mrs Hooker, Vice Principal, taking on the role of Designated Safeguarding Lead (DSL) for Emmanuel College. Mrs Hooker takes this responsibility from Mr Ogborn and will continue to be supported by Mrs Scott as the Deputy DSL. Mrs Hooker is, therefore, the point of contact for raising any safeguarding concerns relating to students. Mrs Hooker can be contacted via reception or by students in school face-to-face and by text to 07593451538 (this number is manned between 09:00 and 16:00 Monday-Friday). Safeguarding concerns that relate to staff should normally be taken directly to the Principal, or to the Chair of Governors if the concern relates to the Principal. During my period of absence following the Easter Holiday, staff safeguarding concerns should be taken directly to Mr Ogborn.

### **Communicating with College**

The best way to raise and resolve non-safeguarding issues day-to-day is to contact your child's tutor. Notes in the study files are a quick and effective way to get a message to a teacher promptly. For matters relating to pastoral care (which is overseen by the Heads of Year), student welfare or special educational needs, you can use the [staff contact form](#) on our website to request a telephone call or email response from those specialist teams.

### **COVID testing over Easter**

If your child tests positive for COVID during the Easter holiday following a PCR test at a testing centre, please inform College by phoning reception so that we may carry out contact tracing, as appropriate.

For families currently participating in home testing using the lateral flow tests, please continue with the twice weekly tests during Easter holidays.

Last week, Gavin Williamson, the Secretary of State for Education wrote to children and young people to recognise the impact of the disruption they have faced over the past year and to thank them for their resilience. You can read his open letter [here](#).

The last day of term is this Thursday, 1 April and I would like to wish you and your family a much-deserved rest over the Easter holidays. We look forward to welcoming students back into College on Monday 19 April.

Yours sincerely

Matthew Waterfield  
**Principal**