



EMMANUEL COLLEGE

*Emmanuel Schools Foundation*

7 September 2021

Dear Parents/Carers

We are very much looking forward to welcoming back all students tomorrow (Wednesday 8 September) and to a great start to the year. I am particularly looking forward to being able to welcome new students to Emmanuel, both in Year 7 and those who are joining other year groups. It is my sincere hope that your years at Emmanuel will be happy and successful and that you will leave having made progress towards your personal best and having grown in character. Although Emmanuel College is a big school, it is a school where everyone is valued as an individual and I therefore look forward to getting to know you in due course.

We have some new staff joining our team this year. Our recruitment processes always focus on ensuring we have staff who are experts in their field, are aligned with our mission and values, and have demonstrated considerable impact in their work to date and these colleagues are no exception. Mr Bate and Mr Irwin join the modern languages team, while Miss Blyth joins the science department as a teacher of biology. Mr Foster is our new Director of Sport and Miss Shattock joins the team as a teacher of geography. Miss Brewerton joins the technology team. We have two new Learning Support Assistants, Miss Jaremko and Mrs McManus, and a new Catering Assistant, Miss Lewins.

We also have two members of staff joining our team in new roles that have been created in response to the current strategic needs of the College. Mrs Brown joins the Student Support Team as Student Welfare Officer (Cross-Cultural Engagement and Inclusion) while Mr Cowling joins the Senior Management Team as Assistant Vice Principal with a focus on personal development.

### **The ongoing challenge of Covid-19**

It is clear to all of us that although we have moved beyond the national restrictions that have had so great an impact on our lives, Covid-19 remains a challenge. Many of the restrictions that were in place in College have now been removed and as such, we hope that students will be able to enjoy the full range of educational provision at Emmanuel during the year ahead. There are some important points to remember, however, and I would be grateful if you would discuss these with your children in advance of them returning tomorrow.

#### Student responsibilities

Students should wash their hands as often as possible and should sanitise hands on entering and exiting each room. They should sit in accordance with a seating plan provided by the teacher. If a student believes that they have Covid-19 symptoms of a high temperature, a new, continuous cough, or a loss or change to the sense of smell or taste, they must tell a member of staff as soon as possible and follow the instructions given to them. Students must aim to give people space where possible during social time and in corridors.

#### Parent/carer responsibilities

Parents should ensure that **students do not come to school if they have Covid-19 symptoms** of a high temperature, a new, continuous cough, or a loss or change to the sense of smell or taste, or if they have tested positive for Covid-19. They must follow public health advice on [when to self-isolate and](#)

[what to do](#). Parents and carers are also responsible for informing College if a child is absent because they have tested positive for Covid-19 or if they have symptoms.

#### College responsibilities

We will ensure that enhanced cleaning continues. This will include regular cleaning of areas and equipment with a particular focus on frequently touched surfaces. Classrooms will continue to have windows and doors opened all day unless the temperature drops to the point that it prevents learning from happening. Enhanced cleaning remains in place in our restaurants. Any meetings will take place in well-ventilated areas with 2 metres distance being desirable between delegates. Handshakes and other physical contact will be avoided.

#### Face coverings

The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college. We recommend that students wear face coverings in assemblies and as such, we would ask that students continue to bring a face covering to school if they are willing and able and wear them at these recommended times.

#### **Uniform**

As you know we firmly believe that all students should strive to give their best in every area of their lives as an Emmanuel student, and this includes the way in which students wear their uniform. Our uniform provides a sense of identity, prevents bullying and promotes our College's excellent reputation. By adhering to the College Uniform Code students feel a sense of belonging, look smart and tidy, work safely and effectively, dress modestly, avoid causing offence to others, and maintain the excellent reputation everyone benefits from.

Following the uncertainty of the previous year, we have sought to be flexible in our approach by allowing parents additional time to rectify any issues relating to items of uniform that may not have fully met the Uniform Code. However as we return to College this September both the uniform shop and other retailers are operating as normal and therefore all students should have been able to prepare to attend College wearing their uniform in line with our Uniform Code. The Uniform Code has been reviewed and updated this academic year, therefore, we ask that all parents (including parents of students in the Sixth Form) spend time checking that their child's uniform meets the expectations set out in the code in preparation for their return. The updated code 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. This also applies to smart watches or other electronic devices that should not be brought into College. Smart watches or fitness watches should not be worn to College.

#### **Behaviour Policy**

We are committed to maintaining the highest standards of student conduct and expect them to take responsibility for their behaviour and encourage others to do the same. We therefore expect that students always adhere to our Student Code of Conduct including when travelling to and from school and when representing the College on an educational visit. As students prepare to return to College or arrive for the first time, it is important that they understand the expectations set out in the Student Code of Conduct, found [here](#).

If a student's conduct does not meet the expectations set out in the Student Code of Conduct we will ensure that the Behaviour and Discipline Policy is consistently and fairly applied so that students are able to develop self-control and regulation, demonstrate respect to all, and take responsibility for their actions. Being able to reflect upon their own actions and make amends is part of a student's character development and our updated Behaviour and Discipline Policy outlines the steps that will be taken by staff in College when a student's conduct is not exemplary. The policy includes information on how both 'code' and 'detention' will be used as steps of corrective action for low-level behaviour concerns, and also how more serious concerns will be dealt with. The policy can be found [here](#). The policy appendices can be found on the Emmanuel College [website](#).

### Co-Curricular

At the end of last term we asked students to respond to a survey outlining their preferences for co-curricular options. The enthusiasm shown by parents and students so far for co-curricular involvement has been exceptionally positive and we are all very much looking forward to the return of this part of College life. On Wednesday before students leave College those who have not yet indicated their preferences will do so with their tutors. We will then write to parents before the end of the week to confirm which activities your child has been allocated, which evening the activities take place on, and their location in College. During tutor time each morning Monday to Thursday students will have time to engage in silent reading; students therefore need to come to College prepared with appropriate reading materials. This may be a fiction or non-fiction book or, for older students, a piece of research material or appropriate curriculum content. Students must not bring magazines to College to read.

### Parking and arriving on site

We continue to thank parents and students for arriving to College safely using the Watergate Car Park when dropping off or collecting students by car. There have been a small number of occasions where parents have dropped students off on Consett Road in the past academic year. We politely request that only Watergate Car Park is used for this purpose. This prevents students needing to cross Consett Road or cross the entrance to College, both of which present significant risk to student safety.

When students arrive at College they can enter the site at any one of the three student gates: the main pedestrian entrance on Consett Road, the top gate near the yard on Consett Road, or the gate adjacent to Watergate Park. Once on site at the start of the day and at social times students will congregate in the following areas and enter the building using their allocated door (see below). At the start of the day students go directly to their year group area where they will be able to socialise with friends before starting lessons. It is vital that all students arrive to College on time every day. The start of lessons is 8:25am and therefore students should be present in their area before 8:20am. This will ensure that all students are able to start the day in a safe and calm manner.

Year Group	Designated Area	Designated Door
7	Quad	Year 7 door ( <i>Quad door</i> )
8	Small MUGA	Year 8 door ( <i>Formerly English</i> )
9	Large MUGA	Year 9 door ( <i>Formerly Maths</i> )
10	Top Yard	Year 10 door ( <i>Formerly Technology/RE</i> )
11	Top Yard	Year 11 door ( <i>Granary door</i> )
Sixth Form (12/13)	Sixth Form Centre/Open Area	Morning: Main Entrance/Sixth Form Centre door Break and Lunch: Sixth Form Centre door

Yours sincerely

Mr M Waterfield

**Principal**