



EMMANUEL COLLEGE
Emmanuel Schools Foundation

3 November 2021

Dear Parents and Carers

I would like to extend our thanks to you for your support over the half term in preparing your child to return to College this half term. The vast majority of students have returned understanding the additional measures in place in College regarding Covid-19, including bringing face masks to College. May I remind all parents that students should bring a face mask into College, which will reduce the amount of disposable face coverings that are used in College. In addition to this, there are a few important updates to share with you following our return, which I share with you below.

Lanyards

Upon our return we have given all students a lanyard which they are now expected to wear each day in College. Lanyards are of a different colour for each year group and students should display their photo ID card in the holder on the lanyard. The lanyards assist staff in being able to always address students by name and allow staff to easily identify the year group of a student. It is important that students wear these each College day and care for this piece of equipment so that it is not lost. Lost lanyards will be replaced but at a cost of £5 which will be added to ParentPay.

Student Welfare Support

In order to provide more effective care for our students, we have made the decision to slightly alter the way the Welfare team works. This will enable students to be seen more quickly and with less disruption to their learning. There has been a significant increase in the number of students who have been affected by the pandemic and we are constantly seeking to improve the support we can offer. As with any change, this may lead to some students feeling unsettled and it will, therefore, be helpful for you to understand the new systems so you can assist your child access the right support.

Rather than students being sent by their class teacher to welfare during lessons, when a student asks their teacher for support, a member of staff will now be available to come to the classroom and will triage the need of the student outside of the lesson in a private space. This will avoid students waiting outside of lessons until a member of staff is available to talk to them. We will now be able to offer students an appropriate appointment time to talk. At all times, confidentiality will be maintained. As always, students are encouraged to seek support when necessary and if they do not feel able to talk to the teacher in their lesson, there are plans in place to support individual needs.

Firstly, students can access the Welfare staff in their own time without having to make an appointment. They can also talk to a member of staff they trust who can refer them to the team, or they can reach out via ITS Learning which is checked on a daily basis. We also have an email address: studentwelfare@esf-schools.org.uk.

All students have a copy of our welfare booklet which provides advice on a number of issues and can also point them in the direction of appropriate external agencies if they feel they need bespoke support.

Students with specific needs can also follow the following processes:

- **First Aid**

If a student feels unwell or has hurt themselves, they will be triaged, initially outside of the classroom, and next steps agreed.

- **Medication**

On rare occasions, student may need to take medication in College. As previously, students should bring medication to the Welfare office with a signed consent form. They will be allocated a time to access Welfare to take their medication.

If students need medication at irregular times, they will be issued with a medical pass in order to be able to come and take this.

- **Welfare**

Some students work with the team over a longer period of time and will have specific welfare plans to meet their needs. We regularly liaise with external medical professionals, for example mental health teams or GPs, who have been working with students outside of school. We will always do our utmost to support students; however, it is important to note that none of the team are trained counsellors or mental health practitioners. Some students are also invited to attend some planned interventions.

Some students will inevitably feel unsettled by these changes; however, the decisions have been made to enable more effective, efficient support for all students. If you have any concerns about the systems please refer to Mr Waterfield's previous communications regarding getting in touch with College staff.

Yours sincerely

Mrs R Hooker
Vice Principal