



EMMANUEL COLLEGE
Emmanuel Schools Foundation

6 May 2022

Dear [RecipientTitle] [RecipientSurname]

I am writing to confirm the arrangements for the Year 11 celebration event which will be held in College on **Friday 17 June**.

As there are no formal exams on Friday 17 June, we are planning to deliver a series of events and assemblies throughout the day to commemorate [StudentForename]'s time at Emmanuel College and to particularly recognise their hard work and effort despite the challenges of the last two years. There are no other planned events in school prior to this date and all students will be expected to adhere to the exam and masterclass timetable sent out by Mr Ridley last week and to attend College in full uniform.

On Friday June 17, students will still attend in full school uniform. As per the Emmanuel tradition, female students will be allowed to wear ribbons in their hair on this day. There will be an opportunity at break and lunchtime for students to take photographs, but we ask that photos are taken using a camera rather than a mobile phone. A photographer will also be present at lunchtime to take photographs of students.

Please see below for a brief outline for the day:

Timing	Event
Arrival	Students arrive at College at the normal time.
08:25 – 08:50	Final tutor time with breakfast provided.
08:50 – 09:40	Formal assembly in the Lecture Theatre.
09:40 – 10:30	Chemistry masterclass.
10:30 – 10:45	Breaktime.
10:45 – 11:30	Chemistry masterclass.
11:30 – 12:20	Celebration assembly in the Lecture Theatre.
12:20 – 13:00	Lunch provided and an opportunity for photographs.
13:00	Dismissal from College – students must make their own arrangements for transport home.

We are looking forward to commemorating [StudentForename]'s time at Emmanuel College in what will be a special and memorable day for all students. In the unlikely event that any student does not comply with our behaviour and attendance expectations during the formal exam period, they will not be allowed to attend this event.

Yours sincerely

Mrs R Hall
Vice Principal (Quality of Education)