



**EMMANUEL COLLEGE**  
*Emmanuel Schools Foundation*

13 June 2022

Dear [RecipientTitle] [RecipientSurname]

We are looking forward to welcoming [StudentForename] to the Year 11 Celebration Event on **Friday 17 June**. This letter contains the final arrangements for the day.

Students must attend in full school uniform. As per the Emmanuel tradition, black hair ties can be replaced with burgundy ribbons. 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:

<b>Timing</b>	<b>Event</b>
08:00	Students can arrive at The Granary, refreshments will be provided.
08:25 – 08:50	Final tutor time.
08:50 – 09:40	Formal assembly in the Lecture Theatre.
09:40 – 10:30	<b>Chemistry masterclass.</b>
10:30 – 10:45	Breaktime.
10:45 – 11:30	<b>Chemistry masterclass.</b>
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 – <b>parents will be able to collect their children from the turning circle.</b>

If students are unable to make their own way home, they will be able to stay in College and work independently.

We are looking forward to commemorating [StudentForename]'s time at Emmanuel College in what will be a special and memorable day for all students.

Yours sincerely

Mrs R Hall  
**Vice Principal (Quality of Education)**