



EMMANUEL COLLEGE
Emmanuel Schools Foundation

Dear [RecipientTitle] [RecipientSurname]

I hope that you and your family have had an enjoyable and restful break over the summer holiday and that [StudentForename] is looking forward to starting the new term.

The staff at Emmanuel College are looking forward to welcome back students on Wednesday, 7 September, as well as getting to know students who will be joining us for the first time. Please ensure that [StudentForename] arrives at College in good time to be in [his/her] tutor room by 8:25am.

I would like to take this opportunity to remind you of a few practical matters to help with a smooth start to the term:

- Please remember to check your balance on Parent Pay and ensure that there are sufficient funds for [StudentForename]'s lunch.
If [StudentForename] is joining us for the first time on Wednesday, you should receive login details for Parent Pay this afternoon.
Students in Years 8-13 should remember to bring their student ID card as they will use this to purchase lunch.
- Please don't forget to label [StudentForename]'s school bag, uniform and coat that they bring to College. This allows us to quickly reunite [him/her] with any lost belongings.
- [StudentForename]'s timetable will be available to view on [My Child at School \(MCAS\)](#) after 2:00pm today. Please note the name of the tutor and which room they should go to for registration tomorrow.
- Along with [StudentForename], please have a final check of [his/her] school bag to ensure [he/she] comes equipped with everything [he/she] needs, particularly if [he/she] should bring [his/her] PE kit, as some students in Years 8 and 11 will have games on the first day.
- **All** students in the Sixth Form should bring their PE kit on Wednesday.

Yours sincerely

Mrs R Hall
Vice Principal