



EMMANUEL COLLEGE

Emmanuel Schools Foundation

26 September 2022

Dear [RecipientTitle] [RecipientSurname]

Following the application process through Emmanuel Schools Foundation, Emmanuel College has secured funding to loan every GCSE student their own personal laptop. Students will be able to use these laptops within lessons and also take them home to support further study and exam revision.

This is a hugely exciting development for Emmanuel College students and a clear sign of the commitment Emmanuel College is giving to support students during these important years in their educational journey. It is vital to support their education, in ensuring that no student is left behind.

This week, all students will be given a hard copy of the [usage agreement form](#). This needs to be signed by students and a parent/carer and returned to College by **Friday 30 September**. Once students have returned the form to Dr Douglas, they will be given their laptop to keep with them and take home each evening. Until a hard copy of the signed agreement is returned, students will not be issued a laptop. If you borrowed a school laptop during the last academic year, this must be returned before a new laptop is issued.

It is essential that students use a suitable bag from now on, which is large enough to safely carry their laptop and charger. Please note that if a suitable bag is not available for use, a laptop will not be issued. It is the student's responsibility to keep their laptop safe, including when travelling to and from College.

Students will be required to bring their laptop into College every day, making this a compulsory piece of equipment. Please encourage [StudentForename] to be responsible with their new laptop, looking after it and remembering to charge it fully each evening as desks in College will not have access to a power socket for the charger. All laptops will need a full charge, once they have been distributed.

I hope you will agree this is an exciting opportunity to support your child with their studies.

If you have any questions regarding the laptop scheme, then please do not hesitate to get in touch with me.

Yours sincerely

Mrs R Hall
Vice Principal (Academic)