

4 November 2022

Dear [RecipientTitle] [RecipientSurname]

As we move further into the College year and reflect on a successful first half term, I would like to take this opportunity share some details about upcoming events, and some other useful information.

### **Forthcoming events**

Important dates for each year group are on the College website [here](#), however, I would like to bring to your attention the dates for the following whole College events:

- Christmas Concert – Thursday 1 December 2022, 7:00pm-8:30pm, Creative Arts Auditorium (ticket information to follow)
- Carol Service – Tuesday 13 December 2022, 7:00pm-8:30pm, Sage, Gateshead
- College Prayers – Monday 16 January 2023, 6:00pm-7:00pm
- College Production 'Treasure Island' – 13-17 February 2023, 7:15pm, Creative Arts Auditorium
- Sports Day – Tuesday 11 July 2023, Gateshead International Stadium
- Presentation Evening – TBC, Sage, Gateshead

It is important to note that attendance is **compulsory** for all students for the Carol Service, Sports Day and Presentation Evening. Dates for Sports Day and Presentation Evening will be confirmed in the spring term. They represent opportunities for us to gather as a community, build relationships with one another and celebrate together.

### **Communication from College**

Our primary means of communication with parents and carers is through email. However, I am keen to receive feedback on this and explore alternative or additional means of communication from College to home. I would greatly appreciate you taking a few minutes to [complete this short survey](#) to help inform our development in this area.

### **Communication with College**

There may be times when you feel it is important to get in touch with College in a way that is more formal than a note in the study file. This may be an enquiry about student conduct, a visit, a concern about student welfare, a pastoral concern or simply a request for information. To ensure that we deal with requests efficiently please use the [Contact us](#) section of the College website where you can direct requests to the most appropriate team e.g.: Heads of year, student welfare or finance.

If you would like to report an incident of Child-on-Child Abuse, please use the reporting tool on the College website. [Report a Child-on-Child incident](#).

### **Reporting absences**

If your child is going to be unexpectedly absent for a day due to illness or for any other reason, please ensure you telephone the College reception or email [reception@emmauelctc.org.uk](mailto:reception@emmauelctc.org.uk) before 8:15am in order to notify College. This needs to happen every day a student is absent where

authorisation has not been agreed prior to the absence. Informing us of any absences by 8.15am enables us to quickly account for all students in our care.

### **Appointments**

Parents should make every effort to book medical (or other) appointments outside of College hours, at weekends or in holiday time. Where a routine appointment must take place during College hours, it should be after 2:00pm. Students will not normally be allowed to leave College for routine appointments before 2:00pm. Tutors will be able to issue exeats for after 2:00pm, but any request for an appointment before this time will be referred by tutors to the Head of Year who will most likely refuse to authorise the absence. Orthodontist and hospital appointments, driving tests and music exams before 2:00pm can be authorised by the tutor as the College recognises that it is not usually possible to have influence over the timing of these appointments. In all cases, evidence must be provided to support the request for an exeat and if the College has a concern regarding the validity of this request parents will be contacted before the student is permitted to leave the premises.

### **Planned leave of absence**

If there are exceptional circumstances that parents feel merit their child missing days in College, for reasons other than those outlined above, they must complete and return the leave of absence request form [here](#) at least two weeks in advance, to request absence from College. Heads of Year may authorise up to one day's absence from College that are deemed to be appropriate. Any requests for absence of up to a week that are deemed appropriate will be passed to a Vice Principal with any requests for absence for longer than a week being passed to the Principal. However, it should be clear, as laid out in the College Parental Agreement, that holidays during the College year should not be taken and will not be authorised.

### **Lost property**

To prevent belongings going missing please don't forget to label school bags, uniform and coats that your child brings to College. This allows us to quickly reunite [him/her] with any lost belongings.

In the event they lose or misplace any items please ask them to come to reception between 8:00am–8:20am so that we can assist them in reuniting them with their lost items. We do ask the students to retrace steps as soon as they can to help them find their property. We would be grateful if you are able to remind them of this too.

Yours sincerely

Mr N Wiecek

**Parent and Carer Partnerships Lead**