



**EMMANUEL COLLEGE**  
*Emmanuel Schools Foundation*

1 September 2023

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 welcoming back students on Tuesday 5 September, as well as getting to know students who will be joining us for the first time. Please ensure that [StudentForename] arrives at College by no later than 8:15am.

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 ParentPay and ensure that there are sufficient funds for [StudentForename]'s lunch. If [StudentForename] is joining us for the first time on Tuesday, you should have now received login details for ParentPay. Students in Years 8-13 should remember to bring their student ID card as they will use this to purchase lunch.
- Please ensure that you label [StudentForename]'s school bag, uniform, equipment and any outdoor coat that they bring to College. This allows us to quickly reunite students with any lost belongings.
- We still have a number of coats belonging to students within College. If [StudentForename] is missing a coat then please ask them to go to reception to collect it. The coats will be held until Friday 15 September, at which time they will be donated to charity.

We have several new members of staff joining us. In terms of student facing staff, joining us, we have:

- Mrs Brabbs: Key Stage 4 Pastoral Lead
- Mr Cook: Teacher of History
- Mrs Gill: Head of Student Welfare
- Mr Hancock: Teacher of Technology
- Miss Morrison: Teacher of Chemistry.

I look forward to welcoming students on Tuesday.

Yours sincerely

Mr N Ogborn  
**Head of School**