



EMMANUEL COLLEGE

Emmanuel Schools Foundation

14 June 2024

Dear Parents and Carers

It is helpful at this stage in the academic year to write to the school community with a reminder of some key procedures and standards that we hold to at Emmanuel College. I would ask for your support with the following:

Arriving to College

In recent years, we have asked parents and carers to drop off students in the Watergate Forest car park in the morning (located off Whickham Highway). Students should then walk down Consett Road and either enter College at the top gate or the entrance just before the main entrance. We ask students not to enter through, or cross over, the main entrance to College because of the frequent entry of buses and staff cars in the morning.

We have noticed that a few students have started to enter College via the gate at the back of the staff car park, which is next to the small Watergate car park. **We would ask parents not to drop their children off here.** The gate is reserved for staff who park in that smaller car park and for Sixth Form students who drive to school and choose to park there. Entering via this gate means that students have to cross a very busy car park in the morning, which increases the risk of an accident.

We also ask that no member of the Emmanuel College community uses the Watergate Court car park to wait to drop off or collect students or blocks the access road to it.

From next week, if students cross the main entrance in the morning or enter via the gate into the staff car park or main entrance they will receive a detention.

Essential equipment

The student study file clearly details the essential equipment students need to always carry and includes the following:

- *Study file (this should be carried with the student at all times and when a student leaves a lesson for any reason this must be signed by the teacher. It should be kept in good condition and free from graffiti or a new one will need to be purchased for £10).*
- *Reading book.*
- *Equipment for classroom-based lessons (essential equipment: pencil case, black or blue writing pens, green pen, pencil, ruler, calculator, eraser, pencil sharpener and maths set).*

Students who do not have essential equipment in their lessons will receive a note in their study file; if students receive three equipment notes, they will receive a detention. Having essential equipment also makes a student's school day so much easier to navigate and more enjoyable.

Key uniform points

The Uniform Code is outlined on p.14-17 of the study file. Some key extracts to note are:

Skirts must touch the top of the knee or be longer and must not be rolled at the waist.

Items of jewellery, including body piercings, are not permitted. Makeup, including fake tan, tinted moisturisers or any product which alters the colour or tone of the skin, is not permitted, neither are tattoos or henna patterns. Eyebrows should not be shaved or patterned. Fashion accessories such as nail, hair or eyelash extensions or 'lifts' are not permitted, nor is the wearing of nail varnish. Hair bobbles or elastic bands are not to be worn as bracelets. Clear lip balms may be used but must not be applied during lesson time. Lip gloss is not permitted.

Shirts must be kept fully tucked in with all buttons fastened including the collar.

We will be implementing a Trust-wide Behaviour Policy from next academic year which includes clear procedures if students do not wear their uniform correctly. In anticipation of this change, the following will apply from next week if students intentionally break the uniform code:

- Students will receive a note on their study file as a uniform mark and will correct the uniform breach.

- Three uniform marks means a student receives a detention.

At this point in the year, parents and carers are often considering purchasing new uniform for their children. If a student is wearing a skirt which is too short, Heads of Year will speak to the students and notify parents and carers so they are able to source a replacement skirt within a reasonable timeframe that is in line with our uniform code

Thank you again for your support with all the above. We are looking forward in the last five weeks of the academic year to continuing exceptional learning in the classroom, exceptional student conduct and standards around the site, and some fantastic whole school events, notably Presentation Evening and Sports Day.

Yours sincerely

Mr N Ogborn

Head of School