



EMMANUEL COLLEGE

Emmanuel Schools Foundation

3 June 2024

Dear Parents and Carers

We would like to extend a warm welcome back to our students in Year 12. The external examinations are now in full swing and so Year 12 students are the most senior students in College. The calendar for this half-term presents many opportunities for your child to lead by example, showcase their talents, and celebrate their successes and those of their peers. I thought it prudent to share a few reminders about procedures in the sixth form alongside a couple of important dates for your diaries.

1. Absence from College

If your child is unable to attend College, for whatever reason, we would ask that parents and carers contact College before 8:25am and explain the reason for the absence. Sixth formers are not permitted to report their own absence. Timetable flexibility does add some complexity here, as your child may not have their first lesson until mid-morning or after lunch. In this instance, if your child becomes unwell before they are due to attend College, please notify us as soon as you become aware of your child's intention not to attend College. We would ask you to repeat this process for each day of absence.

2. Illness at College

If your child becomes ill at College, to the point where they can no longer continue with timetabled lessons, they must seek permission to go home. A member of the sixth form team will usually be on hand to assess your child's needs in this regard. Sixth formers are not permitted to sign themselves out of College without having first spoken to a member of staff. If a student does not adhere to this procedure, an appropriate sanction will be applied.

3. Exeats

If your child has to attend a medical appointment, or any other appointment which requires them to sign out of College during the school day, we require parents and carers to write an explanatory note. Students should bring the note to a member of the sixth form team, and in return, a member of staff will issue an exeat.

4. Trial exams

The Year 12 trial exams continue until Friday 7 June with the Academic Consultation Evening calendared for Tuesday 2 July.

5. Futures Week, 24-28 June 2024

On Monday 24 June, all students (except those involved in Camp Emmanuel) will attend the annual Futures Conference at St. James' Park. Further details to follow. For the remaining four days, your child has been granted leave of absence to attend a work placement. If your child has yet to confirm a placement with an employer, please do encourage them to act now, and act fast! Your child may have spent some time working on this during the half-term holiday.

6. Sports Day, 9 July 2024, Gateshead International Stadium

One of the highlights of the College calendar and a fantastic occasion for participants and their supporters. Attendance is compulsory for all students including sixth formers.

7. Presentation Evening, 17 July 2024, 6:30pm-9:00pm, The Glasshouse International Centre for Music

Presentation Evening is another highlight in the College calendar as students gather to celebrate one another's successes. Attendance is also compulsory at this event for sixth formers, and it is a special evening in which all of the College community is brought together.

As far as possible, your child should avoid booking appointments where the dates coincide with compulsory College events. Should your child require leave of absence on one or more of these dates, they should make a request in writing to Mr Ogborn, Head of School. A lead time of three weeks is recommended for such a request. Paid work is not a valid reason for non-attendance. As you are aware, students are asked to avoid agreeing to shifts during the school day as they may be required to be onsite. Those of you whose children have been with us since Year 7 know that the Presentation Evening, along with the Carol Service, constitutes part of the school day.

Yours sincerely

Mr G Clarke

Head of Sixth Form