



1 October 2026

Dear Parents and Carers,

### **Changes to the School Day from Tuesday 2 November**

At Immanuel College, we are continually looking for ways to ensure that every student feels known, supported and ready to learn. Following careful review and consultation with staff, we will be introducing a revised start to the school day from Tuesday 2 November. The new structure includes a daily Launchpad session followed by an extended Tutor Time before lessons begin. The revised timings provide a 10-minute Launchpad session from 8:30am to 8:40am, followed by Tutor Time from 8:40am to 9:10am. The most significant change is that Tutor Time will take place at the beginning of the day rather than later. We believe this will provide students with a calmer, more purposeful start and ensure that every child has the opportunity to connect with a trusted adult before commencing lessons.

### **Why are we making this change?**

Research and our own experience tell us that students are most successful when they begin the day feeling settled, supported and ready to learn. By moving Tutor Time to the morning, students will begin each day with a tutor who knows them well and can provide guidance, encouragement and support.

The revised structure will enable us to:

- Ensure every student starts the day feeling welcomed and connected.
- Strengthen relationships between tutors and students.
- Identify and address concerns at the start of the day rather than later.
- Improve punctuality and readiness for learning.
- Create more time for academic mentoring and attendance support.
- Strengthen our programme of collective worship, literacy and personal development.
- Ensure lessons begin promptly with students prepared to learn.

### **What is Launchpad?**

Launchpad is a short session from 8:30am to 8:40am designed to help students prepare for a successful day. Activities may include:

- Organisation and equipment checks.
- Attendance and punctuality support.
- Reflection and preparation for learning.
- Celebration of achievement and success.
- Key messages and notices.

Launchpad will help students transition positively into the school day and establish productive routines. What will happen during Tutor Time?

Tutor Time will remain at the heart of our pastoral provision. The extended morning session will provide greater opportunities for:

- Collective worship and reflection.
- Academic mentoring.
- Goal setting and reviewing progress.
- Character development and personal growth.
- Reading and literacy activities.
- Wellbeing support.
- Building a strong sense of belonging within the tutor group.



### Trial Week

Before the full launch, we will run a trial during the week beginning 19 October. This will allow us to gather feedback from students and staff and ensure that arrangements work smoothly before the permanent implementation after half term.

### What does this mean for families?

Students should continue to arrive in school ready for the start of the school day at 8:30am. Arriving on time will ensure they benefit fully from both Launchpad and Tutor Time and begin the day positively alongside their peers.

We are excited about the opportunities this change creates to strengthen relationships, improve readiness for learning and ensure every student starts each day feeling supported and valued.

Thank you for your continued support as we introduce this development. We will provide further reminders and information before the trial takes place.

### How will the day look?

|  <b>SCHOOL DAY TIMINGS</b><br>26/27                                                                |             |                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------|
| TIME                                                                                                                                                                                 | Y8, 11 & 13 | Y7, 9, 10 & 12 |
| 8:30 - 8:40                                                                                                                                                                          | LAUNCHPAD   | LAUNCHPAD      |
| 8:40 - 9:10                                                                                                                                                                          | TUTOR       | TUTOR          |
| 9:10 - 10:10                                                                                                                                                                         | PERIOD 1    | PERIOD 1       |
| 10:10 - 11:10                                                                                                                                                                        | PERIOD 2    | PERIOD 2       |
| 11:10 - 11:25                                                                                                                                                                        | BREAK       | BREAK          |
| 11:25 - 12:25                                                                                                                                                                        | PERIOD 3    | PERIOD 3       |
| 12:25 - 12:55                                                                                                                                                                        | LUNCH 1     | PERIOD 4       |
| 12:55 - 13:25                                                                                                                                                                        | PERIOD 4    | PERIOD 4       |
| 13:25 - 13:55                                                                                                                                                                        | PERIOD 4    | LUNCH 2        |
| 13:55 - 14:55                                                                                                                                                                        | PERIOD 5    | PERIOD 5       |
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Yours sincerely,



Mrs A Lees  
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