

# reigate•college

**2016-2017**

## **Handbook for Parents/Guardians September 2016**

### **STATEMENT OF PURPOSE**

**Reigate College aims to provide high quality education in a supportive community and is committed to equality of rights and opportunities**

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## CONTACT NAMES

Mr Nick Clark	Principal
Mr Christopher Whelan	Chief Executive Officer
Mrs Sarah Walters	Deputy Principal
Mr Sam Davey	Assistant Principal (Pastoral & Student Support)
Mrs Christine Downton	Associate Principal (Quality & Operations)
Mrs Vicky Cope (M, Tu & Fri)	PA to the Principal and CEO
Mrs Julia Williams (W & Th)	PA to the Principal and CEO
Mrs Kim Saw	Director of Finance
Mr Garry Holmes	Director of Estates & I.T.
Mr Ash Farbrother	Associate Director of I.T.
Mr Michael Horgan	Associate Director of MIS
Mrs Melanie Pearl	Pastoral Director (Intermediates & Interventions)
Mrs Susan Carnell	Associate Director (Learning Support & Child Protection)
Mrs Sally Hopper	Student Services Manager and PA to the Deputy Principal & Associate Principal (Pastoral & Student Services)
Mrs Beverley Hussey	Admissions Manager
Mrs Lyn Callue	Attendance & Bursary Officer
Mrs Helen Saunders	Examinations Officer
Mrs Sarah Lelliott	Administrative Assistant (Student Services) and PA to Associate Principal (Quality & Operations)
Mr Michael Jones	Chair of the Corporation
Mr Jon Allen	Clerk to the Corporation

### E Faculty - Art, Business, Economics, English, Film, Geography, Government & Politics, Health & Social Care, Languages, Media, Philosophy, Photography and Sociology and Travel & Tourism

Mr Sagar Patel	Director of Learning
Mrs Alice Hubbard	Pastoral Director
Mr Jonathan Stott	Associate Director of Learning
Mrs Natalie Chescoe	Associate Pastoral Director
Ms Clairiscia Callanan	Senior Tutor
Ms Susie Ferguson	Senior Tutor
Mr Jonathan O'Hara	Senior Tutor
Mrs Anna Plummer	Senior Tutor

### M Faculty – Classical Civilisation, Computing & IT, Dance, History, Law, Mathematics, Music, P.E., Performing Arts, Psychology, Public Services, Sciences, Sport,

Mr Ryan Bull	Director of Learning
Ms Lianne Wilkinson	Pastoral Director
Ms Catherine Hawkes	Associate Pastoral Director
Mrs Ellen Walkinshaw	Associate Director of Learning
Mr Simon Bond	Senior Tutor
Mrs Isobel Canessa-Davies	Senior Tutor
Ms Joanna Driscoll	Senior Tutor
Ms Michelle Law	Senior Tutor

### Learner Enhancement & Progression Directorate (LEAP)

Mr Steve Tippen	Director of Student Development
Mr Kyle Fayers	Duke of Edinburgh Award Manager
Mrs Caroline Loughlin	Director of Personnel
Mrs Karen Gerrard	Associate Director (Marketing)

## COLLEGE ROUTINE AND ADMINISTRATION

### Absence from College

Poor attendance is the single most common reason for students underachieving or failing to complete their course. Electronic registers are taken for each timetabled activity and these are regularly checked. **We ask the student, or parent, to telephone or email the College by 10am on the first day of any absence and the register will be updated.** For absences of more than one day, the parent is requested to send in an email to [enquiries@reigate.ac.uk](mailto:enquiries@reigate.ac.uk) or letter which the student should hand in at Reception upon their return. **Please ensure the name and admission number or Tutor Group of the student is clearly stated in any communications.** Students are issued with the Students' Code of Conduct which contains further information. Details are also available on the Student Portal. Please note that:

- (i) Holidays in term-time will not be authorised. Special leave may be authorised at the Associate Principal's discretion.
- (ii) **Regular absences through illness, particularly of an unrelated nature, will count against a student's attendance level unless the College receives supporting medical evidence.**

### Bulletin

The Bulletin is distributed weekly by student email and to Tutor Groups giving news about College events and procedures, meetings and alterations to routine. The Student Portal also provides everyday information.

### Change of address, contact details or personal circumstances

It is vital that Reception is notified of any change of address, email or other contact details.

### College hours

The daily hours are 9.00 am to 4.15 pm, but each student has an individual timetable. There is a break in the morning and a lunch break. Students should ensure they are in the classroom at the start of class.

### Community Days

These are days of enthusiasm and fun but with underlying themes related to issues of health or social equality. Awareness of charities working in these areas is increased and funds are raised.

### Complaints

Complaints, whether verbal or in writing, will be responded to according to the College's Complaints' Policy. A copy of the procedures can be obtained from the Principal's PA [principalspa@reigate.ac.uk](mailto:principalspa@reigate.ac.uk)

### Communication with Parents/Guardians

The College's main vehicle for communication with Parents/Guardians/students is email. Please contact the College immediately if you are unable to receive our emails.

### Disciplinary Procedures

Details of the College's Disciplinary Procedures, together with the Reigate College Students' Code of Conduct, were issued to students at enrolment and the students can also view it on the Student Portal. A summary of the Students' Code of Conduct is given on pages 7-10 of this Handbook. A full version can be found on the College's website.

### Illness/First Aid

A student who feels ill, or who suffers a minor injury, should report to Reception to see a First Aider. If the accident is more serious, the nearest member of staff should be asked to get a

message to Sue Lampard or Martin Brown (First Aiders) via Reception, who will decide whether an ambulance is necessary. Parents/Guardians will only be contacted where the student is incapacitated or where there is concern about them getting home safely.

### **Late arrival**

Excellent punctuality is expected at College, as in employment. A student who is late must wait outside the classroom until the teacher lets them enter. **It is the latecomer's responsibility to make sure that they have been registered.** Difficulty in finding a parking space near College is not an acceptable reason for lateness. Teachers may refuse admission to persistent latecomers and the student may be referred to the person responsible for their pastoral wellbeing.

### **Refectory**

The Refectory food service runs from 8.00 am to 2.30 pm each day. A wide range of snacks and hot meals are available. Students are required to clear their own tables. The Refectory is the students' main social area and, outside of break and lunch times, it also provides a quieter area where students may want to work in groups.

### **Structured Learning Days**

These days are an opportunity for students to work independently, either at home or in the Independent Learning Centre (ILC). These days provide a valuable opportunity for students to reflect on their recent weeks of learning and to undertake extra study in order to extend their subject understanding ..... just like similar days at University.

### **Students' property**

Students should avoid bringing items of high value into College and should not leave their property unattended. Lost property is usually handed in at Reception. The College will not accept responsibility for any items in a student's possession which are lost whilst they are engaged in College business, taking an examination or out on a trip/visit.

### **Students' Union**

The role of the Union is to look after the interests of all the students in the College and to organise social events. Elections to the Union usually take place early in the Summer Term.

### **Tutor Period**

Every week students attend a **Tutor Period**. In the Lower Sixth the Tutor also presents the Tutorial Programme, which is designed to provide students with the essential skills and knowledge that are needed as they enter adult life. **Attendance at these sessions is compulsory.** In addition to this formal programme students will have regular opportunities to see their tutor individually.

## **RESPONSIBILITIES AND EXPECTATIONS**

### **What students can expect from the College**

#### **Induction of students**

All new students will receive:

- instructions on how to access the Student Portal and the essential information it contains;
- an introduction to the College and their chosen programme of study;
- information on Learning Support and how to access what is needed,
- access to the Independent Learning Centre (ILC).

## **Student learning and support**

All students will be provided with:

- a handbook detailing the course, which may be in electronic form. This will contain the course details, assessment methods and any coursework deadlines, as well as other useful information, such as reading links;
- course aims and objectives;
- opportunities to experience a variety of teaching and learning strategies;
- the opportunity to access workshop provision and individual learning support, including support for those for whom English is a second language;
- the opportunity to access a counselling service;
- the opportunity to access the Independent Learning Centre;
- the opportunity to use IT facilities and 'Moodle', the College's virtual learning environment;
- advice on progression routes from all courses and the opportunity of a careers interview;
- activities and various programmes to allow individual students to enhance their learning programme and showcase their individual skills.

## **Assessment**

All students will:

- be informed at the beginning of their course of its assessment structure;
- regularly be set homework which will be promptly marked;
- be assessed regularly, and at the end of their course, through a grading system or testing of competence;
- regularly receive an interim assessment report;
- have the opportunity to attend a consultation meeting with their Parents/Guardians each year;
- undertake a number of Key Assessments for AS and A level courses. This may take the form of a test, a particularly significant piece of homework or an examination section of the course. The purpose of this is to help the College and the student monitor their progress in relation to their target grade;
- be required to adhere to all deadlines set.

## **Accommodation**

Students will have appropriate access to:

- the full range of facilities within the College;
- a clean working environment, the maintenance of which is a shared responsibility.

## **What the College expects from students**

Students have chosen to come to the College to improve and build upon their academic qualifications. For this to become a reality, students will need to work effectively, with commitment and interest, throughout their course. It is important that the best environment is created for this to be achieved and that students are encouraged to reach their potential. The College strives to create a real community in which each person is valued, both students and members of staff, and in which there is respect for the rights and feelings of others.

The College's expectations of students are given in the **Students' Code of Conduct** which is issued when students enrol at College and can be viewed on the Student Portal. It provides the foundation on which the community will grow. The associated **Disciplinary Procedures** are also issued to students at enrolment so that they are fully aware of the repercussions of choosing to behave in a way which goes against the Code of Conduct. Some of the key points in the Code of Conduct are summarised below.

## Everyone in the College has the following basic rights:

- The right to feel safe
- The right to learn
- The right to be treated with respect

## Our general expectations of students are that they should:

- Conduct themselves in accordance with the College's Single Equality Policy, which the students can view on the Student Portal.
- Show commitment to their studies so that they reach their academic potential.
- Maintain high standards in their personal behaviour, as would be expected of an adult at work, whether this is in lessons, elsewhere in College, out on a trip **or making their way to, and from, College each day.**
- Be courteous and considerate to other students, staff, visitors and members of the public.
- Maintain the good reputation of the College in the local community, and whilst attending any activities organised off site or sponsored by the College.
- Show care and respect for the fabric of the College's buildings and its facilities.

## The right to feel safe – some key guidelines and rules

- All types of discrimination, harassment and bullying are completely unacceptable.
- Students must not use language which is obscene, offensive or aggressive.
- Students must not be physically aggressive. Violence towards another member of the College community will result in exclusion. Possession of an offensive weapon will result in permanent exclusion from College.
- Students must not cause distress to others through the use of a mobile phone, social networking or the internet/email.
- Any student who is found to have consumed, or be in possession of, alcohol at any time during the College day, or on a visit or trip, can expect to be excluded.
- The possession of illegal substances (including "legal highs") during the College day, or at a College function, or on a College visit or trip, **will almost certainly result in permanent exclusion from the College.**

## The right to learn – some key guidelines and rules

### Behaviour in lessons

- Students are expected to pay attention in lessons and keep on task.
- If a student disrupts a lesson, they will be asked to leave the room. **Being asked to leave a lesson is a serious matter which could result them being excluded from College.**
- Students are expected to remain on task when using IT. They must not download games, send emails or surf the internet or use social media sites, unless they are told to do so.
- Students are expected to arrive for lessons fully equipped with everything they need and all their homework completed.
- Mobile phones are not to be used in lessons, or the Independent Learning Centre (ILC), unless the teacher or learning facilitator specifically requests students to use them to support their learning. Otherwise, they must be switched off and placed out of sight.

### Homework and Coursework

- Students should complete all work on time and to the best of their ability, and meet deadlines for submission. In many cases, the demands of the course will require students to spend as much study time out of class as in class. This is the key to success at this level. On average, students who study for a minimum of thirty five hours per week, including time allocated for formal lessons in College, generally get outstanding results.

- Students may work at home when they do not have a timetabled College commitment - this privilege may be withdrawn where a student's work performance becomes a cause for concern.
- Students must make sure that their coursework is original or they should acknowledge the source – **plagiarism will be spotted and almost always results in disqualification from the course.**

#### Part-time Employment

- Part-time employment can provide valuable work experience and enable students to raise funds to support their studies. However, students with part-time jobs will need to ensure that they can still complete the necessary College work, whilst leaving time for extra-curricular and social activities. **There is ample evidence to suggest that more than ten hours a week of part-time work lowers examination results.**

#### General behaviour

- Students should behave as young adults in a workplace.

#### Attendance and Punctuality

- Poor attendance is the single most common reason for students underachieving or failing to complete their course. High standards of punctuality are also expected, as they would be for employment and higher education. Employment references will contain details of the student's attendance and punctuality.
- **Students who have poor attendance and/or punctuality without good reason will not be entered for external examinations/BTEC assessments.**
- Registers are taken for each timetabled activity and a student whose attendance or punctuality is unsatisfactory will be referred to his/her Tutor or the relevant Head of Department. If there is no improvement, the student will be referred to their Pastoral Director/Associate Pastoral Director/Senior Tutor and be subject to enhanced monitoring procedures.
- **Regular sickness absences which are unsupported by medical documentation will not be accepted as a good reason for absence and such absences will count against the student's attendance.**
- **A student will be deemed to be late if they arrive after the lesson's published start time.** If late, the student should knock on the classroom door and wait outside the room until they are asked to enter. If a student is persistently late, they may: (i) be required to complete a 'Late Slip' before entry and may be referred to the Pastoral Director/Associate Pastoral Director/Senior Tutor/Director of Learning or (ii) be refused entry to the lesson.
- Students who drive to College should note that an inability to find a parking space will not be accepted as an adequate reason for lateness.
- If, after ten minutes, no member of staff has arrived to take a lesson, a student from the class should go to Reception to report the matter. The class, meanwhile, should not disperse but remain in the room or wait outside in the case of a laboratory/workshop.
- For further information on attendance and punctuality see Students' Code of Conduct.

#### Smoking

- Smoking (including e-cigarettes) is an extremely unhealthy and anti-social habit which also creates a lot of litter. Sadly, some students are already addicted by the time they start at College. In order to prevent the problems associated with smoking spilling over into neighbouring areas, the College has provided one, clearly identified, smoking area. Any student who is found smoking anywhere else on site is likely to be excluded from College.



### Information Technology

- The College's IT resources and network are for educational use. Students must observe the standards as defined in the Student Use of IT Policy and Social Media Policy. The Policies are summarised in the Student Portal and may also be found on the College's web-site.
- Students must not download or copy any material which is covered by copyright.
- Students must not try to gain access to restricted areas of the College network.
- Students must not use the College's IT facilities to 'hack' into any external IT networks. Students need to note that under the Computer Misuse Act 1990, such behaviour can lead to a criminal prosecution.
- Comment about another person on social networking sites in or out of College may be deemed as bullying and/or harassment and could result in action such as exclusion from College or referral to the Police.
- Students must not download, and/or view, pornography, or other unsuitable material.
- Students must not harass other people by sending unpleasant IT communications or transmitting images of them without permission, or invading their privacy via the internet.
- Any student who does not comply with the above rules can expect to be excluded from College.

### Food, drink and litter

- Bottled water apart, students must not consume food and drink in any rooms or corridors, other than in the Refectory, even if they have been given permission by their teacher to work in a classroom, or studio, over morning break or lunch.
- Students should dispose of their litter in one of the many bins there are around the site. A student who is standing, or sitting, near litter may well be asked to put it in a nearby bin.
- If a student chews gum, they should dispose of it in a special pink bin.

### Vandalism

- The College has outstanding facilities. Students are expected to treat these with respect. Vandalism is very rare at the College. If it is observed, however, the student will be excluded from College, possibly on a permanent basis. Damage will need to be paid for.
- **Any student who sets off a fire alarm without a valid reason will almost certainly be permanently excluded from College.**

### Clothing

- Clothing design must not cause offence to others by displaying images, or language, which conflicts with the College's Single Equality Policy, nor should students wear clothing which is excessively revealing. Students who wear inappropriate clothing may be sent home to change.

### Parking and security

- There is no parking for students on site. Unauthorised parking may attract a fine of £90.
- Neighbours will readily contact the police when cars are parked inconsiderately – students should be aware of this!
- **Students are required to carry their Identity Card at all times and will be expected to show it in examinations.** The ID Card also enables students to access the facilities in the Independent Learning Centre and to pay for goods in the Refectory (via Reigate College Pay). Identity cards will be regularly inspected. Students who persistently fail to present their cards will be excluded from College.
- **Visitors must not be brought on site under any circumstances unless they have an appointment with a member of staff. Students should report possible intruders to a member of staff.**
- All visitors, including Parents/Guardians, must report to Reception and sign in on arrival.

- The College cannot accept responsibility for the loss of, or damage to, any vehicle left on its premises.
- Motorists are asked to take extreme care when dropping students off or collecting them as the site can be very congested, both with parking vehicles and pedestrians.

## REPORTING HOME TO PARENTS/GUARDIANS

Students are much more likely to be successful where an effective partnership has been forged between them, their teachers and their Parents/Guardians. If you have any concern about your daughter or son's education, the initial point of contact is their Personal Tutor. Where the problem is more serious, the Personal Tutor may refer the matter to their Pastoral Director/Associate Pastoral Director/Senior Tutor.

We want to keep Parents/Guardians fully informed about the progress of students through interim assessment reports, consultation evenings and standard letters. Interim assessments are carried out roughly every six weeks and reports will be **emailed home** during the week beginning: **17 October 2016, 5 December 2016, 30 January 2017 and 20 March 2016.**

Each report comments on the student's record of attendance, punctuality and effort. **It should be noted that an actual attendance in lessons below 90%, for which there is no good reason, is unacceptable and, if sustained, will almost certainly lower the student's final grades. Likewise, an effort grade of 2 or 1 indicates that the student is likely to underachieve or not complete the course.**

Most reports also show how the student's current working grades compare with their National Predicted Grades. Students will have regular individual review meetings with their teachers.

If you are concerned about the report you should contact the appropriate Pastoral Director/Associate Pastoral Director/Senior Tutor. Similarly, if the College feels your daughter or son's performance is a concern, the Pastoral Director/Associate Pastoral Director/Senior Tutor will contact you.

Parental consultation evenings enable Parents/Guardians to discuss students' progress with teachers, Personal Tutors and Pastoral Directors/Associate Pastoral Director/Senior Tutors. Students may also attend the consultations which are held on Tuesday evenings from, usually from 5.00 pm - 7.30 pm, as shown below:

<b>7 &amp; 15 November 2016</b>	Upper 6 - A2, AS and BTEC
<b>7 &amp; 21 February 2017</b>	Lower 6 and Intermediate - AS, BTEC and GCSE students

It is important that you make every effort to attend these evenings, **especially if the most recent Interim Report was poor.** In these cases, it is important that the student also attends.

**Where a student's performance is a cause for serious concern, Parents/Guardians MUST attend the College, with the student, to discuss an action-plan for improvement.**

Standard letters/emails are sent home to alert Parents/Guardians that the Head of Department is concerned about the student's progress. If you receive correspondence, you should be very concerned and discuss the letter with your daughter or son. If necessary, you should contact the College to seek clarification or guidance about how to proceed.

**FOLLOW UP PROCEDURES WHERE A STUDENT'S ATTENDANCE OR PUNCTUALITY IS UNACCEPTABLE**

It is the College's expectation that students' attendance and punctuality will be consistent with that expected by an employer. Students whose attendance, or punctuality, is unacceptable will be referred to an appropriate member of staff e.g. Personal Tutor. We shall seek the assistance of Parents/Guardians in supporting students who have problems in this area.

Where a student's attendance, or punctuality, remains unacceptable even following a request to improve, a letter will be sent home informing the Parents/Guardians that **the student's examination status will be changed to 'Non-entry' in all subjects (known as NE status)**. In such cases, the student's future register entries will only be altered upon production of an explanatory note from the Parents/Guardians. Enhanced monitoring, and reporting procedures, will then be applied, most particularly the forwarding of register printouts to the Parents/Guardians at regular intervals. 'Non-entry' status will remain until early May 2016, at which point the College will determine whether the student should be entered for the examinations/BTEC Assessment. To be entered for the examinations, the student will need to have maintained an excellent record of attendance since they were made NE status.

### **FOLLOW UP PROCEDURES WHERE A STUDENT'S EFFORT IN THEIR SUBJECTS IS UNACCEPTABLE**

Where there is a cause for concern in a subject, the situation will be discussed fully with the student and clear targets will be set. If there is no substantial improvement in work performance, a student will be required to attend a formal review meeting with the subject teacher, or Head of Department, and an action plan will be drawn up and recorded centrally on the student's Individual Learning Plan (ILP). Strategies for improvement will be agreed. These may involve the student attending subject access or additional lessons in the Independent Learning Centre (ILC) or the Learning Support Department.

Students who have an overall effort grade of 2.3 or below in two Interim Reports in a particular subject will be set a minimum grade which they must achieve if they are to progress to A Level in that subject. The minimum will be the highest of:

- either one grade below the Interim Report target grade or the lower of a "split" Interim Report target grade (e.g. where the report grade is B/C the student will be set the C grade)
- a grade D.

for BTEC a similar system will operate.

If the student fails to respond to the agreed targets, the Head of Department will recommend that the student's examination status is changed to 'Non-entry' (NE). This change has to be agreed with the Pastoral Director/Associate Pastoral Director/Senior Tutor, or Associate Principal, as appropriate.

If, following the publication of an Interim Report, a student's progress is considered to be wholly unacceptable in a particular subject (i.e. a grade 1 for effort is given), the Head of Department will recommend that the student's examination status is changed to NE. Final approval for this change must be sought, in writing, from the student's Pastoral Director/Associate Pastoral Director/Senior Tutor, or Associate Principal, as appropriate, before the change is made.

An entry must have been made on the student's Individual Learning Plan (ILP), and a formal letter sent home to the parent making them aware of the seriousness of the situation, before NE status can be applied.

Once a student's examination status has been changed to NE, they will be notified of this decision, verbally or by an electronic message, and their Parents/Guardians will be required to come into College to meet the Head of Department and Pastoral Director/Associate Pastoral Director/Senior Tutor. The student's performance will then be very closely monitored. 'Non-

entry' status will remain until early May 2017 at which point the Associate Principal will determine whether the student should be entered for the examinations/BTEC Assessment. This decision will be final – it is not subject to appeal and there will be no further probationary period.

### **RISK OF DISCONTINUATION**

Where a student with NE status makes little, or no, effort to improve their effort, attendance, punctuality, or disrupts the learning environment, the student's status may be changed to '**at risk of discontinuation' (RD)**. This may apply to the student's entire programme or an individual subject. If a student's status is changed to RD, or they are subsequently withdrawn from a subject, their parent(s) will be informed in writing. If the student does not immediately, and significantly, improve their performance, they will lose their place at College or in the subject concerned.

### **Policy in Respect of Re-sitting Year or Subject**

As stated in the Reigate College Progression Policy, the College does not receive Government funding for a student retaking a year or a subject. A request to re-sit a year, or retake a subject, will only be considered under exceptional circumstances. These will be circumstances that are outside of the control of the student or institution, such as a period of long term sickness. A student will need documented evidence to prove the circumstances.

### **THE CAREERS DEPARTMENT**

The College's Careers Department offers a fully equipped and resourced Careers Resource Centre, and is open daily from 9.00 am to 4.00 pm. Experienced careers advisors are available to provide guidance and support to students on aspects of higher education or employment. Students can access a number of services here including careers advice, progression planning and practice interviews.

### **Applying to Higher Education and Alternative Pathways**

Last year, well over 600 of our students progressed to university. Applying to higher education through UCAS is a complicated and time-consuming exercise. Competition for places is very high. In addition, Reigate College values the attractive alternatives that are increasingly available to our students who do not want to pursue the traditional university route. A complementary pathway runs parallel to the university provision to ensure that students are fully aware of the wide range of options open to them after Reigate College. To ensure that Reigate College students are successful, a full programme of events is organised in their first year, as shown below:

#### **February/March 2017**

Introduction to the application procedure during the tutorial period.

#### **Early March 2017**

Student Get Ahead Day for Lower Sixth – providing students with post-college options and information about pathways. An evening meeting for Parents/Guardians explaining Higher Education application procedures.

#### **April to July 2017**

A full programme of events to prepare students for completion of the UCAS application form including Progression Day and Alternatives to HE Evening

UCAS applicants are required to list a maximum of five courses/Universities on their application form. With over 30,000 course choices, thorough research is essential before making a final decision. Thus, the Department offers individual guidance as well Plotr – a computer analysed questionnaire, which matches students' interests to potential University courses and careers. Some useful web-sites are: [www.ucas.com](http://www.ucas.com), and [www.ukcoursefinder.com](http://www.ukcoursefinder.com).

## STUDENT SUPPORT SERVICES

### Counselling

Moving from school to college can be both exciting and a bit daunting. So much is new and students can sometimes feel anxious, stressed or overwhelmed. Things outside College may also be worrying them. A free counselling service is provided by 'Relate Youth Counselling Service'. The Counsellor is on site on a regular basis and also operates from Relate's local office in Reigate, barely five minutes from the College. **Details of when the Counsellor is available, and how to contact them, are displayed around the College.**

### Safeguarding

In addition to the Counselling service, the College also has a legal duty to have a Safeguarding Policy and procedures in place, and these are available on the College's website. These are to ensure the safety of all our students, who are still seen as children in law. If a student has serious concerns about either their own, or another young person's safety, whether it is physical or mental, they should talk to one of our Safeguarding team. The team are Melanie Pearl and Susan Carnell (Safeguarding Officers - CPO); Sally Hopper (Student Services Manager) and Sam Davey (Associate Principal – Pastoral & Support), Designated Safeguarding Lead.

### Learning Support Department

Reigate College is committed to providing support for any students who are experiencing difficulties with their course. This help may be from teachers during subject access time or in the form of individual or group support from the Learning Support Department which is based in P103 and managed by Susan Carnell. An assessment is available to any student who thinks that her or his difficulties may be due to dyslexia. Lessons on spelling strategies or study skills are available, based on the need of the individual student. Students for whom English is not the only language spoken at home are welcome to see a specialist member of staff. Workshops on the various skill areas will be advertised throughout the College year.

To further encourage and support independent learning skills, our well qualified team facilitate the **Learning Improvement Programme** at the College, designed to aid students who would benefit from a more structured, timetabled study session to complete assignments and homework.

### Independent Learning Centre (ILC)

The ILC in the Langham Building is a spacious, modern, air conditioned centre, equipped with the latest technology to support Reigate College students' independent learning and progression. The Centre offers a fantastic space for students to complete individual study, which is supported by a dedicated team of facilitators, who offer valuable help and guidance for students. The ILC now boasts approximately 140 PCs, a silent study area, printers, scanners, laptops, access to media resources, a range of essential study aids including key text books, subject specific journals and educational magazines to provide opportunities for broader academic research, essential university research resources and access to a range of online and digital resources to enhance their individual study programmes.

The ILC is open daily from 8.15 am to 5.00 pm (6.00 pm on Mondays), plus during holidays to assist students' revision, completion of coursework and assignments, including Easter and May half term.

In order to maintain such a productive and supportive learning environment for all students, **the ILC is a silent working area, where food and drink consumption is prohibited. Electronic music devices are allowed, if they do not disturb others and mobile phone calls must be taken**

**outside. Finally, the ILC computers are for College related educational purposes only, usage is monitored and violations are subject to Reigate College Disciplinary Procedures.**

### **Enrichment**

All first-year students take part in the **Enrichment** programme, the aim of which is to broaden their interest, develop their confidence and maintain the sense of community that is such an important part of the Reigate College 'Experience'. This is in response to employers and universities desire that students should have a broad set of skills when they leave college. The Programme has various components, including the Aspire Programme, Activities, Duke of Edinburgh's Award and Extended Project Qualification.

The **Aspire Pathways** are designed to enable students to have the best chance of progressing to work or higher education smoothly in a very competitive environment. High achieving level 3 students are given the opportunity to take part in the **Aspire University Pathway** and will be timetabled with an additional weekly seminar. This is designed to complement the students' academic studies and will focus on providing them with the skills and knowledge to enable them to make successful applications to Russell Group universities including Oxbridge. Students who achieve very high GCSE grades (As and A\*s) will also be invited to study for an additional AS qualification in Critical Thinking. Level 2 students follow a dedicated enhanced tutorial programme tailored to suit their needs.

The College invests considerable resources in an extra-curricular programme which includes more than 40 Activities. These are designed to offer relaxation away from examination pressures whilst also enhancing a student's CV, making them more attractive to potential employers and universities. There is a regular weekly slot for a variety of invited speakers and demonstrations on topics of interest designed to broaden the student's experience at College. Full details of the programme appear on the College website and are publicised to students in the "**What's On?**" newsletter. The Student Union Coordinators are responsible for the elected Student Union and assist them in organising a range of community activities both in and out of College.

Short Courses lead to nationally recognised qualifications in subjects which are relevant to the students' main studies or personal development. **Completion of any timetabled short course is a requirement for progression to a further year of study at College.**

The **Duke of Edinburgh's Gold Award (D of E)** is an internationally recognised qualification which encourages teamwork, leadership, personal development and commitment. Businesses and universities view 'D of E' as a great achievement and a worthwhile qualification. The College is one of the largest centres for D of E in the UK. All students may participate. Details are available from Kyle Fayers in E05 (Enhancement Centre).

### **COLLEGE POLICIES**

Policies, listed below, are available on the Reigate College website: [www.reigate.ac.uk](http://www.reigate.ac.uk)

- Accessible Use of IT
- Anti-Harassment & Bullying Policy for Students
- Child Protection Policy
- Examination Policy
- Handbook for Parents/Guardians
- Mobile Phone Policy
- Single Equality Policy
- Social Media Policy for Students
- Students' Code of Conduct & Disciplinary Procedures

## **Term dates and holiday dates for academic year 2016 -2017**

**Autumn Term 2016** is from Tuesday 30 August\* to Tuesday 20 December **with half-term** from Monday 24 October to Friday 28 October.

**Spring Term 2017** is from Tuesday 3 January and ends Friday 31 March **with half-term** from Monday 13 February to Friday 17 February.

**Summer Term 2017** starts on Tuesday 18 April, **with half-term** from Monday 29 May to Friday 2 June and the College year officially ends on Tuesday 18 July 2017.

**It is anticipated that students will finish the academic year by Friday 7 July 2017.**

*\*Students will be required to attend according to published information.*

**Reigate College aims to provide high quality education in a supportive community and is committed to equality of rights and opportunities**