

Dear Parents and Guardians

October 2017

I am pleased to enclose your son/daughter's first Interim Report for 2017/18.

Interim Reports provide regular snapshots of your son/daughter's progress in each of his/her subjects. As a Lower Sixth or Intermediate student, your son/daughter's first report is slightly different to subsequent ones, in that we do not include current grades. This is because we feel that making such important judgements at this early point can give a false impression of his/her likely achievement. It does provide an evaluation of the effort being shown and an attendance analysis. To you understand how this process works; I invite you to view a short video, which can be accessed here: www.reigate.ac.uk/first-interim-report.

During the next half term your son/daughter will undertake a formal progress review with each of his/her teachers. This Individual Learning Plan (ILP) review is a two-way discussion, designed to review progress and set targets for development.

By December, we will have a very clear picture as to how your son/daughter is progressing in all subjects and this will be communicated to you in the second Interim Report. If, in the meantime, you need to contact the College with any concerns, please do not hesitate to do so.

The remaining Interim Reports will be sent out in the weeks beginning: **11 December 2017, 5 February 2018 and 26 March 2018**. If you do not receive an Interim Report by email during these weeks, please ask your son/daughter, as he/she will have received a copy on his/her College email. **Please note that Interim Reports will only be sent to main contact addresses.**

The Interim Reports complement the Parent Consultation Evenings. These will be held for Lower Sixth and Intermediate students on **Tuesday 20 February** and **Tuesday 27 February 2018** from **5.15pm to 7.45pm**. Information, including an Appointment Sheet will be issued in January 2018.

Additionally, a consultation meeting may be arranged for any students who are not meeting the expected standards. These students and their parents/guardians will be required to attend College to meet with a senior member of staff. Attendance at this meeting will be by invitation only.

Attendance & Letters

To ensure accurate registers are kept, students and parents are asked to follow the College's absence notification procedure (see the Parental Handbook sent home earlier this term). Any letters, appointment cards or anything else that relates to absence from College must be handed directly to **Reception**. Alternatively, you can send an email to enquiries@reigate.ac.uk. Please note that when a student is late for a lesson, it is always best that they check that the teacher has marked them accordingly on the register.

Progression Policy 2018-19 for Intermediate & Lower Sixth Students

Please look at the enclosed Progression Policy, which provides the targets students are required meet in order to progress to a further year of study at College.

Policy in Respect to Re-sitting a Year or Subject

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 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.

Parental Handbook

I am pleased to enclose the **Handbook for Parents 2017-18**, which has been designed to supply you with all of the information that you might need. I would like to highlight some key information:

1. Email communication

The College uses emails as the main method of communicating with students and parents. If you have any difficulty receiving emails, please contact us as soon as possible. As well as your hard copy, this letter will also be emailed to you as a test. If you do not receive the email, please contact: enquiries@reigate.ac.uk, informing us of your current contact details.

2. Responsibilities and expectations

This section explains what your son/daughter can expect from the College and details our expectations of his/her performance. It includes a brief summary of the **Students' Code of Conduct**, which outlines the general rules that operate at the College.

3. Attendance and punctuality

We expect our students' attendance and punctuality to mirror that of employment. Therefore, we monitor the **actual attendance** figure and expect it to be high, allowing only for the occasional sickness, which must be reported to the College and medically substantiated.

Holidays during term time are highly detrimental to a student's learning and will not be authorised.

4. Paying for Trips, Refectory Cards etc

The College is able to take payments by credit and debit cards through **Reigate College Pay**. In the most part, parents are already using this system, but instructions are enclosed for parents who have not already logged in.

5. Catering

The College runs all of the on-site catering services. Our Head Chef is highly experienced and the high quality food is priced very competitively. If your son/daughter wishes to use these services, you can put money on his/her cashless card by going to **Reigate College Pay** on the College's website.

Dates to Note

Here are a few important dates for your diary:

8 November 2017	4.30pm-6.30pm Volunteers Fair – New Refectory
22 November 2017	Structured Learning Day 2
6, 7 & 8 December 2017	Hot Feet – Dance Show – in the Paul Rispoli Theatre. Tickets will be on sale online. Details of how to book to follow in due course
14 December 2017	Winter Concert at 7.30pm in the Paul Rispoli Theatre. Tickets will be on sale online. Details of how to book to follow in due course
20 December 2017	End of the Autumn Term for students at 12.45pm
4 January 2018	Start of the Spring Term for students
25 January 2018	Structured Learning Day 3
12-16 February 2018	Half Term
23 February 2018	Structured Learning Day 4

Thank you for your continued support.

Yours sincerely

Nick Clark
Principal