

Dear Parents and Guardians

October 2016

I am pleased to enclose your son/daughter's first Interim Report for 2016/17.

Interim Reports give you regular snapshots to indicate whether your son/daughter is progressing well. For **Lower Sixth and Intermediate** students this first report is slightly different to subsequent ones, in that we do not include current working grades. This is because our teachers feel that making such judgements at this early point is not always helpful and can give a false impression of a student's likely achievement. We do however; give an evaluation of the effort being shown and an attendance analysis for all students. To help you understand how this process works, I invite you to view a short video. This can be accessed by visiting the following link on the College website: <http://www.reigate.ac.uk/first-interim-report>

During the next half term every student will be undertaking a formal progress review with each of their teachers in every subject; this is known as the "ILP review" (which stands for Individual Learning Plan). This will consist of a two-way discussion reviewing student progress and setting targets.

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: **5 December 2016, 30 January 2017 and 20 March 2017**. 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.

Interim Reports complement the Consultation Evenings held for parents and guardians, as follows:

Tuesday 7 and 21 February 2017, 5.15pm to 7.45pm, for parents of Lower Sixth and Intermediate students. Information and an Appointment Sheet will be issued during January 2017.

Additionally a consultation meeting may be arranged for any poorly performing students. **These students and their parents/guardians will be required to attend College for a meeting 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 correct absence notification procedure (see the Parental Handbook sent home recently). Any letters, appointment cards or anything else that relates to absence from College must be handed directly to **Reception**. Alternatively, send an email to enquiries@reigate.ac.uk. Please also note that when a student is late for a lesson it is always best that they check that the teacher has marked them present, though late.

Progression Policy 2017-18 for Intermediate & Lower Sixth Students

Please look at the enclosed 'Progression Policy' which gives the targets students must meet in order to progress to a further course of study at College next year. Note that guaranteed progression for advanced level students requires them to achieve a minimum of two grade D passes at AS and/or achieve the equivalent to two AS passes at BTEC Level 3 grades, which are consistent with his/her target grades, alongside good Interim Reports covering effort, attendance and punctuality.

Policy in Respect to Re-sitting a Year or Subject

Regretfully, 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 certified sickness. A student will need documented evidence to prove the circumstances.

Dates to Note

Here are a few important dates for your diary:

21 November 2016	Structured Learning Day
7, 8 & 9 December 2016	Hot Feet – Dance Show – in the Paul Rispoli Theatre. Entry by ticket only - tickets may be obtained from Reception in due course
15 December 2016	Winter Concert at 7.30pm in the Paul Rispoli Theatre. Tickets will be on sale from Reception
20 December 2016	End of the Autumn Term for students at 12.45pm
3 January 2017	Start of the Spring Term for students
3 – 5 January 2017	Mock Exam Days
6 January 2017	Structured Learning Day

Thank you for your continued support.

Yours sincerely

Nick Clark
Principal