

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.

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 each student 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 8 & 15 November 2016, 5.15pm to 7.45pm, for parents of Upper Sixth students. Information and an Appointment Sheet will be posted home shortly.

Additionally 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 earlier this term). 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.

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.

University Applications (UCAS)

A substantial number of application forms have already been forwarded to UCAS and many of these students will be receiving offers of university places before Christmas. **The College deadline for students to complete and submit their part of the application is 18 November.** Bearing in mind the intense competition for university places I strongly urge all Upper Sixth students to complete their applications by this time. **This will ensure that their application will have the best chance of being successful.**

Alternatives to Higher Education

An Information Evening on Alternatives to Higher Education will take place on **Thursday 3 November** from **6.30pm until 8.00pm**. This will give students and parents a chance to investigate the options open to those not considering a traditional HE application. At the event Reigate College Careers staff will give you an overview of Apprenticeships, Sponsored Degrees and College Leaver Schemes. In addition, there will be a small careers fair, where employers will be available to talk about apprenticeship and employment opportunities within their organisations. The evening will also see the launch of the 'Aspire Employability Pathway', which aims to support students who wish to follow an alternative route to Higher Education.

Dates to Note

Here are a few important dates for your diary:

3 November 2016	Alternatives to HE evening – from 6.30pm to 8.00pm
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