

Dear Parents/Guardians

8 December 2016

I am pleased to enclose your son/daughter's second Interim Report. This provides a snapshot of his/her performance and progress over the last few weeks.

This Report includes the current predicted grade for each subject as well as grades for motivation, class ethic and time management. As always, if you have any concerns about the Report please contact the College and we will arrange for you to meet a member of our management team. For a few students, we will be requesting that such a meeting takes place.

Attendance

You may be aware that we are now sending an email each Friday containing a weekly register to any parents/guardians of students whose adjusted attendance falls below 90% that week. Adjusted attendance refers to the number of lessons they have attended, but is adjusted up to include any absences that the College has authorised.

Examination/Course Entry Status

Every student starts off the year with 'entry' status in all subjects. If their performance remains acceptable, this status will be maintained and they will be entered for their examinations and/or their final coursework submission, with the College paying the examination or entry fees. If a student's performance is unacceptable, then regrettably their status will be changed to 'non-entry'. It will then be up to them to prove through hard work and regular attendance that the status should be changed back to 'entry'. **Any student who has 'non-entry' status in late April 2017 will not be able to sit the subject(s) concerned at Reigate College in the summer.** If your son/daughter has had their entry status changed, you will be informed and have the opportunity to come into College to discuss the situation.

Exams

Please see the enclosed leaflet for further information.

Friday mornings

The College timetable is different on Fridays with normal lessons starting at 10.25am. Please be aware that students may be asked to attend earlier if a teacher requests them to do so, especially if they are attending 'catch up' or revision sessions.

Parents' Consultation Evenings

Consultation evenings for parents of Intermediate students will take place on Tuesdays 7 & 21 February 2017. Teachers will be available from 5.15pm – 7.30pm on each evening. Information about these evenings will be forwarded to you in due course. **It is the student's responsibility to book interviews with the teachers.** Please try to attend the appropriate consultation evening, preferably with your son/daughter.

Recently the College has become aware that some parents have felt unable to attend such evenings because of various difficulties of communication (e.g. English as a second language, hearing impairment, etc.). If any parent would welcome the support of an interpreter, please contact Sally Hopper, Student Services Manager as soon as possible.

College Students' Union's Christmas Charity Appeal

This year the College's Students' Union will be raising funds for three charities: YoungMinds, The Rainbow Trust and The Wellingara Nursery, Gambia.

The College will also be participating in the 2016 'Give a Christmas Gift' appeal, with every Tutor Group in the College donating a filled gift bag to the elderly residents of Age Concern.

As part of an ongoing link with LoveWorks, we will be collecting tins, packets and jars of non-perishable food which will be distributed to people in need locally. If every member of the College community supports this appeal, we will be able to pass on over 2,000 items, which will make a big difference to many people's lives.

Winter Concert

A leaflet is enclosed about the forthcoming performance at Reigate College. All parents and students are most welcome to attend this event. Tickets are available from Reception.

On Route

I am also pleased to enclose our termly newsletter, On Route, which keeps parents and students up to date with news from across the College.

Other dates to note

Tuesday 20 December 2016	End of the Autumn Term for students at 12.45pm The usual times will apply for the day, concluding after period 3.
Tuesday 3 January 2017	Start of the Spring Term for students (a revised timetable has been circulated by e-mail to all students)
Friday 6 January 2017	Structured Learning Day for all students

Structured Learning Day – Friday 6 January

January is a crucial month for all students. Many BTEC Level 2 courses hold their mock exams during this period and there will be important coursework deadlines in every BTEC subject. The purpose of the January Structured Learning Day is for students to consolidate the revision and coursework that they have undertaken over the Christmas break and to ensure that they return ready to start the new term fully prepared for the challenges that lie ahead.

Please try to encourage your son/daughter to use this day wisely. All of our staff will be in College all day, so your son/daughter can contact his/her teachers if he/she has any questions or concerns.

Adverse weather

The College has well established procedures for dealing with disruptive weather such as heavy snow. In the event of adverse weather at the end of the Christmas break, please ensure your son/daughter checks his/her mobile telephone, College email and the College website.

Contact details and letters from home

As you will appreciate it is vital that our records are up to date and if you change any of your details, including contact numbers and email addresses, your son/daughter should go to Reception to complete the necessary paperwork. Please ensure that any letters you send in **clearly state your son/daughter's name and Tutor Group** – also, the letter **must be taken to Reception and not given to their Personal Tutor.**

I should like to take this opportunity to extend my best wishes to you and your family at this special time of year and to wish you a peaceful Christmas and New Year.

Yours sincerely

Nick Clark
Principal