

Dear Parents/Guardians

14 December 2017

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 grade for each subject as well as grades for motivation, class ethic and deadlines. 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.

Attendance

You may be aware that we send an email fortnightly containing a register to any parents/guardians of students whose adjusted attendance falls below 90% for the previous two weeks. Adjusted attendance refers to the number of lessons they have attended, but considers 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 reverted.

Any student, who has 'non-entry' status in late April 2018, 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.

Mock exams week 19-23 February 2018

Most A Level subjects will be conducting internal mock exams during February 2018. Whilst these exams are internal, the mock exams will provide students, parents and teachers with a clear indication of progress so far and we will use the results to inform grades on the fourth Interim Report. Therefore, it is essential that your son/daughter prepares thoroughly for these assessments. Information about the arrangements for these mock exams is enclosed.

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 sessions or support classes.

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.

College Students' Union's Christmas Charity Appeal

This year the College's Students' Union will be raising funds for three charities: Age Concern, LoveWorks and The Wellingara Nursery, Gambia. The College will also be participating in the 'Give a Christmas Gift' appeal,

with every Tutor Group donating a filled gift bag to the elderly residents of Age Concern. Students from the College will also be visiting the residents during the Christmas period. 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 local people in need.

If you are able to support these appeals by donating items, the College community will help make a big difference to many people's lives during the festive season.

Other dates to note

Wednesday 20 December 2017 **End of the Autumn Term** for students at 11.15am
Students will be required to attend lessons 1 & 2 if timetabled

Thursday 4 January 2018 **Start of the Spring Term** for all students

Thursday 25 January 2018 **Structured Learning Day** for all students

Structured Learning Day – Thursday 25 January

Around this time there will be important coursework deadlines in every BTEC subject and impending mock exams in A Level courses. The Structured Learning Day will allow students to undertake independent study, as directed by their teachers, to prepare for these assessments.

Please try to encourage your son/daughter to use this time 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 to College, **clearly state your son/daughter's name and Tutor Group**. Please also ensure that any letters are handed in at **Reception and not given to his/her Tutor/Teacher**.

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

Yours sincerely

Nick Clark
Principal