

# reigate•college

Dear Parent/Guardian

February 2017

This letter is divided into three sections; essential information, additional information and dates to note.

## Essential Information

I am pleased to enclose your son/daughter's third Interim Report, together with guidance on how to interpret the information. Interim Reports are just one aspect of the continuous monitoring that is carried out at College. In particular, they complement the Parents' Evenings, which will take place from 5.15 pm – 7.45 pm on the following evenings:

- ◆ Tuesday 7 February 2017: for students with surname starting A - J
- ◆ Tuesday 21 February 2017: for students with surname starting K - Z

A booking sheet was issued recently and it is your son/daughter's responsibility to book appointments with his/her teachers. I trust that you will make attendance at this evening, with your son/daughter a priority, **especially if the Interim Report indicates that your son/daughter is not working to his/her full potential.**

## Looking ahead to September 2017

In September 2017, many Intermediate students will want to progress to the Lower Sixth to study for Level 3 qualifications. Application forms have been handed out to all students who are considering returning to the College and these should have been returned to the tutor by **Monday 30 January**. Individual meetings will then be conducted on the evening of Thursday 2 March. The aim of this meeting will be to discuss potential courses that a student may wish to study and establish if this is realistic and desirable.

If your son/daughter is not currently on track to return in September 2017, then they will be seen by the Intermediate Pastoral Director to discuss alternative progression routes and targets for improvement and a careers interview will be offered if required.

The Parents Evenings being held on 7 and 21 February will be an opportunity for you to talk to individual staff regarding your son/daughter's progress and issues concerning his/her application to return next year. The Intermediate Pastoral Director will also be available for consultation on these evenings.

**Progression to the Lower Sixth is subject to a student meeting the following conditions:**

- At least 90% actual attendance in lessons, as explained in the Parental Handbook 2016-17
- Excellent punctuality at lessons
- Acceptable Interim Reports, typically averaging grade 3 across all his/her subjects throughout the academic year
- Good behaviour, whether in lessons, around College, whilst representing the College or when travelling to, or from, College
- Obtaining Merit or higher grades across all his/her BTEC Level 2 courses
- Having a GCSE grade C in either Mathematics or English Language

It should also be noted that each subject will have specific entry requirements, which the student will have to meet in order to take that particular subject. This will be discussed at interview with your son or daughter.

A student whose attendance or punctuality is poor, without good reason, will be set attendance, punctuality and grade targets, which must be met if they are to return for a further year of study. You will be notified by the end of this term if the College has any significant concerns about your son/daughter's progression to a further course of study in September 2017.

**Dates to note**

Please see last page with forthcoming dates to note.

**Additional Information**

**Counselling Service**

We continue to have a successful established link with Relate Young Persons Counselling Service who provide a Counsellor on site four times a week. The service they provide is on a confidential basis and they cover areas that are relevant to students. Appointments can be accessed through email [relate@reigate.ac.uk](mailto:relate@reigate.ac.uk) Details are also available from Reception and the Intermediate Pastoral Director and Tutors.

### **Useful links**

We find that some students in the 16-19 range sometimes have emotional difficulties and would like to draw your attention to NHS information: First Steps Guide to Emotional Health for Young People aged 16 to 24, which could be helpful to them/you. The site contains strategies and tools suggested to help manage emotions: [www.firststeps-surrey.nhs.uk/self-help](http://www.firststeps-surrey.nhs.uk/self-help). You can also find lots of useful information and links to support in the Parental Handbook published by Surrey County Council: [www.surreycc.gov.uk/people-and-community/family-information-service/publications-for-families/the-parent-handbook](http://www.surreycc.gov.uk/people-and-community/family-information-service/publications-for-families/the-parent-handbook).

Another useful contact for families who need support with personal matters is Familyline [www.familyline.org.uk](http://www.familyline.org.uk). All of these links are available on the College website [www.reigate.ac.uk](http://www.reigate.ac.uk).

### **Attendance & Letters**

To ensure accurate registers are kept, students and parents are asked to follow the correct absence notification procedure (see Parental Handbook sent home at the start of this academic year). 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](mailto:enquiries@reigate.ac.uk).

Please find enclosed a **Contact Details Check Form**. It is vital we have up to date information of change of address(es), telephone number(s) and email address(es), so please either email [enquiries@reigate.ac.uk](mailto:enquiries@reigate.ac.uk) with your changes or ask your son/daughter to return the enclosed form to Reception. This also applies to students' mobile numbers, as the College uses these numbers if we need to contact them.

We would like to remind you that the Reigate College website [www.reigate.ac.uk](http://www.reigate.ac.uk) has an up to date list of all events, holiday dates and other relevant information.

Finally, I should like to take this opportunity to wish your son/daughter an enjoyable and successful year in 2017.

Yours sincerely

**Nick Clark**  
**Principal**

<b>Intermediate Students - Dates to Note</b>	
Half Term	Monday 13 - Friday 17 February
Structured Learning Day	Thursday 23 February - however your son/daughter may be required to attend an interview with the Intermediate Pastoral Director
Interview evening	Thursday 2 March for students progressing next year – if not already seen
Structured Learning Day	Monday 13 March – to enable students to complete private study from home. Students are not required to come into College on that day
Easter Holiday	Last day of term is Friday 31 March and students return on Tuesday 18 April
AS Examinations	AS exams start on Monday 15 May. <b>Please note there is no exam leave.</b> Students must attend all lessons up until their final AS exam in each subject
Half Term	Monday 29 May – Friday 2 June
Last day for summer examinations	Thursday 29 June
Summer Structured Learning Day	Friday 30 June – to enable students to complete any outstanding coursework
<b>Last day of term</b>	Dates will vary according to examination and coursework requirements. <b>Students should check with their subject teachers.</b> Last possible date for completion of courses will be <b>Friday 7 July 2017</b>

During the Summer Term the College operates events that mean the Intermediate students are not required on site on those days. This is an ideal opportunity for students to work and study independently and to make progress towards their Lower Sixth year. However, teachers may require students to come in to attend catch up sessions. The teachers will direct the students if they are required to attend on a Structured Learning Day.