

reigate•college

Dear Parent/Guardian

31 January 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 5.15pm – 7.45pm 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

Most Lower Sixth students are studying AS Levels or a combination of AS and BTEC Level 3 courses. In September 2017, **all students must start the Upper Sixth year with the equivalent of at least three A Level or BTEC courses on their timetable.** The re-application procedure provides them with an opportunity to seek guidance and counselling at regular intervals. The main elements of the procedure are enclosed with this Report – **please read them carefully.**

It is very important to note that Lower Sixth students will only be able to progress to a further year of study if they meet the requirements stated in the Progression Policy for 2017-18, which was sent home with the first Interim Report in October 2016. Students must also have an excellent record of attendance and commitment, as shown by their Interim Report effort grades.

You will be notified before the end of this term by the College, if your son/daughter is 'at risk' of not returning in September 2017. 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.

Additional Information

Exams Information

In previous years it has been possible to re-sit modules taken at AS Level in order to boost grades at A Level in the Upper Sixth. A Levels are currently being reformed so that AS Level marks do not contribute to the final A Level grade. The following subjects **will not** have the facility to re-sit to boost marks: Art & Design, Biology, Business Studies, Chemistry, Computing Science, Economics, English Language & Literature, English Literature, French, Geography, German, History, Music, Photography, Physical Education, Physics, Psychology, Sociology, Spanish and Theatre Studies.

Get Ahead Day

On **Thursday 23 February**, Lower Sixth students will be timetabled to spend the day finding out about the different options available to them when they leave College/post 18. This will include details of the university application process, employment opportunities and apprenticeships. The students will complete workshops in these areas and will also discuss their aspirations with their Tutors. In addition, students will take part in a Progression Fair – in which a variety of organisations (approximately 80 Universities, Gap Year Organisations and Employers) will be in attendance to provide students with information and advice about what they can offer. This is a truly fantastic opportunity for students to research their options without even having to leave the College campus. Hopefully, following this event the students will be able to discuss with you their future plans and proposed pathway.

Higher Education Parent Forum

Following the Get Ahead Day your son/daughter will begin to have a good idea about what they wish to do following College. As it is crucial that parents are involved in this process, the College would like to invite all parents to attend a Higher Education Forum, which is designed to keep you up-to-date with the latest advice and guidance from universities and provide you with an overview of the process. An invitation to this event is included with this booklet.

Easter Revision Workshops

The College will be offering revision workshops in a number of subjects during the Easter Holiday. Full details of the programme will be published shortly. The workshops will provide in-depth coverage of a range of topics to supplement the revision that will take place in lessons. Your son/daughter will be able to book workshops on a 'first come, first served' basis. In order to meet the rising costs of this programme, **it is necessary for the College to charge a fee of £20 per day or £10 per half day. This fee will not be refundable in the event of the student failing to attend a workshop.** Any student in receipt of the Reigate College Bursary schemes will not be required to pay.

Additional revision sessions will be run in the summer term. Students have valued these workshops in the past and many have acknowledged that their examination success was enhanced by attendance at these sessions.

Counselling Service

The College continues to work 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 made via email relate@reigate.ac.uk. Details are also available from Reception and pastoral staff.

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. 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.

Another useful contact for families who need support with personal matters is Familyline www.familyline.org.uk. All of these links are available on the College website 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.

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 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 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

| Lower Sixth - Dates to Note | |
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| Half Term | 13-17 February |
| Higher Education Forum – Parents of Lower Sixth only | Mid-March. Personalised invitations are enclosed |
| Get Ahead Day | Thursday 23 February – Lower Sixth students will be timetabled to spend the day finding out about the different options available to them post-College |
| 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. Please note there is no exam leave. Students must attend all lessons up until their final AS exam in each subject |
| Half Term | 29 May – 2 June |
| AS students resume normal lessons | Monday 5 June – Thursday 29 June. All Lower Sixth lessons resume on normal timetable |
| Progression Day (1) – a follow up day from Get Ahead Day | Monday 26 June for University and H.E. Students Compulsory attendance for Lower Sixth students who have identified this as their chosen pathway |
| Equality & Community Day | Tuesday 27 June This is a compulsory day for all Lower Sixth students |
| Progression Day (2) | Thursday 29 June for Employment Students Compulsory attendance for Lower Sixth students who have identified this as their chosen pathway |
| 9am to 12 noon 1pm to 4pm | Students from E Tutor Groups Students from M Tutor Groups |
| Activity/Work Experience Days for Lower Sixth students | Wednesday 28 and Thursday 29 June - if not on Progression Day (2) |
| End of teaching for Lower Sixth students and Last day of term (except trips – see below) | Thursday 29 June |
| Business trip to Prague History trips to Berlin & Paris | Wednesday 28 June – Saturday 1 July |
| Visual Arts, Film & Media trip to New York | Wednesday 28 June – Monday 3 July |
| DofE Gold Qualifying Expedition | Monday 3 – Friday 7 July |
| Return for Upper Sixth Enrolment | Students <u>must</u> to be available week commencing Monday 4 September for a Compulsory enrolment day further information with the next Interim Report |

During the Summer Term the College operates events that mean the Lower Sixth 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 Upper Sixth year.