

Dear Parent/Guardian

2 February 2017

This letter is divided into two sections: essential information and additional information.

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.

Dates to Note

Whilst writing, I would also like to pick out a few important dates for your diary:

Monday 13 – Friday 17 February	Half Term
Monday 13 March	Structured Learning Day - Students will be set work which can be completed at home. Students are not required to come into College on that day.
Monday 3 April – Monday 17 April	Easter Holiday – Last day of term is Friday 31 March and students return Tuesday 18 April
Upper Sixth Exam leave	Lessons will run as usual up until 26 May. BTEC lessons will continue beyond this date until all work has been completed and assessed.
Friday 26 May	Leavers event – more details to follow
Monday 29 May – Friday 2 June	Half Term
Thursday 29 June	Last day for summer examinations
Thursday 17 August	Results Day

Please Note

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 and will only be considered under exceptional circumstances.

Additional Information

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.

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.

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.

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