

6 February 2018

Dear Parent/Guardian

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 20 February 2018: for students with surname starting A - J
- ◆ Tuesday 27 February 2018: 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 2018

In September 2018, many Intermediate students will want to progress to the Lower Sixth to study for Level 3 BTEC qualifications. Application forms have been given to all students who are considering returning to the College and these should have been returned to the tutor by **Tuesday 30 January**. Individual meetings will then be conducted on the evening of Wednesday 14 March. The aim of this meeting will be to discuss potential courses and establish if this is realistic and desirable.

If your son/daughter is not currently on track to return in September 2018, then they will be seen by either Mel Pearl (Pastoral Director for Intermediates) or Kyle Fayers (Senior Tutor for Intermediates) to discuss alternative progression routes and targets for improvement. A careers interview will be offered if required.

The Parents Evenings being held on 20 and 27 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. Melanie Pearl will also be available for consultation on these evenings.

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

- Merit or higher grades across all his/her BTEC Level 2 courses
- GCSE grade 4 in Mathematics or English Language (or a Pass in the Level 2 Literacy or Numeracy Qualification if taken instead of the GCSE)
- At least 90% actual attendance in lessons
- Excellent punctuality to lessons, typically 90% or above
- An average of a grade 3 or above in all Interim Reports
- Exemplary behaviour, whether in lessons, around College, representing the College or when travelling to or from College

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.

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.

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, please send an email to enquiries@reigate.ac.uk.

It is vital we have up to date information of change of address(es), telephone number(s) and email address(es), e.g. for correspondence and exam certificates, so please either email enquiries@reigate.ac.uk with your changes or ask your son/daughter to go to Reception who have change in details form. This also applies to students' mobile numbers, as the College uses these numbers if we need to contact them.

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 you and your son/daughter an enjoyable and successful year in 2018.

Yours sincerely

Nick Clark
Principal

**Dates to Note
(Intermediate Students)**

Half Term	12 – 16 February 2018
Intermediate Parents' Evening 1 (Surnames A-J)	20 February 2018
Structured Learning Day Day for private study from home. Students are not required to attend College on this day	23 February 2018
Get Ahead Day (Structured Learning Day for Intermediate and Upper Sixth) Intermediate students are not required to attend College on this day	27 February 2018
Intermediate Parents' Evening 2 (Surnames K-Z)	27 February 2018
Interview evening – for students progressing next year – if not already seen	14 March 2018
Interim Report 4 Issued	27 March 2018
Easter Holiday	30 March – 13 April 2018
Bank Holiday	7 May 2018
Half Term	28 May – 1 June 2018
Equality & Community Day Intermediate students are not required to attend College on this day	26 June 2018
Progression Day Intermediate students are not required to attend College on this day	28 June 2018
Last Day of Teaching for Intermediate Students* Except for those on DofE (see below)	29 June 2018
DofE Qualifying Expedition to Snowdonia	6 – 10 July 2018
GCSE Results Day The College will be open all day for Intermediate students with queries	23 August 2018
Return for Lower Sixth Enrolment Students must be available from Wednesday 29 August 2018	29 August 2018

*Intermediate students will finish course-by-course at different times, which may be before this date. All Intermediate students must have completed all final submissions and taken all relevant examinations prior to finishing for the academic year