

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, all students must start the Upper Sixth year with the equivalent of at least three A Level or BTEC courses on their timetable. The Upper Sixth entry 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.

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 2018-19, which was sent home with the first Interim Report in October 2017. 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 2018. 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.

### **Get Ahead Day**

On **Tuesday 27 February**, Lower Sixth students will spend the day finding out about the different options available to them when they leave College next year. This will include details of the university application process, employment opportunities and apprenticeships. The students will complete workshops and discuss their aspirations with their Tutors. In addition, students will take part in a Progression Fair with over 100 universities, as well as gap year organisations and employers in attendance to provide information and advice. This is a truly fantastic opportunity for students to research their options without even having to leave the College campus. Hopefully, following this event your son/daughter will be able to discuss his/her future plans with you.

### **Higher Education Parent Forum**

Following 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 you 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. There are two evenings – please see the enclosed invitation, which indicates which one you should attend.

### **Easter Revision Workshops**

The College will be offering revision workshops in some subjects during the Easter Holiday. Full details of the programme will be published shortly. The workshops provide in-depth coverage of topics to supplement the revision taking place in lessons. Your son/daughter can book 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 £25 per day or £15 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 be entitled to one day of revision which can be taken as two half day courses.

Additional revision sessions will be run in the summer term. Students have valued these workshops in the past and many have acknowledged their input in their examination successes.

### **Progression Exams**

In the fortnight commencing 14 May 2018, your son/daughter will undertake Progression Examinations in each of their A Level subjects. These exams form part of the assessment about your son/daughter's ability in each subject and are the basis of progression and university predicted grade decisions. Your son/daughter will be issued with his/her personalised timetable before Easter. All other qualification lessons e.g. BTEC, GCSE will continue as normal throughout this period.

### **Counselling Service**

The College continues to work with Relate Youth 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](mailto: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](mailto: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](mailto: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](http://www.reigate.ac.uk) has an up to date list of all events, holiday dates and other relevant information, including the weekly **Careers Bulletin**.

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 (Lower Sixth)

<b>Half Term</b>	12 – 16 February 2018
<b>Lower Sixth Parents' Evening 1 (Surnames A-J)</b>	20 February 2018
<b>Structured Learning Day</b> Day for private study from home. Students are not required to attend College on this day	23 February 2018
<b>Get Ahead Day</b> Day focused on exploring the different progression routes	27 February 2018
<b>Lower Sixth Parents' Evening 2 (Surnames K-Z)</b>	27 February 2018
<b>Parent Higher Education Forum</b> Your personal invitation will make it clear which to attend	6 March 2018
<b>Parent Higher Education Forum</b> Your personal invitation will make it clear which to attend	13 March 2018
<b>Interim Report 4 Issued</b>	27 March 2018
<b>Easter Holiday</b>	30 March – 13 April 2018
<b>Bank Holiday</b>	7 May 2018
<b>Progression Exam Week 1</b> Students will have individual timetables showing the dates of their exams	14 – 18 May 2018
<b>Progression Exam Week 2</b> Students will have individual timetables showing the dates of their exams	21 – 25 May 2018
<b>Half Term</b>	28 May – 1 June 2018
<b>Equality &amp; Community Day</b> Compulsory day for all Lower Sixth students	26 June 2018
<b>Progression Day</b> Compulsory day for all Lower Sixth students	28 June 2018
<b>Last Day of Teaching for Lower Sixth</b> Except for those on trips (see below)	29 June 2018
<b>Art Trip to New York</b> <b>Business Trip to Prague</b> <b>History Trip to Berlin</b> <b>DofE Qualifying Expedition to Snowdonia</b>	4 – 7 July 2018 4 – 7 July 2018 4 – 7 July 2018 6 – 10 July 2018
<b>Return for Upper Sixth</b> Students must be available from Monday 3 September 2018	Week commencing 3 September 2018