

8 February 2018

Dear Parent/Guardian

I am pleased to enclose your son/daughter's penultimate Interim Report, together with guidance on how to interpret the 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 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 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 or 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.

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 a change in details form. This also applies to students' mobile numbers, as the College uses these numbers if we need to contact them.

Mock Exams

Immediately following February half term, all Upper Sixth students will have mock exams in their A Level subjects. Students were sent their personalised timetables before Christmas. Parents were also sent copies with Interim Report 2. It is vital that your son/daughter revises thoroughly for these exams in order to fully prepare for his/her final few months prior to the real A Levels.

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.

The Reigate College website 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 (Upper Sixth)

Half Term	12 – 16 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 Upper Sixth) Upper Sixth are not required to attend College on this day	27 February 2018
Interim Report 4 Issued	29 March 2018
Easter Holiday	30 March – 13 April 2018
Bank Holiday	7 May 2018
Last Day of Teaching for Upper Sixth	25 May 2018
Leavers' Fest An opportunity for Upper Sixth students to celebrate their time at College	TBC
A Level Results Day The College will be open all day for Upper Sixth students with queries	16 August 2018