

October 2016

Dear

Student Name: TG

Welcome to a new year at Reigate College. Every September presents our students with new opportunities, new challenges and an educational experience to remember for the rest of their lives. Our 2016 students were incredibly successful and we aim to do even better this year. This success is due to a combination of talent, commitment and teamwork – and that applies to staff, students and you as parents/guardians.

We have completed enrolment for the 2016/17 academic year and timetables are now settling down. The process of ensuring that your son/daughter is on the right courses takes time, but it is vital if he/she is going to be happy and successful; so thank you for your patience and support during this time.

Being an oversubscribed College, our continued financial stability is assured; so there will be no cuts in teaching or resources. We have undertaken a substantial upgrading programme over the summer in a number of areas and filled all our staff vacancies with exceptional people.

The first few weeks of any course are vital in establishing the foundations for the year. To be really successful, students need to attend regularly, meet deadlines and not do more than ten hours part-time paid work a week. Your help in getting this message across to your son/daughter would be much appreciated. The workload is demanding, but to remain competitive in the employment and university marketplace, your son/daughter should be encouraged to persevere with his/her studies and not to drop subjects.

I am pleased to enclose the **Handbook for Parents 2016**, which has been designed to supply all the information that you might need. There is, however, some key information that I should like to bring to your immediate attention:

1. Email communication

We use emails as the main way of communicating with students and parents. If you have any difficulty receiving emails, you should contact the College as soon as possible. As well as your hard copy, this letter will also be emailed to you in due course as a test. If you do not receive the email, please contact us at: enquiries@reigate.ac.uk informing us of your current details.

2. Responsibilities and expectations

This section explains what your son/daughter can expect from the College and details our expectations of his/her performance. It includes a summary of the **Students' Code of Conduct and Disciplinary Procedures**, which outlines our expectations of all students and the general rules that operate at the College.

3. Attendance, punctuality and examination entry

We expect our students' attendance and punctuality to be as good as those of people in employment; therefore, we monitor the **actual** attendance figure. We expect attendance to be high, allowing only for the occasional sickness, which must be reported to the College and medically substantiated.

Holidays during term time are highly detrimental to a student's learning and will not be authorised.



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Principal • Nick Clark BSc
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4. Open Evenings

As you may be aware we had Open Evenings on **29 September, 3 and 4 October 2016**. The College's best ambassadors were its students and I am grateful for any support that they gave on the evenings. Support of this kind is frequently referred to in higher education and employment references.

5. Catering

We own and run all our catering services. Our Head Chef is highly experienced and the quality of our food is extremely high, at prices that are very competitive. If your son/daughter wishes to use this service, you can put money on his/her cashless card by going to **Reigate College Pay** on the College's website.

6. Some dates to note (further details in the Parental Handbook)

4 October & 21 November	Structured Learning Days
18/20 October	First Interim Report emailed home
24 October – 28 October	Half Term
8 & 15 November	Parent Consultation Evening for U6 students (details to follow nearer the time)
6/8 December	Second Interim Report emailed home
20 December	End of term at 12.45pm

7. Paying for Trips, Refectory Cards etc.

The College, in common with most other educational institutions, is able to take payments by credit and debit cards through **Reigate College Pay**. In the most part, parents are already using this system, but there may be instructions enclosed for parents who have not already logged in.

Structured Learning Days

In the **some dates to note** section of this letter (above) you will see the first two of our four Structured Learning Days, which will take place this term on **Tuesday 4 October** and **Monday 21 November**.

Unless teachers have specifically asked your son/daughter to attend on these days, it is an opportunity for him/her to work independently, either at home or in the College's Independent Learning Centre (ILC). Students tell us that these days provide a valuable opportunity to reflect on their recent weeks of learning and to undertake extra study in order to extend their subject understanding, just like similar days at University. I am sure you will encourage your son/daughter to use these days wisely.

Mock exams

In order to help AS and A Level students to prepare for the summer exams, there will be mock exams during the week immediately following the Christmas holidays. This will allow students to experience full length exams and to check their progress against predicted grades. During the year AS and A Level students will also undertake a series of Key Assessments; these may be substantial pieces of homework, timed tests or practical assessments and are intended to help staff and students monitor progress and identify strengths or areas for improvement. The nature and timing of these will vary between courses; however, they are, along with the mock exams, extremely important indicators of progress.

Finally, I look forward to another highly successful year, but as in any walk of life, things do occasionally go wrong; so let us keep in touch and address any issues together. The College's management team is here to ensure that the years your son/daughter spends at Reigate College are incredibly successful and ones he/she will look back on with great fondness.

Yours sincerely

Nick Clark
Principal