

January 2017

Dear Parent or Guardian

As mentioned in the Interim Report letter sent out in early December 2016, our teachers will be available to meet parents of Intermediate & Lower Sixth students on the following evenings:

- Tuesday 7 February 2017 - for students with surname A-J
- Tuesday 21 February 2017 - for students with surname K-Z

Appointments for this evening are available from 5.15 to 7.45 pm; please ask your son or daughter to make appointments at mutually convenient times on the enclosed appointment sheet.

I would like to emphasise that considerable importance is placed on these meetings as it is the means by which we discuss with you the results and implications of your son/daughter's recent assessments and the Interim Report. Students are welcome to accompany their parents. Pastoral Directors, Associate Pastoral Directors and Senior Tutors will also be available for appointments and consultations.

My Senior Leadership Team will be on duty for both evenings should you need to speak to one of us – go to the Information Desk to make contact. You may also be interested to know that the following staff will be available for consultation in the link section between Refectory 1 and 2:

- Carol Hix (Head of Careers)
- Susan Carnell (Associate Director of Learning Support)
- Sally Hopper (Student Services Manager)
- Melanie Pearl (Intermediate Pastoral Director)

Recently the College has become aware that some parents have felt unable to attend such evenings because of various difficulties of communication (e.g. English as a second language, hearing impairment, etc.). If any parent would welcome the support of an interpreter, please contact Sally Hopper, Student Services Manager as soon as possible.

Very limited parking is available. It is accessible **only from the rear of the College, via the Rushworth Road entrance.**

I hope that you will be able to attend.

Yours sincerely

Nick Clark
Principal



Reigate Sixth Form College,
Castlefield Road, Reigate, Surrey RH2 OSD
Tel : 01737 221118 • Fax: 01737 222657
enquiries@reigate.ac.uk • www.reigate.ac.uk
Principal • Nick Clark BSc
Chief Executive • Christopher Whelan BSc