

reigate•college

2018 – 2019

Handbook for Parents/Guardians September 2018

STATEMENT OF PURPOSE

Reigate College aims to provide high quality education in a supportive community and is committed to equality of rights and opportunities

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Dear Parents and Guardians

Welcome/welcome back to Reigate College! We hope that your son/daughter has settled in and feels at home at the College. We also hope that your son/daughter has enrolled onto an appropriate programme of study, which will allow him/her to fulfil his/her full potential and develop into an independent young adult by the time he/she leaves us.

This Parental Handbook is devised to give you an overview of the key information you need while your son/daughter is a student at the College and to explain the support and provision of services available to them.

You can also find additional information on the College website: www.reigate.ac.uk/information-current-parents.

Students are much more likely to be successful where an effective partnership has been forged between them, their teachers and their Parents/Guardians. If you have any concerns about your son/daughter's education, the initial point of contact is their Personal Tutor (who is also one of his/her teachers). Where the problem is more serious, the Personal Tutor may refer the matter to a senior member of the Pastoral team. A list of the people responsible for each tutor group and an explanation of how to contact them can be found towards the back of this handbook.

HOW CAN I BEST SUPPORT MY SON/DAUGHTER WHILST THEY ARE AT COLLEGE?

Throughout your son/daughter's time with us, he/she will learn new skills, which are required to be highly successful, not just in A Levels and Level 3 BTEC courses, but in life beyond as well. One of these key skills is 'independent learning'. This requires your son/daughter to take responsibility for his/her own learning. As a result, the role of supporting him/her will change throughout his/her time at College.

A few practical ways that you can support your son/daughter include:

- Encouraging excellent attendance and punctuality (you can use the Parent Portal to monitor this)
- Encourage him/her to complete assigned work during study periods
- Engage with him/her about his/her College day
- Get into a routine of noting deadlines for work and support in the management of workload
- Read through the Careers Bulletin, which is sent out weekly via email to your son/daughter and which you can view each week on the website www.reigate.ac.uk/new-careers-bulletin to assist in identifying potential opportunities from which your son/daughter may benefit
- Contact the College through studentservices@reigate.ac.uk if you have any concerns about your son/daughter's performance or to keep us up-to-date with any issues that could be impacting on your son/daughter outside of College
- Report any absences directly to us through enquiries@reigate.ac.uk

COMMUNICATION WITH PARENTS/GUARDIANS

We want to keep you fully informed about your son/daughter's progress through Interim Reports, Consultation Evenings and standard letters. Interim assessments are carried out roughly every six weeks and Reports will be **emailed home** during the week commencing: **15 October 2018, 10 December 2018, 4 February 2019 and 1 April 2019.**

Each report contains a record of attendance, punctuality and effort. **It should be noted that an actual attendance in lessons below 90%, for which there is no good reason, is unacceptable and if sustained, will almost certainly lower his/her final grades. Likewise, an effort grade of 2 or 1 indicates that he/she is likely to underachieve or not complete the course.**

Most reports also show how your son/daughter's current working grades compare with his/her National Calculated Grades. He/she will have regular individual review meetings with his/her teachers to discuss progress and strategies for support and improvement.

If you are concerned about the report, you should contact the appropriate senior member of Pastoral staff. Similarly, if the College feels your son/daughter's performance is a cause for concern, we will contact you.

Parental Consultation Evenings enable you to discuss your son/daughter's progress with teachers and senior pastoral staff. Parents can book appointments online via the Parent Portal. For Upper Sixth, the College is expecting the students to attend the consultation with their parents. These are being held from 2.00pm-4.00pm and 5.00pm-7.30pm as shown below:

1 & 6 November 2018

Upper Sixth

For Lower Sixth and Intermediate students, the College expects students to attend the consultation with their parents between 5.00pm - 7.30pm, as shown below:

26 February & 5 March 2019

Lower Sixth and Intermediate

Where a student's performance is a cause for concern, parents/guardians must attend the College, with the student, to discuss an action-plan for improvement.

Standard letters/emails are sent home to alert parents/guardians that the Head of Department is concerned about the student's progress. If you receive correspondence, you should be very concerned and urgently discuss the letter with your son/daughter. If necessary, you should contact the College to seek clarification or guidance about how to proceed.

Where there is a cause for concern in a subject, the situation will be discussed fully with the student and clear targets will be set. If there is no substantial improvement in work performance, a student will be required to attend a formal review meeting with the subject teacher or Head of Department. An action plan will be drawn up and recorded centrally on the student's Individual Learning Plan (ILP). This may be viewed through the College Portal. Strategies for improvement will be agreed. These may involve the student attending subject support sessions or additional support sessions in the Learning Support Department.

COLLEGE ROUTINE AND ADMINISTRATION

Absence from College

You will be informed by email if your son/daughter's attendance falls below the expected threshold. Poor attendance is the single most common reason for students underachieving or failing to complete their course. Electronic registers are taken for each timetabled activity and these are regularly checked. Both attendance and punctuality can be monitored on the College Portal.

We ask that you telephone/email the College by 10.00am on the first day of any absence, so that the register can be updated. For absences of more than one day, you should send in an email to enquiries@reigate.ac.uk or submit a letter, which can be handed in at Reception upon his/her return. **Please ensure that your son/daughter's name and admission number or Tutor Group is clearly stated in any communications.**

Please note that:

- (i) Holidays in term-time will not be authorised. Special leave may be authorised at the Associate Principal's discretion.
- (ii) Regular absences through illness, particularly of an unrelated nature, will count against a student's attendance level unless the College receives supporting medical evidence.

Change of Personal Details and Circumstances

It is vital that Reception is notified of any change of address, email or other contact details.

College Hours

The daily hours are 9.00am to 4.15pm Monday to Thursday and 9.00am to 3.45pm Friday, but each student has an individual timetable. There is a break in the morning and at lunch. Students should ensure they are in the classroom at the start of class. Reception is open from 8.00am and closes 15 minutes after lessons finish. Payments at Reception can be taken from 8.00am until 3.15pm.

Community Days

These are days of enthusiasm and fun, but with underlying themes related to issues of health or social equality. Awareness of charities working in these areas is increased and funds are raised.

Complaints

Complaints, whether verbal or in writing, will be responded to according to the College's Complaints Policy. A copy of the procedures can be obtained from the Principal's PA (principalspa@reigate.ac.uk).

Communication with Parents/Guardians

The College's main vehicle for communication with parents/guardians/students, is email. Please contact the College immediately if you are unable to receive our emails. We also have a Reigate College Portal for students/parents/guardians, which gives access to attendance data, timetable, important policies and the student's individual learning plan. Details of how to access this have been sent out separately.

Disciplinary Procedures

Details of the College's Disciplinary Procedures, together with the Reigate College Students' Code of Conduct, were issued to students at enrolment and can be viewed on the Student and Parent Portal. A summary of the Students' Code of Conduct is included in this Handbook. A full version can be found on the College's website:

<https://www.reigate.ac.uk/sites/default/files/reigatecollege/downloads/student-code-of-conduct-2018-19.pdf>

Illness/First Aid

A student who feels ill or who suffers a minor injury should report to Reception to see a First Aider. If the accident is more serious, the nearest member of staff should be asked to contact Reception. The First Aider on duty will then decide whether an ambulance is required. Parents/guardians will only be contacted if the student is incapacitated or where there is concern about them getting home safely.

Late Arrival

Excellent punctuality is expected at College, as in employment. A student who is late must knock on the door and wait outside the classroom until the teacher admits them to class. **It is the latecomer's responsibility to make sure that they have been registered.** Difficulty in finding a parking space near College is not an acceptable reason for lateness as the College wholly recommend that students should not drive to College. Teachers may refuse admission to persistent latecomers and the student may be referred to the person responsible for their pastoral wellbeing.

Lack of Preparation

Students who arrive unprepared for class (such as not completing required work in advance or failing to bring key equipment) may be refused admission to a lesson and sent to the Independent Learning Centre (ILC) to complete the required work. Persistent issues surrounding lack of preparation will result in letters being sent home and poor Interim Reports and the Work Performance Policy will be applied. A full version can be found on the College's website:

<https://www.reigate.ac.uk/sites/default/files/reigatecollege/downloads/Work-performance-policy-and-procedures-2018.pdf>

Refectory

The Refectory food service runs from **8.00am to 2.30pm** each day. A wide range of snacks and hot meals are available. Students are required to clear their own tables and maintain a pleasant environment. The Refectory is the students' main social area and outside of break and lunch times, it also provides a quieter area where students may want to work in groups.

Structured Learning Days

These days are an opportunity for students to work independently, either at home or in the Independent Learning Centre (ILC). These days are similar to those experienced at university and provide a valuable opportunity for students to reflect on their recent weeks of learning and to undertake extra study in order to extend their subject understanding.

Students' Property

Students should avoid bringing items of high value into College and should not leave their property unattended. Lost property is usually handed in at Reception. The College will not accept responsibility for any items in a student's possession that are lost whilst they are engaged in College activities, taking an examination or out on a trip/visit.

Students' Union

The role of the Students' Union is to look after the interests of all the students in the College and to organise social events. Elections to the Union usually take place early in the Summer Term.

Tutor Period

By now your son/daughter will have got to know their Personal Tutor, who is also one of their subject teachers. In addition to regular subject lessons, your son/daughter will have a weekly **Tutor Period**. In the Lower Sixth, the Tutor delivers the Tutorial Programme, which is designed to provide students with the essential skills and knowledge that are needed as they enter adult life. **Attendance at these sessions is compulsory**. In addition to this formal programme, students will have regular opportunities to see their tutor individually to discuss their progress or any concerns they may have. More information about the Tutorial system can be found here: www.reigate.ac.uk/student-support.

STUDENT RESPONSIBILITIES AND EXPECTATIONS

Induction of students

All new students will receive:

- Instructions on how to access the College IT systems, their College email and OneDrive
- An introduction to the College and their chosen programme of study
- Information on Learning Support and how to access what is needed
- Access to the Independent Learning Centre (ILC)

Student learning and support

All students will be provided with:

- A handbook detailing the course (may be in electronic form). This will contain the course details, assessment methods and any coursework deadlines, as well as other useful information, such as reading links
- Course aims and objectives
- Opportunities to experience a variety of teaching and learning strategies
- The opportunity to access workshop provision and individual learning support, including support for those for whom English is a second language
- The opportunity to access a counselling service
- The opportunity to use IT facilities and online virtual learning environment, Moodle
- Advice on progression routes from all courses and the opportunity of a careers interview
- Activities and various programmes to allow individual students to enhance their learning programme and showcase their individual skills

Assessment

All students will:

- Be informed at the beginning of their course of its assessment structure
- Be regularly set homework, which will be promptly marked and returned
- Be assessed regularly and at the end of their course, through a grading system or testing of competence
- Regularly receive an Interim Assessment Report
- Have the opportunity to attend a consultation meeting with staff with their parents/guardians each year
- Undertake a number of key assessments for A Level courses. This may take the form of a test, a significant piece of homework or an examination section of the course. The purpose of this is to help the College and the student to monitor their progress in relation to their target grade
- Be required to adhere to all deadlines set

Accommodation

Students will have appropriate access to:

- The full range of facilities within the College
- A clean working environment, the maintenance of which is a shared responsibility

College Expectations from Students

- Students have chosen to come to the College to improve and build upon their academic qualifications. For this to become a reality, students will need to work effectively, with commitment and interest, throughout their course. It is important that the best environment is created for this to be achieved and that students are encouraged to reach their potential. The College strives to create a real community in which each person is valued, both students and members of staff, and in which there is respect for the rights and feelings of others
- The College's expectations of students are given in the **Students' Code of Conduct**, which is issued when students enrol at College and can be viewed on the Student and Parent Portal. It provides the foundation on which the community will grow. The associated **Disciplinary Procedures** are also issued to students at enrolment so that they are fully aware of the repercussions of choosing to behave in a way which goes against the Code of Conduct. Some of the key points in the Code of Conduct are summarised below:

STUDENTS' CODE OF CONDUCT

Rights

- Everyone has the right to feel safe and be treated with respect
- Everyone has the right to be treated with respect upholding the principles of the Equality Policy and the Anti-bullying & Harassment Policy
- Threatening, intimidating or offensive behaviour or language is not permitted
- Everyone has the right to an education. Behaviour that inhibits others' education is not permitted
- Drugs and alcohol (including paraphernalia and legal highs) are not allowed on College premises or whilst involved in any College activity
- Being under the influence of, or smelling of, drugs or alcohol is not permitted during the College day or on the way to or from College or whilst involved in any College activity
- Offensive weapons are not allowed on College premises or whilst involved in any College activity
- Students must not bring non-students or intruders onto the College premises. If a student sees a stranger or intruder on site, this must be reported to Reception
- Students should note that when any member of staff makes a request to a student, such as asking a student to go to Reception or to pick up an item of rubbish, they have the endorsement of the Senior Leadership Team. Refusal to follow instructions from any member of staff will result exclusion

Respect

- Everyone is expected to behave in an adult manner whilst at College, travelling to and from College or whilst engaged in any College activity
- The College body is expected to behave in a respectful and considerate manner towards staff, students and the local community and should maintain the reputation of the College
- All members of the College community should treat College premises, facilities and equipment with respect
- Acts of vandalism or littering are not acceptable. Everyone is expected to put litter in the bins provided. Students will be required to pay for any damage, including the time taken to put things right again
- Offensive language whilst on premises, travelling to and from College or whilst engaged in a College activity is not permitted
- Smoking or vaping is only permitted in the designated smoking area
- No student parking is available on-site. Students who wish to drive themselves to College must ensure they park legally and considerately in the local community. Failure to do so will result in exclusion
- Setting off a fire alarm without good reason is not permitted

Responsibility

Everyone has a responsibility to the College, the College community and themselves. It is expected that everyone should be ready to engage with College activities by:

- Maintaining a high level of attendance (over 95%)
- Being punctual
- IT and social media use should be appropriate, not cause offence and be limited to College activities
- If a student persistently disrupts a lesson, he/she will be asked to leave the room. Being asked to leave a lesson is a serious matter, which may result in students being excluded from College

- All students should be prepared for lessons by:
- Having the appropriate resources during lessons
- Completing all work set to the best of their ability and in a timely manner
- Ensuring mobile phones are turned off and out of sight in lessons, unless instructed otherwise by a member of staff

In addition:

- Food and drink, other than bottled water, are not permitted in classrooms
- **Students are required to wear their College identity card and lanyard at all times when they are in College or on a College activity**

Breaches of the above foundations will be treated as 'gross misconduct' and disciplinary procedures outlined in this Code of Conduct will be followed.

SOME KEY GUIDELINES FOR STUDENTS

General behaviour

- Students should behave as young adults in a workplace

Attendance and Punctuality

- Poor attendance is the single most common reason for students underachieving or failing to complete their course. High standards of punctuality are also expected, as they would be for employment and higher education. Employment references will contain details of the student's attendance and punctuality
- **Students who have poor attendance and/or punctuality without good reason will not be entered for external examinations/BTEC assessments**
- Registers are taken for each timetabled activity and a student whose attendance or punctuality is unsatisfactory will be referred to his/her Tutor or the relevant Head of Department. If there is no improvement, the student will be referred to their senior Pastoral Manager and be subject to enhanced monitoring procedures
- **Regular sickness absences which are unsupported by medical documentation will not be accepted as a good reason for absence and such absences will count against the student's attendance**
- **A student will be deemed to be late if they arrive after the lesson's published start time.** If late, the student should knock on the classroom door and wait outside the room until they are asked to enter. If a student is persistently late, they may: (i) be referred to the senior Pastoral Manager (ii) be refused entry to the lesson
- Students who drive to College should note that an inability to find a parking space will not be accepted as an adequate reason for lateness
- If, after ten minutes, no member of staff has arrived to take a lesson, a student from the class should go to Reception to report the matter. The class, meanwhile, should not disperse but remain in the room or wait outside in the case of a laboratory/workshop

Part-time Employment

- Part-time employment can provide valuable work experience and enable students to raise funds to support their studies. However, students with part-time jobs will need to ensure that they can still complete the necessary College work, whilst leaving time for extra-curricular and social activities. **There is ample evidence to suggest that more than ten hours a week of part-time work lowers examination results**

Parking

- There is no parking for students on site. Unauthorised parking may attract a fine of £90
- The College wholly recommends utilising public transport to get to and from College
- Neighbours will readily contact the police when cars are parked inconsiderately – students should be aware of this
- Motorists are asked to take extreme care when dropping students off or collecting them as the site can be very congested, both with parking vehicles and pedestrians
- The College cannot accept responsibility for the loss of, or damage to, any vehicle left on its premises
- Inconsiderate, irresponsible or illegal parking in the local area is a breach of the Students' Code of Conduct and may result in exclusion

Security on site

- **Students are required to visibly wear their Identity Card on the College provided lanyard at all times and will be expected to show it in examinations.** The ID Card also enables students to access the facilities in the Independent Learning Centre and to pay for goods in the Refectory (via Reigate College Pay). Identity cards will be regularly inspected. Students who persistently fail to wear their cards will be excluded from College
- All visitors, including Parents/Guardians, must report to Reception and sign in on arrival. **Students should report possible intruders to a member of staff**
- Failure to visibly wear the Identity Card on the College provided lanyard may result in exclusion.

STUDENT PROGRESSION AND CAREERS

The College's Careers Department offers a fully equipped resource centre and is open daily from 9.00am to 4.00pm. Experienced careers advisors are available to provide guidance and support to students on aspects of higher education, apprenticeship or employment. Students can access a number of services here including careers advice, progression planning and practice interviews. There is a whole area dedicated to student progression and careers on the College website.

Applying to Higher Education and Alternative Pathways

Last year, well over 700 of our students progressed to university. Applying to Higher Education through UCAS is a complicated and time-consuming exercise. Competition for places is very high. In addition, the College values the attractive alternatives that are increasingly available to our students who do not want to pursue the university route. A complementary pathway runs parallel to the university provision to ensure that students are fully aware of the wide range of options open to them after Reigate College. To ensure that students are successful, a full programme of events is organised in their first year, as shown below:

February/March 2019	Introduction to options available after Reigate College
5&6 February 2019	An evening event for parents/guardians giving information regarding options after Reigate College including Higher Education, Apprenticeships and Employment.
Tuesday 12 February 2019	Student Get Ahead Day for Lower Sixth – providing students with post-college options and information about pathways
April to July 2019	A full programme of events to inform students of options after Reigate College.
Higher Education	

In order to apply to Higher Education, students have to sign up to UCAS. UCAS applicants are required to list a maximum of five courses/universities on their application form. With over 30,000 course choices, thorough research is essential before making a final decision. Thus, the Career's Department offers individual guidance as well Plotr – a computer analysed questionnaire, which matches students' interests to potential university courses and careers. The College is also using Unifrog to assist students with their Career's guidance. Some useful websites are: www.ucas.com and www.ukcoursefinder.com.

The **Aspire Pathways** are designed to enable students to have the best chance of progressing to work or higher education smoothly in a very competitive environment. High achieving Level 3 students are given the opportunity to take part in the **Aspire University Pathway** and will be timetabled with an additional weekly seminar. This is designed to complement the students' academic studies and will focus on providing them with the skills and knowledge to enable them to make successful applications to Russell Group universities including Oxbridge. Students who achieve very high GCSE grades (As and A*s) will also be invited to study for an additional qualification, the Extended Project Qualification (EPQ). Level 2 students follow a dedicated enhanced tutorial programme tailored to suit their needs. More information is available on the website on this link www.reigate.ac.uk/aspire.

STUDENT SUPPORT SERVICES

Counselling

Moving from school to college can be both exciting and a bit daunting. So much is new and students can sometimes feel anxious, stressed or overwhelmed. Things outside College may also be worrying them. A free counselling service is provided by 'Relate Youth Counselling Service'. The Counsellor is on site four days a week and also operates from Relate's local office in Reigate, barely five minutes from the College. **Details of when the Counsellor is available, how to contact them and other services that are available (including online support), are displayed around the College.** More information is available here: www.reigate.ac.uk/counselling.

Safeguarding

In addition to the counselling service, the College also has a legal duty to have a Safeguarding Policy and procedures in place. These are available on the College's website. These are to ensure the safety of all our students, who are still seen as children in law. If a student has serious concerns about either their own or another young person's safety, whether it is physical or mental, they should talk to one of our Safeguarding team. The team are Melanie Pearl and Susan Carnell (Safeguarding Officers - CPO); Sally Hopper (Student Services Manager) and Sam Davey (Associate Principal – Pastoral & Support), Designated Safeguarding Lead. Students can find this information on display in all classrooms and large social areas.

More information on Student support is available on the website www.reigate.ac.uk following the Student Life >> Support and Welfare links.

Learning Support Department

The College is committed to providing support for any students who are experiencing difficulties with their course. This help may be from teachers during subject access time or in the form of individual or group support from the Learning Support Department, which is based in P103 (upstairs in the Priory Building). An assessment is available to any student who thinks that his/her difficulties may be due to dyslexia. Sessions on spelling strategies or study skills are available, based on the need of the individual student. Students for whom English is not the only language spoken at home are welcome to see a specialist member of staff. Workshops on the various skill areas will be advertised throughout the College year. More information is available here: www.reigate.ac.uk/learning-support.

To further encourage and support independent learning skills, our well qualified team facilitate the **Learner Improvement Programme (LIP)** at the College, designed to aid students who would benefit from a more structured, timetabled study session to complete assignments and homework. More information is available here: www.reigate.ac.uk/learner-improvement-programme.

Independent Learning Centre (ILC)

The ILC in the Langham Building is a spacious, modern, air conditioned centre, equipped with the latest technology to support students' independent learning and progression. The Centre offers a fantastic space for students to complete individual study, which is supported by a dedicated team of facilitators, who offer valuable help and guidance for students. The ILC has approximately 140 PCs, a silent study area, printers, scanners, laptops, access to media resources, a range of essential study aids including key text books, subject specific journals and educational magazines to provide opportunities for broader academic research, essential university research resources and access to a range of online and digital resources to enhance their individual study programmes.

The ILC is open daily from 8.00am to 5.00pm to support the students' learning and revision and for completion of coursework and assignments. In order to maintain such a productive and supportive learning environment for all students, **the ILC is a silent working area, where food and drink consumption is prohibited. Electronic music devices are allowed, if they do not disturb others and mobile phone calls must be taken outside. Finally, the ILC computers are for College related educational purposes only, usage is monitored and violations are subject to Reigate College Disciplinary Procedures.**

ENRICHMENT AND ACTIVITIES

All first-year students take part in the **Enrichment Programme**, the aim of which is to broaden their interest, develop their confidence and maintain the sense of community that is such an important part of the Reigate College 'experience'. This is in response to employers and universities desire that students should have a broad set of skills when they leave College. The programme has various components, including the Aspire Programme, Activities and Duke of Edinburgh's Award.

The College invests considerable resources in an extra-curricular programme, which includes more than 40 Activities. These are designed to offer relaxation away from examination pressures whilst also enhancing a student's CV, making them more attractive to potential employers and universities. There is a regular weekly slot for a variety of invited speakers and demonstrations on topics of interest designed to broaden the student's experience at College. Full details of the programme appear on the College website and are publicised to students in the "**What's On?**" newsletter. More information is available here: www.reigate.ac.uk/activities-programme.

The **Duke of Edinburgh's Gold Award (DofE)** is an internationally recognised qualification, which encourages teamwork, leadership, personal development and commitment. Businesses and universities view DofE as a great achievement and a worthwhile qualification. The College is one of the largest centres for DofE in the UK. All students may participate. Details are available from Piers Cox in R05 (Rushworth Building). More information is available here: www.reigate.ac.uk/dofe.

THE SENIOR PASTORAL TEAM

If your son/daughter needs additional pastoral support while at the College, you need their tutor group number and look this up in the table below to find their Pastoral Manager. Contact can be made by phoning the College or sending an email to studentservices@reigate.ac.uk.

E Faculty Tutor Groups	Name of person to see
E10, E11, E18, E19, E20, E22, E25, E32	Lianne Wilkinson Pastoral Director
E02, E03, E14, E16, E17, E26	Jo Driscoll Associate Pastoral Director
E08, E09, E23, E27	Susie Ferguson Senior Tutor
E07, E29, E30, E32, E33, E34	Kyle Fayers Senior Tutor
E05, E06, E28, E35, E36	Fraser Daly Senior Tutor
E01, E04, E12, E13, E15, E21	Natalie Munns Senior Tutor

M Faculty Tutor Groups	Name of person to see
M02, M15, M18, M20, M22, M27, M31, M32	Catherine Hawkes Pastoral Director
M01, M05, M11, M12 & M19	Isobel Canessa Davies Associate Pastoral Director
M09, M13, M21, M30, M34, M37, M38	Anna Plummer Senior Tutor
M14, M16, M17, M24, M33, M35	Louis Strover Senior Tutor
M10, M23, M26, M28, M29	Karen O'Flaherty Senior Tutor
M03, M04, M06, M07, M08, M27	Jack Morgan Senior Tutor

Intermediate Tutor Groups	Name of person to see
P01, P02, P03, P04, P05, P06 & P07	Melanie Pearl Pastoral Director
	Stuart Wilcox Senior Tutor

CONTACT NAMES

Mr Nick Clark	Principal
Mr Christopher Whelan	Chief Executive Officer
Mrs Sarah Walters	Deputy Principal
Mr Sam Davey	Associate Principal (Pastoral & Student Support)
Mrs Christine Downton	Associate Principal (Quality & Operations)
Mrs Vicky Cope (M, Tu & Fri)	PA to the Principal and CEO
Mrs Julia Williams (W & Th)	PA to the Principal and CEO
Mr Garry Holmes	Director of Estates & IT
Mrs Caroline Loughlin	Director of Personnel
Mrs Kim Saw	Director of Finance
Mrs Karen Gerrard	Associate Director (Marketing)
Mr Michael Horgan	Associate Director (MIS)
Mr Winston Wong	Associate Director (IT Systems)
Mrs Melanie Pearl	Pastoral Director (Intermediates & Interventions)
Mrs Susan Carnell	Associate Director (Learning Support & Child Protection)
Mrs Sally Hopper	Student Services Manager and PA to DP & AP (P&S)
Mrs Beverley Hussey	Admissions Manager
Mrs Pauline Neary	Attendance & Bursary Officer
Mrs Helen Saunders	Examinations Officer
Mrs Sarah Lelliott	Admin Assistant (Student Services) and PA to AP (Q&O)
Mr Michael Jones	Chair of the Reigate Learning Alliance Trustees
Mr Jon Allen	Clerk to the Trustees

E Faculty

Laura MacIntyre	Director of Learning
Ms Lianne Wilkinson	Pastoral Director
Mr Sagar Patel	Associate Director of Learning
Ms Joanna Driscoll	Associate Pastoral Director
Mr Kyle Fayers	Senior Tutor
Mr Fraser Daly	Senior Tutor
Ms Susie Ferguson	Senior Tutor
Ms Natalie Munns	Senior Tutor

M Faculty

Mr Ryan Bull	Director of Learning
Ms Catherine Hawkes	Pastoral Director
Mr Jonathan Stott	Associate Director of Learning
Mrs Isobel Canessa Davies	Associate Pastoral Director
Mr Louis Strover	Senior Tutor
Mrs Karen O'Flaherty	Senior Tutor
Mr Jack Morgan	Senior Tutor
Mrs Anna Plummer	Senior Tutor

Intermediates

Mrs Melanie Pearl	Pastoral Director
Mr Stuart Wilcox	Senior Tutor

Learner Enhancement & Progression Directorate (LEAP)

Mrs Ellen Walkinshaw	Associate Director (Progression)
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