

Dear [Parent Names]

RE: Starting at College

I hope this letter finds you and your family safe and well. The last few weeks have brought with it significant challenges, as well as a great deal of uncertainty. With that in mind, I wanted to write to you to let you know what the College will be doing over the next few months to ensure that [Student Name]'s transition from school to college is as smooth as possible.

Preparation for the Next Step

As we are sixth form specialists, you can be confident that our expertise will ensure [Student Name] is fully prepared for the next step. We are in the process of developing a new section on our website specifically for [Student Name], designed to give [him/her] a full induction into the College. We will email you with a link to this area when it goes live on **Monday 20 April 2020**. This will be the main area for you and [Student Name] to access information and guidance about working with us to ensure [he/she] is ready and prepared to join us in the autumn.

We will be releasing a series of new starter activities on this site over the next few months and we would appreciate your support and encouragement in getting [Student Name] to complete them. Some of these activities will help you both explore potential subjects in more detail, enabling [Student Name] to make informed choices about [his/her] options. Others will give [Student Name] a much deeper insight into what it will be like as a member of the College community and to help [him/her] settle in. Here is a summary of what will be released and when:

Release Date	Activity	Details
20 April	Ready for Reigate	Tasks and activities released on Skills, Ambitions and Support
4 May	Explore Your Subjects	First set of course specific tasks and activities
1 June	Get Going	Second set of course specific tasks and activities
1 July	Aim High	Third set of course specific tasks and activities following our Virtual Introductory Day on 30 June

We will ensure that all of these activities are informative and engaging and strike a balance between preparing [Student Name] for [his/her] subjects and enabling [him/her] to feel confident joining the College.

Social Media

To help us encourage [Student Name] to engage with the tasks and activities outlined above, we encourage both of you to follow us @ReigateCollege on both Instagram and Facebook. We will be sending out a series of videos and posts to coincide with the release dates above and hope to use both channels to get interactive feedback on how [Student Name] and our other new students are doing.

Introductory Day – 30 June 2020

All of the activities will be counting down to Introductory Day on 30 June. As we are not currently expecting the government's social distancing restrictions to be relaxed by this time, it is highly likely that this will be a virtual experience. However, this will not stop us from delivering an informative and engaging event that will give you



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Principal • Nick Clark BSc
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and [Student Name] an opportunity to ask questions and find out more details about subject choices and the College as a whole. I will send you more information about our plans next month.

Questions

I am fully aware that some of you may have important questions you would like to ask. This may include questions about results. At present, we are unable to answer specific queries relating to individual exam results, as details about how these will be calculated have only just been announced. However, if your queries relate to other areas you can always email us at: admissions@reigate.ac.uk and we will endeavour to answer them as quickly as possible.

Pastoral/Learning Support

We are also planning in this new virtual world additional support mechanisms for students with complex pastoral or learning support needs. Our teams will be contacting you directly over the coming months with details of this provision.

Summary

This is an unprecedented time that will be unsettling for everyone. However, the College is here to help in any way that it can to ensure that [Student Name] receives an outstanding sixth form experience. With that in mind, I am pleased to provide a link to our latest College newsletter 'On Route' (www.reigate.ac.uk/onrouteyear11s). Please take time to look through this and see all of the fantastic things that have been going on at College over the past few months.

I look forward to seeing you again soon.

Yours sincerely

Nick Clark
Principal



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