



Friday 24 September 2021

Welcome

A very warm welcome to you as parents of our new Intermediate students. Firstly, I hope your young person has settled in well to life at College. However, if he/she/they are finding it a little daunting, please be reassured that this is perfectly normal and it is our experience that things will settle down quickly. Please do let the Tutor or class teachers know of any concerns you may have, so that we can assist.

There are also a number of activities to support transition into the College – you can find details on our [Portal](#). We offer a lot of pastoral support that can be accessed through the pastoral managers shown at the end of this Bulletin. I hope that your experience of Reigate College so far reflects the high quality we always aim to deliver. The Bulletin includes several important notices, so please read through it thoroughly.

Nick Clark, Principal

Student wellbeing

This week, all of the students experienced their first Community Event at College. This was specially designed to give them the opportunity to get to know each other and make new friends. We know that starting a new college and studying new topics can be daunting, but we are here to help. We encourage all students to speak to us if they are experiencing difficulties settling in. In addition to contacting their Tutor and teachers, students can also pop into the Support Hub (P103), which is located upstairs in the Priory Building, at any time of the day.

Coronavirus (Covid-19)

We appreciate that there will still be some anxieties around coronavirus but rest assured that the measures in place are more stringent than the Government requires. The most important ones to constantly reiterate are:

- Regularly washing hands and sanitising when entering buildings/classrooms
- Strongly recommending wearing face coverings in high volume indoor areas such as the Refectory, Independent Learning Centre (ILC), Learning Support, Careers and Reception
- Remembering that classrooms and workspaces will be well ventilated and to dress accordingly
- Undertaking bi-weekly lateral flow device (LFD) testing using the home test kits provided by the College

We would also like to take this opportunity to remind parents that students **must not come into College if they are displaying symptoms of [coronavirus](#)**. In these cases, students should self-isolate and book a PCR test.

If someone in the household tests positive for Covid-19, students should get a PCR test. If the test result is negative, they may continue to attend College, although they should take additional precautions such as:

- Wearing a face covering (unless exempt)
- Socially distancing themselves where possible
- Taking regular or daily LFD tests

Sickness

Attendance is critical to success at College. For every 5% of lessons missed, a student will on average lose a whole grade per subject. However, students **should not attend College if they are feeling unwell**, particularly in the current climate. We are very conscious that the autumn and winter months bring with them lots of coughs and colds, which do not present with symptoms of coronavirus. Therefore, it is important you adhere to Government guidance (above) when assessing an illness.

Recording absences

All absences must be authorised by a parent/guardian and notified via the **Student Data** area of the [Parent Portal](#). You can report short-term sickness absence and university visits using this system. The relevant fields must be completed by the parent/guardian **before 8.45am on each day of absence**. In order for the absence to be recorded, the notes box must contain a valid reason for the absence e.g. unwell – migraine or the name of the university being visited. The following restrictions apply:

- All data must be completed – with at least three characters for the notes section
- Absence notifications can only be for full day absences – for shorter appointments or half day absences please contact the College directly
- A maximum of 15 days sickness can be notified via the Parent Portal in one academic year
- A maximum of three days sickness can be notified via the Parent Portal within a two-week period
- A maximum of five days for university visits can be notified via the Parent Portal in one academic year

If a student is unwell with coronavirus symptoms, due to the seriousness of the illness, you must notify the College directly via attendance@reigate.ac.uk.

Any letters, appointment cards or anything else relating to absence must be handed directly to **Reception** and absences not covered by the above must be notified to attendance@reigate.ac.uk. Parents can monitor attendance in lessons using the Parent Portal.

Relate Counsellor

A Relate Counsellor is available to students both in College and at the local office in Reigate. If students wish to make an appointment, they can do so by emailing relate@reigate.ac.uk.

Student ID cards and lanyards

For security reasons, students must wear their lanyard, clearly displaying their Student ID card at all times whilst on the College campus. If a student forgets their ID/lanyard they must report to Reception upon arrival to obtain a temporary one for the day. This must be returned before they leave the College site.

Parents will receive a notification if this happens, and we would appreciate it if you could reiterate the importance of ensuring they have it each day. If a student forgets their ID/lanyard three times in a term, they will be sent home in accordance with the Student Code of Conduct.

Course changes

Whilst we hope that students have made informed choices about their options, inevitably sometimes they want to make a change to their programme of study. Students have until **Friday 1 October** to request a change. This can be done by completing a **Course Change Request Form** from the **Sports Centre Reception**. However, students should be aware that:

- They must be qualified for the course they are changing to (see [Course A-Z](#) for more info)
- Any change is subject to availability and confirmation that it is an appropriate change
- Any change may result in a complete reallocation of their entire timetable including Tutor Group
- On occasions, it is not possible to timetable Sports activities due to timetable constraints

Once the form is submitted, students should keep a close eye on their College emails, as they will be notified as and when a change is made.

Structured Learning

Structured Learning is a crucial component of a student's timetable. These additional two hours per week, per subject, provide clear and focused tasks that must be completed to further enhance the learning in-class. This can include preparation work for future lessons, as well as consolidation work for topics previously taught. All students have this allocated on their timetables and it can be accessed via Microsoft Teams. Students may choose to complete this work at home or in one of the College's Independent Learning Centres (ILCs).

Careers

The College's Careers Department is situated upstairs in the Enhancement building. The College's [Careers Programme](#) can be viewed on the College website. The Department produces a weekly Careers Bulletin, which is full of opportunities and advice. This is emailed to all students and available to parents on the College [website](#).

Parking and drop off/pick up

As you will be aware, we have major construction work going on at the College with the expansion of the Refectory and Independent Learning spaces. Therefore, a lot of the car park has had to be taken up by the building works. As a result, we are unable to allow non-staff cars into our car parks. Therefore, students should be dropped off/picked up in the locality or one of the many local municipal car parks.

For students who must drive themselves to College, please remember that there is no student parking on the College site. Students are reminded to park considerately and responsibly in the local area. Any student found to be parking inconsiderately or illegally will be in breach of the Students' Code of Conduct and will be dealt with accordingly.

Intermediate pastoral contacts

Intermediate (P) Tutor Groups	Pastoral Manager	Role	Office
P01 – P04	Melanie Pearl	Director	V001
	Mel Harris	Senior Tutor	C112

Student Union Freshers' Party

- The Student Union Freshers' Party will take place on Thursday 14 October from 7.30pm – 11.00pm. This event is open to all Lower Sixth and Intermediate students
- There is **limited availability**, so students should book their place early to avoid disappointment
- Full details will be sent out to students and parents next week ahead of the tickets being released

Diary dates

What	When	Details
Open Evening 1	Thursday 30 September	College finishes at 3.45pm
Open Evening 2	Monday 4 October	College finishes at 3.45pm
Open Evening 3	Tuesday 5 October	College finishes at 3.45pm
Structured Learning Day 1	Wednesday 6 October	Students study independently at home
SU Freshers' Party	Thursday 14 October	See details in Bulletin
Half Term	Monday 25 – Friday 29 October	
Review Day 1	Monday 13 December	Staff available for consultation. Details to follow
Review Day 2	Tuesday 14 December	Staff available for consultation. Details to follow
Start of Christmas Holidays for students	Wednesday 15 December	
Last day for staff	Friday 17 December	
Start of Spring Term	Tuesday 4 January	
Structured Learning Day 2	Thursday 20 January	Students study independently at home
Get Ahead Day (Structured Learning Day for Intermediates)	Tuesday 1 February	Intermediate students study independently at home
Half Term	Monday 14 – Friday 18 February	
Structured Learning Day 3	Friday 25 February	Students study independently at home