



Friday 24 September 2021

## Welcome

*A very warm welcome back to the College. Firstly, I hope your young person has settled back into the College routine and is progressing well with their studies. However, if he/she/they are finding the return a little daunting, please remember, we are here to help. Students should be encouraged to talk to their Tutor or class teachers about any concerns, so that we can assist.*

*Nick Clark, Principal*

## Student wellbeing

This week, all of the students experienced their first Community Event of the year. This was specially designed to give them the opportunity to get to know their new Tutor Group and prepare for the term ahead. Students who require additional support can always 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](mailto: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](mailto: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](mailto: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 each time 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.

## 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).

## Key Assessments

As you are aware, each half term students undertake Key Assessments in most subjects. Last year, along with the Progression Exams and coursework, the Key Assessments calculated Lower Sixth student UCAS predicted grades. Importantly, for our Upper Sixth, they also provided evidence for the Teacher Assessed Grades. Although, we hope that this year's assessments will go ahead as planned, it is vital that students are aware of the importance they have. Therefore, it is crucial that they prepare thoroughly for them.

## 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 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.

## Careers

- Students have been placed in pathways Tutor Groups that reflect the choice they made in the summer. This is to ensure they are fully supported in making informed decisions about their future beyond College
- The Careers Department has run two Zoom meetings for parents about supporting applications. One focused on UCAS applications and a link to the recording has been sent out to parents. A further meeting covered applying for apprenticeships and other employment and the link to a recording of that meeting will be sent out next week
- The [Apprenticeship and Employment Guide](#) has been sent to students to help with progression planning
- Students applying to university should be finalising their personal statement and completing their online application using the [Student UCAS Guide](#) to help them
- The Careers Department will be running lunch time workshops to support students with their applications, and these will be advertised in the [Careers Bulletin](#) and in tutorial
- Careers Fairs – see the [Careers Bulletin](#) for details of external events and opportunities
- Students can drop into Careers in E102 (upstairs in Enhancement Building) if they have a quick question or they can book a Careers Interview on their portal

## Upper Sixth pastoral contacts

<b>B Faculty Tutor Groups</b>	<b>Pastoral Manager</b>	<b>Role</b>	<b>Office</b>
B07, B08, B10, B15, B21, B24, B25, B26, B29	Lianne Wilkinson	Pastoral Director	B105
B01, B02, B03, B04, B05, B27, B28	Clairiscia Callanan	Senior Tutor	V009
B06, B09, B12, B17, B18, B19, B22	Susie Ferguson	Senior Tutor	B107
B11, B13, B14, B16, B20, B23, B30	Louis Strover	Senior Tutor	B108
<b>E Faculty Tutor Groups</b>	<b>Pastoral Manager</b>	<b>Role</b>	<b>Office</b>
E01, E02, E09, E10, E17, E18, E20, E21, E23	Natalie Chescoe	Pastoral Director	E05
E08, E11, E19, E22, E25, E28, E30	Natalie Munns	Senior Tutor	B108
E05, E06, E12, E13, E15, E27, E29	Matthew Phillips	Senior Tutor	V11
E03, E04, E07, E14, E16, E24, E26	Anne-Marie Williams	Senior Tutor	B107
<b>M Faculty Tutor Groups</b>	<b>Pastoral Manager</b>	<b>Role</b>	<b>Office</b>
M04, M07, M08, M12, M17, M20, M22, M23, M27, M29	Catherine Hawkes	Pastoral Director	W102
M02, M03, M10, M11, M18, M19, M25	Jenn Barton	Senior Tutor	C114
M01, M05, M06, M09, M21, M24, M31	Isobel Canessa Davies	Senior Tutor	C112
M13, M14, M15, M16, M26, M28, M30	Karen O'Flaherty	Senior Tutor	C112

# 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
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 Upper Sixth)	Tuesday 1 February	Upper Sixth students study independently at home
Half Term	Monday 14 – Friday 18 February	
Structured Learning Day 3	Friday 25 February	Students study independently at home