



Monday 15 November 2021

Welcome

As we move into winter, I hope that your young person feels as though they have now fully settled into College life and has found positive routines for completing their structured learning and homework. The work on our new Independent Learning Centre (ILC) is making excellent progress and is on schedule for an Easter opening. In the run up to Christmas, the College Community team have a number of events and activities planned for the students to get everyone in the festive mood.

Nick Clark, Principal

Review meetings

There will be an opportunity for parents and students to discuss their progress at a Review Meeting with each teacher in December. Details about how these will be conducted and instructions about booking appointments will be emailed to you nearer the time and booking will start on **Monday 29 November**. The focus of these meetings will be target setting for improvement, which the students will have contributed to beforehand.

Parent Portal

One of the key places for parents/guardians to track student progress is the [Parent Portal](#). Here you can see any entries in the Individual Learning Plan, correspondence from the College and a breakdown of attendance and punctuality. Login details were emailed out to parents/guardians upon initial enrolment at College. If you have forgotten your password, this can be reset from the Parent Portal home page. For more technical queries or to change the name of a parent/guardian, please contact the College via enquiries@reigate.ac.uk.

Coronavirus (Covid-19)

We continue to follow Government guidance and appreciate the reiteration of key messages including:

- 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 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.

All absences must be authorised by a parent/guardian and notified via the **Student Data** area of the [Parent Portal](#).

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.

Health records update

The College is currently updating student health records and would appreciate if you could let us know about any students who are immune suppressed. For example, following transplant surgery or certain treatments such as chemotherapy. Please contact Student Services via 01737 221118 or email: studentservices@reigate.ac.uk.

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.

Progression into Lower Sixth

All Intermediate students are enrolled on a one-year programme of study leading to BTEC Level 2 qualifications and potentially GCSE and Level 2 Literacy or Numeracy qualifications.

A student following these courses will be guaranteed progression to a Level 3 programme of study at the College if they meet the following requirements in the academic year 2021-22:

- i. Merit or higher grades across all their BTEC Level 2 courses
- ii. GCSE grade 4 in Mathematics or English Language (or a Pass in the Level 2 Literacy or Numeracy qualification if taken instead of the GCSE)
- iii. At least 95% actual attendance in lessons
- iv. Excellent punctuality to lessons, typically 95% or above
- v. An average of a grade 3 or above in all Interim Reports
- vi. Exemplary behaviour, whether in lessons, around College, representing the College or when travelling to or from College

If at any point a student is not meeting one or more of the points iii to vi of the above, they will be informed that they will not be able to progress. If they are meeting the criteria, they will be informed of a final decision after Level 2 examination results are published in August 2022. Parents will be notified of these decisions in writing.

More information on the Progression Policy for Level 2 students can be found on the Portal under policies: <https://www.reigate.ac.uk/wp-content/uploads/2021/10/Level-2-Progression-Policy-2021-22.pdf>.

Contingencies for A Level and GCSE examinations

You may have read in the press about contingencies in case Covid-19 spikes prevent formal A Level and GCSE examinations taking place. The College will send out a letter to all students impacted by this in the near future.

Refectory prices

As you will be aware, the cost of everyday products including food and drink has risen significantly over the past year. The College has absorbed as many of these costs as possible to ensure it continues to offer an excellent range of food at affordable prices. However, the most recent round of inflation has meant that we must now reluctantly raise the price of some of the products on offer to avoid making a loss. These rises will commence on **Monday 29 November**.

Incident in local area

The College would like to make you aware of an isolated incident where one of our students was approached by a member of the public on a train. The person was overly friendly and was harassing the student, which came as a shock. Ensuring students are confident in knowing what to do in these circumstances is something we shall be covering in the Tutorial programme later this term. However, it would be useful to make your son/daughter/young person aware of this and encourage them to remain vigilant on journeys to and from College and to seek help if they feel threatened or intimidated.

Careers

The Careers Bulletin

The Department encourage all parents, as well as students, to look at the weekly bulletin. It is emailed directly to students every Monday and can be viewed on our website here: <https://www.reigate.ac.uk/latest-careers-bulletin>.

Diary dates

What	When	Details
Rock out of Lockdown 2021	Wednesday 24 November	Visit the College Box Office for details
Winter Concert 2021	Thursday 2 December	Visit the College Box Office for details
Hot Feet 2021	Tuesday 7 & Wednesday 8 December	Visit the College Box Office for details
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	
Get Ahead Day for Intermediates	Tuesday 18 January	Careers day for all Intermediates
Structured Learning Day 2	Thursday 20 January	Students study independently at home
Get Ahead Day for Lower Sixth (Structured Learning Day for Intermediates)	Tuesday 1 February	Intermediates study independently at home
Half Term	Monday 14 – Friday 18 February	
Structured Learning Day 3	Friday 25 February	Students study independently at home
Last day of Spring Term	Friday 1 April	
Start of Summer Term	Wednesday 20 April	