



Friday 23 September 2022

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.

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.

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 3 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 3 days sickness can be notified via the Parent Portal within a two-week period
- A maximum of 5 days for university visits can be notified via the Parent Portal in one academic year

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 view 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

The College spends a lot of time providing individual advice and guidance at the initial interview and then at enrolment, so we believe in the majority of cases that students are on the best programme of study for them to progress and achieve well. For those who have started a course, and now feel it is not the best course for them, we may be able to look into the possibility of a course change. Changes can be requested from Wednesday 14th

September at 6pm until Friday 30th September at 10am via the Student Portal. Students were emailed more information about this on 14th September 2022. Please note:

- *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*

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 parents.

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. A lot of the car park has had to be taken up by the building works and 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 Student's Code of Conduct and will be dealt with accordingly.

Intermediate pastoral contacts

Intermediate (P) Tutor Groups	Pastoral Manager	Role
P01		Tutor
P02	Will Baker	Tutor
P03	Sandra Bryant	Tutor
P04	Jane Reynolds	Tutor
P05	Lynda Barron	Tutor

For all Intermediate students Mel Harris is the Senior Tutor and Stuart Wilcox is the Director responsible for pastoral wellbeing.

Diary dates

What	When	Details
Open Evening 1	Tuesday 4 October	College finishes at 3.45pm
Open Evening 2	Thursday 6 October	College finishes at 3.45pm
Structured Learning Day 1	Friday 7 October	Students study independently at home
Open Evening 3	Monday 10 October	College finishes at 3.45pm
Half Term	Monday 24 – Friday 28 October	
Review Day 1	Monday 12 December	Staff available for consultation. Details to follow
Review Day 2	Tuesday 13 December	Staff available for consultation. Details to follow
Start of Christmas Holidays for students	Wednesday 14 December	
Last day for staff	Friday 16 December	
Start of Spring Term	Tuesday 3 January	
Structured Learning Day 2	Thursday 19 January	Students study independently at home
Half Term	Monday 13 – Friday 17 February	
Structured Learning Day 3	Friday 24 February	Students study independently at home