



Friday 23 September 2022

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.

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.**

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 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).

5th hour Plus class

U6 sixth students will have a 5th hour Plus class in the majority of their courses. These are additional session to support students to get the very best grade at the end of their course, delivered by a subject specialist. The government has provided additional funding for students to receive these additional hours and attendance is compulsory.

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 Student's 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 the other covered applying for apprenticeships and other employment.
- 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. Important deadlines for this year's UCAS cycle are in the guide.
- 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 by emailing careers@reigate.ac.uk

Upper Sixth pastoral contacts

B Faculty Tutor Groups	Pastoral Manager	Role	Office
B10, B17, B18, B20, B26, B29	Lianne Wilkinson	Pastoral Director	B105
Bo2, Bo5, Bo7, B11, B13, B15	Clairiscia Callanan	Senior Tutor	Vo09
B14, B16, B19, B21, B27, B28	Matt Phillips	Senior Tutor	B107
Bo1, Bo3, Bo4, Bo6, Bo8, Bo9, B12, B22, B23, B24, B25, B30	Almaré Van Deventer	Pastoral Support Manager	C112
E Faculty Tutor Groups	Pastoral Manager	Role	Office
E19, E20, E22, E28, E30	Natalie Chescoe	Pastoral Director	E05

E09, E12, E16, E18, E26, E29	Catherine Hawkes	Pastoral Director Tutor	B106
E01, E04, E07, E08, E10, E13, E27	Ann-Marie Williams	Senior Tutor	B107
E02, E03, E05, E06, E11, E14, E15, E17, E21, E23, E24, E25, E31	Charlotte Corless	Pastoral Support Manager	C114
M Faculty Tutor Groups	Pastoral Manager	Role	Office
M04, M13, M21, M25, M28, M30	Louis Strover	Pastoral Director	W102
M02, M05, M08, M19, M20, M27	Jenn Barton	Senior Tutor	B106
M09, M12, M14, M16, M23, M32	Susie Ferguson	Senior Tutor	B107
M01, M03, M06, M07, M10, M15, M17, M18, M22, M24, M26, M29, M31	Robyn Magezi	Pastoral Support Manager	C114

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
Open Evening 3	Monday 10 October	College finishes at 3.45pm
Structured Learning Day 1	Friday 7 October	Students study independently at home
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