



Monday 25 September 2023

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.

We offer a lot of pastoral support that can be accessed through the pastoral managers. I hope that your experience of Reigate College so far reflects the high quality we always aim to deliver. As this is the first bulletin of the new term it contains a lot of important notices, so please read through it thoroughly.

Nick Clark, Principal

Student wellbeing

Last 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.

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.

Artificial Intelligence (AI)

Artificial Intelligence (AI) is a rapidly advancing field that has the potential to revolutionise many aspects of our lives, including education and the job market.

However, it is important that students are aware of the risks of using AI. For further information and guidance on appropriate use of AI at College and in assessments, please see [AI Statement](#).

Key Assessments

Each half term, students undertake Key Assessments in most subjects. These are important milestones that help to track their progress throughout their courses. Therefore, it is crucial that students prepare thoroughly for them. After a Key Assessment students will receive feedback and a set of actions to help them make improvements to their work. Students will record this feedback and action on the portal so they have a record of what they need to do to improve.

New Parents Webinar

If you were unable to attend the New Parent Webinar on 12 September, click here to view the [presentation](#)

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. We are very conscious that the autumn and winter months bring with them lots of coughs and colds and would like to outline the ways in which absence can be authorised.

Recording absence

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, otherwise this may result in the first lesson of the day being marked incorrectly if the teacher has already taken the register. 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. Please ensure the instructions outlined on the Portal are followed for the record to save.

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. Please be advised that the College must be informed on each day of sickness in order to ensure accurate attendance records.

Feeling unwell on site

For your information, if a student feels unwell during the college day whilst on site they must sign out at Reception. This will then need to be verified by a parent/guardian by emailing attendance@reigate.ac.uk to authorise the absence.

Unauthorised Absence

If a student has an unauthorised absence mark their parent/guardian will receive an email at 6pm that evening, detailing the absence. Please follow the steps in the email if the absence should be authorised.

Lateness

If a student is running late due to a transport issue beyond their control, please call the College on 01737 221118 to enable a note to be added to their register. Lateness due to this reason will only be authorised for the first double lesson of the College day (9am-11am). We advise students to plan their journey ensuring time is built in, where possible, for an unexpected delay. Students are welcome to work in the Independent Learning Centre (ILC) if they arrive before their lesson begins.

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.

Timetables

The college day runs from 9am to 4.15pm, Monday to Friday. Throughout the academic year students may receive additional support added to their timetable, for example Plus class, Directed Study or academic mentoring. Students are reminded to regularly check their timetables on the portal. Students will also be notified of any change by email. To allow us to provide the best possible support to students they are reminded that any part time work, or regular appointments, should be organised outside of college hours.

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 until **Thursday 28 September at 10am** via the Student Portal. Students were emailed more information about this on 12 September 2023. 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).

Trips

We use a platform called Evolve to promote and take payments for trips and many educational experiences. When a trip is promoted by a college department, parents will be sent an invitation from the following email address: evolve.reigatecollegevisits@edufocus.co.uk, with more information about signing up to the trip.

We would strongly advise parents to set up a My Evolve account. This will help you to see "What's On" and make payments easier and consent to trips straight forward. You can create an account easily by clicking [here](#), and clicking "I am a Parent/Carer of a student". **Please note, following this link is the only way to ensure your young person will be linked to your MyEVOLVE account** and, when signing up, please ensure you use the email address we have on file at The College.

Enrichment

Enrichment activities are a great way for students to enjoy College life, meet new people and supplement their studies and all lower sixth and intermediate students are expected to take part in enrichment at Reigate College. Students were able to sign up to activities at the Enrichment Fair on Community afternoon, with

activities due to start on Monday 25 September. If your son/daughter/young person has not yet signed up to an activity, please encourage them to do so. Students can set up a MyEvolve account by clicking [here](#) to search for activities and sign up.

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.

Parent Pick-Up

The College car park has a set area for dropping off students during the college day. However, it is not possible to use this space for pick up/collection as it causes a significant amount of traffic to build up both on site and on Rushworth Road. Therefore, if you are picking up your son/daughter/young person, please arrange to meet them at a different location. We do need to ensure that the College's site is safe and causing as little disruption to the local community as possible.

Pastoral Support

There are support systems in place to assist students with their well-being in order for them to reach their maximum potential. The tutor is the first point of contact. In addition, a member of the pastoral team is also assigned to each student. The [portal](#) has further information about this.

Diary dates

What	When	Details
Freshers Party	Thursday 28 September	Harlequin Theatre
Open Evening 1	Tuesday 3 October	College finishes at 3.45pm
Open Evening 2	Thursday 5 October	College finishes at 3.45pm
Structured Learning Day 1	Friday 6 October	Students study independently at home
Open Evening 3	Monday 9 October	College finishes at 3.45pm
Settling into College	Tuesday 10 October	Webinar for new parents and carers at 6pm
Half Term	Monday 23 – Friday 27 October	
GCSE Maths and English Resit Exams	Tuesday 8 – Monday 13 November	Individual Exam timetables can be viewed on the student portal
Supporting Young People's Wellbeing and Mental Health	Tuesday 14 November	Webinar for all parents
Parent Review Day 1	Monday 11 December	Staff available for consultation. Details to follow
Parent Review Day 2	Tuesday 12 December	Staff available for consultation. Details to follow
Last day of Term for students	Tuesday 12 December	
Staff INSET Day	Wednesday 13 December	
Structured Learning Day 2	Thursday 14 December	
Last day of term for staff	Friday 15 December	
Start of Spring Term	Tuesday 2 January	
Structured Learning Day 3	Wednesday 17 January	Students study independently at home
Half Term	Monday 12 – Friday 16 February	
Structured Learning Day 4	Monday 26 February	Students study independently at home