



Parent/Guardian Handbook

September 2023

Review: August 2024

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Introduction

This handbook is designed to give parents/guardians an overview of the key information they need while their son/daughter/young person is a student at the College and to explain College procedures, the support and provision of services available to them. Additional information can also be found on the [College Portal](#).

Students are much more likely to be successful where an effective partnership has been forged between them, their teachers and their parents/guardians. If parents/guardians have any concerns about the student's education, the initial point of contact is their Personal Tutor (who is also one of their teachers). Where the problem is more serious, the Personal Tutor may refer the matter to a senior member of the Pastoral Team. A list of the people responsible for each tutor group and an explanation of how to contact them can be found on the last page of this handbook.

Communication with parents/guardians

We want to keep parents/guardians fully informed about the student's progress through Interim Reports, Review Days and emailed correspondence.

Interim Reports

Interim assessments are carried out roughly every six weeks and reports will be emailed home and available on the Portal during the weeks commencing:

16 October 2023	4 December 2023	5 February 2024	25 March 2024	10 June 2024
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Each report contains a record of attendance, punctuality and effort. If **actual attendance** falls below **95% without good reason**, this will be deemed **unacceptable**. It will not only result in potential sanctions, but it is also highly likely that the student will receive lower grades than they are capable of. Likewise, an effort grade of 2 or 1 indicates that they are likely to underachieve or not complete the course.

If parents/guardians are concerned about the report, they should contact the appropriate member of Pastoral staff. Each student is also allocated a pastoral monitor. The details of this can be found on the portal. [College Portal](#). Similarly, if the College feels the student's performance is a cause for concern, Parents/guardians will be notified.

Review Meetings

Students will have regular individual review meetings with their teachers to discuss progress and strategies for support and improvement. However, the College also provides a formal opportunity each year for parents/guardians to join these meetings with the student and their teachers on Review Days. These are conducted online via School Cloud.

Parents/guardians will be able to book appointments from early December. **The College expects the student to attend the online consultation with their parents/guardians.** This year, the Review Days will be held on:

Monday 11 December 2023

Tuesday 12 December 2023

Causes for concern

If a teacher is concerned about the student's progress, they will notify the parents/guardians with a letter explaining the issue. If parents/guardians receive correspondence (usually via email), they should be discuss the matter with the student. If necessary, parents/guardians should contact the College to seek clarification or guidance about how to proceed.

Where there is a cause for concern in a subject, the situation will be discussed fully with the student and clear targets will be set. If there is no substantial improvement in work performance, they will be required to attend a formal review meeting with the subject teacher or Head of Department. An action plan will be drawn up and recorded centrally on the Individual Learning Plan (ILP), which parents/guardians can access from the Parent Portal. Strategies for improvement will then be agreed, which may involve the student attending subject Plus sessions or additional support sessions in the Learning Support Department.

E-mail Communication with Parents/guardians

The College's main vehicle for communication with parents/guardians/students is email. Please contact the College immediately if you are unable to receive our emails. We also have a Reigate College Portal for students and parents/guardians. This gives access to attendance data, timetable, important policies and the student's individual learning plan. Details of how to access this have been be sent out separately.

College routine and administration

College Hours

The daily hours are 9.00am to 4.15pm Monday to Friday, but each student has an individual timetable. Students should ensure they are in the classroom for the start of class.

- Reception is open from 8.00am until 5.00pm
- Careers, which is located on the top floor of the Enhancement Building is open from 9.00am until 4.30pm (Monday to Friday)
- The main Independent Learning Centre (ILC) is open from 8.30am until 4.30pm (Monday to Friday)
- The Refectory is open from 8.00am until 5.00pm each day with the food service running from 8.00am until 2.30pm

The Refectory is the students' main social area and outside of break and lunch times, it also provides a quieter area where students may want to work in groups. More information on how the College timetable works is available [here](#).

Tutor Period

By now the students will have got to know their Personal Tutor. In addition to regular subject lessons, the students will have a weekly Tutor Period. In the Lower Sixth, the Tutor is one of the subject teachers. In the Upper Sixth, the Tutor Group is determined by the preferred progression pathway. **Attendance at these Tutor sessions is compulsory.** In addition to a formal tutorial programme, the students will have regular opportunities to discuss their progress or any concerns. More information about the Tutorial system can be found [here](#).

Timetables

Individual timetables have been planned for students at the start of the year. There are many factors considered so each student can access their learning to ensure they are successful. We are not able to make changes to individual timetables. If there is a significant pastoral reason with evidence, then it is important to speak with their allocated pastoral member of staff. We have plenty of facilities students can use on site to support their learning during the college day which is 9am – 4.15pm Monday to Friday.

Change of personal details and circumstances

It is vital that Reception is notified of any change of address, email or other contact details. If there is a change in circumstances at home, it is important to notify studentservices@reigate.ac.uk and/or the Senior Tutor/Pastoral Director.

Illness/First Aid

If a student feels ill or suffers a minor injury, they should report to Reception to see a First Aider. If the accident is more serious, the nearest member of staff should be asked to contact Reception. The First Aider on duty will then decide whether an ambulance is required. Parents/guardians will only be contacted if the student is incapacitated or where there is concern about them getting home safely.

Attendance monitoring

Parents/guardians will be informed by email if a student's attendance falls below the expected threshold (95%). **Poor attendance is the single most common reason for students underachieving or failing to complete their course.** Electronic registers are taken for each timetabled session and these are regularly checked. Both attendance and punctuality can be monitored on the Parent Portal. Regular absences through illness, particularly of an unrelated nature, will count against a student's attendance level unless the College receives supporting medical evidence.

Absence from College

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

If a student is unwell with coronavirus symptoms, due to the seriousness of the illness, Parents/guardians 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/guardians can check the student's attendance in lessons using the Parent Portal.

Holidays

Holidays in term-time will not be authorised. Special leave may be authorised at the discretion of a member of the Senior Leadership Team.

Community Days

These days are focused on making friendships and having fun, but with underlying themes related to pertinent issues such as health or social equality.

Structured Learning Days

There are four Structured Learning Days throughout the academic year. These provide an opportunity for students to work independently from home. These days are similar to those experienced at university and provide a valuable opportunity for the student to reflect on their recent learning and to undertake extra study in order to extend subject understanding.

Students' property

Students should avoid bringing in items of high value and should not leave property unattended. Lost property is usually handed in at Reception. The College does not accept responsibility for any items that are lost whilst engaged in College activities, taking an examination or out on a trip/visit.

Students' Union

The role of the Students' Union is to look after the interests of all the students in the College and to organise social events. Elections to the Union usually take place early in the Summer Term.

Complaints

Complaints, whether verbal or in writing, will be responded to according to the College's Complaints Policy. A copy of the procedures can be obtained from the Principal's PA (principalspa@reigate.ac.uk).

Disciplinary procedures

Details of the College's Disciplinary Procedures, together with the Reigate College Students' Code of Conduct, were issued to students at enrolment and can be viewed on the Student and Parent Portals. A summary of the Students' Code of Conduct is included in this Handbook. A full version can be found on the College's [College Policies - Reigate College](#).

Late arrival

Excellent punctuality is expected at College, as in employment. If a student is late, they must knock on the door and wait outside the classroom. The teacher will admit them at a suitable time that does not disrupt the learning of others.

It is the student's responsibility to make sure that they have been registered.

Difficulty in finding a parking space is not an acceptable reason for lateness, as the College wholly recommends that students should not drive to College. Teachers may refuse admission to persistent latecomers and the student may be referred to the person responsible for their pastoral wellbeing.

Lack of preparation

If a student arrives unprepared for class (such as not completing required work in advance or failing to bring key equipment), they may be refused admission to a lesson and sent to the Independent Learning Centre (ILC) to complete the required work. Persistent issues surrounding lack of preparation will result in letters being sent home, poor Interim Reports and the Work Performance Policy being applied. A full version can be found on the College's website [College Policies - Reigate College](#)

Student progression and careers

The College's Careers Department offers a fully equipped resource centre and is open daily from 9.00am to 4.30pm. Experienced careers advisors are available to provide guidance and support to students on aspects of higher education, apprenticeship or employment. Students can access a number of services here including careers advice, progression planning and practice interviews. More information is available [here](#).

Applying to Higher Education and alternative pathways

Last year, well over 1,000 of our students progressed to university. The College guides students through the application process and explores all of the alternative pathways including apprenticeship, employment and sponsored degrees. A complementary pathway runs parallel to the university provision to ensure that students are fully aware of the wide range of options open to them after Reigate College. To ensure that students are successful, a full programme of events is organised in their first year, as shown below:

Tuesday 14th November 2023	Webinar: Well-being and support at college.
Jan - March 2024	Introduction to options available after Reigate College
Wednesday 24 January 2024	Beyond Reigate Zoom Webinar An evening event for parents/guardians giving information regarding options after Reigate College including Higher Education, Apprenticeships and Employment
Tuesday 12 March 2024	Exam anxiety strategies Webinar
Tuesday 19 March 2024	Student Get Ahead Day for Lower Sixth – providing students with post-college options and information about pathways
April to July 2024	A full programme of events to inform students of options after Reigate College

Higher Education

In order to apply to Higher Education, students have to sign up to UCAS. UCAS applicants are required to list a maximum of five courses/universities on their application form. With over 30,000 course choices, thorough research is essential before making a final decision. The Careers Department are on hand every day to assist students in finding the right course for them. The College's Tutorial programme also focuses on making informed decisions about future pathways.

Work Experience

The College has a dedicated Work Experience Team based in E102 (Careers Department) who are able to provide support and advice on securing a valuable work experience placement. All Lower Sixth students are required to complete work experience, which may be a workplace visit, shadowing an employer or employee for a day or longer, or a period of work experience. Students are encouraged to arrange their own experience, and advice on how to do

this is available in the Work Experience, Frequently Asked Questions guide which can be found on the college's [website](#) .

Aspire Programme

The Aspire Programme is designed to enable students to have the best chance of progressing to work or higher education smoothly in a very competitive environment. High achieving students are given the opportunity to take part in the **Aspire University Pathway** and will be timetabled with an additional weekly seminar. This complements their academic studies and focuses on providing them with the skills and knowledge to enable them to make successful applications to Russell Group universities including Oxbridge. More information is available [here](#).

Student support services

Counselling

Moving from school to college can be both exciting and a bit daunting. So much is new and students can sometimes feel stressed or overwhelmed. Things outside College may also be worrying them. Students can drop in to see the Student Wellbeing Mentors, the Director (Mental Health and Wellbeing) or their Senior Tutor/Pastoral Director at any time. In addition to this, the College offers a free counselling service four days a week through Relate and Talking Therapies (17+ years) through Dorking Health Care. Details of how to contact these services and where else to get support (including online), are displayed around the College. More information is available [here](#).

Safeguarding

The College has a legal duty to have a Safeguarding Policy and procedures in place. These are available on the College's website. These are to ensure the safety of all our students, who are still seen as children in law. If a student has serious concerns about either their own or another young person's safety, whether it is physical or mental, they should talk to one of the Safeguarding Team. Students can find details of the team in all classrooms and large social areas around the College. More information on support and welfare is available [here](#).

Learning Support Department

The College is committed to providing support for any students who are experiencing difficulties with their course. All courses have additional Plus classes, which they are able to use however they see fit to best support the students. Students can also get help on an ad hoc basis by popping into the Learning Support Department (Student Support Hub – upstairs in the Priory Building). An assessment is available to any student who thinks they have a learning need. More information is available [here](#).

To further encourage and support independent learning skills, students can be timetabled for a session of Directed Study as part of the Learner Improvement Programme at the College. This is designed to aid students who would benefit from a more structured, timetabled study session to complete assignments and homework. More information is available [here](#).

Independent Learning Centre (ILC)

The ILC is a spacious, modern, air-conditioned purpose-built facility, equipped with over 200 computers and quiet working space to support students' independent learning and progression. The Centre offers a fantastic space for students to complete individual study, which is supported by a dedicated team of facilitators, who offer valuable help and guidance for students. The ILC also has printers, scanners, laptops, access to media resources, a range of essential study aids including key textbooks, subject specific journals and educational magazines to provide opportunities for broader academic research, essential university research resources and access to a range of online and digital resources to enhance their individual study programmes.

In order to maintain such a productive and supportive learning environment for all students, the ILC is a silent working area, where food and drink consumption is prohibited. Electronic music devices are allowed, if they do not disturb others and mobile phone calls must be taken outside. Finally, the ILC computers are for College related educational purposes only, usage is monitored and violations are subject to Reigate College Disciplinary Procedures.

Enrichment and activities

All students take part in the Activities and Wellbeing Programme. The aim is to broaden their interest, develop their confidence and maintain the sense of community that is such an important part of the Reigate College 'experience'.

Over 60 activities are available free of charge each week. For more information about the programme, please visit our [website](#).

Curriculum

Students in the Lower Sixth/Upper Sixth will study the equivalent of three A Levels at Level 3. Intermediate students will study the equivalent of four GCSEs at Level 2. Students who have not achieved grade 4 or above in GCSE Mathematics and English Language will need to retake this at College until they pass it at that level. This is likely to be on top of their main programme of study at Level 3.

242+

The College curriculum follows a 242+ model, which is designed to develop the independent learning skills required for success at Level 3 and progression to university, apprenticeship and employment. The 242+ is broken down as follows:

Component	Explanation	Example
2	2 hours of Structured Learning	Weekly tasks that are set on Teams including pre-work, research and revision
4	4 hours of in-class lessons	Weekly lessons
2	2 hours of homework	Weekly tasks that include assessments and consolidation work
+	Additional support	Plus classes, Learner Improvement Programme, Mentoring etc

For more information about how the 242+ model works, please see [here](#).

Appendix A: Student Responsibilities and Expectations

Induction of students

All new students will receive:

- Instructions on how to access the College IT systems, their College email and OneDrive
- An introduction to the College and their chosen programme of study
- Information on Learning Support and how to access what is needed
- Access to the Independent Learning Centre (ILC)

Student learning and support

All students will be provided with:

- A handbook detailing the course available on the department Teams page. This will contain the course details, assessment methods and any coursework deadlines, as well as other useful information, such as reading links
- Opportunities to experience a variety of teaching and learning strategies
- The opportunity to access workshop provision and individual learning support, including support for those for whom English is a second language
- The opportunity to access a counselling service
- The opportunity to use IT facilities and online virtual learning environment, Teams
- Advice on progression routes from all courses and the opportunity of a careers interview
- Activities and various programmes to allow individual students to enhance their learning programme and showcase their individual skills

Assessment

All students will:

- Be informed at the beginning of their course of its assessment structure
- Be regularly set homework, which will be promptly marked and returned
- Be assessed regularly and at the end of their course, through a grading system or testing of competence
- Regularly receive an Interim Assessment Report
- Have the opportunity to attend a consultation meeting with staff with their parents/guardians each year
- Undertake a number of key assessments for A Level courses. This may take the form of a test, a significant piece of homework or an examination section of the course. The purpose of this is to help the College and the student to monitor their progress in relation to their target grade
- Be required to adhere to all deadlines set

Accommodation

Students will have appropriate access to:

- The full range of facilities within the College
- A clean working environment, the maintenance of which is a shared responsibility

College Expectations from Students

- Students have chosen to come to the College to improve and build upon their academic qualifications. For this to become a reality, students will need to work effectively, with commitment and interest, throughout their course. It is important that the best environment is created for this to be achieved and that students are encouraged to reach their potential. The College strives to create a real community in which each person is valued, both students and members of staff, and in which there is respect for the rights and feelings of others
- The College's expectations of students are given in the **Students' Code of Conduct**, which is issued when students enrol at College and can be viewed on the Student and Parent Portal. It provides the foundation on which the community will grow. The associated **Disciplinary Procedures** are also issued to students at enrolment so that they are fully aware of the repercussions of choosing to behave in a way which goes against the Code of Conduct. Some of the key points in the Code of Conduct are summarised:

Appendix B: Students' Code of Conduct Summary

Rights

- Everyone has the right to feel safe and be treated with respect
- Everyone has the right to be treated with respect upholding the principles of the Equality Policy and the Anti-bullying & Harassment Policy
- Everyone has the right to an education. Behaviour that inhibits others' education is not permitted

Respect

- Everyone is expected to behave in an adult manner whilst at College, travelling to and from College or whilst engaged in any College activity
- The College body is expected to behave in a respectful and considerate manner towards staff, students and the local community and should maintain the reputation of the College
- All members of the College community should treat College premises, facilities and equipment with respect.

Responsibility

Everyone has a responsibility to the College, the College community and themselves. It is expected that everyone should be ready to engage with College activities by:

- Maintaining a high level of attendance (over 95%)
- Being punctual
- IT and social media use should be appropriate, not cause offence and be limited to College activities.

All students should be prepared for lessons by:

- Having the appropriate resources during lessons
- Completing all work set to the best of their ability and in a timely manner
- Ensuring mobile phones are turned off and out of sight in lessons, unless instructed otherwise by a member of staff.

In addition:

- Food and drink, other than bottled water, are not permitted in classrooms
- Students **MUST** not use their phones or any other device to record/film staff or students in lessons or during any College activities
- **Students are required to wear their College identity card and lanyard at all times when they are in College or on a College activity.**

Any breach of the above will be dealt with as per the disciplinary procedures in this Code of Conduct.

Appendix C: Key Guidelines for Students

General behaviour

- Students should behave as adults in a workplace

Attendance and Punctuality

- Poor attendance is the single most common reason for students underachieving or failing to complete their course. High standards of punctuality are also expected, as they would be for employment and higher education. Employment references will contain details of the student's attendance and punctuality
- **Students who have poor attendance and/or punctuality without good reason will not be entered for external examinations/BTEC assessments**
- Registers are taken for each timetabled activity and a student whose attendance or punctuality is unsatisfactory will be referred to his/her Tutor or the relevant Head of Department. If there is no improvement, the student will be referred to their senior Pastoral Manager and be subject to enhanced monitoring procedures
- **Regular sickness absences which are unsupported by medical documentation will not be accepted as a good reason for absence and such absences will count against the student's attendance**
- **A student will be deemed to be late if they arrive after the lesson's published start time.** If late, the student should knock on the classroom door and wait outside the room until they are asked to enter. If a student is persistently late, they may: (i) be referred to the senior Pastoral Manager (ii) be refused entry to the lesson
- Students who drive to College should note that an inability to find a parking space will not be accepted as an adequate reason for lateness

Exam fee entries

There are support systems in place help students improve their attendance/punctuality and performance to achieve their full potential. Students automatically qualify to be entered for exams for free by meeting college expectations for attendance/punctuality, and effort grades in each subject – determined through regular Interim Reports per subject. Students will however, if they continually fall below the college expectations be charged the full cost for entrance to public examinations and vocational qualifications. Students will be given a warning when their performance falls below expectation. Without future improvement they will go to a status of non-entry or non-progression.

At this stage a student will not qualify for free entry into exams and will therefore be charged for exam entry. Entry status can be regained by two consecutive improved interim report grades i.e., attendance/punctuality above the college expectation and above average 2 grades in interim reports.

Charges will be made if

- a student falls below 90% actual attendance/punctuality and 95% adjusted attendance/punctuality on two attendance checks
- the effort grades fall below 2 on two consecutive Interim Reports

Part-time Employment

- Part-time employment can provide valuable work experience and enable students to raise funds to support their studies. However, students with part-time jobs will need to ensure that they can still complete the necessary College work, whilst leaving time for extra-curricular and social activities. **Students should not undertake any more than 10 hours of paid employment per week**

Parking

- There is limited parking for students on site and the College advise against driving to College. A permit must be shown if parking on site and students apply for a permit and pay £50 for the year.
- The College wholly recommends utilising public transport to get to and from College
- Neighbours will readily contact the police when cars are parked inconsiderately – students should be aware of this
- Motorists are asked to take extreme care when dropping students off or collecting them as the site can be very congested, both with parking vehicles and pedestrians. 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. Please follow the “drop off” one way system on site.
- Inconsiderate, irresponsible or illegal parking in the local area is a breach of the Students’ Code of Conduct and may result in exclusion

Security on site

- **Students are required to visibly wear their Identity Card on the College provided lanyard at all times and will be expected to show it in examinations.** The ID Card also enables students to access the facilities in the Independent Learning Centre and to pay for goods in the Refectory (via MCR Pay). Identity cards will be regularly inspected. Students who persistently fail to wear their cards will be excluded from College
- All visitors, including Parents/guardians, must report to Reception and sign in on arrival. **Students should report possible intruders to a member of staff**
- Failure to visibly wear the Identity Card on the College provided lanyard may result in exclusion

Appendix D: The Pastoral Team

If a student needs additional pastoral support while at the College, Parents/guardians need their tutor group number and look this up in the table below to find their Pastoral Manager. Contact can be made by phoning the College or sending an email to studentservices@reigate.ac.uk.

Key members of the pastoral team

There are support systems in place to help students with their well-being to ensure they can achieve their full potential. The first port of call is the tutor. Each student is also allocated a pastoral monitor. The details of this can be found on the portal. [College Portal](#).

Faculty	Name	Role	Office
B	Anne-Marie Williams	Pastoral Director	B105
B	Matthew Phillips	Senior Tutor	V009
B	Jack Morgan	Senior Tutor	V009
B	Angela Murray	Pastoral Support Manager	C112
E	Natalie Chescoe	Pastoral Director	E005
E	Natalie Munns	Senior Tutor	B106
E	Clairiscia Callanan	Senior Tutor	V009
E	Susie Ferguson / Robyn Magezi	Pastoral Support Manager	B107
M	Catherine Hawkes	Pastoral Director	W102
M	Jenn Barton	Senior Tutor	B106
M	Michelle Theophilus	Senior Tutor	B107
M	Charley Corless	Pastoral Support Manager	C114
P	Lianne Wilkinson	Pastoral Director	Student Services
P	Helen Patterson	Senior Tutor	C114

Appendix E: Contact Names

Mr Nick Clark	Principal
Mr Christopher Whelan	Chief Executive Officer
Mrs Sarah Walters	Deputy Principal
Mr Ryan Bull	Vice Principal
Mrs Melanie Pearl	Associate Principal (Safeguarding & Interventions)
Mrs Laura MacIntyre	Associate Principal (Teaching and Learning)
Mr Louis Strover	Associate Principal (Pastoral)
Mr Stuart Wilcox	Associate Principal (Development)
Mrs Jane McBride	PA to the Principal and CEO
Mr Garry Holmes	Director (Estates & IT)
Mrs Caroline Loughlin	Director (Personnel)
Mrs Kim Saw	Director (Finance)
Ms Joanna Driscoll	Director (Mental Health & Wellbeing)
Ms Lianne Wilkinson	Director (Operations)
Mrs Ellen Walkinshaw	Associate Director (Progression)
Mrs Liz Sanders	Associate Director (Pathways)
Mrs Karen Gerrard	Associate Director (Marketing)
Mr Winston Wong	Associate Director (IT Systems)
Mrs Becky Baister	SENCO
Mrs Beverley Hussey	Admissions Manager
Ms Madeleine Halsey	Attendance Officer
Mrs Hina Rehman	Examinations Officer
Ms Pat Frankland	Chair of the Reigate Learning Alliance Trustees
Mr Jon Allen	Clerk to the Trustees

B Faculty

Mrs Helen Fayers	Director of Learning
Ms Ann-Marie Williams	Pastoral Director
Ms Jack Morgan	Senior Tutor
Mr Matthew Phillips	Senior Tutor
Angela Murray	Pastoral Support Manager

E Faculty

Ms Nicky Avery	Director of Learning
Mrs Natalie Chescoe	Pastoral Director
Natalie Munns	Senior Tutor
Mrs Clariscia Callanan	Senior Tutor
Charley Corless	Pastoral Support Manager

M Faculty

Mr Chris Atkinson	Director of Learning
Mr Catherine Hawkes	Pastoral Director
Mrs Jenn Barton	Senior Tutor
Ms Michelle Theophilus	Senior Tutor
Ms Susie Ferguson / Robyn Magazi	Pastoral Support Manager

Intermediates

Ms Lianne Wilkinson	Pastoral Director
Mrs Helen Patterson	Senior Tutor