



Friday 10 November 2023

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. 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 and show our support for a number of worthwhile charities.

Nick Clark, Principal

Timetable and Plus Classes

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, this is also visible to parents.

Many students study at least one BTEC course that comprise of a mixture of coursework and examination units. In order to support students with the examination component of their course, from January a number of BTEC courses will have an additional Plus class. This one-hour session per week will be examination-focused and provide additional time for learners to develop the skills and techniques they need to perform well in their BTEC exams in the summer.

To allow us to provide the best possible support to students they are reminded that all lessons are compulsory and any part time work, or regular appointments, should be organised outside of college hours.

Review meetings

There will be an opportunity for parents and students to discuss their progress at a Review Meeting on 11 and 12 December with their teachers via a videocall using SchoolCloud. Instructions about booking appointments will be emailed to you nearer the time and booking will open on **Monday 27 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.

New Parent/Guardian Survey 2023

As a College, we value feedback from parents to assist our continued development. We would appreciate if you could spare a few minutes to complete this 7 question survey. We thank you in advance for your contributions and feedback. The survey will close on *Friday 24 November 2023 at 4.30pm*. [Click here for the survey 2023-24](#)

Exams and assessments

Exams and assessments for this academic year are now underway. Students can access their exam timetables on the portal and should direct queries to their subject teachers in the first instance.

Students MUST read the [Exams Student handbook](#) and [JCQ Information for Candidates – Written Exams](#).

Further information about exams can be found on the [college website](#)

Examination periods provide a great opportunity to shine, but for some students this period can be an extremely stressful one. Staff in the Learning Support Hub are available to help you cope with revision, exam stress or any other problems relating to exams and study. Revision Packs with an 8 week revision timetable and hints, tips and guidelines to exam success are available from room P103. For more information visit the [Student Support](#) page.

A Wellbeing and Mental Health SharePoint site is accessible by all students and staff from the intranet. On this SharePoint site students have access to a large number of resources aimed at supporting them through their time at Reigate College. The SharePoint site contains many resources specifically designed to help students cope with exam stress and anxiety.

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. In addition, students who have a Health Care Plan for epilepsy, diabetes or the like please ensure we have the most up to date plan. For any queries, please contact Student Services via email: studentservices@reigate.ac.uk.

Progression into Upper Sixth

Progression to second year of study at the College in 2024-25

- All Level 3 students are enrolled on a two-year programme leading to A Level and/or A Level equivalent qualification.
- A student following A Level or equivalent qualifications will be guaranteed progression to the second year of the courses if they meet the following requirements in the academic year 2023-24:
 1. At least 95% actual attendance to lessons
 2. Excellent punctuality to lessons, typically 95% or above
 3. An average of a grade 3 or above in all Interim Reports
 4. Exemplary behaviour, whether in lessons, around College and in the local community, representing the College or when travelling to or from College

Parent Governor Election

In the coming weeks we will be holding an election for the vacancy of Parent Governor, please look out for an email from election@reigate.ac.uk as this will be your chance to vote. Voting will be open for three days and close on Wednesday 29 November 23.

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. The enrichment programme at college has started this term and has been incredibly popular. If your son/daughter/young person has not yet taken part, please encourage them to do so. Students can use the new system, Evolve, to search for activities and sign up. Our sports teams have enjoyed an excellent start to the season, and we would like to congratulate all those who were successful at the trials.

Work experience

Information was sent out about work experience in the September bulletin, a reminder that all students at Reigate College need to undertake at least one 'Experience of the Workplace' during their lower sixth. This can be either an Insight Visit, Work Shadowing or a longer period of Work Experience. This is different and in addition to any paid part-time work and ideally it should be linked to students' career aspirations. Where possible experiences should be arranged around the students' college timetable, in the holidays or during work experience week, which is 8-12 July 2024

Students can attend Work Experience drop-in sessions that run every Tuesday and Thursday 12.45- 1.45pm on the landing outside the upstairs ILC.

If you work for an organisation which may be able to offer an insight visit or work experience for one or more Reigate college students please contact workexperience@reigate.ac.uk.

The Careers bulletin

We encourage parents, as well as students, to look at our weekly Careers bulletin, which is emailed to students every Monday and can be viewed on our website – [Reigate College Careers Bulletin](#).

Wellbeing and Mental Health

Over the winter term we know students can struggle with how they are feeling, therefore at the College we are hosting a webinar on 14 November to explain how we are supporting our students with mental health and learning needs. We will also be sharing some tips and strategies that we recommend. You can book your place here: [Book ticket](#)

For all students throughout their time at college they can access counselling through our relate counsellor. Also, all students have access to a telephone counsellor 24/7 through the Student Assist Programme. This support continues throughout the holiday period. All students can call this helpline at any time of the day or night, the number is 0800 028 3766.

Gratitude Week

During the week commencing 4 December, the College is putting on a series of activities to help get the students in the festive mood which includes a performance from the staff band. In the build up to this week all L6 students will be building a Christmas Gift Bag for an elderly person assigned to their tutor group who attends the Age Concern Centre in Merstham. The College have been running this campaign for the past 6 years and it changes the Christmas experience for many of the residents. All L6 will need to bring in their donations by their last tutorial session to ensure that a great present bag is developed. Present bags are specific to individuals. However, donations are usually: Soap or Shower Gel, socks or gloves, chocolates or sweets, 2024 calendar, hand lotion/after shave/talc/hankies, puzzle, puzzle book, nice stationary, blanket, and books.

Recording absences

All absences must be authorised by a parent/guardian/carer 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/carer **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 be saved.

Letters, appointment cards or anything else relating to absence must be handed directly to Reception. Absences not covered by the above must be notified to attendance@reigate.ac.uk at least 5 working days in advance of the absence. Please be advised that the College must be informed on each day of sickness to ensure accurate attendance records. Parents/Guardians/Carers can view student attendance using the Parent Portal.

Diary dates

What	When	Details
Support for Students Webinar for parents	Wednesday 14 November	6 – 7pm Book Tickets
Winter Concert 2023	Thursday 30 November	Rispoli Theatre Evening performance Tickets will be available via the website
Hot Feet 2023	Tuesday 5 December and Wednesday 6 December	7pm in Rispoli Theatre Tickets will be available via the website
Review Day 1	Monday 11 December	Staff available for consultation. Details to follow
Review Day 2	Tuesday 12 December	Staff available for consultation. Details to follow
Start of Christmas Holidays for students (INSET)	Wednesday 13 December	
Structured Learning Day 2	Thursday 14 December	Students study independently at home
Last day for staff	Friday 15 December	
Start of Spring Term	Tuesday 2 January	
Structured Learning Day 3	Thursday 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
College Musical	Tuesday 5 March Wednesday 6 March Thursday 7 March	Rispoli Theatre Evening Performances
Exam Anxiety Parent Webinar	Tuesday 12 March	6 – 7pm Book Tickets
Get Ahead Day for Lower Sixth	Tuesday 19 March	Careers day for all Lower Sixth students
College Play – Macbeth	Tuesday 26 March and Wednesday 27 March	D5 Evening Performance
Last day of Spring Term	Friday 28 March	

Start of Summer Term	Monday 15 April	
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