



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

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 Lower Sixth

Progression to a Level 3 programme of study at the College in 2024-25

A student following BTEC Level 2 courses and GCSE re-sits will be guaranteed progression to a Level 3 study programme if they meet the following requirements in the academic year 2023-24:

- Merit or higher grades across all their BTEC Level 2 courses
- GCSE grade 4 in Mathematics or English Language (or a Pass in the Level 2 Literacy or Numeracy Qualification if taken instead of the GCSE)
- At least 95% actual attendance in lessons
- Excellent punctuality to lessons, typically 95% or above
- An average of a grade 3 or above in all Interim Reports
- Exemplary behaviour, whether in lessons, around College, in the local community, representing the College or when travelling to or from College

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 the 14th November to explain how we support 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](#)

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 Intermediate students will be collecting for Stripey Stork. This is a local charity which focuses on helping young children in the local area with essential equipment and clothing. All Intermediates will need to bring in their donations by their last tutorial session to ensure that their tutorial group can make a donation. For more information see [Stripey Stork](#)

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.

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 will close on Wednesday 29 November.

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 a n excellent start to the season and we would like to congratulate all those who were successful at the trials.

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
Get Ahead Day for Intermediates	Thursday 1 February	Careers day for all Intermediates
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 Webinar for Parents	Tuesday 12 March	6pm to 7pm Book Tickets
Get Ahead Day for Lower Sixth (Structured Learning Day for Intermediates)	Tuesday 19 March	Intermediates study independently at home
College Play – Macbeth	Tuesday 26 March and Wednesday 27 March	D5 Evening Performance

Last day of Spring Term	Thursday 28 March	
Start of Summer Term	Monday 15 April	