



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.

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

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.

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.

Careers

UCAS

The College UCAS deadline is **23 November**. Applications that have been completed correctly and submitted by 23 November will be processed by Careers and sent to UCAS before the official UCAS deadline of 31 January.

All students have been e mailed the Student UCAS guide which is also available for parents to view on the website: [Student UCAS Guide](#). Please note that the Careers team are only able to speak the student and the person they have given nominated access to on their UCAS form.

The following sessions are being run in Careers (in E102), and will be run up until and including the week beginning 20 November:

- Tuesdays and Thursdays 1.00 - 2.00pm: Personal Statement Feedback Sessions
- Wednesdays 1.30 – 2.15pm: UCAS Drop-in Sessions

Applying for Employment and University

Students applying for apprenticeships or other employment can get feedback on their CVs or applications at the Work Experience drop-in sessions that run every Tuesday and Thursday 12.45- 1.45 on the landing outside the upstairs ILC.

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 tickets](#)

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 U6 students will be developing donations for the local charity Loveworks and The Wellingara Nursery in The Gambia. The College have been running this campaign for the past 6 years and it changes the Christmas experience for many people in the local community and further afield. All U6 will need to bring in their donations by their last tutorial session to ensure that the donations are delivered. For Loveworks the foodbanks are in desperate need of tinned meat meals, tinned casseroles, tinned vegetables and tinned fruit. For the Wellingara Nursery we will also be collecting stationery for many children who do not have access to these materials. [Video](#)

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 Parent Webinar	Tuesday 14 November	6pm to 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	
Upper Sixth Mock Examinations	Monday 19 –Friday 23 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 Upper Sixth)	Tuesday 19 March	Students 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	