



Friday 20 September 2024

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 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

College Portal

The [College Portal](#) includes all of the information you need to know to support your young person whilst at Reigate College. This includes a number of Quick Links to provide general information on a number of key areas including Calendar, Extra-curricular, Student Support, Careers.

[Personal Information and Payments \(PIP\)](#) is where you can login to find their timetable, registers marks (Attendance), comments made by their teachers (Interviews), Interim Reports, as well as later in the academic year their exam timetable. If you have forgotten your password, please use the RESET PASSWORD option on the login page. Please could we ask that you log into the portal in the coming days to familiarise yourself with it.

Attendance

The Portal is also the place you can **notify us of a student absence** (Student Data – Absence Notification). The relevant fields must be completed by the parent/guardian before 8.45am on each day of absence. 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. If a student has an unauthorised absence mark this will appear on the portal and 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. If a student is running **late** due to a transport issue beyond their control, please call the College on 01737 221118. Lateness due to this reason will only be authorised for the first lesson of the day (9am-11am). We advise students to plan to arrive earlier and they can work in the Independent Learning Centre (ILC) if they arrive before their lesson begins.

My Personal Development Dashboard

The *My Personal Development Dashboard*, also available on the Portal, allows students and parents to track extracurricular activities. This tool supports students in applications for jobs, apprenticeships, or university and helps the College write references. We encourage all students to complete the six Dashboard sections to fully benefit from the opportunities offered.

- **Careers:** Tracks completion of required work experience, participation in career talks, visits, and meetings with the College's careers advisers.
- **Clubs and Activities:** Records involvement in lunchtime and after-school activities, such as the Duke of Edinburgh's Award and sports teams. Students are expected to commit to at least one club or activity.
- **Pathways:** Logs participation in specialised Career Pathways and additional skill development courses like Carbon Literacy and Digital Skills.
- **Community:** Documents all volunteering contributions to the College and wider community, including charity events.
- **Tutorial Content:** Summarises key topics covered during Tutor times, serving as a reminder of the important issues discussed throughout the year.
- **Subject:** Captures activities related to students' courses that go beyond the standard curriculum, such as trips, guest speakers, and academic competitions.

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 26 September at 10am** via the Student Portal. Students were emailed more information about this on 12 September 2024. 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

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.

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. 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 for 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. For further information [Student Support - Reigate College](#).

Duke of Edinburgh Gold Award

For those who are interested in their son/daughter/ young person taking part, we would like to invite you to an online webinar on **Tuesday 24 September** at **6pm**. This will give you further information about the D of E Gold Award programme and give you the opportunity to ask questions. You may also wish to visit [DofE - The Duke of Edinburgh's Award](#) to find out more.

Please click this link to join on the day of the meeting: <https://us02web.zoom.us/j/81030933792>

Careers

The College's Careers Programme can be viewed on the College [website](#). The first event is a 'Welcome to Careers' webinar on Thursday 10 October 6 – 7pm. Look out next week on information on how to join.

Parents Webinars

If you were unable to attend the New Parent Webinar on, click here to view the [presentation](#), which is available on the website.

Please find a link to the Intermediate Welcome Evening for Parents and Guardians [presentation](#) which took place on 19 September.

College Policies and Parent Handbook

All College Policies including the Handbook for Parents and Guardians are available on the [Portal](#).

Diary dates

What	When	Details
Freshers Party	Thursday 26 September	
Open Evening 1	Tuesday 1 October	College finishes at 3.45pm
Open Evening 2	Thursday 3 October	College finishes at 3.45pm
Structured Learning Day 1	Friday 4 October	Students study independently at home
Open Evening 3	Monday 7 October	College finishes at 3.45pm
Welcome to Careers	Thursday 10 October	Webinar for new parents and carers at 6pm
Half Term	Monday 28 Oct – Friday 1 November	
GCSE Maths and English Resit Exams	Tuesday 5 – Monday 11 November	Individual Exam timetables can be viewed on the student portal
Supporting Young People's Wellbeing and Mental Health	Tuesday 19 November	Webinar for all parents
Community Day – online safety	Tuesday 10 December	
Parent Review Day 1	Monday 16 December	Staff available for consultation. Details to follow
Parent Review Day 2	Tuesday 17 December	Staff available for consultation. Details to follow
Last day of Term for students	Wednesday 18 December	
Staff INSET Day	Wednesday 18 December	
Structured Learning Day 2	Thursday 19 December	
Last day of term for staff	Friday 20 December	