



Tuesday 9 September 2025

Welcome

A very warm welcome to you as parents of our new Lower Sixth 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

Information for Parents & Guardians

As your young person begins their journey at Reigate College, we want to make sure you know exactly where to find the most up-to-date guidance, key dates, and important procedures.

All parent information is held on the dedicated [Parents' Page](#) of our website, including:

- **The Reigate Portal (PIP):** Access your young person's timetable, attendance, reports, exam information, as well as their engagement in pathways and activities and make payments and book appointments. If you have forgotten your password, please use the 'Reset Password' option on the login page.
- **Absence Reporting:** Clear guidance on how and when to notify the College if your child is unwell, attending appointments, or visiting a university.
- **Communications & Bulletins:** Regular updates are emailed to you, but you can also find past editions and notices online.
- **Support & Welfare:** Information on pastoral care, counselling, and wellbeing resources available to students.
- **Careers & Progression:** Details on the College's careers programme, including work experience, progression days, UCAS support, and employer events.
- **Publications & Events:** Access newsletters, guides, and recordings of information sessions for parents.

- **Parent Handbook and Policies:** All College Policies including the Handbook for Parents and Guardians are available on the website.

We strongly encourage you to **bookmark the Parents' Page** and check it regularly, as this is where all the latest updates and guidance will always be published.

If at any point you're unsure or can't find what you need, the [website](#) is the best first place to look.

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 from **Wednesday 10 September at 6pm** and must be submitted by **Thursday 25 September at 10am** via the Student Portal. 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.

Parent Pick Up

The College car park has a set area for dropping off students during the college day. However, it is unfortunately 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. Therefore, if you are picking up your son/daughter/young person, please could we ask that you arrange to meet them at a different location. This will help to ensure that the College's site is safe and causing as little disruption to the local community as possible.

Pastoral support

We have a strong system of pastoral care to support students' wellbeing and help them reach their full potential:

- **Personal Tutor** – the first point of contact and also one of the student's teachers. They see students regularly in lessons and weekly tutorials, getting to know them well and supporting them throughout their time at college. Tutors can also signpost students to further help when needed.
- **Pastoral Manager/Team** – works alongside Tutors, similar to a Head of Year, providing additional support for personal, or social concerns. Students can contact them by asking their Tutor, visiting Reception, or emailing the college to request an appointment via their MySupport app.
- **Support Hub (P103, Priory Building)** – open all day for drop-ins.
- **Relate Counsellor** – available in college or at the Reigate office relate@reigate.ac.uk.

Students are encouraged to make use of these services whenever needed. For further information [Student Support - Reigate College](#).

Fresher's Party

We are excited to announce that this year's Fresher's Event will take place on Thursday 25 September 2025, from 7:00–10:30pm at Reigate College. Tickets will go on sale at 1:15pm on Thursday 11 September, and can be purchased via the [booking page](#), where you will also find full details of the event. This is a fantastic opportunity for students to meet new friends and kick off their time at Reigate College with fun and excitement.

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 **Wednesday 17 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: [Join Meeting](#)

New Parents Webinar

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

Careers

The College's Careers department is situated upstairs in the Enhancement building. The College's [Careers Programme](#) can be viewed on the College website. The department produces a regular Career's Bulletin, during

term time which is e mailed to all students and parents/guardians. It is very helpful if parents can make a point of reading it so they can encourage their sons, daughters, young people to take advantage of the opportunities advertised.

Parent/Guardian Virtual Careers Welcome Event

Careers will be hosting a welcome to Careers webinar on Zoom on Thursday 9 October, 6-7pm. You will be sent information on how to join us next week.

Work Experience

All students at Reigate College need to undertake at least one 'Experience of the Workplace' during their lower sixth. This should be in person and can be either an Insight Visit, Work Shadowing or a longer period of Work Experience. Please see the [Work Experience Guide](#). Further information about finding work experience will be provided at the Welcome to Careers event.

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 employers@reigate.ac.uk.

Train Travel Disruption

We have been notified by Great Western Railway that there will be no trains between Guildford and Reigate from **Sunday 14 September 2025 until Saturday 27 September 2025**, due to engineering works. Replacement buses are planned between Guildford and Reigate. **Please ensure students plan accordingly for these disruptions for travel to/from College during this period.** Further information can be found on GWR's website - [Planned Engineering Work and Disruption | Great Western Railway](#).

Diary dates

What	When	Details
Duke of Edinburgh Information	Wednesday 17 September	6 – 7pm
Community Day One	Thursday 18 September	
Freshers Party	Thursday 25 September	
Open Evening 1	Tuesday 30 September	College finishes at 3.45pm
Open Evening 2	Thursday 2 October	College finishes at 3.45pm
Structured Learning Day 1	Friday 3 October	Students study independently at home
Open Evening 3	Monday 6 October	College finishes at 3.45pm
Welcome to Careers	Thursday 9 October	Webinar for new parents and carers at 6pm
Half Term	Monday 27 Oct – Friday 31 October	

