



## **Parent/Guardian Handbook**

**Updated: July 2025**

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**Implementation: September 2025**

**Review: June 2026**

## 1 Introduction

- 1.1 This handbook is designed to give you an overview of the key information you will need whilst your son/daughter/young person is at the College. It will explain College procedures, as well as the support and provision of services available. Additional information can also be found on the [College Portal](#).
- 1.2 Students are much more likely to be successful where an effective partnership has been forged between them, their teachers and their parents/guardians. If you have any concerns about your son/daughter/young person's education, the initial point of contact is the Personal Tutor (who is also one of their teachers in the Lower Sixth). Where the problem is more serious, the Personal Tutor may refer the matter to a senior member of the Pastoral Team. A list of the people responsible with an explanation of how to contact them can be found at the end of this handbook.

## 2 Communication with you

- 2.1 We want to keep you fully informed about your son/daughter/young person's progress through Interim Reports, Review Days and emailed correspondence.

### 2.2 *Interim Reports*

- 2.2.1 Interim assessments are carried out roughly every six weeks and reports will be emailed home and available on the Portal during the weeks commencing:

Report	Date
Interim Report 1	15 October 2025
Interim Report 2	08 December 2025
Interim Report 3	09 February 2026
Interim Report 4	24 March 2026
Interim Report 5 (only Lower Sixth students)	11 June 2026

- 2.2.2 Each report contains a record of attendance, punctuality and effort. If **actual attendance** falls below **95% without good reason**, this will be deemed **unacceptable**. It will not only result in potential sanctions, but it is also highly likely that the student will receive lower grades than they are capable of. Likewise, an effort grade of 2 or 1 indicates that they are likely to underachieve or not complete the course. If you are concerned about the report, you should contact the appropriate member of Pastoral staff or teacher of that subject.

2.2.3 Each student is allocated a pastoral monitor. The details of this can be found on the College Portal. Similarly, if the College feels your son/daughter/young person's performance is a cause for concern, you will be notified.

### **2.3 *Review Meetings***

2.3.1 Students will have regular individual review meetings with their teachers to discuss progress and strategies for support and improvement. However, the College also provides a formal opportunity each year for you to join these meetings with the student and their teachers on Review Days, which are our version of Parents Evenings that you may have had in school. These are conducted online via School Cloud to make it easier for you to attend. You will be able to book appointments from early December. **The College expects the student to attend the online consultation with you.** This year, the Review Days will be held on: **Monday 15 and Tuesday 16 December 2025.**

### **2.4 *Causes for concern***

2.4.1 If a teacher is concerned about your son/daughter/young person's progress, they will notify you, explaining the issue. If you receive correspondence (via email or the Portal), please discuss the matter with him/her/them. If necessary, you should contact the College to seek clarification or guidance about how to proceed.

2.4.2 Where there is a cause for concern in a subject, this will be discussed with the student and clear targets will be set. If there is no substantial improvement in work performance, they will be required to attend a formal review meeting with the subject teacher, Head of Department or member of the academic leadership team. An action plan will be drawn up and recorded centrally on the Individual Learning Plan (ILP), which can be accessed from the Parent Portal.

2.4.3 Strategies for improvement will then be agreed, which may involve the student attending subject Plus sessions or additional support sessions in the Learning Support Department. The Work Performance and Disciplinary Policy can be found at: [www.reigate.ac.uk/the-college/college-policies](http://www.reigate.ac.uk/the-college/college-policies).

### **2.5 *Email communication***

2.5.1 The College's main method of communication with parents/guardians/students is email. Please contact the College immediately if you are unable to receive our emails. A key part of our communication is through the Reigate College Portal for students and parents/guardians. This gives access to attendance data, timetable, important policies and the student's individual learning plan. Details of how to access this have been sent out separately.

### **3 College routine and administration**

#### **3.1 College Hours**

3.1.1 The daily hours are 9.00am to 4.15pm Monday to Friday. Students must be and remain available between these times throughout the College year, as although each student has an individual timetable, in most cases, it will change during the academic year.

3.1.2 Key College area opening times:

- Reception is open from 8.00am until 5.00pm
- Careers, which is located on the Priory building and is open from 9.00am until 4.30pm (Monday to Friday)
- The main Independent Learning Centre (ILC) is open from 8.30am until 4.30pm (Monday to Friday)
- The Refectory is open from 7.00am until 4.00pm each day with the food service running from 8.00am until 2.15pm

3.1.3 The Refectory is the students' main social area and outside of break and lunch times, it also provides a quieter area where students may want to work in groups. More information on how the College timetable works is available [here](#).

#### **3.2 Tutorial**

3.2.1 By now the students will have got to know their Personal Tutor. In addition to regular subject lessons, the students will have a weekly Tutor Period. The Tutor is one of the subject teachers. Attendance at these Tutor sessions is compulsory. In addition to a formal tutorial programme, the students will have regular opportunities to discuss their progress or any concerns. More information about the Tutorial system can be found [here](#).

#### **3.3 Timetables**

3.3.1 Individual timetables are issued to students at the start of the year. We cannot make changes to individual timetables. If there is a significant pastoral reason as to why an amendment is needed, which is supported with evidence, then it is important to speak with their allocated pastoral member of staff. We have plenty of facilities students can use on site to support their learning during the College day. The timetables will change during the year as additional sessions are either added such as a Plus class or pathways, but these can often be for a targeted amount of time, so may be removed later.

### **3.4 Change of personal details and circumstances**

3.4.1 It is vital that Reception is notified of any change of address, email or other contact details. If there is a change in circumstances at home, it is important to notify [studentservices@reigate.ac.uk](mailto:studentservices@reigate.ac.uk) and the senior pastoral manager.

### **3.5 Illness/First Aid**

3.5.1 If a student feels ill or suffers a minor injury, they should report to Reception to see a First Aider. If the accident is more serious, the nearest member of staff should be asked to contact Reception. The First Aider on duty will then decide whether an ambulance is required. You will only be contacted if your son/daughter/young person is incapacitated or where there is concern about them getting home safely.

### **3.6 Attendance monitoring**

3.6.1 You will be informed by email each day that your son/daughter/young person's does not attend college. Poor attendance is the single most common reason for students underachieving or failing to complete their course. Electronic registers are taken in each timetabled session, and these are regularly checked. Attendance and punctuality can be monitored on the Parent Portal. Regular absences through illness, particularly of an unrelated nature, will count against the attendance level unless the College receives supporting medical evidence. Persistent actual attendance and/or punctuality below 95% may be considered a breach of the Student Code of Conduct and treated as gross misconduct. In such cases, the student disciplinary procedures will be followed. The Work Performance and Disciplinary Policy plus the Attendance and Punctuality Policy can be found here: [College Policies - Reigate College](#).

## **4 Absence from College**

### **4.1 Reporting a Student Absence**

4.1.1 At Reigate College, we are committed to helping every student achieve their full potential. High attendance and punctuality play a vital role in academic success. Evidence shows that attendance below 95% typically leads to a drop of at least one grade per subject. That's why we expect students to attend all timetabled lessons unless there is a valid reason for absence.

### **4.2 How to Report an Absence**

4.2.1 To ensure we can support all students progress, please follow these guidelines when reporting an absence:

#### 4.2.2 Same-Day Absences (e.g. illness)

**Notify the College before 8:30am** on the day of absence using the [Parent Portal](#).

A maximum of:

- **15 days of sickness** can be notified on the Portal during the academic year
- **3 days of sickness** can be reported via the Portal in any two-week period

For any half-day absences or short appointments, please email [attendance@reigate.ac.uk](mailto:attendance@reigate.ac.uk).

#### Planned Absences (e.g. doctor's appointments, university visits)

Please give **at least 5 working days' notice**.

- Planned absences should be recorded via the [Parent Portal](#)
- A maximum of **5 days per academic year** can be used for university visits

**ALL DATA MUST BE COMPLETED (with at least 3 characters for notes).**

#### 4.3 Important Notes

**4.3.1 All absences are unauthorised** unless verified by a parent or guardian with a valid reason.

**4.3.2 Automated emails** are sent at around **6:00pm** each day for any unauthorised absences. These emails list the missed lessons and are sent automatically, so they cannot be disabled individually.

**4.3.3** If an absence is reported **after 2:00pm**, it may not be processed in time, and an automated absence email will still be triggered. *If this occurs please allow until 2pm the next working day for this to be updated, check the register section of the Parent Portal and if the absence has not been added contact [attendance@reigate.ac.uk](mailto:attendance@reigate.ac.uk).*

**4.3.4** Attendance is recorded as either:

- **Actual attendance** – student is present at the session.
- **Adjusted attendance** – absence is verified and authorised by a parent/guardian.

**4.3.5** Reminder **holidays during term time are not permitted or authorised**, and students are expected to attend all timetabled classes

**4.3.6 Contacting the College:** If you need help or have questions about reporting an absence please email: [attendance@reigate.ac.uk](mailto:attendance@reigate.ac.uk).

#### 4.4 Holidays

4.4.1 Holidays in term-time will **not be authorised**.

#### **4.5 Community Days**

4.5.1 These days are focused on making friendships and having fun, but with underlying themes related to pertinent issues such as health, social equality as well as core curriculum topics the College is required to cover.

#### **4.6 Structured Learning Days**

4.6.1 There are four Structured Learning Days throughout the academic year. These provide an opportunity for students to work independently from home. These days are like those experienced at university and provide a valuable chance for students to reflect on their recent learning and to undertake extra study to extend subject understanding.

#### **4.7 Students' property**

4.7.1 Students should avoid bringing in items of high value and should not leave property unattended. Lost property is usually handed in at Reception. The College does not accept responsibility for any items that are lost whilst engaged in College activities, taking an examination or out on a trip/visit.

#### **4.8 Students' Union (SU)**

4.8.1 The role of the SU is to look after the interests of all the students in the College and to organise social events.

#### **4.9 Complaints**

4.9.1 Complaints, whether verbal or in writing, will be responded to according to the College's Complaints Policy. A copy of the procedures can be obtained from the Principal's PA ([principalspa@reigate.ac.uk](mailto:principalspa@reigate.ac.uk)).

### **5 Disciplinary procedures**

5.1 Details of the College's Disciplinary Procedures, together with the Reigate College Students' Code of Conduct, were issued to students at enrolment and can be viewed on the Student and Parent Portals. A summary of the Students' Code of Conduct is included in this Handbook. A full version can be found here: [College Policies - Reigate College](#).

## **5.2 *Late arrival***

- 5.2.1 Excellent punctuality is expected at College, as in employment. If a student is late, they must knock on the door and wait outside the classroom. The teacher will admit them at a suitable time that does not disrupt the learning of others. **It is the student's responsibility to make sure that they have been registered.**
- 5.2.2 Difficulty in finding a parking space is not an acceptable reason for lateness, as the College wholly recommends that students should not drive to College. Teachers may refuse admission to persistent latecomers and the student may be referred to the person responsible for their pastoral wellbeing.

## **5.3 *Lack of preparation***

- 5.3.1 If a student arrives unprepared for class (e.g. not completing required Structured Learning, homework, failing to bring key equipment), they may be refused admission to a lesson and sent to the Independent Learning Centre (ILC) to complete the required work. Persistent issues will result in letters being sent home, poor Interim Reports and the Work Performance Policy being applied. A full version can be found here: [College Policies - Reigate College](#).

## **6 *Student progression and careers***

- 6.1 The College's Careers Department is open daily from 9.00am to 4.30pm. Experienced careers advisors are available to provide support on aspects of higher education, apprenticeship or employment. More information is available [here](#).

### **6.2 *Applying to Higher Education and alternative pathways***

- 6.2.1 Last year, well over 1,000 of our students applied to university with the majority securing their first choice. The College guides students through the application process and explores all alternative pathways including apprenticeship, employment and sponsored degrees. A complementary pathway runs parallel to the university provision to ensure that students are fully aware of the wide range of options open to them after Reigate College. To ensure that students are successful, a full programme of events is organised in their first year including:

<b>Date</b>	<b>Event</b>
Monday 8 September 2025 6-7pm	Parent guide to starting at Reigate College
Tuesday 18 November 2025 6-7pm	Settling into College and support
January to March 2026	Introduction to options available after Reigate College
Thursday 5 March 2026	Beyond Reigate webinar: An evening event for parents/guardians giving information regarding options after Reigate College including Higher Education, Apprenticeships and Employment
Tuesday 17 March 2026	Student Get Ahead Day for Lower Sixth: Providing students with post-college options and information about pathways
April to July 2026	A full programme of events to inform students of options after Reigate College

### **6.3 Higher Education**

6.3.1 To apply to Higher Education, students must sign up to UCAS. UCAS applicants are required to list a maximum of five courses/universities on their application form. With over 30,000 course choices, thorough research is essential before making a final decision. The Careers Department are on hand every day to assist students in finding the right course for them. The College's Tutorial programme also focuses on making informed decisions about future pathways.

### **6.4 Work Experience**

6.4.1 The Careers Department has a dedicated Work Experience Team who provide support and advice on securing valuable work experience placements. All Lower Sixth students are required to complete this, which may be a workplace visit, shadowing an employer or employee for a day or longer, or a period of work experience. This should be face-to-face work experience. Students are encouraged to arrange their own experience. Advice on

how to do this is available in the Work Experience Frequently Asked Questions Guide which can be found here: [Careers - Reigate College](#).

## **7 Aspire Programme**

7.1 The Aspire Programme is designed to enable students to have the best chance of progressing to work or higher education smoothly in a very competitive environment. Students are invited to take part and will have an additional weekly seminar added to their timetable. This complements their academic studies and focuses on providing them with the skills and knowledge to enable them to make successful applications. More information is available [here](#).

## **8 Student support services**

### **8.1 Counselling**

8.1.1 Moving from school to College can be both exciting and a bit daunting. So much is new, and students can sometimes feel anxious or overwhelmed. Things outside College may also be worrying them. Students can drop in to see the Student Wellbeing Mentors, the Director (Mental Health and Wellbeing) or their Senior Tutor/Pastoral Support Manager/Pastoral Director at any time. In addition to this, the College offers a free counselling service four days a week through Relate and Talking Therapies (17+ years) through Dorking Health Care. Details of how to contact these services and where else to get support (including online), are displayed around the College. More information is available [here](#).

### **8.2 Safeguarding**

8.2.1 The College has a legal duty to have a Safeguarding Policy and procedures in place. These are available on the College's website. These are to ensure the safety of all our students, who are still seen as children in law. If a student has serious concerns about either their own or another young person's safety, whether it is physical or mental, they should talk to one of the Safeguarding Team or e mail [safeguarding@reigate.ac.uk](mailto:safeguarding@reigate.ac.uk). Students can find details of the team in all classrooms and large social areas around the College. More information on support and welfare is available [here](#). Additional advice from Surrey County Council is available here: [www.surreycc.gov.uk/children/support-and-advice/families/support-and-advice](http://www.surreycc.gov.uk/children/support-and-advice/families/support-and-advice).

### **8.3 Learning Support Department**

8.3.1 The College is committed to providing support for any students who are experiencing difficulties with their course. Most courses have additional Plus classes, which they can use to support students. Students can also

get help on an ad hoc basis by popping into the Learning Support Department (Student Support Hub – upstairs in the Priory Building). An assessment is available to any student who thinks they have a learning need. More information is available [here](#).

- 8.3.2 To further encourage and support independent learning skills, students can be timetabled for a session of Directed Study at the College. This is designed to aid students who would benefit from a more structured, timetabled study session to complete assignments and homework. More information is available [here](#).

## **9 Independent Learning Centre (ILC)**

9.1 The ILC is a spacious, modern, air-conditioned purpose-built facility, equipped with over 250 computers and laptops, as well as quiet working spaces to support students' independent learning. The ILC also has printers, scanners, laptops, access to media resources, a range of essential study aids including key textbooks, subject specific journals and educational magazines to provide opportunities for broader academic research, essential university research resources and access to a range of online and digital resources to enhance their individual study programmes.

9.2 To maintain such a productive and supportive learning environment for all students, the ILC is a silent working area, where food and drink consumption is prohibited. Electronic music devices are allowed, provided they are used with headphones and do not disturb others and mobile phone calls must be taken outside. Finally, the ILC computers are for College related educational purposes only. Usage is monitored and violations are subject disciplinary procedures.

## **10 Clubs and activities**

10.1 All students take part in the Activities and Wellbeing Programme. The aim is to broaden their interest, develop their confidence and maintain the sense of community that is such an important part of the Reigate College 'experience'. Students will record their individual progress via the My Personal Development (MyPD) dashboard which will be covered in Tutorial. Over 60 activities are available free of charge each week. For more information about the programme, please visit our [website](#).

## **11 Curriculum**

11.1 Students in the Lower and Upper Sixth will study the equivalent of three A Levels at Level 3. Intermediate students will study the equivalent of four GCSEs at Level 2. The Government require students who have not achieved grade 4 or above in GCSE Mathematics and/or English Language to retake this at College until they pass it at that level. This is likely to be on top of their main programme of study at Level 3.

## 11.2 242+

11.2.1 The College curriculum follows its 242+ model, which is designed to develop the independent learning skills required for success at Level 3 and progression to university, apprenticeship and employment. The 242+ is broken down as follows:

Component	Explanation	Example
2	2 hours of Structured Learning	Weekly tasks that are set on Teams including pre-work, research and revision
4	4 hours of in-class lessons	Weekly lessons
2	2 hours of homework	Weekly tasks that include assessments and consolidation work
+	Additional support	Plus classes, Learner Improvement Programme, Mentoring etc

11.2.2 For more information about how the 242+ model works, please see [Reigate College Timetable - Reigate College](#).

## 12 Useful links

<https://swgfl.org.uk/resources/a-guide-to-facebook-s-family-of-apps-for-schools>

<https://swgfl.org.uk/resources/a-guide-to-facebook-s-family-of-apps-for-schools>

<https://saferinternet.org.uk/guide-and-resource/parents-and-carers>

<https://saferinternet.org.uk/guide-and-resource/parents-and-carers>

<https://www.surreycc.gov.uk/children/support-and-advice/families/support-and-advice>

<https://www.surreycc.gov.uk/children/support-and-advice/families/support-and-advice>

## **Appendix A: Student Responsibilities and Expectations Updated**

### **Induction of students**

All new students will receive:

- Instructions on how to access the College IT systems and on line safety, their College email and OneDrive
- An introduction to the College and their chosen programme of study
- Information on Learning Support and how to access what is needed
- Access to the Independent Learning Centre (ILC)

### **Student learning and support**

All students will be provided with:

- A handbook detailing the course available on the department Teams page. This will contain the course details, assessment methods and any coursework deadlines, as well as other useful information, such as reading links
- Opportunities to experience a variety of teaching and learning strategies
- The opportunity to access workshop provision and individual learning support, including support for those for whom English is a second language
- The opportunity to access a counselling service
- The opportunity to use IT facilities and online virtual learning environment, Teams
- Advice on progression routes from all courses and the opportunity of a careers interview
- Activities and various programmes to allow individual students to enhance their learning programme and showcase their individual skills

### **Assessment**

All students will:

- Be informed at the beginning of their course of its assessment structure
- Be regularly set homework, which will be promptly marked and returned
- Be assessed regularly and at the end of their course, through a grading system or testing of competence
- Regularly receive an Interim Assessment Report
- Have the opportunity to attend a consultation meeting with staff with their parents/guardians each year
- Undertake a number of key assessments for A Level courses. This may take the form of a test, a significant piece of homework or an examination section of the course. The purpose of this is to help the College and the student to monitor their progress in relation to their target grade
- Be required to adhere to all deadlines set

## Accommodation

Students will have appropriate access to:

- The full range of facilities within the College
- A clean working environment, the maintenance of which is a shared responsibility

## College Expectations from Students

Students have chosen to come to the College to improve and build upon their academic qualifications. For this to become a reality, students will need to work effectively, with commitment and interest, throughout their course. It is important that the best environment is created for this to be achieved and that students are encouraged to reach their potential. The College strives to create a real community in which each person is valued, both students and members of staff, and in which there is respect for the rights and feelings of others

The College's expectations of students are given in the **Students' Code of Conduct**, which is issued when students enrol at College and can be viewed on the Student and Parent Portal. It provides the foundation on which the community will grow. The associated **Disciplinary Procedures** are also issued to students at enrolment so that they are fully aware of the repercussions of choosing to behave in a way which goes against the Code of Conduct. Some of the key points in the Code of Conduct are summarised in Appendix B.

## Appendix B: Students' Code of Conduct Summary

### Introduction

The Student Code of Conduct aims to protect the rights of students, staff and the local community. Everyone in the College should share and adhere to the following College Values:

- Rights
- Respect
- Responsibility

### Rights

- Everyone has the right to feel safe
- Everyone has the right to be treated with respect upholding the principles of the Equality Policy and the Anti-Bullying and Harassment Policy
- Everyone has the right to an education. Behaviour that inhibits others' education is not permitted

### Respect

- Everyone is expected to behave in an adult manner whilst at College, travelling to and from College or whilst engaged in any College activity
- Everyone is expected to behave in a respectful and considerate manner towards staff, students and the local community and should always uphold and maintain the reputation of the College
- All members of the College community should treat College premises, facilities and equipment with respect

### Responsibility

- Everyone has a responsibility to the College, the College community and themselves. It is expected that everyone should be ready to engage with College activities by:
  - Maintaining a high level of attendance (over 95%)
  - Being punctual
  - When using Social media in or out of College respect the rights of others, be kind and respectful and protect and promote the reputation of the College and its student and staff community. Students must not share images and/or text without consent of the sender
- All students should be prepared for lessons by:
  - Bringing the appropriate resources to lessons
  - Completing all work set (Structured Learning, Homework and classwork) to the best of their ability and in a timely manner
  - Ensuring that all work completed and submitted is their own and not plagiarised

- Ensuring mobile phones are turned off and out of sight in lessons, unless instructed otherwise by a member of staff
- Food and drink, other than bottled water, is not permitted in classrooms or the ILC
- Students are required to wear their College identity card and lanyard at all times when they are on the College site or on an off-site College activity

Any breach of the above will be dealt with as per the disciplinary procedures in this Code of Conduct.

## Appendix C: Key Guidelines for Students

### 1 General behaviour

1.1 Students should behave as adults in a workplace

### 2 Attendance and punctuality

2.1 Poor attendance is the single most common reason for students underachieving or failing to complete their course. High standards of punctuality are also expected, as they would be for employment and higher education. Employment references will contain details of the student's attendance and punctuality.

2.2 Each half term, an attendance and punctuality check are undertaken. Students with attendance and/or punctuality below the expected 95% actual attendance and/or punctuality and adjusted attendance and/or punctuality (which incorporates authorised absences and/or lateness), will be issued with a Stage warning. [College Policies - Reigate College](#). Registers are taken for each timetabled activity and a student whose attendance or punctuality is unsatisfactory will be referred to his/her Tutor or the relevant Head of Department. If there is no improvement, the student will be referred to their senior Pastoral Manager and be subject to enhanced monitoring procedures.

**2.3 Regular sickness absences which are unsupported by medical documentation will not be accepted as a good reason for absence and such absences will count against the student's attendance.**

**2.4 A student will be deemed to be late if they arrive after the lesson's published start time.** If late, the student should knock on the classroom door and wait outside the room until they are asked to enter. If a student is persistently late, they may: (i) be referred to the Pastoral Manager (ii) be refused entry to the lesson.

2.5 Students who drive to College should note that an inability to find a parking space will not be accepted as an adequate reason for lateness.

### 3 Exam fee entries

3.1 If a student falls below 95% actual attendance/punctuality and 95% adjusted attendance/punctuality (which takes into consideration authorised absences) on two consecutive attendance and punctuality checks.

3.2 As attendance and punctuality is monitored holistically i.e. all courses, the charges or non-progression will be for all subjects.

- 3.3 Fee Charging – The student and the parent/guardian will be invoiced for the entry fee for the examinations as detailed in the Charging Policy. Failure to pay the charge before the exam, could result in the student being unable to sit their assessment. Also see the Colleges Work Performance and Disciplinary Policy [College Policies - Reigate College](#).
- 3.4 Non Progression – The student will immediately be removed from the course and will no longer attend lesson. A student may be offered an additional programme if one is available. Where a student has only one remain single sized subject, they would be considered to no longer have a viable programme of study and may be asked to leave college.
- 3.5 The final decision will be made by a member of the Senior Leadership Team, unless the outcome for a Lower Sixth student could result in them being asked to leave the college, in which the Principal would make the final decision.

#### **4 Part-time employment**

- 4.1 Part-time employment can provide valuable work experience and enable students to raise funds to support their studies. However, students with part-time jobs will need to ensure that they can still complete the necessary College work, whilst leaving time for extra-curricular and social activities. **Students should not undertake any more than 10 hours of paid employment per week**

#### **5 Parking**

- 5.1 There is limited parking for students on site and the College advise against driving to College. A permit must be shown if parking on site and students apply for a permit and pay £50 for the year.
- 5.2 The College wholly recommends utilising public transport to get to and from College.
- 5.3 Neighbours will readily contact the police when cars are parked inconsiderately – students should be aware of this.
- 5.4 Motorists are asked to take extreme care when dropping students off or collecting them as the site can be very congested, both with parking vehicles and pedestrians. The College car park has a set area for dropping off students during the college day. However, it is 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. Please follow the “drop off” one way system on site.

5.5 Inconsiderate, irresponsible or illegal parking in the local area is a breach of the Students' Code of Conduct and may result in exclusion.

## **6 Security on site**

**6.1 Students are required to visibly wear their Identity Card on the College provided lanyard at all times and will be expected to show it in examinations.** The ID Card also enables students to access the facilities in the Independent Learning Centre and to pay for goods in the Refectory (via MCR Pay). Identity cards will be regularly inspected. Students who persistently fail to wear their cards will be excluded from College.

6.2 All visitors, including Parents/guardians, must report to Reception and sign in on arrival. **Students should report possible intruders to a member of staff.**

6.3 Failure to visibly wear the Identity Card on the College provided lanyard may result in exclusion.

## Appendix D: The Pastoral Team

If a student needs additional pastoral support while at the College, Parents/guardians need their tutor group number and look this up in the table below to find their Pastoral Manager. Contact can be made by phoning the College or sending an email to [studentservices@reigate.ac.uk](mailto:studentservices@reigate.ac.uk).

There are support systems in place to help students with their well-being to ensure they can achieve their full potential. The first port of call is the tutor. Each student is also allocated a pastoral monitor. The details of this can be found on the [College Portal](#).

<b>Faculty</b>	<b>Name</b>	<b>Role</b>
<b>B</b>	Anne-Marie Williams	Pastoral Director
<b>B</b>	Gemma Johnson	Senior Tutor
<b>B</b>	Helen Patterson	Senior Tutor
<b>B</b>	John Sangster	Senior Tutor
<b>B</b>	Charley Corless	Pastoral Support Manager
<b>E</b>	Natalie Chescoe	Pastoral Director
<b>E</b>	Will Baker	Senior Tutor
<b>E</b>	Charlotte Groves	Senior Tutor
<b>E</b>	Matthew Phillips	Senior Tutor
<b>E</b>	Donna Poole	Pastoral Support Manager
<b>M</b>	Catherine Hawkes	Pastoral Director
<b>M</b>	Jenn Barton	Senior Tutor
<b>M</b>	Matt Cook	Senior Tutor
<b>M</b>	Katya Martins da Silva	Senior Tutor
<b>M</b>	Susie Ferguson	Pastoral Support Manager

## Appendix E: Key Contact Names

### Senior Leadership Team (SLT)

Nick Clark	Principal
Christopher Whelan	Chief Executive Officer
Ryan Bull	Deputy Principal
Melanie Pearl	Assistant Principal (Safeguarding and Interventions)
Laura MacIntyre	Assistant Principal (Curriculum and Quality)
Louis Strover	Assistant Principal (Pastoral and Progression)
Stuart Wilcox	Assistant Principal (Development and Operations)
Helen Fayers	Associate Principal (Systems and Support)

### Senior Management Team (SMT)

Chantelle Shekyls	Director of Learning (B Faculty)
Anne-Marie Williams	Pastoral Director (B Faculty)
Nicky Avery	Director of Learning (E Faculty)
Natalie Chescoe	Pastoral Director (E Faculty)
Chris Atkinson	Director of Learning (M Faculty)
Catherine Hawkes	Pastoral Director (M Faculty)
Joanna Driscoll	Director (Mental Health and Wellbeing)
Lianne Wilkinson	Director (Operations)
Ellen Walkinshaw	Director (Progression and Skills)
Garry Holmes	Director (Estates and IT)
Caroline Loughlin	Director (Personnel)
Kim Saw	Director (Finance)
Natalie Holmes	Associate Director (Careers)
Liz Sanders	Associate Director (Pathways)
Karen Gerrard	Associate Director (Marketing)
Winston Wong	Associate Director (IT Systems)

### Learning Support Staff

Deborah Center	SENCO
Robert Walton-Kinghorn	Deputy SENCO
Mel Harris	Assistant SENCO

## **Support Staff**

Jane McBride	Personal Assistant to the Principal and CEO
Emily Lloyd-Evans	Admissions Manager
Robyn Magezi	Interventions and Safeguarding Manager
Helen Weir	Student Services Manager
Madeleine Halsey/Rachel Baptiste	Student Services Officer (Attendance and Punctuality)
Sarah Larkins	Student Services Officer (Safeguarding and Interventions)
Joanne McDonald	Student Services Officer (Operations)

## **Governors**

Pat Frankland	Chair of the Reigate Learning Alliance Trustees
Spencer Bowen	Chair of Local Governing Body
Claire Tait	Governance Professional

## **Pastoral Team**

Gemma Johnson	Senior Tutor (B Faculty)
Helen Patterson	Senior Tutor (B Faculty)
John Sangster	Senior Tutor (B Faculty)
Charley Corless	Pastoral Support Manager (B Faculty)
Will Baker	Senior Tutor (E Faculty)
Charlotte Groves	Senior Tutor (E Faculty)
Matthew Phillips	Senior Tutor (E Faculty)
Donna Poole	Pastoral Support Manager (E Faculty)
Jenn Barton	Senior Tutor (M Faculty)
Matt Cook	Senior Tutor (M Faculty)
Katya Martins da Silva	Senior Tutor (M Faculty)
Susie Ferguson	Pastoral Support Manager (M Faculty)

## **Appendix F: E safety guide for parents, guardians and carers**

### **E-Safety Guide for Parents/Guardians of Students Aged 16-18**

The Internet and Social Media have become a regular part of everyday communication with others, particularly for our students. There is a multitude of social media mediums that our students use. Below is some useful information for parents/guardians.

#### ***Sexting***

One in five indecent images of children shared online, were taken by the child themselves. When people talk about sexting, they usually mean sending and receiving the following:

- Naked pictures or 'nudes'
- 'Underwear shots'
- Sexual or 'dirty pics'
- Rude text messages or videos

They can be sent or received from a friend, boyfriend, girlfriend or someone the child has met online. Sexting can easily happen. Things can go wrong – even when the student didn't mean for them to.

Sexting is covered in our Lower Sixth Tutorial Programmes. However some students are not aware of the dangers of sexting, or the legalities surrounding it.

A young person is breaking the law if they:

- Take an explicit photo or video of themselves or a friend
- Share an explicit image or video of a child, even if it's shared between children of the same age
- Possess, download or store an explicit image or video of a child, even if the child gave their permission for it to be created

Students must not 'like' or 'share' a picture they receive. This is also a criminal offence.

#### ***Useful Information***

- "Catfishing" is the name used by offenders to lure young people into harm on social media and online gaming
- Musical.ly – highly dangerous and greatly accessed by paedophiles in disguise wanting more videos of dancing
- Instagram now rated the worst app causing mental health issues

- Snapchat earns your child 'streaks'. This is a darkly ingenious way to keep your child engaged. They gain points every time they communicate and lose them if they don't reply. Snapchat is highly pervasive into the child's psyche. Snapchat also reveals where your child is located, unless it is switched to "ghost mode"
- 'Online Gaming' is a real and present threat and easily becomes an addiction

### ***Useful Apps***

- Parents can download GALLERY GUARDIAN. If you are connected to your child's phone it sends an alert of inappropriate images
- Parents can download OUR PACT an app allowing you to switch off the apps on your child's phone, and to a schedule
- Parents access CIRCLE WITH DISNEY – you can manage all devices in your home, setting time limits and turning off individual apps
- Young people can download FOREST helping them to control their own screen time. They plant a seed, and a forest grows in the app, the more time you spend on your phone less trees grow. Proving popular with young people to help focus during exam times

### ***Phones and Bedtime***

- 9 out of 10 young people are exposed to blue light just before bedtime
- 50% of teenagers are not getting enough sleep for good health and study
- Under 25s on average are likely to check their mobile phone 32 times a day
- Young people need a digital blue screen detox 90 mins BEFORE going to sleep
- 48% of youngsters check their phones having gone to bed
- 10% of young people will check their phones 10 times during the night

### ***Text or Internet Codes:***

These codes are used to send messages out quickly, hoping that most of them are not understood by supervising adults:

- **LMIRL**- let's meet in real life
- **IMEZRU** - I am easy, are you?
- **TDTM** - talk dirty to me
- **SORG**- straight or gay
- **NIFOC** - nude in front of computer
- **182** – I hate you
- **WTTP** - want to trade pictures

- **MIA** – talking about Bulimia
- **KMS** – kill myself
- **420** - marijuana
- **XTC** - ecstasy
- **MOOS** - member of the opposite sex
- **AITR** - Adult in the room
- **MOS** - mom over shoulder
- **POS** - parent over shoulder
- **PIR** - parent in room
- **PAL** - parents are listening
- **PAW** - parents are watching
- **ASLP** - Age, sex, location, picture
- **A3** - Anytime, any place, anywhere
- **COBRAS** - Come on by right after school
- **9** - Parent watching
- **99** - Parent no longer watching
- **NP** - nosy parents or no problem
- **143** - I love you
- **LOL** - Laugh out loud

**Emojis**

Emojis are being used more frequently, with similar reasons to the codes above. Here are some examples:

DECODING DRUG EMOJIS	
Cannabis	
Cocaine	
Types of drugs	
Dealing drugs	
NOS	
Purity of drugs	
MDMA/ Ecstasy	
Sexting	
Ketamine	

## ***Tik Tok***

TikTok has become one of the most popular social media apps on the planet, with 1 billion monthly active users.

Young People in particular love its short-form video focus, and it is now one of 16-19 age range's favourite tools of expression. Users do not need an account to watch videos on TikTok but if they want to like, comment, customise their feed, or create their own video content, they'll be prompted to sign up for a free account. You can find videos relating to almost all interests on TikTok from DIY tricks and makeup tutorials to gaming and sports. People are allowed to let their imagination run wild on TikTok, as there isn't really a right or wrong type of content.

You might use TikTok to pick up new skills, learn how to play an instrument or even connect with people you share interests with. Although most of the content you will find is upbeat, funny and joyful, people also use the platform to respond to political events and movements. In contrast to most of its competitors, TikTok doesn't require the user to add any information to their profile. They are issued with a user number, but whether they add a name, profile picture or any other personal information is their choice.

TikTok requires its users to be at least 13 years old. Users can receive and send private messages to any other user. Children aged 16 to 17 now have their direct messages set to 'no one' by default. This means that they will have to manually switch settings if they wish to send and receive private messages. Once this has been changed, please be aware that the young person can be contacted by a stranger.

The social media platform is famous for spawning viral challenges which are a big draw for many users. However, some of these can be dangerous. Make sure that your child knows not to try risky activities that they see on TikTok. Other

For more information, please see the link below.

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/online-safety-blog/child-safe-settings-tiktok/>

## ***ChatGPT***

The use of AI is increasing rapidly, in particular ChatGPT. Here are some considerations from parents from Childnet.

<https://www.childnet.com/blog/what-do-i-need-to-know-about-chatgpt-a-guide-for-parents-and-carers/>

### ***Advice and guidance for parents***

- Encourage dialogue with your children on Social Media etc. Remind them of the importance of their 'social footprint' i.e. if someone looked them up online, what would that person find out? – Hopefully positive info

- Discuss some of the dangers of the social media apps they are using, in particularly sharing personal information (including images) with people they do not know
- Let them teach you about the Internet, get them to show you what's cool. This will encourage them to show you what they use
- Discuss with them if they know what Sexting is, and the Law related to it
- If appropriate, use 'settings' for apps, or install parental controls
- Install a good antivirus, firewall, and anti-spyware and keep all software up to date
- Secure your wireless connections with passwords and activate network encryption from your router settings
- Set an example with your own phone/tablet/social media
- Limit screen time
- Try to keep screens in a public place – avoid them going into bedrooms
- If your child is becoming socially withdrawn and showing signs of anxiety - **ACT!**
- Agree no screens at mealtimes; no screens at bedtime
- Do not link credit/debit cards to your children's app
- LESS time on screens means less absorption of inappropriate content, advertising messages, inane celebrity gossip, bullying and sexualisation
- Screen time addiction is a recognised health condition

## Links

Online Radicalisation – parent/guardian information & support

<https://www.safe4me.co.uk/wp-content/uploads/2020/05/Parent-Guardian-Online-Radicalisation-Information-and-Support.pdf>

Thinkyouknow – advice from the National Crime Agency to stay safe online

<https://www.thinkuknow.co.uk/>

Internet Matters – helping parents and guardians to keep their children safe online

[https://www.internetmatters.org/?gclid=EAIaIQobChMIktuA5LWK2wIVRYXVCh2afg2aEAAYASAAEgIJ5vD\\_BwE](https://www.internetmatters.org/?gclid=EAIaIQobChMIktuA5LWK2wIVRYXVCh2afg2aEAAYASAAEgIJ5vD_BwE)

Parentinfo – Help and advice for families in a digital world

<https://parentinfo.org/>

LGfl - Online Safety & Safeguarding

<https://www.lgfl.net/online-safety/default.aspx>

What Parents Need to Know about Tinder

<https://nationalonlinesafety.com/guides/tinder>