



Monday 20 October 2025

## Welcome

*Now that students have completed their first half term at the College, I hope they have settled well into college life. The first interim report will give them—and you, as their parents or guardians—a clear indication of the progress they are making. Between half term and the Christmas break, the College Community team will be running a range of events and activities to help students get involved, have fun, and support a number of worthwhile charities.*

*Nick Clark, Principal*

## Interim Reports

The first interim report will be available from 5pm tonight (Monday 20 October). You can access the report by logging onto the [Portal](#), clicking 'My Data' and 'Interim Report'. Interim reports will be produced five times this year and provide a snapshot of student progress, including:

- **Attitude & Behaviour to Learning** – Each subject is graded 4–1 (4 = Excellent, 1 = Unacceptable) across three areas: Independence, Class Ethic, and Deadlines. An average score is calculated for each subject.
- **Attendance** – Actual Attendance shows the % of lessons attended; Adjusted Attendance accounts for authorised absences.
- **Key Assessment** – This is the grade from the most substantial assessment this half term.
- **National Calculated Grade** – Predicted grade based on prior achievement and national data from the Department for Education.
- **Feedback & Action** – Students set actions to improve based on teacher feedback.

The [video in this link](#) explains our interim reports. Full details can also be found [here](#). We strongly recommend that all parents/guardians either watch the video or read the guidance to fully understand the report.

# Lockdown

On Thursday 18 September, the College carried out a successful lockdown drill for Lower Sixth students, following a similar exercise for Upper Sixth students last year. The purpose of the drill was to ensure all students and staff understand the correct procedures in the unlikely event of a lockdown, such as if there were an intruder or other safety threat on site. This forms part of the College's responsibilities under Martyn's Law, designed to help keep everyone safe. We would also like parents and carers to be aware of how the College would respond and communicate in such circumstances. In the event of a lockdown, and where appropriate, parents, guardians and carers would be notified by text, and information would be published on the College website. Depending on the situation, details may be limited at first, but updates will be provided as soon as it is safe to do so. We understand that such situations can cause concern, but it is vital that parents and carers do not come to the College during a lockdown, as this could endanger themselves and others and disrupt the emergency response.

# Student Wellbeing

All students can request support through their portal if they need support with their wellbeing. From here, they can access a variety of services in college such as wellbeing mentoring, counselling and support from their pastoral manager. If any student is unsure about support, please ask them to speak to their tutor.

We are aware that students may also struggle when they are not in college. Just a reminder that parents/guardians can access the NHS 24/7 emotional wellbeing and crisis line on 0800 915 4644. This support is available year-round, including holidays.

# Reporting Absence

The quickest and easiest way for parents to record a full day absence is through the [Portal](#). This avoids the need to compose emails or contact us via telephone. It also means the absence is logged in real time. To record a full day absence, due to illness or a university visit, log into the Parent Portal before 8.30am on the day of absence and select 'Student Data' and then 'Absence Notification'. The only time the College needs to be contacted by e-mail or telephone is if the absence does not meet this criteria.

# Review meetings

There will be an opportunity for parents and students to discuss their progress at a Review Meeting on 15 and 16 December with their teachers via a videocall using SchoolCloud. Instructions about booking appointments will be emailed to you nearer the time. The focus of these meetings will be target setting for improvement, which the students will have contributed to beforehand. If a parent requires an interpreter for these meetings then please contact [Student.Services@reigate.ac.uk](mailto:Student.Services@reigate.ac.uk) before 18 November.

# Timetable and Plus Classes

The college day runs from 9am to 4.15pm, Monday to Friday. Throughout the academic year students may receive additional support added to their timetable, for example Plus class, Directed Study or academic mentoring. Students are reminded to regularly check their timetables on the portal, this is also visible to parents.

Many students study at least one BTEC course that comprise of a mixture of coursework and examination units. In order to support students with the examination component of their course, from January a number of BTEC courses will have an additional Plus class. This one-hour session per week will be examination-focused and provide additional time for learners to develop the skills and techniques they need to perform well in their BTEC exams in the summer.

To allow us to provide the best possible support to students they are reminded that all lessons are compulsory and any part time work, or regular appointments, should be organised outside of college hours.

## Progression into Upper Sixth

All Level 3 students are enrolled on a two-year programme leading to A Level and/or A Level equivalent qualification. A student following A Level or equivalent qualifications will be guaranteed progression to the second year of the courses if they meet a number of criteria. Please review the document on the college website, [Progression Policy – Level 3](#)

## Work experience

A reminder that all students at Reigate College need to undertake at least one day of **in person** work experience during their lower sixth. All students are attending a meeting in the Rispoli theatre about how to go about finding and logging their work experience. Where possible experiences should be arranged around the students' college timetable, in the holidays or during work experience week, which is 6-10 July 2026.

If students need any help with organising Work Experience they can visit Careers in Po7 any day between 11am-3pm

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 [workexperience@reigate.ac.uk](mailto:workexperience@reigate.ac.uk).

### The Careers bulletin

We encourage parents, as well as students, to look at our weekly Careers bulletin, which is emailed to students every Tuesday and can be viewed on our website – [Reigate College Careers Bulletin](#).

# Gratitude Week

Starting 8 December, the College will hold festive activities, including music performances and other fun around campus. Leading up to this, all Lower Sixth students will create a Christmas Gift Bag in their tutor group which will be given to an elderly person from the Age Concern Centre in Merstham. This campaign, running for 7 years, brings joy to many residents at Christmas.

Students should bring donations to their tutorial sessions in December or to Community Day on 4 December 2025, to complete the gift bags. Suggested items include soap or shower gel, socks or gloves, chocolates, sweets, a 2026 calendar, hand lotion, aftershave, talc, hankies, puzzles, stationery, blankets, or books.

## College Deposit Scheme

Please ensure that you have paid the refundable College Deposit (£75) to enable your young person to borrow textbooks, library books and equipment, such as laptops, to support their chosen courses. The deposit should be paid via Reigate College Portal and will be returned when your young person leaves College and all items are returned to us in good condition. Any parent/guardian not able to meet this requirement is welcome to apply for a College Bursary - for more information please visit <https://www.reigate.ac.uk/admissions/finance-and-travel/>

## Parent Reminder – Reigate College

All key parent information is available on the **Parents' Page** of our website, including:

- **Reigate Portal (PIP):** View timetables, attendance, reports, exam details, and make payments or bookings. Use '*Reset Password*' if needed.
- **Absence Reporting:** Guidance on notifying the College about illness, appointments, or visits.
- **Communications & Bulletins:** Access current and past updates.
- **Support & Welfare:** Details of wellbeing and pastoral care.
- **Careers & Progression:** Information on careers support, UCAS, and employer events.
- **Publications & Policies:** Handbooks, newsletters, and College policies.

Please **bookmark and check the Parents' Page regularly** for the latest updates and guidance.

If you're unsure or need help, start by visiting the website.

## Reduced Fare Bus Travel

For students living in the Horley area, travelling between zones on the Metrobus routes incurs additional costs. We have been informed of a new category of fares called Horley student Metrovoyager on the Metrobus app which are 36% cheaper than the Adult Metrovoyager tickets. To take advantage of these fares students will need to validate they are a Reigate College student using their student ID, through the Metrobus app. Tickets can be found in the Metrovoyager – Student section of the Metrobus app.

For individual journeys, it is still cheaper to travel using the Surrey LINK 16-20 card, but the 30 day and 13-week options through the new fares are cheaper per day (if travelling 5 days a week) and there are also some further benefits to these fares:

- The Metrovoyager tickets offer unlimited travel (while the ticket is valid) in all Metrobus zones and also on the Brighton and Hove buses network.
- There are daily, weekly, 30 day and three-month tickets available.

## Diary dates

| What   | When  | Details   |
|--|---|---|
| Half Term  | Monday 27 October to Friday 31 October      |   |
| Hot Feet 2025                                    | Tuesday 2 December and Wednesday 3 December | 7pm in Rispoli Theatre<br>Tickets will be available via the website                 |
| Community Day 2 – on-line safety                 | Thursday 4 December                         |   |
| Winter Concert 2025                              | Wednesday 10 December                       | Rispoli Theatre<br>Evening performance<br>Tickets will be available via the website |
| Review Day 1                                     | Monday 15 December                          | Staff available for consultation.<br>Details to follow                              |
| Review Day 2                                     | Tuesday 16 December                         | Staff available for consultation.<br>Details to follow                              |
| Start of Christmas Holidays for students (INSET) | Wednesday 17 December                       |   |
| Structured Learning Day 2                        | Thursday 18 December                        | Students study independently at home  |
| Last day for staff                               | Friday 19 December                          |   |
| Start of Spring Term                             | Monday 5 January                            |   |