



Monday 20 October 2025

## Welcome

*Now that students have completed their first half term at the College, I hope they have settled back into college life and continued their positive routines for completing their Structured Learning and homework. 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 upper sixth interim report will be available from 5pm tonight (Monday 20 October) on the Portal. For additional security of this information, we will no longer be emailing the report. Instead, you can access the report by logging onto the [Portal](#), clicking 'My Data' and 'Interim Report'. Interim reports will be produced four 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.
- **UCAS Predicted Grade:** For details of how this grade is calculated, see the 'Predicted Grade Policy' on the Reigate College Website..
- **Feedback & Action** – Students set actions to improve based on teacher feedback.

There have been some slight changes to the reports this year and the [video in this link](#) explains this. 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

During the winter term, we know students may struggle with their wellbeing. All students can request support through their portal and 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.

# 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.

# 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.

# Careers

The College UCAS deadline Deadline for 10 working day turnaround of applications is Monday 3 November and the deadline for all other accurately completed applications; in order to be guaranteed to meet the UCAS January deadline is Thursday 27 November.

All students have been e mailed the Student UCAS guide which is also available for parents to view on the website: [Student UCAS Guide](#). Slides from the Parent Zoom meeting that was held in September also on the website: [Parent UCAS meeting 2025](#). 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.

Personal Statement Feedback Sessions are being run in Careers (in P007), and will be run up until and including the week beginning 24 November on Tuesdays and Thursdays 1.00 - 1.45pm

Students applying for apprenticeships or other employment can get feedback on their CVs or applications in P07 any day between 11am-3pm

## Gratitude Week

During the week starting 8 December, the College will hold festive activities, including music performances and other fun around campus. Leading up to this, all Upper Sixth students will collect donations for the local charities Loveworks Food Bank and Stripey Stork, which supports young children in the area with essential equipment and clothing. This campaign, running for 7 years, has made a real difference to the local community. Students should bring their donations to the tutorial session of the week beginning 8 December. Loveworks urgently needs tinned meat meals, casseroles, vegetables, and fruit. Stripey Stork is collecting essential equipment and clothing for children. For more information, see [Stripey Stork](#).

## College Deposit Scheme

Please ensure that if your young person was granted a College Bursary last year (2023-24), you reapply for this year (2024-25). If your financial circumstances have changed and you are unlikely to qualify for a second bursary, the refundable College Deposit (£75) should be paid via Reigate College Portal. This deposit will be returned to you when your young person leaves College and all items are returned to us in good condition. For further information please visit <https://www.reigate.ac.uk/admissions/finance-and-travel/>

## 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.

## 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.

## 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 Tickets will be available via the website
Community Day 2 Lower students	Tuesday 4 December	Students study independently at home
Winter Concert 2025	Wednesday 10 December	Rispoli Theatre Evening performance Tickets will be available via the website
Review Day 1	Monday 15 December	Staff available for consultation. Details to follow
Review Day 2	Tuesday 16 December	Staff available for consultation. 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	