



Tuesday 8 September 2026

Welcome

A very warm welcome to you as parents of our new Lower Sixth students. Firstly, I hope your young person soon settles into 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 very quickly. Please do let the Tutor or class teachers know of any issues 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 Portal:** 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:** We will send five further bulletins throughout the year alongside the release of interim reports, containing general updates and important information. Anything relating specifically to your young person, or particularly important or time-sensitive information, will be sent separately by email.
- **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.
- **Permissions:** The College Portal includes a page where parents can view and manage their current communication and consent preferences. Please use this page if you wish to make any changes to these preferences.

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, 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 most 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 9 September at 6.00 pm** and must be submitted by **Thursday 24 September at 10.00 am** 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
- Once a change has been requested and processed, it may not be possible to reverse it. Students must therefore be absolutely sure they want to make the change before submitting their request.

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.

New Parents Webinar

If you were unable to attend the New Parent Webinar on Monday 7 September, [click here](#) to view the presentation, which is available on the website.

Parent Pick Up & Drop Off

While parents who need to be drop off their young person at College can use the **Rushworth Road main entrance to College**, we strongly encourage parents and carers to use one of the many public parking options in Reigate. These are within a short walk of the College and are generally a much easier option for both drop-off and collection, particularly at busy times. There is no access for this is available via Castlefield Road.

The College drop-off point is clearly signposted as you enter the site, and Estates/Security staff will be on duty during peak times to assist with traffic movement. Please adhere to the displayed speed limits, as there is significant pedestrian traffic during these periods.

Pick-up at the end of the day is not available on site due to the congestion it causes both in College and on Rushworth Road.

We politely ask that parents and carers **do not use The Range car park** for drop-off or collection, as this is private property reserved for their customers. The Range may issue parking fines to vehicles using the car park inappropriately.

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.
- **Counsellor** – available in college or on-line.

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

Fresher's Party

We are excited to announce that this year's Fresher's Event will take place on Thursday 24 September 2026, from 7.00 – 10.30pm at Reigate College. Tickets will go on sale at 11.15 am on Thursday 10 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 16 September** at **5.30 pm**. 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](#)

Community Day 1

Throughout the year, we run a number of Community Days, designed to help students settle into College life and explore a range of important topics relevant to young people. We have our first community day Thursday 17 September and there will be no normal subject lessons on this day. Information on where the students need to go on the day will be sent separately to the students directly. It will be a full day 9.00 am – 4.00 pm.

The theme of the day is Online and personal safety. Students will be exploring how to keep themselves safe online, personal safety and where to get support. The day is compulsory and covers core curriculum content for all Lower students.

Careers

The College's Careers department is situated on the ground floor of the Priory building. The College's [Careers Programme](#) can be viewed on the College website. The department produces a regular Careers 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 8 October, 6:00 - 7.00 pm. 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 careers@reigate.ac.uk.

Diary dates

What	When	Details
Duke of Edinburgh Information	Wednesday 16 September	5.30 – 6.30pm
Community Day One	Thursday 17 September	
Freshers Party	Thursday 24 September	
Open Evening 1	Tuesday 29 September	College finishes at 3.45pm
Open Evening 2	Thursday 1 October	College finishes at 3.45pm
Structured Learning Day 1	Friday 2 October	Students study independently at home
Open Evening 3	Monday 5 October	College finishes at 3.45pm
Welcome to Careers	Thursday 8 October	Webinar for new parents and carers at 6.00 pm
Half Term	Monday 19 Oct – Friday 30 October	