



Dear Parents and Students,

Another busy academic year is drawing to a close. Staff and students have worked very hard and I hope that exam results do justice to them. At college work is about to begin on an upgrade of the college Canteen area and our building contractors will be trying to get everything ready for September. I hope students will bear with us if there is still some snagging to do, as the work is on a very tight schedule. We also have work to do in Food & Nutrition, where Sally Miller's kitchen will also be getting a make-over.

Students will be returning to a new timetable structure, with a college day from 8.45 am until 4.15 pm. This enables us to move to a 7-block timetable which should help the smooth running of the college.

New ID badges and lanyards will be issued to all students in September. We must insist that students **wear** their ID at college. This is very important as we need to be able to identify members of the college for their own safety and since we do not impose uniforms, we do need to have a means to keep the site safe from intruders. **Students are required therefore to wear their ID.**

We are very proud to have had our first SFBac Awards Ceremony for Level 2 students this year. As Level 3 students on 2-year programmes will gain their awards next year, they should be thinking about using their wider experience and activities in their UCAS statements to show universities what talented and versatile students they are

#### **COLLEGE & LRC HOLIDAY OPENING TIMES**

The college will be open, with limited access, over the holiday. Opening hours are 8.30 am to 4.00 pm Monday to Thursday, and 8.30 am to 3.30 pm on Friday. All **staff and students** coming in to the college over this time **MUST** sign in at the main college Reception (except for students on the designated results days).

The **Learning Resource Centre** will be open daily throughout the holidays from 9.30 am to 4.00 pm.

#### **EXAM RESULTS**

Students have received details for collecting their results in August. Results will only be released to students on production of their college ID card, passport or photo ID driving licence, as proof of identity. We **WILL NOT** release results to family or friends. Individual exam boards are not issuing

results slips this year, but the college is producing a **Certificate of Results**, outlining overall achievement and showing the module results for the summer series, along with grade boundaries.

**A and AS results** will be released on **Thursday, 18<sup>th</sup> August**. Students with **exam numbers 0001-6999** (mostly 2A students) can collect their Certificate of Results between **9.00 am and 11.00 am** from the **SPORTS HALL**. Students with exam numbers **7000-9999** (mostly 1A students) can collect their Certificate of Results between **9.00 am and 11.00 am** from the **DUCKERING HALL**. It is expected that results will be available on the college web, via "**My Progress**", earlier in the morning on 18<sup>th</sup> August, from approximately 7.00 am.

**GCSE Results** are due at college on **Thursday, 25<sup>th</sup> August**, and students will be able to collect these from the college **Reception** between **12.00 noon and 2.00 pm** on that day.

It is now college policy **not** to automatically post out exam results which have not been collected in person, and these will be filed at the college. However, students have had the opportunity to provide a stamped, addressed envelope if they would like their results posting. Under no circumstances will results be given over the telephone.

If a student does not collect their results on the published date, and has not completed an envelope, the Certificate of Results can be collected from the Student Enquiry Desk between 10.00 am and 3.00 pm daily from Monday, 5<sup>th</sup> September.

#### **PARENT GOVERNOR**

Following the recent Parent Governor Election, **Mrs Sarah Wilks**, was elected unopposed for a two-year term of office. A big 'thank you' to **Simon van der Borgh**, who has finished his term of office as Parent Governor and Chairman of the Collyer's Association, for his hard work and support of the college – we wish him well as he settles to a new job in Australia.

#### **ENROLMENT**

Enrolment interviews for all students will take place on **Tuesday, 30<sup>th</sup>, Wednesday, 31<sup>st</sup> August or Thursday, 1<sup>st</sup> September**. 1<sup>st</sup> year students progressing into the 2<sup>nd</sup> year will have been given their interview time by their tutor during the last week of the summer term.

## STAFF NEWS

**Roger Raymond** (Business Studies) has been elected unopposed as the Staff Governor for a term of four years from September. Thanks to **Ed Tattersall** (Classical Civilisation) for his four years in this role. Leavers this term have included: **Gill McMahon** (Cashier); **Guy Hopkinson** (History); **Diana Page** (English); **Rebecca Clark** (Child Care); **Matt Simpson** (Sport & PE); and **Fred Wilson** (Business Studies). **Jenny Bailey** completes her maternity cover in English, and **Geoff Brittain** and **Anna Altobelle** on the Premises team are both due to retire. The following staff are joining us in the autumn term: **Carol Stalley** (Child Care); **Laura Willis** (Sport & PE); **Ellen Bateman** (Business Studies); and **Emma Hawkins** (History). **Jemma Keen** has joined as maternity cover in Travel & Tourism.

## STUDENT GOVERNORS

We have recently appointed two student Governors for the coming academic year – **Aqsa Rafiq** and **Jennifer Simmonds**. We say thank you to **Harry Underwood** and **Anastasios Vourexakis**, who have just finished their year in office and we wish them both well in the future.

## STUDENT ABSENCE LINE

If a student is absent from college, e.g. due to sickness, it is important that they, or a parent, telephone the **student absence line** on **(01403) 216528** to report the absence.

## COLLYER'S ASSOCIATION

The Association's **Committee** comprises staff, student and parent representatives and raises money to benefit the wider student community. The Committee allocates money raised and, among other things, provide prizes for the annual Challenge of Management event, funds Alcohol Abuse lectures for first year students, and support for the Yearbook. Applications are invited on an annual basis for the Collyer's Association Bursary Scheme and details are published in the weekly college bulletin when the application process is launched for the next academic year. The Bursary awards this year went to **Lucy Martlew** volunteering to help support young children in an orphanage in Romania; **Scott Bratt** volunteering with "Projects Abroad" in Ghana providing football coaching and **Becky Abbott** volunteering in Kenya raising awareness of HIV and sexual health within rural communities. Support was also given to **Guntur Dwiarmein**, who is currently the Senior UK Champion in Tae Kwon-do, to enable him to enter qualifying competitions for the European and World Championship taking place later this year.

The AGM of the Collyer's Association takes place at 4.30 p.m. on **Tuesday, 11<sup>th</sup> October**. If any parent feels they would like to get involved, there will be further details issued early in the new term. Current committee members will also be available at the **New Parents Evenings** on **21<sup>st</sup> and 22<sup>nd</sup>**

**September**, and there will be an opportunity to chat to them at this time.

The winners of the **300 Club** during this term have been:

**Apr** – Mrs B Riley; Ms H Miller and Mrs D Chappell

**May** – Mrs C Jones; Mrs E Eves and Dr R Harris

**Jun** – Ms J Roch; Mrs A Jackson and Mrs L McDowell

**Jul** – Mrs D Chapman; Mrs C Love and Mrs M O'Dell

## STUDENT ACTIVITIES

Limited trips take place during most of this term due to revision time and exams, but recently trips have included: **Malta** (Biology); **New Designers Show** (Art & Design); **Santorini** (Geology); **Portsmouth & the Spinnaker Tower, Bosham Harbour and Nymans Gardens** (Photography); **Surrey University** (ICT), **Berlin and Amsterdam** (Product Design); and various trips to **Chesworth Farm for Transect sampling** (Biology).

The **Science and Maths Careers Conference** in July is expecting over 40 speakers from all over the scientific and engineering community to attend during the day.

The annual **Challenge of Management** event again takes place at the Holbrook Club in Horsham. This involves a full day of events, talks, competitions and challenges to test out new skills in team building, leadership and presentation. Advisors from the travel industry, financial services and the local newspaper come along and help the teams. Around 100 students and 10 advisors are involved, and we have much positive feedback from the day.



**Law** are running a **CSI event** again this year, in conjunction with the Education Business Partnership. It will be a 2-day event, culminating in a mock trial to be held at the Horsham Magistrates Court. Legal professionals are on hand to advise, and using a real courtroom will inject a sense of drama to proceedings!

Three students won prizes in the recent Town Twinning Association essay competition – **Rachel Fletcher**, **Natalie Menzies** and **Mark Chesters**. **Rachel** also won first prize in the international Circero Classics competition for her Latin translation, and we now hold a silver cup for a year. **Hannah Baldwin** was also commended for her essay in the Cultural Test.

Thirteen students enjoyed national success at the **British Biology Olympiad** earlier this year and were recently presented with their certificates by the Principal. **Thomas Jackson**, **Francesca McDowell**, **Fiona Watt**, **Cullum Findlay**, **Natasha**

**Foote, Wui Lam Chan, Evie Button, Mohamed Alsaffar, Cullum Stayton, Jessica Martin, Abigail Pollard, Gloria Singleton and Christopher King.**

The college played host to 16 **Spanish** exchange students from our partner school in **Hellin, Cristobal Lozano**, and took part in lessons and trips over their five days here.

#### **COLLEGE COUNCIL**

The **Prom** this year took place at South Lodge in Lower Beeding. 80 students dressed in their finest “gear” and danced the night away in luxurious surroundings. A new team of four College Council officers are in place, following the elections in May – **Ben Balla-Muir** (Chair), **Ellie Huddleston, Charlotte Inge** and **Elliott Robson** (Vice Chairs). Their role includes assisting at Welcome Day and Freshers’ Week where they sell NUS discount cards, organising the Rag Event in October and generally promoting the sense of community within the college. Thanks go to the outgoing team of officers – **Tamsin Loft, Owen Davies, Matt Gaffar** and **Jessica Ayling** – for their help and enthusiasm over the last year.

#### **ADULT LEARNING**

Adult Learning continues to offer progression for sixth form students and the local community, including Access to Higher Education, Apprenticeships, Adult Education in the evenings and Advice on careers. The Adult Learning team will be around on results days and so please do come and find Mel Hargreaves or Joanna Duncan if students need any advice for alternative study for next year.

Starting next year, we will be providing training courses for local businesses. If you know a business who may wish to take on an apprentice or may require training for their existing staff please contact Mel Hargreaves on [mrh@collyers.ac.uk](mailto:mrh@collyers.ac.uk).

#### **Collyer’s Website**

Our external website has a “**current parents**” area, where access to **key dates** for the academic year is available, the **Student Well Being** site, as well as the **Careers & Higher Education** sites. Go to the external **website**, the **sixth form** button and then **Current Parents**. We hope you find this information useful. **Term dates** and a **calendar of events** for the current year are available on the **Events** area of the website and we hope this will assist in avoiding student absences, particularly due to holidays during term time, which affect their progress.

#### **HEALTH & SAFETY**

New First Aid provision will be in place for next term. First Aid information posters will be displayed in all teaching rooms and other locations. Information on who to contact for first aid and what to do if a student is feeling unwell will be highlighted

on the poster. This information will be explained to students by their tutor at induction. The recently installed hand hygiene sanitation units have proved popular and we would encourage their use as an aid to good personal hygiene whilst moving around the campus. There will be an opportunity to take part in the annual blood donation session in the autumn term, and information will be available in advance, along with the opportunity to book a slot. Plans are underway for improvements in the Quad and to walkways around the college. These will enhance safety and improve disabled access. Finally a reminder, if a student has any concerns or observations with regards to Health & Safety they should tell their tutor, or the Health & Safety Officer, Martin Emery, via [mje@collyers.ac.uk](mailto:mje@collyers.ac.uk).

May I remind all students and their parents that the college is a **NO SMOKING** campus. This includes the immediate vicinity around the college. It is illegal to sell cigarettes to under 18’s, and our expectation is that **students do not come to college with cigarettes in their possession**. This ensures that we can keep the environment safe and healthy.

As we are a town centre site with nearby neighbours, we do ask students **to be considerate of residents** and not to gather where they may be on private property, don’t drop litter and be courteous in their behaviour to others. **I would ask parents to support us in these endeavours**.



#### **CAR PARK MANAGEMENT FROM JANUARY 2011**

With the planned change in law regarding clamping on private property, we have reviewed our car park management procedure. Clearly we still have to have the means to ensure parking requirements are enforced, and to this end, we have adopted the **Parking Charge Notice** method of enforcement. On site staff will monitor and record offending vehicles and warning notices will be issued. An external company will be instructed to take action in the event of continual mis-use of the parking facilities at college by motorists. The company will issue the PCN from information held on the DVLA data base and this method of enforcement is supported by contractual law and the law of trespass.

#### **KEY DATES**

There is a **list of key dates** for **2011/2012** on the back page of this newsletter.

**WITH BEST WISHES  
FOR AN ENJOYABLE  
SUMMER BREAK FROM  
THE PRINCIPAL AND  
STAFF AT COLLYER’S**

