



**COLLYER'S**  
Founded in 1532

**ENROLMENT  
HANDBOOK  
2021**

## **GOT YOUR RESULTS?**

Changes to programmes after Welcome Day can only be made at Enrolment, when Enrolment Advisers, academic staff and Heads of House will be in college to give advice and answer any questions. We have allowed plenty of time for this before formal lessons begin.

If there is a very urgent enquiry, THEN YOU CAN EMAIL:

**ADMISSIONS@COLLYERS.AC.UK**

**On THURSDAY 12th AUGUST\***

**\* The college is closed over the summer, but a member of the admissions team or a senior member of staff will endeavor to be in touch as soon as possible to advise. Please bear with us.**

## **Registration and Enrolment Interviews**

Enrolment takes place: **Tuesday 31st August - Monday 6<sup>th</sup> September**

You will receive notification of your Enrolment Interview date and time by email. Please see Enrolment section of this handbook for further details about the enrolment process.

Venues for enrolment are as follows (unless informed otherwise):

**REGISTRATION: Duckering Hall**

**ENROLMENT INTERVIEW: Sports Hall with an Enrolment adviser**

**SCREENING TEST\*: Library**

\*All students are asked to complete the 30 minute screening test to identify any possible support needs

You will need to bring:

**Enrolment Handbook (PDF)**

**Passport (or birth certificate)**

**All Exam Results Year 10 and Year 11**

**Record of Achievement (if relevant)**

**Pens and calculator**

**College Fund**

## WELCOME TO COLLYER'S

This Enrolment Handbook provides essential information for parents and students about:

- The College of Richard Collyer for parents
- Enrolment in September
- Your contract with the college
- Useful additional information about the college and the services offered

You need to **read the whole handbook and keep it safe**, even after enrolment, as it is a useful source of reference. **During enrolment you will create a Learning Agreement which also represents your contractual commitment to the college.** The main elements of the contract are The Importance of British Values at Collyer's, The Code of Conduct and the Curriculum Requirements.

The college will give you as much advice and help as possible during the enrolment process. If you have any questions or difficulties during enrolment please ask, in the first instance, your enrolment adviser. We very much hope your time at Collyer's will be both happy and successful and provides you with the next step in your career.

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**THE INFORMATION CONTAINED IN THIS HANDBOOK WAS CORRECT AT THE TIME OF PRODUCTION. HOWEVER, IT MAY BE NECESSARY TO MAKE CHANGES TO THE CURRICULUM OR OTHER ASPECTS OF OUR PROVISION.**

## PARENTS/CARERS

### INTRODUCTION TO THE COLLEGE OF RICHARD COLLYER FOR PARENTS/CARERS

This handbook has been produced to provide basic information about the college, which we hope, will also be of particular value to parents or carers of a student at Collyer's. Studying in a sixth form environment builds on the attitudes and commitment to work that has developed while at school. **It also introduces greater demands on students, particularly in terms of the quality and quantity of work required and the high levels of independent study.** It is to the credit of the students and their parents/carers that in most cases students cope very well with this transition. At the start of term staff will involve the students in an **induction programme** to help them settle quickly to their studies and ensure that they are aware of the full range of opportunities that are available at Collyer's.

### HOW CAN I HELP AS A PARENT/CARER?

The role that you as a parent/carer can provide in supporting your student in the sixth form changes from the previous school environment, but is no less important. For example, we do not have homework diaries that can be easily monitored, as it is essential that the students take greater responsibility for this learning. However, there are some areas in which you can, and should, play an important role.

#### 1 Supporting attendance

The level of attendance plays a crucial role in a student's success in the sixth form; the amount of material that needs to be covered in all subjects is, unsurprisingly, demanding. **Students should not miss lessons unless absolutely unavoidable**, and even then it is essential that they copy up the work, check on homework that might have been set and read round the topic so that they are happy about their level of understanding. **WE ASK THAT YOU AS PARENTS/CARERS INFORM US ON THE DAY OF ABSENCE IF POSSIBLE OR WITHIN FIVE DAYS OF THE ABSENCE. PLEASE AVOID BOOKING TERM TIME HOLIDAYS.** Key dates, including term dates, are available on the college website via the 'Current Parents' section. **Students have very important transfer examinations in May/June.** High attendance in the first year is an important part of the entry requirement for students entering the second year. If attendance drops to 80% for example, it means a student has missed the equivalent of a day a week of study. **Absence Line: 01403 216528. Absence Email: [absence@collyers.ac.uk](mailto:absence@collyers.ac.uk).**

#### 2 Keeping an eye on the amount of time being spent on private study

We recommend that students set themselves a target to spend the same amount of time studying privately as they do in class. **For a student doing three or sometimes four subjects this represents a target of 15-20 hours of private study a week, at college and/or at home.** This figure is representative for most students. Clearly there will be some times when the workload fluctuates around this average but the students are well advised to keep on top of their work rather than let it build up. There is always reading and research that can be done to expand their understanding and interest in the subjects they are taking. **The set homework is only part of the private study a student should do.**

#### 3 Monitoring the amount of time spent in part-time employment

A large number of students will be in part-time employment while they are at Collyer's. There are two important areas of advice here. **Firstly the total amount of time in employment should not exceed 12 hours a week.** National evidence, as well as our own experience, shows that results usually suffer above this level because of time management and tiredness problems. **Secondly, students should not accept part-time employment during the college day.** This is the ideal time to be studying and using the resources and facilities that we have available, and occasionally a class may need to be re-scheduled to a different lesson time.

#### 4 Communicating with the college

Please feel free to contact the personal tutor of your student at any time. We are very keen to establish positive and supportive working relations in which students, teachers, tutors and parents/carers form the four corners of a strong learning environment.

**IN ALL MATTERS TO DO WITH YOUR STUDENT'S ACADEMIC PROGRESS AND PERSONAL WELFARE, IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THEIR TUTOR IN THE FIRST INSTANCE.**

#### The College Calendar and Timetable

The term dates can be found on the final page of this handbook.

Each student's timetable is unique in the sixth form because it depends on their own subject combinations and blocking arrangements. The standard timetable is shown in the handbook and your student will be able to give you details of their own timetable on Friday 10<sup>th</sup> September, 2021.

#### Reporting and Assessment Calendar

We monitor each student's progress on a regular basis throughout their studies. This involves the usual marking of work and tests set by teachers and daily register checks for attendance. Each subject teacher produces a **PROGRESS REVIEW** for each student every half-term. This can be viewed via **the parent portal** (see below). If these suggest that action needs to be taken the teachers will advise students and you are invited to telephone or email the tutor. You also have the opportunity to talk to your student's subject teachers and tutor at **Parents' Evenings**. The schedule below outlines the key reporting dates but it may be subject to change. We will keep you informed of all key dates via our website.

In mid-September, all parents of new students are invited to attend an '**Introduction to Collyer's Evening**'.

DATE (FIRST YEAR)	EVENT	DATE (SECOND YEAR)	EVENT
September	Introduction Evenings		
October	PROGRESS REVIEW	October	PROGRESS REVIEW
November	Parents' Evening	January	PROGRESS REVIEW
January	PROGRESS REVIEW	January/February	Parents' Evenings
March	PROGRESS REVIEW	March	PROGRESS REVIEW
April	Higher Education Eves.		
July	Parents' Evenings		

PROGRESS REVIEW - Includes information on academic progress, studentship (approach to learning), attendance and punctuality  
\* NOTE: Parents' Evenings to be confirmed

#### 5. The Parent Portal

'MyStudent' enables parents or carers to access data on 'MyProgress', including attendance, examination timetable, PROGRESS REVIEWS and Action Plans. Our expectation is that all parents/carers register for this service via the college Web-Site ([www.collyers.ac.uk](http://www.collyers.ac.uk)) by choosing SixthForm/CurrentParents/MyStudent.

Register by supplying the email address that your student supplied the college with, your student's college reference number and a familiar name for display. Because at 16 students are not obliged to share personal data with others, your password for MyStudent will be sent to your student for approval and onward transmission to you.

We wish all students every success at Collyer's and hope that they enjoy the challenge of sixth form study and make the most of their talents while they are with us.

## WELCOME DAYS – MONDAY 28<sup>TH</sup>, TUESDAY 29<sup>TH</sup> AND WEDNESDAY 30<sup>TH</sup> JUNE 2021

Members of staff will be available in the following rooms:		<u>Room</u>
Applied Science BTEC	Dr A Chatten	S107
Art and Design BTEC	Mrs S Porter, Mrs A Bruford	D207
Biology	Mr M Tarvis, Mrs C Birch, Dr A Lynskey	S207, S201
Business Studies	Mr R Raymond	G103
Business BTEC	Mr I Morgan, Mrs C Ruaux	G002
Chemistry	Miss D Janus, Mrs A Cash, Mr C Brett	S109
Computer Science	Mrs H Browne	S006
Contemporary Fine Art	Mrs S McAlister, Mr I McAlister	D101
Creative Digital Media BTEC	Mr S Andrews, Mrs R Moon, Mrs A Malde	S002
Criminology	Mrs A Kirkby	M201
Dance	Mrs E Gogan, Ms H Ovens	Dance Studio
Double Maths	Miss H Page, Mr R Ettridge, Mr S Clarke, Mr J Hofmann	B006
Drama & Theatre Studies	Mr N Kendall	Memorial Hall
Design Technology – Product Design	Mr S Asher	T002
Early Years Education	Mrs R Adams, Mrs D Mollart, Mrs M Thorpe, Mrs C Stalley	R005, R006
Economics	Mr I Smith	G102
Electronics	Mr M Branfield	R203
English Lang and Lit	Mr M Beggs, Ms L Abrahams	A106
English Literature	Ms J Bailey, Mr P Abbott	A108
Environmental Science	Mr M Tarvis	S204
Film Studies	Mr J Nunns, Mr M Ramey, Mr S Andrews	J003, S002
French	Mrs M Watson	B116
Geography	Mrs K Walters, Miss N Lask	B110
Geology	Dr I Carr	J201
German	Ms K Welton	B103
Graphic Communication	Mrs A Hall	D101
Health and Social Care	Ms S Miller, Mrs C Howell	R101
History	Mrs A Mutluer, Ms E Hawkins, Ms L MacDonald	A206
Information Technology	Mr M Alexander, Mrs A Malde	L3 - S103 L2 – S103
Law	Ms J Weymouth	B102
Mathematics	Miss H Page, Mr P Mattock, Mr R Ettridge, Mr S Clarke, Mr B Miles, Mr A Taylor, Mr J Hofmann, Mr G Burchett	B202, B212
Media Studies	Mr J Nunns, Mr M Ramey, Mr S Andrews	J003, S002
Music/Music Technology	Mr D Page	D109
Photography	Mrs L Andrews, Mrs R Moon	M108
Physical Education	Mr H Packman, Mr M Simpson	Sports Hall
Physics	Mr M Horncastle	R202
Philosophy	Mr J McClelland	A106
Politics	Mr K Coomber, Mr N Cowell	Lecture Theatre
Psychology, EPQ	Miss M Newman, Dr K Chapman, Miss A Clarke, Ms L Lines	J101, J102
Sociology	Mr A Mudie	R103, R104
Spanish	Ms M Herguedas	B113
Sport BTEC L3	Mr D Watson, Mr J Burroughs	C110/MUGA
Textiles	Mrs S McAlister	D206
Travel and Tourism	Mrs N Stone, Mrs S Buchanan, Mr J Dwyer	C104

## SUBJECTS AND LEVELS AVAILABLE: SEPTEMBER 2021

January 11<sup>th</sup> 2021

### Academic

Subject	Entry requirements	Comments	Course	Body
Biology	6 6 in Combined Science + Maths 6 OR Biology 6 + another science 6 + Maths 6.		A Level	OCR
Business	4 in Maths and 4 in Eng. Lang.		A Level	AQA
Chemistry	6 6 in Combined Science + Maths 6 OR Chemistry 6 + another science 6 + Maths 6.		A Level	OCR
Computer Science	6 in Maths and 6 in Computer Science.	If no Computer Science GCSE, student must have good programming skills (to be assessed) or will be required to complete a short online course over the summer before joining.	A Level	EDUQAS / WJEC
Contemporary Fine Art	4 in Art and Design.	Grade 4 in GCSE Art and Design required. (For exceptions see Head of Art for Portfolio submission).	A Level	EDUQAS / WJEC
Dance	4 in Eng. Lang.		A Level	AQA
Design and Technology - Product Design	4 in Maths and Eng. Lang. 6 in Maths preferred if no 4 in Product Design.		A Level	AQA
Drama and Theatre	4 in Eng. Lang.		A Level	OCR
Economics	5 in Maths and 5 in Eng. Lang.	Applicants should note the emphasis on written assessment in this course.	A Level	AQA
Electronics	5 5 in Combined Science + Maths 5 OR 5 5 in two separate sciences + Maths 5.		A Level	EDUQAS / WJEC
English Language and Literature	4 in Eng. Lang. and 4 in Eng. Lit.		A Level	AQA
English Literature	4 in Eng. Lang. and 4 in Eng. Lit.		A Level	AQA
Environmental Science	4 4 in Combined Science + Maths 4 OR 4 4 in two separate sciences + Maths 4.		A Level	AQA
Film Studies	4 in Eng. Lang.		A Level	EDUQAS / WJEC
French	6 in French.		A Level	AQA

Subject	Entry requirements	Comments	Course	Body
Geography	4 in Eng. Lang and 5 in Maths. 4 in Geography (if taken).		A Level	Edexcel
Geology	5 5 in Combined Science + Maths 4 OR 5 5 in two separate sciences + Maths 4.		A Level	EDUQAS / WJEC
German	6 in German.		A Level	AQA
Graphic Communication	4 in Art and Design.		A Level	EDUQAS / WJEC
History	4 in Eng. Lang.		A Level	Edexcel
Law	5 in Eng. Lang. and 5 in Eng. Lit.		A Level	OCR
Mathematics	6 in Maths and 4 in Eng. Lang.		A Level	Edexcel
Mathematics (Further)	7 (ideally 8 or 9) in Maths and 4 in Eng. Lang.	Students complete the full Maths A-level in Year 1 taught over 2 blocks. Students progress to the Further Maths A level in Year 2 taught over 2 blocks. Students therefore achieve two A level grades.	A Level	Edexcel
Media Studies	4 in Eng. Lang.		A Level	EDUQAS / WJEC
Music	4 in Eng. Lang. plus Grade 5 Instrument and Grade 5 Theory (or equivalent).		A Level	Edexcel
Philosophy	5 in Maths and 5 in Eng. Lang.		A Level	AQA
Photography	4 in Eng. Lang. and 4 in a creative subject.	A portfolio might cover the Creative GCSE requirement, discussion required at interview.	A Level	EDUQAS / WJEC
Physical Education	4 in Eng. Lang. and 5 in at least one out of Science, Maths or PE	All students must be able to produce fully competitive video footage from one sport.	A Level	AQA
Physics	6 6 in Combined Science + Maths 6 OR Physics 6 + another science 6 + Maths 6.	It is strongly recommended that students additionally take Maths A-level	A Level	AQA
Politics	4 in Eng. Lang.		A Level	Edexcel
Psychology	4 5 in Combined Science + Maths 5 OR 4 5 in two single sciences + Maths 5. 4 in Eng Lang.	Students must have a 5 in Maths and a 5 in one Science at GCSE due to the increased Maths and Biology content.	A Level	AQA
Sociology	4 in Eng. Lang.		A Level	AQA
Spanish	6 in Spanish.		A Level	AQA

Subject	Entry requirements	Comments	Course	Body
Textile Design	4 in Art and Design.		A Level	EDUQAS / WJEC

### Vocational

Subject	Sgl	DbI	Tpl	Entry requirements	Comments	Course	Body
Applied Science	X	X		4 4 in Combined Science + Maths 4 OR 4 4 in two separate sciences + Maths 4.	Level 5 for science and maths is a more secure basis for this course.	BTEC National	Pearson
Art and Design			X	4 in Art and Design and 4 in Eng. Lang.	Grade 4 in alternative creative subject (e.g. Photography or Graphic Design) will be considered by Head of Subject at enrolment interview.	BTEC National	Pearson
Business	X	X		4 in Maths and 4 in Eng. Lang.		BTEC National	Pearson
Creative Digital Media Production	X			4 in Eng. Lang.		BTEC National	Pearson
Criminology	X			4 in Eng. Lang. and 4 in Eng. Lit.		Advanced Diploma	EDUQAS/ WJEC
Engineering	X			4,4 in Combined Science OR 4,4 in two separate sciences + 5 in Maths + 4 in DT (if taken)		BTEC National	
Health and Social Care	X	X		4 in Maths and 4 in Eng. Lang.	Applicants should plan to undertake volunteering during the summer before starting.	BTEC National	Pearson
Information Technology	X	X		4 in Maths and 4 in English Lang.		BTEC National	Pearson
Music Practitioners	X			4 in Eng. Lang.		Subsidiary Diploma	RSL
Sport	X	X		4 in Eng. Lang. and a 4 in either a science or in Maths.		BTEC National	Pearson
Travel and Tourism	X	X		4 in Eng. Lang.		BTEC National	Pearson

## Technical

Subject	Entry requirements	Comments	Course	Body
Digital Production, Design and Development	4 in Maths and 4 in Eng. Lang.	Triple (3 blocks = 3 A levels) 45 day Industry Placement	T Level	Pearson
Early Years Education and Childcare	4 in Maths and 4 in Eng. Lang.	Triple (3 blocks = 3 A levels) 45 day Industry Placement. Students must obtain a full and valid DBS on enrolment.	T Level	NFCE

## Transition

Subject	Entry requirements	Comments	Course	Body
Art and Design	Av. GCSEs of 3.		BTEC First	Pearson
Biology	3 or below in science GCSEs	Suitable mainly for students who are interested in progression into sports, teaching or science courses.	GCSE	AQA
Business	Av. GCSEs of 3.		BTEC First	Pearson
Child development and Care	Av. GCSEs of 3.		Technical Award	NCFE
English	3 or below in Eng. Lang.	For all students who do not have a 4 or above at GCSE English Language.	GCSE	AQA
Information Technology	Av. GCSEs of 3.		BTEC First	Pearson
Mathematics	3 or below in Mathematics.	For all students who do not have a 4 or above at GCSE Maths.	GCSE	Edexcel
Travel and Tourism	Av. GCSEs of 3.		BTEC First	Pearson

The curriculum offer is very broad and allows students to choose from an excellent range of subjects and levels in order to provide a study programme that matches individual skills, interests and progression plans. Please ask for advice during the application process if you have any questions about, for example, progression options.

This document is correct at the time of publication. While the college endeavours to run all of the subjects and levels outlined above, **the final decision on the curriculum and entry requirements will be made in September once final student demand is known.** This is the case for both the first and the second year of study. You will be provided with an updated list in September.

## GUIDANCE ON COURSE CHOICE 2021

The table below helps you to match your achievements at GCSE with the most appropriate level and type of study programme. We will give you advice during the application process and finally during enrolment, once your GCSE results are known. College study programmes consist of the following:

1. Advanced level students (Level 3) study 3 or occasionally 4 subjects in each year. We offer vocational subjects at the equivalent of 1, 2 or 3 A levels depending on the course chosen. These include BTECs and other similar vocational courses. We also offer two Technical Level courses – Digital and Early Years – as one of the first 50 providers nationally in the country.
2. Intermediate level students (Level 2) study 2 or 3 subjects and have time for the transition programme on their timetable as well. BTEC First Award is equal to 1 GCSE plus students take 1 or 2 GCSEs from English, Mathematics or Biology and follow our studentship programme.
3. All students also take part in tutorial support and guidance (one hour a week) and other scheduled events, support sessions and enrichment activities as appropriate or as directed.

There are 5 different types of Study Programme on offer across Levels 2 and 3:

Programme	Academic	Mixed	Vocational	Technical	Transition
Level	3	3	3	3	2
Qualification	A Levels	Mix of A Levels and single / double vocational courses (e.g. BTECs)	Mix of single / double vocational courses or a triple vocational course (e.g. BTECs)	T Levels	BTEC First Awards and GCSE English, Maths and / or Biology
Size	3 (occasionally 4)	3	3	3	2 + Transition
Length	2 years	2 years	2 years	2 years	1 year
GCSE average**	5-9*	4-9*	4-9*	4-9*	3-4
Main assessment	Exams	Exams / coursework	Exams / coursework	Exams / coursework / project	Exams / coursework
Progression	Degree Higher level apprenticeship Employment			Technical degree Degree apprenticeship Technical employment	Level 3 study (Mixed, Vocational or Technical)

\* In addition to overall study programme requirements, almost all Level 3 courses have specific entrance requirements. A majority of courses require a minimum of 4 in English Language and many subjects require Maths at 4, 5 or 6. To study 4 A Levels students will need to have an average GCSE score of at least 8.0.

\*\* GCSE averages are from all GCSEs taken. Usually applicants have completed 8-10 GCSEs, but in exceptional cases students with a minimum of no less than 5 will be considered due to circumstances.

Students starting an Mixed, Vocational or Technical programme require an average GCSE score of at least 4, including 5 GCSEs at Grade 4 or above. It is strongly recommended to also achieve a grade 4 or above in both GCSE Mathematics and English Language as almost all subjects require at least one of these subjects. If you have not achieved a 4 or above in Maths and/or English Language it will need to be added to your study programme. Specific subject

entry requirements can be found in the prospectus, on the website or on the 'Subjects and Levels Available' information sheet. Full A Level programmes require an average GCSE score of at least 5, including 5 GCSEs at Grade 5 or above.

Students who have just taken their GCSEs, have achieved an average score of between 3 and 4 and have a clear plan for which Level 3 study programme they would like to transition to for their 2<sup>nd</sup> and 3<sup>rd</sup> years, can start on the Transition programme and progress onto a Mixed, Vocational or Technical programme after one year of study with a Merit grade in their BTEC, good attendance and studentship grades and a recommendation from their Head of House. Students who have achieved a grade 3 in GCSE Maths will usually follow a GCSE Maths resit during their Transition year. Students who have achieved a grade 2 or below in GCSE Maths will usually follow the Maths Functional Skills course. The Maths Functional Skills course is a Level 2 course and of an equal level to GCSE Maths. For progression to Level 3 BTEC courses that do not require an understanding of shape or algebra, a "pass" in Functional Skills Maths will be considered equivalent to a grade 4 in GCSE Maths. For progression to Level 3 BTECs in Design and Technology: Product Design and Applied Science, and A-levels in Environmental Science and Geology, courses that include a significant maths content and do rely upon an understanding of shape and algebra, students should follow GCSE Maths in their Transition year with the aim of achieving a grade 4.

Collyer's does not offer Level 1 courses but they are available locally. Students wishing to follow Level 1 courses will be referred to a senior member of staff and/or careers advice agencies, if available, to review alternative options such as Level 1 courses, practical vocational courses or a mixture of training & employment and apprenticeships at other providers.

Achievement in qualifications other than GCSEs taken in Year 11 (or Year 10), will be taken into account when advising on an appropriate study programme at Collyer's but they do not count towards the GCSE only average. Short GCSE courses are half the entry and counted as half the points.

## STUDY PROGRAMME PLANNER 2021-22

You can use the examples below to plan your Study Programme by filling in the boxes with the courses of your choice. The template is only for example, detailed guidance is given during the admissions process and finally at enrolment.

### ADVANCED COURSES Level 3: (Two years)

#### Academic (A Levels)

<b>Tutorial</b>	Course 1	Course 2	Course 3	Course 4	Planned Study, Enrichment, Rec Activity, Private Study
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#### Mixed (A Levels and Vocational)\*

<b>Tutorial</b>	Course 1 & 2 Vocational course (double)	Course 3	Course 4	Planned Study, Enrichment, Rec Activity, Private Study
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<b>Tutorial</b>	Course 1 Vocational course (single)	Course 2	Course 3	Course 4	Planned Study, Enrichment, Rec Activity, Private Study
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\* It is possible to combine all vocational courses

#### Vocational - Sport or Art & Design

<b>Tutorial</b>	Course 1, 2 & 3 BTEC Art or Sport L3 (triple)			Planned Study, Enrichment, Rec Activity, Private Study
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#### Technical - Early Years or Digital

<b>Tutorial</b>	Course 1, 2 & 3 T Level Early Years or Digital (triple) including industry placement			Planned Study, Enrichment, Rec Activity, Private Study
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### INTERMEDIATE COURSES Level 2 (One year)

#### Transition

<b>Tutorial</b>	Course 1 BTEC First Award (single)	Course 2 Studentship	Course 3 Work readiness	Course 4 GCSE retake if needed	Planned Study, Enrichment, Rec Activity, Private Study
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**Tutorial Programme:** Your tutorial support occurs weekly. In the tutorial sessions you will receive a programme including Induction, Careers and Higher Education guidance, relevant personal and social education and periodic Progress Review meetings. You will also receive regular support and guidance on your academic progress and how best to make the most of your talents and build your employability skills.

## **ENROLMENT INTERVIEW: AUGUST/SEPTEMBER 2021**

These notes help to explain the process of enrolment. Read them carefully and if in doubt ask your enrolment adviser for help. This page gives you a **step-by-step guide** to your enrolment day. On average the whole process should be completed within two hours.

**The details of your enrolment interview date and time will be issued by email. Interviews take place on Tuesday 31<sup>st</sup> August, Wednesday 1<sup>st</sup>, Thursday 2<sup>nd</sup>, Friday 3<sup>rd</sup> and Monday 6<sup>th</sup> September.**

**Please note:** This appointment may change but if it does you will be notified in late August.

If you are unable to attend your Enrolment Interview then it is very important that you **inform the ADMISSIONS TEAM on 01403 210822 or email admissions@collyers.ac.uk.**

**You will need to bring with you: Passport, results slip(s) from Year 10 and Year 11, Enrolment Handbook (PDF), Record of Achievement, pens, a calculator and College Fund payment.**

1. Initial Registration is in the **Duckering Hall (unless otherwise stated).**
2. Pay the College Fund; the College Fund form is located in your handbook.
3. Have your GCSEs photocopied.
4. Calculate your **average GCSE score.**
5. College ID photograph (if you have not already uploaded your photo to MyProgress).
6. You will then go to the **Sports Hall** for your **enrolment interview (unless otherwise stated).** If necessary you will be referred to a member of the Senior Management Team and/or Head of House for additional guidance to ensure that we can offer a programme of study that best meets your needs.
7. You complete the **Enrolment Advisory Form** with your Enrolment Advisor
8. You will then go to the computers on the top floor of the **Library** to complete the screening test.
9. Collect your ID card from the ground floor of the Library.

Your **provisional enrolment** is then complete. **Senior staff and admissions staff check all of the PROVISIONAL subject choices on the Learning Agreements to ensure that the highest quality advice has been given and that the timetable works.** If there are any problems or significant changes to your programme of study you will be contacted and invited to come in to college to see a member of staff and discuss any necessary changes.

From the evening of Friday 10<sup>th</sup> September you will be able to check your timetable electronically on 'MyProgress', which will show your subject choices, teachers and teaching rooms.

### **Monday 13<sup>th</sup> September**

Normal timetable and classes commence at **8.40 a.m. (if you have a lesson in F block)**

There are twenty-eight teaching periods and one tutorial in each week. The blocks of time labelled A to G are the seven main option blocks. An Advanced subject in one of these blocks will have four lessons - a total of 4 hours 20 minutes. The number of periods used in a block will vary for other levels of course and activity.

**IF YOU HAVE ANY DOUBT ABOUT YOUR TIMETABLE DURING THE FIRST WEEK ASK YOUR TUTOR OR ANY OF YOUR TEACHERS FOR ADVICE.**

Registration occurs once a week in tutor groups. Within the tutorial session there will be a range of provision such as: tutorials, college lectures and advice and guidance sessions.

**Note:** Once there is agreement on the most appropriate Programme of Study for a student their personal timetable that shows classes, lesson allocation, teachers and rooms will appear electronically on 'MyProgress'. Please check timetable regularly during the first two weeks of term.



# Collyer's Timetable

<b>Name:</b>	<b>Tutor:</b>
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Period/Time	Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b> 8:40 – 9:45	F1	A1	G3	C2	B4
<b>2</b> 9:45-10:50	E1	G1	D3	F2	C3
<b>10:50 – 11:10</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>
<b>3</b> 11:10 – 12:15	E2	G2	D4	F3	C4
<b>4</b> 12:15 – 13:20	C1	B2	A2	G4	<b>ENRICHMENT</b>
<b>5</b> 13:20 – 14:05	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>
<b>6</b> 14:05 – 15:10	D1	B3	A3	Sport & Rec.	E3
<b>7</b> 15:10 – 16:15	B1	D2	<b>MEETING</b>		F4
<b>16:15 – 17:15</b>				<b>MEETING</b>	E4

## STUDENT CONTRACT AND SERVICES

The next section highlights:

- **The details of your contract with the college**
- **The main services available to support your studies**

The main components of **your contract** are:

1. Collyer's Missions, Vision and Values
2. The Code of Conduct
3. The Curriculum Requirements
4. The Curriculum Policy

It is very important to read and understand the elements of your contract outlined above. All students can expect their entitlement, explained in: The College Mission. The additional services that are explained in this handbook and in the college diary are also available to all students to support their academic and personal progress while at college. **In return the college expects students to abide by the Code of Conduct and the Curriculum Requirements.** For full-time students the Student Disciplinary Policy is available from the Student Enquiry Desk but it only becomes relevant if a student does not honour the requirements on them, which all students agree to do when signing the Learning Agreement.

### Equality and Diversity

**Collyer's aim is to treat everyone with respect and consideration**, and therefore welcomes applications from all members of the community regardless of ethnic/national origin, religion & belief, culture, learning difficulty and/or disability, age, gender, transgender, socio-economic background or marital status/civil partnership. A copy of the Equality and Diversity Policy, together with the Schemes are available from the Student Enquiry Desk. An electronic copy of the Policy and Schemes is also available via the college website. If you have any questions relating to the implementation of the duty prior to enrolment, please contact the Admissions Manager who will put you in touch with the relevant member of staff. Once you have enrolled, you can discuss the duty with your tutor.

### Work and study

As we enrol students from a wide range of schools in the local area it is important that all students pay particular attention to the additional requirements of the subjects that they are studying, as well as the general requirements outlined in the Code of Conduct. Your teachers will provide a full range of advice and guidance on how best to operate so that your work is effective and leads to the greatest progress for each individual student. **Like any organisation there will be requirements on the whole college community in terms of the way that individuals work and the way groups work together.** This relates to working in classrooms and in other areas of the college, the Library for example. In addition the Study Support team provide advice and guidance on a wide range of learning issues that are helpful in supporting students' studies. The advantage of working in a sixth form environment is that all students are given greater responsibility for their own work and the college will support students as they make the transition towards successful **adult working arrangements**. If you have any questions about organising your work and the working arrangements required at Collyer's please ask your teachers and/or tutor.

## **THE COLLEGE MISSION**

### **‘EDUCATING FOR EXCELLENCE’**

**Collyer’s is committed to ensuring every student achieves their potential. We shall do this by:**

#### **Our Missions and Our Vision**

We shall do this by:

1. Inspiring students to learn and develop through high quality teaching;
2. Providing a well-resourced college environment that drives and supports learning and actively seeks new learning opportunities and technologies;
3. Giving support and guidance to students in their academic and personal development;
4. Promoting an inclusive culture that values every member of the college and prioritises their well-being;
5. Providing opportunities for adult learning and life-long learning;
6. Working closely with other educational establishments, the community and employers with a view to equipping students for their future progression aims and life journeys.

#### **Our Values**

- Promoting and advancing British values of democracy, individual liberty, respect and tolerance and the rule of law;
- Enjoying our work and our students’ creativity, enthusiasm and diversity and supporting students to achieve their best;
- Creating opportunity and applauding innovation;
- Setting high standards, living up to them and embracing a culture of trust and collaboration;
- Acting together in the collective interest – ‘Students First – Staff Always’.

## **CODE OF CONDUCT (FOR FULL-TIME STUDENTS 2021/22)**

At Collyer's students are expected to behave courteously and in a manner which indicates consideration and respect for others, the college environment and themselves. Our aim is to maintain a supportive and safe working environment for students, staff and all others connected with the college. We hope that students will build on their talents and previous achievements by making the most of all opportunities for study, personal development and enrichment offered by the college.

The code details listed below, set out specific guidance on the way in which students should conduct themselves. The areas highlighted in the college code are:

- **health** and **safety** requirements
- considerate and mature **behaviour**
- a positive approach to **work**
- regular **attendance**
- appropriate **dress** and **appearance**
- **respect for [Collyer's Values](#)**

**STUDENTS MAKE A CONTRACTUAL AGREEMENT TO ABIDE BY THE COLLEGE CODE OF CONDUCT  
WHEN THEY SIGN THEIR LEARNING AGREEMENT.**

### **COLLEGE CODE OF CONDUCT: DETAILS**

The details below have been produced to clarify the expectations of the college. The aim is to provide clear and simple guidance so that students can confidently play their part in maintaining a pleasant, inclusive and safe environment for the college community.

#### **BEHAVIOUR, SAFEGUARDING AND HEALTH & SAFETY**

1. Always wear your college I.D. card and lanyard when on the premises. Keep your college I.D. card safe and do not share it with others. Report a lost or stolen college I.D. card to the Issues Desk on the first floor in the Library, where you can obtain a temporary wristband and/or purchase a replacement.
2. Be honest, courteous and considerate in behaviour and language, in person and online.
3. Be quiet in and near buildings used for teaching, studying or exams.
4. Do not invite or encourage non-college members onto the site. Please report any concerns to Reception or Student Services.
5. Report any danger or risk to safety that you observe to Reception or Student Services.
6. Actively respect our environment by using litter bins and recycling bins where possible.
7. Do not smoke or vape in the college or elsewhere on the campus, or at its perimeter.
8. Do not bring alcohol to college or consume it when involved in any authorised college activity or off-site during the college day.
9. Do not consume or possess illegal substances or misuse prescription medication and do not bring drug paraphernalia onto campus: any student doing so during the college day or when involved in any authorised college activity risks exclusion.
10. Do not use the roads and footpaths near college as social areas during the college day. Be considerate of neighbours, members of the public and drivers around the perimeter of the campus.
11. Do not cross Hurst Road except via the pedestrian crossings and use the pedestrian entrances to the college.
12. Purchase a permit to allow you to access parking in the college car park and drive carefully both on the campus and when entering and exiting the car park.
13. Comply with the Social Media Policy and the Use of Computers Agreement.

## WORK

14. Work hard and make a positive contribution to all lessons.
15. Arrive at lessons on time.
16. Bring the right equipment (books, pens, paper, etc.).
17. Do not interfere with others' learning through inappropriate behaviour, or inappropriate use of mobile phones in lessons, the Library, or on campus.
18. Plan your time, meet deadlines and use study periods constructively.
19. Expect to spend time on study during evenings and weekends.
20. Total weekly study hours should, at a minimum, match your weekly lesson hours.
21. If staff are delayed or unavailable, work in the normal room whilst awaiting instructions.
22. Communicate with your teachers and tutor for support and advice.
23. Pass on college communications and information to your parents/carers.

## ATTENDANCE

24. Attend all timetabled lessons, tutor times and college lectures.
25. Be available to attend at all times during the college day, throughout term time.
26. Absences should be reported by parents/carers, via email [absence@collyers.ac.uk](mailto:absence@collyers.ac.uk) or by calling the Absence Line on **01403 216528**.
27. If you are ill during the college day and need advice or help contacting home, please visit Student Services (K3). Students who feel unwell may travel home independently if it is safe to do so, but any lessons missed due to illness must be reported by parents/carers the next day.
28. Use SharePoint/Teams and contact peers and/or teacher to catch up work missed through absence; check on homework set.
29. Do not take holidays in term time.

## DRESS AND APPEARANCE

30. Clothing and appearance should be clean and tidy and appropriate for a working environment.
31. Avoid clothes likely to give offence (e.g. paramilitary, unpleasant slogans, drug-related logos).

Compliance **with the code of conduct is promoted through the college's [Student Disciplinary Policy and Procedure](#), a copy of which is available from the college website.** If a student does not comply with the Code of Conduct, the Student Disciplinary Policy and Procedure may be used. **If a student has a grievance in relation to the application of the Disciplinary Policy, the guidelines in the Complaints Policy** (outlined in the Enrolment Handbook and on the college website) **should then be used.**

## Monitoring of progress

Attendance and completion of work will be monitored by teachers, tutors and, if necessary, more senior members of staff. If it is felt to be helpful, parents will be contacted and/or Action Plan targets will be set by staff, visible to parents on MyStudent. **The college may include information on attendance and punctuality in any reference written to prospective employers or universities.**

## Use of study periods

Aim for an appropriate balance between independent study, enrichment activities and social time. Students may complete independent study in the Library, Undercroft, Alcove, Mezzanine Floor of the Refectory, and in rooms which are not being used. Alternatively, visit the Careers and Higher Education Centre in the Library, use the recreational facilities or socialise with friends in the communal areas provided. Students who fall behind with their studies or who struggle to meet their target grades may have additional supervised study/workshops added to their weekly timetable or Action Plan targets set by members of staff on MyProgress.

### **Part-time work**

It is strongly recommended that paid part-time work is limited to a maximum of 12 hours per week (national research shows that above this, students' results will suffer). Paid work should not interfere with college work or attendance commitments; careful planning however should enable students to balance the demands of study, a part-time job and social life.

**These requirements aim to help you to be reliable and responsible to yourself, and to achieve the highest educational standards. They are for most students only what they expect of themselves.**

### **Related Policies:**

Appeals Procedure  
Bullying & Harassment Policy  
Collyer's Values  
Complaints Policy  
Equality and Diversity Policy  
Safeguarding & Child Protection Policy  
Social Media Policy  
Student Code of Conduct – Guidance for Staff  
Student Disciplinary Policy and Procedure

## COVID-19 Annex

This annex to the Student Code of Conduct has been developed in response to the Covid-19 pandemic, in consultation with the RCU Leadership Team (March 20). The aim of maintaining a supportive, inclusive and safe environment is inherent within the general Code of Conduct. In keeping with this aim, students are expected to be sensitive to the varied experiences of lockdown and impacts of the pandemic, on their peers and other members of the college community.

In addition to abiding by the general Code of Conduct, students must also meet the following Covid-19 specific expectations:

1. Self-isolate immediately if:
  - you have any [symptoms of coronavirus](#) (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
  - you have tested positive for coronavirus – this means you have coronavirus
  - you live with someone who has symptoms or tested positive
  - someone in your support bubble has symptoms or tested positive
  - you are told to self-isolate by [NHS Test and Trace](#)
  - you arrive in the UK from a country with a high coronavirus risk – see [GOV.UK: how to self-isolate when you travel to the UK](#)
2. If you **develop COVID-19 symptoms whilst at college**, you MUST follow the guidance below:
  - Put on a face covering, sanitise hands and collect belongings
  - Keeping a 2m distance from other people, report directly to the First Aid Room on the ground floor of the Graham Baird Building - Room G001
  - Upon arrival at the First Aid room, follow the instructions clearly displayed on the wall:
    - Call reception (01403 210822) and inform the receptionist of suspected symptoms
    - Reception will direct the call to Student Services or the duty First Aider who will arrange for you to be collected
    - Taxis and Public Transport must not be used by people with Covid-19 symptoms
    - A First Aider equipped with PPE will be sent to the Medical Room and may take temperature if appropriate
    - First Aider will escort student (at 2m distance) to parent collection point via the least busy, outdoor route
    - Advice about when and how to access a Covid-19 test can be found [here](#)
3. Ensure that when travelling to and from college on public transport, you follow the [rules on wearing face coverings](#) and any other precautions you must take to reduce the risk of transmission to yourself and others.
4. Ensure that you practice [social distancing](#) when walking or cycling to college, and in any public space in the local community. Remember that the **rules on social distancing outside college are different from those in college** – you could receive a fine if you break social distancing rules in the park, bus stop or town centre.
5. Follow guidance on hygiene such as handwashing and sanitising. Carry your own hand sanitiser. Hands should be washed/sanitised on arrival at college/lessons, after using the toilet facilities, before and after eating, before and after break, and before you leave for home.
6. Bring a clean face mask each day and wear it as soon as you enter the college campus. Follow the guidance for wearing face coverings in lessons. If you are exempt from wearing a face covering, please visit Student Services to obtain an exemption badge.
7. Remain, where possible, socially distanced from your peers and adults in college, observing the 1m+ rule.
8. Follow instructions on who you can socialise with at college, you must always remain in your cohort bubble.
9. Follow signage around campus and verbal instructions from staff, at all times. For example: one-way systems, out of bounds areas, queuing.

10. Follow instructions and expectations in relation to sneezing, coughing, tissues and disposal ('catch it, bin it, kill it', sneeze into the crook of your arm) and avoid touching your mouth, nose and eyes with hands prior to proper hand washing.
11. Attend lessons with personal class equipment or other items including drinking bottles to avoid sharing items with others.
12. The expectations in the main code of conduct also apply to distance learning. Additionally, you must abide by any subject specific expectations set by your subject teachers for online lessons, workshops and/or 1-1 meetings.

The student disciplinary procedure may be applied if you do not comply with this annex to the Student Code of Conduct.



# ONLINE CLASS

# ETIQUETTE

## GUIDELINES FOR STUDENTS

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The simple rule is to treat your online class like any other class and your [student code of conduct](#) applies at all times of study. However, some specific rules for online etiquette is as follows:

- Please show up **on time for the scheduled time** on Teams/Zoom. Using the ‘Calendar’ on Teams is a great way to see and access your online lessons, use it to plan your week. Remember you will be registered.
- Try to **find a quiet space** (free from siblings/parents/pets/TV).
- Maintain **RESPECT** for all in your communication and appearance.
- **Microphone muted, camera on.** Muting your microphone avoids significant background noise and makes it easier to hear the teacher. Some staff may encourage you to have your camera on; with your camera switched on, you, your teacher and your classmates will be able to interact in a far more fluid and effective way, just like a face-to-face lesson. If you want to contribute verbally, use the ‘raise hand’ button and remember you can always use the chat function to ask your teacher questions as well.
- **Be active in the lesson.** Try to contribute to class as much as you would normally, don’t hesitate to ask questions on things you don’t understand.
- **Post only relevant comments in the chat,** communicate in a way that is appropriate for a lesson, it’s not social media.
- Refrain from eating and drinking on camera, retain focus in a normal working way.
- Teachers will inform students when lessons will be recorded and reassure them that the videos will only be retained for the time you are at Collyer’s and then deleted in line with GDPR. Recording lessons can be really useful for you to watch back and can be used for revision.
- You should be the **only person** in your household watching or listening to your lesson. Teachers will not engage in conversation with parents at any point during or after a lesson.
- Lesson recordings are solely for the purpose of teaching and learning for your own use. Sharing of recordings and screenshots with other students at Collyer’s or outside of the organisation is a breach of the student code of conduct and will be treated as a disciplinary matter.

## FINANCIAL ASSISTANCE, FEES AND CHARGES FOR THE 2021/2022 ACADEMIC YEAR

### FINANCIAL ASSISTANCE

#### 16-19 Bursary Fund

The Collyer's 16-19 Bursary is designed to help and support any student who faces financial barriers to participation in education, such as costs of books, college equipment or transport. Eligible students must be under 19 on 31 August 2021 and enrolled on a non-fee-paying full-time course at Collyer's. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year or to the end of their programme of study. There are two types of bursaries available to help students. The Vulnerable Learner Bursary and the Discretionary Bursary.

#### Vulnerable Learner Bursary

1. The Vulnerable Learner Bursary will be awarded to Collyer's students in the following categories:
  - In care
  - Care leavers
  - Receiving Income Support or Universal Credit because they are financially supporting themselves.
  - Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right **as well as** Employment and Support Allowance (ESA) or Universal Credit in their own right.

#### Discretionary Bursary

Students can apply for a discretionary bursary if the annual household income does not exceed £28,000. The amount of bursary awarded will be confirmed following an application and is dependent upon funding allocations and the number of applications received. The amount awarded will depend on both the household income and educational need and will take account of the costs incurred in attending College (for example travel of more than 2 Miles) and costs incurred in following a course (for example course materials, books and equipment). The college will aim to distribute the funds fairly with regard to the financial needs of the individual student.

#### Free School Meals

Students may be eligible for Free School Meals if they or their parents are in receipt of one of the following benefits:

- Income Support
- Income based Jobseeker's Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – the household income must be less than £7,400 a year (after tax and not including any benefits you get)

## College Fund

The College Fund is a single payment requested on entry to the college which covers the provision of those social and recreational 'extras' not otherwise provided for by public funding. It funds, for example, the provision of recreational facilities in Sport, Leisure and Fitness, and in Music, Drama and Dance; minibuss transport for local visits and matches; and student social facilities. In addition it supports College theatrical productions, and also enables the College to invite in various guest speakers. It encourages students to participate fully in the enrichment and social activities the college provides including Robotics competitions, and enables the college to provide them free to students instead of having to make charges for their use.

**The sum requested from each student on entry is a single payment of £140, which covers the entire period of time a student remains at the college. Payment is made at enrolment by cash, cheque (payable to 'Collyers College'), Mastercard or Visa.** Alternatively, you may wish to pay by BACS direct into our bank account. **Please do not make any payments until Tuesday 31<sup>st</sup> August 2021 at the earliest.**

In the event of insufficient contributions being made the college would have to consider withdrawing the above facilities or charging for them, which would penalise students and remove opportunities. However, a refund of the contribution for the year can be claimed if a student leaves before 1st November of that year; no refunds will be made after that date. To make a payment please use the College Fund Form on the opposite page.



STUDENT NAME: .....

**COLLEGE FUND (Please tick the appropriate box)**

I attach a cheque/cash for the sum of £140

(Cheque made payable to "Collyers College")

Alternatively, you may wish to pay by BACS direct into our bank account. Please do not make any payments until Tuesday 31<sup>st</sup> August 2021 at the earliest.

Our bank details are as follows:

Account Name: Collyers College

Sort Code: 20-42-66

Account Number: 10721816

Please use the Student's SY Number as your reference for a BACS payment.

If the payment is by cheque, and the name on the cheque is different to that of the student, please insert the name on the cheque below.

Please feel free to contact the Finance Office from 6<sup>th</sup> September onwards if you wish to discuss paying by an alternative method. We can be contacted via Reception on 01403 210822.

.....

**THE COLLEGE OF RICHARD COLLYER IN HORSHAM**

STUDENT NAME: .....

**RECEIPT**

We acknowledge receipt of:

Cheque/cash in the sum of £140

I made a payment by BACS on.....(Please insert the date)

.....

**FINANCE DEPARTMENT**

## Payments For Trips and Resources

At Collyer's we operate a two stage online payment system using MyProgress.

### STAGE ONE:

The first stage of the process is to make a BACS payment into our bank account:

Account Name: **Collyers College**  
Sort code: **20-42-66**  
Account Number: **10721816**  
Reference number: **SY.....**

You must include the Student SY number in the reference field. Please do not leave any spaces between the SY & the 6 digits. The SY number is unique and allows us to allocate the payment to the correct person. It can be found on the student ID card or on the college tab of MyProgress.

Only pay exact funds for Trips or Resources - **please do not overpay / round up amounts**. Please allow 24 hours for BACS payments to appear on MyProgress accounts. Payments made on Fridays will be updated to MyProgress the following Monday.

### **STAGE TWO: TRIPS OR RESOURCES ARE NOT PAID FOR UNTIL THIS STAGE IS COMPLETED**

Once we have received payment, the second stage is the purchase of the item from the 'Shop' tab on MyProgress. Please note that parents are unable to make the purchase – only the students are able to complete this process.

It is really important for the student to make their purchase as soon after the money has been transferred as possible. Please do not leave the funds unreconciled in the account.

More details concerning the online payment system are available by clicking the 'question marks' on the shop tab on MyProgress.

**Please do not make any payments until Tuesday 31<sup>st</sup> August 2021.**

If students are unable to access online banking, cheques and cash can be paid direct to the Finance Office in room A103 between 10.45am to 1.45pm Monday to Friday during term time. Alternatively, payment for Resources can be made by debit card in the Finance Office.

If you have any queries, please do not hesitate to email [finance@collyers.ac.uk](mailto:finance@collyers.ac.uk)

### **Books and equipment**

Students need to provide all books and equipment required for their courses, other than those which are available for reference in departments or are provided on short term loan from the college. Because of the varying costs from subject to subject it is difficult to estimate the total cost of books for a typical student. A list of subjects and their related books, materials and trips costs can be found in this handbook.

### **Educational visits and field study courses**

Staff arrange a variety of visits and field study courses for students. Students are required to meet in full the costs of any visits and courses they choose to attend. As with the costs of books and equipment, the expenses involved in visits and courses vary considerably from subject to subject. Information related to specific subjects is available as indicated above.

### **Food and drinks**

Students can bring in to college from home their own food and drinks and there is a student common room available for this purpose. The common room also contains a refectory which sells hot and cold meals, snacks and drinks. Typical current costs are:-

Hot meal of the day	£3.10
Cold drinks	£0.80 - £2.00
Sandwiches	£1.40 - £2.20

Students are eligible for Free School Meals if they, or their parents, are in receipt of one of the following benefits: Child Tax Credit (but not when combined with Working Tax Credit); Income Support; Jobseeker's Allowance; Employment & Support Allowance; State Pension Credit or Universal Credit.

**Examination fees**

Students will be charged examination fees in certain specific circumstances, such as in the case of re-takes, deliberately spoilt examination papers, poor attendance on courses, private candidate examination entries or post-examination requests for reviews of marking or access to scripts.

**THERE ARE NO TUITION FEES PAYABLE FOR STUDENTS WHO ARE UNDER 19 YEARS OF AGE ON 31 AUGUST IMMEDIATELY BEFORE THE START OF THEIR COURSE.**

**Tuition Fees for Students from outside the European Union**

The tuition fee payable by a new full-time student from outside the European Union is **£9,000** a year, irrespective of the age of the student and the individual programme of study. Payment is required termly or in full, in advance.

**Adult Education**

Please see the Adult Education section of the college website for full list and details of courses. These are primarily for those aged 19 and over – e.g. parents and other adults. No funding is available for 16-19 year olds on Adult Education qualification courses, however it may be possible to join recreational courses and pay the full fee.

**Other charges**

Students will be required to pay for:

- The replacement of any college property (e.g. books, equipment) that they have borrowed and lost (including library books);
- The costs of replacement or repair of property belonging to the college or third party that is damaged by the student's misbehaviour or negligence;

## **CURRICULUM REQUIREMENTS**

Collyer's curriculum is designed to provide a total college experience that enables every student to achieve the relevant balance of **subjects, skills, values and breadth**. The college aims to enable students to move beyond their current range of skills and abilities by providing them with a challenging all-round education to help each student to become a more independent person, with the skills and values that enable them to manage their responsibilities as a young adult and to make a positive contribution to the communities in which they live and work. Achievement in examined subjects is enhanced by the requirement on students to complete a relevant study programme in line with the objectives outlined below.

As a provider of full time sixth form education, all Collyer's students will spend three or sometimes four timetable blocks of time on their main learning and any complementary learning. Typically the remaining blocks are available for planned study, private study and for enrichment activities, which may include the Extended Project Qualification (EPQ), work related learning, membership of teams, clubs and societies, designed to broaden their experience. The wider curriculum also includes tutorial and related guidance and the total college experience enables students to develop employability and other skills to aid progression and personal development. A reduced programme will not be considered.

At enrolment, students are guided to ensure that meaningful study programmes that provide stretch and challenge, at the appropriate level, and progression opportunities are agreed for all students. Prior attainment, education and career goals are the basis for detailed enrolment guidance for each student.

***Any student*** who has not achieved GCSE English and GCSE Mathematics at a grade 4 or above will have those subjects added to his/her programme of study at enrolment.

**All Advanced level (Level 3) students** are required to take a minimum of three accredited courses (i.e. 3 A-levels or equivalent) in each year of study or the BTEC National Triple Diploma or T Level equivalent. Students can mix and match single or double vocational courses and A levels. All A Levels are two year courses and it is not possible to be entered for AS exams under any circumstances.

**All Intermediate level (Level 2) students** are required to take a BTEC Level 2 course plus our studentship course and will likely complete GCSE English and/or GCSE Maths.

**Programme volume:** Advanced programmes should occupy three (or sometimes four) option blocks of taught lessons. Intermediate programmes should occupy four or five blocks. Some courses do not occupy all periods of a block. It is not possible to reduce the study programme to less than three subjects equivalent.

**All students** will have planned study shown on their timetable. Planned study comprises of learning that develops understanding and skills, but is not the regular homework set following classwork. The content will be arranged by subject teachers, this is usually shown on the subject's SharePoint site. Planned study and private study (further independent study) are an essential part of learning in the sixth form and therefore students are expected to use their time productively, on a weekly basis, to ensure that they make the academic progress that they are capable of.

**All students** are encouraged to engage, each week, in some enrichment and/or recreational activity. Student's complementary learning, as well as the informal curriculum, will take diverse forms, and will reflect the individual student's interests and needs. College sports, drama and performance, media and liberal arts, and creative enrichment activities along with voluntary work, clubs and societies, for example, all contribute to the development of employability and personal skills as well as making the college experience richer and more enjoyable.

**All students** are required to attend registration, tutorial group sessions, individual tutorials and college lectures and other events or activities as indicated by their tutor.

## **CURRICULUM POLICY AIMS AND OBJECTIVES**

### **INTRODUCTION AND SCOPE**

This policy covers all 16-19 and post-19 Employability full-time students. It provides the overarching framework for the core activity of teaching and learning in college. The policy also provides the structure for student 'study programmes' and the basis for advice and guidance on the provision and student experience at Collyer's.

### **AIMS**

The Collyer's curriculum is designed to provide a total college experience that enables every student to achieve the relevant balance of **subjects, skills, values and breadth**. The college aims to enable students to move beyond their current range of skills and abilities by providing them with a challenging all-round education to help each student to become a more independent person, with the skills and values that enable them to manage their responsibilities as a young adult and to make a positive contribution to the communities in which they live and work. Achievement in examined subjects is enhanced by the requirement on students to complete a relevant study programme in line with the objectives outlined below.

Collyer's students should expect to spend three or sometimes four timetable blocks of time on their main learning and any complementary learning. Typically the remaining blocks are available for planned study, private study and for enrichment activities, which may include the Extended Project Qualification (EPQ), work related learning or work experience and membership of teams, clubs and societies, designed to broaden their experience. The wider curriculum also includes tutorial and related guidance and the total college experience enables students to develop employability and other skills to aid progression and personal development.

We seek to ensure that each student receives the following:

- A broad and balanced general education, which may include elements of specialist study.
- The opportunity to develop relevant skills and educated attitudes for study, work, life and citizenship.
- Activities and courses which develop the whole person and their values and which demonstrate learning, involvement and commitment to the wider community.
- Relevant recreational, sporting and cultural activities for personal enrichment.
- Relevant qualifications for their progression to employment, apprenticeships, Higher Education or training.

### **OBJECTIVES**

#### **1 General Education and Specialist Study**

At enrolment students are guided to consider breadth as well as specialisation. Prior attainment, education and career goals are the basis for detailed enrolment guidance for each student. Study Programmes are designed to meet student interests, skills and their aspirations. Breadth is possible by the provision of a range of qualification courses and the provision of tutorial activities and enrichment, including recreational, sporting and cultural activities. All programmes emphasise the development of English and mathematics skills.

#### **2 Skills and Complementary Learning**

Skills and complementary non-qualification studies should provide further guided learning hours per year. Learning skills include workshop time, EPQ work and other study. In addition, general skills are also developed through the tutorial programme, including induction, special events (the HE fair and HE evenings for example) and the Microsoft SharePoint. Life skills include the tutorial programme and enrichment activities designed to develop student confidence and maturity. In addition work experience or work readiness can take many forms including, for example; work tasters, industry and work placements, participation in social action projects, Challenge of Management and the Next Steps event, alongside traditional work experience opportunities. Other

activities such as sports team and visits or other enrichment, the Safe Drive Stay Alive event for example, add to the skill base for each student.

3 **Values and Community Involvement**

This area contributes to a student's complementary learning. There are many activities that form part of the community programme such as; the Richard Collyer Union (RCU), societies, charity work, attendance and participation at Founders/Leavers events, the College Christmas Concert, volunteering at Open Evening(s), Jubilee or assisting in college functions and representing the college in competitions. The college seeks through its curriculum to ensure that equality and diversity is promoted. Individuals get a better understanding and appreciation of others and are made aware of Collyer's values as well as how to be safe and respect others.

4 **Personal Enrichment**

Student's complementary learning, as well as the informal curriculum, will take diverse forms, and will reflect the individual student's interests and needs. Whilst the college recognises the importance of students undertaking activities for their own intrinsic merits recognition of these activities through the employability section of MyProgress, for example, offers each student an account of their efforts and encourages active participation. College sports, drama, performance, media, liberal arts, and creative enrichment activities all contribute to this aspect of learning.

5 **High quality teaching and learning opportunities**

Quality teaching and high expectations of all students underpin the work of the college. The range of qualifications on offer reflects the diverse nature of students needs at both advanced (Level 3) and intermediate (Level 2) level, and is as comprehensive as possible for a college of over 2000 students.

6 **Literacy and Numeracy**

In line with current governmental guidance, any student who has not achieved a GCSE at grade 4 in English Language or Maths is required to undertake timetabled lessons and resit the subject. Students who achieved a 2 or lower in Maths will usually be offered Functional Skills Maths Level 2 instead.

7 **Special Educational Needs and/or Disabilities**

The needs of students with special educational needs and/or disabilities (SEND) can vary widely but the college's curriculum policy applies to all students. All students regardless of additional need, follow a programme that stretches them, prepares them for adulthood and supports their progression into work or further study. For students with SEND who have a learning difficulty assessment (LDA) or an Education, Health and Care Plan (EHCP) an appropriate study programme can apply up to the age of 25.

8 **Transfer Arrangements (internal)**

In order for students to continue with subjects/courses in Year 2, students taking A Levels need to achieve at least a Grade E in their Transfer Examinations. Students taking Vocational Level 3 qualifications need to achieve Pass grades or equivalent and those on Vocational Level 2 need to achieve Merit. All students need to have a good attendance record, at least 'Good' Studentship grades in their first year Progress Reviews and a recommendation from their Head of House.



## **COLLEGE SERVICES**

### **The Library**

The Library is central to learning within Collyer's and provides the ideal space for silent independent study. The purpose built facilities include:

- 155 PC stations and 147 study desks with 44 laptops available for loan
- Wireless network and a charging locker for students who have their own devices
- A well-stocked library with books, journals and DVDs
- Access to key electronic resources including e-newspapers, e-books, e-journals, databases and streamed television programmes
- A good range of careers and higher education information
- Health and wellbeing information and self-help guides

The friendly, specialist staff are very experienced in assisting students with their research.

The Library is open Monday to Thursday 8.00 – 18.30 and on Friday 8.00-17.00 during term time. See notices for holiday opening times and extended hours in the lead up to exams.

Additional facilities include:

Photocopying, printing & scanning

Headphones, phone chargers, SD card readers, calculators, laptops and other items may be borrowed on short-term loan.

A range of stationery items are available to purchase from the first floor helpdesk

### **ID Cards and Lanyards**

All daytime students are issued with an ID card and Lanyard once they have enrolled at Collyer's and the Code of Conduct states that all students must wear their Lanyard/ID at all times whilst on the College campus. Lanyard/ID are the clearest way of identifying genuine users of the college campus. They allow staff, students and other users to easily see who should be on the campus. The absence of a Lanyard/ID indicates that a person may be an intruder; potentially putting our college community, including the onsite nursery, at risk of harm. You will be approached and challenged by college security and staff if you are not wearing your Lanyard/ID.

Students who forget their Lanyard/ID will need to go to the Library issue desk to collect a temporary wristband but there are sanctions in place for those who repeatedly forget their Lanyard/ID. Lost or damaged Lanyard/ID need to be reported and replaced immediately. Replacement Lanyard/ID cost £5 and are available from the Cashier at the Finance Office or the Library.

### **Copyright and the Law**

You have signed in agreement to our Copyright Policy. This policy and guidance can be found on the Library SharePoint page. It is your responsibility to ensure that you are aware of the terms of the licences that we purchase and adhere to the regulations. For example, our CLA licence allows you to photocopy a limited amount from printed material:

- 5% of a complete work or one chapter
- a single article from a magazine
- a short story or poem of not more than 10 pages
- an A4 section of an ordinance survey map

Audio-visual recordings borrowed from the Library may only be used for educational purposes and must be returned within the stated loan period.

Media and Film Studies students are required to study some films of an 18 category; these are only available to Media and Film students and not to other students who are under the age of 18.

Passwords to electronic subscriptions for the use of registered students must be kept securely and not passed on to third parties.

### **Computer Facilities**

The college provides 150 computers for private study in the Library with 40 laptops available for short-term loan. A further 850 computers are sited in Computer suites and classrooms, primarily running Windows 10.

All students have a personal network and cloud account providing E-mail and Document storage. The Collyer's Virtual Learning Environment\Student SharePoint sites have on-line information and learning resources for every subject. 'MyProgress' provides personalized details of progress and attendance.

Access to these resources from home and using personal devices is found from the college's internet site at [www.collyers.ac.uk](http://www.collyers.ac.uk) and following links to 'My Collyer's'.

Students can download and install the latest Microsoft Office on up to five of their own devices by following instructions on My Collyer's. Wi-Fi is provided cross-college for students use.

An IT Support team provide help and support with college resources who can be contacted via [itsupport@collyers.ac.uk](mailto:itsupport@collyers.ac.uk)

### **Students Requiring Extra Support with Study and/or Wellbeing**

Support with study skills and wellbeing is available for all students. For more information regarding the range of support available to all students please refer to both the Study Support SharePoint and the Student Wellbeing SharePoint.

Specific support can also be provided for students with identified specific learning difficulties, limited mobility, health issues or impaired sight or hearing. To find out more, students and/or parents should contact Helen Mayer-Dean ([hmd@collyers.ac.uk](mailto:hmd@collyers.ac.uk)). If the query concerns exam access arrangements please contact Janice Brinley Codd ([jbc@collyers.ac.uk](mailto:jbc@collyers.ac.uk)).

The college offers a range of wellbeing support including the .b mindfulness course. Counselling is also available via referral to the Dialogue counselling service and is free of charge. You may consult a counsellor on any problem at all, whether it concerns work, stress, health or personal relationships, in confidence. For information regarding student wellbeing support please contact Helen Bolger ([hxb@collyers.ac.uk](mailto:hxb@collyers.ac.uk)).

Details of all the wellbeing services available are published in tutor rooms and accessible via the Student Wellbeing SharePoint. Please talk to your tutor first about our emotional wellbeing support or visit Student Services.

### **Reprographics**

A range of services for students including binding and covering projects, posters, printing tickets, laminating and quality paper are available. See Ros Creagh in Reprographics Room.

## **Clubs & Societies**

Students are encouraged to join one of the many student clubs and societies on offer, to enrich their experience at college and also as a way of meeting new people with similar interests. Students wishing to set-up their own activity can apply to the Tutorial and Enrichment Co-ordinator at the start of term to be allocated a room and included in the 'Collyer's EXTRA' programme (Details of how to set up a club or society will be advertised in the college bulletin and tutorial materials in September). Students are also able to book a room for quiet reflection or prayer by contacting Student Services.

## **The Richard Collyer Union (RCU) – The Student Union**

The Richard Collyer Union or RCU is a lively and thriving student union, which represents all Collyer's students. It is run by a group of democratically elected student officers, who are voted in each year by the student body, and managed by a member of staff. The student officers meet every half term with tutor group representatives and discuss and make decisions on ways in which college life and the college community can be improved to promote inclusivity, enrich learning and ensure that every student has a positive and fulfilling experience during their 2 or 3 years at Collyer's both academically and socially.

RCU Officers liaise with a range of committees and groups across college, to contribute to the development of students' academic and pastoral experiences at Collyer's, as well as helping to improve the services and resources available to students. Students organise fundraisers, work with the local community and attend meetings with the senior management team. In previous years we have supported local, national and international charities including Chestnut Tree House, Horsham Food Bank, Mind and the British Heart Foundation.

Becoming part of the RCU is a great opportunity to work alongside like-minded individuals, have some fun and make a real difference to your college experience.

## **The Parents' Forum**

Membership to the Parents' Forum is open to all current parents and guardians of students attending the college and to all students and staff and we very much welcome new members to join us. The committee is made up of parents, staff and students, and meets once a term at a more convenient time for parents of 6pm. It aims to provide a forum for parents to have their voices heard at college and discuss issues on a range of relevant themes.

The Parents' Forum also works with local businesses to run the Student Sponsorship Scheme which offers funds for students to pursue volunteering opportunities, fulfil sporting ambitions or to complete personal projects; and to offer further financial support for students who face personal or financial difficulties during their time at Collyer's.

We hope the work of the Parents' Forum proves valuable to the college and current Collyer's students and welcome all new members at the start of each academic year.

## **Organisation of Collyer's Alumni (OCA)**

Although you are only just starting at Collyer's we hope you will build connections and make friendships here that will last a lifetime. The OCA is the alumni network for all former students of Collyer's, offering a way for you to keep in touch with Collyerians across the globe. The OCA produces a twice yearly newsletter and has a website [www.oldcollyerians.org.uk](http://www.oldcollyerians.org.uk). There are also two annual reunions, a dinner held at the College currently on the 3<sup>rd</sup> Saturday in November, and a social event held each summer for members and their guests at a venue of interest as close to Horsham as can be arranged.

Membership is free for the first four years after leaving the College – simply send your e-mail address to the Hon. Secretary David Picknell at [davidpicknell@tiscali.co.uk](mailto:davidpicknell@tiscali.co.uk) (you don't have to wait until you have finished your studies at the college!) and you will receive the newsletters which contain interesting information on members, the College past and present and details of the reunions.

### **The Mercers' Company**

Collyer's was founded as a school in Horsham in 1532 through the will of Richard Collyer, a prominent member of the Mercers' Company in London. The Company was at the centre of the commercial life of the City of London, exporting woollen materials, and importing luxury fabrics such as silk and linen. Mercers continue to take an interest in the college, with members supporting the College as both governors and trustees, bringing a diverse range of skills to these roles. The college logo ("The Maiden") is a modern version of The Mercers' Maiden, the symbol and coat of arms of the Company.

**The Mercers' Company are able to offer ad hoc grant support for specific College initiatives as part of their Philanthropy Strategy. Most recently they have contributed to scholarships, drama and mental health projects. as well as Employability support.**

### **Careers and Higher Education Progression**

The college works in partnership with a number of national organisations to provide relevant, up-to-date information and appropriate guidance on what is available to students when they leave. The tutor is primarily responsible for an introduction to this individual guidance with major group events and lectures forming part of an extensive range of progression events throughout the year. One-to-one careers interviews are available to supplement tutorial guidance. The Library houses a good selection of prospectuses and reference books and access to UniFrog (University and careers interactive tool), careers orientated computer programmes and the Internet. Students are helped to prepare job or university applications and to write CVs and personal statements. There are fully comprehensive sites on the college Sharepoint Sites as well as links to complimentary external internet sites, that provide information on careers, Higher Education and associated subjects, as well as a rolling programme of lectures and talks. Students are encouraged to participate in a number of targeted events and to take an active role in planning their futures.

Major events like the UCAS Convention, the Oxbridge Conference, Higher Education Evenings, and Not Going to University Evenings (NG2U) are open to, and well attended by Collyer's students and parents. Director of Higher Education Progression, Ian McAlister ([im@collyers.ac.uk](mailto:im@collyers.ac.uk)) along with, Rebecca Adams, Director of Careers and Employability Progression ([rja@collyers.ac.uk](mailto:rja@collyers.ac.uk)) and the Progression Directorate co-ordinate these matters within the college, helped by Library Staff and representatives from each academic department.

### **Student Services**

Student Services, (located next to the Refectory), supports students with advice and guidance on a range of issues, eg: financial support; bursary applications; wellbeing; safeguarding; counselling referrals; attendance queries; lost property; travel discounts; bicycle and moped parking permits; free Period Equality products; and a wide range of support agency contact information.

Please note that if a student becomes unwell during the day, the College is not permitted to provide/administer paracetamol. We can assist with obtaining first aid and contacting parent/carers if the student is unable to travel home on their own.

## **Absence**

At Collyer's we want all our students to achieve their potential and also to prepare themselves for the next stage of their lives. It is clear that there is a strong correlation between attendance and punctuality in lessons, and achievement. We expect all our students to aim for 100% attendance and punctuality and this will be carefully monitored by subject teachers and personal tutors.

Absence should only be reported by parents/carers, via email **absence@collyers.ac.uk** or by calling the Absence Line on **01403 216528**. Leave the student's name, tutor and reason for absence. Parents/carers should inform the college of an absence as early as possible and ideally before the lesson or lessons that will be affected. For absences of more than one day, a phone call or email each morning will be needed. Should you be unable to report an absence on the day, then please contact the college within one calendar week (five working days) of the absence. Any queries about the accuracy of registers should be raised in the first instance by the student with the member of staff concerned.

Students may not report their own absences, however as a courtesy they should inform their subject teachers and/or tutor via email and must catch up missed work. More information about absence reporting is available in the parents/carers section of the college website.

## **TRANSPORT**

### **Bus**

#### **Metrobus**

Full time students aged 16 and over can receive **25% off adult fares** when purchasing Metrovoyager, Crawley Metrorider and Horsham Metrorider tickets. To get the discount, **students need to register** for a **Student Key Smartcard**, which is **free**, from the **Crawley Metrobus Travel Shop** (located across the road from Crawley train station). Proof of full time student status, such as college ID, will be needed. The student key card can be topped up with discounted tickets online or at the Metrobus travel shop in Crawley.

Visit: <https://www.metrobus.co.uk/childstudent-fares/>

#### **Stagecoach, Compass Travel and Sussex Coaches**

Various discounts offered for students. For more information contact the individual bus company directly.

#### **Collyer's Worthing Bus**

Collyer's runs a **subsidised bus service** from Worthing, Findon, Washington and Ashington (in 2020/2021 the cost was £7 a day return or £3.50 per journey, £6 a day return or £3.00 per journey from Ashington). You do not have to travel every day or both morning and afternoon on the same day, but can reserve a place on the bus according to your timetable. You will be sent an invoice for the journeys you have made every half term. If you live in a BN postcode area or live more than 15 miles from the College and do not receive the Collyer's 16-19 Bursary, you will be eligible for the Collyer's Student Travel Award of £25 per half term (deducted from your invoice).

In 2020/2021 the bus stopped at Broadwater Green, Worthing Hospital, West Worthing, Durrington and Goring train stations, Durrington North Star Pub, Patching/Clapham, Findon's Black Horse Pub and The Gun Inn, Washington Kia Garage and Rectory Road in Ashington. The stops are determined by the addresses of the students so the route may be adapted to suit each year. The bus leaves the first stop in Worthing at 07:00 and arrives at Collyer's at 08:26. The bus leaves Collyer's at 16:30 on Monday, Tuesday, Thursday and Friday and at 15:30 on Wednesday.

If you are **interested in a place** on the bus **please email your name and address** to [worthingbus@collyers.ac.uk](mailto:worthingbus@collyers.ac.uk)

#### **West Sussex County Council**

Visit the WSCC website for **links to student travel discounts**:

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-and-college-transport/>

WSCC also offer **Concessionary 'Spare' Seats on School Transport**.

Look at their school and college transport / paid transport page. Available seats in 2020/2021 were charged at two payments of £325.50.

### **Train**

#### **16-17 Railcard**

Railcard allows **16&17 year-olds** to enjoy **50% off** standard Anytime, Off-Peak, Advance and Season tickets. The railcard costs **£30**, is valid for one year, or until the holder turns 18, whichever comes first. **Apply online at:** [www.16-17saver.co.uk](http://www.16-17saver.co.uk)

### **16-25 Railcard**

This currently costs **£30** for one year and entitles the holder to **1/3 off a range of tickets** (does not include season tickets). Minimum fares and time restrictions apply.

**Apply online at:** [www.16-25railcard.co.uk](http://www.16-25railcard.co.uk)

### **Surrey Student Fare Card**

This gives students aged 16-18 who live in Surrey **reduced rate bus and/or rail travel to schools and colleges**. There are two separate cards available – a train fare card and a bus fare card. **Each card costs £25. Download an application form at**

[www.surreycc.gov.uk/studentfarecards](http://www.surreycc.gov.uk/studentfarecards). Cards will be sent to the college for collection from Student Services who will notify the student via their college email.

### **Collyer's Student Travel Award**

The Student Travel Award of £150 (£50 a term) is available to students who meet one of the following criteria:

- Live in a **BN postcode area**
- Live **more than 15 miles** from the college
- Travel to college using the **Sussex Coach services 633 / 634** from the **Haywards Heath and Cuckfield areas**

***The Student Travel Award is not payable to students receiving the Collyer's 16-19 Bursary as a significant proportion of their travel costs will be already covered.***

Application forms for the **Collyer's Student Travel Award** are available on the College website (under Admissions/Student Finance); the Student Services SharePoint site or collect one from the **Student Services office**. The award is subject to excellent attendance. Applications will be processed from the start of the Autumn term with the first instalment paid in October.

## **HEALTH AND SAFETY**

### **Introduction**

While you are with us, we want to ensure that you have a healthy and safe time at the college. This section sets out the college's policy on health and safety and provides information about how you can contribute to the college's efforts to maintain a high standard of health, safety and welfare for everyone. Health, Safety, and Welfare Information for Students will be delivered by your tutor.

### **Health and Safety Responsibilities**

Collyer's comes under the jurisdiction of the Health and Safety at Work Act 1974 and the Governing Body is fully committed to ensuring the Health, Safety and Welfare of all employees and students, so far as is reasonably practicable. Each student will be provided with such information, instruction and training as is necessary for the safe performance of their studies and recreational or social activities. Each employee and student must co-operate with the college to enable all statutory duties to be complied with.

### **Safeguarding**

Collyer's fully recognises its duty of care to students whilst they are in attendance and its responsibilities for child protection.

The College will aim to promote a positive, supportive and secure environment in which students feel respected and valued. We recognise that high self-esteem, confidence, supportive friends and clear lines of communication with trusted adults are important elements in prevention. We will aim to promote an ethos in which its students and staff feel secure, are encouraged to talk and are listened to.

### **General Information**

As a student you are expected to:

- Take reasonable care for your own health and safety
- Consider the safety of others who may be affected by your acts or omissions
- Refrain from intentionally mis-using or interfering with anything that has been provided for health and safety reasons (college disciplinary procedures will be implemented against offenders)
- Report any hazardous defects in plant or equipment, or shortcomings in existing safety arrangements, to a member of staff immediately
- Not undertake any task or operate any equipment for which authorisation and/or training has not been given
- Observe all published regulations and college Codes of Practice relating to safety in workshops, laboratories or classrooms
- Strictly observe fire evacuation procedures. When the fire alarm sounds, students **MUST** assemble at the designated meeting point and **NOT** leave the college premises.
- A Health and Safety induction will take place during enrolment in September.

### **Day-to-day Health and Safety**

The following are some of the simple things we can all do to keep the college as safe and healthy as possible:

- Do not block fire exits – either inside or outside – with bags or equipment, bikes or cars
- Keep corridors and staircases clear of obstructions and report any items that could cause a fall
- Do not park on college grounds unless prior authorisation has been obtained. Persistent offenders will be subject to disciplinary action
- Do not distract other students or staff who may be operating machinery or equipment

- Do not carry out any task or operation that may endanger others if you are feeling ill or taking medication
- Ensure that good personal hygiene is maintained by thorough hand washing before leaving workshops and laboratories and after any outdoor physical activity
- Wear appropriate clothing for practical work
- Use any personal protective equipment (PPE) provided, as instructed by members of staff
- Stop work and inform a member of staff if you believe that any activity, task or process you or others may be undertaking is unsafe
- Report defects or dangerous conditions to a member of staff
- Report immediately all accidents involving injury to yourself or others, to a member of staff.

### **Health**

Alcohol, illegal drugs and 'legal highs', smoking (including electronic cigarettes) and offensive weapons are not permitted on college premises. It is the responsibility of all students to inform a member of staff if there is a medical reason why they cannot follow their course, or participate in any activity. Any student with a disability should discuss this with their tutor or teacher before the start of the course.

### **Use of your Personal Electrical Equipment in College**

If you intend to bring in portable electrical appliances including laptops, tablets and phones and plug these in to the college electrical system you can only do so in the social areas and the Library. For your safety the college electrician will test your equipment free of charge within the first few weeks and periodically thereafter.

### **Accidents and Incidents**

All accidents and incidents (whether they cause an injury or not) no matter how minor, must be reported to a member of staff. Accident forms are available at Reception. If you see something which seems unsafe, it is your responsibility to inform a member of staff.

### **First Aid**

The location of the First Aid kits and contact information for First Aid Staff are displayed in each room. There is a designated medical room on the ground floor of the Graham Baird building room G001

### **Harassment and Bullying**

The college will not tolerate harassment or bullying of any kind (in person or via social media), this includes:

- Physical assault or abuse
- Verbal threats or abuse
- Unwelcome physical contact
- Name-calling
- Insults
- Ridicule or demeaning someone
- Stalking someone
- Making offensive remarks about personal appearance or dress
- Offensive graffiti
- Displaying or distributing materials that are offensive
- Sending offensive remarks or images by email or text or social media

### **Evacuation**

If the Fire Alarm sounds you should leave the building by the quickest route by following the green signs. Then proceed to the top car park and wait for instructions.

### **Fire Procedure**

- If you discover a fire, operate a fire call point immediately, they are located on every exit from the building
- The fire brigade will be called immediately. The call point must not be used for any other purpose. Do not attempt to fight the fire or re enter the building.
- Do not leave the college grounds

**Please maintain high standards of Health, Safety and Welfare in all college activities – it is for your benefit**

## **Appendix F - Privacy Notice 2020 to 2021**

Training providers should ensure that all learners have seen this privacy notice as part of their enrolment processes.

### **How We Use Your Personal Information**

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations.

For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation.

You can agree to be contacted by other third parties by ticking any of the following boxes:

- About courses or learning opportunities.
- For surveys and research.
  
- By post.
- By phone.
- By e-mail.

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

## A GUIDE TO SUBJECT COSTS

Listed below are the approximate costs currently incurred by students for books, materials and other purposes (such as field trips and study visits) for each college course, but these are subject to change. Most of the items under 'trips' are voluntary, and the costs for compulsory field trips vary depending on whether the student opts for a local or residential option.

SUBJECT	LEVEL	BOOKS	MATERIALS	TRIPS/OTHER
Contemporary Fine Art	A Level	£40/year Sketchbooks/ equipment bundle	Mostly included in bundle+	£16 approx. per optional trip.
Graphic Communication	A Level	£40/year Sketchbooks/ equipment bundle	Mostly included in bundle+ printing costs	£16 approx. per optional trip.
Textiles Design	A Level	£40/year Sketchbooks/ equipment bundle	Mostly included in bundle+	£16 approx. per optional trip.
Applied Science	BTEC L3 Diploma	1st Years: £23.50 covering exam practice workbook + revision guide + course materials	2 <sup>nd</sup> Years: £10 to cover course materials.	N/A
Art and Design	BTEC L3 Extended Diploma (triple)	£50 sketchbooks and specialist materials	£60 approx for final pieces for triple course, plus weekly printing costs + DSLR Camera	£20 approx. per optional trip.
Art and Design	BTEC L2 Award	£30 sketchbooks and specialist materials	£30 final pieces and printing costs	£20 approx. per optional trip.
Biology	A Level	£36 Textbook & Resources bundle	N/A	£20 – UK Field Trip.
Business	BTEC National Level 3	£25 for a textbook	N/A	Approximately £30 for optional visit.
Business	BTEC First Award	£30	N/A	N/A
Business	A Level	£30 for textbook	N/A	£100 (optional) but dependent on availability of visits

SUBJECT	LEVEL	BOOKS	MATERIALS	TRIPS/OTHER
Chemistry	A Level	N/A	<p>1<sup>st</sup> Yr £21. This is for the CGP A-level Y1 Revision Guide Chemistry OCR, Exam Practise book (with answers), printed notes and a mini white board and pen. You will need to buy your own lab coat and a Chemistry student can use this coat for Biology.</p> <p>2<sup>nd</sup> Yr £20 A-level Y2 Revision Guide Chemistry OCR, Exam Practise book (with answers), printed notes</p>	
Computer Science	A Level	£35 for text book, this includes an online resource.	N/A	Trips (all optional) Robotics club/competition £60 Bletchley Park £25 Science Museum £15
Criminology	WJEC Diploma	£40 for 2 years	Study equipment / print credit	Approx £20 per optional trip
Dance	A Level	£20	£30	Compulsory fee for workshops & performances £25 Optional theatre trips £50 Optional residential trip £350-£950 tbc

SUBJECT	LEVEL	BOOKS	MATERIALS	TRIPS/OTHER
Design Technology - Product Design	A Level	2 x Textbook £45	Dependant on the project undertaken by the student but students need to supply all materials for their practical work	£20 (approx)
T Level Education and Childcare (two year, 3 course choice)	L3 (whole course choice)	£35 textbook + coursework printing	£30 <b>optional</b> hoodie and polo shirt	<b>Travel costs to and from Industry Placements</b>
Award in Child Development and Care	L2 (part of the transition programme)	£25 textbook and coursework printing	£30 <b>optional</b> hoodie and polo shirt	<b>Travel costs to and from Industry Placement</b>
Economics	A-Level	Optional (£25-£50)	£5 <u>compulsory</u> contribution to EzyEconomics subscription.	Optional conference £35; optional New York residential £800-£900
Electronics	A Level	No cost for textbooks as they are only available online	£10 consumable component fee + printing costs for coursework	N/A
English Lang. & Lit	A Level	£40	N/A	£25 for one likely compulsory theatre trip, other trips optional
English Lit.	A Level	£50	N/A	£25 for one likely compulsory theatre trip, other trips optional
Environmental Science	A Level	£23	Revision books, exam papers £25 each	Yr 1 day field trip £35, Yr 2 day field trip £55.
Film Studies	A Level	Text book £35 + £10 for repro-graphics	11 DVDs: approx. £50	£30 – BBFC film screening and other relevant film screenings

SUBJECT	LEVEL	BOOKS	MATERIALS	TRIPS/OTHER
French	A Level	Yr 1 £42 for course booklets, course textbook, online subscription to Kerboodle and grammar workbooks.  Yr 2 £35 for course booklets, course textbook, online subscription to Kerboodle, book 'No et moi' and revision packs.	Yr 1 approx. £6 for set film (DVD) 'La Haine' from Mathieu Kassovitz.	Compulsory cinema trip £10  and/or  Compulsory visit to Institut Francais in London for a French immersion day £25  Optional trip/exchange to France (TBC) approx. £550
Geography	A Level	Yr 1 core textbook approx. £25  Yr 2 core textbook approx.. £25	N/A	Approx £60 <b>compulsory</b> Yr 1 fieldtrips (London Olympic Park, Seaford and Brighton)  Approx £850 <b>optional</b> residential Yr 2 fieldtrip (Iceland)
Geology	A Level	£23	N/A	Optional international trips to Iceland £850
German	A Level	Approx. £50 (linear 2 years) and an extra £8 to £10 for grammar book Literature book £8 to £10	N/A	In addition, optional trip of German Exchange around £400 / Berlin £450

SUBJECT	LEVEL	BOOKS	MATERIALS	TRIPS/OTHER
Government and Politics	A Level	Main Course Textbook £38  Revision book £10	Cost for study booklets (printing costs) - £5	£15 First Year trip to Parliament. (optional) £35 First Year Trip to Politics Conference (optional) £900 approx for optional trip every other year to Washington D.C. (Dependent on travel rules etc.)
Health & Social Care	L2 and L3 BTEC – all courses		£10 course work printing Work shadowing	N/A
History	A Level	Yr 1 £25 Yr 2 £25 Yr 1 £5 coursework booklet	N/A	£30 optional for study days + £200 optional for residential trips.
IT	BTEC IT L3	£25-£30 £10	Book/Print costs Online Resources Work shadowing	Conferences/Day trips £10-£65 per day Residential Options UK £100-£150
IT	BTEC ICT L2 Award	£50	N/A	Approx. £25.00 team building day
Law	A Level	£40.00 estimated price for new specification textbook.  £20.00 revision textbook	Yr 1 £30  Yr 2 £30	
Mathematics	GCSE	£5 revision guide & workbook	£5 calculator	N/A
Mathematics	A Level	£5 access to online resources £60 textbooks (optional)	£90 graphical calculator	£40 optional trips to Thorpe Park & London £350 - £800 Optional residential trips
Maths (Further)	A Level	£5 access to online resources £120 textbooks (optional)	£90 graphical calculator	£40 optional trips to Thorpe Park & London £350 - £800 Optional residential trips

SUBJECT	LEVEL	BOOKS	MATERIALS	TRIPS/OTHER
Maths	Functional Skills	£8 for workbooks	£5 for a calculator	N/A
Media Studies	A Level	£25 per year	£10	£30 + £995 optional foreign trip.
Media Studies (Creative Digital Media Production)	BTEC L3	£40	£50	£30 plus optional (£940) foreign trip
Music	A Level	£65	£20	£20
Music Practitioners Extended Diploma	L3	£60	£20	£20
Philosophy	A Level	Yr 1 £25 Yr 2 £25	N/A	N/A
Photography	A Level	Digital materials pack option  Yr 1 - £6  Yr 2 - £6  Non-digital materials option  Yr 1 - £40 for materials pack  Yr 2 - £30 for materials pack	£5-£10 approx for final pieces per year, plus weekly printing costs for non-digital sketchbook + DSLR Camera	£25 approx per optional trip
Physical Education	A Level	Yr 1 & Yr 2 Textbook - £40	Appropriate sports kit/ footwear for indoor and outdoor use. Collyer's Sport apparel available at <a href="https://www.oneyills.com/shop-by-team/education/colleges/the-college-of-richard-collyers.html">https://www.oneyills.com/shop-by-team/education/colleges/the-college-of-richard-collyers.html</a>	£45 Yr 1 Sport Science Labs trip. £30 Yr 2 Olympic Velodrome Trip Yr 2 Optional Residential Trip alternates between Ski Trip (£900) & Club La Santa Lanzarote (£600)

SUBJECT	LEVEL	BOOKS	MATERIALS	TRIPS/OTHER
Physics	A Level	Yr 1 £20 for the 2 guidebooks, 1 labbook and 1 past paper booklet and £10 for the CGP textbook which is optional  Yr 2 £20 for the 2 guidebooks, 1 labbook and 1 past paper booklet and £10 for the CGP textbook which is optional	No extra materials required	N/A
Psychology	A Level	£20 - £40 Students to buy the new addition	Y1- £5.00 towards printing-booklets, exam papers Y2- £10 towards booklets, exam papers and Brain lecture	N/A
Sociology	A Level	Yr 1 £20 Yr 2 £20 Approx £5 for dividers throughout the two years	N/A	N/A
Spanish	A Level	Yr 1 textbook Approx £25. Yr 2 text book Approx £25. Set literary book £10-£15	N/A	Spanish exchange trip optional - approx £450
Sport	BTEC First Dip.	£20	£35 Prac. Sports kit	N/A
Sport BTEC Dip in Single/ Double/Triple	National Diploma in Sport	£20	Approp. Sports kit	N/A

<b>SUBJECT</b>	<b>LEVEL</b>	<b>BOOKS</b>	<b>MATERIALS</b>	<b>TRIPS/OTHER</b>
Travel & Tourism – Introduction to Cabin Crew	BTEC L3 & L2	Text book approx. £30	N/A	Day trips for coursework – approx. £60 optional overnight to a European destination – approx. £120 optional trip to Dubai Y2 approx £950 Trip to Easyjet training centre - £20

# THE COLLEGE OF RICHARD COLLYER

## Dates for 2021-2022

*(West Sussex County Council school year dates are **not quite** the same)*

**Autumn Term 2021:** Tuesday 31<sup>st</sup> August to Thursday 16<sup>th</sup> December

**Half term:** Monday 25<sup>th</sup> to Friday 29<sup>th</sup> October

**Spring Term 2022:** Tuesday 4<sup>th</sup> January to Friday 8<sup>th</sup> April

**Half term:** Monday 21<sup>st</sup> to Friday 25<sup>th</sup> February

**Summer Term 2022:** Monday 25<sup>th</sup> April to Tuesday 19<sup>th</sup> July

**Half term:** Monday 30<sup>th</sup> May to Friday 3<sup>rd</sup> June

**Bank Holiday:** Monday 2<sup>nd</sup> May

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## Dates for 2022-2023

**Autumn Term 2022:** Tuesday 30<sup>th</sup> August to Thursday 15<sup>th</sup> December

**Half Term:** 24<sup>th</sup> to 28<sup>th</sup> October

**Spring Term 2023:** Tuesday 3<sup>rd</sup> January to Friday 31<sup>st</sup> March

**Half Term:** 13<sup>th</sup> to 17<sup>th</sup> February

**Summer Term 2023:** Monday 17<sup>th</sup> April to Tuesday 18<sup>th</sup> July

**Half Term:** 29<sup>th</sup> May to 2<sup>nd</sup> June

**Bank Holiday:** 1<sup>st</sup> May