

STAFF ABSENCE

If you are **sick** please call or email **Reception BEFORE 08:15** on the day (irrespective of your start time) this will enable Reception staff to inform everyone of your absence before the start of the teaching day.

As Reception is **not automatically notified by Cintra**, please could all staff ensure they notify Reception of any forthcoming planned absences (ie trips, toil, staff development activities, short term dependency leave, medical appointments, etc).

Please follow the Staff Absence Procedures and Leave of Absence Procedures as detailed under SharePoint/HR/Absence.

Phone: 01403 210822 or
Email: reception@collyers.ac.uk

STUDENT ABSENCE

If you are unable to be in College for any reason then this must be reported by a parent or carer

Call: 01403 216528
Email: absence@collyers.ac.uk

STUDENTS ON SITE AFTER NORMAL COLLEGE HOURS

STAFF ON SITE AFTER NORMAL COLLEGE HOURS

Please be aware that we expect students to have left the college site by 17:00 Monday to Friday, could tutors please remind students of this requirement. If there is a need for students to be on the college site after that time then:

1. **They must be supervised by a member of staff who is responsible for them, Monday to Thursday**
2. **Prior notice should be given to MJE and the Estates team**
3. **They are enrolled on an adult evening course**
4. **They are working purposefully in the Library**

It is only on exceptional circumstances that teaching staff will arrange for students to be on site with them after 17:00. It is important that staff discuss such a requirement with their Head of Faculty and then with MJE, giving plenty of notice of the proposed activity and duration.

On Friday the college closes for the weekend at 18:00. Could staff ensure that the area they are leaving, and indeed the college itself, is secure as they leave. Using the staircase by the Principal's office, for example, is the preferred exit route.

THE REFECTORY

Open between 8:15 and 14:15
Lunch Available from 11:45
Menu subject to change

MON
£3.70

Thai Green Chicken Curry & Rice
Quorn Thai Green Curry & Rice

Chicken Pasta Bake
Cheese Tortellini with Green Pesto

TUE
£3.70

WED
£3.70

Roast Chicken
Nutless Roast

Mexican Chicken Crunch
Mexican Vegetable Crunch

THUR
£3.70

FRI
£3.70

Jumbo Fish Fingers & Chips
Mozzarella Sticks & Chips



Student Voice

Don't forget to vote!

The online election for the roles of Student Governor and/or RCU Co-President is live!

You can hear directly from all the candidates in your tutor group this week and at the live Hustings on Friday 26th April at 13:30 in Duckering Hall. Voting closes at 16:15 on Friday 26th April.

Make sure you have your day!



**PLEASE DO NOT SMOKE
OR VAPE ANYWHERE ON
THE COLLEGE CAMPUS
OR THE SURROUNDING
AREAS**

Date	Summer Term Events	Meetings Tues or Thurs 16:20	Meetings Other	External Meetings
Week 29			SS teams this week	
22nd Apr				
23rd Apr		H&S		S7 C&Q & SD
24th Apr			Educ Comm 14:05	
25th Apr				
26th Apr			RCU	
Week 30				
29th Apr				
30th Apr	Transition references complete	EDI/SMCG		
1st May			Educ Comm 14:05	
2nd May	New Applicant Information Evening	House		S7 Prins
3rd May				
Week 31				
6th May	BANK HOLIDAY			
7th May		Fac/Hos		
8th May			Educ Comm 14:05	S7 SSM
9th May		DSG		
10th May				

Curriculum Planning & Quality Assurance

Curriculum Planning

Apr

- Deployment and Curriculum planning
- Budget planning
- Exam timetable distribution on MyProgress

May

- New Applicants Information Evening (external)
- Deployment and Curriculum planning
- Final Moderation (coursework to board)
- Exams begin
- 1A Subject reference (UCAS)

Quality Assurance

Apr

- Course Review Panels held (and Adult Education)
- End of course evaluations (and Adult Education)
- Lesson Observations continue

May

- Course Review Panels held (and Adult Education)
- End of course evaluations (and Adult Education)
- Lesson Observations continue

INTERESTED IN MICRO FOSSILS?

LEARN ABOUT THEM WITH AN EXPERT

12:15 MYPROGRESS > SHOP > ENRICHMENT

26/4/24 A KIRSTY BROWN EVENT

COLLYER'S VARIETY SHOW 2024

Looking for performers!

In mid-June we will be staging our annual Variety Show. We are looking for actors, dancers, composers, musicians, poets, storytellers, animators, film makers, artists, photographers, make-up artists, costume artists, etc. You can contribute as much or as little as you want to.

This is an enrichment activity you can sign up for via MY PROGRESS, which rehearses on Wednesday 3:10-4:15 every week.

So if you think you would like to participate, but want to know more, please email or visit NK@collyers.ac.uk.

RIKKYO SCHOOL IN ENGLAND

Rikkyo School are opening their doors, and invite you to an introduction to Japanese culture.

Date: Friday 3rd May 2024

Time: 4.00pm–7.30pm

JAPANESE EVENING

Come along and try Japanese curry and rice.

If you would like attend, please email nanascott@rikkyo.uk by 26th April. Parents welcome. Please note, this is not a college event; you will need to arrange your own transport to the school.

Kendo display

Japanese Tea Ceremony

Riyyko School, Guildford Road, Rudgwick, Horsham

UCAS

exhibition

Brighton Centre

Tuesday 30 April 2024

Trip 1: 10.30 depart Collyer's

Trip 2: 11.30 depart Collyer's

Explore a wide range of academic and career opportunities.

Visit UCAS experts, hundreds of University representatives, employers and gap year specialists all in one place.

Book and pay by 22nd April

- Go to My Progress shop.
- Click on Wares.
- Choose which departure time you want - 10.30am or 11.30am
- Check your emails the week before for your e-ticket from UCAS.
- Print out e-ticket/take screen shot of it on your phone.
- Present this ticket when you get on the coach.
- Present this ticket when you arrive at the Brighton Centre.

Job Application Workshop

Wed 24 April 1:20 - 2:05 • Lecture Theatre (B216)

If you're a **second year student** intending to apply for employment when you leave Collyer's, then this workshop is for you!

Harris Lord Recruitment agency are running the workshop to support your job applications, give you top tips on how to impress employers and help you stand out from the crowd!

[Sign up](#)

[MyProgress Shop/Enrichment](#)



HL Harris Lord
RECRUITMENT

CAREERS & WORK EXPERIENCE

Drop in



Julie Crysell

Careers Adviser

- Careers Advice & Guidance
- Support with option choices
- Personal statement support
- UCAS application support
- Morrisby psychometric testing
- Apprenticeship information
- CV's, cover letters & preparing for interviews



Sarah Tillier

Work Experience Co-ordinator

- Reflecting on your interests and researching work experience placements
- How to reach out to employers
- Your online profile and personal brand
- Preparing for work experience
- Your Health & Safety at work



Every Tuesday



13:20-14:05 Pm



L001 & L002 ground floor of Library

See the Careers SharePoint for further information

COLLYER'S LIBRARY

OPENING Hours

Monday 15th April - Friday 24th May

Monday

8am - 7pm

Tuesday

8am - 7pm

Wednesday

8am - 6pm

Thursday

8am - 7pm

Friday

8am - 5pm

10% Student Discount!
Morrisons Daily
West Point, Springfield Road, Horsham, RH12 2PD

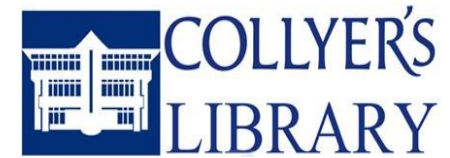
OPEN 6AM-10PM

Rollover
Any 2 for £5
Student price £4.50

Skewee

Student Discount* upon presentation of Student ID card
**excludes some products*

Morrison's Daily
West Point
Springfield Road
Horsham
RH12 2PD



The library team work closely with subjects to ensure we have the resources to support your studies, wellbeing, higher education, and careers. We can help you with research, referencing and evaluating resources for your assignments.

Drop it to ask for help or email library@collyers.ac.uk and we can arrange a time to meet with you. We look forward to seeing you in the library soon,

The Library Team.

FINANCE

The **Finance Office (A103)** is OPEN DAILY from **10:45 – 13:45**. Please note that where possible, online payment is the preferred method. If you need to make any payments by card or cash for resources, you can visit the Finance Office at the above-mentioned opening times.

If making online payments, please allow one business day for the payment to appear on your MyProgress account. Please include your SY number as the reference. Payments made on Fridays, will be updated on MyProgress the following Monday. If you are making a payment at the Finance Office, your MyProgress account will be updated at the same time.

We can also assist you with any queries you may have surrounding payments on MyProgress.



Students, Staff and Visitors
Keep everyone safe
by having your college ID
visible at all times



Please be considerate of our neighbours

The college is situated amongst a residential area.
Respect our neighbour's property and privacy.

P Any student intending to park in the vicinity of the college must ensure they park legally and with consideration to our neighbours and other road users.

- Do not park near driveways where residents need to enter and exit safely.
- Do not park so close to other vehicles that they cannot manoeuvre to drive away.
- The hospital car park is not an appropriate place to park, as it takes away space from patients who need easy access.

The surrounding area is regularly patrolled by Police Community Officers who would also be notified of any problems and will take action if cars are parked illegally.

Be courteous and polite to everyone as you arrive and leave college.

- Do not loiter in the roads surrounding the college or block footpaths, which hinders the progress of others especially if they are with young children, have prams, are elderly or wheelchair users.
- Do not drop litter, including cigarettes, and remember that the park is also close to college and litter should be placed in the bins provided. Food packaging and litter encourage rats and other vermin.

You risk incurring a £75 fine from HDC if you are caught dropping litter.



PICK UP
FREE
PERIOD
PRODUCTS

take away full packs from
Student Services in B002.

make use of open packs from:
Duckering Ground Floor toilets and
Student Services in B002.

Having periods should not be
a barrier to education.

ending period poverty

WE ALL RESPECT
YOUR

RACE & CULTURE

RELIGION

GENDER

DISABILITY

LGBTQ+

AGE

CELEBRATE
DIVERSITY

EQUALITY & DIVERSITY
COLLYER'S
Founded in 1832

STUDENT SERVICES

Located in B002, ground floor
Buckle Building

Lost & Found
CENTRAL LOST PROPERTY

UNCLAIMED LOST
PROPERTY

Jackets, coats, shoes,
water bottles, umbrellas...



PLEASE DO NOT
SMOKE OR VAPE
ANYWHERE ON THE
COLLEGE CAMPUS OR
THE SURROUNDING
AREAS



Safeguarding our students - how we can help

Safeguarding information and advice at Collyer's

If you are concerned about yourself or someone you know, the **Student Safeguarding SharePoint** has all the information and advice you need to access support both within college and externally. Just follow this link: <https://collyer82.sharepoint.com/sites/StudentSafeguarding>

If you have an **immediate safeguarding concern** about yourself or another, please go to the **Safeguarding team in the Student Services Office - B002.**

Welcome to i-Rock

Are you aged 14 - 25? Need to talk?

i-Rock Horsham District is a support and advice hub for young people aged 14 to 25 and living in West Sussex.

We offer a range of support services to help with issues such as mental and emotional health, relationships, money and benefits, family problems, bullying, housing, education and employment. We can also assist you in accessing specialist support from services if needed.

You can get support and advice from i-Rock Horsham District by dropping in or booking an appointment, either face to face at our centre in Hurst Café (formerly Horsham Youth Centre) or by using our virtual platform, which means you can choose to access the service in the way that works best for you.

FOR CONTACT INFORMATION PLEASE FOLLOW THIS LINK:

[i-Rock \(Horsham District\) :: Sussex Partnership NHS Foundation Trust \(sussexcamhs.nhs.uk\)](https://www.sussexcamhs.nhs.uk)

