

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

College Half Term Opening Times

The college will be open, with limited access, during the half term holidays as follows:

Tuesday 28th May to Thursday 30th May

Between 08:15 and 16:30

Friday 31st May

Between 08:15 and 16:00

All staff and students coming in to college during this time **MUST** sign **in** and **out** at the **Main Reception**, unless students are working the in Library. **All students** on site must be **supervised** by a member of staff and will need to be off site by the finish times listed above.

The Library will be open as follows during half term:

Tuesday 28th May, Thursday 30th May and Friday 31st May

Between 08:30 and 16:30

Richard Collyer Union

The RCU are delighted to announce the winners of the recent Elections. Well done to all those who took part and congratulations to:

Student Governors

Roisin Buckley

Dan Griffin

Co-Presidents

Tom Haydon

Risha Panda



THE REFECTORY

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

MON
£3.70

BANK HOLIDAY

Chilli Tacos
Quorn Chilli Tacos

TUE
£3.70

WED
£3.70

Roast Chicken
Nutless Roast

Sausage & Mash
Quorn Sausage & Mash

THUR
£3.70

FRI
£3.70

Chicken Nuggets & Chips
Quorn Nuggets & Chip;s



Date	Summer Term Events	Meetings Tues or Thurs 16:20	Meetings Other	External Meetings
Week 31				
6th May	BANK HOLIDAY			
7th May		Fac/Hos		
8th May			Educ Comm 14:05	S7 SSM
9th May		DSG		
10th May				
Week 32				
13th May	Transfer exams 1A study leave from 16:15 Exams to 26/6			
14th May		Full Fac		
15th May			Educ Comm 14:05	
16th May		BTEC		
17th May	2A study leave from 16:15			
Week 33				
20th May	1A subject references open		RM 09:00	
21st May		Subj		
22nd May			Educ Comm 14:05/F&GP 16:30	
23rd May		New HoS		
24th May	Transition study leave from 16:15			

Curriculum Planning & Quality Assurance

Curriculum Planning	Quality Assurance
<p style="text-align: center;">May</p> <ul style="list-style-type: none"> • New Applicants Information Evening (external) • Deployment and Curriculum planning • Final Moderation (coursework to board) • Exams begin • 1A Subject reference (UCAS) 	<p style="text-align: center;">May</p>
<p style="text-align: center;">June</p> <ul style="list-style-type: none"> • EPQ roll-out and promotion • Deployment and Curriculum planning completed • Curriculum based staff development • 1A subject references (UCAS) • PR4 input • PR 4 Publication • 2A teaching begins • INSET Day 4 • 2A Enrolment • Targeted resits and 2A programme adjustments 	<p style="text-align: center;">June</p> <ul style="list-style-type: none"> • Review all QIPS • Subject SARs begin • Appraisal target setting for following cycle



COLLYER'S
Founded in 1532

Challenge of Management 2024



South Lodge Hotel, Horsham

Monday 8th July

Meet local & National employers



Dress Code:
Business attire



Dragons Den vs. The Apprentice style activities

Commonly used assessment centre tasks

Prizes available



Develop entrepreneurship

1A students book in MyP Shop / Wares - £30

Transport, refreshments & lunch included



COLLYER'S
Founded in 1532

Challenge of Management 2024



South Lodge Hotel, Horsham

Monday 8th July

Network with local and national employers
Gain tips on 'how to stand out from the crowd'
Practice commonly used recruitment tasks



NAVIGATORS & GENERAL
A Member of the Zurich Insurance Group



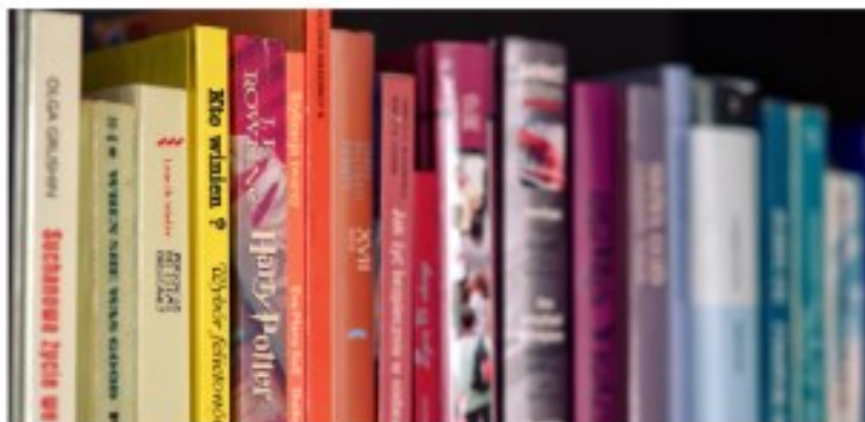
SOUTH LODGE
AN EXCLUSIVE HOTEL



1A students book in MyP Shop / Wares - £30

Transport, refreshments & lunch included

LIBRARY ANNOUNCEMENT



Due to exams in Duckering and Memorial Libraries

Registered Pro Study is suspended from 4.15pm on Thursday 9th May

Sessions will resume on Monday 10th June

Library Opening Hours

MAY HALF TERM

8:30 - 4:30

WE ARE OPEN ON:
Tues 28th May
Thurs 30TH MAY
Fri 31ST MAY

Sorry we are closed for maintenance on
Weds 29th



Please remember to wear your ID and lanyard

library@collyers.ac.uk

2024 award schemes

Helena Kennedy Foundation Higher Education Award



- The **HKF HE Award** offers support to 2nd year students who are aiming to start a first-time programme of higher education in the autumn at a UK higher education institution and can demonstrate:
- they face severe financial hardship which will make their progression to higher education difficult
- they have overcome significant barriers to complete their further education

Each year the Foundation receives applications from many more students than they are able to support. You should only apply if you are facing severe financial hardship which will make your progression to higher education difficult.

Successful applicants of the award are offered:

- Financial support, usually in the form of a **£2,250 bursary** provided in instalments during your time in higher education
- A named contact at the Foundation
- Access to free training sessions geared towards improving the skills needed throughout university and employment

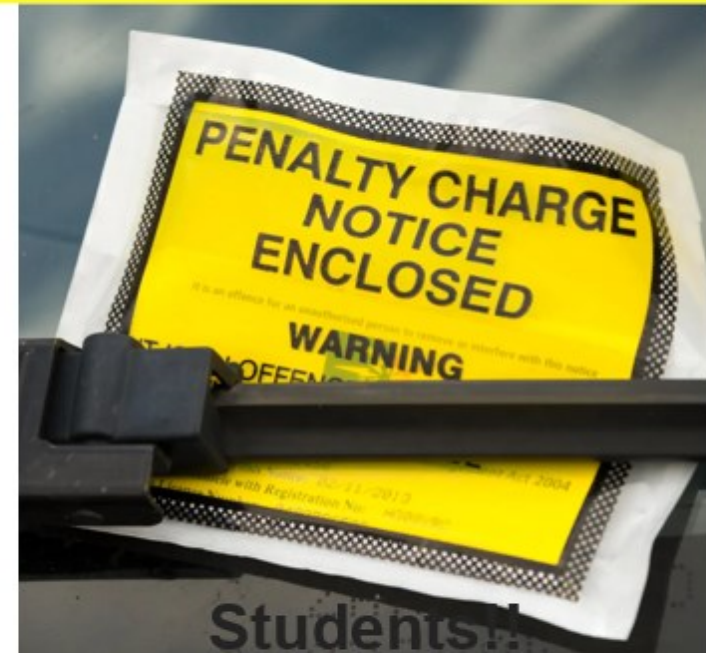
For more information visit HKF website:

<https://www.hkf.org.uk/hkf-awards/he-awards/>

If you are interested in applying, take the eligibility quiz on the HKF website. You will then need to create an account to start your application. Contact Student Services for guidance and referee assistance.

Applications must be processed well in advance of the HKF deadline of 16 May 2024.

STUDENT PARKING



Please park responsibly in areas surrounding the college. **The hospital is not an appropriate place to park**, not least because it takes space away from patients of the hospital who need easy access, and not paying to park there will result in a parking fine. The hospital vicinity is also not a suitable area for congregating in groups. If students are parking in residential areas, they need to drive in a respectful way, park responsibly and be mindful of local residents. We have recently had reports of music blaring and poor language of students parked in local roads. **Our main advice is for students to be greener by walking, cycling, and using public transport.** Thank you!

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 interviews

 Every Tuesday

 13:20-14:05 Pm

 L001 & L002 ground floor of Library

See the Careers SharePoint for further information

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)



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

OPEN 6AM-10PM

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

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

Rollover
Any 2 for **£5**
Student price **£4.50**

Slushy



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>

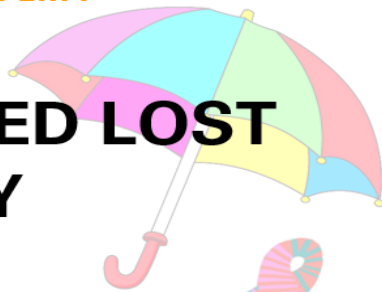
If you have an immediate safeguarding concern about yourself or another, please go to the **Safeguarding team in the Student Services Office - B002.**

STUDENT SERVICES

Located in B002, ground floor
Buckle Building

Lost & Found

CENTRAL LOST PROPERTY



UNCLAIMED LOST PROPERTY

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

WE ALL RESPECT YOUR

RACE & CULTURE

RELIGION

GENDER

DISABILITY

LGBTQ+

AGE

CELEBRATE DIVERSITY



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