

### CANTEEN

Open between 08:15 and 14:15

Lunch Available from 11:45

**Main Meals £4.00**

#### Monday

Chicken Katsu Curry with Rice

Quorn Katsu Curry with Rice

#### Tuesday

Szechuan Noodles with Beef Spring  
Roll

Szechuan Noodles with Vegetable  
Spring Roll

#### Wednesday

Roast Chicken

Nutless Roast

#### Thursday

Beef Chilli Loaded Fries

Quorn Chilli Loaded Fries

#### Friday

Beef Burger & Chips

Spicy Bean Burger & Chips

Menu subject to change

### 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.

### 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**

**Email:**

**[reception@collyers.ac.uk](mailto: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](mailto:absence@collyers.ac.uk)**

### 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

Sam Seeley

Jane Tang

#### Co-Presidents

James Murphy

Zara Chikezie



| Date       | Summer Term Events   | Meetings Tues or Thurs 16:20 | Meetings Other     | External Meetings   |
|------------|--|------------------------------|--------------------|---------------------|
| Week 30    |  |                              | SS Teams this week |                     |
| 28th April |  |                              |                    |                     |
| 29th April | Foundation references complete                                   | PC/CC                        |                    |                     |
| 30th April |  |                              |                    |                     |
| 1st May    | New Applicant Information Evening                                |                              |                    | S7 Prins            |
| 2nd May    |  |                              | RCU?               |                     |
| Week 31    |  |                              |                    |                     |
| 5th May    | BANK HOLIDAY   |                              |                    |                     |
| 6th May    |  | House                        |                    |                     |
| 7th May    |  |                              |                    | S7 Pastoral Leaders |
| 8th May    |  | EDI                          | SMCG 13:30         |                     |
| 9th May    |  |                              |                    |                     |
| Week 32    |  |                              |                    |                     |
| 12th May   | Transfer exams      1A study leave from 16:15      Exams to 25/6 |                              |                    |                     |
| 13th May   |  | H&S                          |                    |                     |
| 14th May   |  |                              |                    |                     |
| 15th May   |  | Fac/HoS                      |                    |                     |
| 16th May   | 2A study leave from 16:15  |                              |                    |                     |

### Curriculum Planning & Quality Assurance

| Curriculum Planning  | Quality Assurance  |
|--|--|
| <p><b>April</b></p> <ul style="list-style-type: none"> <li>• Deployment and Curriculum planning</li> <li>• Budget planning</li> <li>• Exam timetable distribution on MyProgress</li> </ul>   | <p><b>April</b></p> <ul style="list-style-type: none"> <li>• Course Review Panels held (and Adult Education)</li> <li>• End of course evaluations (and Adult Education)</li> <li>• Lesson Observations continue</li> </ul> |
| <p><b>May</b></p> <ul style="list-style-type: none"> <li>• New applicants Information Event (External)</li> <li>• Deployment and Curriculum planning</li> <li>• Final Moderation (coursework to board)</li> <li>• Exams begin</li> <li>• 1A Subject references (UCAS)</li> </ul> | <p><b>May</b></p>  |

## 2025 Award Schemes

### Helena Kennedy Foundation Higher Education Award



**Helena Kennedy  
Foundation**  
social action | social mobility | social justice

- The **HKF HE Award** offers support to final 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.
- **Personal support** by having ongoing contact with the Foundation and the opportunity to take part in the Foundation's training, mentoring and work-shadowing programmes.

For more information visit HKF website:

[2025 HE Bursary applications are now open! - Helena Kennedy Foundation](#)

If you are interested in applying, take the eligibility quiz on the HKF website. Contact Student Services for guidance and referee assistance.

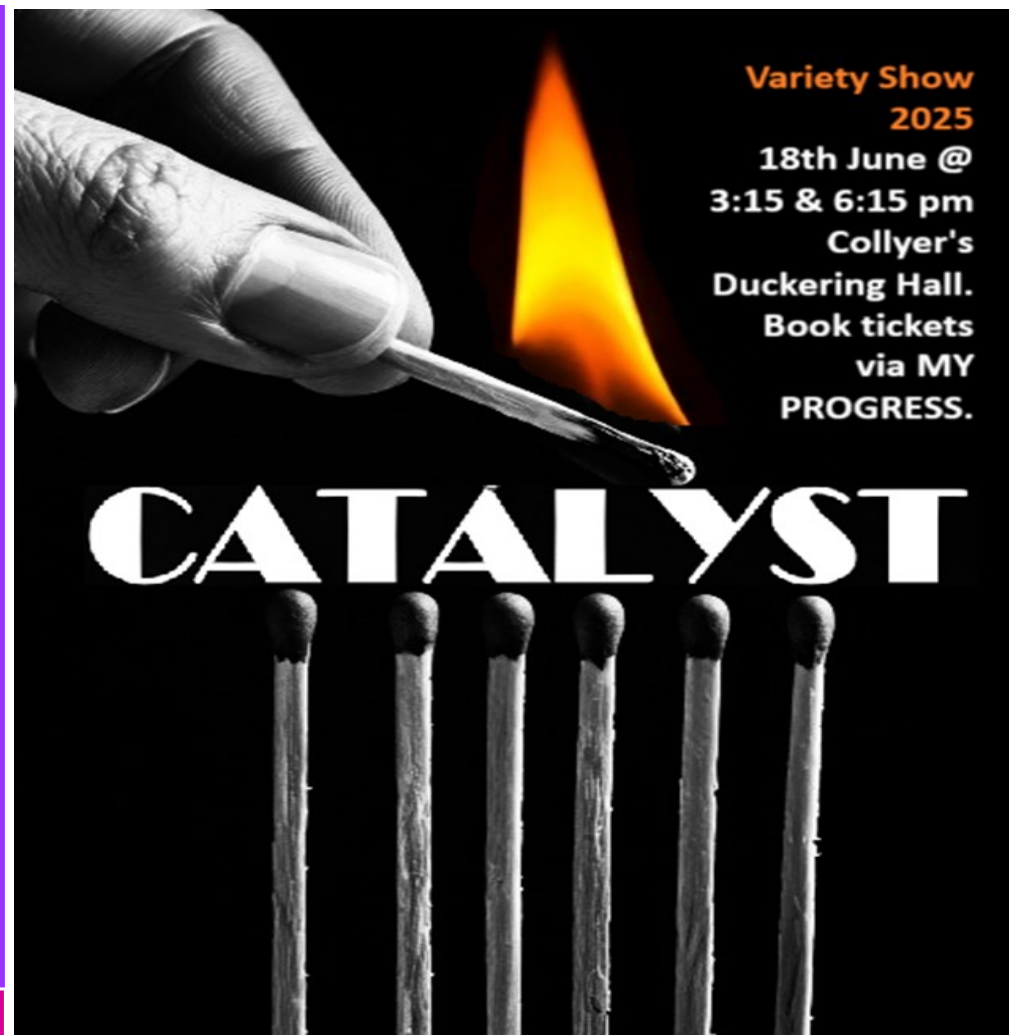
**Applications must be processed well in advance of the HKF deadline of 8 May 2025.**

## Finance Office (A103) open daily, 10:45-13:45

For card or cash payments made via the office, your MyProgress account will be updated at the same time.

### Online payments are the preferred method:

- Include your SY number as the reference.
- Allow one business day for the payment to appear on your MyProgress account.
- Payments made on Fridays, will be updated on MyProgress the following Monday.



**Variety Show  
2025**

**18th June @  
3:15 & 6:15 pm  
Collyer's  
Duckering Hall.  
Book tickets  
via MY  
PROGRESS.**

# CATALYST

“Catalyst” – Collyer’s Variety Show 2025, is performing on Wednesday June 18th. Admission is FREE and is open to parents and students. There are two performances – one at 3:15 (no booking required) and one at 6:15 (booking via SHOP on My Progress). ?



# Registered Pro Study

is **suspended** on these dates

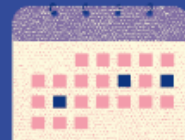


Due to Exams in Memorial and Duckering Libraries



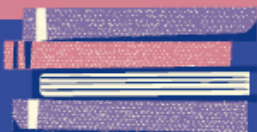
There is no Registered Pro Study

**Tuesday 6th May -  
Wednesday 25th June**



It will resume on  
Thursday 26th June

The Main Library will be open on all three floors, please enter in silence. If you have trouble finding a study space, please ask staff as we have laptops to loan



## Library Opening Hours for this Half Term

Mon 21st April CLOSED BANK HOL

Tues 22nd April 8am - 7pm

Weds 23rd April 8am - 6pm

Thurs 24th April 8am - 7pm

Fri 25th April 8am - 5pm

Mon 28th April 8am - 7pm

Tues 29th April 8am - 7pm

Weds 30th April 8am - 6pm

Thurs 1st May 8am - 7pm

Fri 2nd May 8am - 5pm

Mon 5th May CLOSED BANK HOL

Tues 6th May 8am - 7pm

Weds 7th May 8am - 6pm

Thurs 8th May 8am - 7pm

Fri 9th May 8am - 5pm

Mon 12th May 8am - 7pm

Tues 13th May 8am - 7pm

Weds 14th May 8am - 6pm

Thurs 15th May 8am - 7pm

Fri 16th May 8am - 5pm

Mon 19th May 8am - 7pm

Tues 20th May 8am - 7pm

Weds 21st May 8am - 6pm

Thurs 22nd May 8am - 7pm

Fri 23rd May 8am - 5pm







# **STRESS** **BUSTERS** *enrichment*

**stressing over exams and assessments?**

**trouble concentrating?**

**not getting enough sleep?**

**join a small group to learn and practice ways  
to help deal with exam stress**

**WEDNESDAYS 3:15 P105**

**STARTS 23 APRIL – BOOK NOW ON MYPROGRESS!**



**COLLYER'S**  
Founded in 1532

## Students, Staff and Visitors

Keep everyone safe  
by having your college ID  
visible at all times



NEWS: we would like to make students aware that some students who've been parking in Ramsay Close, have found that their cars have been damaged.

# Student Parking

## Students parking near the college must:

park legally, observing road markings and parking restriction signs

not obstruct driveways causing access issues for residents

not cause access issues for emergency vehicles

not park close to other vehicles so that they cannot manoeuvre to drive away

be considerate to residents, pedestrians and other road users

Do not park in the Horsham Hospital car park. This car park is for the benefit of hospital patients and their carers who need close access for medical reasons.



Parking Enforcement officers patrol the areas around our college and will be notified of any illegally parked cars. You could receive a £70 penalty notice if your vehicle is not parked correctly.

NEWS: parking restrictions in St Christophers Close have changed, non-permit holders can only park for 1 hour between 9am-5pm. If they over-stay they will receive a fine.





## Student Safeguarding

[Home](#)

[Safeguarding our Students](#)

[Online Safety](#) ▾

[Physical Safety](#) ▾

[Mental Safety](#) ▾

[Radicalisation and Extremism](#)



Safeguarding our students - how we can help



Physical Safety



Online Safety



Mental Safety



Is something pulling you apart?  
Radicalisation and Extremism

### 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**.

## be considerate in our community

be courteous and polite to everyone as you arrive and leave college

do not block footpaths or loiter in the roads surrounding college

allow room for others to pass freely, especially those who are with children, have prams, are elderly or wheelchair users

do not litter near college or in the park as you could receive a £75 fine - food litter and packaging encourages rats and other vermin

do not congregate near the hospital or near neighbouring houses



Thank you!



## 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



## SPORTS NEWS

On Wednesday 23rd April,  
Netball 1's played The Legends at home  
(former Collyer's players)  
and drew 34-34

## Hurst Road crossing points

Students  
crossing the  
road outside  
college  
should...

.... always make  
use of the two  
signal controlled  
crossings on  
Hurst Road



.... never use the college  
vehicle entrance or exit  
gates as this is dangerous!

.... only use the pedestrian exit  
and entrance gates at college