

CANTEEN

Open between 08:15 and 14:15

Lunch Available from 11:45

Main Meals £4.00

Monday

Chicken Thai Green Curry with Rice

Quorn Thai Green Curry with Rice

Tuesday

Chicken Pasta Bake

Cheese Tortellini with Green Pesto

Wednesday

Roast Chicken

Nutless Roast

Thursday

Chicken Enchiladas with Tortilla

Chips

Vegetarian Enchiladas with Tortilla

Chips

Friday

Jumbo Fish Fingers & Chips

Mozzarella Sticks & Chips

Menu subject to change

ARRANGEMENTS FOR THE LAST DAY IN COLLEGE FOR STUDENTS

Thursday 10th July 2024

08:40—09:45	C2 block
09:45—10:50	F2 block
10:50—11:10	Break
11:10—12:15	F3 block
12:15—13:20	E3 Block (no G4 or A4 classes)
13:20 onwards	Students Depart on Study Leave

College Summer Holiday Opening Times

The college will be open during the summer holiday, with limited access due to various estates work taking place around the campus, as follows:

Thursday 17th July to Friday 22nd August inclusive.

Daily opening hours are as follows:

Monday to Thursday - 08:15 and 16:30; and

Friday - 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 in the Library. All students must be supervised by a member of staff and need to be off site by the finish times listed above. If a member of staff who is not normally in college during the holidays wishes to work in a particular area, please check with Estates that work is not scheduled in that area that will impact whether or not you can undertake your work.

See separate message for the Library information.

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

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

Date	Summer Term Events	Meetings Tues or Thurs 16:20	Meetings Other	External Meetings
Week 38				
30th June	Welcome Day		GS&R 16:00	
1st July	Welcome Day			S7 Support Staff Conf
2nd July	Transfer exam resits			
3rd July	Transfer exam resits			
4th July				
Week 39				
7th July	Challenge of Management Transfer resit results input by 17:00		SSMM this week	
8th July	Transfer resit results published 17:00 1A draft college references complete		GB 16:30	
9th July	Transfer resit referrals PM			
10th July	Term ends for students at 13:20 Y10 Open Evening			
11th July	Wellbeing Day			
Week 40				
14th July	INSET DAY			
15th July				
16th July	Summer Term ends (staff)			

Curriculum Planning & Quality Assurance	
Curriculum Planning	Quality Assurance
<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 • PR4 Publication • 2A teaching begins • INSET Day 4 • 2A Enrolment • Targeted 1A and Foundation Parents' Evening 	<p style="text-align: center;">June</p> <ul style="list-style-type: none"> • Review all QIP • Subject SARs begin • Operational and Pastoral SARs begin • Appraisal – final statement and review • Appraisal – reviews completed and signed off by Principal
<p style="text-align: center;">July</p> <ul style="list-style-type: none"> • Welcome Days · • EPQ research, LRC sessions and supervisor meetings · • Open Evening for Year 10 students · • Transfer resits and 2A programme adjustments · • INSET Day 5 	<p style="text-align: center;">July</p> <ul style="list-style-type: none"> • Review all QIPs · • Team meetings for SARs, first phase completed, and QIP draft. · • Appraisal target setting for following cycle



Library Opening Hours

Mon 30th June CLOSED

Tues 1st July CLOSED

Weds 2nd July 8am - 5pm

Thurs 3rd July 8am - 5pm

Fri 4th July 8am - 5pm

Mon 7th July 8am - 5pm

Tues 8th July 8am - 5pm

Weds 9th July 8am - 5pm

Thurs 10th July OPEN EVE 8am - 8.30pm

Fri 11th July WELLBEING CLOSED



LOCKERS

Students: please note, it is your responsibility to remove all items from your locker and remove your padlocks by the end of term. This will allow for a thorough clean and ensure that the lockers can be used for students on their return. You may select a new locker or your original locker if available on your return to college.



SUMMER HOLIDAY

LIBRARY ONLINE SERVICE

8.30am-3.30pm on:

Tues 15th July	Tues 5th August
Weds 16th July	Weds 6th August
	Thurs 7th August
Tues 22nd July	Tues 12th August
Weds 23rd July	Weds 13th August
Thurs 24th July	
Tues 29th July	Mon 18th August
Weds 30th July	Tues 19th August
Thurs 31st July	Weds 20th August

THURS 14th August
 Results Day and Support for Clearing
 in the Memorial Library

Please remember your ID and Lanyard

The Library is CLOSED during enrolment and will be open to students at 8am on MON 8th September



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**.

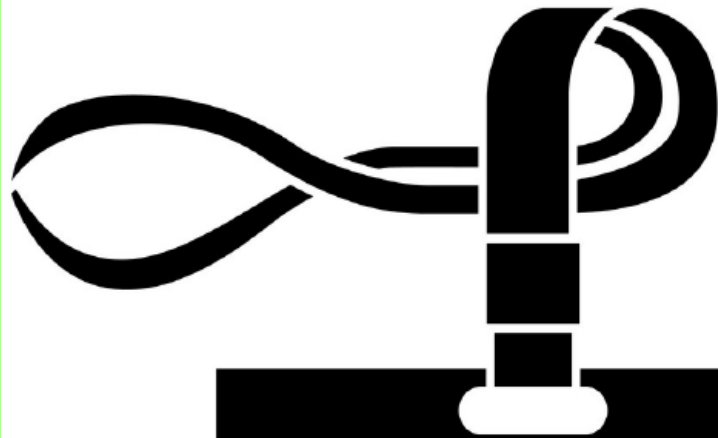


COLLYER'S

Founded in 1532

Students, Staff and Visitors

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



**Wear your ID
at all times
on campus**

Thursday 10th July 2025



Please note the Worthing Bus will
depart Collyer's at 1:40pm on the
last day of term.

STAFF Workplace Wellbeing MOT. Please use the online booking system, link can be found on the SharePoint/Staff Community.

WORKPLACE WELLBEING MOT

Are you keen to understand your body composition? Perhaps you are keen to take steps to improve your health and wellbeing? Do you need some support to get motivated to make some changes?

SIGN UP TODAY

Horsham District Wellbeing are running 30
minute Wellbeing MOTs for staff on:

3RD of July

Lose
Weight

Move
More

Stop
Smoking

Cut back
on alcohol





Study Leaving So Soon...?

Then join the Old Collyerians' Association because we're not ready to say goodbye!

Apparently, all good things must come to an end – but joining our alumni association means Collyer's will always be part of your journey. Stay in touch with friends, relive the memories and keep up with college news, events, and exclusive alumni opportunities.



Joining is FREE -
scan to find out more
or visit

collyers.ac.uk/old-collyerians-association



STUDENT SERVICES

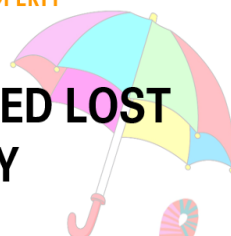
Located in B002, ground floor
Buckle Building

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



COLLYER'S

Founded in 1532

Challenge of Management 2025



South Lodge Hotel, Horsham

Monday 7th July

Meet local & national
employers



Dress Code:
Business attire



Commonly used
assessment
centre tasks

Prizes available

Dragons Den vs.
The Apprentice
style activities



Develop
entrepreneurship

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

Transport, refreshments & lunch included

Free online at:

www.sexualhealthwestsussex.nhs.uk

- **Condoms** by post or click and collect
- Click Test and Send **STI Kits**
testing kits for Chlamydia, Gonorrhoea,
Syphilis and HIV
- Also, find details about
- **Emergency Contraception**



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

It's good to keep hydrated—it can help improve
your energy levels and concentration



There are water cooler machines around the campus for your use:
in the Cowley Sports Hall (near the fitness suite); in the Canteen; on
the 1st floor of Library; and in the main Reception. A water fountain
is available outside the Shelley Building during the Spring &
Summer months.

All water from any cold taps in the college is direct mains water (no
tank water) and is therefore suitable for drinking.

The Canteen also has a drinks vending machine.

MJE, Health & Safety Officer

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.