

CANTEEN

Open between 08:15 and 14:15

Lunch Available from 11:45

Main Meals £4.00

Monday

Chicken Katsu with Rice

Quorn Katsu with Rice

Tuesday

Szechuan Noodles with Beef Spring
Rolls

Szechuan Noodles with Vegetable
Spring Rolls

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.

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.

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 35			SS Teams this week	
9th June	Exams to 25/6			
10th June	PR Data Checks		Q&C 16:30	
11th June			EC 16:00	
12th June	PR4 published 13:20		SMCG 13:30	S7 EDI
13th June				
Week 36				
16th June	Foundation WEX Week		A&R 16:00	
17th June	1A to 2A Progression Day			
18th June				SFCA Summer Conf
19th June	Targeted Parents Evening 15:30-20:30		Trustees 14:00	SFCA Summer Conf
20th June			RCU	
Week 37				
23rd June	Skills Week			
24th June			F&GP 16:30	
25th June				
26th June	Festival of Arts & Business			
27th June	Festival of Science			

Curriculum Planning & Quality Assurance	
Curriculum Planning	Quality Assurance
<p>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>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>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>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



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



Library Opening Hours for this Half Term

WEX Week

Mon 2nd June 8am - 5pm
Tues 3rd June 8am - 5pm
Weds 4th June 8am - 5pm
Thurs 5th June INSET 8.30am - 4.30pm
Fri 6th June 8am - 5pm

Mon 9th June 8am - 7pm
Tues 10th June 8am - 7pm
Weds 11th June 8am - 6pm
Thurs 12th June 8am - 7pm
Fri 13th June 8am - 5pm

Mon 16th June 8am - 7pm
Tues 17th June 8am - 7pm
Weds 18th June 8am - 6pm
Thurs 19th June 8am - 7pm
Fri 20th June 8am - 5pm

Mon 23rd June 8am - 5pm
Tues 24th June 8am - 5pm
Weds 25th June 8am - 5pm
Thurs 26th June 8am - 5pm
Fri 27th June 8am - 5pm

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





STRESS **BUSTERS** *enrichment*

stressing over exams and assessments?

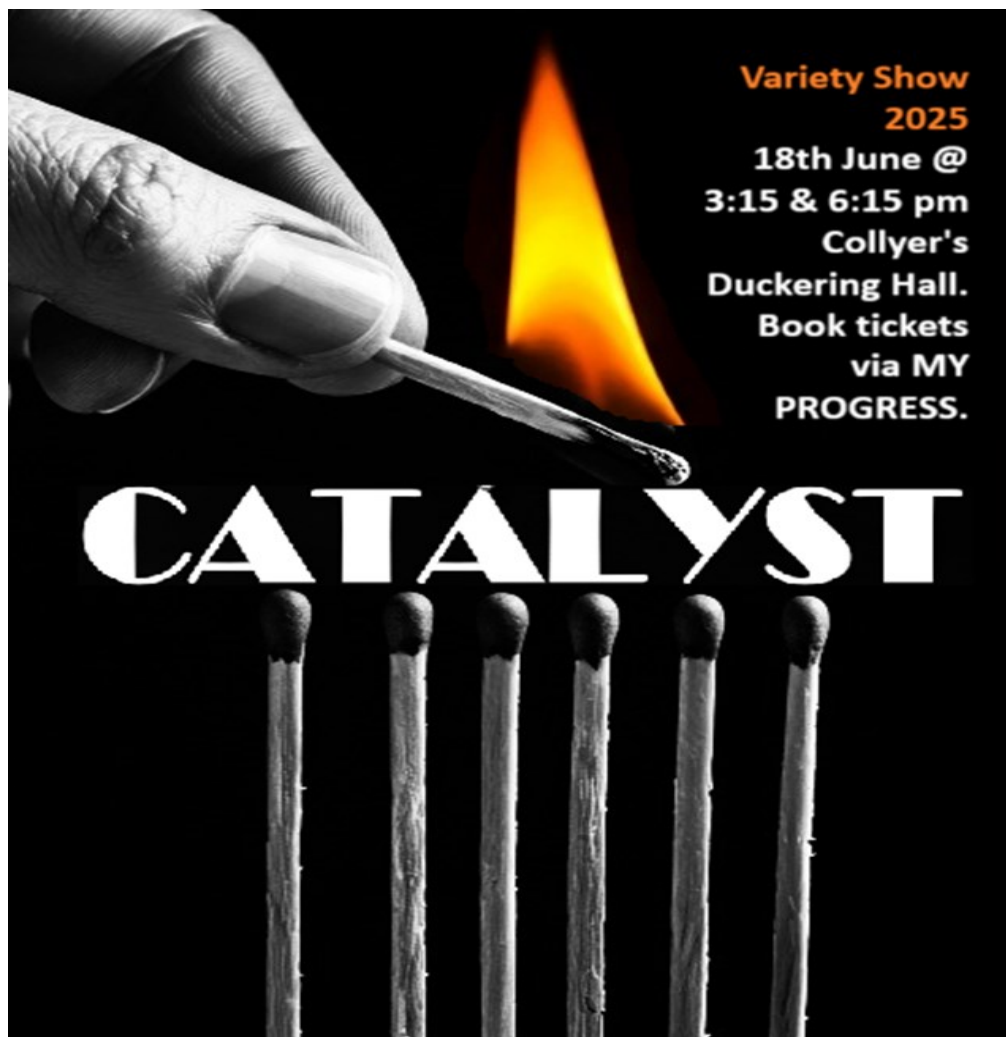
trouble concentrating?

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!



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). ²



You in a few
months time

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

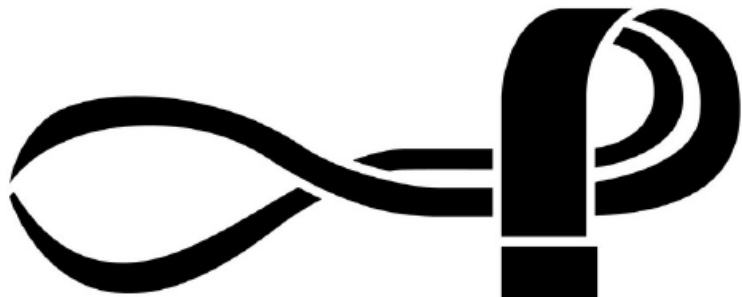




COLLYER'S
Founded in 1532

Students, Staff and Visitors

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



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

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!



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.

STUDENT SERVICES

Located in B002, ground floor
Buckle Building

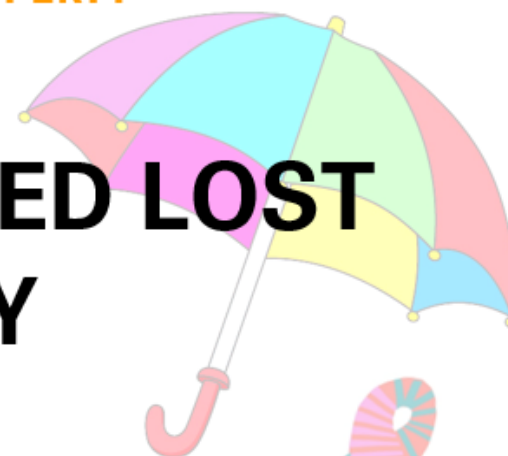
Lost & Found

CENTRAL LOST PROPERTY



UNCLAIMED LOST PROPERTY

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



**FREE
PERIOD
PRODUCTS**

***Modibodi*
period pants**

washable,
reusable
and
eco-friendly



now available from
Student Services in B002



Safeguarding our students - how we can help

Please dispose of your rubbish responsibly.



"The future of humanity, and indeed all life on earth, depends on us"
Sir David Attenborough.

**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