

### 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](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)

### **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 Director 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.



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



### **CANTEEN**

Open between 08:15 and 14:15  
Lunch Available from 11:45  
Main Meals £4.20

#### Monday

Chicken Korma with Rice  
Quorn Korma with Rice

#### Tuesday

Chicken Fajita's with Tortilla Chips  
Quorn Fajita's with Tortilla Chips

#### Wednesday

Roast Chicken  
Nutless Roast


#### Thursday

Bolognese Pasta Bake  
Mac and Cheese

#### Friday

Hotdog in a bun with Fries  
Vegetable Hotdog in a bun with Fries

Menu subject to change

Date	Autumn Term Events	Meetings Tues or Thurs 16:20	Meetings Other	External Meetings
Week 4			SS Teams this week	
15th Sept	Residential Trips embargo to end of September			
16th Sept			Local Governing Body 16:30	
17th Sept			New Staff Induction 15:20	S7 Prins 10:00
18th Sept				
19th Sept				
Week 5				
22nd Sept				
23rd Sept			RCU	
24th Sept			CIO Trustees 12:00	S7 EDI 10:00
25th Sept		Fac/Hos		
26th Sept				
Week 6				
29th Sept				
30th Sept		H&S		
1st Oct				
2nd Oct		BTEC	SMCG 10:00 (tbc)	S7 Past Leads 13:00
3rd Oct				

Curriculum Planning & Quality Assurance	
Curriculum Planning	Quality Assurance
<p><b>September</b></p> <ul style="list-style-type: none"> <li>Enrolment and subject induction</li> <li>Final blocking and setting</li> <li>Adult Education enrolment</li> <li>GCSE exam entries for November series only</li> <li>Minimum target grades for new students issued</li> <li>INSET Day 1</li> </ul>	<p><b>September</b></p> <ul style="list-style-type: none"> <li>Analysis of all results and outcomes</li> <li>DoF &amp; Principal/VP (Curr.) review</li> <li>Subject SARs</li> <li>Pastoral SARs</li> <li>Lesson Observations organised and start</li> <li>Evaluation of enrolment: Daytime and Evening</li> <li>Appraisal—self appraisal and target setting</li> </ul>
<p><b>October</b></p> <ul style="list-style-type: none"> <li>Review curriculum information for partner school visits; notice of any changes for next year—new course proposals</li> <li>Update UCAS predictions</li> <li>PR1 Input</li> <li>Partner school visits</li> <li></li> </ul>	<p><b>October</b></p> <ul style="list-style-type: none"> <li>Subject SARs and QIPs completed: reviewed by DoF/ADoF prior to SMT review</li> <li>Pastoral &amp; Operational SARs and QIPs completed to VP and DP</li> <li>Subject SAR Review meetings with SMT &amp; Governors</li> <li>Pastoral &amp; Operational SARs and QIPs meetings with SMT &amp; Governors</li> <li>Lesson Observations continue</li> <li>Start of new QIP implementation</li> </ul>



### **MY PROGRESS PAYMENT UPDATE**

As Collyer's has now academised, we have updated our bank account name for payments made by BACS to student MyProgress accounts. The bank account number and sort code remain the same but for clarity please see the below details:-

**Account Name: Horsham Learning Alliance**

**Sort Code: 20-42-66**

**Account No.:10721816**

**Go Green**

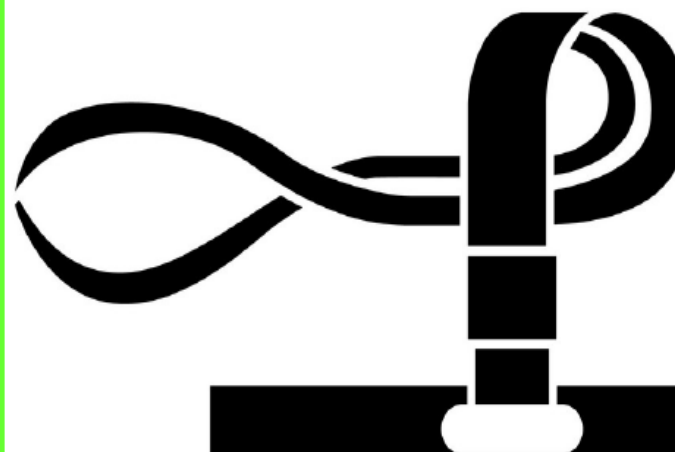
**by walking,  
cycling or  
using public  
transport to  
college**



**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**



**easyJet**



## Aspiring Pilots Group – Now Launching at Collyer's! ✈️

**Travel & Tourism** and **Physics** Departments are teaming up to support students who dream of becoming pilots.

### 🚀 What's the Aim?

To connect you with **top pilots and aviation professionals** from across the UK, including:

- Senior pilots from **British Airways** and **EasyJet**
- Young pilots currently in training
- Experts from **CAE, CAA**, and the **Royal Aeronautical Society**
- Mentors from **Flight Deck Wingman**, who helped Collyer's student **Callum Findlay** secure a *fully funded place with BA*—one of just 54 selected from over 22,000 applicants!

### 👨‍🎓 What's In It for You?

- Talks and Q&A sessions
- Career advice and mentoring
- Application guidance
- Real-world insights into pilot training and aviation careers

### 👉 How to Join:

Contact **Nikki Stone – Head of Travel & Tourism** - [njs@collyers.ac.uk](mailto:njs@collyers.ac.uk)

She will add you to the Team where you will be able to see bios from pilots and gradually more and more information. The group has already been offered a trip to CAE in Crawley which is very exciting, and dates are being worked out with them so more news soon.



# Bicycle Parking



Bicycles can only be left in the **secure compound** located on the **Richmond Road** side of the campus. **Access to the compound is via the Richmond Road Pedestrian gate.**★

Your **College ID** needs to be **validated** by **Student Services in B002** to access the bicycle compound and gate.



Please ensure your bicycle is securely locked. The college does not accept responsibility for loss or damage to your property.

# Train Station crossing points



Students using **Horsham Train Station** should . . .



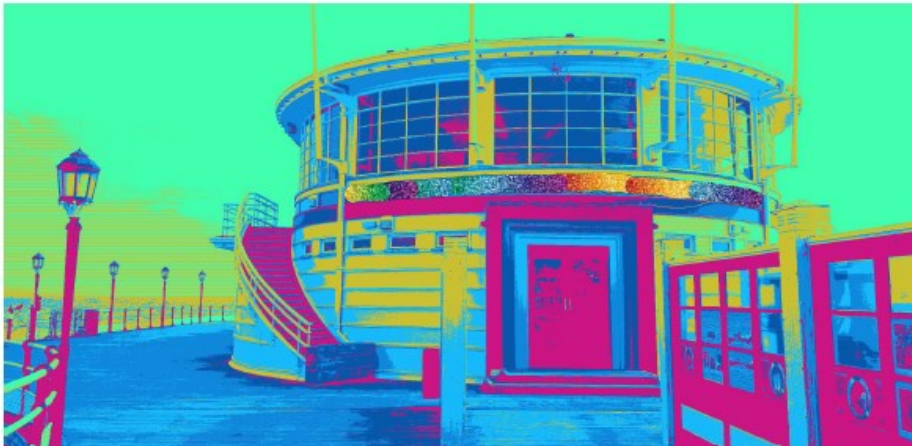
.... always use the **signal controlled crossings** on **Hurst Road** and opposite the **Train Station**

.... **not cross the road** near the roundabout leading to the small pedestrian island in the middle. This is a **very unsafe crossing point.**

.... always be **considerate** to other pedestrians and **road users**



# TRAVELLING FROM WORTHING



College subsidised private bus service operated by Compass Travel calling at Rustington, Worthing, Findon, Washington and Ashington directly to Collyer's.

## 2025 / 2026 Fares:

- Rustington - £4.85 per journey
- Worthing / Findon areas - £4.35 per journey
- Washington / Ashington - £3.85 per journey

Depart Rustington: 06:55am Arrive Collyer's: 08:26am  
Depart Collyer's: 16:30pm.

## Collyer's Worthing Bus

A dedicated service for Collyer's students  
Email: [worthingbus@collyers.ac.uk](mailto:worthingbus@collyers.ac.uk)

# 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.



# FINANCIAL SUPPORT



You may be eligible for financial support  
or *free college meals* if you  
meet any of these criteria:

- Total household annual income is less than £39,000
  - Parents are in receipt of benefits
- You are/were in care, receive disability allowance or financially support yourself

For more information and to apply online\*  
go to the college website:

Admissions / Student Finance /  
Apply for Financial Support 2025/26

\*Students must reapply each academic year

# TRAVEL ASSISTANCE



## Student Travel Award

£50 per term

If you live at a BN Postcode or  
more than 15 miles from college

Apply via the college website:  
Admissions / Student Finance /  
Apply for Financial Support 2025/26

# 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!

## Moped Parking



There is a limited space allocated for moped/motorcycle parking.

Come to **Student Services in B002** to apply for a permit and to have your ID validated. Priority is given to students who live a significant distance from College.

Please ensure your bicycle/moped is securely locked. The College does not accept responsibility for loss or damage to your property.



# COLLYER'S STUDENT SERVICES

**INFORMATION  
ASSISTANCE  
& ADVICE**

Absence and Attendance  
Bursary and Travel Award applications  
Car Parking applications  
Confirmation of Enrolment letters  
Counselling & Wellbeing  
Cycle Compound registration  
Employment references  
Financial support  
Free College Meals  
Lost Property  
Moped Parking applications  
Period Equality products  
Safeguarding Team  
Sexual Health  
Student Travel assistance

*find us in*  
**B002&3**  
Ground Floor  
Buckle Building

*see us*  
we are **OPEN**  
**monday - friday**  
8:30 to 4:30

*ask us*  
our friendly  
team are here to  
help with a  
wide range of  
your queries

*email us*  
studentservices  
@collyers.ac.uk

*follow us on*  
**SharePoint**  
for news  
and info

**PICK UP A  
PRONOUN  
BADGE**

pronoun badges are available from  
the first floor Library desk



EQUALITY, DIVERSITY & INCLUSION  
**COLLYER'S**  
Founded in 1532

**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*

**Bulletin information** needs to be emailed to  
[reception@collyers.ac.uk](mailto:reception@collyers.ac.uk) no later than **4pm**  
on a **Thursday afternoon**.

Please ensure that any show, lecture, event,  
etc. you wish to advertise is sent for  
inclusion in the bulletin at least 2 weeks  
before the date, otherwise tutor groups that  
meet later on in the week could miss out on  
key information or opportunities to attend  
events. **Thank you.**



**We're Hiring  
Apply Now**

# Want a Job?

## Become a Collyer's Trainee Cleaner

### Pro's

Weekends & Evenings Free  
Paid at 18–20-Year-Old Rate

Convenient to fit  
around college work

Great team



**Monday to Friday  
10 hours per week  
(term time only)**

**4:15pm to 6:15pm  
£10.00 per hour**

### Tasks include:

Vacuuming floors, disinfecting desks,  
dusting corridors and emptying bins.

**NO TOILETS**

To apply, follow the link to [our online application system](#)

If you have any questions, please contact:

Glenn Hunter, Cleaning Team Leader, [GAH@collyers.ac.uk](mailto:GAH@collyers.ac.uk)



**COLLYER'S**  
Founded in 1532

### Students, Staff and Visitors

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



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



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](mailto: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.





## 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?

### 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**.