

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**

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 COL-
LEGE CAMPUS OR THE
SURROUNDING AREAS**

CANTEEN

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

Monday

Chicken Tikka Masala with Rice
Quorn Tikka Masala with Rice

Tuesday

Chilli Tacos
Quorn Chilli Tacos

Wednesday

Meatball Sub with Tortilla Chips
Vegetarian Sub with Tortilla Chips

Thursday

Chicken Shawarma with Flatbread/
Salad
Haloumi Shawarma with Flatbread/
Salad

Friday

Chicken Nuggets & Chips
Quorn Nuggets & Chips

Menu subject to change

SEEING THE EARTH UNDERNEATH OUR FEET

NICOLA SCARSELLI



LECTURE THEATRE MYPROGRESS > SHOP > ENRICHMENT

17/10/2025 A KIRSTY BROWN EVENT

Date	Autumn Term Events	Meetings Tues or Thurs 16:20	Meetings Other	External Meetings
Week 8				
13th Oct	PR1: Student Self Assessment		RM 09:00	
14th Oct				
15th Oct				
16th Oct		Subj		
17th Oct				
Week 9				
20th Oct	PR 1: Teacher input			
21st Oct		New HoS	Trust Board 17:30	
22nd Oct				
23rd Oct				
24th Oct				
	HALF TERM			
Week 10				
3rd Nov	PR1 input by 09:00			
4th Nov		House		S7 C&Q 13:00
5th Nov	PR1 published 08:30		Estates Masterplan WG 17:30	
6th Nov	2A BTEC mocks			S7 SE SFCA Prins/ Chairs 13:00
7th Nov				

Curriculum Planning & Quality Assurance

Curriculum Planning	Quality Assurance
October - Review curriculum information for partner school visits; notice of any changes for next year—new course proposals - Update UCAS predictions - PR1 Input - Partner school visits	October - Subject SARs and QIPs completed: reviewed by DoF/ADoF prior to SMT review - Pastoral & Operational SARs and QIPs completed to VP and DP - Subject SAR Review meetings with SMT & Governors - Pastoral & Operational SARs and QIPs meetings with SMT & Governors - Lesson Observations continue - Start of new QIP implementation
November - Open Evenings - Targeted Parents' Evening - GCSE Re-sits from the summer - Progress Review Day - BTEC Mock week - INSET Day 2	November - Edit and update Subject SARs & QIPs, post completed versions - Faculty Review meetings with SMT & Governors - Draft College SAR and QIP to Q&C - Lessons Observations continue



Library Opening

OCTOBER HALF TERM

MONDAY	27 OCT	8.30AM - 4PM
TUESDAY	28 OCT	8.30AM - 4PM
WEDNESDAY	29 OCT	CLOSED
THURSDAY	30 OCT	CLOSED
FRIDAY	31 OCT	CLOSED

REMEMBER TO WEAR YOUR ID AND LANYARD

WellBeing

at Collyer's

for further information about courses, advice, support agencies and more, visit our
SharePoint: **Student Wellbeing**



Wednesday lunchtimes at 13:20 in B107

A weekly opportunity to meet other students and widen your friendship group.

Contact Bernin: BEP@collyers.ac.uk



Fridays at 12:15

Do you worry about social situations and what people think about you? Perhaps you avoid social situations and this is starting to interfere with the life you wish to lead?

Take time to work within a safe space and learn to create new core beliefs.

Sign up via MyProgress 360 Enrichment



Wednesdays at 15:10

A short course to look at the situations and thoughts that trigger anxiety.

A good way to learn new coping strategies and techniques while learning to overcome challenges together.

Sign up via MyProgress 360 Enrichment



**Fridays at 12:15: Sept - Nov
Fridays at 12:15: Jan - Mar**

An 8 week course that provides strategies and techniques to ease your transition into college life.

Sign up via MyProgress 360 Enrichment



**Tuesday Lunchtimes in B104:
Nov - Dec and Feb - Mar**

A 4 week course identifying various revision strategies and techniques to help you prepare well for exam season.

Sign up via MyProgress 360 Enrichment



**Tuesday Lunchtimes in B104:
Sept - Oct and Jan - Feb**

A 4 week course exploring what is procrastination, how it can affect your study and what you can do to overcome it.

What are you waiting for? Sign up today!

Sign up via MyProgress 360 Enrichment

The Guild of Mercers' Scholars

Second year L3 students! apply for the GMS apprenticeship scheme

Two students will be selected by **The Guild of Mercers' Scholars** to become a GMS apprentice and **receive mentorship** over a 4-year period, starting in their final year at Collyer's.

This is an **incredible opportunity to create career contacts in London**, be supported to join a **Livery Company** and obtain **Freedom of the City of London**.

to be considered for this very
prestigious scheme:

learn more about **The Guild of Mercers' Scholars** by visiting their [website](#)

**book NOW via MyProgress
Shop Enrichment 3847** to
attend the application event on:
Wednesday, 22 October at 15:15



**Your Child Trust Fund
could be all grown up**

Tap to cash in **up to £2,200***

*Average amount claimed

**Could
you have
forgotten
savings
waiting
for you?**

Are you over 18?
Born between 1 Sept 2002 and 2 Jan 2011?
You may have unclaimed funds in your UK
Government Child Trust Fund.

It's quick and easy to check using the
free tool on [GOV.UK](#) to see if there is
money waiting to be claimed.

COLLYER'S STUDENT SERVICES

**INFORMATION
ASSISTANCE
& ADVICE**

find us in
B002&3
Ground Floor
Buckle Building

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

email us
studentservices
@collyers.ac.uk

follow us on
SharePoint
for news
and info

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

SPORTS NEWS



On Saturday 4/10:

Netball 1's played in the Sussex Round of the National Cup at Falmer. They came 3rd in their group and were beaten in the quarter finals.

On Wednesday 8/10:

Netball 1's played Esher away in the Surrey league and won 47-22

Netball 2's played Esher away in the Surrey League and won 43-34

Football 1's played Reigate at home in the Surrey League and won 7-0

Football Golds played Richard Challoner away in the Surrey League and lost 6-0

Girls Football played Esher away in the Surrey League and lost 2-1

**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

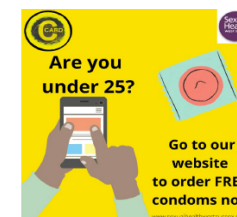
NHS
Western Sussex Hospitals
NHS Foundation Trust

**Sexual Health
WEST SUSSEX**

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**



**Emergency
Contraception**



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



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 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**.