

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

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.

Tuesday 11th November at 11.00am

All staff and students are welcome to observe the 2-minute silence to mark Remembrance Day at 11.00am on Tuesday 11th November. The Last Post will sound outside the Duckering Hall foyer and there will be the opportunity to observe the silence in the quad, or wherever you are within the college campus at that time.

If you are out and about in the quad at that time, please respect those who are observing the silence.

Poppies are available, for a donation, at Main Reception and in the library.

CANTEEN

Open between 08:15 and 14:15
Lunch Available from 11:45

Main Meals £4.20

Monday

Chicken Balti Curry with Rice
Quorn Balti Curry with Rice

Tuesday

Ham Carbonara
Roasted Vegetable Pasta

Wednesday

Meatball Sub with Tortilla Chips
Vegetarian Sub with Tortilla Chips
reduced menu

Thursday

INSET DAY

Friday

CLOSED

Menu subject to change

Date	Autumn Term Events	Meetings Tues or Thurs 16:20	Meetings Other	External Meetings
Week 11			SS Teams this week	
10th Nov	2A BTEC mocks			
11th Nov			Bus Comm	
12th Nov	Progress Review Day (off TT) Open Evening			
13th Nov	INSET 2 SD Planning Day Open Evening			
14th Nov	Wellbeing Day			
Week 12				
17th Nov				
18th Nov			Local Governing Body	
19th Nov				
20th Nov	Targeted Parents Evening 15:30-20:30			
21st Nov				
Week 13				
24th Nov				
25th Nov		PC/CC	RCU	
26th Nov			Audit & Risk 17:30	
27th Nov		Subj	SMCG 10:00	
28th Nov				

Curriculum Planning & Quality Assurance	
Curriculum Planning	Quality Assurance
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
December • PR2 Input	December • College SAR and QIP to OFSTED • Lesson Observations continue • QIP review

WORK EXPERIENCE



YOUR OPPORTUNITY TO GAIN MEANINGFUL EXPERIENCE IN THE
WORKPLACE AND ENHANCE YOUR CAREER PROSPECTS

1A WEX WEEK

1ST JUNE - 5TH JUNE 2026

**IN-PERSON
WEX**

BY SOURCING YOUR OWN PLACEMENT

OR

**THE COLLYER'S
INTERNSHIP**
WITH 8BILLIONIDEAS

FOUNDATION WEX WEEK

15TH JUNE - 19TH JUNE 2026

**IN-PERSON
WEX**

BY SOURCING YOUR OWN PLACEMENT

OR

**VIRTUAL WEX
PROGRAMME**

[VISIT THE CAREERS SHAREPOINT SITE FOR MORE INFORMATION](#)

RECORD IN-PERSON WEX ON UNIFROG
OR SIGN UP FOR THE INTERNSHIP ON MYPROGRESS
DEADLINE: MONDAY 23RD MARCH 2026

There is no Registered Pro-Study Monday 10th November
Registered Pro-Study will take place on Tuesday 11th November



Registered Pro Study

is suspended on these dates



There is no Registered Pro Study
**Wednesday 12th November
- Friday 14th November**



It will resume on
Monday 17th November

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



Please note that
**COLLYER'S
LIBRARY**

is CLOSED on

**THURSDAY 13TH NOVEMBER
AND FRIDAY 14TH NOVEMBER**

Due to INSET and Wellbeing days



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 **£150 fine** - food litter and packaging encourages rats and other vermin

do not congregate near the hospital or near neighbouring houses

Thank you!



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

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.

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

TAKE YOUR PERSONAL SAFETY SERIOUSLY

PERSONAL SAFETY
ALARMS

£5 at
Student Services



WE ALL RESPECT
YOUR

RACE & CULTURE

RELIGION

GENDER

DISABILITY

LGBTQ+

AGE

CELEBRATE
DIVERSITY

EQUALITY, DIVERSITY & INCLUSION
COLLYER'S
Founded in 1532

FINANCE

- ◇ The **Finance Office (A104)** is OPEN DAILY from **10:45 – 13:45**.
- ◇ Please note that where possible, online payment is the preferred method.
- ◇ Finance can assist you with any queries you may have surrounding payments on MyProgress.
- ◇ If making online payments, please allow one business day for the payment to appear on your MyProgress account.
- ◇ Please include your SY number as the reference.
- ◇ Payments made on Fridays, will be updated on MyProgress the following Monday.
- ◇ If you need to make any payments by card or cash for resources, you can visit the Finance Office at the above-mentioned opening times.
- ◇ If you are making a payment at the Finance Office, your MyProgress account will be updated at the same time.



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

ADVERSE WEATHER

Although it is very rare that we would need to close the college unless there is a severe red weather warning, or in the event of a heavy overnight snow fall, or a forecast of heavy snow during the working day, our first priority is the safety of students and staff. In the event of adverse weather, the Principal will endeavour to post a message on the college website by 06:30 to remind staff and students what they should do.

We have guidance on distance learning for managing remote teaching and learning. Teachers should notify their affected classes and then remotely teach via Teams. Students need to ensure they check their college emails regularly for information from the college. All remote lessons should be provided in full and registered using Corero. Remote learning should be marked as an "R" in registers.

Notwithstanding this, students and staff should make the journey to college if it is safe to do so, particularly if they live within a reasonable walking distance. If snow is forecast to fall during the working day, a decision will be made as to whether staff and students who live some distance from the college, and particularly those who rely on public transport, should leave college early. We can't predict or control the weather, but we can be prepared!



like to have fun in a relaxed social space?

**Connections is
looking for you!**

**Contact Berrin:
BEP@collyers.ac.uk
B002**



**Wednesday lunchtimes
at 13:20 in B107**

A weekly session to meet other students and have fun in a relaxed, social space.

Contact Berrin: BEP@collyers.ac.uk



Fridays at 12:15

Would you like to learn more about emotions, self-care and happiness?

Explore your worries or anxieties in a safe environment.

Join the *Wellbeing Workshop* for 6 weeks and learn strategies to help.

**Contact Berrin: BEP@collyers.ac.uk
Sign up via MyProgress 360 Enrichment**

**spaces still
available on
the Wellbeing
Workshop!**

Friday Enrichment

**Contact Berrin:
BEP@collyers.ac.uk
B002**



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



Radicalisation and Extremism
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**.

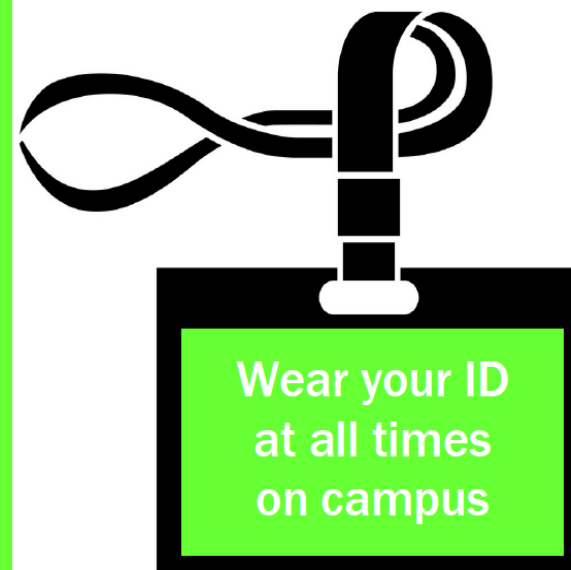


COLLYER'S

Founded in 1532

Students, Staff and Visitors

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



SPORTS NEWS

On Wednesday:

Mixed Hockey played Esher away in a friendly and won 3-0

Football Golds played Guildford County at home in the Surrey League and won 2-1

Women's Football played Thomas Bennett at home in a friendly and lost 7-2

Go Green

by walking,
cycling or
using public
transport to
college