

### 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 **Collyer's Staffroom/Documents/Policies**

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 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.

### **MAIN CAR PARK INFORMATION**

Please be advised that for 5 working days (**Friday 23rd to Thursday 29th of January**) there will be **12 fewer car parking spaces** in our main car park. This is in preparation for soil borehole testing, required for the geotechnical investigation related to our STEM building project due to start this summer. The southern part of the car park (in the area where the minibuses are normally located) will be taped off, **it is crucial that you don't park in this area**.

Please plan ahead as the car park spaces will be on a first come first serve basis.

### CANTEEN

Open between 08:15 and 14:15

Lunch Available from 11:45

**Main Meals £4.20**

#### Monday

Chicken Tikka Curry with Rice

Quorn Tikka Curry with Rice

#### Tuesday

Chilli Tacos

Quorn Chilli Tacos

#### Wednesday

Meatball Subs with Tortilla Chips

Vegetarian Subs with Tortilla Chips

#### Thursday

Chicken Shawarma with Flatbread/  
Salad

Halloumi Shawarma with Flatbread/  
Salad

#### Friday

Chicken Nuggets & Chips  
Quorn Nuggets & Chips

**Menu subject to change**

Week 18	Spring Term Events	Meetings Tues or Thurs 16:20	Meetings Other	External Meetings
12th Jan				
13th Jan		H&S		
14th Jan	Progress Review Day (off TT)			
15th Jan	General Parents Evening 15:30-20:30		SMCG 10:00	S7 Prins 13:00
16th Jan			Trust Members 12:30	
Week 19			SS Teams this week	
19th Jan	Foundation Skills Development Day 2		CIO Trustees 14:00	
20th Jan	General Parents Evening 15:30-20:30		RCU	
21st Jan				
22nd Jan		PC/CC		
23rd Jan				
Week 20				
26th Jan				
27th Jan		EPQ		S7 Past Leads 11:00
28th Jan				S7 EDI 12:00
29th Jan	Next Steps: Careers Presentation 18:00-19:15 (online)	Fac/HoS		
30th Jan				

### Curriculum Planning & Quality Assurance

Curriculum Planning	Quality Assurance
<p><b>January</b></p> <ul style="list-style-type: none"> <li>PR2 Published</li> <li>PR2 Review Day</li> <li>Foundation Subject Reviews</li> <li>Curriculum check completed prior to interviewing new students (new and withdrawn provision)</li> <li>General Parents' Evening (2)</li> </ul>	<p><b>January</b></p> <ul style="list-style-type: none"> <li>Lesson Observations continue</li> </ul>
<p><b>February</b></p> <ul style="list-style-type: none"> <li>Partner school interviews</li> <li>External student interviews (x2)</li> <li>Exam entries [inc. Transfer Exams]</li> <li>Next year's staffing/timetabling/staff development plans begin (Operational Plans &amp; budgets)</li> <li>2A A-Level Contingency Exams</li> <li>Deployment and Curriculum planning</li> </ul>	<p><b>February</b></p> <ul style="list-style-type: none"> <li>Appraisal – check progress to targets</li> <li>QIP review</li> <li>Lesson Observations continue</li> </ul>



**COLLYER'S**  
Founded in 1532

 **COLLYER'S**  
Founded in 1532

# **NEXT STEPS CAREERS PRESENTATION ONLINE**

Apprenticeship Awareness

Recruitment & Application Tips

Progression Opportunities

Join us online to hear from guest speakers:  
employers, apprenticeship providers  
& ex-students



29<sup>th</sup> January 2026



Join online at 6pm

Book on MyProgress Shop /  
Enrichments for Zoom link

# **NEXT STEPS CAREERS FAIR**

- MEET LOCAL EMPLOYERS
- EXPLORE APPRENTICESHIP OPPORTUNITIES
- RESEARCH CAREER PATHS
- NETWORK

BOOK A TIME SLOT ON  
MYPROGRESS  
SHOP/ENRICHMENT  
YOUR BOOKING ADMITS  
YOU AND ONE  
PARENT/CARER ONLY

4<sup>TH</sup> FEB 2026  
17:30 - 20:00



# 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

[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**

## FOUNDATION WEX WEEK

15TH JUNE - 19TH JUNE 2026

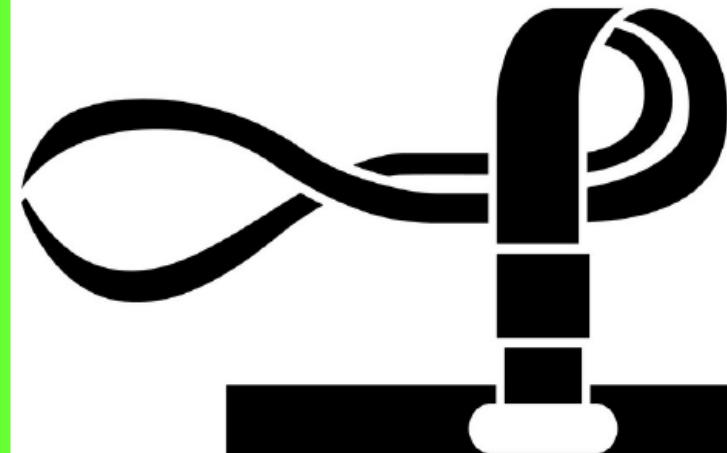
IN-PERSON  
WEX

BY SOURCING YOUR OWN PLACEMENT

OR

VIRTUAL WEX  
PROGRAMME

**Students, Staff and Visitors**  
Keep everyone safe  
by having your college ID  
visible at all times



Wear your ID  
at all times  
on campus



# Registered Pro Study

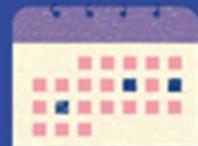
is suspended on these dates



Due to Exams in Memorial  
and Duckering Libraries



There is no Registered Pro Study  
**Tuesday 6<sup>th</sup> January -**  
**Friday 16<sup>th</sup> January**



It will resume on  
Monday 19<sup>th</sup> January

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



# Registered Pro Study

is suspended on these dates



Due to Exams in Memorial  
and Duckering Libraries



There is no Registered Pro Study  
**Tuesday 20<sup>th</sup> January -**  
**Wednesday 21<sup>st</sup> January**



It will resume on  
Thursday 22nd January

The Main Library will be open on the top two floors, please enter in silence. If you have trouble finding a study space, please ask staff as we have laptops to loan



# adverse weather plan

In the event of adverse weather such as: a severe red weather warning; heavy overnight snow; or a forecast of heavy snow during the day, it may be necessary to close the college for the safety of students and staff. A message will be posted on the Collyer's website by 06:30 to advise staff and students of what they should do.

## Our guidance on distance learning for managing remote teaching and learning:

Teachers should notify their affected classes and then remotely teach via Teams.

Students must check their college emails regularly for information from the college.

All remote lessons should be provided in full and registered using Civica and marked as R in registers.

If the college is opening, 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 students and staff should leave early.

## 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



## TAKE YOUR PERSONAL SAFETY SERIOUSLY

PERSONAL SAFETY ALARMS

£5 at Student Services



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

WE ALL RESPECT  
YOUR

RACE & CULTURE

RELIGION

GENDER

DISABILITY

LGBTQ+

AGE

CELEBRATE  
DIVERSITY

EQUALITY, DIVERSITY & INCLUSION  
COLLYERS  
Founded in 1532



REALationships  
& Sexual Health (RSE)

For aged 15+

Workshop

Supporting YOU to grow healthy connections

Why should you come along?

No awkwardness! No drama! Just real talk with honest convos on love, sex, and what healthy relationships really look like

Ask anything you want! If you don't feel comfortable asking, use our QR code so you can ask anonymously.



These workshops are for YOU to get clear, expert info for yourself, and grow the confidence to have honest conversations with your friends, once you know the facts.

Book  
your  
place:



Plus

Free snacks, self-care kits, + chill space

The Juno Project is a registered charity in England and Wales. Reg number: 1176628.

[www.thejunoproject.co.uk](http://www.thejunoproject.co.uk)



Sexual Health Updates  
1 min read

Visit the [Student Services Sexual Health SharePoint](#) for information on new digital Sexual Health services and improved emergency contraception access.

NHS England now offer the oral emergency contraception pill free of charge from almost 10,000 pharmacies across the country without you needing to see a GP or get an appointment at a sexual health clinic.

[Find emergency contraception in your area](#)

There is also a new online emergency contraception service for West Sussex residents aged 16 or over. You can access services digitally rather than travel to a GP or pharmacy.

[SH.UK: Free online sexual health e-service](#)





# Student Safeguarding

Home

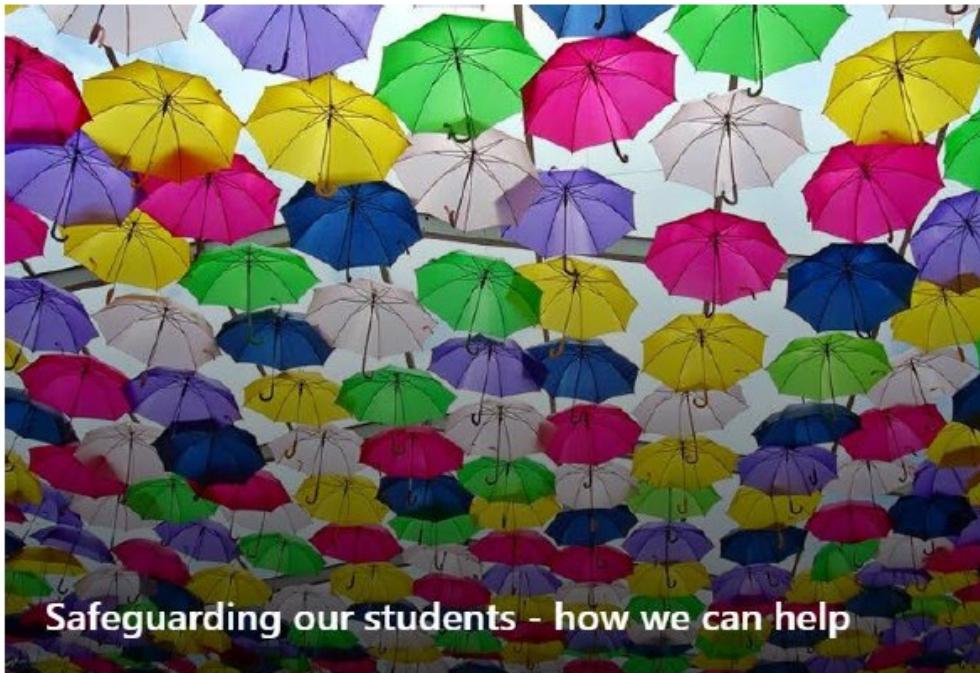
Safeguarding our Students

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**.

# 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.

like to have fun in a relaxed social space?

Connections is looking for you!

Contact Berrin:  
[BEP@collyers.ac.uk](mailto: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](mailto: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](mailto: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](mailto:BEP@collyers.ac.uk)  
B002