

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

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.

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PR2 Review Day Foundation Subject Reviews Curriculum check completed prior to interviewing new students (new and withdrawn provision) General Parents' Evening (2) 	January 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



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



29th January 2026



Join online at 6pm

Book on MyProgress Shop /
Enrichments for Zoom link



COLLYER'S
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4TH FEB 2026

17:30 - 20:00

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**

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 BILLION IDEAS

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](#)

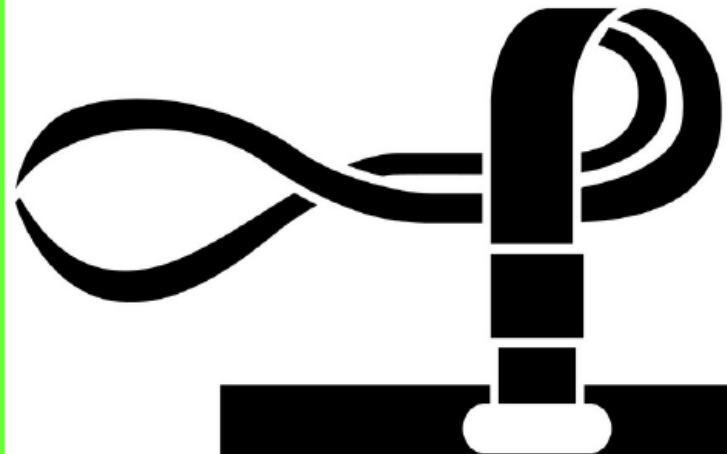
RECORD IN-PERSON WEX ON UNIFROG
OR SIGN UP FOR THE INTERNSHIP ON MYPROGRESS
DEADLINE: MONDAY 23RD MARCH 2026



COLLYER'S
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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 6th January -
Friday 16th January**



It will resume on
Monday 19th 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 20th January -
Wednesday 21st 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 nsiderate 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!



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
COLLYER'S
Founded in 1532



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



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
annonymously.



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:

SCAN ME!



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



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](#)

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

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



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**.

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
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