

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



Student Voice

Don't miss out! Act fast!

The Annual elections for **RCU Student Governance Officer or RCU Co-Presidents for 2026/2027** are coming soon.

Look out for more information in your tutor groups and on Student Common Room.

COLLEGE HALF TERM OPENING TIMES

The college will be open, with limited access, during the half term holidays as follows:

Monday 16th to Thursday 19th February between 08:15 and 16:30; and Friday 20th February between 08:15 and 16:00.

All staff and students coming in to college during this time **MUST** sign in and out at the Main Reception, unless students are working in the Library. All students on site must be supervised by a member of staff and will need to be off site by the finish times listed above.

The Library will be open as follows during the half term holiday:

Monday 16th to Friday 20th between 08:30 and 16:00

Please make sure you are wearing your lanyard.

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

Roast Chicken
Nutless Roast

Thursday

Southern Fried Chicken in a bap
Southern Fried Quorn in a bap

Friday

Fish & Chips
Halloumi Fries & Chips

Menu subject to change

	Spring Term Events	Meetings Tues or Thurs 16:20	Meetings Other	External Meetings
Week 21				
2nd Feb			DRCG 09:00/RM 10:00	
3rd Feb		Full Fac		
4th Feb	Next Steps: Careers Fair 17:15-20:00			SFCA Winter Conf
5th Feb				
6th Feb				
Week 22				
9th Feb	No trips or tutorial this week A Level Mock Exam Week (2A off TT)			
10th Feb	Year 11 Interview Day (off TT—all staff interviewing)		Trust Board 17:30	
11th Feb	Year 11 Interview Day (smaller interview team)			
12th Feb		Subj		
13th Feb				
	HALF TERM			
Week 23				
23rd Feb	INSET 3 SD Marking and Moderation PM		Busi Comm this week	
24th Feb		Staff		
25th Feb			Estates Masterplan WG 17:30	
26th Feb				
27th Feb				

Curriculum Planning	Quality Assurance
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
March <ul style="list-style-type: none"> • Targeted Parents Evening • Indicative numbers from interviewing • 2A set planning • Key assessments • Exam timetable distribution • Subject Progress Review • Staff appointments • Foundation to Level 3 offer finalised • Deployment and Curriculum planning 	March <ul style="list-style-type: none"> • Student and staff surveys on MyProgress • Lesson Observations continue



COLLYER'S
Founded in 1532

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**



COLLYER'S
Founded in 1532

WORK EXPERIENCE

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omic Affairs



**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**



Registered Pro Study

is **suspended** on these dates



Due to Exams in Memorial
and Duckering Libraries



There is no Registered Pro Study

**Monday 9th February -
Friday 13th February**



It will resume on
Tuesday 24th February

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



LIBRARY OPENING

February Half Term

Monday 16th	8.30am - 4pm
Tuesday 17th	8.30am - 4pm
Wednesday 18th	8.30am - 4pm
Thursday 19th	8.30am - 4pm
Friday 20th	8.30am - 4pm

Please remember to wear your ID and Lanyard

Library@collyers.ac.uk

COLLYER'S LIBRARY

will be OPEN on

MONDAY 23RD FEBRUARY

8:30 - 4



award schemes

2026 Award Schemes

Lord Mayor's 800th Anniversary Awards Trust



Awards vary between £50 and £1000 towards the cost of the project.

The Trust supports young people aged 17-24 taking part in projects designed to broaden their experience, develop their self-confidence and improve their career chances.

Example Projects:

Teaching and community work in many different countries

Conservation and wildlife work abroad

Attendance at Summer schools and work experience abroad

Applicants will need to demonstrate that they will be challenged or will be bringing benefit to others.

Applicants must outline the fund raising aspect of their project: that they can fund a large part of the project through their own efforts.

Additionally, the Trust aims to give an insight in to the work of the Lord Mayor and Corporation of the City of London. Priority for granting awards is given to those applicants with a close connection to the City of London.



Our college was founded in 1532 when Horsham born Richard Collyer, a wealthy London merchant and member of The Mercers' Company of the City of London, specified in his will that a school house should be built in Horsham for 60 boys. The Mercers' Company are still our trustees and maintain a close relationship with the college.

The Worshipful Company of Mercers is the premier Livery Company of the City of London. The company's aim was to act as a trade association for general merchants, and especially for exporters of wool and importers of velvet, silk and other luxurious fabrics (mercers). Today, the Company exists primarily as a charitable institution, supporting a variety of causes. The company's motto is *Honor Deo*, Latin for "Honour to God".

Visit the [Student Services SharePoint](#) site for more information

If you wish to proceed with an application, contact Student Services: studentservices@collyers.ac.uk

Applications must be processed by Student Services before 13 February 2026 for projects taking place between May and December 2026.

Visit the Student Services SharePoint for application information

2026 Award Schemes



ZONTA International Young Women in Leadership Award



Recognising young women aged 16-19 who demonstrate superior leadership skills and a commitment to public service and civic causes.

You must demonstrate:

- Active commitment to volunteerism.
- Experience in local government, student government, or workplace leadership (paid or unpaid).
- Volunteer leadership achievements.
- Knowledge of Zonta International and its programs.
- Support in Zonta International's mission of building a better world for women and girls.

Awards range from US\$250 to US\$5000

Visit the [Student Services SharePoint](#) for more information about Zonta.

If you wish to proceed with an application, contact Student Services.

Applications must be completed and submitted to Zonta by 28 February 2026

2024 Collyer's Prize Winner

In 2024, Collyer's student, Jennifer Ohiri won two Zonta awards: first prize from the Zonta E-Club of the UK and also second prize in the Zonta district competition (which includes a large area of northeastern Europe).



Jennifer was presented with her award in May 2024 by Kate Spalding of Zonta

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.

SPORTS NEWS

On Tuesday 20th January

Students competed in the Sussex Schools Cross Country Champion-
ships at Waterhall in Brighton.

Out of 58 entries the results for the Senior Boys were:

7th Freddy Boniface

9th Finlay Blythe

11th Dominic Airey

16th Thomas Wood

Out of 40 Entries the results for the Senior Girls were:

13th Elsie Whyman

On Wednesday 28th January

Men's Rugby played Henley College at Horsham RFU and won 36-19
Netball 1's played Ashcombe School away and won 33-15



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

Go Green
by walking,
cycling or
using public
transport to
college



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



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



**wellbeing
workshop**
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

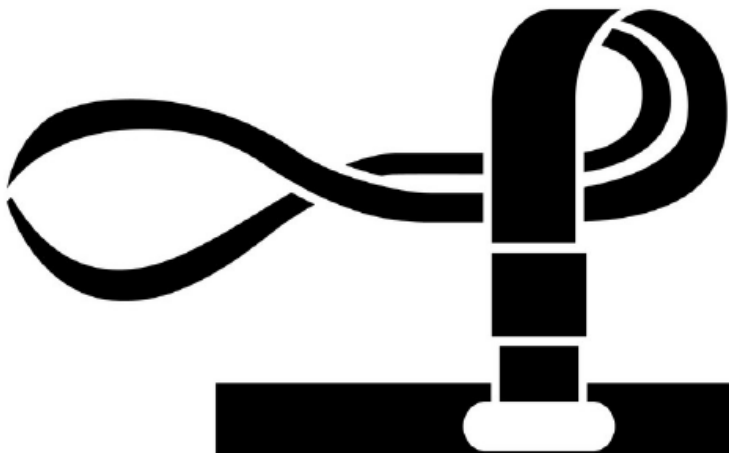
spaces still
available on
the Wellbeing
Workshop!

Friday Enrichment

Contact Berrin:
BEP@collyers.ac.uk
B002

Students, Staff and Visitors

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



**Wear your ID
at all times
on campus**

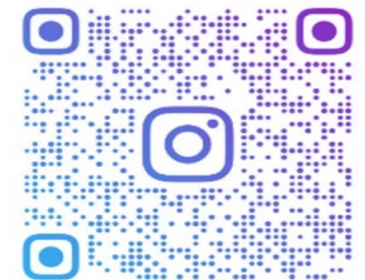
FINANCE

- ◇ 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.

Find out about upcoming RCU events on Instagram! Use the QR code or link

<https://www.instagram.com/collyersrcu/>

Email any suggestions or queries:
rcu@collyers.ac.uk



COLLYERSRCU

PICK UP A PRONOUN BADGE

pronoun badges are available from
the first floor Library desk



WE ALL RESPECT
YOUR

RACE & CULTURE

RELIGION

GENDER

DISABILITY

LGBTQ+

AGE

**CELEBRATE
DIVERSITY**