

### 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](tel:01403210822) 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](tel:01403216528)

Email: [absence@collyers.ac.uk](mailto: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		February	
<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>		<ul style="list-style-type: none"> <li>Appraisal – check progress to targets</li> <li>QIP review</li> <li>Lesson Observations continue</li> </ul>	
<ul style="list-style-type: none"> <li>Targeted Parents Evening</li> <li>Indicative numbers from interviewing</li> <li>2A set planning</li> <li>Key assessments</li> <li>Exam timetable distribution</li> <li>Subject Progress Review</li> <li>Staff appointments</li> </ul>	<ul style="list-style-type: none"> <li>Foundation to Level 3 offer finalised</li> <li>Deployment and Curriculum planning</li> </ul>	<ul style="list-style-type: none"> <li>Student and staff surveys on MyProgress</li> <li>Lesson Observations continue</li> </ul>	<ul style="list-style-type: none"> <li>March</li> </ul>



**COLLYER'S**  
Founded in 1532

# 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



**COLLYER'S**  
Founded in 1532

# 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](#)

## FOUNDATION WEX WEEK

15TH JUNE - 19TH JUNE 2026

### IN-PERSON WEX

BY SOURCING YOUR OWN PLACEMENT

OR

### VIRTUAL WEX PROGRAMME

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 9<sup>th</sup> February -  
Friday 13<sup>th</sup> February**



It will resume on  
Tuesday 24<sup>th</sup> 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](mailto:Library@collyers.ac.uk)

Please note that

## COLLYER'S LIBRARY

will be OPEN on

**MONDAY 23<sup>RD</sup> FEBRUARY**

**8:30 - 4**



# award schemes

## 2026 Award Schemes

### Lord Mayor's 800<sup>th</sup> 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 into 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](mailto: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



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 20<sup>th</sup> January

Students competed in the Sussex Schools Cross Country Championships at Waterhall in Brighton.

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

- 7<sup>th</sup> Freddy Boniface
- 9<sup>th</sup> Finlay Blythe
- 11<sup>th</sup> Dominic Airey
- 16<sup>th</sup> Thomas Wood

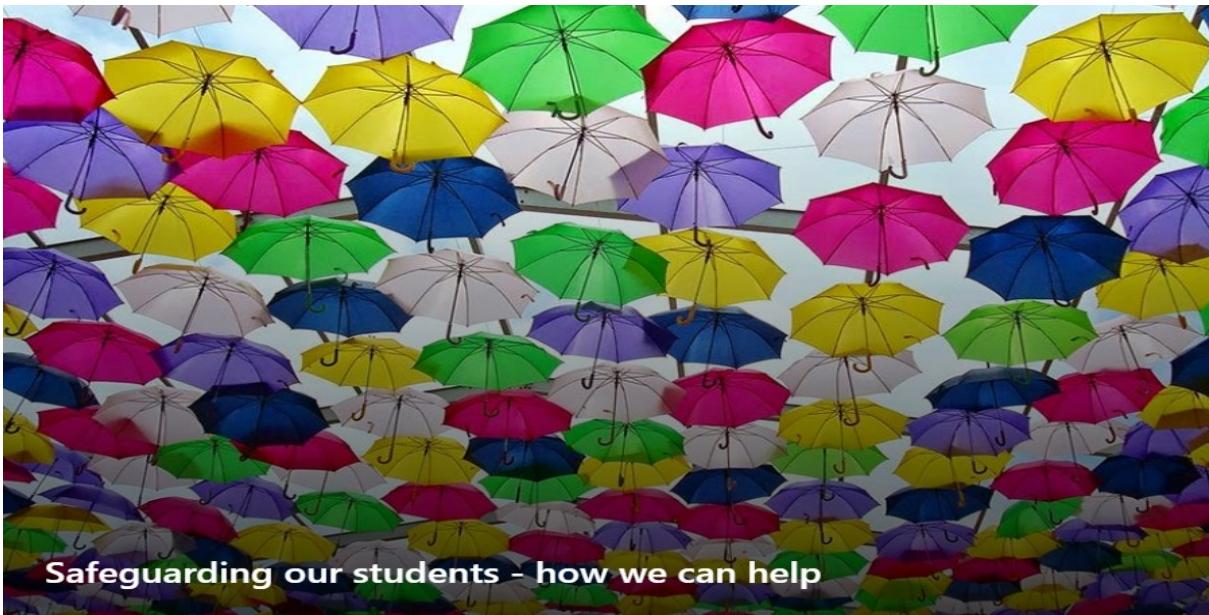
Out of 40 Entries the results for the Senior Girls were:

- 13<sup>th</sup> Elsie Whyman

### On Wednesday 28<sup>th</sup> 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





**Safeguarding our students - how we can help**

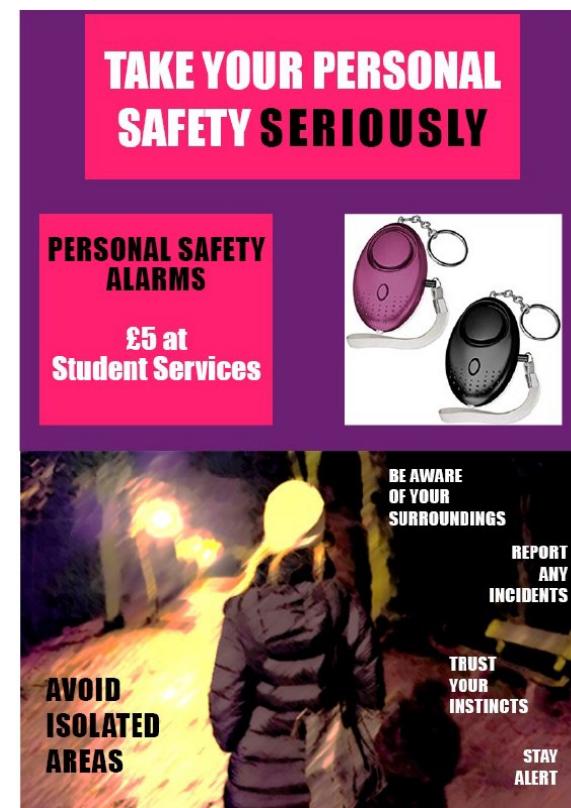
**PICK UP FREE  
PERIOD  
PRODUCTS**

**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**



**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!**

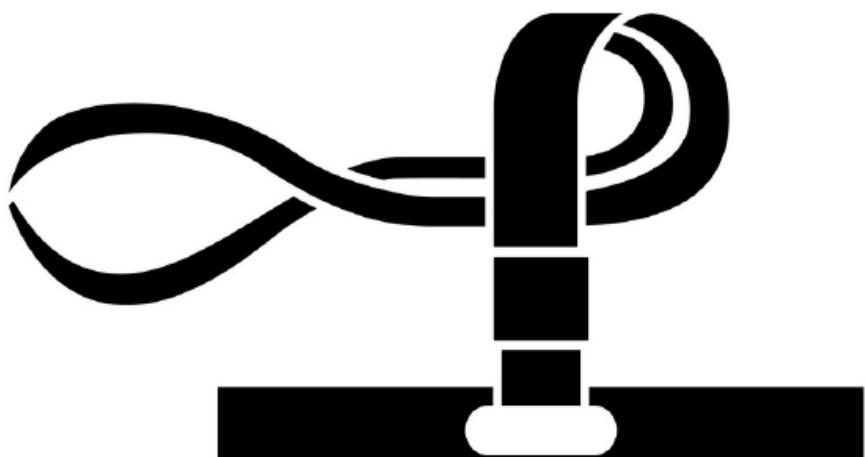
**Friday Enrichment**

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



## Students, Staff and Visitors

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



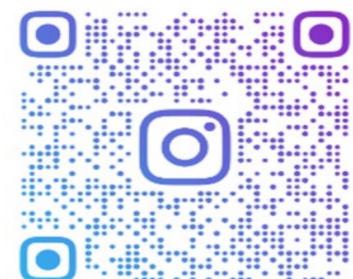
Wear your ID  
at all times  
on campus

## 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](mailto: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