

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

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.

DUCKERING HALL BUILDING WORK

Due to building work taking place, the Duckering Hall will be out of use from end of day Friday 13th February through to Sunday 22nd March 2026.

Please note, due to the Duckering Hall closure, **Music Practitioner exams** will be taking place in the **Café on Wednesday 25th and Thursday 26th February**. The Café will be **closed on both dates** to students and staff.

Thank you.

CANTEEN

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

Main Meals **£4.20**

Monday

Chicken Katsu Curry with Rice
Quorn Katsu Curry with Rice

Tuesday

Szechuan Noodles with Chicken Balls
Szechuan Noodles with Spring Rolls

Wednesday

Meatball Sub with Tortilla Chips
Vegetarian "meatball" Sub with
Tortilla Chips

Thursday

Beef Chilli Loaded Fries
Quorn Chilli Loaded Fries

Friday

Beef Burger and Chips
Spicy Bean Burger and Chips

Menu subject to change

Student Voice

Don't miss out! Act fast!

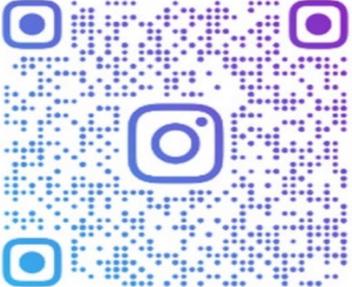
The Annual elections for **RCU Student Governance Officer** or **RCU Co-Presidents** for **2026/2027** are coming soon.

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



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

STUDENT SERVICES

Located in B002, ground floor
Buckle Building

Lost & Found

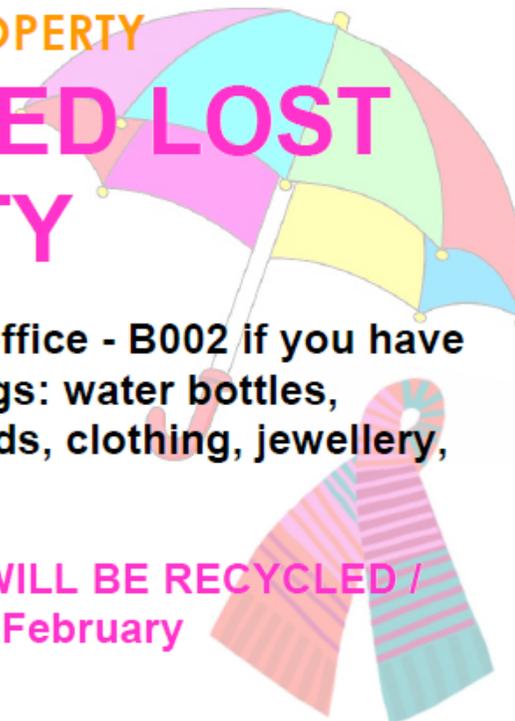


CENTRAL LOST PROPERTY

UNCLAIMED LOST PROPERTY

Please check at our office - B002 if you have mislaid any belongings: water bottles, glasses, keys, ear buds, clothing, jewellery, umbrellas.....

UNCLAIMED ITEMS WILL BE RECYCLED / DONATED AFTER 13 February



LGBT+ History Month: Poetry Competition

Are you a poet? Are you passionate about LGBT+ rights?

We invite you to enter the national Schools Out Poetry Competition

Key details:

- The poem must embody this year's theme of *Science and Innovation*
- Entry deadline: Friday 27th February
- All entries will be published on Student Sharepoint (if you consent)
- One Collyer's entry will be selected and submitted into the National Competition
- The national winner will be published on the website and social media, as well as receiving £100 prize money.

Find out more, including further guidelines for the poem and how to enter, here:

[LGBTQ+ History Month - Home](#)



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 @BILLIONIDEAS

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

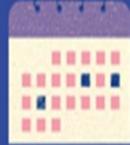


Due to Exams in Memorial and Duckering Libraries



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

Please note that
**COLLYER'S
LIBRARY**

will be OPEN on

MONDAY 23RD FEBRUARY

8:30 - 4



SPORTS NEWS

On Monday

Boys Tennis played St Georges, Weybridge away in the 1st round of the LTA Knockout and won 6-1

On Wednesday

Netball 2's played Godalming away in the Surrey League and won 43-20

Basketball played Barton Peveril away in the CBL and lost 68-87

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.

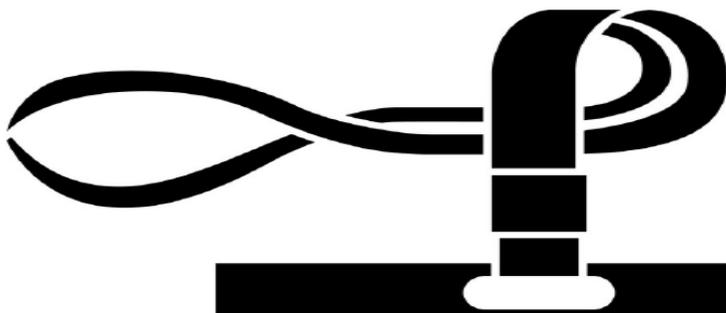
Having periods should not be a barrier to education.

ending period poverty



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.

Hurst Road crossing points

Students crossing the road outside college should...



.... always make use of the two signal controlled crossings on Hurst Road



.... **never use** the college vehicle entrance or exit gates as this is **dangerous!**

.... only use the **pedestrian exit and entrance gates** at college

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

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**.

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 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.

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).



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

College Parking

College Car Park Important reminder...

All car users of the Main College Car Park must:

have a valid college parking permit for their vehicle. This is to be displayed clearly on the dashboard/windscreen. Your vehicle details must be up to date with Main Reception (staff) or Student Reception (students).

not park on areas with yellow hatching

park within the white lines of the space

not park in bays designated for motorcycles, disabled, visitors or the minibuses.

The Main Car Park exit is exceptionally busy between 4:10pm and 4:20pm.

Drivers, please try to avoid exiting during this period of time until the large volume of pedestrians have made their way through.

Park only in a designated bay. Do not park outside of a bay, over hatched areas or block in other vehicles.

If the Main Car Park is full, you will have to park off-site.

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.

**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**