

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 Easter Holiday Opening Times

The college will be open, with limited access, during the Easter holiday as follows:

Friday 27th March between 08:15 and 16:00;
Monday 30th to Thursday 2nd April between 08:15 and 16:30;
Tuesday 7th April to Thursday 9th April between 08:15 and 16:30;
Friday 10th April between 08:15 and 16:00

CLOSED: FRIDAY 3RD APRIL AND MONDAY 6TH APRIL

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 wear their lanyards and be supervised by a member of staff and will need to be off site by the finish times listed above.

For Library opening times, please refer to their poster



CANTEEN

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

Main Meals £4.20

Monday

Chicken Balti Curry & Rice
Quorn Balti Curry & 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 26				
16th Mar	Foundation to L3 Applicants Interviews with Tutor/HoH	PR3 publication by 08:30		
17th Mar	↓		SSMM 10:00	
18th Mar			Local Governing Body 10:45	
19th Mar		Full Fac		
20th Mar	Foundation to L3 offers finalised			
Week 27				
23rd Mar	Foundation student references open			
24th Mar	Targeted Parents Evening 15:30-20:30		Trust Board 17:30	
25th Mar				
26th Mar	2A Founder's Day/Leavers Festival (all students off TT from 12:15)	Spring Term ends		
	Holiday			
Week 28				
13th Apr	Summer Term begins	Residential Trips Embargo to week 37		
14th Apr		PC/CC		
15th Apr				
16th Apr	Next Steps: Higher Education (online)	BTEC		
17th Apr				

Curriculum Planning & Quality Assurance	
Curriculum Planning	Quality Assurance
<p style="text-align: center;">March</p> <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 	<p style="text-align: center;">March</p> <ul style="list-style-type: none"> Student and staff surveys on MyProgress Lesson Observations continue
<p style="text-align: center;">April</p> <ul style="list-style-type: none"> Deployment and Curriculum planning Budget planning Exam timetable distribution on MyProgress 	<p style="text-align: center;">April</p> <ul style="list-style-type: none"> Course Review Panels held (and Adult Education) End of course evaluations (and Adult Education) Lesson Observations continue



LIBRARY OPENING HOURS

EASTER

8.30AM-4.30PM

WE ARE OPEN ON:

MON 30TH MARCH

TUES 31ST MARCH

WEDS 1ST APRIL

THURS 2ND APRIL

TUES 7TH APRIL

WEDS 8TH APRIL

THURS 9TH APRIL

FRI 10TH APRIL

(8:30-4)

WE ARE CLOSED ON:

FRIDAY 27TH

GOOD FRIDAY 3RD
EASTER MONDAY 6TH

PLEASE REMEMBER TO WEAR YOUR ID AND LANYARD

LIBRARY@COLLYERS.AC.UK



Collyer's 2026

LEAVERS HOODIE SALE

HURRY! SALE CLOSES 26 March

ORDER AND
PAY ONLINE:

<https://myclubkit.co.uk/the-college-of-richard-collyer/>



Front:
COLLYER'S EST 1532



Back:
LEAVERS 2026
Individual names are not printed.

£21

42 COLOURS

7 SIZES

Small, Medium and Large
samples in Student Services

Delivery after Easter

ONLINE NEXT STEPS
HIGHER EDUCATION
EVENING

Thursday 16th April 6.30pm – 8.30pm.

Online live Event.

Recorded event available.

Sign up on My Progress, this will go towards enrichment hours.

Thinking about life after Collyer's?

Considering University?

- The application process.
- Personal Statements.
- Loans and finance.
- What happens at Collyer's and how we can help?
- What to do next?
- The timeline and deadlines?
- Are your parents asking what happens next?

All the information you need to make a successful HE application.

Guest speakers from a range of local universities.

Book your tickets for the Higher Education Evening on My Progress Shop > Enrichment Events

 **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

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**

THURSDAY 26TH MARCH

COLLYER'S FOUNDER'S DAY

LEAVERS' FESTIVAL

12:15-15:15

2A STUDENTS

COME AND JOIN THE CELEBRATION!

- MINI GOLF
- LIVE MUSIC
- RETRO SPORTS DAY
- ICE CREAM VAN
- CUPCAKES AND SOFT DRINKS
- PHOTOBOOTH
- LEAVERS' TOTE BAGS
- INFLATABLE OBSTACLE COURSE
- FOOTBALL SHOOT-OUT

AND MANY MORE...

CONTACT US FOR MORE INFORMATION:
RCU@COLLYERS.AC.UK

Arrangements for the Worthing bus
on the last day of term: 26th March.

Thursday 26th March is Founder's Day
& Leaver's Festival (12:15-15:15) for
2A students.

ALL students (1A, 2A and Foundation) will
be on study leave from 12:15.



The Worthing bus will leave Collyer's
at the usual time. All students who
take the bus are welcome to use the
library for independent study during
the afternoon.





Registered Pro Study



is suspended in
Memorial Library
ONLY



There is no Registered Pro Study in Memorial Library on:

Wednesday 4th March
and
Wednesday 25th March

1A Registered Pro Study is still running in Duckering Library and Ground Floor



Helena Kennedy Foundation



social action | social mobility | social justice

The Foundation promotes equality of opportunity, enabling disadvantaged FE students to realise their potential by supporting them through higher education into fulfilling careers.

Are you a final year student aiming to progress to university level study this autumn?

Apply for a bursary of up to £2,250 to support your studies.

You must be able to demonstrate:

you face severe financial hardship which will make your progression to higher education difficult

you have overcome significant barriers to complete your further education

To apply and to check the full eligibility criteria visit:



<https://www.hkf.org.uk/>

Applications close Thursday 7 May 2026



Founded in 1532

Students, Staff and Visitors

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



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

SPORTS NEWS SPORTS NEWS SPORTS NEWS SPORTS NEWS

On Friday 6th March

Men's Hockey

played in the South East Area Finals and we won 2 and lost 2

Netball 1's

played Guildford County School away in the Surrey league and won 44-8

Netball 2's

played Strodes College away in the Surrey League and Cup and won 38-21

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.

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](#)

Multi Faith Prayer Spaces during Ramadan

Monday to Friday (until 19th March)
break and lunch times only



Room B217



Room P103 Mon, Tues, Fri
Room P102 Wed, Thurs

*Please note: B217 is to be used by both males and females at all other times (see timetable on B217 door)
Use of prayer spaces are available to students of all faiths
No food or drink to be consumed in prayer spaces*



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.