

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 Katsu Curry & Rice
Quorn Katsu Curry & Rice

Tuesday

Szechuan Noodles with Chicken Balls
Szechuan Noodles with Vegetable
Spring Rolls

Wednesday

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

Thursday

Beef Chilli Loaded Fries
Quorn Chilli Loaded Fries

Friday

CLOSED

Menu subject to change

	Spring Term Events	Meetings Tues or Thurs 16:20	Meetings Other	External Meetings
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				
Week 29				
20th Apr			SS Teams this week	
21st Apr			RCU	S7 C&Q 10:00/S7 Dec 14:00
22nd Apr				
23rd Apr		Fac/HoS		
24th 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

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.

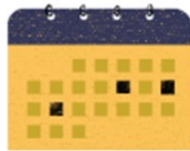




Registered Pro Study



is suspended in Memorial Library ONLY



There is no Registered Pro Study in Memorial Library.

on:

Wednesday 25th March

and

Thursday 26th March

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



Collyer's

HURRY! SALE WILL CLOSE THURSDAY - 26 March

2026

LEAVERS HOODIE

SALE

ORDER AND PAY ONLINE:

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



Front:
COLLYER'S EST 1532

£21



42 COLOURS

7 SIZES

Back:
LEAVERS 2026
Individual names are not printed.

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

Eid Mubarak!

Collyer's wishes all of our Muslim students Eid Mubarak.



Certificate Collection

November 2025 GCSE exams

If you resat GCSE Mathematics or English Language in November 2025 at Collyer's, your certificate is ready for collection.

 **Collection Point: Exams Office (A109)**

 **Collection Time: 10:00am – 3:00pm**

Please wear your ID, you will need to sign for your certificate on collection.



Step
into
the
Spotlight



Variety Show 2026

COLLYER'S VARIETY SHOW 2026



Looking for performers!

In mid-June we will be staging our annual Variety Show. We are looking for actors, dancers, composers, musicians, poets, story-tellers, animators, film makers, artists, photographers, make-up artists, costume artists, etc. You can contribute as much or as little as you want to.



This is an enrichment activity you can sign up for via MY PROGRESS, which rehearses on Wednesday 3:10-4:15 every week during the Summer Term. **Open to all.**



So, if you think you would like to participate, but want to know more, please sign up on MY PROGRESS or email/visit NK@collyers.ac.uk.



We have two performances on **June 17th (Wednesday)**. These are a completely free event for current staff and students. The venue is the Duckering Hall. There are two performance times - 3:10pm Matinee and an after College show at 6:15pm. Each performance lasts approximately an hour.





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



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

STUDENT SERVICES

Located in B002, ground floor

Buckle Building

CENTRAL LOST PROPERTY



Have you lost your
earpod case?

Is your earpod single and
looking for its mate?

Please check at our office - B002
where we have unclaimed earpod cases,
earpods and overhead sets.

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.

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

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.**

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](#)

SPORTS NEWS SPORTS NEWS SPORTS NEWS

On Wednesday

Netball 1's played Ashcombe School at home in the Surrey League and Cup and won 57-20

Netball 2's played Royal Russell school away in the Surrey League and lost 29-23

Women's Football played Reigate College at home in the Surrey League and lost 3-1