

### 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](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**  
Email: [absence@collyers.ac.uk](mailto:absence@collyers.ac.uk)

### **STUDENTS ON SITE AFTER NORMAL COLLEGE HOURS STAFF ON SITE AFTER NORMAL COLLEGE HOURS**

Please be aware that we expect students to have left the college site by 17:00 Monday to Friday, could tutors please remind students of this requirement. If there is a need for students to be on the college site after that time then:

1. They must be supervised by a member of staff who is responsible for them, Monday to Thursday
2. Prior notice should be given to MJE and the Estates team
3. They are enrolled on an adult evening course
4. They are working purposefully in the Library

It is only in exceptional circumstances that teaching staff will arrange for students to be on site with them after 17:00. It is important that staff discuss such a requirement with their Director of Faculty and then with MJE, giving plenty of notice of the proposed activity and duration.



### Student Voice

*Don't forget to vote!*

**The online election for the roles of RCU Co-President are now open!**

You can hear directly from all the candidates at the live Hustings on Wednesday 22nd April at 13:30 in Duckering Hall.

Voting closes at 16:15 on Friday 24th April.

*Make sure you have your say!*

### CANTEEN

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

**Main Meals £4.20**

#### Monday

Chicken Korma & Rice  
Quorn Korma & Rice

#### Tuesday

Chicken Fajitas with Tortilla Chips  
Quorn Fajitas with Tortilla Chips

#### Wednesday

Roast Chicken  
Nutless Roast

#### Thursday

Bolognese Pasta  
Mac and Cheese

#### Friday

Hotdog in Bun & Fries  
Vegetarian Hotdog in Bun & Fries

**Menu subject to change**

	Summer Term Events	Meetings Tues or Thurs 16:20	Meetings Other	External Meetings
Week 29			SS Teams this week	
20th Apr				
21st Apr			RCU	S7 C&Q 10:00/S7 S Dev 14:00
22nd Apr				
23rd Apr		Fac/HoS	SMCG 10:20	
24th Apr				
Week 30				
27th Apr				
28th Apr		H&S		
29th Apr				
30th Apr	New Applicant Information Evening (online)			S7 Prins 13:00
1st May	Foundation References complete			
Week 31				
4th May	Bank Holiday			
5th May		Subj		
6th May				S7 Past Leads 10:00
7th May				
8th May				

### Curriculum Planning & Quality Assurance

#### Curriculum Planning

##### April

- Deployment and Curriculum planning
- Budget planning
- Exam timetable distribution on MyProgress
- New applicants Information Event (External)

##### May

- Deployment and Curriculum planning
- Final Moderation (coursework to board)
- Exams begin
- 1A Subject references (UCAS)

#### Quality Assurance

##### April

- Course Review Panels held (and Adult Education)
- End of course evaluations (and Adult Education)
- Lesson Observations continue

##### May



# Registered Pro Study

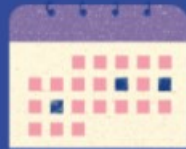
is **suspended** on these dates

Due to Exams



There is no Registered Pro Study

**Thursday 7th May -  
Monday 8th June**



It will resume on  
Tuesday 9th June

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



COLLYER'S LIBRARY

# OPENING Hours

Term Time until May Half Term

Monday 8am - 7pm

Tuesday 8am - 7pm

Wednesday 8am - 6pm

Thursday 8am - 7pm

Friday 8am - 5pm

Check Library SharePoint page and notices for holiday opening times

# Celebrate WorldBook Night

23 April 2026

## Late Night Snacks and Chat!

Join us in the library to explore our new Quick Reads,  
enjoy refreshments, and talk all things books.

*Drop in and out as you wish.*

**Date:** Thursday 23<sup>rd</sup> April

**Time:** 16:30 - 18:00

**Location:** L000 (Ground Floor Library)

**Contact:** THE@collyers.ac.uk

## 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.*

## be considerate in our community

be courteous and polite to everyone as you  
arrive and leave college

do not block footpaths or loiter in the roads  
surrounding college

allow room for others to pass freely, especially  
those who are with children, have prams, are  
elderly or wheelchair users

do not litter near college or in the park as you  
could receive a **£150 fine** - food litter and  
packaging encourages rats and other vermin

do not congregate near the hospital or near  
neighbouring houses



## 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*



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



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](mailto: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.



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allow room for others to pass freely, especially those who are with children, have prams, are elderly or wheelchair users

do not litter near college or in the park as you could receive a **£150 fine** - food litter and packaging encourages rats and other vermin

do not congregate near the hospital or near neighbouring houses



## 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 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.**



**COLLYER'S**  
Founded in 1532

## Students, Staff and Visitors

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



# 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.

# TRY SOMETHING DIFFERENT - FREE YOUTH BOWLING OPEN DAY



**HORSHAM**  
BOWLING CLUB

16 May 11:00am – 3:00pm

Looking for a new hobby that's actually fun?

Come try bowls for free — no experience needed.

Whether you're sporty, competitive, or just want something social to do, this is your chance to give it a go. Find out more – [horshambowlingclub.co.uk](http://horshambowlingclub.co.uk)

## WHAT'S ON

Free coaching (we'll show you how — it's easier than you think)

Try lawn bowls & short mat bowls

All equipment provided — just bring trainers

Chill with friends + refreshments available

Exclusive discounts if you join on the day

## WHY COME

- Learn something new
- Meet people your age
- Get competitive (yes, it's more intense than it looks)
- Looks great on CVs / Duke of Edinburgh / enrichment
- Way more satisfying than another day scrolling

**NO PRESSURE. NO COMMITMENT. JUST TURN UP AND TRY IT.**



It's good to keep hydrated—it can help improve your energy levels and concentration



There are water cooler machines around the campus for your use: in the Cowley Sports Hall (near the fitness suite); in the Canteen; on the 1<sup>st</sup> floor of Library; and in the main Reception. A water fountain is available outside the Shelley Building during the Spring & Summer months.

All water from any cold taps in the college is direct mains water (no tank water) and is therefore suitable for drinking.

The Canteen also has a drinks vending machine.

MJE, Health & Safety Officer

Did you know Collyer's Careers Team are on Instagram?



Collyer's Careers Team  
[@collyers\\_careers](https://www.instagram.com/collyers_careers)

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