

### 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)

### College May Half Term Holiday Opening Times

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

**Tuesday 26th to Thursday 28th May between 08:15 and 16:30;**  
**Friday 29th May between 08:15 and 16:00;**

The **Library** will be open from **08:30** and closed in line with the college timings.

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.

## STAY HYDRATED

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; in the main Reception; and 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.

### CANTEEN

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

Main Meals £4.20

#### Monday

Chicken Tikka Masala with Rice  
Quorn Tikka Masala with Rice

#### Tuesday

Chilli Tacos  
Quorn Chilli Tacos

#### Wednesday

Meatball Sub with Tortilla Chips  
Vegetarian 'Meatball' Sub with  
Tortilla Chips

#### Thursday

Chicken Shawarma with Flatbread/  
salad  
Falafel with Flatbread/Salad

#### Friday

Chicken Nuggets & Chips  
Cheese & Chilli Nuggets & Chips

Menu subject to change

	Summer Term Events	Meetings Tues or Thurs 16:20	Meetings Other	External Meetings	
<b>Week 33</b>					
<b>18th May</b>	1A study leave      1A subject reference opens      Exams to 24/06				
<b>19th May</b>	 Foundation study leave from 16:15	New HoS	Trust Board 17:30		
<b>20th May</b>					
<b>21st May</b>					
<b>22nd May</b>					
		<b>HALF TERM</b>			
<b>Week 34</b>					
<b>1st June</b>	1A WEX week + PR4: Teacher & Student input		Busi Comm this week		
<b>2nd June</b>	 Inset 4 SD		Staff meeting, PC/CC and House in daytime		
<b>3rd June</b>					
<b>4th June</b>				Subject in daytime	
<b>5th June</b>				HLA Strategy morning	
<b>Week 35</b>					
<b>8th June</b>			SS Teams		
<b>9th June</b>	PR4 data checks		Estates Masterplan WG 17:30		
<b>10th June</b>					
<b>11th June</b>	PR4 published 13:20	Full Fac	Audit and Risk 17:30		
<b>12th June</b>					

**Curriculum Planning & Quality Assurance**

**Curriculum Planning**

**May**

- Deployment and Curriculum planning
- Final Moderation (coursework to board)
- Exams begin

**June**

- EPQ roll-out and promotion
- Deployment and Curriculum planning completed
- 1A Subject references (UCAS)
- PR4 Input
- PR4 Publication
- 2A teaching begins
- INSET Day 4
- 1A to 2A Progression Day
- Targeted 1A and Foundation Parents' Evening

**Quality Assurance**

**May**

**June**

- Review all QIP
- Subject SAR's begin
- Operational and Pastoral SARs begin
- Appraisal—final statement and review
- Appraisal—reviews completed and signed off by Principal



# CHALLENGE OF MANAGEMENT 2026



## WHAT DOES THE DAY INVOLVE?

- Network with local & national employers
- Learn how to 'stand out from the crowd'
- Take part in commonly used assessment centre tasks - teamwork, logical thought & creativity
- Develop entrepreneurship
- Dragons Den/The Apprentice style tasks

**Prizes available!**



**SOUTH LODGE HOTEL, HORSHAM**



**MONDAY 6TH JULY**



**DRESS CODE: BUSINESS ATTIRE**

**SIGN UP & PAY ON SHOP / WARES - £35  
TRANSPORT, REFRESHMENTS & LUNCH INCLUDED**



# Registered Pro Study

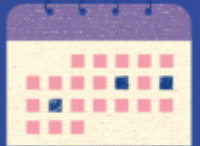
is suspended on these dates

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





# LIBRARY OPENING

## May Half Term

**MON 25TH**

**Bank Holiday - Closed**

**TUES 26TH**

**8.30am - 4.30pm**

**WED 27TH**

**8.30am - 4.30pm**

**THUR 28TH**

**8.30am - 4.30pm**

**FRI 29TH**

**8.30am - 4pm**

**Please remember to wear your ID and Lanyard**

[Library@collyers.ac.uk](mailto:Library@collyers.ac.uk)



## Library Opening Hours for this Half Term

### WEX Week

Mon 1st June 8am - 5pm

Tues 2nd June 8am - 5pm

Weds 3rd INSET June 8:30am - 4.30pm

Thurs 4th June 8am - 5pm

Fri 5th June 8am - 5pm

Mon 8th June 8am - 6pm

Tues 9th June 8am - 6pm

Weds 10th June 8am - 6pm

Thurs 11th June 8am - 6pm

Fri 12th June 8am - 5pm

Mon 15th June 8am - 6pm

Tues 16th June 8am - 6pm

Weds 17th June 8am - 6pm

Thurs 18th June 8am - 6pm

Fri 19th June 8am - 5pm

Mon 22nd June 8am - 5pm

Tues 23rd June 8am - 5pm

Weds 24th June 8am - 5pm

Thurs 25th June 8am - 5pm

Fri 26th June 8am - 5pm

Mon 29th June CLOSED

Tues 30th June CLOSED

Weds 1st July 8am - 5pm

Thurs 2nd July 8am - 5pm

Fri 3rd July 8am - 5pm

Mon 6th July 8am - 5pm

Tues 7th July 8am - 5pm

Weds 8th July 8am - 5pm

Thurs 9th July OPEN EVE 8am - 8.30pm

Fri 10th July WELLBEING CLOSED



# 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.

## starting university in September?



You could be eligible to apply for the **Save the Student Bursary** to help cover the cost of student essentials, like a laptop, bedding, kitchenware and more.

Save the Student! (partnered with JS Group) are giving £750 to six new higher education students who need financial support as they live in a low-income household or come from a disadvantaged background.

Applicants must:

- have a household income of £40,000 or less
- qualify as a Home Fee status student
- have an open UK bank account

**Full details and applications:**

[Save the Student Bursary - Save the Student](#)

**Closing date: Friday 26 June**



# Volunteers Needed!

## READ to the BEAT

We're looking for people aged 14+ to help deliver the **Summer Reading Challenge** in libraries from **July - September**.

🎵 Help families complete an online form to register for the Challenge.

🎵 Talk to children about books they're reading this summer.

🎵 Hand out rewards and encourage children to keep reading.



Find out more and apply online by 3<sup>rd</sup> July at [libraries.westsussex.gov.uk/src](https://libraries.westsussex.gov.uk/src)

# STUDENT SERVICES

Located in B002, ground floor  
Buckle Building

## CENTRAL LOST PROPERTY



Please check on the table outside our office - B002 - where we have unclaimed glasses and cases.

Other unclaimed items will also be available to check before they are disposed of / recycled.

## Students, Staff and Visitors

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



## Advance Notice Path Improvement work starting w/c 11th May for 4-5 weeks

Please be aware that work will be taking place on improving the path from the central pond to the park boundary, running alongside the play area and Outdoor Gym. This is expected to begin week commencing 11<sup>th</sup> May, Monday - Friday and last approx 4-5 weeks, depending on the weather.

The path will be widened,  
and resurfaced to  
improve access for all.

We are also taking this  
opportunity to divert the path to  
reduce compaction on the  
mature trees that line the  
existing path and provide a safer  
route.

During the construction period,  
please follow all diversion  
signage in place and be aware of  
the additional vehicles that may  
be operating in the park.



During this time access to the outdoor gym may need to be restricted for health and safety reasons and a section of Pavilions car park closed off. We are sorry for the inconvenience.

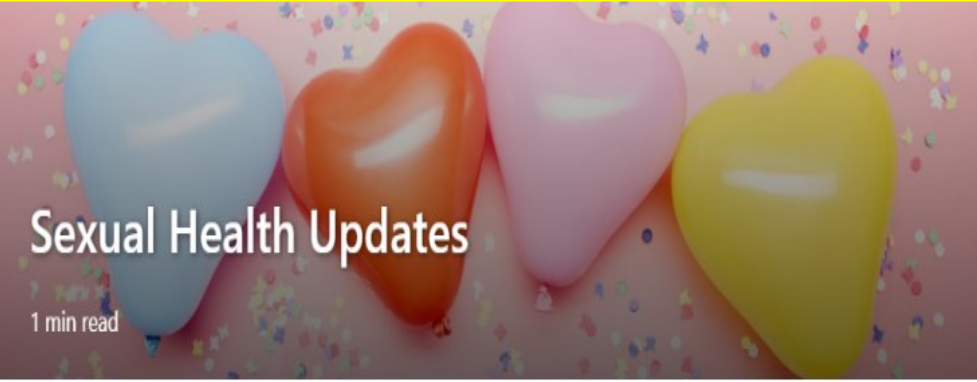
During standard office hours - 01403 215256

Email - [parks@horsham.gov.uk](mailto:parks@horsham.gov.uk)

Out of hours - 01403 215100



Horsham  
District  
Council



## 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](#)

# 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

## 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



## 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**.