

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

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 on 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 Head of Faculty and then with MJE, giving plenty of notice of the proposed activity and duration.

On Friday the college closes for the weekend at 18:00. Could staff ensure that the area they are leaving, and indeed the college itself, is secure as they leave. Using the staircase by the Principal's office, for example, is the preferred exit route.

CANTEEN

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

Main Meals £4.20

Monday

Chicken Korma with Rice
Quorn Korma with Rice

Tuesday

Chicken Fajitas with Tortilla Chips
Quorn Fajitas with Tortilla Chips

Wednesday

INSET DAY

Thursday

Bolognese Pasta
Mac & Cheese

Friday

Hotdog in a Bun & Fries
Vegetarian Hotdog in a Bun & Fries

Menu subject to change

	Summer Term Events	Meetings Tues or Thurs 16:20	Meetings Other	External Meetings
Week 34				
1st June	1A WEX week + PR4: Teacher & Student input Exams to 24/06		Busi Comm this week	
2nd June			Staff meeting, PC/CC and House in daytime	
3rd June	INSET 4 SD			
4th June			Subject in daytime	
5th June			HLA Strategy morning	
Week 35				
8th June			SS Teams	
9th June	PR4 data checks		Estates Masterplan WG 17:30	
10th June				
11th June	PR4 published 13:20	Full Fac	Audit and Risk 17:30	
12th June				
Week 36				
15th June		Foundation WEX Week		
16th June	1A to 2A Progression Day			
17th June				SFCA Summer Conf
18th June	Targeted Parents Evening 15:30-20:30			SFCA Summer Conf
19th June				

Curriculum Planning & Quality Assurance

Curriculum Planning

June

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

July

- EPQ research, LRC sessions and supervisor meetings
- Open Evening for Year 10 students
- Transfer resits and 2A programme adjustments
- INSET Day 5

Quality Assurance

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

July

- Review all QIPs
- Team meetings for SARs, first phase completed, and QIP draft.
- Appraisal target setting for following cycle



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



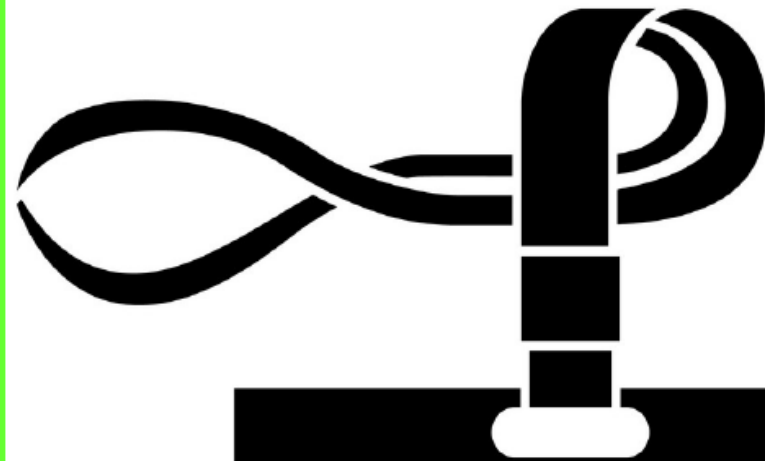
DRESS CODE: BUSINESS ATTIRE

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



Students, Staff and Visitors

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



**Wear your ID
at all times
on campus**



Registered Pro Study

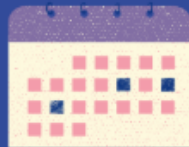


Pro Study will resume on **Tuesday 9th June** and run until **1.20pm on Thursday 9th July**

There is no Registered Pro Study on 1A - 2A Enrolment or the subject Festival dates:



Tuesday 16th June
Thursday 25th June
Friday 26th June



All Library spaces are **CLOSED** on **Monday 29th June** and **Tuesday 30th June** when we will be Welcoming new students to Collyer's



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 3rd July at 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.

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



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 1st 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.

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**.