

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

ARRANGEMENTS FOR THE LAST DAY IN COLLEGE FOR STUDENTS

Thursday 9th July 2026

08:40—09:45	C2 block
09:45—10:50	F2 block
10:50—11:10	Break
11:10—12:15	F3 block
12:15—13:20	E3 Block (no G4 or A4 classes)

College Summer Holiday Opening Times

The college will be open during the summer holiday, with limited access due to various estates work taking place around the campus, as follows:

Thursday 16th July to Friday 28th August inclusive.

Daily opening hours are as follows:

**Monday to Thursday - 08:15 and 16:30; and
Friday - 08:15 and 16:00**

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 must be **supervised** by a member of staff and need to be off site by the finish times listed above. If a member of staff who is not normally in college during the holidays wishes to work in a particular area, please check with Estates that work is not scheduled in that area that will impact whether or not you can undertake your work.

See separate message for the Library information.

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

Chilli Fajitas with Torilla Chips
Quorn Fajitas with Tortilla Chips

Wednesday

Roast Chicken
Nutless Roast

Thursday

Bolognese Pasta Bake
Mac and Cheese

Friday

Wellbeing Day

Menu subject to change

TRAVEL ASSISTANCE



Student Travel Award

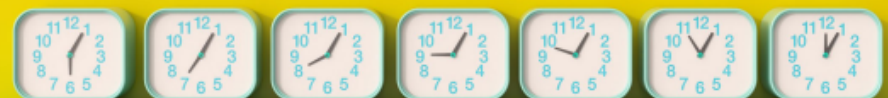
£50 per term

If you live at a BN Postcode or
more than 15 miles from college

For more information and to apply online*
go to the college website:
Admissions / Student Finance /
Apply for Financial Support

*Students must reapply each academic year

STUDENT FINANCIAL SUPPORT @COLLYER'S



it's time to apply!

If you live in a low income household,
and/or are in receipt of certain benefits,
you may be eligible to receive financial
support towards the costs of essential
books, course materials, transport,
trips, college meals and more.

For more information and to apply online*
go to the college website or the Student
Services SharePoint.

First read the Financial Support and Travel
Guide and then apply via the online portal:
Admissions/ Student Finance/
Apply for Financial Support

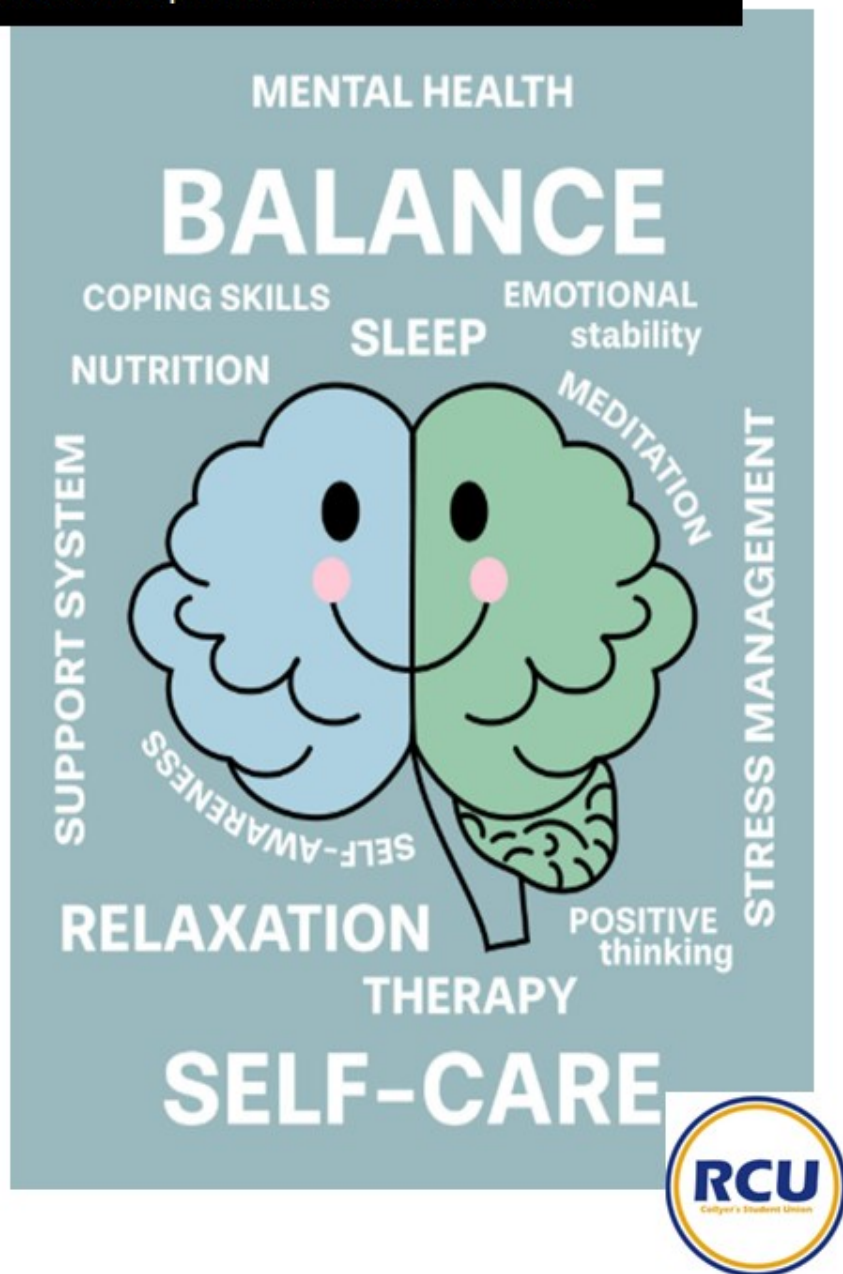
*Students must reapply each academic year

	Summer Term Events	Meetings Tues or Thurs 16:20	Meetings Other	External Meetings
Week 39				
6th July	Transfer resit results input by 17:00 Challenge of Management			
7th July	Transfer resit results published 17:00 1A draft college reference complete	SSMM 10:00	Members AGM 16:30/Trust Board 17:30	
8th July	Transfer resit referrals PM			
9th July	Term ends for students at 13:20 Year 10 Open Evening			
10th July	Wellbeing Day			
Week 40				
13th July	INSET 5 SD			
14th July				
15th July	Summer Term ends (staff)			

A Level Results 13th August GCSE Results 20th August

Curriculum Planning & Quality Assurance	
Curriculum Planning	Quality Assurance
July • EPQ research, LRC sessions and supervisor meetings · • Open Evening for Year 10 students · • Transfer resits and 2A programme adjustments · • INSET Day 5	July • Review all QIPs · • Team meetings for SARs, first phase completed, and QIP draft. · • Appraisal target setting for following cycle

The RCU have created a form to gather information and inform wellbeing activities over the year. Please can you take a couple of minutes to fill this in.



Thursday 9th July 2026

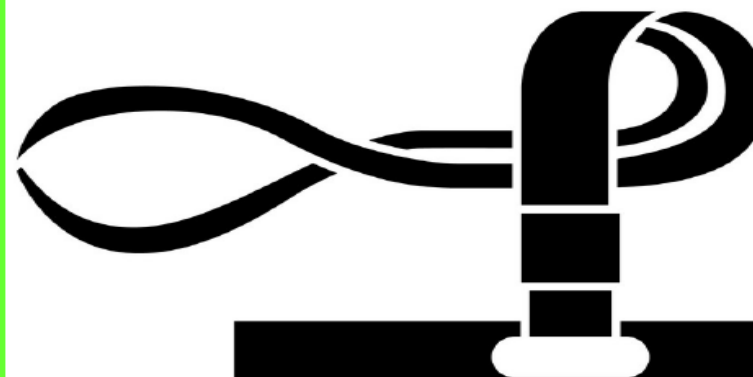
Please note the Worthing Bus will depart Collyer's at 1:30pm on the last day of term.



COLLYER'S
Founded in 1532

Students, Staff and Visitors

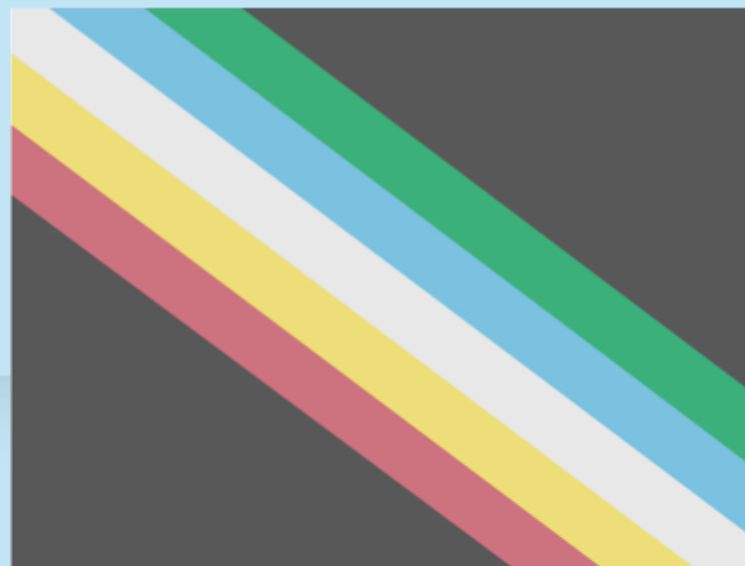
**Keep everyone safe
by having your college ID
visible at all times**



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

Disability Pride – July 2026

- July is Disability Pride month. It's separate to LGBTQ+ Pride month.
- It's an opportunity to celebrate the individuals and groups who have contributed to our communities, and those who over the years have helped improve rights for people with disabilities.
- It's also a time of activism:
The theme for Disability Pride Month 2026 in the UK is "**visibility, intersectionality, and disabled leadership.**"
- If you don't identify as disabled, how are you choosing to be an ally (supporter)?



Red: Physical impairments and conditions

Gold: Neurodiversity

White: Non-visible and undiagnosed impairments and conditions

Blue: Emotional and psychiatric conditions, including mental health, anxiety and depression

Green: Hearing impaired, vision impaired, audio processing and all other sensory impairments and conditions

Charcoal background: to represent people in the community who have experienced ableism, and to protest against this

SUMMER HOLIDAY

9am-4pm on:

Weds 22nd July
Thurs 23rd July

Weds 12th August
Thurs 13th August

Weds 29th July
Thurs 30th July

Weds 19th August
Thurs 20th August

Weds 5th August
Thurs 6th August

Weds 26th August
Thurs 27th August

THURS 13th August
Results Day and Support for Clearing

Please remember your ID and Lanyard

The Library is CLOSED during enrolment and will be open to students at 8am on MON 14th September

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.

borrow books

from collyers

library to

collect stamps

to win prizes

book



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

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.

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





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
Is something pulling you apart?

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**.