

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 SharePoint/HR/Absence.

Phone: 01403 210822 or
Email: reception@collyers.ac.uk

Student Absence

If you are unable to attend college for **any reason**, then this **must be reported by your parent / carer**.

Email: absence@collyers.ac.uk
Phone: 01403 216528



Registered Pro Study



is suspended in
**Memorial and
 Duckering Library
 ONLY**

There is no Registered
 Pro Study in Memorial or
 Duckering Library on:



Monday 28th September

2A Registered Pro Study is
 still running on the First
 Floor Library

**Duckering Library will be
 open for Open Access study
 spaces during lessons**



CANTEEN MENU

Open 08:15 - 14:15
 Lunch Available from 11:45
Main Meals £4.20
 Menu subject to change

Monday

Cajun Chicken & Rice
 Cajun Quorn & Rice

Tuesday

Chicken Pasta
 Cheese Tortellini with Green Pesto

Wednesday

Meatball Sub with Tortilla Chips
 Vegetarian Sub with Tortilla
 Chips

Thursday

Chicken Enchiladas with Tortilla
 Chips
 Vegetarian Enchiladas with
 Tortilla Chips

Friday

Fish & Chips
 Vegetarian Fingers & Chips

CAFÉ

09:00-14:00 Monday-Thursday
 09:30-13:30 Friday

Date	Autumn Term Events	Meetings Tues of Thurs 16:20	Meetings Other	External Meetings
Week 5	Residential Trips embargo to end of September			
28th Sept				
29th Sept		Faculty HoS	RCU	
30th Sept				
1st Oct		BTEC	CIO Trustees 12:00 (prov)	S7 Pastoral Leaders 13:00
2nd Oct			P&R 09:00	
Week 6				
5th Oct				
6th Oct		Subject		
7th Oct				
8th Oct		New HoS	SMCG	S7 Teaching Excellence
9th Oct				S7 Teaching Excellence
Week 7				
12th Oct	PR1: Student Self Assessment			
13th Oct				
14th Oct				
15th Oct		Full Faculty		
16th Oct				
Curriculum Planning & Quality Assurance				
Curriculum Planning		Quality Assurance		
September - Enrolment and subject induction - Final blocking and setting - Adult Education enrolment - GSCE exam entries for November series only - Minimum target grades for new students issued - INSET Day 1		September - Analysis of all results and outcomes - DoF & VP (Curr) review - Subject SARs - Pastoral SARs - Lesson observations organised and start - Evaluation of enrolment: Daytime and Evening - Appraisal – self appraisal and target setting		
October - Review curriculum information for partner schools; notice of any changes for next year – new course proposals - Update UCAS predictions - PR1 input - Partner school visits		October - Subject SARs and QIPs completed: reviewed by DoF/ADoF prior to SLT review - Pastoral & Operational SARs and QIPs completed to VP and DP - Subject SAR review meetings with SLT & Governors - Pastoral & Operational SARs and QIPs meetings with SLT & Governors - Lesson observations continue - Start of new QIP implementation		

CURIOUS ABOUT...



**CLIMATE
CHANGE?**

WIND TURBINES?



**ARE YOU STUDYING
ENVIRONMENTAL SCIENCE?**

**FIND OUT MORE FROM AN EXPERT AT
A KIRSTY BROWN
EVENT**

WHEN?

**15:10 - 16:15
WEDNESDAY
30 SEPT**

WHERE?

**ROOM
(B216)**

HOW?

**MY PROGRESS
SHOP
ENRICHMENT**

We're Hiring!

Want a Job?

**Become a Collyer's
Trainee Cleaner**



Pro's

Weekends & Evenings Free
Paid at 18–20-Year-Old Rate
Convenient to fit
around college work
Great team

**Monday to Friday
10 hours per week
(term time only)
4:15pm to 6:15pm
£10.85 per hour**

Tasks include:

Vacuuming floors, disinfecting desks,
dusting corridors and emptying bins.

NO TOILETS!

To apply, follow the link to [our online application system](#)

If you have any questions, please contact:

Glenn Hunter, Cleaning Team Leader, GAH@collyers.ac.uk

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**

A vibrant blue poster for 'The Big Future' survey. It features two cartoon astronauts: a girl on the left and a boy on the right, both in white suits with blue accents. The background is filled with white line-art icons like stars, lightbulbs, rockets, and speech bubbles containing words like 'yes!', 'idea!', and 'wow'. The Children's Commissioner logo is at the top left.

CHILDREN'S COMMISSIONER

THE BIG FUTURE

The Children's Commissioner, Dame Rachel de Souza, has launched The Big Future survey.

It's your chance to have your say on what it's like to be a child or young person in England today - what you love, what worries you, how you have fun, and the changes you want for a better future.

There are questions about voting, school, your area, online safety, and space for you to tell her what you think is important!

It takes less than 10 minutes to complete the survey.

Take part now:
childrenscommissioner.gov.uk/thebigfuture
#TheBigFuture @childrenscommissioner



PRESENTS

TALENT SHOW *Auditions*

OPEN TO EVERYONE!

Got a talent? Sing, dance, play an instrument,
act or perform — we want to see it!



DATE

5 OCTOBER



TIME

13:20 – 14:00
(LUNCH TIME)



LOCATION

DUCKERING HALL

BE PART OF THE
CULTURAL DAY
TALENT SHOW!



For more info email:

@25chitsatsb114@collyers.ac.uk

RUN BY BSS

PLEASE BE CONSIDERATE

ON PUBLIC TRANSPORT



When travelling on public transport,
please be mindful of others.

It is good manners to offer your seat
to those who may be less able to
stand, including:



✓ Older people



✓ Pregnant passengers



✓ People with
disabilities or injuries



✓ Anyone who may need
additional support



CURIOUS ABOUT...



**SUSTAINABLE
BUILDING?**

GROUNDWATER?



ARE YOU STUDYING ENGINEERING?

**FIND OUT MORE FROM AN EXPERT AT
A KIRSTY BROWN
EVENT**

WHEN?

**12:15 - 13:15
FRIDAY
2 OCT**

WHERE?

**ROOM
(B216)**

HOW?

**MY PROGRESS
SHOP
ENRICHMENT**

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! be considerate in our community

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

do not block footpaths or hang around
in the roads surrounding college

allow room for others on the footpaths
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
- you could receive a £150 fine - food
litter and packaging encourages rats
and other vermin

do not congregate near the hospital or
neighbouring houses

thank you!



OFF SITE?

PLEASE REMEMBER



TO USE THE SEATING AREA OF A CAFÉ OR COFFEE SHOP

Each student
must be purchasing
items from
that retailer.



PLEASE DO NOT:



Bring in and consume
food or drinks
from outside.



Put your feet up
on chairs, sofas,
or tables.



Use seating areas
without making
a purchase.



WHEN YOU HAVE FINISHED

Please vacate your seat
to allow other customers
to use the space.



SHOW RESPECT

Local cafés and coffee shops welcome
students into their premises. By following
these simple expectations, you help
maintain good relationships with local
businesses and create a pleasant
environment for everyone.

*Be
Kind*

*Good
manners
leave a lasting
impression!*

THANK YOU!



RESPECT
THE VENUE



RESPECT
THE STAFF



RESPECT
OTHER
CUSTOMERS

COLLYER'S STUDENT SERVICES

INFORMATION ASSISTANCE & ADVICE

Absence and Attendance
Bursary and Travel Award applications
Confirmation of Enrolment letters
Counselling & Wellbeing
Cycle Compound registration
Employment references
Financial support
Free College Meals
Lost Property
Moped Parking applications
Period Equality products
Safeguarding Team
Sexual Health
Student Travel assistance
UCAS application processing

email us
studentservices
@collyers.ac.uk

follow us on
SharePoint
for news
and info

find us in
B002&3
Ground Floor
Buckle Building

see us
we are **OPEN**
monday - friday
8:30 to 4:30

ask us
our friendly
team are here to
help with a
wide range of
your queries

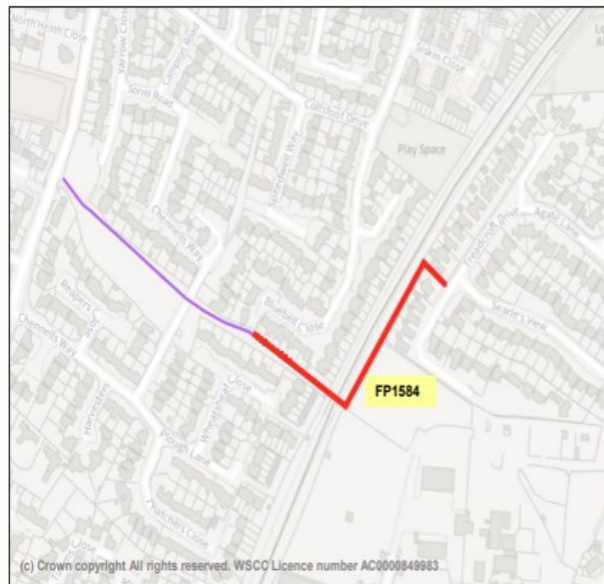
WEST SUSSEX COUNTY COUNCIL

ADVANCED WARNING TEMPOARY FOOTPATH CLOSURE

Part of Public Footpath 1584 will be temporarily closed whilst surface improvement works are undertaken between Treadcroft Drive & Bluebell Close.

Works will begin **w/c 28 September 2026** & last for approx. 2-3 weeks.

For enquiries contact: **Public Rights of Way Team (WSCC)**
(01243) 777620



SCALE
1:2,500

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Public Footpath
Public Bridleway

Route to be temporarily closed

Public Rights of Way, 1st Floor Northleigh, Tower Street,
Chichester, West Sussex, PO19 1RH

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

STUDENT SERVICES

Located in B002, ground floor
Buckle Building

Lost & Found

CENTRAL LOST PROPERTY

UNCLAIMED LOST
PROPERTY

Jackets, coats, shoes,
water bottles, umbrellas...



Bicycle Parking



Bicycles must be left in the **secure compound** on the **Richmond Road** side of the campus.

Access to the compound is via the **Richmond Road Pedestrian gate**.★

To gain access to the bicycle compound, visit **Student Services in B002**. You will need to **complete a form** and have your **College ID validated**.



Please ensure your bicycle is securely locked. The college does not accept responsibility for loss or damage to your property.



TRAVELLING FROM WORTHING



A college subsidised private bus service operated by Compass Travel calling at Rustington, Worthing, Findon, Washington and Ashington directly to Collyer's.

Fares from September 2026:

- Rustington - £5.00 per journey
- Worthing / Findon areas - £4.50 per journey
- Washington / Ashington - £4.00 per journey

Depart Rustington: 06:55am Arrive Collyer's: 08:26am
Depart Collyer's: 16:30pm.

Collyer's Worthing Bus

A dedicated service for Collyer's students
Email: worthingbus@collyers.ac.uk

Moped Parking



There is a limited space allocated for moped/motorcycle parking. Come to **Student Services in B002** to apply for a permit and to have your ID validated. Priority is given to students who live a significant distance from College.

Please ensure your bicycle/moped is securely locked. The College does not accept responsibility for loss or damage to your property.



WE ALL RESPECT
YOUR

RACE & CULTURE

RELIGION

GENDER

DISABILITY

LGBTQ+

AGE

CELEBRATE
DIVERSITY

SAFEGUARDING OUR STUDENTS

If you have a concern about yourself or someone you know, you can...

speak to your Tutor, Teacher, Head of House or a Safeguarding Team member.

visit: Student Services

B002 & B003 – Ground Floor, Buckle Building

email: safe@collyers.ac.uk

Sharepoint: Student Safeguarding

SUBSTANCE ABUSE
CYBER BULLYING
MENTAL HEALTH
EXTREMISM
DOMESTIC VIOLENCE
RACISM
SELF HARM
PSYCHOLOGICAL ABUSE
RADICALISATION
HOMELESSNESS
HOMOPHOBIA
SEXUAL EXPLOITATION
DEPRESSION
DRUGS
DISCRIMINATION

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