

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

UCAS



UCAS Personal Statement Workshop

with Jack Traylen (University of Portsmouth)

Friday 23rd October

Attend this workshop for guidance and inspiration on how to write a brilliant and effective personal statement.

Book onto ONE of the following sessions via
Enrichment on MyProgress

Session one: 1:20pm - 2:00pm (Room V008)

Session two: 2:05pm – 3:00pm (Room V008)



CANTEEN MENU

Open 08:15 - 14:15
Lunch Available from 11:45

Main Meals £4.20

Menu subject to change

Monday

Chicken Tikka Curry with Rice
Quorn Tikka Curry with Rice

Tuesday

Chilli Tacos
Quorn Chilli Tacos

Wednesday

Meatball Subs with Tortilla Chips
Vegetarian "Meatball" Sub with
Tortilla Chips

Thursday

Chicken Shawarma with
Flatbread/salad
Haloumi Shawarma with
Flatbread/salad

Friday

Chicken Nuggets & Chips
Quorn Nuggets & 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 8					
19th Oct	PR1: Teacher Input				
20th Oct				Trust Board 17:30	
21st Oct					
22nd Oct					
23rd Oct					
	HALF TERM				
Week 9					
2nd Nov	PR1 input by 09:00				
3rd Nov	GCSE Maths and English exams		House		S7 C&Q 13:00
4th Nov	PR1 published 08:30				
5th Nov	2A BTEC mocks				
6th Nov					
Week 10				SS Teams this week	
9th Nov				EMPG 17:30	
10th Nov					S7 SE SFCA Prins/Chairs 12:30
11th Nov	Progress Review Day (off timetable)	Open Evening			S7 Teaching Excellence
12th Nov	INSET Day 2	Open Evening			S7 Teaching Excellence
13th Nov	Wellbeing Day				
↓ Curriculum Planning & Quality Assurance					
Curriculum Planning			Quality Assurance		
October			October		
- Review curriculum information for partner schools; notice of any changes for next year – new course proposals - Update UCAS predictions - PR1 input - Partner school visit			- 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		
November			November		
- Open Evenings - Targeted Parents’ Evening - GCSE Re-sits from the summer - Progress Review Day - BTEC Mock week - INSET Day 2			- Edit and update Subject SARs and QIPs, post completed versions - Faculty Review meetings with SLT & Governors - Draft College SAR and QIP to LGB - Lesson Observations continue		

The Guild of Mercers' Scholars

Second year L3 students! apply for the GMS apprenticeship scheme

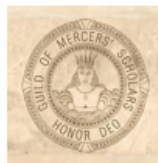
Two students will be selected by The Guild of Mercers' Scholars to become a **GMS apprentice** and receive **mentorship** over a 4-year period, starting in their final year at Collyer's.

This is an **incredible opportunity to create career contacts in London**, be supported to join a **Livery Company** and obtain **Freedom of the City of London**.

to be considered for this very
prestigious scheme:

**book NOW via MyProgress
Shop Enrichment 4414 to attend
the application event on:
Wednesday, 21 October at 15:15**

learn more about
**The Guild of Mercers'
Scholars** by visiting
their [website](#)



The Guild of Mercers' Scholars

APPRENTICESHIP SCHEME

The Guild of Mercers' Scholars (GMS) is a voluntary organisation in the City of London, comprising alumni and associates of the Mercers' Company's group of schools and colleges. One of its principal objectives is to enable members to become Liverymen of City Livery Companies and Freemen of the City of London.

As a Mercers' Associated College, **Collyer's can nominate students in the second year of a Level 3 programme to apply for the GMS Apprenticeship Scheme**. Successful applicants receive mentoring for four years, beginning in their final year at Collyer's and continuing into the next stage of their education or career, such as university study, an apprenticeship or early employment.

Each year, **two applicants are selected as Collyer's GMS Apprentices**. Each Apprentice is matched with a mentor, known as an Apprentice Master, who usually works in the field the Apprentice hopes to enter. For example, an Apprentice planning to study Law at university may be matched with a barrister or solicitor. Apprentice Masters are GMS members and former students of Mercers' Associated Schools or Colleges.

At the end of the scheme, the GMS and the Apprentice Master support the Apprentice to join a Livery Company and obtain the Freedom of the City of London. **This prestigious scheme also helps Apprentices build professional contacts in London, which may support access to future work experience, internships and employment.**

HOW TO APPLY

- Read more about the [Guild of Mercers' Scholars](#) via their website.
- **Book** GMS Apprenticeship Scheme Introduction via **MyProgress SHOP: Enrichment**.
- Nick Weller, our 'Mercers' School Court Assistant', will explain more about the Apprenticeship Scheme and application process at the talk on **Wednesday 21st October at 15.15**.
- See Guild of Mercers' Scholars Application Guidance for further detail.

COLLEGE HALF TERM OPENING TIMES

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

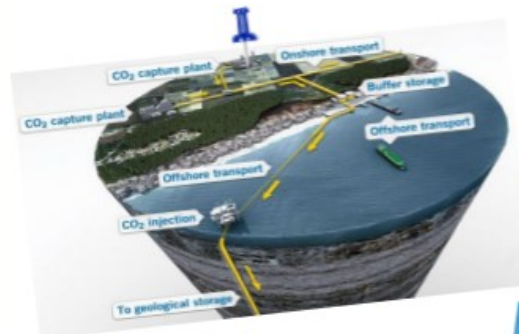
**Monday 26th October to Thursday 29th October
between 08:15 and 16:30;**

Friday 30th October between 08:15 and 16:00

All staff and students coming into college during this time **MUST** sign in and sign 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.

Go Green
by walking,
cycling or
using public
transport to
college

CURIOUS ABOUT...



**CARBON
STORAGE?**

NET ZERO?



**ARE YOU STUDYING
ENVIRONMENTAL SCIENCE?**

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

WHEN?

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

WHERE?

**ROOM
B216**

HOW?

**MY PROGRESS
SHOP
ENRICHMENT**



Library Opening

OCTOBER HALF TERM

MONDAY	26 OCT	8.30AM - 4PM
TUESDAY	27 OCT	8.30AM - 1PM
WEDNESDAY	28 OCT	8.30AM - 4PM
THURSDAY	29 OCT	8.30AM - 4PM
FRIDAY	30 OCT	8.30AM - 4PM

REMEMBER TO WEAR YOUR ID AND LANYARD

STUDENT SERVICES

Located in B002, ground floor
Buckle Building



Lost & Found

CENTRAL LOST PROPERTY

LOST PROPERTY CLEARANCE



Please check the table outside our office - B002 if you have mislaid any belongings: water bottles, glasses, keys, ear buds, clothing, jewellery, umbrellas.....

UNCLAIMED ITEMS WILL BE RECYCLED /
DONATED AFTER HALF TERM





CULTURE DAY

CELEBRATING OUR CULTURES,
CREATIVITY & COMMUNITY



FRIDAY 23 OCTOBER 2026



HOSTED BY RCU



TALENT SHOW



GAMES



FOOD



HENNA TATTOOS

Sports Results Round-Up

Thursday 8th October



Basketball

Basketball played Chessington School in Round 1 of the AoC Cup at home and won 79-81



Netball

Netball 1's played in a new Super League at Hurstpierpoint College, against Hurst, Brighton College and Ardingly College. The results were:

Collyer's 18 Brighton 20

Collyer's 10 Ardingly 9

Collyer's 20 Hurst 2nd 17

Saturday 11th October



Netball

Netball 1's played in the National Schools South-East qualifying and placed 5th out of the 10 teams.

Wednesday 14th October



Netball

Netball 1's played Esher in the AoC Cup at home and won 44-7



Football

Women's Football played Godalming away in a friendly and drew 1-1



Rugby

Men's Rugby played BHASVIC away in the AoC League and lost 15-10

People's Emergency Briefing

Billingshurst

If you care about:

- Food security & prices
- Health
- Local flooding
- Wildfires

this is a must see

FILM SCREENING & DISCUSSION

Facilitators: Trevor Chittenden & Tony Whitbread

Mon 12th October - 10am
or Wed 11th November - 7pm

Women's Hall, Billingshurst, RH14 9QX



Doors open 15 minutes earlier
Session concludes with coffee, tea & cake
Book your **FREE** ticket - Age 16+
www.sussexgreenliving.org.uk/events/

Follow-up meetings to discuss local solutions - all welcome:

Mon 2nd November - 10am and/or Wed 25th November - 7pm

Women's Hall, Billingshurst

Supported by:



keep your college safe

FORGOTTEN
YOUR ID?
GET A WRISTBAND
AT THE LIBRARY

IN YOUR BAG?
PUT IT AROUND
YOUR NECK

EVERYONE
WEARS A
LANYARD
AT COLLYER'S

WEAR YOUR ID
AT ALL TIMES
ON CAMPUS



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

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

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

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

email us
studentservices@collyers.ac.uk

follow us on
SharePoint
for news
and info