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

STUDENTS/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.

Wednesday 11th November at 11.00am

All staff and students are welcome to observe the 2-minute silence to mark Remembrance Day at 11.00am on Wednesday 11th November. The Last Post will sound outside the Duckering Hall foyer and there will be the opportunity to observe the silence in the quad, or where ever you are within the college campus at that time.
If you are out and about in the quad at that time, please respect those who are observing the silence.

Poppies are available, for a donation, at Main Reception and in the library.

CANTEEN MENU

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

Main Meals £4.20
Menu subject to change

Monday
Cajun Chicken with Rice
Cajun Quorn with Rice

Tuesday
Chicken Pasta Bake
Cheese Tortellini with Green Pesto

Wednesday
Meatball Subs with Tortilla chips
Vegetable Meatball Subs with Tortilla Chips

Thursday
INSET Day

Friday
COLLEGE CLOSED

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 10			SS Teams this week	
9th Nov	GCSE Maths and English exams/2A BTEC mocks		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			
Week 11				
16th Nov				
17th Nov			LGB 16:30	
18th Nov				
19th Nov		CC/PC	G&Q 16:30	S7 New Heads of Dept
20th Nov				
Week 12				
23rd Nov				
24th Nov	Targeted Parents Evening 15:30-20:30		RCU 13:20	
25th Nov			AR&F 17:30	
26th Nov		Faculty: HoS	SMCG 10:00	S7 New Teachers Training
27th Nov				

Curriculum Planning & Quality Assurance

Curriculum Planning

November

- Open Evenings
- Targeted Parents' Evening
- GCSE Re-sits from the summer
- Progress Review Day
- BTEC Mock week
- INSET Day 2

December

- PR2 input

Quality Assurance

November

- 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

December

- College SAR and QIP to OFSTED
- Lesson Observations continue
- QIP review

Charlie's Promise Presentation

Delivered by Charlie's father Martin Cosser

Please be aware that the subject matter is sensitive and impactful.

Charlie's Promise is dedicated to helping the fight against the rising issue of knife crime across the UK.

Duckering Hall
Friday 20th November
1:00- 2:00pm

Sign up to attend the presentation delivered by Charlie's Dad, Martin on Shop / Enrichment

IMPORTANT ANNOUNCEMENT FOR 1A AND FOUNDATION STUDENTS

You MUST go and collect your GCSE Certificates from your secondary school as soon as possible.

You will need these for your **UCAS application** as well as future apprenticeship and job applications. **Your results slip is NOT ENOUGH**.

Your school should contact you to arrange a time for this. If they do not **you MUST contact them.**

You **MUST** have **photo ID** with you when you pick them up. You may nominate someone else to collect them but you MUST arrange this in advance with your school



CAREERS + WEX SURGERY

Duckering Hall

Thursday 3rd December

9:45-10:50

11:10-12:15

12:15- 13:20

10 minute slots offering quick guidance on:

University
Apprenticeships
Employment
WEX

Book your slot via My Progress under Enrichment

(follow up sessions available to book)

TIMETABLE FOR LAST DAY OF TERM

Thursday 17th December 2026

08.40 – 09.45	C2
09.45 – 10.50	F2
10.50 – 11.10	Break
11.10 – 12.15	F3
12.15 – 13.20	E3 – **note change to usual Thursday blocks**
13.20 onwards	Students Depart on Study Leave

Sports Results Round-Up

Men's Rugby played UCS away in the National Schools Bowl and lost 32-5



Football Golds played Godalming 5's at home in the Surrey League and won 4-0







Please note that

COLLYER'S LIBRARY

is CLOSED on

THE 12TH NOVEMBER AND THE 13TH NOVEMBER

Due to INSET and Wellbeing days



COLLYER'S
Founded in 1532



WORK EXPERIENCE

YOUR OPPORTUNITY TO GAIN MEANINGFUL EXPERIENCE IN THE WORKPLACE AND ENHANCE YOUR CAREER PROSPECTS

1A WEX WEEK

24TH MAY - 28TH MAY 2027

IN-PERSON WEX

BY SOURCING YOUR OWN PLACEMENT

OR

THE COLLYER'S INTERNSHIP

WITH @ELLIONDEAS

FOUNDATION WEX WEEK

21ST JUNE - 25TH JUNE 2027

IN-PERSON WEX

BY SOURCING YOUR OWN PLACEMENT

OR

VIRTUAL WEX PROGRAMME

VISIT THE CAREERS SHAREPOINT SITE FOR MORE INFORMATION

RECORD IN-PERSON WEX ON UNIFROG
OR SIGN UP FOR THE INTERNSHIP ON MYPROGRESS

STUDENT DEADLINE: MONDAY 22ND MARCH 2027

keep your college safe

FORGOTTEN YOUR ID? GET A WRISTBAND AT THE LIBRARY

IN YOUR BAG? PUT IT AROUND YOUR NECK

WEAR YOUR ID AT ALL TIMES ON CAMPUS

EVERYONE WEARS A LANYARD AT COLLYER'S

COLLYER'S
Founded in 1532

STUDENT SERVICES

Located in B002, ground floor
Buckle Building



Lost & Found

CENTRAL LOST PROPERTY



UNCLAIMED LOST PROPERTY

Jackets, coats, shoes, water bottles, umbrellas…



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**

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