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

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



CANTEEN MENU

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

Main Meals £4.20
Menu subject to change

Monday
Chicken Balti Curry with Rice
Quorn Balti Curry with Rice

Tuesday
Ham Carbonara
Roasted Vegetable Pasta

Wednesday
Roast Chicken
Nutless Roast

Thursday
Southern Fried Chicken in a Bap
Southern Fried Quorn in a Bap

Friday
Fish & Chips
Vegetable 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 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				
Week 13				
30th Nov			P&R 14:00	
1st Dec		Subject		
2nd Dec				
3rd Dec	Christmas Concert 19:00			
4th Dec				

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

Calling all Creatives!
Writers, Photographers, Designers, Interviewers, Content Creators

WE WANT YOU!

HELP LAUNCH COLLYER'S NEW STUDENT NEWSPAPER

MAKE THE HEADLINES JOIN THE TEAM



No experience needed. Just ideas, enthusiasm and something to say!

Interested in joining the founding team?
Email RJA for more information

Be there from Issue One!

Be Part of Something New!

We're launching a brand-new **student-led college online newspaper** and we need you! Whether you love writing, photography, design, interviews, video or social media, there's a place for you.

Join the team and help shape Issue One!

Interested?
Email Rebecca Adams for more information and details of the initial meeting.







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)



Peter Pan is coming to Collyer's. Admission is FREE. Tickets should be booked via MY PROGRESS. Please book early as spaces are limited.

Here are your upcoming enrichment events

Title	Event date	Start	End	Staff	Venue
Panto -Peter Pan (Wed Matinee)	09/12/2026	15:10	17:00	NK	M201
Panto -Peter Pan (Wed Evening)	09/12/2026	18:00	20:00	NK	M201
Panto -Peter Pan (Thursday evening)	10/12/2026	18:00	21:00	NK	M201

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 8BILLIONIDEAS

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

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

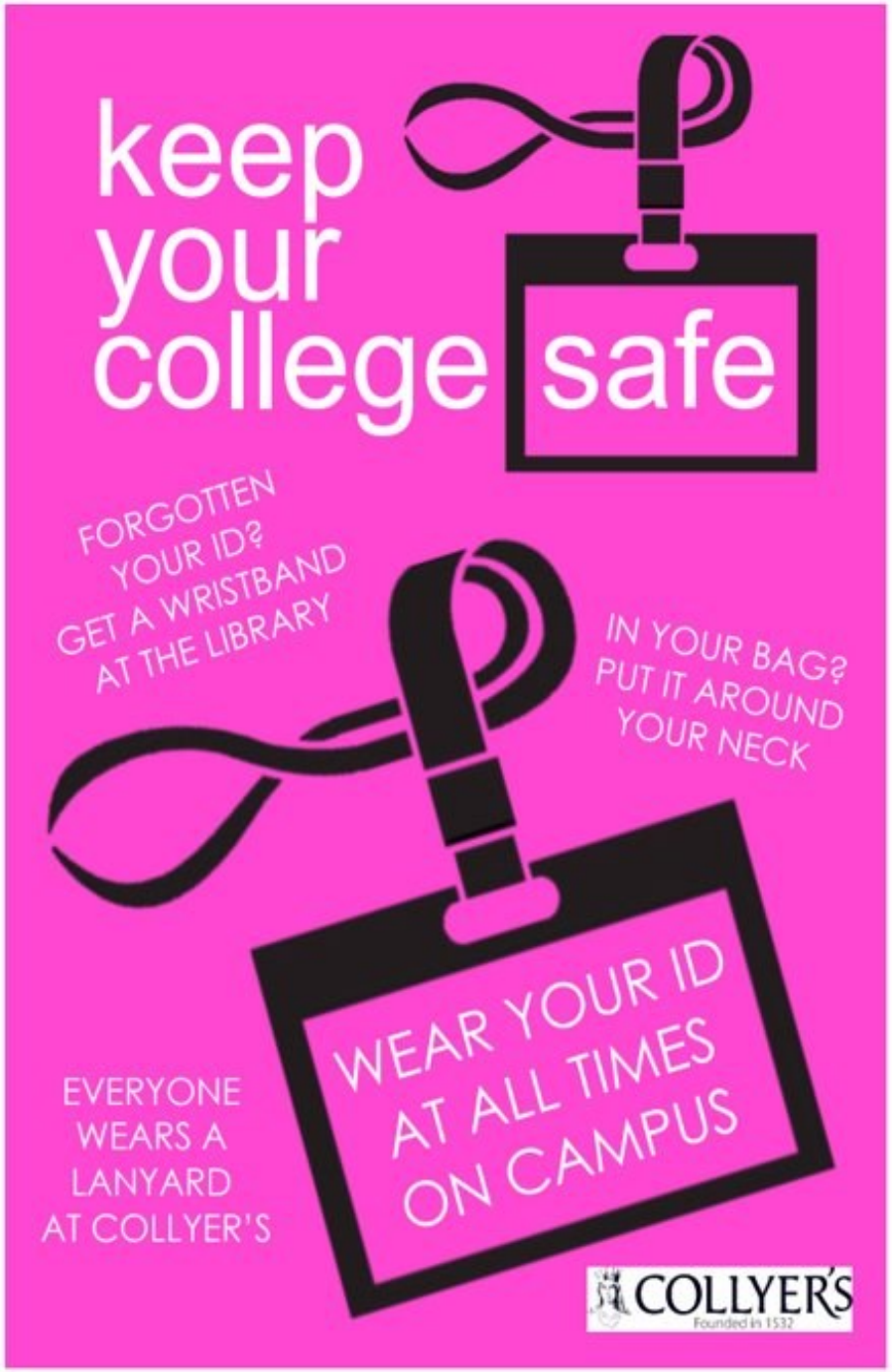
not park close to other vehicles so that they cannot manoeuvre to drive away

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.

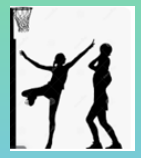




Sports Results Round-Up



Football 1's played LVS Ascot at home in the Surrey League and won 4-2



Netball 1's played Itchen College away in the AoC Cup and were leading 31-30 when one of our players dislocated her knee which resulted in the match being abandoned with 20 seconds of play left! We are awaiting guidance from the AoC.

Netball 2's played SJB at home in the Surrey League and won 51-15







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
Founded in 1532

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



Christmas Food Appeal

Christmas is a time for coming together, and our community has always shown up for one another. This year, we're asking you to help us make sure local people who are struggling have food on the table. Every tin, packet and pound makes a real difference.

Can't get to the shops? A financial donation lets us buy exactly what we're running low on, so nothing goes to waste and nothing is missed.

Drop off your donations at any of these locations:

- Tesco Broadbridge Heath
- Tesco Pulborough
- Waitrose Horsham
- Waitrose Storrington
- Co-op Guildford Road
- Co-op North Parade
- Co-op Southwater
- Shelley's Budgens, Coltsfoot Drive
- Lidl Horsham
- Sainsbury's Local, Henfield

Every donation, big or small, will make a real difference to someone in our community. Thank you for your support and generosity.