

enrolment handbook 2024



COLLYER'S
Founded in 1532

ENROLMENT HANDBOOK CONTENTS

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The information contained in this handbook was correct at the time of production. However, it may be necessary to make changes to the curriculum or other aspects of our provision.

WELCOME TO COLLYER'S

This handbook provides essential information about the enrolment process for students, parents and carers. It includes an introduction to life at Collyer's with a summary of key services, events and processes. It will help you to understand the support available to students should they need it and how parents and carers can help with the transition from school to college.

Please **read the whole handbook prior to enrolment and keep it safe** for future reference. There are links to useful areas of the college website where additional information can be found when needed during the academic year.

We will give you as much advice and help as possible during the enrolment and induction process. If you have any questions or difficulties during enrolment please ask, in the first instance, your allocated enrolment adviser.

GOT YOUR RESULTS?

Changes to programmes after Welcome Day can only be made at Enrolment, when Enrolment Advisers, academic staff and Heads of House will be in college to give advice and answer any questions. We have allowed plenty of time for this before formal lessons begin.

If there is a very urgent enquiry, THEN YOU CAN EMAIL:

ADMISSIONS@COLLYERS.AC.UK*

* The college is closed over the summer, but a member of the Admissions Team or a senior member of staff will endeavor to be in touch as soon as possible to advise. Please bear with us.

Registration and Enrolment Interviews

Enrolment takes place: **Tuesday 27th August - Monday 2nd September**

You will receive notification of your Enrolment Interview date and time by email.

Venues for enrolment are as follows (unless informed otherwise):

REGISTRATION: Duckering Hall

ENROLMENT INTERVIEW: Sports Hall with an Enrolment Adviser

SCREENING TEST*: Library

*All students will complete a 30 minute screening test to identify any possible support needs

You will need to bring:

Passport (or birth certificate)

All Exam Results from Year 10 and Year 11

College Fund payment

All students must also be available for **READY to LEARN Day** on Thursday 5th September

ENROLMENT INTERVIEW: AUGUST/SEPTEMBER 2024

This page provides a **step-by-step guide** to your enrolment day. On average the whole process should be completed within two hours.

The details of your enrolment interview date and time will be issued by email. Interviews will take place from Tuesday 27th August – Monday 2nd September.

Please note: This appointment may change but if it does you will be notified in late August.

If you are unable to attend your Enrolment Interview it is very important that you **inform the ADMISSIONS TEAM on 01403 210822 or email admissions@collyers.ac.uk.**

You will need to bring with you:

Passport or driving licence
Results slip(s) from Year 10 and Year 11
Enrolment Handbook (PDF)
College Fund payment

1. Initial Registration is in the **Duckering Hall (unless otherwise stated).**
2. Have your GCSE results photocopied.
3. College ID photograph (if you have not already uploaded your photo to MyProgress).
4. You will then go to the **Sports Hall** for your **enrolment interview (unless otherwise stated).** If necessary you will be referred to a member of the Senior Management Team and/or Head of House for additional guidance to ensure that we can offer a programme of study that best meets your needs.
5. You complete the **Enrolment Advisory Form** with your Enrolment Advisor
6. Pay the College Fund; the College Fund form is located in your handbook.
7. You will then go to the top floor of the **Library** to complete the screening test.
8. Collect your ID card from the ground floor of the Library.

Your provisional enrolment is then complete. **Senior staff and admissions staff check all PROVISIONAL subject choices on the Learning Agreements to ensure that the highest quality advice has been given and that the timetable works.** If there are any problems or significant changes needed to your programme of study, you will be contacted and invited to come into college to see a member of staff to discuss.

All students will be required to attend Ready to Learn day on Thursday 5th September – you will receive an email by Wed 4th September informing you of the start time and base room for the day as we try to arrange these by Tutor Group wherever possible. More information about Ready to Learn will be available on the Welcome to Collyer's SharePoint.

From the evening of Friday 6th September, you will be able to check your timetable electronically on 'MyProgress', to see your lesson, tutorial and Pro-Study times, teachers and teaching rooms.

Note: Please check your timetable on MyProgress everyday during the first two weeks of term in case there are any adjustments to rooming.

Monday 9th September

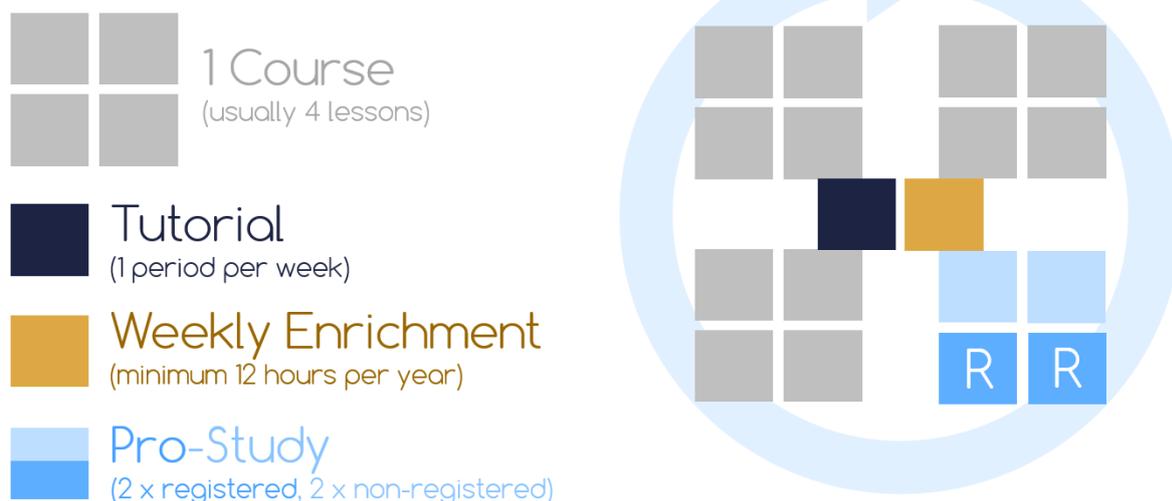
Normal timetable and classes commence – you will need to **check your timetable to see what time your first lesson of the day is so that you can arrive in good time to find the room.** Senior staff will be available in the Library during the first 2 periods to deal with any concerns or queries. Student Services are also able to provide advice and directions if you need help.

IF YOU HAVE ANY DOUBT ABOUT YOUR TIMETABLE DURING THE FIRST WEEK ASK YOUR TUTOR OR ANY OF YOUR TEACHERS FOR ADVICE.

AN INTRODUCTION TO SIXTH FORM - COLLYERS 360

As a student within full time sixth form education, all Collyer's students spend three or sometimes four timetable blocks on their qualification courses. Tutorial, Pro-Study and Weekly Enrichment are allocated around subject blocks. Any remaining timetable sessions are available for private study and small group/individual support. Across the academic year, students will also participate in a range of personal development activities including progression events, guest lectures, workshops, work experience and trips.

Typical study programme



During a student's time at Collyer's, their tutor provides **guidance and support** through each stage of the sixth form journey. Tutors are a student's **first point of contact** with any concerns or queries about their programme of study, progress or wellbeing at college. Tutors also **monitor** a student's overall **attendance and progress** in their studies and supports their **development** as an independent learner. Leavers' references, either for employment or higher education, will be compiled by a student's tutor, therefore it is crucial that they invest time in developing a good working relationship with them, through consistent attendance and engagement with weekly tutorial sessions. This enables the tutor to provide a well-rounded picture of their tutees' personal attributes, experiences and abilities to **support progression** in the future.

Tutorial sessions take place once a week with materials available to students on the Tutorial SharePoint. Tutors generally deliver 20-40mins of Tutorial Programme content each week with the remainder of the time used for 1-1 meetings with students. Students are expected to read the weekly news bulletin on SharePoint at the start of the week. The Tutorial Programme's main strands include developing **INDEPENDENT LEARNING**, understanding **PROGRESSION** routes and coverage of **PERSONAL DEVELOPMENT** topics including Relationships Sex and Health Education, Equality Diversity and Inclusion, and Education for Safeguarding. Emphasis on VESPA Sixth Form Mindsets in the tutorial programme helps students to develop the **VISION, EFFORT, SYSTEMS, PRACTICE & ATTITUDE** to study successfully at sixth form college.

HOUSES

There are 6 Houses at Collyer's: Denne, Mercers, Pirie, Richmond, St Leonard's, Whittington. Each House is supported and monitored by a Head of House (HoH). A tutor may refer a student to the HoH for support or guidance with more complex issues. The HoH also deals with disciplinary issues where a student has not responded to tutor intervention.

SPECIALIST PASTORAL SUPPORT

Specialist support is available when required from other teams such as Student Services (Attendance Monitoring, Bursary Applications, Safeguarding Referrals, Wellbeing Referrals, Practical Support), the

Safeguarding Team, Study Support (Study Skills, Additional Learning Needs, Exam Access Arrangements, EHCP Support), Student Wellbeing (Short Wellbeing Courses, .b Mindfulness, Counselling) and Progression (UCAS, Apprenticeships and Employment Support, Careers Advice, Work Experience).

COLLYER'S TIMETABLE

The timetable has 28 x 65min periods and 2 dedicated enrichment slots in each week. The 28 periods are divided into 7 blocks of time labelled A to G. Most Level 3 subjects (A Levels and Single BTEC) occupy one block of time consisting of four periods - a total of 4 hours 20 minutes. Double BTEC courses occupy 2 blocks and triple BTECs occupy 3 blocks. The number of periods used in a block will vary for other levels of course and activity.

Period/Time	Monday	Tuesday	Wednesday	Thursday	Friday
1 8:40 – 9:45	F1	A1	G3	C2	B4
2 9:45-10:50	E1	G1	D3	F2	C3
10:50 – 11:10	BREAK	BREAK	BREAK	BREAK	BREAK
3 11:10 – 12:15	E2	G2	D4	F3	C4
4 12:15 – 13:20	C1	B2	A2	G4	ENRICHMENT
5 13:20 – 14:05	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
6 14:05 – 15:10	D1	B3	A3	Sport & Rec.	F4
7 15:10 – 16:15	B1	D2	ENRICHMENT		A4

STUDENT BEHAVIOUR & CONTRACT

It is very important to read and understand the Student Contract and Code of Conduct outlined below. All students can expect their entitlement, explained in the College Mission Statement. The additional services that are explained in this handbook are also available to all students to support their academic and personal progress while at college. In return the college expects students to:

- Abide by the Student Contract, Code of Conduct and Curriculum Requirements
- Respect the college community and environment
- Stay safe and help to keep others safe
- Achieve the best possible grade for themselves and enable others to do the same
- Have regard for the importance of democracy, the rule of law, individual liberty, and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith (regarded by the DfE as Fundamental British Values)

Student Contract 2024-25

SUMMARY OF EXPECTATIONS

Collyer's provides a fully rounded sixth form experience, designed to equip students with the qualifications, personal qualities and skills they will need to embrace future challenges and achieve their potential. In keeping with our [Mission, Vision and Values](#), we encourage learners to become independent, resilient and self-disciplined, taking responsibility for themselves, recognising the impact of their actions on the wellbeing of others and their environment. We celebrate diversity, believing that all members of the college community have the right to work and study in an environment of mutual respect and safety, where they can thrive. We are committed to maintaining a campus free from any form of bullying or harassment and expect all members of our community to promote a calm, inclusive and collaborative learning environment through high standards of behaviour.

When a student enrolls at Collyer's, a Learning Agreement is created. In accepting the terms of the Learning Agreement, a student agrees to meet the expectations of the Student Contract and to abide by the [Student Code of Conduct](#). The information below provides a summary of expectations and is designed to provide a simple reference point for all sixth form students, parents and carers, whilst the hyper-linked documents provide more detailed information.

Programme of Study Expectations

1. Places on sixth-form programmes of study are full-time, based on a minimum of 580 Guided Learning Hours (GLH) per academic year, consistent with DfE guidance and our [Curriculum Policy](#). Programmes of study include the following compulsory elements:
 - a. Timetabled Lessons
 - b. Independent Study (Homework, Coursework, Revision, Pro-Study)
 - c. Personal Development Activities (Tutorial, 1-1s, Enrichment, Work Experience, Progression Events etc.).
2. Sixth-form learning requires students to spend as much time studying independently, as the time allocated for lessons each week. Students must complete a minimum of 4.5hrs of Independent Study per week, per single qualification (9hrs for a Double BTEC and 13.5hrs for a Triple BTEC or T-Level).
3. All students are expected to maintain a full-time programme of study. Dropping a course to reduce a student's programme is not permitted and will only be agreed as a reasonable adjustment in response to significant health/wellbeing needs, or where the college deems course continuation unsustainable.
4. Students must meet the entry requirements or progression criteria set out in our [Admissions Policy](#), to progress from one year to the next within the sixth form at Collyer's. For example, A Level students must pass a Transfer Exam in the summer of their 1st year to progress to the 2nd year.

Attendance Expectations

5. We expect students to aim for 100% attendance and to fully engage with all elements of their programme. Attendance which drops below 90% (for whatever reason), is a cause for concern and students should respond positively to any targets put in place to support them in catching up on the GLH they have missed.
6. Absence must be reported by parents/carers via absence@collyers.ac.uk (guidance for [parents/carers](#)).
7. Students are expected to take responsibility for notifying teachers of their absence and for catching up with missed classwork and follow-up work, checking SharePoint and/or Teams in the first instance.
8. We expect students to be on-site, learning face-to-face for all timetabled activities.
9. Whilst on a temporary basis it may be 'reasonable' in extenuating circumstances for teachers to be flexible with deadlines and send work home, this cannot be sustained for prolonged absence. As our primary mode of delivery is classroom based, we cannot guarantee resources shared with students will be entirely suitable for remote study.

Conduct Expectations

10. All learners must abide by the [Student Code of Conduct](#) and the [Use of Computers Agreement](#).
11. We expect students to communicate respectfully with all members of the college and local community.
12. We expect students to arrive on time, fully prepared, wearing Lanyard ID.

Studentship Expectations

13. Students must check their college emails and Teams messages regularly (at least once a day).
14. We expect students to be reflective about their progress, using teacher advice, assessment feedback and Progress Review grades to inform their understanding of what they need to do to improve.
15. Students are expected to be proactive and intentional in their studies, making the most of workshops, online resources, additional teacher support and specialist support to advance their studies.
16. Students must ensure Pro-Study, homework and coursework are completed by set deadlines. We expect students to manage their independent study carefully, allocating sufficient study time to each subject every week.
17. Where a student is struggling with their any aspect of their studies, they are expected to pro-actively seek support via their Subject Teacher, Tutor or Student Services. Students are expected to fully engage with targets and support put in place to help address concerns about their attendance, studentship, progress or personal development.

Managing Concerns: Intervention

First and foremost, we aim to educate and support students to meet college expectations through timely use of intervention to tackle the cause of any concerns. Staff will intervene to support improvements in attendance, punctuality, studentship, behaviour and/or engagement. Reasonable adjustments may be agreed to help a student get back on track after a justifiable absence or a temporary period of difficulty.

Interventions might include:

- Setting Action Plan targets
- Informing parents/carers about concerns
- Requiring a student to attend subject workshops and/or additional lessons
- Offering an extension to a submission deadline and/or requiring a student to catch-up on missed work
- Referring a student to specialist teams for study and/or wellbeing support
- Requiring a student to attend 1-1 meetings, intervention workshops or additional supervised study

Disciplinary sanctions are only used where there has been a serious breach of the [Student Code of Conduct](#) (see our Intervention and Disciplinary Procedure – Appendix 4 [Behaviour Policy and Procedures](#)) or where students fail to engage with intervention and support. Where a student's actions or behaviour lead to risk of, or actual harm, the college [Safeguarding and Child Protection Policy](#) and/or [Fitness to Study Procedure](#) may also apply.

When a course or college place becomes unsustainable

There are occasions when, despite the efforts of a student and/or the best endeavours of staff, either part or the whole of a student's programme of study may become unsustainable. In such circumstances, we will work with the student and their parent/carer to discuss what further reasonable adjustments, if any, can be made. Decisions about what constitutes a 'reasonable adjustment' will ultimately be determined by the Director of Student Support or the Director of Student Engagement. These adjustments will usually be made in discussion with Head of Subject and/or Director of Faculty. The adjustment will usually be agreed for a set period of time, as part of Stage 3 Intervention or a Final Contract involving consultation with a Vice Principal. At the review, a decision will be taken on whether the adjustment is working for all parties, is reasonable, and if continued study on the course or at the college is therefore sustainable. If the adjustment is unsustainable, the college reserves the right to remove the adjustments, or to withdraw the student from a course or the college.

In making a decision about the sustainability of continued study on a course or at the college, we will primarily consider four key factors: Attendance, Engagement, Behaviours and Risk. College staff will always be guided by, but not determined in their judgement, by all other relevant parties' advice. Where students require specialist help, the college will offer what extra support it can. The support offered will necessarily be bounded by the college's resource limitations and not necessarily by the specific needs required for an individual student's success.

Attendance & Engagement: A course or programme of study is no longer deemed sustainable when a student has missed a large proportion of the GLH, to the point that:

- the workload required for a student to catch up is deemed unreasonable/impossible
- the volume of content missed is hindering progression in that subject
- the level of coursework missed makes the qualification unachievable
- a student has not completed non-examined assessment (NEA) and/or not submitted coursework to deadline
- the study programme is no longer sustainable under funding regulations for a full-time student
- the level of support required to enable the student to achieve would be unreasonable and/or to the detriment of other students' learning and progress

Behaviours & Risk: A student's place at college could be considered unsustainable if a student exhibits behaviour (either on or off-site) which:

- requires a level of support that is deemed unmanageable through our current staffing and/or or within our current staffing expertise*
- is contrary to our Health and Safety policy and causes a risk of harm to themselves or others
- presents a level of risk to themselves or others that is judged to be unmanageable through current staffing and/or within our current staffing expertise*
- constitutes gross misconduct or breaks the Student Code of Conduct

**Decisions about what level of behaviours are unmanageable will be made by our current safeguarding team in consultation with senior managers, will full regard for our duty of care under our [Supporting Learners Statement](#).*

STUDENT CODE OF CONDUCT (FOR FULL-TIME STUDENTS 2024/25)

Collyer's Code of Conduct forms the basis of a students' contract with the college. We aim to provide clear and simple guidance so that students can confidently play their part in maintaining a considerate, inclusive and safe environment for our community, in line with our [EDI Policy](#).

GENERAL EXPECTATIONS

Lanyards

- Always wear your college I.D. card and lanyard when on campus. Report lost or stolen I.D. to the issues desk on the first floor in the library, where you can obtain a temporary wristband and/or purchase a replacement.

Dress and Appearance

- Clothing and appearance should be clean, tidy and appropriately modest for a working environment.
- Avoid clothes likely to give offence (e.g. unpleasant slogans, drug-related logos).
- Subject specific clothing may be required that will need to comply with subject risk assessments (e.g., sports clothing, lab coats)

Part-Time Work

- Part-time work should be limited to a maximum of 12 hours per week (national research shows that above this, students' results will suffer). Paid work should not interfere with college work or attendance commitments.

Off-site

- Students must not congregate around the perimeter of the college on Hurst Rd and Richmond Rd.
- During the college day, students should be courteous to our local residents and members of the public, representing the college in a positive way.
- Local parking must be lawful.

ATTENDANCE & PUNCTUALITY

- Attend all timetabled sessions.
- Arrive at lessons on time.
- Be available to attend at any time during the college day, throughout term time.
- Absences should be reported by parents/carers, via email absence@collyers.ac.uk or the absence line: 01403 216528.
- Students who feel unwell during the college day may travel home independently if it is safe to do so, but any lessons missed due to illness must be followed up with an absence report by parents/carers. Students should report to Student Services (B002) if they feel too unwell to travel home alone.
- Use SharePoint/Teams and contact peers and/or teacher to catch up work missed through absence; check on homework set.
- Do not take holidays in term time.
- Students must attend any meetings or additional workshops arranged as part of an Action Plan by a member of staff. These are designed to ensure students stay on track with their studies and therefore positive engagement is expected.

STUDY RELATED BEHAVIOUR

- Total weekly independent study should, at a minimum, match your weekly lesson hours. Expect to spend time studying during evenings and weekends and use your study periods wisely.
- Work hard and make a positive contribution to lessons.
- Bring the right equipment for lessons.
- Do not interfere with others' learning through inappropriate behaviour in lesson or the library.
- Plan your time and meet deadlines.
- Mobile phones must be kept in bags and not used during lessons unless directed by a teacher, earphones should be removed.
- If staff are delayed or unavailable, work in the normal room whilst awaiting instructions.
- Communicate with your teachers, tutor or Student Services for support and advice.
- Pass on college communications and information to your parents/carers.
- Be honest, courteous, and considerate in behaviour and language, in person and online.
- Be quiet in and around buildings used for teaching, studying or exams.
- Expectations above also apply to online study but full 'Online Etiquette' expectations available on StudentCommonRoom.

Misconduct

Students who do not behave in a courteous manner, indicating respect for others and the environment around them, will be challenged. Any staff member has the right to ask students for their name and/or ID badge, for the purposes of safeguarding our college community and upholding the Code of Conduct. Staff also have the right to confiscate items of property which are prohibited or being used in breach of the Code of Conduct. This is essential to ensure that student behaviour does not impact negatively on the health, wellbeing, and productivity of the college community. Behaviour which constitutes misconduct will be subject to disciplinary action. The list below, whilst not exhaustive or exclusive, is intended to provide examples of behaviour that would be considered unacceptable at Collyer's:

- Bringing the college into disrepute
- Disruption of others' learning
- Providing false or misleading information on an application or during a college interview
- Use of devices to record sound/images without an individual's knowledge and/or permission
- Failure to comply with the Social Media Policy and the Use of Computers Agreement
- Plagiarism or any form of academic cheating
- Failing to wear ID or loaning ID to someone else
- Inviting or encouraging non-college members onto campus (Students must report any unauthorised people onsite to Reception or Student Services)
- Parking in the college car park without a permit or parking unlawfully in local vicinity
- Actions which cause a health & safety concern (or failing to respond to a health & safety concern), putting members of the college community at risk
- Littering on campus or around the perimeter
- Smoking or vaping on campus
- Failure to be considerate of neighbours, drivers, and pedestrians around the college perimeter
- Congregating in groups or smoking/vaping around the college perimeter
- Jaywalking in the college vicinity: students must not cross Hurst Road except via a pedestrian crossing
- Inappropriate campus entry/exit – students must not walk-through vehicle entrances or climb over perimeter fencing/gates
- Using college computers or devices to send abusive, scandalous, obscene, or defamatory communications of any kind
- Attempting to access or download obscene or pornographic images on the college network or otherwise being in possession such material
- Attending college or college-related activities under the influence of alcohol or illegal substances
- Carrying, using, or distributing prohibited drugs, alcohol, or illegal substances, on or within the vicinity of the college campus
- Involvement in the distribution of prohibited drugs or illegal substances outside college
- Bullying and harassment (online and in person)
- Discriminatory language or behaviour
- Making malicious or false allegations or complaints
- Being a party to a criminal act
- Wilful damage to college property
- Taking part in, or encouraging others to take part in, illegal extremist activities intended to radicalise themselves or others
- Violent, aggressive, or threatening behaviour towards any member of the college community or any member of the public
- Inappropriate sexual activity on campus
- Unwanted sexual behaviours, harassment and abuse including sharing sexual images
- Carrying, threatening to use, or using an offensive weapon on or off campus
- Carrying a potential or imitation weapon into college, or within the immediate vicinity of the college

Compliance with the code of conduct is promoted through the Student Contract and the [Student Behaviour Policy](#), a copy of which is available from the college website. If a student does not comply with the Code of Conduct, the Student Behaviour Policy and Procedures may be used. If a student has a grievance in relation to the application of the Behaviour Policy, the guidelines in the [Complaints Policy](#) (available on the college website) should be followed.

CURRICULUM REQUIREMENTS

Prior attainment, education and career goals are the basis for detailed enrolment guidance for each student. We aim to place students on programmes which provide stretch and challenge, whilst ensuring the best chance of successful outcomes and progression opportunities.

Our full **Curriculum Policy** and **Course List** (with entry requirements) is available on our website: www.collyers.ac.uk/about-collyers/key-policies/

*Any student who has not achieved **GCSE English Language and GCSE Mathematics** at a grade 4 or above will have those subjects added to their programme of study at enrolment.*

Advanced Level (Level 3): Students are required to take a minimum of three accredited courses (i.e. 3 A-levels or equivalent) in each year of study or the BTEC National Triple Diploma or T Level equivalent. Students can mix and match single or double vocational courses and A levels. All A Levels are two-year courses. The college **does not offer** the opportunity for students to leave an A-Level after one year to achieve an **AS Level** qualification.

Foundation Programme (Level 2): Students are required to take a BTEC Level 2 course plus our studentship course and will likely complete GCSE English and/or GCSE Maths.

Programme Volume: Advanced programmes should occupy three (or sometimes four) option blocks of taught lessons. Foundation programmes should occupy four blocks. Some courses do not occupy all periods of a block. It is not possible to reduce the programme of study to less than three subjects equivalent.

Tutorial: All students must attend a weekly tutorial session as part of their programme of study.

Pro-Study: Pro-Study is comprised of learning that develops understanding and skills but is not the regular homework set following classwork. The content will be arranged by subject teachers, this is usually shown on the subject's SharePoint site. Level 3 students have four 65-minute periods of Pro-Study per week, two of which are registered and supervised in one of the college's library spaces. Pro-Study and private study (further independent study) are an essential part of learning in the sixth form and therefore students are expected to use their time productively, to ensure academic progress in line with their abilities. In total students are expected to study between 4 -5 hours per subject, per week outside of lessons.

Weekly Enrichment: All students are expected to engage, each week, in an enrichment activity. As a minimum all students should complete at least 12 hours of enrichment per year of study. There are a huge range of activities to choose from including cross-college options such as sport, DofE and performing arts; subject extension activities to develop your experience and skills beyond the curriculum; short courses to enhance wellbeing and future progression; and student-led clubs and societies. We host an Enrichment Fair at Welcome Day and the start of term so that students can find out about the different activities on offer. Some activities such as competitive sports require a try-out during enrolment but selections for all other activities take place at the start of teaching and other points during the year.

Work Experience: All Level 3 students are required to undertake a work experience placement as part of WEX Week in the summer term of their first year. Students and parents/carers will receive lots of information and advice about sourcing a suitable placement from our Progression Team at various points during the year. Students following a T Level programme will undertake a substantial work placement as part of their course and some vocational courses also include work experience. The Foundation programme includes Work Readiness training and will involve engagement with employers through work experience.

GUIDANCE ON COURSE CHOICE 2024

The table below helps you to match your achievements at GCSE with the most appropriate level and type of study programme. Advice is provided during the application process and again during enrolment once GCSE results are known. College study programmes consist of the following:

1. Advanced level students (Level 3) study 3 or occasionally 4 subjects in each year. We offer vocational subjects equivalent to 1, 2 or 3 A levels, depending on the course chosen. These include BTECs and other similar vocational courses. We also offer two Technical Level courses – Digital and Early Years.
2. Foundation students (Level 2) study 2 or 3 subjects including a BTEC First Award (equal to 1 GCSE) plus GCSE English and/or GCSE Mathematics. Foundation students also follow our studentship programme.

There are 5 different types of Study Programme on offer across Levels 2 and 3:

Programme	Academic	Mixed	Vocational	Technical	Foundation
Level	3	3	3	3	2
Qualification	A Levels	Mix of A Levels and single / double vocational courses (e.g. BTEC)	Mix of single / double vocational courses or a triple vocational course	T Levels	BTEC First Awards and GCSE English and/or GCSE Maths Studentship
Size	3 (possibly 4)	3	3	3	2-3 + Studentship
Length	2 years	2 years	2 years	2 years	1 year
GCSE ave**	5-9*	4-9*	4-9*	4-9*	3-4
Main assessment	Exams	Exams / coursework	Exams / coursework	Exams / course work / project	Exams / coursework
Progression	Degree Higher level apprenticeship Employment			Technical degree, Degree apprenticeship Technical employment	Level 3 study (Mixed, Vocational or Technical)

* In addition to overall study programme requirements, almost all Level 3 courses have specific entrance requirements. Most courses require a minimum of 4 in English Language and many subjects require Maths at 4, 5 or 6. To study 4 A Levels students will need to have an average GCSE score of at least 8.0.

** GCSE averages are from all GCSEs taken. Usually applicants have completed 8-10 GCSEs, but in exceptional cases students with a minimum of no less than 5 will be considered due to circumstances.

Students starting a Level 3 Mixed, Vocational or Technical programme require an average GCSE score of at least 4, including 5 GCSEs at Grade 4 or above. Full A Level programmes require an average GCSE score of at least 5, including 5 GCSEs at Grade 5 or above. Almost all subjects require a grade 4 or above in at least one of GCSE Mathematics and English Language. If you have not achieved a 4 or above in Maths and/or English Language it will need to be added to your study programme. Specific subject entry requirements can be found in the prospectus:

www.collyers.ac.uk/admissions/prospectus/.

Students who have just taken their GCSEs, have achieved an average score of between 3 and 4 and have a clear plan for which Level 3 study programme to which they would like to transition for their 2nd and 3rd years, can start on the Foundation programme. Progression onto a Mixed, Vocational or Technical programme after one year of study requires achievement of at least a Merit grade in their BTEC, good attendance and studentship grades and a recommendation from their Head of House.

Collyer's does not offer Level 1 courses but they are available locally. Students wishing to follow Level 1 courses will be referred to a senior member of staff and/or our Careers Adviser to review alternative

options, practical vocational courses, a mixture of training and employment, or apprenticeships at other providers.

Achievement in qualifications other than GCSEs taken in Year 11 (or Year 10), will be taken into account when advising on an appropriate study programme at Collyer's but they do not count towards the GCSE only average. Short GCSE courses are half the entry and counted as half the points.

HOW CAN I HELP AS A PARENT/CARER?

Studying in a sixth form environment builds on the attitudes and commitment to study developed at school. At the start of term, induction activities within the Ready to Learn Day, subject lessons and tutorial will help students to settle quickly into college life. Engagement with regular enrichment activities help students to make important social connections with their peers and to develop their skills and experience beyond the curriculum, which is an essential component of their college experience.

The role that parents and carers play in supporting a student in the sixth form, changes from the previous school environment but is no less important. When asked about what they are most looking forward to at Sixth Form College, many students will say 'more independence', but for some, it can take time to develop the confidence and skills to manage increased freedom successfully. At Collyer's, we work in partnership with students and their parents/carers to support an effective transition to greater independence. We send regular communications directly to students and parents/carers to ensure you are informed about important events and milestones.

You can contact your young person's Tutor with any queries or concerns by email or for more general queries contact reception: admin@collyers.ac.uk

MyStudent - The Parent Portal

'MyStudent' enables parents or carers to access important information about their young person's progress at college including attendance, punctuality, examination timetable, Progress Reviews (reports) and Action Plans (support targets and disciplinary information). MyStudent is also used to capture parent consent for students to participate in activities where this is required. All parents/carers need to register for this service using the link on our website www.collyers.ac.uk/parents-carers/parent-portal/. **Please note – you will not be able to register until teaching begins and you're young person must give their consent for you to access their data.**

Parent Information Platforms (PIPs)

Students have access to a huge range of information to support their progression planning and wellbeing via internal 'SharePoints' accessed through the online [StudentCommonRoom](#). Parents and carers are not able to directly access SharePoint, but we have created Parent Information Platforms which provide advice, guidance and sign-posting to help you navigate this important stage with your young person. We will send you links to our Progression and Student Support PIPs at regular intervals so that you can access information to help your young person when they need it; for example when having discussions about future careers and university options, or when a young person needs support with their mental health.

Attendance

At Collyer's we want all our students to achieve their potential and to prepare themselves for the next stage of their lives. There is a strong correlation between attendance punctuality in lessons, and achievement. We expect all our students to aim for 100% attendance and punctuality and this will be carefully monitored by subject teachers and personal tutors. We send a weekly absence report to parents/carers (usually on a Monday), if there has been an unreported absence recorded for the previous week. Parents/carers can also check attendance and punctuality using MyStudent and we encourage you to do this on a regular basis during the first term to ensure your young person is settling into good habits.

Absence should only be reported by parents/carers, via email absence@collyers.ac.uk or by calling the Absence Line on **01403 216528**. Leave the student's name, tutor and reason for absence.

Parents/carers should inform the college of an absence as early as possible and ideally before the lesson or lessons that will be affected. For absences of more than one day, a phone call or email each morning will be needed. Should you be unable to report an absence on the day, then please contact the college within one calendar week (five working days) of the absence. Any queries about the accuracy of registers should be raised in the first instance by the student with the member of staff concerned. Students may not report their own absences, however as a courtesy they should inform their subject teachers and/or tutor via email and must catch up missed work. More information about absence is available here: www.collyers.ac.uk/parents-carers/absence/

PROGRESS REVIEW

Progress Review grades are recorded on MyProgress and MyStudent in October (PR1), January (PR2) and March (PR3). Additionally, 1A students receive a fourth set of grades in June (PR4)*. Progress Reviews provide valuable information to help inform target setting, development actions and progression decisions.

Subject	Target	Reviewer	1. October				2. January				3. March				4. June																						
			Current1	Estimate1	Effort1	Systems1	Attendance1	Punctuality1	Appointments1	Current2	Estimate2	Effort2	Systems2	Attendance2	Punctuality2	Appointments2	Current3	Estimate3	Effort3	Systems3	Attendance3	Punctuality3	Appointments3	Transfer	UCAS Estimate	Effort4	Systems4	Attendance4	Punctuality4	Appointments4	MyYear	UCAS	Final				
1st Year Tutorial	X																																				
Business Studies 1A	B	you	B	A	2	1	2					B	A	2	2	2					B	A	2	2	2												
Business Studies 1A	B	CXC	C	B	2	1	2	100%	100%			B	B	3	4	2	89%	96%			C	B	3	3	3	85%	100%										
English Literature 1A	B	you	C	B	2	1	2					C	A	2	2	2					B	A	2	2	2												
English Literature 1A	B	LVA	C	B	2	2	2	75%	100%			C	B	2	2	2	77%	95%			C	B	2	2	2	84%	100%										
Psychology 1A	B	you	D	B	2	1	2					D	B	2	2	3					D	B	2	2	3												
Psychology 1A	B	LJL	D	B	2	1	3	100%	100%			C	B	2	2	3	92%	100%			D	B	1	2	3	95%	90%										

Performance Grades: A Level (A*-E), BTEC (D*- P), GCSE (9-1), T Level (Yr1: A*-E & Yr2: D*-P)

- Target (expected grade based on prior achievement)
- Current (grade the student is currently working at)
- Estimated (estimate of grade a student should be able to achieve at the end of the course)

***PR4:** Current = For A Level courses the Current Grade at PR4 will be the Transfer Exam result
 Estimated = Provisional UCAS Prediction (may change in autumn if performance improves)

Studentship Grades: Outstanding (1), Good (2), Requires Improvement (3), Serious Cause for Concern (4)

- Effort (commitment to study)
 Hours per week of independent study per subject including:
 - Teacher directed study - planned study, prep/flipped learning, homework tasks, coursework
 - Student directed study – consolidating learning, revision, research or reading, skills practice, past papers
- Systems (organisation of study)
 - Time Management - punctuality, completing planned study/flipped learning, prioritisation, meeting deadlines
 - Organisation - bringing relevant equipment, books, organisation of notes/files, planning independent study/revision
- Practice (study behaviours)
 - In class – full participation in lessons e.g. engaged listening, asking questions, contributing to discussion
 - Independent Study – practising skills as well as consolidating knowledge, utilising effective study and revision methods, use of subject Teams, SharePoint and other study resources
 - Taking responsibility for learning – embracing challenge, using feedback constructively, seeking help, engaging with support, identifying and avoiding distractions, addressing barriers to learning

Attendance: % of classes attended in period (i.e. Sept-Oct, Nov-Jan, Jan-Mar, Apr-June)

Punctuality: % of classes attended on time in period (i.e. Sept-Oct, Nov-Jan, Jan-Mar, Apr-June)

Appointments: Subject Teacher will tick to indicate if a Parents' Evening appointment is needed

Each **Progress Review** involves the following steps:

Student Self-Assessment - Students self-assess their Performance and Studentship per course.

Teacher Assessment - Teachers record their assessment of Performance and Studentship. Judgements based on evidence from period since the previous PR (beginning of course for 1st PR).

Progress Review Published - Full review visible on MyProgress (students) & MyStudent (parents).

Progress Review Meeting – ‘Off-timetable’ Progress Review Days follow PR1 and PR2 allowing all students to meet with their Tutor to discuss PR and set Action Plan targets. Further guidance, support or disciplinary intervention is provided where needed get a student back on track. Following PR3 and PR4, 1-1s are arranged within tutorials as needed.

FEES AND CHARGES FOR 2024/2025

College Fund

The College Fund is a single payment of £140 requested on entry to the college which covers the provision of those social and recreational ‘extras’ not otherwise provided for by public funding. It funds, for example, the provision of recreational facilities in sport, leisure and fitness, and in music, drama and dance; minibus transport for local visits and matches; and student social facilities. In addition, it supports college performances and also enables the college to invite in various guest speakers. It encourages students to participate fully in the enrichment and social activities the college provides and enables the college to provide them free to students instead of having to make charges for their use.

The sum requested from each student is a single payment of £140, which covers the entire period a student remains at the college. Your payment would be gratefully received from when enrolment starts on Tuesday 27th August.

Our preferred method of payment is by BACS using the below details:

Account Name	Collyers College
Sort Code	20-42-66
Account Number	10721816

Please use the Student’s SY Number as your payment reference

We also accept card payments, cheques payable to “Collyers College” or cash. The Finance team will be available at enrolment to process your payment. Further information about College Fund is available on our website: www.collyers.ac.uk/admissions/student-finance/

Resources and Trips

Students may be required to pay for items related to their course or extra-curricular activities such as books, equipment, stationery and trips. Payment is managed through our in-house system MyProgress in the Shop section. Full details of how to transfer money and pay for the item is located within the shop.

Food and drink

Collyer’s offers fully catered facilities at competitive prices, and common room areas for students who wish to provide their own refreshments.

Examination fees

Students will be charged examination fees in certain specific circumstances, including but not limited to:

- Re-takes
- Deliberately spoilt examination papers
- Poor course attendance
- Private candidate examination entry

- Post-examination requests for marking review or access to scripts

Tuition Fees for International Students

The tuition fee payable by a new full-time student requiring a student visa to study in the UK is £9270 a year, irrespective of the age of the student and the individual programme of study. Payment is required termly or in full, in advance.

Adult Education

Please see the Adult Education section of the college website for full list and details of courses. These are primarily for those aged 19 and over – e.g. parents and other adults. No funding is available for 16-19 year olds on Adult Education qualification courses, however it may be possible to join recreational courses and pay the full fee.

Other charges

Students will be required to pay for replacement of college property that has been borrowed and lost (including library books) or replacement/repair of college or third-party property damaged by the student's misbehaviour or negligence.

FINANCIAL ASSISTANCE

A range of financial support options for students is available, from bursaries and free school meals, to discounted travel and financial assistance for travel. For full information and to apply, please visit: <http://www.collyers.ac.uk/admissions/student-finance/>

COLLEGE SERVICES

Collyer's Library Service

Collyer's Library is central to learning and provides the ideal space for students to study. The Library maintains silent independent working in all areas, with quiet working in room L102. The friendly, specialist staff are very experienced in assisting students with their enquiries and research.

The facilities include:

- Over 170 networked computers and 150 study desks with laptops available for loan
-
- A comprehensive collection of physical resources: books, journals and DVDs
- Wi-Fi
- Charging lockers for student devices
- Access to key electronic resources including e-newspapers, e-books, e-journals, databases and streamed television programmes
- Careers and higher education information
- Health and wellbeing information and self-help guides
- Photocopying, printing and scanning facilities
- Headphones, phone chargers, SD card readers, calculators, laptops and other items may be borrowed on short-term loan
- A range of stationery items are available to purchase from the first floor helpdesk

The Library is open Monday to Thursday 8am – 6pm and on Friday 8am – 5pm during term time. See notices for holiday opening times and extended hours in the lead up to exams.

Students should check their MyProgress timetables to see which location to attend for their registered Pro Study sessions.

ID Cards and Lanyards

All students are issued with an ID card and lanyard once they have enrolled at Collyer's and the Code of Conduct states that all students must wear their lanyard/ID at all times whilst on the college campus. Lanyards/IDs are the clearest way of identifying genuine users of the college campus. They

allow staff, students and other users to easily see who should be on the campus. The absence of a lanyard/ID indicates that a person may be an intruder potentially putting our college community at risk of harm. You will be approached and challenged by college security and staff if you are not wearing your lanyard/ID.

Students who forget their lanyard/ID will need to go to the library issue desk to collect a temporary wristband but there are sanctions in place for those who repeatedly forget their lanyard/ID. Lost or damaged lanyard/ID need to be reported and replaced immediately. Replacement lanyards/IDs cost £5 and are available from the Cashier at the Finance Office or the Library. Take the receipt to Registry to get the card printed.

Copyright and the Law

You have signed an agreement to our Copyright Policy. This policy and guidance can be found on the Library SharePoint page. It is your responsibility to ensure that you are aware of the terms of the licences that we purchase and adhere to the regulations. For example, our CLA licence allows you to photocopy a limited amount from printed material:

- 5% of a complete work or one chapter
- a single article from a magazine
- a short story or poem of not more than 10 pages
- an A4 section of an ordinance survey map

Audio-visual recordings borrowed from the Library may only be used for educational purposes and must be returned within the stated loan period.

Media and Film Studies students are required to study some films of an 18 category; these are only available to Media and Film students and not to other students who are under the age of 18.

Passwords to electronic subscriptions for the use of registered students must be kept securely and not passed on to third parties.

Computer Facilities

As a student at Collyer's College, you'll come to rely on a variety of IT services to support your learning experience, access course materials, and collaborate with your teachers and classmates. These services are designed to make your studies easier and more efficient.

You can expect to have access to a range of IT services, including email, cloud storage, virtual learning environments, and online research databases. These tools help you stay organised, communicate effectively, and access the resources you need to succeed.

Computer facilities at the college are abundant and easily accessible. The library spaces offer 200+ computers for private study, along with laptops available for short-term borrowing. There are also 900 computers and laptops located in computer suites and classrooms, primarily running on Windows 11.

Each department has dedicated IT rooms that are equipped with specialised software and resources to support subject-specific learning.

Every student has a personal network and cloud account that provides email services and document storage. The student SharePoint sites offer online learning resources for every subject, and 'MyProgress' provides personalised information on attendance and progress. To access these resources from home or personal devices, visit the college's internet site at www.collyers.ac.uk and follow the links to 'My Collyer's.'

Students can download and install the latest version of Microsoft Office on up to five of their devices by following instructions on 'My Collyer's.' Wi-Fi is available across the college for student use.

The IT support team is available to assist with college resources and can be reached at itsupport@collyers.ac.uk

Whether you're studying in person or online, IT services are an essential component of the college experience. By familiarising yourself with the available tools and learning how to use them effectively, you'll be well-equipped to take advantage of everything Collyer's has to offer.

Students Requiring Extra Support with Study and/or Wellbeing

Support with study skills and wellbeing is available for all students. For more information regarding the range of support available to all students please refer to both the Study Support SharePoint and the Student Wellbeing SharePoint.

Specific support can also be provided for students with identified specific learning difficulties, limited mobility, health issues or impaired sight or hearing. To find out more, please contact Helen Mayer-Dean (hmd@collyers.ac.uk). If the query concerns exam access arrangements, please email EAA@collyers.ac.uk

The college offers a range of wellbeing support including the '.b' mindfulness course. Counselling is also available via referral to the Dialogue counselling service and is free of charge. You may consult a counsellor on any problem at all, whether it concerns work, stress, health or personal relationships, in confidence. For information regarding student wellbeing support please contact Helen Bolger (hxb@collyers.ac.uk).

Details of all the wellbeing services available are published in tutor rooms and accessible via the Student Wellbeing SharePoint. Please talk to your tutor first about our emotional wellbeing support or visit Student Services.

Reprographics

A range of services for students including binding and covering projects, posters, printing tickets, laminating and quality paper are available. See Ros Creagh in Reprographics Room.

The Richard Collyer Union (RCU) – Collyer's Student Union

The Richard Collyer Union or RCU is a lively and thriving student union, which represents Collyer's daytime students. It is run by a group of democratically elected student officers, who are voted in each year by the student body and managed by a member of staff. The student officers meet every half term with tutor group representatives and discuss and make decisions on ways in which college life and the college community can be improved to promote inclusivity, enrich learning and ensure that every student has a positive and fulfilling experience during their 2 or 3 years at Collyer's, both academically and socially.

RCU Officers liaise with a range of committees and groups across college, to contribute to the development of students' academic and pastoral experiences at Collyer's, as well as helping to improve the services and resources available to students. Students organise fundraisers, work with the local community and attend meetings with the senior management team. In previous years we have supported local, national and international charities including Chestnut Tree House, Horsham Food Bank, Toilet Twinning and the British Red Cross. Becoming part of the RCU is a great opportunity to work alongside like-minded individuals, have some fun and make a real difference to your college experience.

The Parents' Forum

Membership to the Parents' Forum is open to all current parents and carers of students attending the college and we very much welcome new members to join us. We meet once a term at a more convenient time for parents of 5pm. It aims to provide a forum for parents to have their voices heard at college and discuss issues on a range of relevant themes.

Old Collyerians' Association (OCA)

Although you are only just starting at Collyer's we hope you will build connections and make friendships here that will last a lifetime. The OCA is the alumni network for all former students of Collyer's, offering a way for you to keep in touch with Collyerians across the globe. The OCA produces a twice yearly newsletter and has its own section on the Collyer's website www.collyers.ac.uk/old-collyerians-association. There are also two annual reunions, a dinner held at

the college and a social event held each summer for members and their guests at a venue of interest as close to Horsham as can be arranged. Membership is free for the first five years after leaving the college – simply access the OCA section of the website and click JOIN US.

The Mercers' Company

Collyer's was founded as a school in Horsham in 1532 through the will of Richard Collyer, a prominent member of the Mercers' Company in London. The Company was at the centre of the commercial life of the City of London, exporting woollen materials, and importing luxury fabrics such as silk and linen. Mercers continue to take an interest in the college, with members supporting the college as both governors and trustees, bringing a diverse range of skills to these roles. The college logo ("The Maiden") is a modern version of The Mercers' Maiden, the symbol and coat of arms of the Company. The Mercers' Company are able to offer ad hoc grant support for specific college initiatives as part of their Philanthropy Strategy. Most recently they have contributed to mental health and wellbeing projects as well as support for students.

Progression Support - Careers and Higher Education

The college works in partnership with a number of regional and national organisations to provide relevant, up-to-date information and appropriate guidance on what is available to students when they leave Collyer's. The tutor is primarily responsible for an introduction to this progression information through the tutorial programme and individual guidance. One-to-one interviews are available with our Level 7 Careers Adviser to supplement tutorial guidance. The Library houses a good selection of prospectuses and reference books and students have full access to Unifrog (university and careers interactive tool) and other careers orientated computer programmes. Students are helped to prepare job or university applications and to write CVs and personal statements. There are fully comprehensive SharePoint sites for higher education, careers, Oxbridge and medics/vets/ dentists as well as a rolling programme of Collyer's 360 enrichment activities, cross-college lectures and subject related careers events to help students take an active role in planning their futures. The Collyer's Careers Programme, signposting students and parents/carers to these events and additional sources of information, is published on the college website.

Major events like the UCAS Convention, the Oxbridge Conference and Next Steps Evenings are open to all and are well attended by Collyer's students and their parents/carers. Our Directors of Progression; Ian McAlister (im@collyers.ac.uk) and Rebecca Adams (rja@collyers.ac.uk) lead this provision within the college, supported by our Careers Adviser, Work Experience Coordinator, Work Placement Administrator, Library Staff and representatives from each academic department.

Student Services

Student Services is located on the ground floor of the Buckle Building in B002. The team provide advice and guidance on a range of issues, including: financial support; free college meals; travel information; wellbeing support; safeguarding; counselling referrals; careers; work experience; attendance queries; lost property; parking, bicycle and moped permits; free Period Equality products; and external support agency contact information.

Please note that if a student becomes unwell during the day, the College is not permitted to provide paracetamol. We can assist with obtaining first aid and contacting parent/carers if a student is unable to travel home on their own.

STUDENT PARKING

Paid Car Parking Permits

Fee: £195 – full academic year 2024/2025

(pro rata fee bands apply each term thereafter)

There are a limited number of student parking permits. Provided you *meet the distance criteria below* and we *have not already allocated all of our student parking permits*, you may apply after you have passed your test.

Student Parking Permit application criteria:

- In the autumn term (**September to December**), you must live **more than 15 miles from college and have difficulty accessing public transport.**
- **From January**, applications will be considered from students who **live more than 10 miles from college and who have difficulties accessing public transport.** Priority will be given to those living the furthest distance.
- Permits are **not issued** to students who **reside within a 10-mile distance of the college.**

Application Process:

- **IF YOU MEET THE CRITERIA ABOVE**, (please first check your shortest distance in miles by using your home postcode to Collyer's on google maps/directions) **email studentservices@collyers.ac.uk using your student college email account.**
- If approved, an application form will be emailed to you. The completed/signed form is then to be returned, in person, to Student Services in B002 (between 9:30am and 2:00pm). Your application will be checked and you will be advised of the payment process.
- After paying the fee, you must then present your College ID and Driver's Licence.

All vehicles are left at the owner's liability. Parking spaces are limited at Collyer's, so **there is no guarantee there will be a space available** for either students or staff, particularly **if you arrive after 8:30am**. The permit **gives permission to access the main car park**, it does **not guarantee a space**. If on arrival there are no available spaces in the main car park, you will have to park off-site. Please do not park in the disabled bays (unless you have a blue badge permit), visitor bays or other specifically designated spaces.

If you do not qualify for a permit, **and you choose to drive to college, you must park your car legally and responsibly; be considerate** of local residents and do not park near driveways or too close to other vehicles. **Please do not use the Hospital car park** as this facility is for the benefit of patients.

Free Moped/Motorcycle Parking Permits

There are a **small number of spaces available** to park in the designated **motorcycle parking area** within the main college car park. **Priority** is given to **students who cannot access public transport and live a significant distance from college.**

To apply for this free permit, go to **Student Services in B002** to **complete an application form** and if successful, you will have your college ID card validated to access the motorcycle area of the car park. The details of your moped/motorcycle will be shared with our Security Team.

Please note: You must ensure that your car / bicycle / motorcycle / moped is **securely locked**. **The college does not accept responsibility for loss or damage to your property.** Take care when approaching and leaving the college, as Hurst Road is a busy, congested area. **Our car park is monitored by our Security Team regularly** and a warning/penalty notice will be issued if your registration plate is not held on our database.

HEALTH AND SAFETY

Introduction

While you are with us, we want to ensure that you have a healthy and safe time at the college. This section sets out the college's policy on health and safety and provides information about how you can contribute to the college's efforts to maintain a high standard of health, safety and welfare for everyone. Health, Safety, and Welfare Information for Students will be delivered by your tutor.

Health and Safety Responsibilities

Collyer's comes under the jurisdiction of the Health and Safety at Work Act 1974 and the Governing Body is fully committed to ensuring the health, safety and welfare of all employees and students, so far as is reasonably practicable. Each student will be provided with such information, instruction and training as is necessary for the safe performance of their studies and recreational or social activities. Each employee and student must co-operate with the college to enable all statutory duties to be complied with.

Safeguarding

Collyer's fully recognises its duty of care to students whilst they attend the college. We aim to promote a positive, supportive and secure environment in which students feel respected and valued. We recognise that high self-esteem, confidence, supportive friends and clear lines of communication with trusted adults are important elements in maintaining a safe environment. We aim to promote an ethos in which students and staff feel secure, are encouraged to talk and are listened to. Our full Safeguarding Policy is available on our website: www.collyers.ac.uk/about-collyers/key-policies/ . The **Designated Safeguarding Lead is Andrea John**. Students can report concerns about their own or someone else's wellbeing to their tutor or a teacher, the Student Services or Adult Education Advisor Teams or directly to the Safeguarding Team: safe@collyers.ac.uk .

General Information

As a student you are expected to:

- Take reasonable care for your own health and safety.
- Consider the safety of others who may be affected by your acts or omissions.
- Refrain from intentionally misusing or interfering with anything that has been provided for health and safety reasons (college disciplinary procedures will be implemented against offenders)
- Report any hazardous defects in plant or equipment, or shortcomings in existing safety arrangements, to a member of staff immediately.
- Not undertake any task or operate any equipment for which authorisation and/or training has not been given.
- Observe all published regulations and college Codes of Practice relating to safety in workshops, laboratories, or classrooms.
- Strictly observe fire evacuation procedures. When the fire alarm sounds, students **MUST** assemble at the designated meeting point and **NOT** leave the college premises.
- A Health and Safety induction will take place during enrolment in September.

Day-to-Day Health and Safety

The following are some of the simple things we can all do to keep the college as safe and healthy as possible:

- Do not block fire exits – either inside or outside – with bags or equipment, bikes, or cars
- Keep corridors and staircases clear of obstructions and report any items that could cause a fall.
- Do not park on college grounds unless prior authorisation has been obtained. Persistent offenders will be subject to disciplinary action.
- Do not distract other students or staff who may be operating machinery or equipment.
- Do not carry out any task or operation that may endanger others if you are feeling ill or taking medication.
- Ensure that good personal hygiene is maintained by thorough hand washing before leaving workshops and laboratories and after any outdoor physical activity.
- Hand sanitising posts are located outside every toilet and at entrances to buildings and in the café and canteen.
- Wear appropriate clothing for practical work.
- Use any personal protective equipment (PPE) provided, as instructed by members of staff.
- Stop work and inform a member of staff if you believe that any activity, task or process you or others may be undertaking is unsafe.
- Report defects or dangerous conditions to a member of staff.
- Report immediately all accidents involving injury to yourself or others, to a member of staff.

Use of your Personal Electrical Equipment in College

If you intend to bring in portable electrical appliances including laptops, tablets and phones and plug these into the college electrical system you can only do so in the social areas and the Library. For your safety the college electrician will test your equipment free of charge within the first few weeks and periodically thereafter.

Accidents and Incidents

All accidents and incidents (whether they cause an injury or not) no matter how minor, must be reported to a member of staff. Accident forms are available at Reception. If you see something which seems unsafe, it is your responsibility to inform a member of staff.

First Aid

The location of the First Aid kits and contact information for First Aid Staff are displayed in each room. There is a designated medical room on the ground floor of the Cowley sports hall, let student services know that you want to use the facility.

Evacuation

If the Fire Alarm sounds you should leave the building by the quickest route by following the green signs. Then proceed to the top car park and wait for instructions.

Fire Procedure

- If you discover a fire, operate a fire call point immediately, they are located on every exit from the building.
- The fire brigade will be called immediately. The call point must not be used for any other purpose. Do not attempt to fight the fire or re-enter the building.
- Do not leave the college grounds.

Please maintain high standards of Health, Safety and Welfare in all college activities – it is for your benefit.

The College of Richard Collyer Privacy Notice

If you have any queries concerning this Privacy Notice, please contact a member of the Data Protection Team. The Data Protection Officer (DPO) role is split between 3 members of staff, the Principal, Deputy Principal and Director of Information Services:

- The Principal has overall responsibility for and is responsible for developing the College's Data Protection Policy and ensuring the College is compliant with legislation;
- The Deputy Principal is responsible for the delivery of the internal training to College staff;
- The Director of Information Services is responsible for providing technical expertise and guidance to the Principal and Deputy Principal and reporting data breaches to the ICO

1. The Purpose of this Privacy Notice

The College of Richard Collyer (Collyer's) is a Sixth Form College based in Horsham West Sussex, specialising in education for the 16-19 age group. You can find more about us at www.collyers.ac.uk. Collyer's is registered under the Data Protection Act 2018 which means the purposes for which the College collects and processes personal data is notified to and registered with the Information Commissioner's Office (ICO).

The General Data Protection Regulation (GDPR) came into effect on 25th May 2018 and strengthens the rights which individuals have over the collection, processing and storage of personal data. Under **GDPR**, anyone has the **right to be informed** about how their data is processed. This Privacy Notice is intended to inform you about personal information that we record about you. It sets

out the conditions under which we may process any information that we collect from you, or that you provide to us. It covers information that could identify you ('personal data') and information that could not. In the context of the law and this notice, 'process' means collect, store, transfer, use or otherwise act on information.

2. How we use your personal Information

Collyer's promises to collect, store and process your personal data only for legitimate purposes. This includes what you disclose at application or interview and what we learn about you after enrolment as a student or appointment as a staff member, volunteer, governor or trustee. This Privacy Notice explains how we do this and tells you about your privacy rights and how the law protects you.

3. Collyer's Privacy Promise

We promise to keep your personal data safe and private and give you a regular opportunity, at least once a year, to update it. We promise not to sell your personal data to a third party and we will not transfer your personal data to a third party unless there is a legal requirement to do so or a legitimate business need, for example for the purpose of processing payroll. We will give you access to your personal data within a reasonable time limit should you require it. See Collyer's Data Protection Policy.

4. How the Law protects you

This Privacy Notice explains in some detail what kinds of personal information we collect, why we collect it, why and how we process it and how and for how long we store it. The Data Protection Act permits the College to process your personal information if we have a legitimate reason, business reason or legal requirement to do so. Please see Table 1. For example, the College will process student data in the interest of supporting a student's education and progression. The College is also legally required to share students' personal data with the Education and Skills Funding Agency. The College may have a legal duty to share your information, for example in relation to safeguarding or PREVENT or we may ask you to consent to us sharing or processing your personal information for advertising purposes or reporting purposes, for example governor attendance at committee meetings.

5. How We Collect Your Personal Data

We collect personal data from you when you apply to study, work or volunteer for example as a governor at Collyer's. The type of personal data we collect depends on your role with us. Please see Table 1. We need to collect personal data such as qualifications to check if the proposed courses you wish to study are appropriate or if you qualify for the job role for which you have applied. In addition, further information gathered at interview will be recorded.

Table 1

Personal Information Type* <i>This list is not exhaustive</i>	Description	Reasons for requesting Personal Data which lie within business and legitimate interests and legal duties* <i>This list is not exhaustive</i>
Contact	Your name, date of birth, where you live and how to contact you e.g., home and mobile phone numbers <i>Students, Alumni, Staff, Volunteers, Governors, Parents/Carers, Donors</i>	There are a number of business and legitimate reasons it is necessary to contact you or for us to hold this information Such contact information will be held securely and not shared with anyone else or made public. Some internal email groups will be created in which you will be able to see other members' email addresses
Contractual/ Finance	Business name, address, telephone numbers and bank details <i>Suppliers, Customers</i>	To purchase goods or services e.g. resources, IT equipment, contractors, banking

		To provide goods or services e.g. lettings, payroll, pension providers
Contractual	<p>Details about your employee's contract or enrolment contract, including qualifications and references <i>Students, Staff</i></p> <p>Current employment, appointments (voluntary or other) membership of professional bodies, groups or organisations, or any other interests not mentioned above <i>Staff, Governors</i></p> <p>GDPR commitment statements <i>Suppliers, Customers</i></p>	<p>To manage employee and employer relationships To manage student and teacher relationships Fulfilling contractual obligations is a legal duty</p> <p>For governors we collect this information to identify possible conflicts of interest</p> <p>To ensure that all suppliers and customers adhere to GDPR procedures</p>
Locational	<p>Data we get about where you are, such as may come from your mobile phone, the address where you connect a computer to the internet <i>Students, Staff, Volunteers, Governors</i></p>	Complying with regulations that apply to us for example Data Protection and Safeguarding. See Acceptable use of Computers Agreement
Technical	<p>Details on the devices and technology you use via the College Wi-Fi <i>Students, Staff, Volunteers, Governors</i></p>	Complying with regulations that apply to us for example Data Protection and Safeguarding. See Acceptable use of Computers Agreement. Also monitoring business need and where we may need additional resource
Special types of personal data	<p>The law and other regulations treat some types of personal information as special. We will only collect and use these types of data if the law allows us to do so: racial or ethnic origin, religious or philosophical beliefs, trade union membership, genetic and bio-metric data, health data including gender, criminal convictions and offences <i>Students, Staff, Volunteers, Governors</i></p>	<p>We need to collect data on learning needs and health needs in order to support students effectively in their studies and personal wellbeing. In order to monitor diversity effectively, it is necessary to collect personal information concerning protected characteristics under the Equality Act 2010. You may be asked to complete an Equal Opportunities Form, although completion is voluntary. Reports on Equal Opportunities are anonymised. Staff may need to access information about your learning and health needs from the EVOLVE and Holistic data bases</p>
Socio-Demographic	<p>This includes details about your work or profession, nationality, education and where you/parent/guardian fit into general social or income groupings <i>Students, Staff</i></p>	<p>See 'Special Types of Personal Data' above. The ESFA requires this information for funding purposes. UCAS requests this information for monitoring diversity and inclusion and in making decisions related to contextual offers We may require evidence of family income or benefits to assess your eligibility for fee remission, a bursary or free College meals</p>
Financial	<p>Your bank details. <i>Staff, Volunteers, Governors, Parents, Donors</i></p>	<p>This may be to pay staff or reimburse expenses for example to governors. Parents can provide bank details for refunds for example for a trip which is no longer taking place after a deposit has been paid</p>

Transactional	<p>Details about payments to and from your accounts with us, and salary payments <i>Staff, Volunteers, Governors, Parents</i></p> <p>Details about educational progress <i>Students</i></p> <p>Details about professional progress <i>Staff</i></p>	<p>To pay staff or reimburse expenses for example to governors. The College also has a legal duty to make additional employer payments relating to salary for example National Insurance contributions and LGPS and TPS pension contributions</p> <p>We share this information between staff to monitor students' progress and for the purposes of report and reference writing We share this information between line managers for the purposes of monitoring professional progress (appraisal and more widely performance management) and for the purposes of reference writing or writing reports to governors on student achievements or staff appointments, probation and appraisal</p>
Documentary Data	<p>Details about you that are stored in documents in different formats, or copies of them. This could include things like your passport, driver's licence, birth certificate or qualification certificates <i>Students, Staff, Volunteers, Governors</i></p>	<p>We collect this information to ensure you are qualified or have the residency status to study the course on which you are enrolled or to take up the job role for which you have been employed. For example, the legal requirement for all staff, volunteers and governors to have DBS checks</p>
Consent	<p>Any permissions, consents or preferences that you give us. This includes things like permitting Parent/Guardian access to selected areas of your information, appointments, progress, subject reviews and/or attendance <i>Students, Staff and Governors</i></p>	<p>We request this information from students in order that we can communicate effectively with parent/s, carer/s about a student's academic progress and personal wellbeing</p>
Open Data and Public Records	<p>Details about you that are in public records, such as the Electoral Register, and information about you that is openly available on the internet <i>Students, Staff, Volunteers, Governors</i></p>	<p>Public interest. We may store this information if you work with us in a voluntary capacity or as a governor in order to inform how we can best make use of your skills and experience</p>
National Identifier	<p>A number or code given to you by a government to identify who you are, such as a National Insurance Number or Unique Learner Number <i>Students, Staff, Volunteers, Governors</i></p>	<p>We need to collect National Insurance Numbers for legal reasons and ULNs for the efficient management of students' qualifications and examination entries</p>
QoE, Qualifications on Entry	<p>A list of all student qualifications achieved with grades before enrolling at Collyer's</p>	<p>Student achievements before enrolling at Collyer's will be checked using the Learning Record Service (LRS)</p>
Social Relationships	<p>Your family, friends, and other relationships <i>Students, Staff, Governors</i></p>	<p>We will request your consent for this information. For example, Register of Interests for Staff and Governors will include reference to family and close personal relationships</p>

6. Sharing your personal information with third parties

A student's information may be shared internally, including with any staff who need the data to provide services to the student. This will include special categories of data where appropriate. The College with a student's consent shares selected parts of personal data with Parents/Carers. Limited

student and staff data will be shared with the Trustees of the Collyer Endowment in relation to their charitable purposes in supporting prizegiving and provision of the land and buildings for the College. Where the College engages non-statutory third parties to process personal data on its behalf, for example payroll for staff, the College requires them to do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of personal data. The College has a legal obligation to share personal data with the Education and Skills Funding Agency, HMRC and stakeholders in your job role for example line managers or the Director of Governance. The Department for Education is the data controller for personal data processed by the ESFA. For staff and volunteers such as governors we will share some of your personal information such as your name, address and date of birth with the Disclosure and Barring Service (DBS) so that they can check whether you have any previous convictions which would make you unsuitable for working with children and young people.

The students must agree to the ESFA privacy notice (link below).

guidance.submit-learner-data.service.gov.uk/24-25/ilr/ilrprivacynotice

7. How we store your data

Data will be stored in a range of different places, including the student information management systems, on paper in secure places, or on electronic documents within a secure network. The College takes the security of personal data seriously. The College has internal policies and controls in place to try to ensure that personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. See the College's Data Protection Policy.

8. Sending data outside of the EEA

We will not send your personal data outside of the European Economic Area ('EEA') and any cloud base storage providers we use will be based in the UK.

9. Marketing

We may use your personal information, including images of you (photos or videos) in publicity material such as advertisements, information leaflets, newsletters, press releases or on our website to raise awareness of the services provided by the College. We will always ask your consent to use your personal information for marketing purposes.

10. Use of our Website

Wherever possible, we aim to obtain your explicit consent to process information gleaned from your use of the Collyer's website, for example, by asking you to agree to our use of cookies.

Sometimes you might give your consent implicitly, such as when you send us a message by e-mail to which you would reasonably expect us to reply.

Except where you have consented to our use of your information for a specific purpose, we do not use your information in any way that would identify you personally. We may aggregate it in a general way and use it to provide class information, for example to monitor the performance of a particular page on our website.

11. Personal Information and Automated Decisions

We sometimes use systems to make automated decisions for example regarding student attendance of classes.

12. How long we keep your personal information

We will keep your personal information for as long as you are a student, an employee, volunteer such as a governor. When you leave College or your role, we must keep selected personal data to meet any legal requirements or otherwise as stated in the relevant Fair Notice document available from the College or in the Data Protection Policy on the college website.

13. Letting us know if your personal information is incorrect

You have the right to question any personal information we hold that you think is wrong or incomplete. Staff and volunteers should update their personal data via HR, students via Registry and governors via the Director of Governance. The College provides systems to permit you to check your data and where it is incorrect, the College will take reasonable steps to check its accuracy and correct it.

14. How to get a copy of the personal information we hold

You can request to see the personal information we hold by contacting the College Data Protection Coordinator. Under GDPR, you will have the right to request your personal information from us in a format that can be easily re-used. You can also ask us to pass on your personal information in this format to other organisations.

15. What if you choose to withhold your personal information or withdraw your consent for us to hold and process your information?

We may need to collect personal information by law, or under the terms of a contract we have with you. If you choose not to give us this personal information, or withdraw your consent to us holding or processing your personal information, it may delay or prevent us from meeting our obligations to you as a student or employee. It may also mean that we cannot perform services needed to support you as a student or employee. It could mean you cannot continue your employment or remain a student with us.

16. What if you want us to stop using your personal information?

The right to data portability introduced by Article 20 of the **GDPR** is one that does not have an equivalent in the **Data** Protection Directive that it replaces. In practice, this right allows you the **data subject** to request a copy of all personal **data** that you have provided, and which is processed by the College. You have the right to object to our use of your personal information, or to ask us to delete, remove, or stop using your personal information if there is no need for us to keep it. This is known as the 'right to object' and 'right to erasure', or the 'right to be forgotten'. The College cannot guarantee that following a request of deletion of personal data that 100% of personal data will be deleted.

There may be legal or other official reasons why we need to keep or use your data. But please tell us if you think that we should not be using it.

We may sometimes be able to restrict the use of your data. This means that it can only be used for certain things, to exercise legal rights. In this situation, we would not use or share your information in other ways while it is restricted. If you want to object to how we use your personal information, or ask us to delete it or restrict how we use it or, please contact the College Data Protection Coordinator. Please see paragraph 15 above if you wish to withdraw your consent and you are a current student, employee or volunteer such as a governor.

17. Complaints

If you have a complaint about the way we are processing your data or any aspect of this Privacy Notice, please address your complaint in the first instance to the Data Protection Coordinator. You also have the right to complain to the Information Commissioner's Office if you believe we are processing your personal data without a legitimate reason to do so. The complaints form is available from their website. <https://ico.org.uk/concerns/>

18. Legal Framework

The College of Richard Collyer is the Data Controller as defined by the Data Protection Act 1998 for The College of Richard Collyer Governing Body. If you have any questions, or want more details about how we use your personal information, you can email DataProtection@collyers.ac.uk or you can telephone us on 01403 210822

Date: March 2023, revised August 2023 and May 2024

Author: Steve Martell, Deputy Principal, The College of Richard Collyer

Dates for 2024-2025

Autumn Term 2024:	Tuesday 27 th August to Wednesday 18 th December
Half Term:	Monday 28 th October to Friday 1 st November
Spring Term 2025:	Monday 6 th January to Friday 4 th April
Half Term:	Monday 17 th to Friday 21 st February
Summer Term 2025:	Tuesday 22 nd April to Wednesday 16 th July
Half Term:	Monday 26 th to Friday 30 th May
Bank Holiday:	Monday 5 th May

Dates for 2025-2026

*(West Sussex County Council school year dates are **not quite** the same)*

Autumn Term 2025:	Tuesday 26 th August to Wednesday 17 th December
Half term:	Monday 27 th to Friday 31 st October
Spring Term 2026:	Monday 5 th January to Thursday 26 th March
Half term:	Monday 16 th to Friday 20 th February
Summer Term 2026:	Monday 13 th April to Wednesday 15 th July
Half term:	Monday 25 th to Friday 29 th May
Bank Holiday:	Monday 4 th May