

### CANTEEN

Open between 08:15 and 14:15

Lunch Available from 11:45

**Main Meals £4.00**

#### Monday

Thai Green Chicken Curry with Rice

Thai Green Quorn Curry with Rice

#### Tuesday

Chicken Pasta Bake

Cheese Tortellini with Green Pesto

#### Wednesday

Roast Chicken

Nutless Roast

#### Thursday

Chicken Enchaladas with Tortilla

Chips

Vegetable Enchiladas with Tortilla

Chips

#### Friday

Jumbo Fish Fingers with Chips

Mozzarella Sticks with Chips

Menu subject to change

### College Easter Holiday Opening Times

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

**Monday 7<sup>th</sup> to Thursday 10<sup>th</sup> April between 08:15 and 16:30;**

**Friday 11<sup>th</sup> April between 08:15 and 16:00;**

**Monday 14<sup>th</sup> to Thursday 17<sup>th</sup> April between 08:15 and 16:30**

**The college's internet connection is scheduled to be upgraded on the morning of Thursday 10th April 2025. This will result in no internet access for at least the morning of that day.**

All **staff** and **students** coming in to college during this time **MUST sign in and out** at the **Main Reception** unless students are working in the Library. **All students** on site **must wear their lanyards** and be **supervised** by a member of staff and will need to be off site by the finish times listed above.

### Student Voice

***Don't forget to vote!***

***Your final chance to vote for the roles of Student Governor and/or RCU Co-President!***

**You can hear directly from all the candidates at the live Hustings on Wednesday 2<sup>nd</sup> April at 13:30 in Duckering Hall.**

**Voting closes at 16:15 on Friday 4<sup>th</sup> April. .**

### 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**

**Email:**

**[reception@collyers.ac.uk](mailto:reception@collyers.ac.uk)**

### STUDENT ABSENCE

If you are unable to be in college for any reason then this must be reported by a parent or carer

**Call: 01403 216528**

**Email: [absence@collyers.ac.uk](mailto:absence@collyers.ac.uk)**

Date	Spring Term Events	Meetings Tues or Thurs 16:20	Meetings Other	External Meetings
Week 28			SSMM this week	
31st March	Foundation student references open			
1st April			Govs 10:45	
2nd April			RCU	
3rd April				
4th April	2A Founder's Day/Leavers Festival (all students off timetable from 12:15) <b>Spring Term Ends</b>			
	EASTER HOLIDAYS			
21st April	<b>BANK HOLIDAY</b>			
22nd April	Summer Term begins <b>Residential Trips Embargo to week 37</b>			S7 C&Q/S& Stf Dev
23rd April	Next Steps: Higher Education (online)			
24th April				
25th April				
Week 30				
28th April			SS Teams this week	
29th April	Foundation references complete	PC/CC		
30th April				
1st May	New Applicant Information Evening			S7 Prins
2nd May			RCU?	

Curriculum Planning & Quality Assurance	
Curriculum Planning	Quality Assurance
<p style="text-align: center;"><b>April</b></p> <ul style="list-style-type: none"> <li>• Deployment and Curriculum planning</li> <li>• Budget planning</li> <li>• Exam timetable distribution on MyProgress</li> </ul>	<p style="text-align: center;"><b>April</b></p> <ul style="list-style-type: none"> <li>• Course Review Panels held (and Adult Education)</li> <li>• End of course evaluations (and Adult Education)</li> <li>• Lesson Observations continue</li> </ul>
<p style="text-align: center;"><b>May</b></p> <ul style="list-style-type: none"> <li>• New applicants Information Event (External)</li> <li>• Deployment and Curriculum planning</li> <li>• Final Moderation (coursework to board)</li> <li>• Exams begin</li> <li>• 1A Subject references (UCAS)</li> </ul>	<p style="text-align: center;"><b>May</b></p>

**4<sup>th</sup> APRIL**

**JOIN US TO CELEBRATE!**

# **COLLYERS FOUNDERS DAY** **LEAVERS** *Festival*

**12:15 – 15:15**

SPORTS HALL/ CAFE/CANTEEN/DUCKERING HALL  
FESTIVAL OPEN FOR SECOND YEARS ONLY, 1ST AND  
2ND YEARS WILL BE OFF THEIR SCHEDULED  
TIMETABLES FROM 12:15.

- STUDENT BANDS
- FOOD VANS/ ICE CREAM TRUCK
- INFLATABLES AND GAMES
- PHOTOBOOTH – FREE PRINTS
  - ART EXHIBITION
- FOUNDERS CELEBRATION
- PERFORMANCE AWARDS, AND MUCH MORE!



Contact Us for More Information: **@COLLYERSRCU**

Arrangements for the Worthing bus  
on the last day of term: 4<sup>th</sup> April

Friday 4<sup>th</sup> April is Founder's Day &  
Leaver's Festival (12:15-15:15) for 2A  
students.

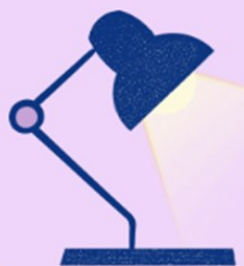
**ALL students (1A, 2A and Foundation) will  
be on study leave from 12:15.**



The Worthing bus will leave Collyer's  
at the usual time. All students who  
take the bus are welcome to use the  
library for independent study during  
the afternoon.







# Registered Pro Study

is **suspended** on this date at these times



Due to Founder's Day



There is no Registered Pro Study

**Friday 4th April**  
**at 2:05pm OR 3:10pm**



It will resume on  
Tuesday 22nd April

The Main Library will be open on all three floors, please enter in silence. If you have trouble finding a study space, please ask staff as we have laptops to loan



LIBRARY OPENING HOURS

# EASTER

8.30AM-4.30PM

## WE ARE OPEN ON:

MON 7TH APRIL

TUES 8TH APRIL

WEDS 9TH APRIL

THURS 10TH APRIL

FRI 11TH APRIL  
(8:30-4)

MON 14TH APRIL

TUES 15TH APRIL

WEDS 16TH APRIL

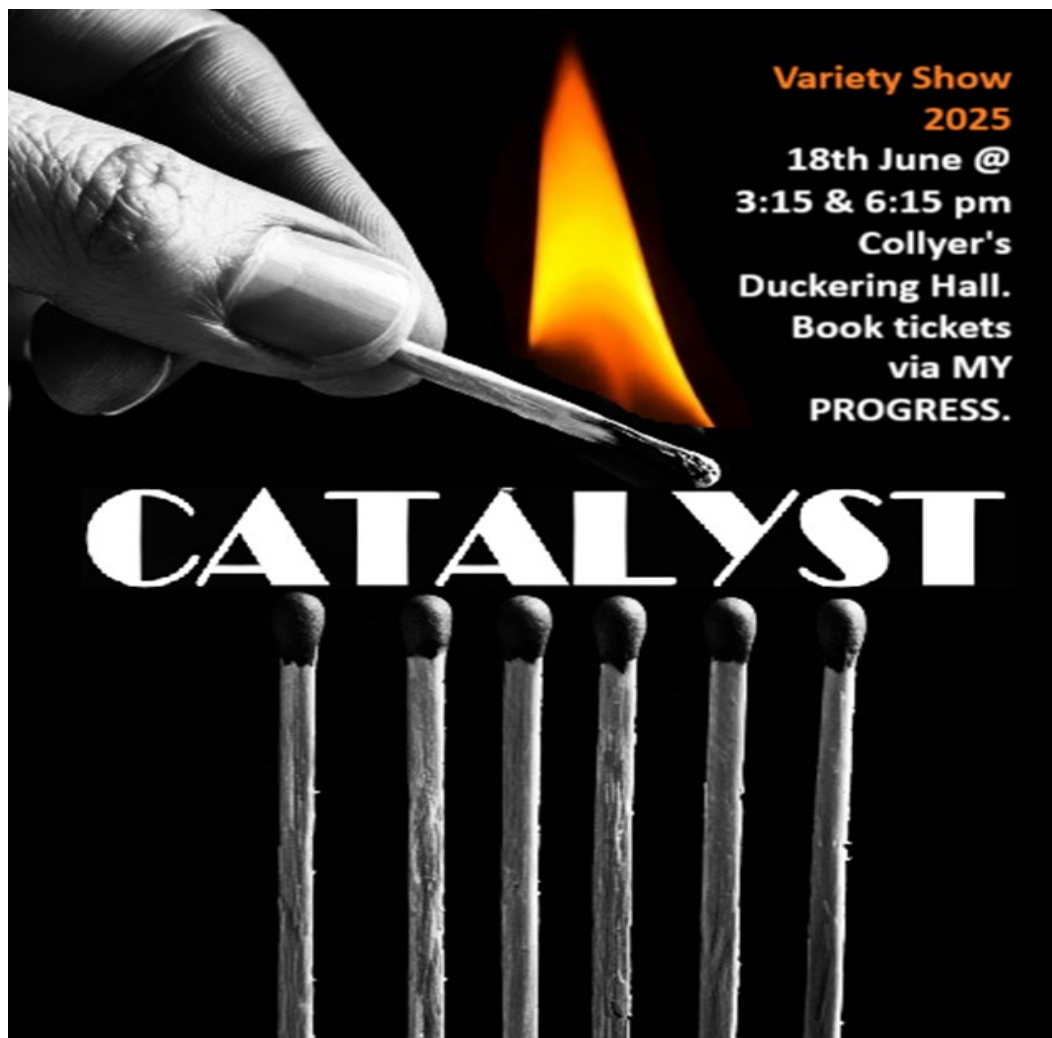
THURS 17TH APRIL

WE ARE CLOSED ON:  
GOOD FRIDAY 18TH  
EASTER MONDAY 21ST

PLEASE REMEMBER TO WEAR YOUR ID AND LANYARD

[LIBRARY@COLLYERS.AC.UK](mailto:LIBRARY@COLLYERS.AC.UK)





**Variety Show  
2025**  
18th June @  
3:15 & 6:15 pm  
Collyer's  
Duckering Hall.  
Book tickets  
via MY  
PROGRESS.

### **"Catalyst" – Collyer's Variety Show 2025**

Auditions are now open for those who would like to participate. We are looking for singers, musicians, dancers and actors - anyone who has 1-3 minutes worth of performance they want to share. All you need to do is sign up to "Variety Show" enrichment when you come back after Easter. Or email [nk@collyers.ac.uk](mailto:nk@collyers.ac.uk) for more information.

### **New Parking Restrictions – St Christopher's Close**



Non-permit holders can now only park for 1 hour between 9am-5pm. If you over-stay, you will receive a fine.



## **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.



# DEADLINE Extended!

Unifrog Placement forms  
must be submitted by:

**4TH APRIL**

This is for student initiated forms only.  
The employer does **NOT** need to meet this deadline.

Come along to the lunchtime drop-ins in the  
Careers room (L001) if you have any questions

or drop us an email on [wex@collyers.ac.uk](mailto:wex@collyers.ac.uk)

**1A WEX WEEK**

2ND JUNE – 6TH JUNE 2025

**FOUNDATION WEX WEEK**

16TH JUNE – 20TH JUNE 2025

## **ONLINE NEXT STEPS** **HIGHER EDUCATION EVENING**

**Wednesday 23<sup>rd</sup> April 6.30pm – 8.30pm.**

**Online live Event.**

**Recorded event available.**

**Sign up on My Progress, this will go towards  
enrichment hours.**

**Thinking about life after Collyer's?**

**Considering University?**

- The application process.
- Personal Statements.
- Loans and finance.
- What happens at Collyer's and how we can help?
- What to do next?
- The timeline and deadlines?
- Are your parents asking what happens next?

**All the information you need to make a successful HE application.**

**Guest speakers from a range of local universities.**

**Book your tickets for the Higher Education Evening on My Progress  
Shop > Enrichment Events**

# SPORTS NEWS

## On Thursday 20<sup>th</sup> March:

Netball 1's and 2's played a Tournament at Christ's Hospital against Sackville and Christ's Hospital 1's and 2's. The 1's won and the 2's only came last by a couple of points

## On Monday 24<sup>th</sup> March:

Men's Rugby went to the Rosslyn Park 7's. They lost their 1<sup>st</sup> game to Bridgewater and Taunton College 7-40, won their 2<sup>nd</sup> game against Callywith College 24-10, and lost their 3<sup>rd</sup> game to Brooksby Melton College 26-45

## On Wednesday 26<sup>th</sup> March:

Netball 1's played St John the Baptist away in the Surrey League in a double header and won 59-8

Men's Hockey played Godalming at home in a double header and won 2-1

Football Golds played Gordons 5's in the Surrey League Cup at home and lost 5-1



**PLEASE DO NOT  
SMOKE OR VAPE  
ANYWHERE ON THE  
COLLEGE CAMPUS OR THE  
SURROUNDING  
AREAS**



# Hurst Road crossing points

**Students  
crossing the  
road outside  
college  
should...**



**.... always make  
use of the two  
signal controlled  
crossings on  
Hurst Road**



**.... never use the college  
vehicle entrance or exit  
gates as this is dangerous!**

**.... only use the pedestrian exit  
and entrance gates at college**

# Styled and Saved - NEWS...

We are now open every Wednesday, in G003.

15:10 – 16:00

ALSO see us the next 3 weeks,

In Duckering Café from

13:20 – 14:00



STYLED  
SAVED

FINANCE

## Finance Office (A103) open daily, 10:45-13:45

For card or cash payments made via the office, your MyProgress account will be updated at the same time.

### Online payments are the preferred method:

- Include your SY number as the reference.
- Allow one business day for the payment to appear on your MyProgress account.
- Payments made on Fridays, will be updated on MyProgress the following Monday.

## 2025 Award Schemes

Helena Kennedy  
Foundation  
Higher Education  
Award



- The **HKF HE Award** offers support to final year students who are aiming to start a first-time programme of higher education in the autumn at a UK higher education institution and **can demonstrate**:
- they face **severe financial hardship** which will make their progression to higher education difficult
- they have **overcome significant barriers** to complete their further education

Each year the Foundation receives applications from many more students than they are able to support. You should only apply if you are facing severe financial hardship which will make your progression to higher education difficult.

### Successful applicants of the award are offered:

- **Financial support**, usually in the form of a **£2,250 bursary** provided in instalments during your time in higher education.
- **Personal support** by having ongoing contact with the Foundation and the opportunity to take part in the Foundation's training, mentoring and work-shadowing programmes.

For more information visit HKF website:

[2025 HE Bursary applications are now open! - Helena Kennedy Foundation](#)

If you are interested in applying, take the eligibility quiz on the HKF website. Contact Student Services for guidance and referee assistance.

**Applications must be processed well in advance of the HKF deadline of 8 May 2025.**



# EXAM SUPPORT PREP DROP IN

Not sure **where to start with your revision?**  
Lacking **motivation** to get started?  
Can't **stay focussed** when you do start revising?

Join Chris, our Wellbeing Practitioner where we will...

discuss exam planning, techniques and strategies

explore what is procrastination, how it can affect your study and what you can do to overcome it

look at lifestyle and patterns of behaviour to help set up your personal process over the Easter break

## DATES:

Tuesday 25 March  
Wednesday 26 March  
Thursday 27 March

## B104

13:30 to  
14:00

Tuesday 1 April  
Wednesday 2 April  
Thursday 3 April


## Contact the Safeguarding Team

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** in B002 / B003 or email the Collyer's Safeguarding Team.



Safe@Collyers.ac.uk  
Safeguarding



Safeguarding our students - how we can help

# be considerate in our community

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

do not block footpaths or loiter in the roads surrounding college

allow room for others to pass freely, especially those who are with children, have prams, are elderly or wheelchair users

do not litter near college or in the park as you could receive a £75 fine - food litter and packaging encourages rats and other vermin

do not congregate near the hospital or near neighbouring houses



Thank you!

Bulletin information needs to be emailed to [reception@collyers.ac.uk](mailto:reception@collyers.ac.uk) no later than 4pm on a Thursday afternoon.

Please ensure that any show, lecture, event, etc. you wish to advertise is sent for inclusion in the bulletin at least 2 weeks before the date, otherwise tutor groups that meet later on in the week could miss out on key information or opportunities to

## FREE PERIOD PRODUCTS

**Modibodi**  
period pants

washable,  
reusable  
and  
eco-friendly



now available from  
Student Services in B002

## Safeguarding information and advice at Collyer's

If you are concerned about yourself or someone you know, the **Student Safeguarding SharePoint** has all the information and advice you need to access support both within college and externally. Just follow this link: <https://collyer82.sharepoint.com/sites/StudentSafeguarding>

If you have an **immediate safeguarding concern** about yourself or another, please go to the **Safeguarding team in the Student Services Office - B002.**

**COLLYER'S**  
Founded in 1532

### Students, Staff and Visitors

Keep everyone safe  
by having your college ID  
visible at all times



**NHS**  
Western Sussex Hospitals  
NHS Foundation Trust

**Sexual Health**  
WEST SUSSEX

### Free online at:

[www.sexualhealthwestsussex.nhs.uk](http://www.sexualhealthwestsussex.nhs.uk)

- **Condoms** by post or click and collect
- Click Test and Send **STI Kits** testing kits for Chlamydia, Gonorrhoea, Syphilis and HIV
- Also, find details about
- **Emergency Contraception**

