PREPARING YOU FOR UNIVERSITY SUCCESS
Welcome from the Principal

Your Campus

Student Academic Matters

Your Accommodation

Health and Happiness

Code of Conduct

London Information

What to do if...

Exeats Explained

The Law and You

Student Portal Guide

IT Support

Higher Education

CATS London Library

Welfare and Support

Your Personal Tutor

Finance at CATS

Term Dates

Emergency Contacts

Fire Evacuation

Our Commitment

Student Contract
Welcome from the Principal
Principal Mario Di Clemente
BA PGCE FRSA

Welcome to CATS London and to the next exciting phase of your education and indeed of your life.

CATS LONDON MISSION STATEMENT
The aim of the College is to encourage all students to realise their potential, fostering independence and maturity in order to prepare them for their future.

I am delighted that you have made the decision to join us and I look forward to meeting you once you arrive. CATS College London offers you a unique and unforgettable educational and social environment. You will be studying in one of the leading cities of the world with Bloomsbury located at the heart of academic London, close to University College London, London School of Economics and University of London Colleges.

You will be given every opportunity to achieve the academic success to which you aspire and to develop lifelong personal and social skills. For many of our students, CATS London is where they make lifetime friends and gain a wealth of great experiences. The College is proud of its multicultural community and we value diversity and equality of opportunity for all. Moreover, we work hard to foster an environment in which everybody respects each other. For our international students, coming to study in a new country is both exciting and overwhelming. Most of you will feel homesick at some stage. UK students, for whom CATS will also be a brand new experience, will also probably feel apprehensive. Don’t worry, you are not alone. There is help and support available to you in the College and we try to help make this transition as easy as possible.

All of us at CATS London look forward to meeting you soon.

YOUR CAMPUS

COLLEGE HOURS
Lessons take place every day from Monday to Friday. The times of your lessons are on your personal timetable. Your Personal Tutor will always help you if you are not sure where you should be, or what time.

You will meet with your Personal Tutor twice a week during tutor time. This would be on a Tuesday and Thursday at 11.00 for an hour. Occasionally there will be other meetings for specific purposes.
If you are in Homestay, you should talk to your host family about the times that they take meals. You take all other meals in the CATS College London Dining Hall.

**DINING HALL OPENING TIMES**

**Monday-Friday**
- Breakfast: 07.30 – 08.30
- Lunch: 11.30 – 14.00
- Dinner: 16.30 – 19.00

**Saturday and Sunday**
- Brunch: 11:30 - 13:00
- Dinner: 16:30 - 17:30

**LETTERS, TELEPHONES & E-MAILS**

You should arrange for all letters and packages to be sent to your accommodation.

**Premier House, 150 Southampton Row Holborn, London WC1B 5AL**

All post should have your full name and flat number, printed clearly in English, on the front of the letter/package. We cannot take responsibility for any lost or damaged mail, parcels, packages, or delivered items whatsoever.

Neither letters nor packages will be released to students unless a valid Student ID Card is shown upon collection and students must sign for their own mail items. Students must only collect their own mail; they are not permitted to collect other students’ mail.

**PERSONAL DETAILS**

If your circumstances change including your home address, UK mobile phone number, or if there are any other changes to your contact details please let your Personal Tutor know immediately. Students in Homestay should ask the permission of their Homestay family before making any outgoing calls.

You can ask to use telephones at the College. Permission will be given where the call is urgent or necessary. Permission will not be given if the call is of a frivolous or entirely personal nature. Email facilities are available at the College for the use of every student. There are also internet connections in the classrooms and College Residence rooms.
STUDENT
ACADEMIC MATTERS

ACADEMIC STANDARDS
The College has an excellent reputation for academic achievement and student progression to good universities and colleges - we will guide you to make the right choices but will leave them up to you, we will offer you tools and opportunities, but the responsibility for your studies, exams and performance lies with you.

CURRICULUM
You will be issued with a paper copy of your timetable during Induction week after you have confirmed your subject choices. You also have access to your timetable through the Student Portal and you are advised to check it regularly for updates.

If you would like to change your subjects you must seek academic advice from your Personal Tutor who is able to check and approve your proposed subject combination to ensure it is the correct study path for you and your target university and degree course. Subject changes may be made within the first two weeks of term only and changes will only be made if it is possible to do so within the College timetable.

The College will sometimes need to make room or group changes to your timetable and will notify you by email. You must then check your timetable online to ensure you follow the updated version. If you have a problem with your timetable, contact your Personal Tutor immediately. Do not stop attending any lesson of your own accord.

You must discuss any changes you want to make to your timetable with your Personal Tutor first. You must continue to attend all lessons on your timetable until the changes have been made and you have been notified by email - attendance at all timetabled lessons is compulsory. If you do not attend 95% of your lessons without good reason the College will not guarantee to enter you for final examinations.

PUNCTUALITY AND UNAUTHORIZED ABSENCES
All students are expected to be punctual for every lesson or activity. Regular lateness and unauthorized absences will result in an Attendance Stage Warning. When not in classes, you are expected to be in self-study in the library or in your accommodation.

HOMEWORK AND COURSEWORK
You will be set homework and you will have coursework, both of which must be completed on time. If you have any difficulties, discuss these with your subject teacher or Personal Tutor. It is essential that you check your email on a daily basis for notices.

PREP
Prep time is an essential part of your academic studies at CATS College. It is time devoted at the end of the academic day when you reflect on and consolidate work from lessons. This time spent in the accommodation or at home must be treated as part of your study programme. Please note that prep times are Monday to Thursday from 7pm - 9pm. Pre-programme,

1 hour 30 minutes unsupervised prep. AS/A2 and UFP - 2 hours unsupervised prep. You are expected to work quietly in the study room or in your rooms.

You will work in pairs or in small groups if the task requires. This must be done in the study room. If you do not have any prep you should engage in quiet reading.

If students do not respect the study time period in the boarding house, they may be asked to come downstairs and work in the study room or staff office.

BOOKS & STUDY MATERIALS
You will be given a reading list showing which textbooks you should buy. You may also buy and/or use any other books that will help you with your studies. You should talk to your subject teachers about these. General resources are available for your use in the College Library.

Paper, pens, files and other pieces of stationary may be purchased from the local shops. Please note that some courses require you to have and use calculators. The type of calculator may depend on the subject you are studying – please check with your subject teachers. You are not allowed to use electronic translators in examinations, and their use in the classroom is at the discretion of the teacher.

FREE AND UNLIMITED EXTRA TUITION
The College offers surgery classes for a number of subjects. These extra classes will help to support your work and progress in your usual lessons. It may also be possible to arrange additional teacher support, if needed, provided you have an authorized attendance record of 100% and have handed in all homework and coursework.

Please ask your Personal Tutor about this, who will discuss the matter with the Curriculum Directors.

HOW IS STUDYING IN THE UK DIFFERENT?
The experience of studying in the UK is entirely different to studying in other countries. In the UK education system, learning is accumulative. This means that you build on what you already know as you go through your school education. Sometimes you will find you have already studied a particular topic, but as it is part of the syllabus, you must make sure that you complete the work set by the teacher. This work will still be useful in terms of language and exam practice.

HIGHER EDUCATION
We can assist with a wide range of services and most importantly helping you get into university. Most students at CATS apply to UK universities, but we also offer support to other universities all over the world. In the past students have applied to universities in: USA, Canada, Japan, Korea, China, Hong Kong, Italy, Germany and Switzerland.

WHAT ELSE CAN YOU TELL ME?
It is important that you meet all deadlines set by the College. Applications for UCAS for example are set earlier for your benefit so that your application can be sent off in good time. Please don’t leave things until the last minute.
YOUR ACCOMMODATION

ALL STUDENTS

Are expected to live in accommodation provided by the College. Only in exceptional circumstances will students be permitted to live in private accommodation and will require the express permission of the Principal. Accommodation for students is provided either in one of the College Residences or in Homestay. If you want to change accommodation, you should speak to Student Services. No room changes will be carried out until the half term of every term, this will only be in exceptional circumstances.

Unfortunately, no guarantee can be given that a request for a particular type of accommodation can be met. If a request cannot be met, the closest suitable alternative will be offered.

CATS College London reserves the right to change your type of accommodation for disciplinary reasons, in which case you will have to pay any increased costs that may arise. It may be necessary to ask you to change accommodation for other reasons.

EXEAT TERMS

If you need to stay out later than allowed by your accommodation or go away at the weekend or overnight, you must complete a permission form (Exeat) and receive parental permission. You can log onto Student Portal to get this, and you can check if you have been given permission online by the College. If your attendance is below 90% or if you are on a discipline level, permission may not be given and you will need to discuss this with your Personal Tutor and House Parent.

COLLEGE RESIDENCES

Students may return to their College residence during normal College hours if they have a free period and travelling to and from the residence does not lead to late arrival at lessons.

All catered rooms and all communal areas are cleaned weekly by the cleaning staff. The College Residence is open during half term holidays and during the Easter holiday but are closed during the Christmas holidays and students must return home during the Christmas holiday period.

Students wishing to stay in their College Residence are not charged during the half term breaks, but will have to pay a weekly fee if they decide to stay during the Easter holiday. However, please note CSA (Compulsory School Age) students are charged a weekly rate for half term and the Easter holidays.

Students should also notify the House Leader and Student Services at least one month before the Easter holiday period commences if they wish to stay in their College Residence during the Easter holiday period. Students may leave their possessions in the College Residence during the half term, Christmas and Easter holiday periods. However, all possessions must be removed at the end of Summer Term.

ROOM KEYS

Each College Residence student is issued with a key to their room. You should also get a key for the safe provided in your room. This is for valuable possessions including cash. If either key is lost, a replacement key will cost you £20.

COLLEGE RESIDENCE FACILITIES

The College residences are at Piccadilly Court and Premier House. Full details are available in separate Accommodation Handbook. It is illegal to smoke in any of the college buildings. It is against the college policy and rules to bring in, consume, share or sell alcohol in the college buildings.

Unfortunately, no guarantee can be given that a request for a particular type of accommodation can be met. If a request cannot be met, the closest suitable alternative will be offered.
Your Accommodation | Preparing you for university success

13

FOOD & DRINK
All food must be eaten in the kitchen areas. During prep time students are expected to be in their rooms or in the study room and not cooking and preparing food in their cluster kitchens.

LAUNDRY
The College offers a weekly laundry service with a local laundry company; students need to pay for this laundry service. Alternatively, washing and drying machines are available for you to use. At Piccadilly Court there are coin machines for laundry.

ELECTRICAL APPLIANCES
A thorough inspection of all electrical appliances is made at the beginning of each term and records are held by the student and College. Students are not permitted to use electrical items in their rooms such as kettles and rice cookers. All appliances must have UK compatible cables and plugs, if these are not compliant to the UK standards these will be removed from your room or cluster area.

OTHER INFORMATION
College Residence meetings are held from time to time and elections are held for representatives to join the Boarding House Council (BHC). The purpose of these meetings and the BHC is to inform students of any new proposals and to listen to any suggestions from the residents.

Your personal possessions are not covered by the CATS London insurance policy and you should take out your own insurance cover before joining CATS College London.

The College will not be held liable for any loss or damage to any personal items anywhere in the residences/College, whether arising through negligence or otherwise. You must pay for any damage to the walls and furniture, fixtures and fittings in your room. Damage to common areas will be charged equally to all students unless responsibility is accepted by individuals.

HOMESTAY
Some students will live with Homestay throughout the duration of their course. CATS College London arranges homestay locations in different areas of Greater London.

HOMESTAY FACILITIES
Obviously, these vary from family to family. Most Homestay families are happy for you to live with them as another family member. You should have your own bedroom area in which to study. If you have applied for a shared room, obviously these facilities will be shared. You may be allowed some use of the kitchen but you must clean up afterwards, of course!

Most families have a washing machine, and you will usually be allowed to do two loads of washing each week. You will normally be allowed to use the Homestay family telephone for incoming calls only. Outgoing calls should normally be made from another telephone. If there is an urgent problem, however, please do talk to your Homestay family about this. If students leave luggage during half term or holidays in the Homestay, a supplement is charged for this service.

HEALTH AND HAPPINESS

FEELING ILL OR UNWELL
If you feel ill or unwell while at College speak to the College Nurse, who will advise you. Qualified first aiders are also always on the premises. If you are unwell in the evening, overnight or in the morning talk to a House Parent. If you are in unsupervised accommodation and you feel you need help, call the College emergency number 07713313224.
All students who are ill must make every effort to get to College where the College Nurse will make an assessment of your condition. If you are not able to get to College the House Parents will assess you and will ensure that the nurse visits you at the residence.

If you miss classes but are not unwell then you will be marked absent without permission (unauthorised absence). You will receive a sanction for not evidencing your absence. If you would like to see a doctor you must talk to the College Nurse or House Parents.

It is important that you know the rules and procedures for Notification of Absence as explained in the Code of Conduct pages of this Handbook. If you feel ill or unwell over the weekend, speak to a House Parents or the Homestay family (if you are in Homestay).

If you are not able to get to any teaching buildings (43-45 Bloomsbury Square) and Premier House with an accident and emergency department is University College Hospital 235 Euston Road, London NW1 2BU

Doctors there can also refer you for specialist hospital treatment if necessary. In the UK, the usual procedure is doctor first, then hospital second. Medical cover is free to all students in full-time education in the UK on courses of six months or more.

The Doctor’s address for students living in Premier House is: Brunswick Medical Centre 39 Brunswick Centre London WC1 1AF Tel: 0207 78373057

The surgery’s opening hours are:
- Monday 08.00 – 20:00
- Tuesday 08.00 – 20:00
- Wednesday 08.00 – 20:00
- Thursday 08.00 – 18:30
- Friday 08.00 – 18.30
- Saturday 09:00 - 12:00
- Sunday Closed

After hours or at weekends please see a House Parent if you feel ill.

EMERGENCIES
For serious problems which cannot wait until the next working day and if you are not able to speak with a member of staff, please contact NHS Direct on 111.

The nearest hospital to the College teaching buildings (43-45 Bloomsbury Square) and Premier House with an accident and emergency department is University College Hospital 235 Euston Road, London NW1 2BU

DENTISTS
The College holds the names and addresses of NHS and private dentists. If you need to make an appointment, please ask the College Nurse.

COUNSELLING
The Welfare Team can provide specialist advice. However, if you have a personal problem or any worries or concerns, whether College related or not, and if you feel you would like to speak to someone other than your Personal Tutor or a member of the Welfare Team, the College students’ Independent Listener is available.

Telephone: 07714636596

Get Connected finds young people the best help, whatever the problem: www.getconnected.org.uk 0808 808 4994 (Daily 13.00 to 23.00)

Samaritans provide confidential support to any person in emotional distress: TEL: 08457 909090 www.samaritans.org

KEEPING SAFE
Keep yourself safe, value and respect yourself and others. Build good relationships with friends and family, learn how to deal with stress and worry and enjoy being a student.

If at any time you feel concerned about the way that other people are treating you (students, teachers, or someone else), it’s very important that you talk to someone about your worries. We know that this can be very difficult because you might think that you won’t be believed, or you might be worried that something bad will happen to you if you tell someone else. You must have confidence that we will take what you say seriously and, if needed, we will take action ourselves, or with the appropriate authorities to make sure that you can return to having a happy life.

If you’re worried then you may speak to your Personal Tutor/Programme Director but it is very likely that they will discuss your concerns with the members of the Welfare Team. This is made up of the Head of Welfare & Boarding (Sithaar Harkhu), the Head of Pastoral Care (Patricia De Oteyza), the Vice Principal (Severine Collins), and the College Nurse. You may also speak to any member of the Welfare Team at anytime without talking to your Personal Tutor/Programme Director first.

If you need to think about your eating habits, you can return to having a happy life.

KEEPING HEALTHY
In order to stay healthy you need to find a good balance between work, leisure, exercise and rest. You need to, eat healthily and exercise regularly, make sensible decisions about alcohol, cigarettes and other drugs.

HEALTHY EATING
You should eat fats, oils and sweets in small quantities; milk, yogurt, cheese, chicken, meat, fish, eggs and nuts in moderate quantities (two to three servings per day); vegetables and fruit generously (three to five servings per day); whole grain bread, cereal, pasta and rice (six or more servings per day) – eat lots of these to give you energy and provide you with essential vitamins, iron and calcium.

HEALTHY EATING
You should eat fats, oils and sweets in small quantities; milk, yogurt, cheese, chicken, meat, fish, eggs and nuts in moderate quantities (two to three servings per day); vegetables and fruit generously (three to five servings per day); whole grain bread, cereal, pasta and rice (six or more servings per day) – eat lots of these to give you energy and provide you with essential vitamins, iron and calcium.
CODE OF CONDUCT

While all students are treated as individuals, fundamental rules and guidelines that will apply to all are inevitable. The College’s responsibilities are ‘locus parentis’ (acting for your parents); this will always underpin our dealings with students.

INTRODUCTION
You will find CATS College London a stimulating and challenging environment. It is a College, not a school. The structures are designed to create a relaxed and informal atmosphere. Because of this, students are required to accept considerable responsibility and exhibit a mature attitude to all things. Respect, common sense and honesty are key factors in making the best of your time here.

We expect you to attend all lessons, to be on time, to arrive fully prepared, to complete and hand in homework by the due date and time and to the highest possible standards. We also expect you to observe all College rules, guidelines, policies and procedures.

CATS College London is subject to all the laws and regulations that apply in the United Kingdom. If you are an international student, by coming to study in Britain you agree to follow all of the laws that apply in this country.

BEHAVIOUR
Mobile phones must be switched off during lessons, assemblies and examinations as well as in the libraries and quiet areas. Failure to comply will result in confiscation of your phone for one day. iPods, MP3s, etc., must not be worn or used in classrooms, assemblies or examinations. Laptops, iPods and PDAs may be used at the discretion of the subject teacher.

Food or drink, other than water in a clear plastic bottle, must not be taken into any class rooms, meeting rooms, science laboratories, art studios, computer suites, near any IT facilities or in the library. Bicycles, skateboards, skates etc. should not be used anywhere on campus. In compliance with government regulations, CATS College London is a smoke free campus. Under 18s are not permitted to drink alcohol at any time. Students who are legally allowed to consume alcohol are not permitted to enter a bar and/or drink alcohol during College hours (08.30 to 18.30 Monday to Friday) and are not allowed to drink or have alcohol in their rooms in Premier House.

APPEARANCE AND DRESSCODE
The College aims to promote a safe, creative and friendly environment that accepts all students. Students are expected to dress in smart-casual clothes.

All clothing must be clean, inoffensive, safe and in good condition. In other words dress/ appearance must be appropriate as College is a workplace/ shared learning environment and your appearance should reflect that.

Students should be sensitive to our College Community and respectful of various cultural norms. Under garments should not be exposed and essential etiquette, such as not wearing hats or hoodies in class and assemblies must be adhered to. You should wear smart clothes to university interviews, theatre visits and other formal occasions. Special rules apply to Science laboratories, art rooms and other situations. You may have to wear certain protective clothing and you may have to remove items of jewellery. You will be working with lots of other people. Accidents happen, and things can get lost or damaged. Anything that you choose to wear, or bring with you to college (clothing, jewellery, watches) is at your own risk. The College will not be liable for any loss or damage to any items you wear or bring with you, whether arising through negligence or otherwise.

Any student who is considering a form of body piercing or a tattoo, will require their parents’ consent in writing in the first instance and, thereafter, College approval before proceeding.

The need to miss lessons is urgent or essential.

Students require special permission from the Principal to keep or drive a car or motorcycle within the City of London. Students who drive or who allow themselves to be driven by other students whilst they are at College, do so at their own risk.

ATTENDANCE TO CLASSES
You must go to all classes, lectures, tutorials and meetings. You must take any tests and examinations required. The only good reason for not being at College is if you are ill, or have an official appointment (see below). If your authorised attendance is below 95%, or your in class attendance is below 85%, the College may not allow you to sit your examinations.

You must do all work set by your teachers. Work should be done on time, and you should try to do all work as best as you can. If you cannot do work on time, you must talk to the relevant subject teacher. They will want to know why the work has not been done. It may be possible to agree a new date for the work to be completed by. The College has separate Attendance and Homework policies, which you must read on our College website.

BEING AWAY FROM COLLEGE
If you need to miss a lesson or part of a lesson, you must have the permission of your subject teacher for that lesson. If you need to be away from the College site during normal College hours for any length of time, you must have the permission of the Principal/Vice Principal.

You will be given permission if

• The need to miss lessons is urgent or essential.
• It is not possible to rearrange an urgent/vital appointment outside College hours.
• There is no activity – such as a test – that requires you to be in class.
• Any work missed can be made up in your own time.
You must not leave CATS College London before the end of any term, unless you have the permission of the Principal. This will only be authorised in special circumstances.

If you want to spend one or more nights away from the College – for example to see relatives at the weekend, you must have the permission of your parents, House Leader and Senior House Parents. An Exeat request must be completed providing the full contact details (name, address and telephone number) of where you will be staying. Written/email approval from your parents providing all details must be submitted with your Exeat request on the Wednesday prior to the weekend Exeat.

If you find that you are away from the College overnight by accident (i.e. it was unplanned), you should telephone the College or your residence immediately saying where you are, when you will be back at the College/at your accommodation, and leave a telephone number where you can be contacted.

ARRIVING LATE
It is the student’s responsibility to ensure they arrive on time at the beginning of each term, unless there are exceptional circumstances. As a boarder at Premier House you are required to attend any house meeting which is held.

If you are under 16 before 1 September 2018 you are classified as a Compulsory School Age student (CSA). You must be in the College Residence:

- **Sunday to Thursday by 21:30**
- **Fridays and Saturdays by 22:30.**

These times apply throughout the academic year and do not change when you reach your 16th birthday.

If you are a compulsory school age student you must sign in/out in the CSA register at reception at Premier House and sign in/out at reception at College. CSAs must also sign out when they leave College after lessons and sign in the CSA register once they get back to Premier House. As a CSA you are expected to attend every college meal in the dining room, including weekends.

Sometimes the college allows you not to attend weekend meals, if we have permission from your parents. A CSA student who signs out of accommodation during their free time will be required to phone in to the accommodation staff and confirm where they are. This is to tell us that you are safe and well. As a CSA you are expected to provide full details of where you will be and with whom you are spending your down time.

If a CSA requests an Exeat (time away from college) they must have this permission supported by a letter/email from their parents/guardian to the House Leader. In your parents/guardians letter/email they must provide full details of the adult (a person over the age of 18 years old) who will collect the student from the College or accommodation and the person must provide staff with photo I.D before the student is allowed to leave the residence.

**PRIVACY IN RESIDENCES**
You are entitled to privacy, however members of staff may enter your room at any time without notice for any of the following reasons.
- If you are or have been causing a disturbance to another boarder.
- If they are concerned about your health, safety or wellbeing.
- To carry out any cleaning or repairs.
- To inspect for any damage, however caused.
- If you are absent from College, and the reason for absence is unknown.
- If it is believed that you are using your room for any activity that would be in breach of any of the College’s codes of conduct.

Visitors who are fellow CATS College London students, also living at Premier House may be allowed into your room, at the discretion of the House Parents whose decision must always be respected. You should lock your door when you are out of your room.

If you lose your key, you must report it to a House Parent immediately. You must pay any charges in respect of replacing the key. You must not make any duplicate key(s), or allow for a duplicate to be made, except by the College. You should not give your key to another student to use. If you break these rules, you may be asked to find alternative accommodation and to pay for the replacement of any locks at the residences.

**USE OF ROOMS IN RESIDENCES**
You must not cook in your room - food and drink (other than sweets, fruit or water) may not be taken into your room. Smoking is prohibited in all rooms, you must not wash or dry clothes or any other items in your room, nor should you use radiators to dry clothes or other items. You should make your bed and keep your room clean and tidy. No notices should be fixed to the walls of the room, other than as directed by the House Parents. Any posters should not offend any person entering or cleaning your room. Nothing that you do in your room should be heard outside the room.

**USE OF COMMON AREAS**
Bathrooms, toilets, kitchens and other common areas should be left clean after use. Telephone calls should not be made at unsocial hours.

**FAMILY VISITORS TO RESIDENCES**
If a parent or family member wishes to visit you at Premier House, please give a House Parent at least 48 hours’ notice. You will be responsible for any persons who comes to visit. All visitors to the accommodation must show identification and sign in. Your visitor(s) must remain in the common areas only and should leave by 21:00.

The College and/or House Parents, may refuse to allow your visitor to enter, or may ask your visitor to leave the residence or house. Any permission for entry is conditional on the visitor accepting the above conditions.

Guests of students are not permitted to stay in Premier House. Family and friends are allowed to visit rooms for no longer than 30 minutes after which time they may remain with you in the common room or office. Guests must leave by 21:00.
Each week while you are preparing your university application you will have a session with the Higher Education and Academic Counsellor.

Each term a number of Personal Tutor sessions will be devoted to wider development topics such as ethics and citizenship. Your Personal Tutor will help you with your academic progress and targets, and there will be the opportunity to discuss issues ranging from drugs and smoking to health and personal safety. Being in the UK is not only just about studying, but also about dealing with the pressures around you and understanding cultures and approaches to life which may be very different from your own.

HOMESTAY
Homestay families may have their own rules as to what you can and cannot do whilst you are living with them. You must follow these rules.

PERSONAL DEVELOPMENT
Each week some of the time in your Personal Tutor sessions will be spent on practical skills to help you in your studies and in preparation for university.

SMOKING
In compliance with government regulations, CATS College London is a smoke free campus. Smoking is only allowed in designated smoking areas. It is illegal for any persons under the age of 18 to purchase cigarettes in the UK. Smoking is illegal in the UK if you are under 16.

DRUGS AND ALCOHOL
UK law forbids the use and/or supply of illegal substances. We have a duty to inform and educate all students concerning the consequences of the use of illegal substances and alcohol abuse. We acknowledge the importance of our guidance role concerning the welfare of students, and will always endeavour to encourage those in need of help to come forward. Please also note that since May 2016 it is a criminal offence to consume, share sell or have in your possession legal highs.

Misuse of drugs is related to ill-health and social issues. The College will provide the appropriate personal support for students in this regard. We will ensure that parents/guardians are informed and involved as appropriate. Illegal drugs are not allowed under any circumstances.

The Principal may, at his discretion, exercise a zero tolerance policy and expel or suspend anyone caught in possession of, or having taken drugs, or having sold or shared drugs. A suspended student will be allowed to return only under strict conditions.

MEDICATION
You should only use medicines and drugs that are freely available from a High Street chemist, or which you are using on a doctor’s advice/ prescription. They should be kept in the locked boxes in bedrooms. The College Nurse, House Parents, or Homestay family, must be told about any medicines or drugs that you are taking. You may choose, or the college may require you to give your medication to the College Nurse, House Parents or Homestay family for safe keeping.

You must not offer to share your medicines with another student. The College Nurse, House Parents or your Homestay family, will not talk to anyone else about any medicines or drugs that you have given them, unless there is an emergency or you agree.

PERSONAL SAFETY
- Never cross the roads or any remote area alone after dark.
- If you are not in a group of three or more, stick to the roads.
- Do not display valuables - cameras, jewellery, wallets, iPods, and mobile phones when you are in a public place.
- Lock your room when you leave it.
- Shut your window if you are on the ground floor.
- Do not carry your house key in the same place as anything that includes the full address of your accommodation.
- We advise you not to hitchhike, auto stop or hitch a ride by waving down a car as it is dangerous.
- If you are travelling by bicycle, adhere to traffic rules and wear a helmet and reflective clothing, day and night.
- We advise that you use a reputable taxi company and one that is suggested by the College.
- Keep your personal belongings with you at all times, do not leave items unattended or bicycles unlocked.
- Don’t carry large amounts of cash on your person - we can lock away money for you if necessary.

Always have the following numbers saved on your mobile speed dial:
Police, Fire or Medical Emergency 999
CATS College London Emergency out of hours numbers.
Piccadilly Court: 07730 321 438
Premier House: 07713313224

INTERNET
Be careful which sites you access and who you give personal details to. If you are worried about this, discuss it with your Personal Tutor.

BULLYING
Bullying is the use of aggression with the intention of hurting another person which results in pain and distress to the victim. It can be physical, verbal, emotional, racial, sexual or via extortion and even inflicted through technology such as email, text or video message.

The usual rules on the privacy of medical information - a refusal to cooperate with a legitimate requested test will be treated as a disciplinary matter.

For information about drugs, Talk to FRANK
TEL: 0300 123 6600
Bullying or harassment of any kind is unacceptable and the College aims to create a positive atmosphere for students and staff alike and to demonstrate mutual respect and tolerance for each other at all times. We will act appropriately to help prevent bullying, these actions include general vigilance by staff.

An Enrichment Programme at the College focuses on Personal, Social and Health Education classes. During your Personal Tutor group sessions you may engage in topics which may include: racial tolerance, what is acceptable and unacceptable behaviour, understating the laws and citizenship.

IF YOU FEEL YOU ARE BEING BULLIED
- Talk to your Personal Tutor, the Welfare Team, any member of staff or the Principal.
- Report bullying incidents to a member of College staff and they will follow up on this sensitively and effectively by monitoring the situation with you and others.
- In cases of serious bullying, staff will record the incidents and bring the matter to the attention of the Principal.

REGISTRATION FINANCE AND STUDENT ID CARDS
You must register on the first day of every term, or as directed. Your College fees must be paid either before you arrive at the College or on your first day. If you or your parents/your agents are paying by bank transfer please provide confirmation that this has been done.

Similarly, if you have paid your fees to your agent, please provide a receipt from your agent. An ID card is issued upon registration and payment of fees. You must have a student ID card in order to attend lessons, have your meals in the Dining Hall, and for accommodation purposes. A photograph will be taken at the College at the time of registration.

You must carry this card with you and you must wear it at all times while in College buildings. It is important that you wear your student ID card where it can easily be seen. You must show/produce your ID card whenever requested. An expenses account is opened for each long-term student.

This is used for expenses such as textbooks, examination fees etc. Money may not be used from this account for any other purpose. Your expenses must be paid in full at the end of each term.

Your College deposit cannot be used to pay for outings or excursions. The deposit is held on account for you, until you have completed your programme at CATS College London, and will be used for emergencies only or as the Principal or Finance Officer may direct.

CATS College London is pleased to hold pocket money on your behalf, at your parent’s request. It may be collected from the Finance Officer at published times.

BOOKS AND STUDY MATERIALS
You should bring your text books to each lesson unless you have agreed an alternative arrangement with your subject teachers. You must have any other materials needed for your courses.

CARS
Students do not need cars in London. There are no parking facilities at the College or at College provided accommodation for students. Parental permission is always necessary if a student wishes to ride in the car of a fellow student. Students who drive or who allow themselves to be driven by other students whilst they are at College, do so at their own risk.

ACADEMIC
In common with UK Universities, the College staff use anti-plagiarism software (TURNITIN) to ensure that students work is their own.

Student work that is found to be copied either from other students, books, the internet, etc. will not be accepted and may lead to disciplinary action. On some courses there is automatic exclusion if students are found to have copied work.

BORROWING OR LENDING MONEY
Students should not ask another student for money as a loan or gift and must not give money to another student. If anyone is in financial difficulty, please let the College know so we can help.

Students found to be asking others for money or loans or introducing students to anyone lending money will be subject to disciplinary action.

OTHER COSTS
During your time at CATS College London there will be a number of additional costs that you will need to budget for.

- Books, stationery and study materials: these costs vary greatly depending on the course of study. The GCSE and A-level average is £100.
- Exam costs vary with the number of modules and subjects being studied.
- Higher Education Application Fees: We can pay for your UCAS application and charge this to your account.

Note that applications to International institutions might incur an extra charge.

- Taxi service: Taxis to and from College, the airport and other destinations will incur an administration charge of 10%.
- Pocket money: there is a £25 one-off administration fee for this service. It is only available where pocket money is lodged with the College in advance. Emergency pocket money is limited to £50 per term.
- College photograph or social activities: these activities range between £15 and £60 each.
- Sports: most sports are provided free of charge.
- Theatre trips: these activities range between £5 and £50.
- Cultural or Higher Education trips: the cost of such trips, including half-term trips to overseas destinations vary greatly. Special consent forms are distributed prior to billing.
Expectations are met. Your discipline level may be reduced for good behaviour, work and attendance, but you may also be placed directly onto Stage 3, 4 or 5 if the offence is very serious.

DETENTION

The College also has a Detention Policy which outlines and supports students who are assigned detention and how this form of sanction supports students and staff.

Detention at CATS College London operates two forms of detention to deter breach of College rules and expectations. Students may be assigned to Thursday detention which is for one hour or half an hour. 16.15 to 17.15. Saturday detention which is for two hours from 08.30 to 10.30.

Thursday Detention is assigned to a student who is in breach of college expectations and policy in terms of lack of commitment to academic tasks and projects, a student who is disruptive in class/lessons when they are expected to be focused and on task. A student who does not complete homework projects and tasks.

Saturday Detention is assigned to a student who who needs focused support to enable them to catch up with their work and assignments.

You may also be put on a daily report, excluded from activities or have to change your college boarding if the College feels this is necessary. You will be set clear targets to improve your behaviour or attendance which you will be expected to meet.

GROSS MISCONDUCT

You should note that certain offences may lead to instant dismissal from the College - these matters include.

• The use or threatened use of violence against any person inside or outside the College, including intimidation or threats against staff.
• Breaches of examination regulations or any other forms of cheating.
• Matters of deception, dishonesty or breach of trust between a student and the College.
• Any offence which has resulted in injury or harm to any person.
• Any offence involving drugs and/or substance and/or alcohol misuse.
• Any matters which result in criminal proceedings.
• Any matter that constitutes harassment on the basis of race, sex, nationality, religion, social status, sexual orientation or age.
• Interfering with health and safety equipment, including fire equipment (when you will be charged for the cost of repairs or replacement).

In the case of any of these offences, the student may be liable to instant dismissal, though the College may determine to impose a lesser measure.

This section does not prevent the College from instantly dismissing a student for any offence if, in all the circumstances, that seems the course of action that is in the best interests of the College as a whole.

CONCERNS AND COMPLAINTS

What happens if you want to make a complaint about something? If you have a complaint to make about any aspect of the College, please use the guidelines set out in the following two stages.

We hope that your problem will be resolved during or after the first stage, but if you feel it necessary to take the matter further, proceed to Stage 2.

STAGE 1

• For concerns regarding academic matters, your course or timetable, talk first to your Personal Tutor who will investigate advise on a next course of action.
• For complaints about your Personal Tutor, talk to the Programme Director and in their absence the Head of Welfare and Boarding or the Head of Pastoral Care.

For complaints about an exam, College internal or external exams, talk to the Examinations Officer.
For complaints regarding your accommodation, talk to a House Parent or House Leader.
For complaints about unfair disciplinary action, talk to your Personal Tutor, the House Leader or the Head of Welfare and Boarding.

For concerns about money issues, talk to the Finance team.

For complaints about extra-curricular, sport and social matters, talk to your Personal Tutor.

You can be assured that if you make a complaint, no action will be taken against you because you have made a complaint.

You may ask a friend or relative to make the complaint on your behalf.

Where a complaint is found to be justified, remedial action will be taken.

An Appeals Procedure is part of the formal complaints procedure at this stage and a copy will be forwarded to you if you are not satisfied with the responses to date.

If you have concerns regarding the boarding provision you can contact:

The Secretary of State
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

STAGE 2
Should you not be satisfied with the outcome of your complaint in Stage 1 and should you wish to take the matter further, you should make an appointment to see the Principal or Vice Principal. You should be aware of the following points when taking your complaint to the second stage.

You have every right to ask a friend or relative to accompany you.

You may, if you wish, involve a person independent of the College, the Principal can assist in finding a suitable person.

You may prefer to put the complaint in writing. Written complaints will receive an initial response within ten working days.

A full response to the complainant (and other people, such as staff involved in, or subject to the complaint, and to parents if the College considers this appropriate) will be given within 28 days (taking the independent person’s view on the proposed response into account, if an independent person has been involved).
LONDON INFORMATION

HOME TO CULTURAL INSTITUTIONS
London is one of the most innovative and culturally exciting cities in the world. The city is home to many great institutions and tourist attractions including the British Museum, the British Library, Tate Modern art gallery, Madame Tussauds and the Natural History Museum.

SPORTING EVENTS AND FACILITIES
Some of the world’s biggest sporting events are hosted in London. You can watch a football match at Wembley Stadium, see cricket played at Lord’s or spectate at a tennis grand slam at Wimbledon. As London held the Olympic Games in 2012 there are also amazing new sporting facilities to enjoy.

TOWER OF LONDON
Located on the north bank of the river Thames; this is a marvellous place to visit. Recently it has also been included in the UNESCO world heritage list. The tower was previously known for torture and great misery. The historic Tower of London houses the Crown Jewels, the prison cell of Sir Walter Raleigh, known as the Bloody Tower, and the Chapel of St. John and the Royal Armouries.

BUCKINGHAM PALACE
Visit this place for the changing of guards. It is quite funny to look at the guards with big black hats and the palace attracts millions of visitor every year. During the summer, the Changing of the Guard takes place at the front of the Palace and is a popular event for visitors to the Capital from Ist April to early July and on alternate days at other times.

TRAFALGAR SQUARE
This is a place once visited for feeding pigeons but that is not allowed these days. Go there for many monuments and you will not be disappointed. Trafalgar Square, situated at the heart of London, is one of the city’s most vibrant open spaces.

CLOCK TOWER
often referred to as Big Ben this is one of the most photographed buildings in the world. Visit this place for having fun and taking snaps of the world’s largest four faced chimney clock.

LONDON EYE
Take a ride on the London Eye for a panoramic view of London on one of the City’s most iconic landmarks.

MOBILE PHONES
Students are able to purchase SIM cards for various mobile networks from retailers which are conveniently located close the College. Students can visit the following stores for assistance in purchasing a SIM card for their international phones.
Carphone Warehouse www.carphonewarehouse.com
O2 - www.o2.co.uk
EE - www.ee.co.uk

TRANSPORT

ST PAUL’S CATHEDRAL
Designed by Sir Christopher Wren and built in 1710, this beautiful building has awesome interiors and amazing acoustics.

WEST END
This is the art capital of London and has many theatres. Enjoy plays and musical shows which run throughout the day. There is every chance of meeting your favourite actor because they are also regular visitors here.

BUCKINGHAM PALACE
Visit this place for the changing of guards.

WESTMINSTER ABBEY
This place is one of the biggest tourist attractions of London. There are many great historical figures buried here.
WHAT TO DO IF...
An A-Z of life at CATS College London

ACCOMMODATION
Moving out of college accommodation must first have permission from the Principal if you wish to move out of College accommodation – your safety and welfare is our main concern. You must also give notice in writing for the remainder of the current term, plus one full academic term, or you will be charged the normal accommodation fees in lieu of notice for the remainder of the current term plus one full academic term. Be careful – this could be very expensive for your parents! All students under the age of 18 have to be fully supervised.

ALCOHOL
Alcohol is a substance that may cause serious health problems. When taken to excess it can cause people to become aggressive, lose control or dignity and do things they regret later, even committing crimes without knowing it. That is why UK law forbids sale of alcohol to under 18s.

We urge students over 18 to drink only the amount of alcohol they feel they can cope with without losing control. For more information on this speak to your Personal Tutor or the College Nurse.

ALONE
If you are feeling alone you can either talk to a House Parent or your Personal Tutor. Alternatively, ask Student Services at the College if you can see the College Counsellor, who will be pleased to talk to you and try to help you. Your Personal Tutor will also be only too happy to try to help. There will be plenty of other people feeling just like you so it’s only a matter of finding them and we can help with that.

ANXIETY
Please see the sections on Counselling and Medical Matters.

ATTENDANCE
You are to attend all of your classes and we, as a College, expect a minimum of 95% attendance from you.

BREAKAGES AND DAMAGES
If you damage anything report it immediately to your House Parent. Everyone makes mistakes and we will understand but you will be charged for the breakage or damage. If you know someone else has damaged or broken something, report it to a House Parent.

BANK ACCOUNT
If you wish to open a bank account you should speak to your Personal Tutor. You will also be told about how to open a bank account during induction.

BURNS
If you burn yourself run the burnt area under cold water for 10 minutes at least. Cover the wound and, depending how bad the wound is, either go to the nearest chemist to ask for a dressing, come in to the College and ask to see a first aider; or go to Accident & Emergency at University College Hospital, 235 Euston Road, London NW1 2BU (Nearest hospital to the College teaching buildings - 43-45 Bloomsbury Square - with an accident and emergency department)

CLEANING
Cleaning problems should be reported to a House Parent who will pass the information to the Operations Team. Light bulbs can be acquired from a House Parent. Blocked drains and other plumbing problems should be reported to a House Parent who will pass the information to the Operations Team. Your room and en-suite bathroom will be cleaned once a week if you are catered.

Damage:
(See breakages above.)

Noisy neighbours:
If you cannot settle the matter on your own, ask your House Parent for help.

Kitchen problems:
If you have any difficulties in the kitchen – students not washing up, the fridge in an unhygienic condition, concerns about safety – DO NOT DELAY – report these to a House Parent.

CAREERS
The College runs a Higher Education Programme that includes visits by university visitors to the College; degree subject and university choice advice; UCAS application advice.

DETENTION
Detention is one form of sanction applied by the College to support students improve behaviour and follow rules and expectations.

DOCTORS
The College Doctors are located in:
Brunswick Medical Centre
39 Brunswick Centre
London
WC1 1AF
Tel: 0207837 3057

FINDING YOUR WAY AROUND
Maps are supplied when you first arrive. We also arrange guided walking tours of the important places you may need to know about.

FRIENDS
If you are worried about a friend, or if you feel you do not have any friends, please talk to your Personal Tutor or a House Parent who will be able to help. This is completely normal and you will soon meet other people who feel just the same.

FIRST AID
First Aid Procedure in case of an accident or injury: Contact a House Parent and ask for a First Aider. Tell them exactly what has happened and where the accident has taken place.

Do’s and Don’ts while you are waiting for help: do make sure the area is safe before approaching the casualty.
**Electric Shock:** if the casualty is still connected to the current, do disconnect the supply by switching off or unplugging the current. Await help. After any electric shock expert medical treatment is essential.

**Electrical burns:** make sure that any electrical apparatus is well out of the way before applying cold water to the burn. The first objective in any burn is to keep the injury cool. Hold it under cold water for 10 minutes. Do not give the casualty anything at all to eat or drink.

**Back and neck injuries:** if there is any chance of injury to the back or neck do not move the casualty.

**Shock:** demonstrated by cold clammy skin, giddiness, fast and shallow breathing.

**Restlessness:** do lie the casualty down, raising the lower limbs slightly. Do keep the casualty warm with more clothes or a blanket. Do not give them anything to eat or drink.

**Fainting:** do lie the casualty down with feet slightly higher than his or her head.

**Emergency:** Ambulance, Fire and Police: 999 or 112 NHS Direct: 111

**FOOD**
We do our best to provide you with food that you will like. Any comments you have will be welcome; please share them with the Student Council.

**HOLIDAYS**
You cannot leave early at the end of term without permission from the Principal and you must be back at the start of term. This applies to half term holidays too. If you do leave early without permissions it will be marked as unauthorised absence.

**HOMESICKNESS**
If you are missing home please talk to your Personal Tutor, House Parent, or a member of the Welfare Team who can support you and help.

**INDEPENDENT LISTENER**
You will see on your accommodation notice board, the telephone number of the College students’ Independent Listener. You can phone the Independent Listener to talk to someone who is not attached to the College in any way. They need not know where you live or what college you attend. You can discuss with them any very personal issues you would prefer not to talk about at College.

**INTERNET IN YOUR ACCOMMODATION**
All problems with the Internet in College need to be addressed to the IT Department, or to a House Parent if the problem is in your accommodation. From time to time the Internet does fail to work and you may need to be patient for a day or two. Once reported, the IT team will do all they can to put matters right. Internet access may be restricted at times and certain sites maybe unavailable.

**LEAVING LONDON**
If you plan to leave London for any reason you must have an authorised exeat. This rule is for your safety and wellbeing – if something happens to you and you are missing from your accommodation or classes, we need to know where you were planning to go and with whom. If you are missing you will be reported to the Police.

**MEDICAL MATTERS**
See the First Aid notice for advice on burns, injuries, pain, fainting, etc. If you feel unwell make sure a House Parent knows. If you live in unsupervised accommodation and are over 18, you must telephone the College yourself and let us know you are ill.

All students claiming to be unwell must go to see the College Nurse early in the morning, and an assessment of your condition will be made. If you are ill you will be able to stay in the sick bay, if you are not then you will go to lessons. If you are missing classes but are not unwell then you will be marked absent WITHOUT permission i.e. unauthorised absence. If you would like to see a local NHS doctor you must talk to the College Nurse.

If you are worried, please do see the Nurse or phone NHS Direct on 111, they will tell you what to do and whether you need to see a doctor. In order to make a doctor’s appointment, you must first be registered (you can do this through the College Nurse). If you have already had an NHS doctor in the UK, perhaps at your last school, you must have the name and address of the doctor before you can register in London. If you make a doctor’s appointment, please make sure you do not miss it. If you would like to see a specialist, you have to see the local NHS doctor first. Private doctors need a referral from your NHS doctor. If you are 16 or under, please make sure a member of staff accompanies you to the doctor. If you think you may have difficulties in understanding what the doctor says, or explaining your problem, ask a member of staff to accompany you. Your confidentiality will be respected.

**PASSPORT**
When you arrive at the College we will take photocopies of your passport and visa. This is for security purposes and to meet UKBA requirements.

**POLICE**
If you need to see the Police or register when you first arrive, this will be discussed during induction.

---

**Electric Shock:** if the casualty is still connected to the current, do disconnect the supply by switching off or unplugging the current. Await help. After any electric shock expert medical treatment is essential.

**Electrical burns:** make sure that any electrical apparatus is well out of the way before applying cold water to the burn. The first objective in any burn is to keep the injury cool. Hold it under cold water for 10 minutes. Do not give the casualty anything at all to eat or drink.

**Back and neck injuries:** if there is any chance of injury to the back or neck do not move the casualty.

**Shock:** demonstrated by cold clammy skin, giddiness, fast and shallow breathing.

**Restlessness:** do lie the casualty down, raising the lower limbs slightly. Do keep the casualty warm with more clothes or a blanket. Do not give them anything to eat or drink.

**Fainting:** do lie the casualty down with feet slightly higher than his or her head.

**Emergency:** Ambulance, Fire and Police: 999 or 112 NHS Direct: 111

**FOOD**
We do our best to provide you with food that you will like. Any comments you have will be welcome; please share them with the Student Council.

**HOLIDAYS**
You cannot leave early at the end of term without permission from the Principal and you must be back at the start of term. This applies to half term holidays too. If you do leave early without permissions it will be marked as unauthorised absence.

**HOMESICKNESS**
If you are missing home please talk to your Personal Tutor, House Parent, or a member of the Welfare Team who can support you and help.

**INDEPENDENT LISTENER**
You will see on your accommodation notice board, the telephone number of the College students’ Independent Listener. You can phone the Independent Listener to talk to someone who is not attached to the College in any way. They need not know where you live or what college you attend. You can discuss with them any very personal issues you would prefer not to talk about at College.

**INTERNET IN YOUR ACCOMMODATION**
All problems with the Internet in College need to be addressed to the IT Department, or to a House Parent if the problem is in your accommodation. From time to time the Internet does fail to work and you may need to be patient for a day or two. Once reported, the IT team will do all they can to put matters right. Internet access may be restricted at times and certain sites maybe unavailable.

**MEDICAL MATTERS**
See the First Aid notice for advice on burns, injuries, pain, fainting, etc. If you feel unwell make sure a House Parent knows. If you live in unsupervised accommodation and are over 18, you must telephone the College yourself and let us know you are ill.

All students claiming to be unwell must go to see the College Nurse early in the morning, and an assessment of your condition will be made. If you are ill you will be able to stay in the sick bay, if you are not then you will go to lessons. If you are missing classes but are not unwell then you will be marked absent WITHOUT permission i.e. unauthorised absence. If you would like to see a local NHS doctor you must talk to the College Nurse.

If you are worried, please do see the Nurse or phone NHS Direct on 111, they will tell you what to do and whether you need to see a doctor. In order to make a doctor’s appointment, you must first be registered (you can do this through the College Nurse). If you have already had an NHS doctor in the UK, perhaps at your last school, you must have the name and address of the doctor before you can register in London. If you make a doctor’s appointment, please make sure you do not miss it. If you would like to see a specialist, you have to see the local NHS doctor first. Private doctors need a referral from your NHS doctor. If you are 16 or under, please make sure a member of staff accompanies you to the doctor. If you think you may have difficulties in understanding what the doctor says, or explaining your problem, ask a member of staff to accompany you. Your confidentiality will be respected.

**PASSPORT**
When you arrive at the College we will take photocopies of your passport and visa. This is for security purposes and to meet UKBA requirements.

**POLICE**
If you need to see the Police or register when you first arrive, this will be discussed during induction.
RACISM
If you are concerned about racism in the College you can talk to your Personal Tutor, the Head of Welfare and Boarding, Vice Principal, the Principal or telephone the Independent Listener whose number is posted in your accommodation and in this handbook.

RELATIONSHIPS
The age of consent in England and Wales is 16, as specified by the Sexual Offences Act 2003 (section 9). However, it is illegal for a person to engage in sexual activity with an individual under the age of 18 if they are in a position of trust in relation to that individual (teacher, warden, carer, guardian, etc.) Sexual relations with a person under the age of consent is a criminal offence. Please be aware that the age of consent in your native country or culture may differ to that in the UK. If you are over 18 and enter into a sexual relationship with a fellow student who is under 16 this is a criminal offence. Please see ‘Friendships’ for further information.

RENTING YOUR OWN PROPERTY
This is only permitted for students who are over 18 years of age. You must have advance permission from the Principal and an attendance over 95% to rent your own private accommodation. The minimum tenancy for any property in the UK is six months. Unless your parents/guardians pay the full six month rental in advance, you may not be able to take on a tenancy as a student.

RULES AT THE COLLEGE
The main rules are, be in your lessons on time, do all your homework, be in your accommodation by your curfew times and get an Exeat if you wish to stay out late.

SAFES FOR VALUABLES
We provide you with a safe in your room so you can keep your valuable possessions and money secure. Please use it!

The College will not be held responsible for any loss or damage to any items held by students. We strongly advise students to take out insurance against losses of personal items.

SAFETY
As members of CATS College London you are required to act in a sensible and safe manner. If you see something that is not safe, you should report it immediately to the nearest member of staff.

If you see a fire, report it to a member of staff immediately. You should know where to find the fire exits, alarms and equipment. If you hear the fire alarm, leave the building by the nearest exit and join with the other students at the assembly point where a register will be taken. Stay in your class group, or report to the nearest teacher if you are in a private study lesson - regular fire practices are held every term.

If you are worried about your safety, please see your Personal Tutor or House Parent and they will advise you what to do. Please take note of all the signs that are posted around the College which are there to help you to live safely.

SMOKING
Smoking cigarettes is extremely bad for your own health and for those around you and for this reason it is now banned in all public places. This includes all College accommodation and classrooms.

There are designated smoking areas and you must only smoke in these places. You will face costs and disciplinary measures if you break this rule. Smoking in public is illegal if you are under 16 years of age.

The College Nurse will be helping students who wish to give up smoking. Please do not smoke in front of the entrance of the College building or in front of the entrance to the residences.

SOCIAL LIFE
We try to provide lots of social activities for all students but it is the Student Council and Boarding House Committee which have the main say in what we arrange.

STUDENT COUNCIL
If you have any ideas or special requests, talk to the Student Council. You may put yourself forward for nomination and elections for the Student Council. Each class will have a democratically elected Student Representative.

SUBJECTS
Anything related to the subjects you have chosen to study should be addressed to your Personal Tutor or your subject teachers. If you need to change a subject, please see your Personal Tutor.

TAXIS
Apart from when you first arrive in College, the College cannot arrange taxis for you unless your parents have paid in advance. We recommend licensed Black Taxis.

TIMETABLES
All questions regarding your timetables should be taken to your Personal Tutor.

THEFT
If you have something stolen from your room or from anywhere in the College, report it immediately to a House Parent, your Personal Tutor or to Reception at the College. Your Personal Tutor will help you report the theft to the police. It is important to report all crimes to the police, particularly if you need a crime number in order to claim insurance for the stolen item.

VISA PROBLEMS
If you are a CATS College London student and need help with renewing your visa then contact the Student Services Coordinator.

You will need to complete the application form (and you may need some help with this), and provide the following documents: two passport photos, original bank statements for the past three months (not older than 28 days), an original letter from your parents authorising you to use their funds, original previous school reports or transcripts, original proof of English level, original birth certificates, application fee to pay for the visa and a CAS statement from the College to show that you are a student here. If you have time you can post the application form, with all the enclosures, but if not, you will need to make an appointment at the Home Office and visit in person.

Please note that if these original documents are not written in English, you will be required to submit an official translated copy with supporting credentials.
EXEATS EXPLAINED

EXEATS
This is a Latin term we use (it means “he/she may leave”) and allows you to stay out later than your curfew time at night on some occasions. You can apply for an exeat online through Shackleton (College Internal database). Overnight/Weekend/ Holiday exeats/ Late Passes will be checked and authorised by your House Leader/ Senior House Parents. All Overnight/ Weekend exeats/ Holiday exeats/ Late Passes need advance authorisation from your parents. Educational Visits and exeats during the academic day will checked and authorised by your Personal Tutor. Late Passes which apply to over 18s only will be authorised by your House Leader/ Senior House Parents. The latest time a student can stay out is 3am, only on the weekend. For an exeat to be approved or considered you must fully complete an electronic Exeat online form with all required information. Weekend Exeats and Late Pass Exeats must be submitted by 17:00 on the Wednesday before the weekend.

All other exeats must be submitted by your Personal Tutor/ House Leader. Holiday Exeats must be submitted at least two weeks prior to the College break/ holiday. Failure to submit exeats on time will result in the exeat request being declined. Exeats are granted weekly at the discretion of the College, they are not granted automatically even if parental/ guardian permission has been received.

Exeats may not be granted if there are outstanding health, welfare, disciplinary or attendance issues.

STAYING OUT LATE AT WEEKENDS
Fill in an electronic Exeat online by 17:00 the Wednesday before the weekend. You will get an electronic reply on Friday at twelve noon, which will tell you if you can go out or not. Exeat requests sent in after Wednesday, or not discussed with your House Leader/ Senior House Parent, may not be approved. If you wish to leave London overnight your House Leader/ Senior House Parent will need your parents’ permission in advance. You must supply the address where you will be staying, a contact number for the person you are staying with and your own mobile phone number. Exeats are granted weekly at the discretion of the College, they are not granted automatically even with parental permission. All trips outside London require an exeat. Do not turn your mobile phone off if you are going to be out late.

THE LAW AND YOU

STAYING WITHIN THE LAW
The minimum age of consent (saying ‘yes’ to sex) in the UK is 16 and it is against the law to have sex with someone under 16. If someone does not give consent (says ‘no’ to sex) then forcing this person to have sex is regarded as rape which carries heavy penalties upon conviction.

It is illegal to make and share sexual images of people who are 17 or younger, even if the people making them are 17 or under too. 17 is the minimum age at which you can drive in the UK (after passing your practical and theory driving tests). 18 is the minimum age at which you can buy cigarettes in the UK and you may be asked for ID.

18 is the minimum age at which you can buy alcohol in the UK and you may be asked for ID. 18 is the minimum age at which you can enter a pub, bar or club – though in some places you may need to be 21 – plus you may be asked for ID.

KEEPING SMART ONLINE
There are some really cool things on the Internet but a lot of bad stuff too, this means we have to be...

SMART – when we are online. Make sure you remember these five points when you are online and be a SMART surfer.

SAFE – Staying safe involves being careful and not giving out your name, address, mobile phone number, College name or password to people online.

MEETING – someone you have contacted in cyberspace can be dangerous. Only do so with your parent’s permission – and then when they can be present.

ACCEPTING – e-mails or opening files from people you don’t really know or trust can get you into trouble – they may contain viruses or nasty messages.

RELIABLE – Someone online may be lying about who they are and information you find on the Internet may not be reliable.

TELL – your parent or the College if someone or something makes you feel uncomfortable or worried.

For more information, check out these websites:

www.childnet.com/sorted
www.childnet.com/music
www.phonebrain.org.uk
www.chatdanger.com
www.digizen.org
LOGGING ON
You can log onto Student Portal using the link from CATS College Intranet, the icon on your desktop (college machines) or the following URL: my.catscollege.com Your username and password are the same as those you use to log onto your emails and the College computers.

TIMETABLES
When you login you will see your timetable. You can use the date box and arrows to navigate through different dates. Click on the date you want and then select ‘Show date selected’.

EXEATS
Clicking on ‘My Exeats’ will bring you to the Exeat overview screen where you will see a list of your old Exeats and their current status. Click ‘Request New Exeat’ to request a new one. You will then be asked for information about your Exeat request such as date, time, type of Exeat, contact telephone number etc. (Note: The exeat request cannot be made unless all the required fields have been completed).

On successful completion of the form, an alert is sent to your House Leader, Senior House Parent or Personal Tutor with details of the request and you will be returned to the exeat overview screen. Your new Exeat will be showing as ‘Exeat Pending’ and depending on your exeat request your House Leader, Senior House or Personal Tutor will verify all details on your exeat request and decide whether to accept or decline.

ATTENDANCE
This area shows your attendance for all classes. It will show the class name, the Authorised attendance percentage for that class and the Present percentage. The difference between the two is that authorised attendance includes any lessons missed due to medical absences or educational days that have been authorised by the attendance team. Present percentage does not include these absences; it is the actual attendance rate when a student has been present in class.

EXAMINATIONS AND RESULTS
When you click on ‘My Exams’ a table will appear detailing all the subjects you are taking on the left-hand side, split into papers, e.g. writing, reading, speaking. It will also show the reference, exam board and any other references relating to that subject/exam. On the right-hand side it will show when the exam is to be taken and the time it starts and ends. Once the exam has been taken and the results have been released, the far right column will display the results for each paper. If you scroll to the bottom of the page and click Print Page this will open a PDF document showing all your exam details. The PDF will show the full candidate details along with a breakdown of all the subjects, exams and results.

IT ACCESS
Each student is provided with a username and password to access the College network. With this they can log on to any computer at College. With these credentials you can also log on to the Student Portal via my.catscollege.com or via the CATS London App.

WIRELESS ACCESS
The College/accommodation has internet available either via cable connection in student’s rooms or in most cases, via wireless router.

TROUBLESHOOTING
If you have difficulty accessing the internet, please speak to a House Parent who will be able to advise you. If you experience problems with your laptop or PC you can visit one of the computer specialist in London.

REMEMBER
Never give your username or password to anyone else. If you suspect that someone else knows your password or you have forgotten it, please contact IT as soon as possible.

DATA PROTECTION
The UK has laws in place to ensure that your private personal data is kept private. The College acts as a ‘Data Controller’ under these laws and is responsible for ensuring your sensitive personal information - for example, your contact details or your welfare concerns, are shared no more widely than necessary within Cambridge Education Group.

Outside the Group, this information will be shared with adults responsible for your care e.g. Parents, House Parents, Guardians and in some circumstances Agents. If you have any concerns please speak to Student Services who can advise you in more detail.

For further information about how your personal data is processed, please refer to the Privacy Notice available on our website at:

Never give your username or password to anyone else. If you suspect that someone else knows your password or you have forgotten it, please contact IT as soon as possible.
HIGHER EDUCATION

Graham Morgan-Smith
Higher Education Academic Counsellor

One of our aims of CATS College London is to ‘inspire young men and women to fulfil their future academic goals and opportunities, at home and abroad’. Once you have chosen your A Level/UFP subjects the choice of university and undergraduate course is the next step on the road to the academic fulfilment of these targets.

OUR AIMS ARE TO

- Provide excellent advice and guidance on UCAS applications and future academic success.
- Promote and advance learning and research skills in preparation for University life and future academic/work related challenges.
- Provide opportunities for adult lifetime learning and to enable individuals to adapt to changing circumstances both home and abroad.
- Promote high standards in all aspects of society, whilst integrating cultures from around the world.
- Develop employment skills in readiness for the ‘world of work’

HOW WILL THIS BE ACHIEVED?

- Through individual and group sessions delivered by GMS, GC and PT’s.
- This will include details on:-
  - Choosing the right course and university
  - How to write your Personal Statement
  - Receiving and choosing your 2 offers
  - How to track your application
  - How to accept your undergraduate course
  - What is clearing?
- Visits from Universities (ALL RANKINGS):
  - International Admission Officers will come to give specific and relevant advice & guidance – e.g. Imperial, City; Kings; Queen Mary; St Georges London; Sheffield; Westminster; York; and Nottingham.
  - Practical ‘subject lectures’ from universities e.g. Southampton Engineering Department or Royal Holloway Business Management Department or Queen Mary Economics Undergraduate programme or City Mathematics Department.
  - Talk from Ex-CATS College ‘students’ who are at University – the UCAS process, the importance of the Personal statement, IELTS and the 1st year at university.
  - Work Experience – students will have the opportunity to spend time in ‘industry’ gaining valuable knowledge and understanding of the work carried out by ‘graduates’ in industry.
  - A motivating and inspiring tool to enhance your academic development.

LANGUAGE SKILLS/DEVELOPMENT

All international students must be able to demonstrate ‘accepted’ levels of English Language skills – this will be through IELTS [minimum level expected 7.0 in all criteria], Pearson’s Testing or GCSE. All offers from university will include the required level and this MUST be realised along with the academic criteria.

2018/19 DEADLINES

Oxbridge/Medics
15 October 2018

September start students [A2/FT/UFP]
15 January 2019

January start UFP students
15 March 2019

USEFUL WEBSITES

www.ucas.com
www.thecompleteuniversityguide.co.uk/league-tables/rankings#allSubjects
www.unistats.direct.gov.uk/
www.theguardian.com/education/ng-interactive/2014/jun/02/university-league-tables-2016-the-complete-list
www.timeshighereducation.co.uk/world-university-rankings/

All relevant documents, discussed during the PDHE sessions, can be found on STUDENT Global/CATS London/PDHE
WHAT RESOURCES ARE AVAILABLE?
The Library has a growing collection of books. We also have a collection of magazines, DVDs, careers and university information. There are 6 study tables with 18 work stations.

Next to the traditional library we have a Digital library with 16 personal computers and a colour photocopier/printer.

HOW MANY ITEMS CAN I BORROW?
You can take out up to 5 items at a time. You are limited to 2 DVDs at any one time. Take your items to the main desk with your college ID card so they can be issued to you.

Please note, that some textbooks and most dictionaries can be used as ‘Reference Only’ and cannot be taken out of the library. All magazines must be used in the Library only and cannot be taken out - except in exceptional cases.

HOW LONG CAN I BORROW ITEMS FOR?
Most books are issued for 2 weeks. DVDs can be borrowed for 1 week. If you need your items for longer please let us know before the due date.

We do not charge fines but overdue items are treated as a college discipline matter and details will be recorded on your student record. You will be invoiced for any unreturned items at the end of each term.

WHAT ELSE CAN THE LIBRARY OFFER ME?
The Library encourages reading for pleasure and has a collection of fiction books. We also have a collection of fiction for learners of English (Cambridge English Readers; Penguin English Readers). If you are interested in applying to university we have a range of prospectuses and a collection of books on higher education. We can also assist you on how to find information on the Internet.

HOW DO I FIND WHAT I WANT?
You can search the Library catalogue (OPAC) online via the link catscamb03:2000/ais/AccessItLibrary to find out whether our library holds particular books and DVDs.

You can search for items by subject, keyword, author, title or media type. If you need help please ask the librarian or have a look at the guide on how to use OPAC. You can visit our Library page via the link http://catslon.blogspot.co.uk.

We welcome suggestions or ideas for new items or any changes you would like to see.

The CATS College London library is a quiet study area, please respect staff and fellow students by working quietly and adhering to the following codes.

Do not bring food or drink into the library. Water bottles and spill proof mugs are only allowed in the library. All other food and drinks are prohibited, including disposable coffee cups, since there is always a danger of spills and stains. You must not use mobile phones in the library. Please ensure they are on silent when you enter the library. Do not leave personal belongings unattended.

It is your responsibility to take care of all materials that you borrow from the library and please ensure that all borrowed items are returned on time.

LIBRARY CODE OF CONDUCT
Any student who does not follow the library code of conduct will be asked to leave the library and details of the misdemeanour will be forwarded to your Personal Tutor who may institute further sanctions.

OPENING HOURS
Monday to Friday
8.30am to 5.30pm
WELFARE AND SUPPORT

We help you if you wish to speak to someone other than your Personal Tutor about a problem, concern or complaint. Enquire about the availability of staff members at Reception. The College Nurse is happy to solve any of your queries regarding medical and dental appointments. The College Counsellor is happy to support and assist students. Appointments with the Counsellor must be booked in advance via email pdeoteyza@catslondon.com

SEVERINE COLLINS
Vice Principal

PATRICIA DE OTEYZA
Assistant Head of Pastoral Care, College Counsellor

SITHAAR HARKHU
Head of Welfare and Boarding

FRANCESS GEORGE
College Nurse

YOUR PERSONAL TUTOR

We want you to be happy and fulfil your potential here at CATS London. This is now your second home and if there is anything that worries you, we would like to help.

PERSONAL TUTOR
During induction you will be introduced to your Personal Tutor (PT). He or she will advise and assist you in all areas of life at the College and have regular conversations with you about your aims and targets, accomplishments and sometimes, failures. Whenever you have a problem or question or you are not sure where to go, what to do or whom to ask, your Personal Tutor will point you in the right direction.

You will meet your Personal Tutor twice a week. These sessions are designed to support you academically and personally.

DISCUSSIONS
You will meet your Personal Tutor twice a week. These sessions are designed to support you academically and personally. You can also arrange to meet your Personal Tutor on an individual basis to discuss matters in private.

SUPPORT
Your Personal Tutor will be involved in your induction and the overview of your study programme.

Provide emotional and social support, monitor your attendance and academic progress, maintain your student records and help to write your UCAS reference. Act as a link between you, your subject teachers and your House Parents.

ADDITIONAL SUPPORT
If your Personal Tutor is not available for any reason, you can speak with your Programme Director, College Counsellor, College Nurse, Student Services Team, Head of Pastoral Care, Head of Welfare and Boarding, House Leader, House Parents, Vice Principal or Principal.

An Independent Listener is available and you will find a list of organisations and individuals in the Health & Happiness section with whom you can make contact.
FINANCE AT CATS

REASONS TO TALK
TO THE FINANCE OFFICER
To pay your college fees, for any queries you have about your school account, to pay for college excursions/activities, to collect weekly pocket money, if your parents have pre-arranged this with the college.

WHEN & WHERE CAN I SEE THE FINANCE OFFICER?
The Bursary Surgery is held on Wednesdays. Student Services and Reception will advise you on where to meet the Finance Officer.

AT WHAT TIME CAN I VISIT THE BURSARY SURGERY?
The Bursary Surgery will be available all day on a Wednesday; you can make an appointment through reception. For induction week – the Finance Officer will be available on Sat 2nd, Wed 6th and Thurs 7th September; the Bursary Surgery will be open all day on these days.

HOW DO I CONTACT THE FINANCE OFFICER OUTSIDE OF THESE TIMES?
You can contact Sarah Allen on finance@catslondon.com if you or your parents have any finance related queries you require assistance with.

PAYMENT METHODS ACCEPTED AT THE BURSARY SURGERY
Bank transfer, PEER transfer, you can make payment in person to us in cash (sterling) although we do not recommend carrying large quantities of money with you to College. Payment can be made using a debit card/credit card (please note credit card payments will incur a 2% fee). We do not accept American Express. Expenses can be paid from your Float Account if your parent/guardian has set up one for you. If you would like more information about float accounts please e-mail finance@catslondon.com

POCKET MONEY
Pocket money will only be issued as your parent/guardian has specified. Any changes will need to be e-mailed to finance@catslondon.com before any differences in money can be issued. It is the student’s responsibility to take care of their pocket money after it has been issued, we cannot re-issue money if you lose it.

COLLEGE BANK ACCOUNT DETAILS
Natwest Cambridge
23 Market Street, Cambridge CB2 9PA
Account Name: CATS College London Ltd Account Number: 89812417
Sort Code: 60 04 23
SWIFT Code (BIC): NWBKGB2L IBAN: GB45NWBK60042389812417

INTERNATIONAL BANK TRANSFER
Take advantage of our new streamlined international payment process, visit CATScollege.peertransfer.com

Important: Please quote your name & College ID number on all bank transfers.

TERM DATES
You must attend your classes for all days of term, any absences due to late return/early departure will not be authorised.

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Term</td>
<td>Monday 3rd September 2018 to Friday 14th December 2018</td>
</tr>
<tr>
<td>Half term vacation</td>
<td>Saturday 20th October 2018 to Monday 29th October 2018</td>
</tr>
<tr>
<td>Christmas vacation</td>
<td>Saturday 15th December 2018 to Sunday 6th January 2019</td>
</tr>
<tr>
<td>Spring Term</td>
<td>Monday 7th January 2019 to Friday 5th April 2019</td>
</tr>
<tr>
<td>Half term vacation</td>
<td>Saturday 16th February 2019 to Monday 25th February 2019</td>
</tr>
<tr>
<td>Easter vacation</td>
<td>Saturday 6th April 2019 to Monday 22nd April 2019</td>
</tr>
<tr>
<td>Summer Term</td>
<td>Tuesday 23rd April 2019 to Thursday 13th June 2019*</td>
</tr>
<tr>
<td>Summer term for Fast-track University Foundation Programme</td>
<td>Tuesday 23rd April 2019 to Friday 28th June 2019</td>
</tr>
</tbody>
</table>

A2 students must stay until they have completed all exams. If this is before Thursday 13th June 2019 they may leave earlier, but they must confirm with the College beforehand. All other students must stay until Thursday 13th June 2019 and can vacate their accommodation over the weekend of Friday 14th - Sunday 16th June. Fast-track University Foundation Programme students can vacate their rooms from Saturday 29th June.

CHRISTMAS VACATION
All colleges and accommodation will be completely closed during this time. All students are required to return home or stay with approved family or guardians.

EASTER/SUMMER VACATION BETWEEN SUMMER TERM 1 & SUMMER TERM 2
Students may choose to stay in college accommodation during this time. However, an additional weekly fee will be charged and stays must be arranged one term in advance (in the first term students must notify the college within 2 weeks of arrival). Students may be required to move to alternative accommodation at this time.

HALF TERM
Weekly fees apply for CSA* students at all centres
*CSA = Compulsory School Age. This covers all students who are aged under 16 on 1 September 2018
EMERGENCY CONTACTS

<table>
<thead>
<tr>
<th>ORGANISATION</th>
<th>NAME</th>
<th>TELEPHONE NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metropolitan Police</td>
<td></td>
<td>101</td>
</tr>
<tr>
<td>University College London Hospital</td>
<td></td>
<td>0845 155 5000</td>
</tr>
<tr>
<td>Local clergy</td>
<td>Mayfair Islamic Centre</td>
<td>020 7495 8283</td>
</tr>
<tr>
<td></td>
<td>West Central Liberal Synagogue</td>
<td>020 7636 7627</td>
</tr>
<tr>
<td></td>
<td>Swaminarayan Hindu Mission</td>
<td>020 8965 2651</td>
</tr>
<tr>
<td></td>
<td>The London Buddhist Centre</td>
<td>020 981 0225</td>
</tr>
<tr>
<td></td>
<td>The Central Gurdwara</td>
<td>020 7603 2789</td>
</tr>
<tr>
<td></td>
<td>Roman Catholic Diocese of Westminster</td>
<td>020 7405 0376</td>
</tr>
<tr>
<td></td>
<td>St George’s Church - Church Of England (Anglican)</td>
<td>020 7405 5044</td>
</tr>
<tr>
<td>NHS</td>
<td></td>
<td>111</td>
</tr>
<tr>
<td>Doctor</td>
<td>Brunswick Medical Centre</td>
<td>0207 7837067</td>
</tr>
<tr>
<td></td>
<td></td>
<td>020 7588 5800</td>
</tr>
<tr>
<td>National Sexual Helpline</td>
<td></td>
<td>0800 567 123</td>
</tr>
<tr>
<td>National Drugs Helpline (Frank)</td>
<td></td>
<td>0800 776 600</td>
</tr>
<tr>
<td>NHS Smoking Helpline</td>
<td></td>
<td>0800 1690 169</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0800 002 200</td>
</tr>
<tr>
<td>National Society</td>
<td>For the Prevention of Cruelty to Children</td>
<td>0808 800 5000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>08457 909 090</td>
</tr>
<tr>
<td>ChildLine</td>
<td></td>
<td>0800 111</td>
</tr>
<tr>
<td>Children’s Commissioner</td>
<td></td>
<td>020 7783 8330</td>
</tr>
<tr>
<td>Islington Safeguarding</td>
<td>Children Board</td>
<td>020 7527 7400</td>
</tr>
<tr>
<td></td>
<td></td>
<td>020 7226 0992</td>
</tr>
<tr>
<td>Independent Listener</td>
<td></td>
<td>07714636596</td>
</tr>
<tr>
<td>College Safeguarding Officer</td>
<td></td>
<td>07887793042</td>
</tr>
<tr>
<td>Camden Safeguarding</td>
<td>Children Board</td>
<td>020 7974 3317</td>
</tr>
<tr>
<td></td>
<td></td>
<td>020 7974 4444</td>
</tr>
<tr>
<td>Reception</td>
<td></td>
<td>020 7841 1580</td>
</tr>
<tr>
<td>College Residence</td>
<td>Premier House</td>
<td>0203191100</td>
</tr>
<tr>
<td>College Nurse</td>
<td></td>
<td>07715848659</td>
</tr>
<tr>
<td>Drinkline Phone</td>
<td></td>
<td>0300 123 1110</td>
</tr>
<tr>
<td>Eating Disorders Association</td>
<td></td>
<td>01603 624414</td>
</tr>
</tbody>
</table>

FIRE EVACUATION

PROCEDURE

You should take time to look at the fire exit signs displayed around the building and certainly those in your classrooms and communal areas. If you discover a fire you should not attempt to fight it but you should warn others by breaking the glass in a red box located throughout the buildings. If the fire alarm sounds, leave the building through the nearest exit. Do not go back into the building or move between buildings. Leave your belongings, remain silent, keep calm, if you are in a class when the alarm sounds you should remain with your teacher. When outside follow the Fire Marshal’s instructions (wearing yellow jackets).

Move to the left of the building and cross the road into Bloomsbury Square. If you were in a class group you should stand with your teacher and make sure that they know that you are still with them. You should stand in silence so the staff can check that everybody is safe. If you were not in a class you should follow the same path but stand with other ‘free’ students. You should stand in silence so the staff can check that everybody is safe. You should not return to the building until instructed to do so. Treat every fire alarm as a real incident.
OUR COMMITMENT

WE HAVE A GREAT TEAM of excellent staff at the College who will undertake to:

- Prepare and deliver lessons on the timetable.
- Be punctual and encourage you to arrive on time for lessons.
- Set up meaningful independent learning and tests, which will be marked in good time and in a manner that ensures you know how to improve.
- Ensure you are regularly informed of your target grade and exactly what you have to do to progress beyond it.
- Prepare and deliver lessons that engage, stimulate and motivate you. Apply College rules in a manner that is consistent and fair.
- Treat you with respect, develop a professional and helpful relationship with you.
- Provide extra support to ensure your continuing progress and help you meet your targets.
- Work with you to set realistic but challenging targets and to insist on their attainment.
- Recognise your specific and individual needs and be proactive and responsive in addressing them.
- Contribute to a Boarding environment which is both exciting and rewarding.

STUDENT CONTRACT

STUDENT CONTRACT OF ACHIEVEMENT

I have read and understand the content of the Student Handbook.

To the best of my abilities, I will endeavour to:

1. Attend all of my lessons.
2. Be punctual.
3. Complete all independent learning and weekly assessments.
4. Be fully prepared for all my lessons.
5. Be fully attentive and make a positive contribution in all my lessons.
6. Abide by College and Residence rules.
7. Treat all staff and students with respect.
8. Attend all meetings with my Senior Tutor and strive to develop a positive relationship with them.
9. Take advantage of any extra support that is arranged.
10. Work with complete dedication towards the targets laid out in my Independent Learning Plan.
11. Inform my tutor of other member of the College if I need help.
12. Take full advantage of the many and diverse opportunities offered by the College and enjoy life fully

Name: ________________________________

Signature: ________________________________

Date: ________________________________