



# STUDENT HANDBOOK

2022 - 2023





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## Message from the Headmaster

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### **Welcome to London, and welcome back to those returning!**

CATS London offers you a unique educational and social environment. The school is located in Bloomsbury, at the heart of academic London and within a stone's throw of University College London, the London School of Economic and Political Sciences (LSE) and King's College. We have the best staff and facilities to help you progress to a University that best matches your skills, abilities and aspirations.

You will be afforded every opportunity to achieve the academic success to which you aspire and to develop lifelong personal and social skills. For many of you, CATS will equip you with the academic credentials to progress to University in the United Kingdom, and everything we do is focused on this goal.

At CATS you are treated as a young adult. With this level of respect comes a high level of responsibility to meet our expectations and align to our values. The school expects you to attend and engage with your classes and studies. Your attendance, along with your academic progress, will be regularly tracked, monitored and reported on to ensure you are fulfilling your commitments.

While we encourage you to become independent, there will be a scheduled slot in your timetable to meet with your Personal Tutor every day. They are your first point of contact in the school, and you should discuss any general successes and concerns with them directly, should they arise.

London is a global city. It is rich with opportunity and diversity. Respect and acceptance are the norm here. I encourage you to make the most of the opportunities that London and the school has to offer.

James Slocombe  
Headmaster

# TERM DATES

| Term                                   | Start Date                | End Date                  |
|--|---------------------------|---------------------------|
| <b>Autumn Term 2022</b>                | <b>Monday 5 September</b> | <b>Friday 16 December</b> |
| Half term holiday                      | Saturday 22 October       | Monday 31 October         |
| Christmas holiday                      | Saturday 17 December      | Sunday 8 January          |
| <b>Spring Term 2023</b>                | <b>Monday 9 January</b>   | <b>Friday 31 March</b>    |
| Half term holiday                      | Saturday 11 February      | Monday 20 February        |
| Easter holiday                         | Saturday 1 April          | Sunday 16 April           |
| <b>Summer Term 2023</b>                | <b>Monday 17 April</b>    | <b>Friday 16 June</b>     |
| <b>Summer Term 2023 Fast-track UFP</b> | <b>Monday 17 April</b>    | <b>Friday 23 June</b>     |

Monday 31st October 2022 and Monday 20th February 2023 are Teachers' Training/INSET days. Students are not required to attend lessons on these days.

# OUR EXPECTATIONS REGARDING ARRIVAL & DEPARTURES

- Boarding students can arrive into Premier House up to 48 hours prior to the first lesson at the start of term.
- You must not book flights or plan to return home before the published end date of any half term/term, nor to return to London after the published start date of a half term/term - such absences will not be authorised.

# OUR VALUES



**Aim high**  
We give you the tools to achieve your potential – you are empowered to reach your version of success.

• PIONEERING •



**Work hard**  
You are responsible for your own learning. Always try your best. embrace challenges and difficulties to enable you to grow.

• PERSEVERING •



**Be kind**  
We are a community and strive to be welcoming, caring and collective. Take care of each other, yourself, and the world around you.

• PEOPLE •

# OUR VISION

“The School is an immersive environment for ideas and creativity, where students are empowered to make a positive impact on our world.”

# OUR MISSION

Creating tomorrow's change makers



**CATS LONDON**  
43-45 Bloomsbury Square

**PREMIER HOUSE**  
150 SOUTHAMPTON ROW  
3 MINUTES' WALK AWAY

**KING'S CROSS, ST PANCRAS  
AND THE BRITISH LIBRARY**  
15 MINUTES AWAY

**MADAME  
TUSSAUDS**  
5 MINUTES AWAY

**BRUNSWICK  
SHOPPING CENTRE**  
10 MINUTES AWAY

**CARNABY STREET W1**  
CITY OF WESTMINSTER

**LIVERPOOL ST  
STATION**  
10 MINUTES AWAY

**ST PAUL'S  
CATHEDRAL**

**KING'S COLLEGE**

**SOMERSET HOUSE**

**TATE MODERN**

**NATURAL HISTORY  
MUSEUM, SCIENCE MUSEUM  
AND THE VICTORIA AND ALBERT  
MUSEUM**  
10 MINUTES AWAY

**BUCKINGHAM PALACE**

**BIG BEN**  
**WESTMINSTER  
ABBEY**

# THE SCHOOL MAP

This is how you can find your room at CATS: **44/1.04**  
BUILDING FLOOR ROOM



- |                                 |                           |                          |
|---------------------------------|---------------------------|--------------------------|
| <b>BUILDING 43</b>              | <b>BUILDING 44</b>        | <b>BUILDING 45</b>       |
| 4.04: Prayer Room               | 4.05 & .06: Science Labs  | 4.07 & .08: Science Labs |
| 4.01 to .03: Classrooms         |                           |                          |
| 3.01 & .03: Classrooms          | 3.05 & .06: Classrooms    | 3.09: Nurse's Office     |
|                                 | 3.04: Meeting Room 2      | 3.07 & .08: Classrooms   |
| 2.03: Welfare Room              | 2.06: Headmaster's Office | 2.08 & .09: Classrooms   |
| 2.01: Academic & Pastoral Hub   | 2.04 & .05: Classrooms    | 2.07: Meeting Room 1     |
| 1.02: Progression Hub           | 1.04 & .05: Classrooms    | 1.07: Classroom          |
| 1.01: Silent Study Space        |                           | 1.06: Student Admin Hub  |
| G.02 & .03: Canteen/Servey Area | G.05: Reception           | G.06: Classroom          |
| G.01: Bloomberg Lab             | G.04: Cafe                | G.07: Art Room           |
| LG - No student rooms           | LG - No student rooms     | LG.04: Classroom         |

# YOUR TIMETABLE

|                             | FRIDAY                         | THURSDAY                                     | WEDNESDAY | TUESDAY                                      | MONDAY   |  |
|-----------------------------|--------------------------------|--|-----------|--|--|--|
|                             | Daily Registration (0850-0900) |  |           |  |  | PH OPEN<br>Breakfast<br>(0730-0845)                              |
| P1 (9-10)                   | BLOCK E                        | BLOCK D                                      | BLOCK C   | BLOCK B                                      | BLOCK A  | PH CLOSED (08:30 - 15:15)  |
| P2 (10-11)                  | BLOCK E                        | BLOCK D                                      | BLOCK C   | BLOCK B                                      | BLOCK A  |  |
| Morning Break (1100-1115)   |                                |  |           |  |  | Lunch<br>(1130-1400)   |
| P3 (1115-1215)              | BLOCK D                        | Dedicated Personal Development Time (PT Led) | BLOCK A   | Dedicated Personal Development Time (PT Led) | BLOCK B  |  |
| P4 (1215-1315)              | BLOCK F                        | BLOCK F                                      | BLOCK F   | BLOCK F                                      | BLOCK F  | PH OPEN<br>Dinner<br>(1430-1830)                                 |
| P5 (1315-1415)              | BLOCK G                        | BLOCK G                                      | BLOCK G   | BLOCK G                                      | BLOCK G  |  |
| P6 (1415-1515)              | BLOCK E                        | BLOCK D                                      | BLOCK B   | BLOCK C                                      | BLOCK C  | Extended Time  |
| Afternoon Break (1515-1530) |                                |  |           |  |  |  |
| P7 (1530-1630)              | BLOCK D                        | BLOCK E                                      | BLOCK B   | BLOCK A                                      | BLOCK C  | Activity Period, Higher Education Period (extended as necessary) |
| P8 (1630-1730)              | BLOCK E                        |  |           | BLOCK A                                      | Activity Period, Higher Education Period (extended as necessary) |  |

# OUR EXPECTATIONS

## Your commitment to us:

To the best of my abilities, I will:

- Attend all lessons, PT periods and activities on my timetable.
- Be punctual and fully prepared to positively engage in my timetabled commitments.
- In the case that I cannot attend or will be late, I will follow the absence procedures.
- Complete and turn in my classwork, homework and assignments on time.
- Abide by the school and Boarding procedures, protocols, norms and rules.
- Engage in extra- and co-curricular activities and develop my roundedness.
- Keep the school updated of any change in my personal details (address, email, telephone number, passport or visa).
- Follow all safety and security instructions, including the wearing of my lanyard.
- Talk to my Personal Tutor, or any member of staff, if I have a problem or concern.
- Treat everyone with respect, celebrate the equality and diversity that exists within the community.
- Be courteous and make a positive contribution to school life.

## Our commitment to you:

Our school staff undertake to:

- Prepare and deliver quality teaching and learning, PT periods and activities and run them to a timetable.
- Provide academic feedback and support to ensure students' progress towards realistic but challenging targets.
- Mark academic work impartially, in good time and in a manner that ensures students know how to improve.
- Recognise the specific and individual needs of each student, both educational and personal, and be proactive and responsive in addressing these needs.
- Apply and uphold school procedures, protocols, norms and rules in a manner that is consistent and fair.
- Treat all students and other staff with respect and courtesy.
- Provide extra/co-curricular activities that develop students' interests and roundedness.
- Be available and responsive to students when they have a problem or concern.
- Develop relationships with students that are professional and helpful in the broadest sense.

# FORMAL DISCIPLINE LADDER

| THE LADDER<br>Stages  | DETAILS<br>Examples of misbehaviour (not limited to)  |
|---|---|
| <b>Stage 1</b><br>Managed by: Personal Tutor or House Parent<br><br><i>Written Warning - letter home to parents</i>           | <b>Three demerits</b>   |
| <b>Stage 2</b><br>Managed by: Personal Tutor or House Parent<br><br><i>Written Warning - letter home to parents</i>           | <b>Six demerits</b> <ul style="list-style-type: none"> <li>■ First offence of plagiarism.</li> <li>■ Found in a pub underage.</li> <li>■ Underage smoking.</li> <li>■ Fraudulent exam submission.</li> </ul>  |
| <b>Stage 3</b><br>Managed by: Pastoral Director or Senior House Parent<br><br><i>Written Warning - letter home to parents</i> | <b>Nine demerits</b> <ul style="list-style-type: none"> <li>■ Contraband (including alcohol) found in room or on person.</li> <li>■ Going Absent Without Official Leave (AWOL).</li> <li>■ First alcohol offence or over 18 excessive drinking.</li> <li>■ Fighting, bullying or racism with mitigating circumstances.</li> </ul>   |
| <b>Stage 4</b><br>Managed by: a member of the Senior Leadership Team<br><br><i>Final Warning</i>                              | <b>12 demerits</b> <ul style="list-style-type: none"> <li>■ Repeated or serious case of plagiarism, academic dishonesty and/or cheating.</li> <li>■ Repeated cases of Absent Without Official Leave (AWOL).</li> <li>■ Fighting, bullying or discriminatory behaviour without mitigating circumstances.</li> <li>■ Wilful damage to college property (costs borne by student).</li> <li>■ Interfering with a smoke alarm or other critical safety system.</li> <li>■ Smoking or drinking alcohol on college premises.</li> <li>■ Boy in girl's room or vice versa with mitigating circumstances.</li> <li>■ Petty theft.</li> </ul>   |
| <b>Stage 5</b><br>Managed by: Headmaster<br><b>Suspension/Exclusion</b>   | <b>15 demerits</b> <ul style="list-style-type: none"> <li>■ Serious or unavoidable risk of academic failure without mitigating circumstances.</li> <li>■ Serious assault, threatening and/or undertaking ABH/GBH, carrying a weapon.</li> <li>■ Serious risk of self-harm or unsafe mental health concerns.</li> <li>■ Serious aggression and/or persistent bullying or hate crime.</li> <li>■ Serious health and safety issues.</li> <li>■ Serious contravention of Substance Misuse policies (including alcohol).</li> <li>■ Serious case of boy in girl's room (or vice versa) without mitigating circumstances.</li> <li>■ Serious repeated and/or prolonged Absent Without Official Leave (AWOL).</li> <li>■ Serious incidents that may bring the College into disrepute.</li> <li>■ Making/possessing/distributing indecent images of a minor.</li> <li>■ GDPR breach.</li> </ul> |

# STUDENT BEHAVIOUR

## Merits

A member of staff may award you a merit if you have displayed one or more of the school values. You will not receive a merit for meeting basic school expectations!

Merit data is shared with students on a weekly basis. Each half term, the PT group with the most merits in each Year Group receives a prize. There is also a certificate awarded to individual students with the highest number of merits in the school.

## De-merits

A demerit point is issued to you if you are not meeting the school's basic expectations. This means:

- Missed deadline(s)
- Lack of engagement
- Rudeness/disrespect
- Inappropriate use of technology
- Unauthorised absence – missing a lesson without good reason and/or failing to follow the correct procedures
- Lateness
- Any other misbehaviour that a member of staff determines as warranting a demerit

You may be given a warning once before receiving a demerit – but not necessarily, so ensure you are always meeting the basic expectations.

When a demerit award is issued, the member of staff will have a conversation with you to discuss the misbehaviour. The member of staff may also issue an additional sanction related to the misbehaviour. For example, if you didn't hand in your homework, you could be asked to come back at the end of the school day and complete it.

Three demerit points will result in a formal Stage Warning and a letter home to parents (see previous page).

## Bullying

The school takes a zero-tolerance approach to bullying.

Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone.

It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a person both physically and emotionally.

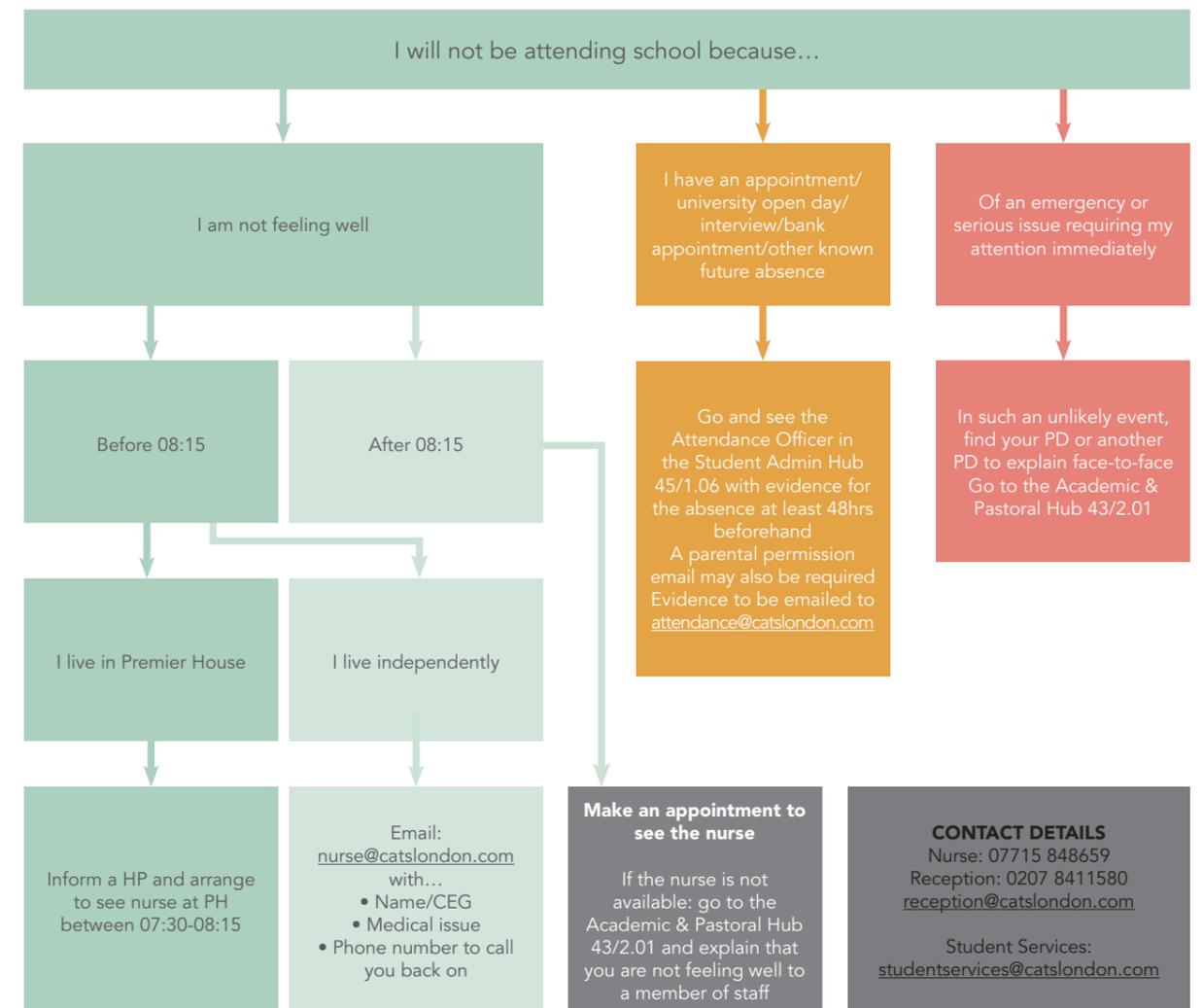
If you are being bullied – report it to your Personal Tutor or another member of staff that you trust so that we can support you. If you are aware of someone else experiencing bullying, you should report this – we should look after each other.

# ATTENDANCE & PUNCTUALITY

All students are expected to have 100% overall attendance.

If absence requests follow procedures (below) and are genuine, these will likely be authorised and therefore overall attendance will be 100% (actual attendance would clearly be less than 100%).

The procedure for reporting absences:



Lateness to lessons is unacceptable. You must arrive to all sessions on your timetable on time (be sure to check your 'live' timetable on the Student Portal). If you are late, it is common courtesy to apologise and explain yourself. Your teacher will want to discuss your lateness with you and issue you a demerit.

# DRESS CODE



We pride ourselves to be inclusive for everyone. Our “Business Casual” dress code is gender neutral and enables all students to look smart and presentable and have ownership and creativity over their individuality. All clothing must be clean, inoffensive, safe and in good condition. In other words dress/appearance must be appropriate as school is a workplace/shared learning environment and appearance should reflect that. Students should be able to make a sensible judgement as to what is appropriate.

## Further guidance:

- No flip flops, sliders, sandals or stilettos – wear smart trainers or shoes
- No sportswear, including hoodies or jogging/tracksuit bottoms or leggings
- Skirt: no shorter than just above the knee
- Top: no stomach (mid-drift) on show
- Please consider the fabric, cut and shape of your choice of clothing, for example, no low cut crop tops
- Head/ear phones and mobile phones should be out of sight when talking to staff outside of the classroom
- No hats/caps in the school building
- No trousers/jeans with large rips

## Sanction:

Failure to wear appropriate clothing will result in being sent home to change during lunch/ break time. Failure to follow guidelines will be dealt with by the Pastoral Director who will issue a demerit and write a Cause for Concern email to parents.

# STUDENT USE OF “FREE” TIME

## Where students may go during the school day

Students have permission to spend “free” periods either in school, or to go elsewhere off-campus (and therefore unsupervised). Students must keep their mobile phones with them so that we can contact them quickly if we need to. The school uses MS Teams as its default messaging system.

Some school activities may be available during the school day. Where activities require a specialist input, such as some sports, suitably qualified staff are in charge, sometimes supported by non-specialist staff helping with the activity. Students may undertake their own independent activities, which they do at their own risk.

## After the school day - IA students

Once all their lessons finish for the day, day students (“IA students”) may leave school and are no longer under school jurisdiction. For under 18s, responsibility transfers to the responsible adult they live with. For over 18s, they are responsible for themselves as they are legally an adult.

## After the school day - Boarders

When students have returned to Premier House, which must be by 6.30pm, they become the responsibility of the boarding staff in Premier House. This timing allows students, if they wish, to have their evening meal in school before returning to Premier House. There are signing in/out processes to check and record student welfare during the evening. Most evenings require students to do a significant amount of study. This is in keeping with the school philosophy of helping students learn to be responsible and independent, using their time productively.



## Checking the welfare of students

There is a formal but unobtrusive register taken of students at the start of the day and many points during the day. There are additional registers of boarders in Premier House.

**Nevertheless, given the CATS London location, students inevitably are routinely off-campus unsupervised and are trusted to use this independence responsibly.**

# YOUR STUDIES

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## Academic Standards

The school has an excellent reputation for academic achievement and student progression to Universities and Colleges in the United Kingdom and abroad. We will equip you with the tools and skills for you to reach your progression goals. You must take responsibility and ownership to work with us and work hard to realise your potential. Follow the school values of Work Hard, Aim High and Be Kind and this will be achieved.

## School Hours

Lessons and activities take place every day, Monday to Friday, 8.50 am to 5.30 pm, and sometimes later. We recommend that you are in the school building by 8.30 am each day. Clubs and activities will be offered after the final lesson of the day on Monday, Wednesdays and Fridays. The times of your lessons and activities are on your personal timetable, accessible via the Student Portal. 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 every day, during registration. Occasionally there will be other meetings for specific purposes, and you will be required to attend these as per your timetable.

## Subject Changes

If you are studying A level or UFP, you would have chosen your subjects prior to your arrival. In the unlikely event that after having started your studies you wish to change one of your subjects, this may be possible. However, any changes need to happen as soon as possible, so speak to your Pastoral Director as soon as you can. If you think you might be on the wrong course entirely, speak to your Pastoral Director.

## Timetable Changes

The school will sometimes need to make room, group or staff changes to your timetable and will notify you by email if this occurs. You must check your timetable on the Student Portal regularly so that you are following the correct version. If you have a problem with your timetable, contact the Curriculum Officer (who is located in the Student Admin Hub). You are expected to attend all sessions on your timetable.

## Punctuality And Attendance

All students are expected to be punctual for every lesson. Lateness and unauthorised absences (absent without good reason) will result in a demerit. During free periods we encourage you to complete homework and additional study in the school. Attendance to all timetabled lessons is compulsory. You are expected to attend all lessons. If you arrive late, you are required to explain reasons for lateness to the teacher and enter the classroom in a well behaved manner so as to not disrupt other students from their learning.

## Use Of Canvas

The school uses Canvas as it's Virtual Learning Environment. This is an online platform where students can access information, guidance and resources about their subjects and other matters related to the school. In addition, they will be able to access learning materials, additional reading exercises and homework tasks. It is the responsibility of students to check Canvas on a daily basis to ensure they are up-to-date and informed.

## 'Bring Your Own Device' (BYOD) Policy

The school embraces the use of technology to enhance student learning through the BYOD policy. Students are required to bring their personal laptop or tablet devices to school each day. You are expected to use technology in an appropriate manner as instructed by teachers. Please note that your mobile phone must be switched to 'silent' mode when entering the classroom and kept stored within your school bag during lesson time.

## Homework And Coursework

You will be set regular homework and you may have coursework assignments, both of which must be completed on time by the deadline set by your subject teacher. If you have any difficulties, discuss these with your subject teacher or Personal Tutor. It is essential that you check your email and Canvas course pages on a daily basis for notices.

In addition, all students are expected to complete 2-3 hours of independent learning, per subject per week- this includes homework, and coursework but also revision of prior topics of learning and advance reading of future topics.

## Books & Study Materials

You will be advised by each of your teachers if you need to buy a textbooks or revision guide. Your subject teacher will provide you with an exercise book to make class notes within. Paper, pens, files and other pieces of stationery 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 or in the classroom. You may however, use a word for word translation dictionary if you need it.

## Concerns About Your Learning And Progress

The school provides every opportunity for students to make progress and achieve academic excellence. All subject teachers care about your learning and are keen to meet your learning needs. In the event you are concerned about the level of progress and learning you are making in your subject lesson, you need to do the following:

1. Talk directly to your subject teacher at the end of the lesson, providing your feedback and responding in a positive and polite manner to the teacher's response.
2. If your concerns continue thereafter, contact the Curriculum Director of that subject area. This can be done through email or a face-to-face conversation with them in the Academic & Pastoral Hub.

## In The Classroom

Our expectation is that you come to lessons with all the correct equipment and resources. Throughout the lesson we expect you to work hard and engage in all tasks, following teachers instructions. You should speak in English only- it is rude to do otherwise. Do not eat in the classrooms. The only reason to leave the classroom is to use the bathroom, however, we expect you to try and use the bathroom in your breaks and free periods.

# WHO'S WHO

## The Senior Leadership Team (SLT)

Comprises the Headmaster and Assistant Heads. Each of the Heads have a specific responsibility, and you should contact the one that most corresponds to your enquiry first.



**James Slocombe**  
Headmaster



**Ben Dolbear**  
Assistant Head:  
Pastoral, Progression and  
Personal Development



**Rishi Nathwani**  
Assistant Head:  
Academic



**Christopher Cernuschi**  
Assistant Head:  
Projects and Outcomes



**Stuart Nicholson**  
Assistant Head:  
Boarding

# WHO DO I SPEAK TO IF...?

**Nurse**  
[nurse@catslondon.com](mailto:nurse@catslondon.com)  
I'm not feeling well. Please scan/click the QR code to make an appointment.



**Reception**  
[reception@catslondon.com](mailto:reception@catslondon.com)  
I need a letter to open a bank account, assistance with obtaining an Oyster card.

**Attendance Officer**  
[attendance@catslondon.com](mailto:attendance@catslondon.com)  
You are unable to attend school (non-medical reason).

**Sports & Activities**  
[lonsportsactivities@catslondon.com](mailto:lonsportsactivities@catslondon.com)  
I want to sign up for an activity or get more information regarding activities.

**Curriculum Officer**  
[curriculumcatslondon@catslondon.com](mailto:curriculumcatslondon@catslondon.com)  
I have an issue with my timetable.

**Premier House**  
[premierhouse@catslondon.com](mailto:premierhouse@catslondon.com)  
0203 119 1100/07713 313 224  
I have a question regarding boarding.

**Exams Officer**  
[examinations@catslondon.com](mailto:examinations@catslondon.com)  
I have a query related to my exams.

**Students Services**  
[studentservices@catslondon.com](mailto:studentservices@catslondon.com)  
I have a question about my visa, fees or police registration.

## Your Personal Tutor (PT)

Your PT is your 'go to' member of staff for any questions, concerns or issues that you have. They will monitor your attendance, punctuality, behaviour, wellbeing and academic progress, guiding you through the academic year.

You meet with your PT daily. There will be a programme of activities that take place across these sessions. In addition, you will have dedicated 'Personal Development' sessions each week, focusing on PSHE, as well as other enriching topics.

## Your Pastoral Director (PD)

Your PD has general oversight of all the students in a given Year Group:

|         |   |                   |
|---------|---|-------------------|
| Year 11 | AEM<br>Pre-Programme  | PD: Kim Tapsell   |
| Year 12 | 6 term A Level programme: Year 1<br>5 term A Level programme: Year 1        | PD: Jamie Forbes  |
| Year 13 | 6/5 term A Level programme: Year 2<br>University Foundation Programme (UFP) | PD: Ahmed Mohamed |

You can always talk to your PD, in addition to your PT, if you have any concerns, feedback, etc.

## Curriculum Directors (CDs)

The CDs oversee a range of subjects and manage the teachers that teach those subjects.

|                |   |                     |
|----------------|---|---------------------|
| Social Science | Business Studies, Economics, Financial Trading, Psychology, Sociology | CD: Jashinder Bains |
| STEM           | Biology, Chemistry, Mathematics, Physics                              | CD: Zia Rahman      |
| LAH            | Art, English Language, English Literature, French, History            | CD: Gemma Gouyette  |

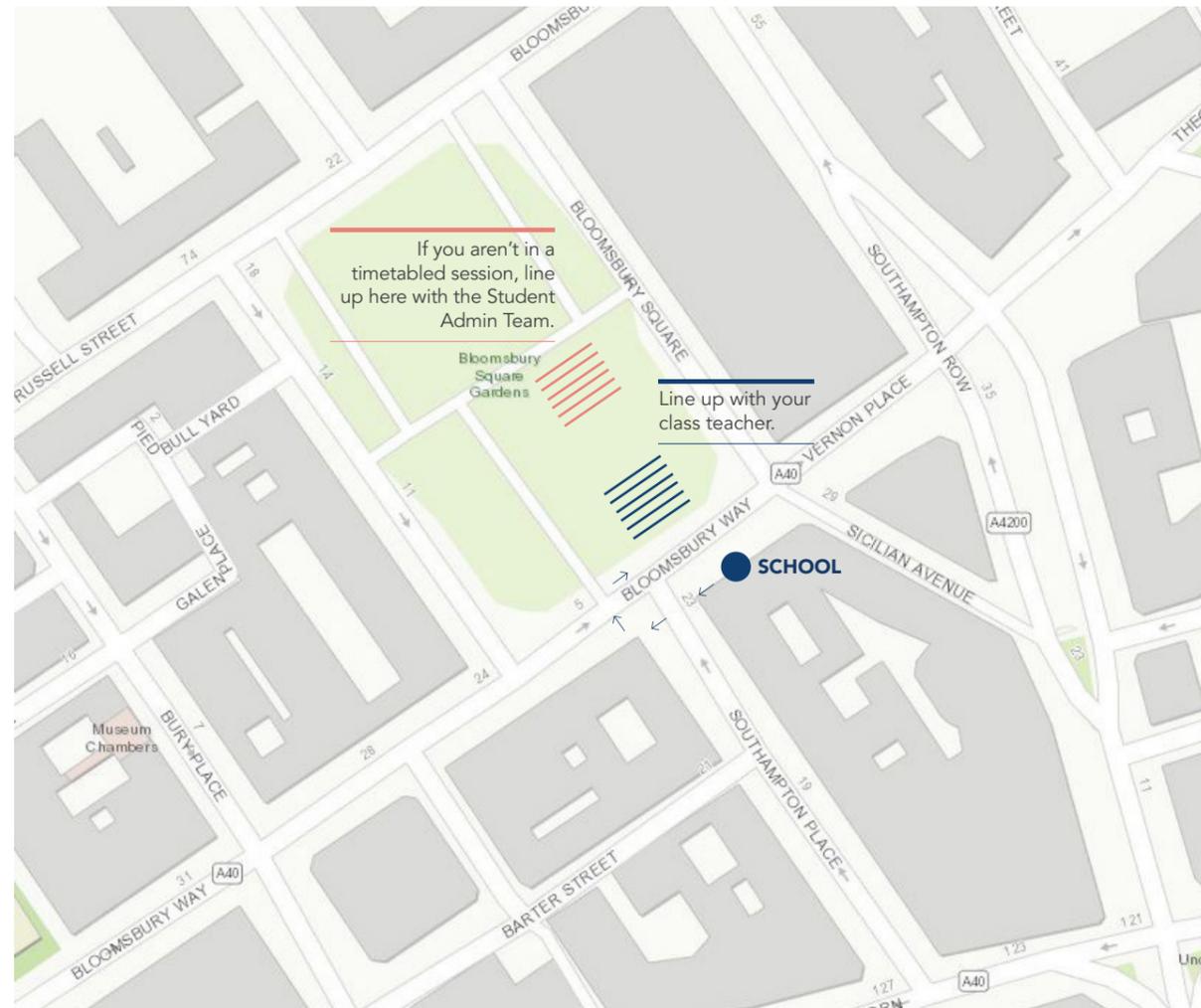
## The Progression Team

The Progression Team advise and guide students with regards to their progression beyond the school – university and careers.

|                                   |  |                         |
|-----------------------------------|--|-------------------------|
| Higher Education Counsellor (HEC) | Manages university applications for Year 12 and returning Year 13 students   | Gizem Ozturan           |
| Higher Education Counsellor (HEC) | Manages university applications for our new Year 13 students   | Ioannis Anagnostopoulos |
| Academic Counsellor (AC)          | Manages applications for students applying to Oxbridge, G5 universities, Medicine, Dentistry and VetSci.<br>Manages the Extended Project Qualification (EPQ) | Iman Hami               |

# FIRE EVACUATION

In the event of a fire alarm, your teacher will lead you out of the building as a class (below) and line you up in Bloomsbury Square. If you are not in a lesson, you will need to make your own way out of the building and line up as indicated below.



- Stay with your class and line up in single file.
- Follow instructions.
- Do not smoke.

# WELCOME TO PREMIER HOUSE



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This handbook has been produced as a guide to Premier House (PH) for staff, parents, agents, and students. It is printed each term but it is a "live document" which is continually updated and the latest version is always on the website rather than the printed copy.

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The philosophy of the approach is explained in the Statement of Boarding Principles and Practice

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## Introduction

CATS London aims that students realise their potential, and that the school should foster in them the independence and maturity that prepares them as global citizens.

Premier House typically houses a diverse group of over 100 boarding students, girls and boys, almost all of whom are from overseas. They are age 15-21, with the great majority age 16-18. Most are on courses that prepare them for university entry in the UK, but some come to the college for a shorter period of "study abroad" experience. The Premier House staff are themselves diverse in background. They are experienced, well-trained and benefit from positive, supportive and experienced leadership across the school.

## Boarding Principles

For students who board at CATS London, the experience should not just be of a safe and secure base from which to go to school, though it must of course be that. Our ambitions are much greater.

To help students realise their potential, staff have high expectations of students, not just academically but personally. Staff encourage students to take advantage of the enormous range of learning opportunities available in central London, many of which will be new and unfamiliar to them.

In fostering independence, staff help, guide and support students, many of whom have not lived away from home before and might have had to do very little for themselves.

In fostering maturity, staff help students understand how to be responsible members of the community and of society at large. Rather than a self-centred approach to life, house staff seek that students should develop a recognition of the value of contributing to others' lives, and expect students to be courteous, organised, self-aware and considerate.

## Boarding Practice

To help students realise their potential, staff seek to know students as individuals, to understand their ambitions, their strengths, and their concerns. The boarding house supports good study and self-care habits, with house staff in contact with all students each day.

There is a clear and supportive routine that encourages regular sleeping patterns, with house staff checking each student's welfare first thing every morning and last thing every night. There is excellent liaison with the academic and pastoral teams, particularly through the Assistant Head (Boarding), and with the school nurse who visits Premier House each weekday morning.

Through house meetings, individual discussions and wider promotion, students are made aware of and encouraged to take part in activities available in-house and in London.

In fostering independence, house staff are not leaving students to their own devices, but helping them learn the skills of self-care, from doing their laundry, to keeping rooms tidy, to being up on time each day. Some students will need far more input than others to achieve this.

In fostering maturity, house staff are encouraging students to become responsible adults. Staff help students understand the norms, manners and customs of the UK and the behaviour that is recognised as polite in the adult academic, business and social situations they will encounter. Students are taught how to live appropriately in the community of a coeducational boarding house.

In fostering both independence and maturity, students are allowed significant freedom to be off site on their own. House staff support them to develop skills to manage this, such as making requests in a timely way, understanding the reasons why this is important and accepting that sometimes the answer will be "no".

# PREMIER HOUSE STAFF TEAM

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This Premier House Handbook gives important detail about how the philosophy in the school's Statement of Boarding Principles and Practice is put into practice.

For many students it is their first time living away from home. There is a lot to get used to and to learn how to organise. Staff have high expectations of students and expect students to have high expectations of themselves. Staff are experienced in supporting those expectations.

For all students it is a great opportunity to learn - not just in their subjects, but about themselves, from the other students they meet, and from the vast array of cultural and other opportunities in central London. Students make friends for life in their time in PH.

## Assistant Head for Boarding (AH(B))

Stuart Nicholson

## House Parents (HPs)



Gabriela Barrionuevo



Anna Gentile-Hall



Deborah Nicholson



Lyn Crofskey



Tomas Greene



Donal O'Sullivan



Semona Cousins



Simone Martignago



Alejandra Urrego



Charlie Donaldson



Mel Miller



Jack Florence

**Resident HP:** Naara Neto

**Boarding Officer HP:** Ahmed Dellali

**Sports and Activities Officer:** Andrew Butt

**School Nurse:** Adam Carroll

Many staff prefer that students address them by their first names, such as "Lyn", "Semona" and "Tomas". Students should recognise that it is not normal in the UK to use the "title" and first name, so it would not be "Mrs Lyn", "Ms Semona", or "Mr Tomas". Mr and Mrs Nicholson prefer to be known as "Mr Nicholson" and "Mrs Nicholson", or less formally as "Mr N." and "Mrs N."

## Contacting staff

### In-person

Students are advised to speak to staff in person wherever possible. This is the best communication of all. There will always be at least one HP available in PH, both day and night. HPs might be in the office, but also might be in the common room or in one of the clusters.

If students cannot find HPs, they should try phoning them. Speaking on the phone is much better than sending text messages.

### School and PH contact numbers

Students must store these numbers in their mobile phones. Parents may also use these numbers.

- CATS London main office landline, Monday to Friday 08:00 to 17:00: 0207 841 1580
- Premier House office landline: 0203 119 1100
- Premier House 24-hour and emergency number: 07713 313 224

Students must share their own mobile phone number with the school and with HPs. Students must inform their Personal Tutor (PT) and HPs if they change mobile phone number.

### Contact numbers for Safeguarding, Help and Advice

If you need to talk to someone regarding a concern about yourself or another student, you can contact the following people:

- School Designated Safeguarding Lead: Ben Dolbear (Assistant Head PPPD): 01223 341 342
- School Nurse: Adam Carroll: 07715 848 659

## PRE-ARRIVAL

### Important advice about how to be a well-organised boarding student

It is very important that students do not bring too many belongings to school, as storage space is very limited. There is usually space in rooms to store ONE suitcase of maximum dimension 66cm x 54cm x 42cm at the top of the wardrobe. Suitcases larger than this need to be stored elsewhere (for which an additional charge is made). Students find it helpful if other cases and bags fit inside the suitcase that can be stored at the top of the wardrobe.



Every student bedroom has an electronic code-locked safe, like those found in many hotel bedrooms. This enables secure storage of small important items, such as passports. The school is generally a safe place for student and staff belongings, but the school advises against bringing valuable items (except for educational items, for example a laptop). School insurance does not cover students' or staff belongings.

Every room should be clean, all faults repaired and with the bed made ready for students' arrival. Before any students arrive, HPs check the condition of every room in case any faults need repairing. Students should also check their own rooms when they arrive, to make sure everything works and that there is no damage. Students are liable for the cost of repairs if they cause any damage to the fabric or furniture of their bedrooms. Students should be careful, for example, with anything they attach to the walls as this can damage paintwork when it is removed.

### Being independent

One of the most important elements of being a student at CATS London is the development of grown-up responsibility that is the hallmark of the mature young adult. It is important that students understand this right from the start of their time at CATS London.

This development of responsibility and freedom is not, as children often mistakenly assume, just doing what you like. It is instead recognising all the things that you have a responsibility to do well, to do thoroughly and to do reliably. This encompasses everything from making your bed and being punctual to appointments, to completing homework on time.

Staff in PH particularly recognise their responsibility to encourage students to develop these skills and attitudes and help them to be self-reliant and responsible. It is a key part of the wider education that boarding provides.

### Settling in and getting used to culture

One of the points identified in the Boarding Principles and Practice at the start of this document is that staff help students understand the norms, manners and customs of the UK and the behaviour that is recognised as polite in the adult academic, business and social situations they will encounter.

HPs know from experience that there are several aspects of British politeness that students are often unfamiliar with when they first arrive and that they need to learn.

One of the most well-recognised is that British people use the words "please" and "thank you" all the time; students are likely to be considered ill-mannered if they do not to do the same.

Very many questions in English should include the word "please". The phrase "thank you" is equally important and "excuse me" is also a very valuable phrase if anyone wishes to be seen as courteous.

Using someone's name is also frequent in polite English and if we put these ideas together, a few examples illustrate the difference.

| Basic question            | Polite version  |
|---------------------------|---|
| Is there any post for me? | Excuse me, Semona, is there any post for me, please?          |
| Is the laundry open yet?  | Do you know if the laundry is open yet, please, Mr Nicholson? |
| What time is curfew?      | Excuse me, Gaby, what time is curfew tonight, please?         |

It is always normal to say "thank you" when you get the answer to this type of question, to appreciate that someone has tried to be helpful with their answer.

Students who are still getting used to "British English" might be surprised that when staff ask some questions, they are not really questions at all. It is the polite English way of those in authority being courteous while telling a student what they must do.

| HP says   | HP probably means   |
|---|---|
| Do you think you could see me in the office in ten minutes' time, please? | Come to the office in ten minutes' time and do not be late.             |
| Please can you empty the recycling, as it is your turn?                   | You should have emptied the recycling without me needing to remind you. |
| Don't you think it is time you were getting ready for school?             | Get up and get ready for school or you'll be in trouble!                |

HPs notice similar misunderstandings of "British English" required to be courteous on the telephone. Whilst students might answer their friends with "Yeah" or "What?", they will appear rude to answer the 'phone that way to staff, or any adults they might speak to on the 'phone. A simple "Hello" when answering the 'phone is much better.

With smartphones it is easy to be even more courteous – if it comes up that the call is from the Premier House phone, students can answer "Hello Jack" or "Hello, is that Tomas?". It does not matter if the student has guessed the wrong name – what is important is that they have demonstrated courtesy, and that is always a good start to a conversation.

It is also normal courtesy to hold the door for the person who is following you through it. In many circumstances it remains normal for students to let older people, like HPs and teachers, go first and to hold the door open for them. With gender equality now so firmly part of British society, it is less normal for women to be invited to go first, but the old-fashioned British politeness of generally inviting others go first, especially those who are more senior, is still normal.

## Academic work

CATS London is an academic institution. It exists to help students gain the best academic results they can whilst also developing students' wider interests, abilities and character.

In PH, the approach to using time well, being responsible and being organised is all designed to promote academic success and to support students' wider development. It is all about getting the right balance.

Students will find support for their academic study from a range of sources in the House, not just in the school. Friends studying the same subject should always be willing to support one another's study and learning. The staff in PH also have a range of professional and academic qualifications that students might find they can draw on. Students will find PH staff with degree-level qualifications from engineering and economics to psychology, and with the wide range of A-level and similar qualifications that support those degrees. They understand the content of many subjects that students are studying, and they understand the work that is needed for success at this level.

## Start of term arrival

Premier House is friendly, well-organised and characterised by courtesy and good manners on the part of students and staff. This starts with a friendly and well-organised arrival and reception.

Students may arrive up to 2 days before their lessons start so that they can settle in and recover from travel. The student accommodation in Premier House is over ten floors of a self-contained building in the famous Bloomsbury area of central London. Clusters on the upper floors are for girls and those on the lower floors are for boys.

On arrival, students will be welcomed by PH staff and/or other members of school staff and shown to their cluster. Students are given a brief introduction to essentials such as fire alarm routine, the location of the PH office and the common room.

There is a supply of snacks in the staff kitchen if students arrive after mealtimes, but students must attend all meals on the arrivals weekend.

Students' first responsibility is to unpack their luggage and put belongings away in the wardrobes and drawers. Empty suitcases and luggage will be stored in the wardrobe "top box". Any that are too large (bigger than 66cm x 54cm x 42cm) will be removed for storage.

During the arrivals weekend, PH students will be taken on several important familiarisation visits. These include a tour of the school teaching buildings in Bloomsbury Square, a local guide to the area around PH, including practical information like the location of the doctor's surgery and some local history (PH is in one of the most famous areas of London and many famous people have lived here!).

There is also a programme of activities in the House and at other venues for all students to get involved in and to help students get to know other students and staff.

New students will also attend a welcome meeting with Mr Nicholson (AH(B)), and with the Headmaster, Mr Slocombe.

HPs will update arrival notes on the school systems (Shackleton, and the AA student record), so that School processes such as timetable and Personal Tutor (PT) meetings can be arranged.

Boarders receive a Premier House induction from HPs in their first few days in the House, which includes going through this handbook. They also have a comprehensive induction with their PT. These induction processes include, amongst other things: Use of Wi-Fi, the online safety policy; the student portal on CATS London management information system "Shackleton", and the boarding management system "REACH".

# WELFARE FUNDAMENTALS

## MONDAY TO FRIDAY

### From 0645 to 0715

**Handover meeting**, from night HP team to day HP team

### From 0700 Morning

**Welfare check by HPs.** As soon as the handover meeting has finished, HPs go around the house. They go into every room to check all students are awake, well, and will be ready for their first lesson in good time. Students may have an earlier start if they are going for exercise at the local swimming pool or gym, or for a run. Students must speak to HPs the night before to arrange this.

Ensuring the welfare of students means HPs must see students at the wake-up round and at bedtime, and at other times during the day. Our room entering protocol is designed to minimise the chance of embarrassment for staff and students if a student is getting out of the shower or changing etc. The routine is that HPs knock on the door (the edge of a key card or key card holder is recommended as producing an effective sharp knock) and either say their name or the student's name (e.g. "It's Mr N" or "Hello Alex") and pause a few seconds for an acknowledgement. Unless asked by the student to wait for a few seconds, HPs again say their name or the student's name as they use their key card to open the door; they open the door slowly, looking down and again saying their name or the student's name as they enter.

### From 0730 to 0815

**Nurse's morning surgery** is open in the medical room in PH which is room 204D.

If a student is unwell at the welfare check, the HP will tell them to see the nurse at the morning surgery in the medical room in PH. The nurse will see students in PH until 0815; after then students MUST go to school to see the nurse. The nurse does not respond to students seeking a consultation by email, text, or video call.

HPs will do further wake-up checks before 0815, calling a second or even a third time on those who were not obviously getting ready for school on the first call. HPs will mark the PH register in REACH, which confirms the student is fine that morning in PH.

Each morning, students must make their beds, put clothes away in drawers and wardrobes, and make sure there is no rubbish on the floor. Students whose rooms are tidy may be considered for extended evening curfew (if work etc is up to date, this means being out until 2100 rather than 1830).

## Morning punctuality

Punctuality is an important part of self-reliance and personal organisation which reflect the independence and mature responsibility developed by students at CATS London.

Students leave PH to go to school as soon as they are ready and not later than 0840. Students must be in school registration by 0850.

Students do not need to sign out from PH in the morning because they are registered into every lesson and tutorial by their teachers or PT. If a student is missing from morning registration, PH will be alerted and HPs will double-check the student is not in their room.

Students who are routinely on time for registration and all classes may be considered for extended evening curfew (if work etc is up to date, this means being out until 2100 rather than 1830). This is discussed at

meetings between HPs and PTs.

PH closes at 0840 each morning. If students are unwell, arrangements are made for them to remain in PH. They will normally be looked after by HPs, but in exceptional circumstances, the nurse and other staff might be involved. Any student who is ill enough to need to be in PH during the day must remain in PH throughout the evening to recuperate and will not be given permission to go out later in the day.

#### **From 0840 to 1500**

Once the House is empty, HPs will write brief notes to update the daily logbook. HPs update the school MIS, Shackleton, with matters of greater significance that need to be known by staff outside PH or need to be recorded for future longer-term reference.

Rooms are checked for tidiness by duty HPs each day and for maintenance needs. HPs report maintenance requirements and check that repairs are done. Some minor repairs are carried out by HPs, such as replacement of door lock batteries and replacement of bedroom safe batteries.

HPs respond to communications from colleagues and from parents, host visitors such as prospective parents and students, accompany contractors who repair and maintain house equipment, and accept post and deliveries.

Students are under “school day” supervision between leaving PH in the morning and signing in on their return in the afternoon. Parents must recognise that, consistent with the CATS London approach of developing independence, students may leave the school premises during the school day when they do not have lessons. Activities that students choose to do independently in their own time are not the responsibility of the school.

#### **From 1515 to 1830**

Students *may* return to PH from 1515, and must sign in. Students may come and go from PH during this time, but all students must return to PH by 1830.

The Boarding Officer HP stationed on the ground floor will mark the PH register when a student returns to PH for the first time after school.

#### **From 1830 to 2100**

Once back in House we know that successful students mostly spend weekday evenings mainly on homework. Successful students typically spend a minimum of two hours on homework each weekday evening. Exercise, relaxation, and homework need to be planned into daily and weekly schedules with advice from Personal Tutors (PTs). However, we recommend that students also spend time in physical activity and time relaxing and students should try to plan exercise and relaxation into their daily and weekly schedules.

### **Extended Evening Curfew (Sun-Thurs)**

To support a successful routine, the standard Premier House model is that on school nights (Sunday to Thursday), students are expected to be in the House from 1830 and quite busy studying and completing homework. The reality is that successful students mostly spend weekday evenings mainly on homework. HPs and PTs know that successful students typically spend a minimum of two hours on homework each weekday evening. HPs will assist their cluster students in monitoring how they spend their time in the evenings, so that it is used well and supports academic success.

It is possible for the previous HP/PT meeting, which takes place, provided the following, that the student's homework is always up to date and done conscientiously. This is a decision that is made at each fortnightly meeting and applies until reviewed at the next meeting.

1. The student leaves their room tidy in the morning that day.
2. The student leaves their room tidy in the morning that day.
3. The student is on time for registration and classes that day.

Students who need to be more conscientious with homework, or are late to any class, or fail to keep their

room tidy will be restricted to 1830 curfew so they can improve their homework, and practise what is needed to be organised and be on time.

Successful students always need to spend a lot of time studying in the evenings during the school week, which means that extended evening curfew should be an exception, rather than the norm. PTs and HPs are always happy to help students develop successful study habits that help them have time for other activities.

Students on extended evening curfew must return to PH by 2100. A late return will mean the student's future evenings will be 1830 curfew the following day.

Extended evening curfew might be restricted for a whole cluster if students fail to keep their cluster kitchens clean and tidy.

Further “exceptional extensions” to the school night curfew of 2100 are permissible in discussion with the Mr Nicholson (AH(B)) but are not given frequently because that would undermine the effective sleep routine that we know supports effective learning.

Staff will encourage students to be involved in school life and to develop wider interests.

Parents must always recognise that when students choose to do activities independently in their own time, they are not the responsibility of the school. Parents with concerns about a student's independent activities should speak to the student directly and where relevant alert the school to their concerns.

#### **2100 to bedtime**

Research evidence from the field of neuroscience is clear about the importance of sleep and the importance of a consistent sleep routine in effective learning. PH maintains clear bedtime routines to support this. HPs will chase any missing students at 2100 to ascertain their whereabouts.

#### **From 2100**

HPs go into every room to check each student is well and check they have done all the work they need for the following day.

HPs turn out kitchen lights in each cluster from 2130, putting on the cooker hood lights instead.

**Bedtime welfare check** HPs go into every room to check student is well and ready or getting ready for bed. Bedtime is from 10pm. HPs will insist that any student who has overlooked their turn to take out rubbish does so immediately.

HPs will mark the PH register for bedtime, which confirms the student has been checked as fine that night.

Overnight HPs go into every cluster to double-check kitchens for cleanliness and hygiene, and for any maintenance matters that might need attention.

HPs remove rubbish from floor 1 courtyard to the roadside outside PH.

### **SATURDAY AND SUNDAY**

#### **From 0645 to 0715**

**Handover meeting**, from night HP team to day HP team

#### **From 0900**

**Morning welfare check by HPs** – a similar process to weekdays except that there is no obligation on students to get up and go out unless they have commitments to activities.

On Saturday and Sunday there is free time for students to spend in additional study, exercise, cultural

experiences, or spending leisure time with friends. Whilst not prescribing how this time is used, the school does insist on seeing each student to ensure their welfare twice during the day, as well as the wake up and bedtime welfare checks. These register times are between 1130 and 1230, and between 1630 and 1730. Students must register in person with HPs.

If students have plans that require them to be away from PH for a substantial number of hours and wish to miss one of these register times, parents must email PH to give the school permission for their child to be under parental responsibility, missing the normal checks, rather than school regulations. More details are given in the section on "excats".

As at other times of the week, parents must recognise that activities students do independently in their own time are not the responsibility of the school.

### Extended Evening Curfew (Fri-Sat)

Unless a student is denied extended evening curfew for poor behaviour, all students may request the Friday and Saturday curfew of 2200 from Mr Nicholson (AH(B)).

Students on extended evening curfew on Friday or Saturday must return to PH by 2200. A late return will mean the extension being withdrawn for the following weekend.

Further "exceptional extensions" on Friday or Saturday are permissible in discussion with Mr Nicholson (AH(B)) for justifiable reasons such as theatre or cinema bookings, but will not be given for other reasons, such as late suppers.

On Friday and Saturday nights from 2200, HPs begin the process of settling the House down for bedtime, turning out kitchen lights in each cluster and putting on the cooker hood lights instead.

**Bedtime welfare check** As on other nights, on Friday and Saturday nights HPs go into every room to check each student is well and getting ready for bed. However, bedtime on Friday and Saturday nights is from 2300. HPs will insist that any student who has overlooked their turn to take out rubbish does so immediately.

HPs will mark the PH register for bedtime, which confirms the student has been checked as fine that night.

As on other nights, HPs go into every cluster overnight to double-check kitchens for cleanliness and hygiene, and for any maintenance matters that might need attention.



## MEALTIMES

**Monday to Friday:** Breakfast in School 0730-0825; Lunch in School 1130-1400; Dinner in School 1630-1815  
**Saturday & Sunday:** Brunch in School 1130 - 1300; Dinner in School 1630 - 1730

| Weekdays                |  | Weekends              |                             |
|-------------------------|--|-----------------------|-----------------------------|
| From 0715               | Wake-up  | From 0900             | Wake-up                     |
| 0730-0825               | Breakfast in school                                    |                       |                             |
| By 0840                 | Leave PH. PH locked until 1500                         | 1130-1230             | Welfare register            |
| 0850                    | PT registration  | 1130-1300             | Brunch in school            |
| 1130-1400               | Lunch in school  |                       |                             |
| 1500                    | Earliest return to PH after class                      | 1630-1730             | Welfare register            |
| 1630-1815               | Dinner at school                                       | 1630-1730             | Dinner in school            |
| 1830 curfew             | Last return to PH after class. Standard evening curfew | 1830 curfew           | Standard evening curfew     |
| 2100 curfew (Sun-Thurs) | Extended evening curfew                                | 2200 curfew (Fri-Sat) | Extended evening curfew     |
| 2200 (Sun-Thurs)        | Common room closes. Bedtime                            | 2300 (Fri-Sat)        | Common room closes. Bedtime |

## CLUSTERS & CLUSTER MEETINGS

Although students are welcome to talk to any member of staff in Premier House or the school, each HP is allocated clusters for which they take additional responsibility; they also take a particular interest in the students in those clusters.

HPs meet periodically with the PTs of the students in "their" clusters, for better understanding of student progress and development. These HP/PT meetings help determine what type of support is appropriate for each student and how much self-determination is appropriate for each student as they develop the independence we promote. At HP/PT meetings they review students' reliability on homework, which is a key factor in deciding whether a student is ready to handle the responsibility of Extended Evening Curfew.

Cluster meetings are organised between the HPs and their clusters. These also take place approximately every two weeks. HPs will introduce some information about interesting places in London and encourage students to visit them. Students will provide feedback about their visits. HPs will discuss the operation of cluster responsibilities, such as keeping rooms and kitchens tidy.

# SECURITY, WELFARE, HELP & MEDICAL

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For safety and security, CCTV cameras are in place inside and outside the buildings to enable staff to monitor public areas. The external main door operates only on key card or by staff-controlled access.

Students are welcome to seek help from any member of staff in Premier House or the school. There is also at least one HP one duty (and awake even at night) in PH for additional security and as an immediate point of welfare help for students.

PTs and Pastoral Directors (PDs) are also available during the working week to help students with any issues of concern.

## Illness, medical appointments, medication

The school nurse attends each school day Monday to Friday and starts his day in Premier House to be available for boarders 07.30 until 08.15. If students feel unwell at wake-up time they must see the school nurse during that time; at later times if students are unwell on school days they MUST go to school to see the nurse.

In the evenings, students report to HPs if they feel unwell.

If students have appointments with medical services outside School, HPs or other staff will generally accompany them. Some students, particularly those who are older, might prefer to go unaccompanied.

If students bring any of their own prescribed medication to school, they must inform the Nurse who may need to store it in accordance with UK regulations for medicines in schools.

“Homely remedies” (also known as “over the counter” or OTC medications) can be given by HPs. These include paracetamol, ibuprofen, antacid and antihistamine cream. Before HPs can decide whether to issue any homely remedies, students must give HPs information about any other medication they have taken. HPs will update the medication files for the student and record the reducing balance of medication.

## Independent Listener

If students feel they have concerns that are not being met within school they can approach the school’s Independent Listener, Dr Ben Cooper. Dr Cooper comes into school each term to meet tutor groups and explain his role.

## Helplines and External Safeguarding Contacts

There are other sources of help and advice outside school, such as:

Child Line: 0800 1111      [www.childline.org.uk](http://www.childline.org.uk)  
NSPCC: 0808 800 5000      [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

If you are a child or young person who lives away from home or who receives social care, who needs advice or assistance, you can call the Children’s Commissioner on 0800 528 0731 or email [help.team@childrenscommissioner.gov.uk](mailto:help.team@childrenscommissioner.gov.uk)

Camden Safeguarding Children Partnership 0207 974 3317 (out of hours 0207 974 4444)

## Smoking, Vaping, Drugs and Alcohol

Smoking is illegal in public buildings in the UK and therefore not allowed inside PH. Students will incur a redecorating charge if their room smells of smoke, tobacco or vaping products when they leave. There is no legal way in the UK that anyone under 18 can buy or be given tobacco products, and therefore these are not permitted to be brought into, stored or consumed in PH by students under 18 years old. The school regards vaping products as the same as tobacco products.

The school operates a zero-tolerance policy on drugs and “legal highs”. Disciplinary action will be taken against any student caught using drugs or selling them. Students are reminded that it is a criminal offence to have these in their possession or use them in or outside the school.

Students are not permitted to bring, store or consume alcohol in PH. A breach of these rules will lead to the confiscation and disposal of any of these products as well as disciplinary action.

# KITCHEN & FOOD DELIVERIES

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Kitchens are shared areas for everyone living in the cluster and should therefore be kept tidy after each use. It is every student’s responsibility to keep their cluster kitchen clean and tidy.

Students may request to have the hob activated in their cluster kitchen subject to the following requirements:

- All students in the cluster have successfully taken the food hygiene certificate test.
- All students in the cluster have successfully operated their rota for emptying the kitchen bin every day (rota agreed by the students in the cluster in discussion with HPs).
- Those wishing to cook have passed the preliminary test using the staff kitchen.

Kettles, toasters, refrigerators and rice cookers are not allowed to be kept or used in bedrooms due to the fire risk. If one is found in your room, it will be confiscated.

Takeaway meals may be eaten in cluster kitchens or in the common room. Students must give their mobile number to the delivery company and arrange to meet the delivery person at the front entrance.

All deliveries must arrive before curfew time and students MUST take responsibility to order takeaway food in good time – our experience is that this means at least one hour before curfew. The House is locked at curfew and later deliveries will be turned away.

**All use of kitchen facilities stops at 2200.**



# ROOMS & TIDINESS

As some students are on short courses, this means that students join and leave PH each term. Student rooms are therefore allocated each term, not for the year. Students are assured of the room type for the year, but it is sometimes necessary to change some room allocations at Christmas.

Students are encouraged to make rooms homely by putting up posters, but please note there will be charges for any damage to paintwork if anything is attached to walls that causes damage when removed.

When students move in, HPs complete a room check form with students which records any defects – there should be none or very few. Charges will be made to repair any further defects after students have signed off the room check document.

The layout of furniture in rooms should not be altered without permission of Mr Nicholson (AH(B)). Permission to move beds will not normally be given.

Students whose rooms are tidy may be considered for extended evening curfew (provided other obligations are also met).

Students with routinely tidy rooms may also ask their cluster HP if they may have a personal coffee machine in their bedrooms. Kettles cannot ever be permitted because the steam sets off the fire alarm, and the nearest kettle is only a few metres away in the cluster kitchen.

Steam from showers also activates the fire alarm, so it is important that students keep their bathroom doors closed when showering. Students must not use aerosols in their rooms as these also activate the fire alarm.

Students must keep their own rooms clean and tidy. Rooms will be vacuumed, and the bathroom cleaned by the operations team once a week, and this requires students to leave surfaces clear on cleaning day.

PH has digitally operated hotel-style safes in all bedrooms. Students must keep their passport and important documents and valuables in the safe. The school strongly recommends that students take out their own personal property insurance. School insurance does not cover any student belongings.

To comply with UK Health and Safety law, windows are restricted and only open partially. Window restrictors must not be removed by students.

If students cause any damage, they must inform HPs immediately. In the case of deliberate or careless damage, this may lead to charges either individually or collectively.

If a room search must take place, HPs will normally inform students in advance and normally ask students to be present.

## Heating and air conditioning

Premier House has a sophisticated combined heating and air-conditioning system that is centrally controlled and set to normal UK room temperatures. The black rotary dials in each bedroom alter the airflow, not the temperature. If there is a draught, the dial should be turned down.

Students are often unfamiliar with UK weather and the fluctuations of temperature within each day. Part of learning to live in Britain is having jumpers and warmer clothing for daytime use and warm pyjamas and extra blankets if you get cold overnight.

If students have a problem with heating, water or lighting, please inform HPs who can only help if they know!

## Bedlinen changing

Bedlinen (duvet cover, bedsheet and pillowcase) is changed each week according to a rota below.

| Floor rota | Day       | Reminder night | Reminder morning |
|------------|-----------|----------------|------------------|
| 1 and 2    | Monday    | Sunday*        | Monday**         |
| 3 and 4    | Tuesday   | Monday         | Tuesday          |
| 5 and 6    | Wednesday | Tuesday        | Wednesday        |
| 7          | Thursday  | Wednesday      | Thursday         |

For example, for floors 1 and 2, on Sunday\* night, HPs remind students that tomorrow is their bedding change day when they must strip their bed and put the bedding in the bins on the landing by the lift. On Monday\*\* morning at wake-up, HPs remind floors 1 and 2 about this routine.

Students strip their beds and place dirty bedding (duvet cover, sheet and pillowcase) in the appropriate bedding bins on their landing by the lift.

At 0930, HPs check every bed on floors 1 and 2 and strip any bed not done by students. They follow up later that day with any student who does not strip their bed. This is part of students learning to be responsible, organised and tidy.

Cleaners deal with bins of dirty bedding for laundering and by 3pm cleaners put a bin of clean bedding on PH ground floor. Students on floors 1 and 2 pick up their clean bedding as they return to PH on Monday afternoon.

The process repeats for other floors on Tuesday, Wednesday and Thursday.

## Laundry system for personal items and clothing

Access to the laundry is:

- Monday-Friday, 0630-0830 and 1600-2200.
- Saturday and Sunday, 0630-2200.

The laundry is locked outside these times.

It is a great help in any boarding school if student belongings are labelled with the student's name. Laundry processes are also much easier if students have their own laundry bag.

Irons are available to borrow from PH office and must be returned after use.

# IN & OUT: ARRANGEMENTS

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## Key and ID Cards and PH “bounds”

Students receive a combined identification and key card, which they must always wear on a lanyard around their neck while in school and must keep it with them while in PH. Students must never lend their key card to anyone else.

The key card allows each student access in and out through the front door of PH, through the relevant cluster door, and through their own bedroom door. Students must not go through cluster doors that their own key card does not open.

Students are therefore allowed into the cluster and the bedroom where their key opens the door. Other clusters are “out of bounds”. Students living in the same cluster may go into one another’s room at the invitation of the student whose room it is.

The social space in PH for meeting with other students is the Common Room.

If a student loses their card or it doesn’t work, they should inform a member of staff either in PH or at reception. Replacing a lost key card will incur a charge.

## Signing out of PH and signing in at PH

The process for signing out and in at PH is soon to be integrated into the REACH boarding management system. Until then, the process is more manual.

Signing out and in takes place either on the ground floor or in the PH office. HPs will explain the processes to students as part of the initial induction.

Students who have signed out of PH must stay within London Zone 1. Exceptional permission to travel further afield may be requested from Mr Nicholson.



# EXEATS

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Consistent with the school’s aims, students have considerable freedom and independence within standard procedures, provided they manage this freedom and independence responsibly. There are however some occasions when students need to be outside the school’s normal jurisdiction. This section provides the guidance and operating procedure for when boarders are not the responsibility of the school and are instead under arrangements made by parents (“on exeat”).

The three main circumstances when parents need to give the school permission to allow their children to operate under parental responsibility rather than school regulations are:

1. When students leave the school for vacations at half term or the end of term (holiday exeat).
2. When students wish to be away from the school overnight, for example at weekends or to go during the week to a university interview (overnight exeat).  
In each of the above situations, on each occasion, parents confirm the date and time of the student’s departure from PH, and the student’s travel arrangements. This makes it clear when the student is no longer subject to school regulation. Parents will inform PH if the student is being collected (and by whom), or of the arrangements for the student’s independent travel.
3. When students are to be out on Saturday or Sunday and unable to report in person at the normal register times, which are between 1130 and 1230, and between 1630 and 1730, as outlined in the section on weekend routines (day exeat).

In all three circumstances, early communication between the school, parents and students is very important. When the REACH system is installed this will be the mechanism for confirming arrangements. Arrangements are always made directly between HPs and parents/agents, not via students.

Room key cards must be left with HPs when students sign out for any overnight exeat.

# VISITORS

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If a parent or family member wishes to visit PH, students must give HPs and Student Services at least 48 hours’ notice of such a visit.

Parents or family members will be asked to show identification and must sign in when they arrive at PH. They will also need to wear a visitor’s badge. The law requires visitors to be supervised by staff, but HPs will do their best to undertake this unobtrusively and give students and visitors “space”.

Visitors are expected to stay no more than 30 minutes in PH and HPs are required to remind visitors if they are staying too long. Visitors who come in the evening must leave PH no later than 2030.

The school reserves the right at all times for its staff to refuse to allow visitors to enter PH or to ask visitors to leave.

Students’ friends can pick up and drop off belongings from the entrance to PH. They are not allowed access to any part of PH.

# FIRE PROCEDURES

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Premier House has a comprehensive fire safety system. If the fire alarm sounds, exit the building immediately and calmly. Do not return to your room to collect any belongings. Students must follow the instructions of staff. Escape routes and emergency exits are clearly marked.

A "night-time" fire drill will be carried out each term, normally within the first week on a weekday morning at around 0645.

On hearing the alarm, students should:

1. Put on clothing as needed, footwear and coat.
2. Assemble initially in their cluster kitchen.
3. Check that all members of their cluster are assembled. If not, they alert the missing person(s) if in their room.
4. Walk quickly, DO NOT run, down the main staircase and to Queen Square assembly point.

At the fire assembly point, a quick guide to behaviour is "line up, hush up, listen up".

After the procedures have been completed and students are safely returned to the house, HPs will undertake follow-up processes:

1. Reset the boiler pumps, which involves restarting the pumps using the "ignition key"
2. Check on each boiler's control panel that the boilers have not tripped out and need to be reset
3. The fire escape doors need to be pulled shut to lock on the electromagnetic locks
4. The write-up of the alarm and evacuation will be completed

Smoke detectors and other types of detectors are installed throughout the building. These must not be covered under any circumstances. If anyone covers a detector or tampers with any of the fire equipment, this may result in severe disciplinary action being taken. There is a fine imposed for tampering with smoke detectors.

The fire alarm is tested every Wednesday at 09:30. It lasts no longer than one minute, if it lasts longer than one minute you must follow the evacuation procedure.

# HOLIDAYS

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PH is open during half-term holidays and during the Easter holidays. Staying during Easter will incur a charge - see the dates and fees section of the website under "Optional Costs". There is a less formal structure to routines in PH in the holidays, but students must realise that PH is not a hotel, and that curfews and other requirements still operate.

PH is closed during the Christmas and summer holidays and parents must arrange for students to return home to families or another suitable alternative.

It is possible to leave possessions during the half term, Christmas and Easter holiday periods, but students must leave rooms tidy with all surfaces and the floor left completely clear for cleaning. An additional cleaning charge will be made if surfaces need to be cleared for cleaning and the school can accept no responsibility for any loss or damage that is incurred.

## End of the school year

The summer holiday begins for students after their last lesson or after their last examination. Students who are still in classes or still with examinations to complete benefit from the school maintaining normal routines, and for this reason the school does not permit those who are finished for the year to stay on after their examinations are completed.

Students taking examinations sometimes pack up well ahead of their last examination, finding the process a welcome occasional break from revision. For those who do not find this helpful, there is a 48-hour period after their final examinations to pack and leave the House.

At the end of summer term all possessions must be removed even if you are returning in the next academic year. Any belongings left in rooms at the end of term will be disposed of immediately without checking.

Some students have found the storage service offered by a company called Doree Bonner to be convenient and reliable.

# ACTIVITIES

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The school provides Co-curricular and Extra-curricular activities throughout the academic year. These take place within the school, in PH and of course we sometimes go to other locations in London.

It takes a few days at the start of the year to finalise the schedule, but from mid-September, Co-curricular clubs run every Monday, Wednesday, and Friday 1630-1730. Students can find out information in their PT groups and from the student bulletin which details topic and room locations.

Extra-curricular and sporting activities are available on Tuesdays and Fridays and at weekends. Details are given in student bulletins and college promotions. Activities include cooking sessions, free lectures, theatre trips, walking tours, and areas of interest in London.

Friday afternoons give students the chance to use sporting facilities at Coram's Fields from 1600-1700 (it is about a 12-minute walk from College and about half that time from PH) and Finsbury Park Leisure Centre Indoor Sports Hall 1800-1900 (Number 55 Bus goes there from directly outside the College, at bus stop F). There are also opportunities to sign up for sports competitions and tournaments.

Students should see College promotions and student bulletins for information regarding upcoming activities, sports and trips. Students can also ask at Student Services.

Any enquiries for further details can be emailed to [lonsportsactivities@catslondon.com](mailto:lonsportsactivities@catslondon.com)

# POST, PACKAGES & PARCELS

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Post delivered by Royal Mail and other delivery services goes through the letterbox at the front of the building. If students wish to have valuable or important documents delivered, they are advised to use a "signed for" service, and to ensure they can be present to receive it.

Students may arrange for deliveries to Premier House but must recognise that neither the school nor the PH staff take responsibility for any deliveries that are received.

If students are expecting delivery of any particularly important or particularly valuable item, they should arrange to receive it themselves and use a delivery service that permits this.

PH staff will, on a "best endeavours" basis, look after any deliveries, but the responsibility lies with the student rather than the school or the member of staff.



*This version date 27th July 2022. Please note that this is a live document and the latest version is always to be found on the website rather than in a printed copy.*



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