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Everything you need to  
know during your time  
with us.

# STUDENT HANDBOOK

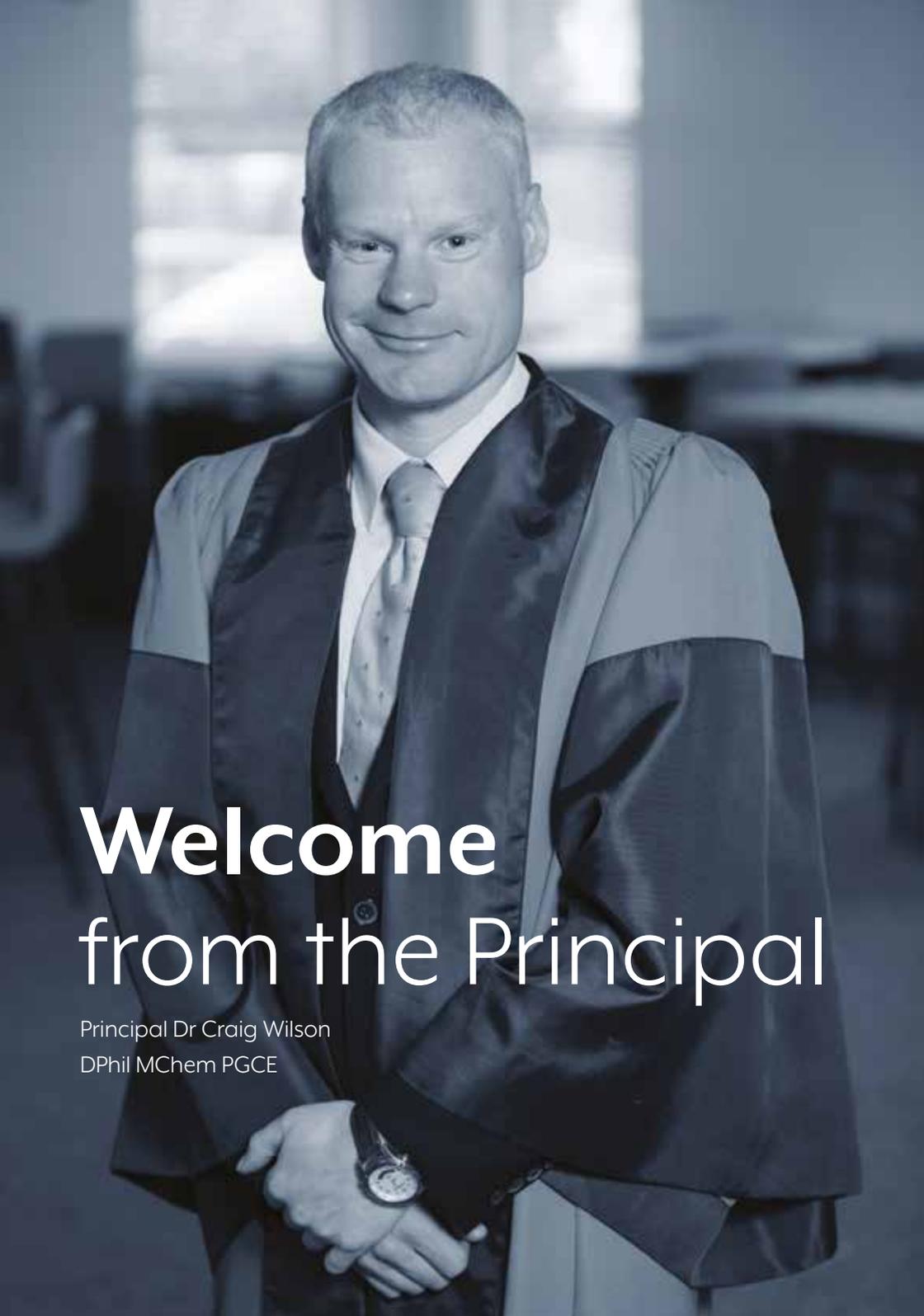
CATS Cambridge  
2017-18



Preparing you for university success



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# Welcome from the Principal

Principal Dr Craig Wilson  
DPhil MChem PGCE

**Cambridge is a great city, and we are very fortunate to have such a new campus close to the centre.**

**Living and studying in one of the oldest and most famous university cities in the world is something truly special, and you should really enjoy being here in the academic heart of England.**

Your teachers and House Parents will spend a lot of time helping you to achieve the best possible results. They are very good at this, and you can be confident that you have

the chance to do very well indeed. You have a responsibility as well, though. We expect you to work hard at all your academic subjects and take your lessons seriously. Your teachers and you are a partnership: by working together you will achieve great success.

We are a community with students from over 60 different countries.

You'll have a unique opportunity to make friends from all over the world. Make the most of this opportunity: it's what makes CATS Cambridge a very special place to be.

*C. Wilson*



# ABOUT THE COLLEGE

## ACADEMIC MATTERS

The College has an excellent reputation for academic achievement. Many of our students progress to top universities and colleges in the UK. We are committed to guiding you towards the best choices

for your future, but will always leave the final choice up to you. Although we offer you tools, opportunities and support, the responsibility for your studies, exams and performance always lies with you.



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Lessons take place every day from **Monday to Friday**. Check the times of your lessons regularly on your **time table on the Student Portal**.

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Venues and times might change from time to time. Ask your Personal Tutor if you are not sure where you should be, or when you should be there. You may find that at a particular time you have no subject lessons. At these times you are expected to catch up with your reading and homework, or attend subject surgeries. For every hour of teaching, you need to do about two hours of self-study

You are expected to do self study in the spaces around College including the Hub or in the Reading Room. If there is a problem with your timetable please make sure you contact your Personal Tutor or the Curriculum Team immediately. You must discuss any changes you want to make to your timetable with your Personal Tutor first and then visit the Vice Principal who may authorise the change. Changes can only be made if they fit into the existing College timetable, changes to your programme of study or your subjects are generally not allowed after two weeks from the start of term. If changes are made you must continue to attend all lessons on your time table until the changes have been made by the Curriculum Team. Attendance at all time table lessons is compulsory. If you are not present in 95% of your lessons without good reason, the College cannot guarantee to enter you for final examinations.

## GETTING TO AND FROM COLLEGE

We encourage you to walk or cycle from your accommodation. Ask the Activities Manager, Carolyn Jupp, about the availability of bicycles. Ask your Personal Tutor, or House Parent about bus service in your area. A bus stops right outside the main campus.

## TAXIS

If you book a taxi to come to school, make sure you do it early. Cambridge City Centre often has traffic delays, and your absence or lateness will not be excused because your taxi was late. Please note that under English law you must not distract the driver whilst he/she is driving, and you must wear your seatbelt. The school has an account with a local licenced taxi company and you can book taxis to travel to or from the airport at the start and finish of term.

Please see the taxi fees on our website. Outside of these times, apart from in an emergency situation, you are expected to make your own travel arrangements. If you are under 16 then you must use an assisted check-in/courier taxi. If you are taking a taxi going outside Cambridge (e.g. to the airport) and you must book at reception. Your first arrival taxi will be billed to your college account, but after that you must pay for any taxis booked, unless you have a float account in place.

If you pay the taxi driver in cash, you should always ask for a receipt, always use a licenced taxi company, reception can provide details of local licenced taxi companies.

## BOOKS AND STUDY MATERIALS

You will be told by your subject teachers which folders and text books you should buy. You should bring your text books to each lesson. You must also have any other materials needed for your courses.

The local book stores will be pointed out to you during Induction and one will visit College to sell books. You may also buy and/or use any other books that will help you with your studies. Talk to your subject teachers about these.

General resources photocopying facilities and films are also available for your use in the Reading Room. Paper, pens, files and other pieces of stationery may be purchased from the local shops in the city. 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 teacher. You can use electronic translators in the classroom only if your teacher tells you that this is allowed. Bilingual paper dictionaries maybe used in some examinations under certain circumstances. Please check with your subject teacher.

## HOW IS STUDYING IN THE UK DIFFERENT?

The experience of studying in the UK might be entirely different from studying in other countries. In the UK there is an expectation on students to become independent learners. Doing extra reading, asking questions in class and discussing issues in group settings

are therefore highly valued characteristics of a successful learner in the UK. You will be set homework and in some subjects you will also have coursework.

We expect you to complete all these assignments on time and to the best of your ability.

In the UK education system learning is also accumulative. This means that you continuously build on what you had previously learned about a subject, as you progress through your school education. Therefore, you should normally have a GCSE or equivalent qualification in a subject before you are ready to study A level or the University Foundation Programme in this subject.

If not, you may find that you have not studied a particular topic within a subject and that you might have problems understanding this part of the subject. If this is the case, you will need to work extra hard on that area in order to go on with your course. On the other hand, you may sometimes find that you may already have studied a particular topic.

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However, as it is **part of the syllabus**, you must make sure that you **complete the work set by the teacher**. This repetition will still be useful in terms of **language and exam practice**

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## PERSONALISED LEARNING SUPPORT

At the College, there is a focus on tailoring the best programme of study for you. This is achieved through academic counselling, subject surgeries, additional learning support tutorials and a Key Professions Programme. As soon as you have any difficulties, discuss these with your subject teacher or Personal Tutor, to ensure that you don't fall behind in your work.

Surgeries are timetabled one-to-one, or small group sessions led by a subject teacher to help support your work and progress in your usual lessons.

The College can also arrange additional teacher support, if needed, provided you have an authorised attendance record of 100% and have handed in all homework and coursework.

If you have difficulties learning, Additional Learning Support (ALS) can be arranged through the ALS coordinator.

## APPLYING TO UNIVERSITY

Most students at CATS Cambridge apply to UK universities through the UCAS system. The College assists you with a wide range of services to support this, principally through Christine Rudd, the Higher Education Officer.

To ensure a successful application, you need to meet all the internal deadlines the College sets. We also offer support to other universities all over the world and in the past students have applied to universities in: USA, Canada, Japan, Korea, China, Hong Kong, Italy and Germany.

## 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 and Student Services know immediately.

## PERSONAL DEVELOPMENT

Each half-term you will have Personal Development sessions. There will be the opportunity to discuss issues ranging from drugs and smoking to alcohol and personal safety. Being in the UK is not 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.

## STUDENT COUNCIL

The College Student Council is a dynamic body composed of elected representatives of many nationalities. It is run by students for students, with as much assistance from the College as the Council may want.

The Council advises the College on issues of student concern. It can be a way for students to change things that they would like to see changed. The Student Council is involved in organising events and outings for students.

The relationship between the Council and the College is always something that can be discussed between the Principal and the Student Representatives. If you would like to be a part of the Student Council or the Boarding Committee see your Programme Director, Personal Tutor or House Parents for more information.

GCSE and Pre Programme students need to join at least one club a week. There will also be the opportunity to link up with local Cambridge clubs for the opportunity to play in local leagues and competitions. You will be introduced to various activities during induction and will have the chance to sign up.

We also have discounted rates at a local gym, a 15 minute walk from the College. Inside you will find a fully equipped gym, sauna, jacuzzi, steam room and a first class spa.

to explore the UK by attending college trips. Information about trips will be available at induction and throughout the year.

For more information, or if you have any ideas for new activities, groups and societies, contact the Activities Manager by email.

Her address is:  
[activities@catscambridge.com](mailto:activities@catscambridge.com)





# LIVING IN COLLEGE

## OUR STUDENTS

Our students are accommodated in two residences. Elizabeth House - located on the premises of CATS Cambridge - accommodates our students aged 14-18 years of age.

Varsity House - located approximately a 15 minute walk from CATS Cambridge, accommodates our students aged 16 years and over.



## EATING IN COLLEGE

All fully catered students can take breakfast, lunch and dinner in the Dining Hall at the times shown.

### MONDAY - FRIDAY

Breakfast: 07.30 - 08.40

Lunch: 11.30 - 14.00

Dinner: 17.00 - 19.30

### COLLEGE RESIDENCE STUDENTS ONLY

### WEEKENDS

Breakfast: 09.00 – 11.30

Brunch: 11.30 - 13.00

Dinner: 16.30 - 18.00

## STUDENT GUESTS

Are not allowed on to the campus without authorisation consequently student guests are only allowed in the Hub and Coffee Bar. Exceptions might apply for social events, at the discretion of the Principal. You are allowed to bring takeaways into the Hub but food is not to be taken into the rooms in Elizabeth House. Takeaway delivery times vary especially during the weekends. Takeaways arriving after curfew will be refused.

You must clear your table before you leave. Empty your tray in the designated areas provided. You must wear your student ID card at all times. Be prepared to show your ID card at the service counter. If you do not have your ID card, you may be delayed, turned away, or asked to pay for your meal.

Using someone else's ID card to obtain food is not permitted. As a College, we are committed to keeping food wastage to a minimum. Therefore, take only as much food as you will eat and finish. You can always come back for a second helping later.

## LETTERS AND PACKAGES

All mail should have your full name in English and if possible your student number, followed by your block (Varsity House students) and your room number. If you live in Elizabeth House, your mail should be sent to the main campus address:

**CATS College Cambridge 1 High Street  
Chesterton Cambridge Cambridgeshire  
CB4 1NQ UK**

If you live at Varsity House your mail should be sent to:

**Varsity House New Street Cambridge  
CB1 2TX UK**

Mail will not be given to you unless you can show a valid student ID card, you are only permitted to collect your own mail. We cannot take responsibility for any lost or damaged items.

## TELEPHONES AND EMAIL

You can ask to use telephones at the College. Permission will be given where the call is urgent or necessary.

## MONEY MATTERS

A member of the finance team visits College each week on Tuesdays and Thursdays 1700-1800 in the Pod. They can help you with all money matters. During the year you will need to pay for some things. This may include some College trips, essential text books, as well as taxis, clothes, music, eating out and other things you want to do or buy - Student Services can help you to make an appointment to open a bank account.

You should not miss lessons to do this. If you do not want to pay for expenses in College from your personal funds you can set up a 'float account'. If you do not have a float account you will need to have access to small amounts of money yourself for occasional expenses.

If you have a float account at College we can give you an agreed amount of pocket money from this each week. There is a £25 fee each term for this pocket money service. To set up a float account, please contact us at: [studentservices@catscambridge](mailto:studentservices@catscambridge)

Your College fees must be paid before you arrive at the College. Your College deposit cannot be used to pay for any expenses.

The deposit is held on account for you, until you have completed your programme at CATS Cambridge and will be used for emergencies only or by agreement with the Principal/ Finance Officer. If you or your parents or your agent are paying by bank transfer please provide confirmation that this has been done. If you have paid your fees to your agent, please provide a receipt from your agent.

## MONEY EXCHANGE OR TRANSFER

If you wish to exchange money or travellers cheques, you can go to either a bank or travel agent. We can advise you on transferring money from your own country to England.

## BORROWING AND LENDING MONEY

You should not ask another student for money as a loan or gift and must not give or lend another student money. If anyone is in financial difficulty, please let the College know so we can help. If you are found to be

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

## INSURANCE

It is your responsibility to insure your personal belongings, especially valuable items. Although we make every effort to secure the College and college accommodation, your personal possessions are not covered by our insurance in college or when you are living in your accommodation. Please refer to the Pre-Arrival Guide for help in arranging this.

## STUDENT ID CARDS

You must have a student ID card in order to get access to the College, attend lessons, have your meals in the Dining Hall, and for accommodation purposes.

You must wear this card 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 your ID card whenever requested. If you lose your card then you will be charged £10 to replace it. Reception can do this for you.

## ACCOMMODATION

All students are expected to live in accommodation provided by the College. Only in exceptional circumstances will students be permitted to live in Independent accommodation with the express permission of the Principal.

This permission can be removed at the College's discretion. We reserve the right to change your type of accommodation for disciplinary reasons (including persistent low attendance), in which case you will have to pay any increased costs that may arise. If you want to change your room, you should speak to the Accommodation Manager or a House Parent.

No room changes will be carried out until the half term in any given term apart from 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. Please note that there are restrictions on students who are under 18 and over 18 living in close proximity.

Students may be permitted to use a shared room as a single room, in which case the appropriate supplement will be charged. Should the second bed then be required, the room will immediately and without notice become a shared room, charged at the usual rate.

### NIGHT TIME IN YOUR ACCOMMODATION

Curfew is the time you must be in your accommodation. These times are shown below:

#### Elizabeth House & Varsity House Sunday – Thursday

All students 19:30 ready for  
20:00 – 21:00 Prep time\*

#### Friday – Saturday

Students aged 18+ years: Morning Check  
Students aged 16 and 17 years: until 21:30  
Students aged 14 and 15 years: until 20:30

\*Prep time is a designated hour in the Boarding House to enable you to complete homework set by your Teachers in class that day. Permission Slips must be used to request absence from Prep time, requests will be granted for educational or cultural-related activities.

#### Please note:- you will be required to return before the accommodation curfew check.

Permission slips may be used as long as you will return before the time you're due back in your accommodation. If you will be back later than this you must submit an Exeat.

### CURFEW TIMES

#### Elizabeth House & Varsity House Sunday – Thursday

Students aged 18+ years: 22.30  
Students aged under 18 years: 22.00

#### Friday – Saturday

Students aged 18+ Morning Check  
Students aged under 18 23.00

Curfew times may be changed for you if we are concerned about your attendance or another discipline matter. When in your residence you should use the evenings to do your homework and private study in your room or in the designated areas. You should not play music without headphones during this time and noise must be kept to a minimum at all times.





# COLLEGE RESIDENCES

## OPENING TIMES

The College residences are closed during the Christmas holidays to all students and you must leave the College at this time. If you wish to stay in Cambridge during any of the College holiday periods you should notify the Accommodation Manager at least one month before any holiday period.

All possessions must be removed from your room at the end of Summer Term, however if you are intending to return in September we can arrange for your possessions to be stored over the summer period with an approved storage company - Storage costs will apply.



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**Possessions left which you have not arranged to have stored will be donated to charity.** It may also be necessary to ask you to change accommodation for other reasons. **This is especially the case for students studying during the Summer Term 2 of any year.**

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### PRIVACY IN RESIDENCES

You are entitled to privacy, however House Parents 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 other residents, if they are concerned about your health, safety or wellbeing or to wake you up.**

**To carry out any cleaning or repairs, to inspect for any damage, whatever the cause, 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 part of the Colleges code of conduct.**

You may not cook in your room. Food and drink (other than sweets, fruit or water) may not be taken into your room.

All food must be eaten in the kitchen areas or in the Hub where snacks may be made at the times displayed. Cooking facilities are available in the kitchens in Varsity House and in the Home Economics room in Elizabeth House.

You are not allowed to smoke in your room, this also includes E Cigarettes. You should 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. Permission slips will be refused unless your room is tidy. Nothing should be fixed to the walls of your room, other than as permitted by the House Parents. Any posters should not offend any person entering your room.

You are not permitted to use high power electrical items in your room such as kettles, rice cookers, irons and televisions. An inspection of all electrical appliances is made at the beginning of each term and you will not be allowed to use any item which fails.

You should not use electrical appliances (except those provided by the College) without permission from the House Parents. This permission will not be given unless the equipment has been inspected by the College. Usually, permission should be granted unless the equipment is dangerous, nothing you do in your room should be heard outside the room.

Please be aware that smoking and the use of e cigarettes in the residence or any of the college buildings is illegal and is not allowed. Disciplinary action will be taken against you if you are found smoking in any part of the college including the residence.

### USE OF COMMON AREAS

You are expected to assist with keeping your residence clean and tidy.

This includes leaving bathrooms and kitchens clean after you have used them. Telephone calls or Skype calls should not be made at anti-social hours. All rooms and communal areas are cleaned weekly by the domestic staff.

### THE BOARDING COMMITTEE

Boarding Committee meetings are held regularly. The purpose of these meetings is to inform you of any new proposals and to listen to any suggestions. Sometimes we will ask to meet all students in the residence for a house meeting.

### LOOKING AFTER YOUR VALUABLES

A lockable box is provided in your room. This is for valuable possessions including cash. You should lock your door when you are out of your room and shut your window if you are on the ground floor.

If you lose your key or student ID card, you must report it to a House Parent immediately. You will be charged for replacing the key/card. You must not make any duplicate key(s), or allow for a duplicate to be made, except by the College. If you break this rule, you may be asked to pay for the replacement of any locks at the residences. Do not carry your house key in the same place as anything that includes the full address of your accommodation. Remember to take everything you need for College when you leave your room in the morning.

### LAUNDRY

Personal laundry is your responsibility and washers and dryers are available in the residences. Washing powder is available free of charge from the Boarding Office or reception at Varsity House. In all residences laundering of linen and sheets is arranged.





# WHILE YOU STAY WITH US

## INTERNET ISSUES

If you experience problems accessing the internet, please speak to a House Parent who will arrange with the IT team who will be able to help you. The IT Team hold regular surgeries throughout term.

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.



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All College residences **have internet available either via cable connection in your room, or in most cases, via wireless. The wireless password will be provided during your induction. Wireless access is restricted between 12:00 - 06:00.**

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### GUESTS

Guests are allowed to enter the College with permission from the House Parents, who may refuse to allow your guest to enter, or may ask them to leave. No more than two guests are allowed at a time. All guests must sign in and wear a visitors badge at all times. You will be responsible for anyone who comes to visit you.

All guests must leave accommodation by 20:00 from Sunday to Thursday and by 21:00 on Friday and Saturday. Overnight guests are not allowed.

### DAMAGES

You should take good care of your room and other areas of the residence. You will be asked to pay for any damage caused to the walls and furniture, fixtures and fittings in your room. Damage to common areas will be split between all students where responsibility cannot be attributed to an individual. Running around in College is not permitted.

### EXEAT RULES

An exeat is an official permission to leave the College campus. You must apply for an exeat if you wish to leave College overnight, miss any lessons or leave Cambridge city e.g. going to London for the day or a university open day.

Overnight visits are not granted in the week, except under exceptional circumstances.

To apply for an exeat fill in an electronic exeat on the Student Portal. It must be completed by 10:00 on Thursday if you are applying for a weekend exeat. Exeats requested late will not be approved.

You are not allowed exeats within Cambridge, unless you are staying with your parents. If you are under 16 and wish to leave Cambridge city overnight, your parent or a responsible adult will need to collect/return you from your accommodation.

Responsible adults must be over 25 and should be known to your parents/guardian or agent. We will need a contact number and address for them, on your exeat you must stay in the same accommodation as them.

If this is not practicable a courier taxi can be arranged with parental consent, booked at Reception. Your Personal Tutor will need your parents' permission in advance.

If you are under 18 and wish to leave Cambridge city overnight, we will need your parents' permission in advance. It is your responsibility to supply parental permission.

You must also provide the address of where you will stay, a contact number of the adult you are staying with and your own mobile phone number. You need to make sure that your exeat has been approved on the Student Portal before leaving the accommodation. Failure to check could result in you being disciplined.

permission does not mean automatic approval. Exeats are approved at the discretion of the College, they are not approved automatically even with parental permission. Exeats may not be granted, if there are outstanding health, welfare, disciplinary or attendance issues.

Do not turn your mobile phone off if you are going out late. Please note that if you fail to uphold exeat and curfew agreements, you may have your exeat privileges revoked





# RESIDENTIAL STUDENT INDUCTION

## WELCOME

- Introduction to Boarding staff
- The Information Pack – what it contains
- Description of building and area
- Communal areas, entrances and exits
- Gardens, patios, bicycle area
- What's in the local vicinity?
- How do you get to College?

## WHOM TO CONTACT

- House Meetings (time and day)
- How to find out who is on duty and how to contact them at any time
- College emergency number  
**07860 586528**



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## SAFETY

Fire assembly points, e-safety, location of firefighting equipment, location of assembly point, notice boards, remember to lock your door. Do not tell other people door codes, make sure you know the policy for guests.

**Ambulance, Police, Fire: telephone 999**

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### KEYS

You will be charged £35 for any lost Key at, Varsity House and £10 for any lost card at Elizabeth House. New room cards are available from Reception or the Boarding Team, we advise you not to keep your card or room key in your bag or with anything that has your address on it.

### DAMAGES

All rooms are checked in advance of your arrival, on a daily basis and prior to departure. Please tell the boarding staff if you break or damage anything. Any damage in your room is automatically your responsibility. Damage to communal areas is the responsibility of all students who share the area. All damages must be paid for. We will ask you to complete a room check on arrival and departure.

### ACCOMMODATION RULES

Smoking and the use of E cigarettes is forbidden – disciplinary action. No fires or candles permitted, smoke detectors – purpose, how they work; do not cover them.

Keep room tidy and safe, keep electrical wires and extensions safe, do not use corridors and staircases for storage. Communal rooms/kitchens: tidy and hygienic, furniture not to be moved between rooms or communal areas. Sleep in your own room only, curfew times, times to be in at night are shown on the notice boards. Alcohol Policy: illegal for students under 18. No Televisions

### FIRE PREVENTION

Clear rubbish away, do not smoke; do not light anything inside your residence. Fire exits must be kept clear at all times, firefighting equipment – misuse will incur disciplinary action and a fine. Fire drills will be held regularly and must be treated like a real fire. Leave the building in silence.

### IN CASE OF FIRE

Do not try to fight it; use alarm and leave the building, go to the assembly point – tell your friends on the way. Check where your friends are; if they are still inside, tell the boarding staff when you are outside. Do not return to the building until you are told it is safe to do so by Senior Staff.

### ELECTRICAL EQUIPMENT

If the power goes off in your room, contact the duty member of boarding staff, microwave oven: do not put anything metal in the microwave. Kettle: do not boil an egg in the kettle. Washing machine/ tumble drier: learn how to use them.

### INTERNET

Internet instructions are on the notice board. If you have problems see the duty member of boarding staff.

### MEALS

Catered students have all meals at college. Self-catering students do not receive any meals at college but can buy them from the Hub.

### LAUNDRY

Washing machines are available free of charge - washing powder is provided.

### CLEANING

Communal areas are cleaned twice a week, bedrooms and en-suite rooms are cleaned once a week for catered students. Rooms and communal areas must be kept tidy or they cannot be cleaned.

Self-catered students are responsible for cleaning their own rooms and must provide their own washing powder and cleaning materials. It is everybody's responsibility to make sure the property is clean, including communal areas

### BED LINEN AND TOILET ROLLS

Dirty bed linen must be brought to the Boarding Office between 17:30 – 21:30 on the assigned days. New bed linen will be provided by the House Parents. Self-catering students must launder their own bed linen, a second set will be provided if needed, in catered houses, toilet paper is provided. If you run out ask the boarding staff for more. In self-catering houses, you supply your own

### RECYCLING

The boarding staff will be able to tell you how to do this. The council will not remove rubbish unless it is correctly binned.

### MEDICAL MATTERS

Do you have any allergies or medical conditions that might affect your stay? We need to know so we can look after you properly if you become ill. If anyone is injured, contact one of the College Nurses.

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## HEALTH AND SAFETY

Accident prevention – we have rules and regulations for your safety. When using electrical equipment: think, is this safe?

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## Accommodation Issues

If you have any problems with your accommodation, **speak to the staff in your residence, or visit the accommodation surgeries in College. Weekly accommodation surgeries will be held at the college.**

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### SECURITY

All staff carry ID cards. If in doubt, please ask to see their ID card, you must not invite people on to campus without permission. You must keep your bedroom door locked when you are not inside, windows should be kept closed and locked when you are out. Keep all outside doors closed – do not prop them open, do not keep valuables, passports or money in your rooms – safes are available. Report any strangers to a staff member

### PERSONAL SECURITY

Stay in groups – don't go off on your own, don't carry valuables or your passport off site. Don't wear expensive jewellery in public, be careful with your mobile phone. Don't leave anything unattended in a public place, e.g. bags, phones, coats, etc. Be respectful to other people, don't talk to people you don't know, never, ever, get into a stranger's car. If you have a problem and you are alone, look for a policeman or go into a shop and ask the shop assistant for help. If you need a taxi, we recommend Panther Taxis (**01223 715715**) whose staff are all carefully checked.

### NEED HELP?

If you need them, the Welfare Team will be able to help you, if you are unhappy about anything, you can speak to any staff member

### FEELING ILL OR UNWELL

If you are unwell in the morning, evening or overnight or unwell over the weekend, please talk to a House Parent. All students under 18 must go to see the College Nurse in the Health Centre early in the morning and an assessment of your condition will be made and treatment will be given if needed.

If you feel ill or unwell during the teaching day please see the College Nurse. Please come to the Health Centre at break time unless it is an emergency.

If you live in independent accommodation, phone the College Nurse between 08.30 and 09.30 on **+44 (0)1223 341343** to let us know that you are unwell. You must phone in every day that you are unwell.

At busy times, calls may not be answered, or the line may be engaged. Nevertheless, you must speak to a member of the Health Centre staff, so please keep trying.

If you are in independent accommodation and you feel you need help in the evening, call the 24 Hour Emergency Phone: **+44 (0)7860 586528**.

### FIRE EVACUATION

If you hear the fire alarm, leave the building by the nearest exit and join with the other students at the fire evacuation points where a register will be taken - stay in your class group, or report to the nearest teacher if you are in an independent study session.

You are always 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.

You will need to be as quiet as possible until the staff members tell you to go back inside. During your time outside at the fire evacuation point, no smoking is permitted. Fire drills are held through the year.

### PERSONAL SAFETY

Never cross the parks or any remote area alone after dark. If you are not in a group of three or more, stick to the well-lit roads.

Do not display valuables such as cameras, expensive jewellery, wallets, iPods, or mobile phones when you are in a public place.

### KEEPING SMART ONLINE

There is some interesting information on the internet, but a lot of risky things 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.

**ACCEPTING** - Email address 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 parents or the College if someone or something makes you feel uncomfortable or worried.

For more information, check out these websites:

[www.childnet.com/music](http://www.childnet.com/music)  
[www.phonebrain.org.uk](http://www.phonebrain.org.uk)  
[www.chatdanger.com](http://www.chatdanger.com)  
[www.digizen.org](http://www.digizen.org)  
[www.childnet.com/sorted](http://www.childnet.com/sorted)

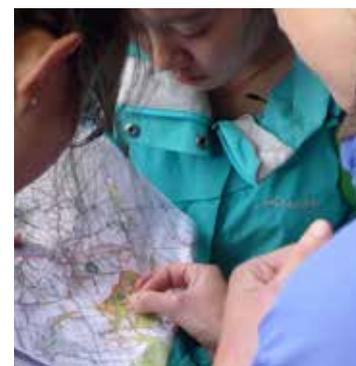


# HEALTH & HAPPINESS

## THE COST OF TREATMENT IN THE UK

If you are here on a Tier 4 visa you have to pay a charge to the government when you arrive in the country. You can then have free treatment in National Health Service (NHS) hospitals and free treatment with a local doctor. We will help you to register for this when you arrive.

If you are on a Short Term Study visa, you are only allowed free emergency treatment. You will have to pay for everything else. This is very expensive and you must take out medical insurance before you come. If you are here and you don't need a visa, you are normally entitled to free treatment.





**You must check what the arrangements are for visitors from your country and take out private medical insurance if necessary.**

Any students from the European Union should apply for a European Health Card (EHIC) before travelling as this can give free health care in the UK.

Even if you are entitled to free NHS treatment, you may consider taking out private medical insurance. Sometimes it can take several days to get an appointment with an NHS doctor and there are long waiting lists for non emergency NHS services.

Private medical insurance could give you much quicker access to the treatment you need.

### COUNSELLING

Our Welfare Team can help you deal with stress and worry. If you have a personal problem or any worries or concerns, whether college related or not, and you do not want to discuss it with your Personal Tutor or a member of the Welfare team, the contact number for an independent listener is posted in all residences.

Samaritans provide confidential support to any person in emotional distress  
**+44 (0)8457 909090**  
**[www.samaritans.org](http://www.samaritans.org)**

Additional consultants and support services (paid or free) are available through the Health Centre, or the Deputy Head of Welfare, Blake Feig.

### KEEPING HEALTHY AND SAFE

In order to stay healthy you need to find a good balance between work leisure, exercise and rest. You need to eat healthily, learn to handle stress and worry, make sensible decisions about alcohol, cigarettes and other drugs as well as Keep yourself safe. You must be able to Communicate with your teachers and boarding staff, value and respect yourself and others and build healthy relationships with your friends and family.

### DENTISTS

Speak to the College Nurse if you would like to make an appointment with a dentist.

### KEEP US INFORMED

Please ensure you tell us of any medical condition or illness and any medicines may be taking. Some medicines that may be legally prescribed in your home country may not be licensed for use in England.

You should only use medicines and drugs that are available from a chemist shop or which you are using on the College Nurses' advice or doctor's advice or prescription. They should be kept in the locked boxes in bedrooms.

The College Nurse and the House Parents must be told about any medicines or drugs that you are taking. You may choose to give your medication to the College Nurse or the House Parents for safe keeping.

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

Details of medication from your home country need to be given to the College Nurse

### SEXUAL HEALTH

If you are sexually active or are thinking of starting a sexual relationship with someone, please note that sex is illegal under the age of 16 years in the UK. Make sure both you and your partner are of legal age. Remember:- you are responsible for keeping both yourself and your partner safe and healthy.

Advice and information on sexual health is available from the College Nurses.

In addition you can speak to iCash  
**The Lime Tree  
Clinic Brookfields Hospital  
351 Mill Road, Cambridge  
CB1 3DF  
Phone +44 (0)300 300 3030  
<https://www.icash.nhs.uk/>**

**Centre 33  
<http://centre33.org.uk/help/sexual-health/>**

Further Sexual health information is available through your Doctor, or The Integrated Contraception Sexual Health Advice Centre (SHAC)  
**Addenbrookes Hospital, Hills Road  
[www.addenbrookes.org.uk/shac](http://www.addenbrookes.org.uk/shac)  
Phone +44 (0)1223 217774**

### RELIGIOUS WORSHIP

CATS Cambridge is a non-denominational organisation, we respect your right to practise your religion. We are happy to give you details of your closest church, mosque, synagogue, temple or alternative place of religious worship. Please ask Student Services or boarding staff for more information.

A prayer room is available in Elizabeth House and arrangements can be made during times of fasting. Please talk to your Head of House James Todd or Ray Mather, at least 1 month before you are due to start fasting.

### SAFETY

Always have the following numbers at hand, saved on your mobile speed dial:

**Police, Fire or Medical Emergency  
999 or 112**

**CATS Cambridge Emergency number  
+44 (0)7860 586528.**

### SEEING A DOCTOR

Our College Health Centre is staffed by our nurses during the school day. They can help you with minor injuries and illness and will make sure you are looked after well. In an emergency, the UK has an excellent accident and emergency service and everyone is able to use this for free.

Doctors' surgeries are open Monday to Friday 08:30 - 18:00 only. After 18:00 medical treatment is provided by **Urgent Care Cambridgeshire (UCC),  
Telephone: +44 (0)330 123 9131.**

A doctor will call you back, advise you and if required, arrange to see you, alternatively, you can call NHS 111, this number is available 24 hours a day, 365 days a year - calls are free from landlines and mobile phones. Local doctors can also refer you for specialist hospital treatment if necessary.

In the UK, the usual procedure is to go to the doctor first, then hospital second. For serious problems which cannot wait until the next working day, you will be taken to the Accident and Emergency department at Addenbrookes hospital.





# CODE OF CONDUCT

## BEHAVIOUR AND APPEARANCE

Mobile phones must be switched to silent during lessons and assemblies as well as in the Reading Room. They must not be taken into examinations at all. Failure to comply will result in confiscation of your phone for one day.

Confiscated phones may be recovered from Reception between 17:00 and 17:30. iPods, MP3s, etc. must not be worn or used in classrooms, assemblies or examinations. Laptops, phones and tablets may be used at the discretion of the subject teacher.



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There are **no stringent restrictions on student dress**, but all clothing must be **clean, inoffensive, safe and in good condition. Offensive slogans or pictures on clothing will not be tolerated. Clothing should also be modest.**

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You should not wear short skirts or revealing tops. You should wear smart clothes to university interviews, theatre visits and other formal occasions.

Special rules apply to science laboratories 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 at, 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.

Any student who is under 18 and who is considering a form of dress or decoration which will irreversibly mark the body, such as body piercing or a tattoo, will require their parents' consent in writing and College approval before proceeding.

Food or drink, other than bottled water, must not be taken into any lesson, or the Reading Room.

Motorbikes, skateboards and skates etc. are not allowed anywhere on campus, bicycles can be parked in the designated bicycle parking area and locked.

In compliance with government regulations, CATS Cambridge is a smoke-free campus. Smoking is only allowed in the designated smoking area.

Under 18s are, by law, neither permitted to drink alcohol. Nor allowed to drink or have alcohol in the residences.

### CARS/MOTORBIKES/MOPEDS

You are not allowed to have a car without express permission from the Principal. There is no parking for students at College or at College residences.

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. The minimum driving age in the UK is 17 only after passing a theoretical and practical driving examination.

### ATTENDANCE AT LESSONS

You must go to all lessons. You must also take any tests and examinations required. If you need to miss a lesson or part of a lesson, you must have the permission of your subject teacher for that lesson.

It is your responsibility to ensure that you arrive in time for the beginning of term, unless there are exceptional circumstances. You must do any 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.

### BULLYING

Bullying is the use of aggression with the intention of hurting another person and 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 address, text or video message.

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, Personal Social and Health Education classes and assemblies on discussing tolerance, what is acceptable and unacceptable behaviour, and understanding the laws and citizenship of this country.

**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 monitor the situation with you and others.**

In proven cases of bullying, staff will record the incidents and bring the matter to the attention of the Principal.

### ACADEMIC HONESTY

If your work is found to have been copied from other students, books or the internet, it will not be accepted and this may lead to disciplinary action. On some courses there is automatic exclusion if you are found to have copied work.

### THE DISCIPLINE SYSTEM

There is a five stage discipline system at the College, with Stage Five being expulsion. You and your parents will receive a letter when each discipline level is reached, and you will be able to see your current discipline level on the Student Portal. You may be put on a discipline stage for attendance below 95%, poor behaviour, damage to property or lack of effort or not completing work as requested.

Most issues can be dealt with by a discussion with you, but if the issue is very serious or you have not listened to warnings, you will be placed on a discipline stage depending on the seriousness of your offence, you may be placed on any point on the College discipline ladder at any time.

You will also be set clear targets to improve your behaviour or attendance which you will be expected to comply with.

Please note that your discipline level may also be reduced for good attendance and behaviour. You may also be put on a daily report, excluded from activities or have to change your college accommodation if the College feels this is necessary.

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You should note that **certain offences** may lead to you being **required to leave the College.**

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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. This includes interference with health & safety equipment or fire equipment. In the case of any of these offences, you may be liable to expulsion, though the College may determine to impose a lesser measure.

This section does not prevent the Principal from expelling you for any offence if the circumstances warrant such action.

### THE LAW AND YOU

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 Under 18, even if the people making them are under 18 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 in the UK at which you can buy cigarettes, alcohol or enter a pub, bar or club – though in some places you may need to be 21-plus you may be asked for ID.

### SMOKING

Under UK law CATS Cambridge is a smoke free campus. This includes E-Cigarettes. Smoking is only allowed in designated smoking areas. Smoking is also illegal in the UK if you are under 16. It is also illegal for any person under the age of 18 to purchase cigarettes in the UK and is an offence to buy or sell cigarettes or alcohol to anyone under 18.

### 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. We will provide help to identify sources of appropriate personal support and increase understanding of related health and social issues. We will ensure that parents or guardians are informed and involved as appropriate.

Drugs are not allowed under any circumstances. The Principal may expel anyone caught in possession of, or having taken drugs, or may suspend you, allowing you to return only under strict conditions. These conditions may include a minimum

of 95% attendance, regular, randomised drug testing, with the cost of the test paid by you. Any positive result will almost certainly result in immediate permanent exclusion. Participating in drug counselling and education programmes as deemed appropriate by the College - costs may be incurred for this. You may, from time to time, be asked to submit to drugs testing. Any such testing will be subject to the usual rules on the privacy of medical information. A refusal to cooperate with a legitimate request for a test will be treated as a disciplinary matter.

For information about drugs, talk to **FRANK Phone: +44 (0)300 123 66 00**

### RAISING CONCERNS

What happens if you want to raise a concern, or make a complaint about something? If you have a complaint to make about any aspect of the College, please use the guidelines set out below. For concerns regarding academic matters, your course or timetable, talk first to your Personal Tutor who will investigate and advise on a next course of action.

For complaints about your Personal Tutor, talk to your Programme Director. For complaints about an exam, College exams or an external exams talk to the Examinations Officer. For complaints regarding your accommodation, talk to a House Parent. For complaints about unfair disciplinary action, talk to your Personal Tutor or the Vice Principal. For concerns about money issues, talk to the Finance team, for complaints about extra-curricular, sport and social matters, talk to your Personal Tutor.





# CAMBRIDGE INFORMATION

## A CITY THAT CHANGES THE WORLD

Cambridge is a fascinating city that allows you to learn from the past as while also experiencing the technology of the future. The city is steeped in history and is home to leading global organisations at the forefront of innovation within the science, engineering and technology sectors such as Microsoft Research, ARM and AstraZeneca.

## A GREAT SHOPPING EXPERIENCE

The range of shops in Cambridge is constantly growing, with unique independent boutiques sitting alongside major high street brands and the most exclusive designer labels. The traditional Market Square with stall selling fresh fruit, clothing and books is surrounded by modern shopping centres - giving you plenty to explore.



Should you not be satisfied with the outcome of your complaint after this and should you wish to take the matter further, you should make an appointment to see the Principal. At any stage you may look at the Complaints Policy on college website: [www.catscollege.com/locations/cambridge/policies.htm](http://www.catscollege.com/locations/cambridge/policies.htm).

Cambridge is a small city, but with all the amenities you could possibly need. The main shopping area is just a short walk away from the College. You will find most clothes, music and department stores in this area.

We have listed some useful numbers for Travel & Transport and Banks below. Use the following websites to find just about anything, anywhere in Cambridge: [www.cambridgeonline.co.uk](http://www.cambridgeonline.co.uk) [www.localsecrets.co.uk](http://www.localsecrets.co.uk)

### BANKS

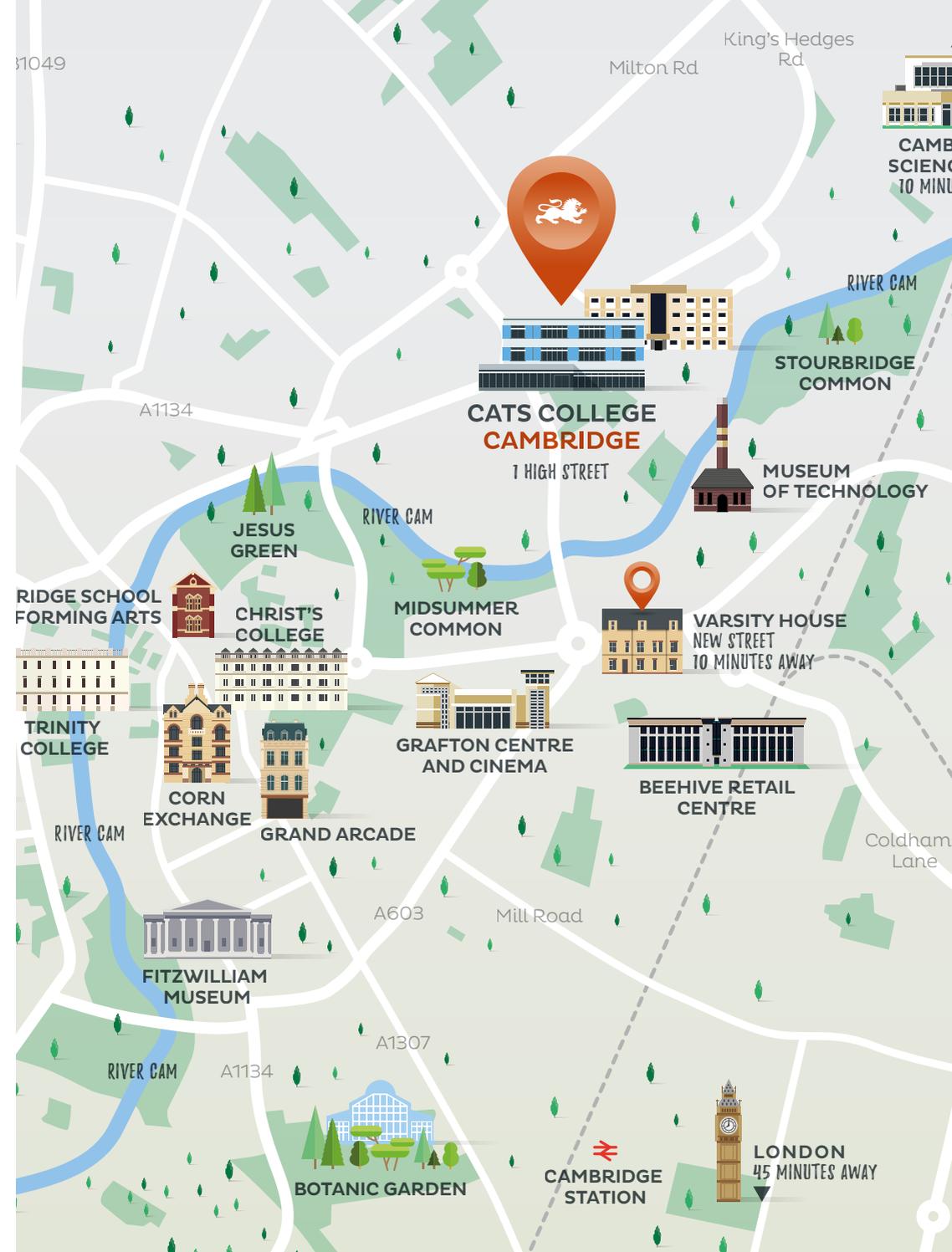
- Abbey - St Andrews Street
- Barclays - Market Hill, Sidney Street,
- St Andrews Street - Chesterton Road and Cherry Hinton
- Halifax - Fitzroy Street
- HSBC - Market Hill, St Andrews Street, Chesterton Road, Hills Road.
- Lloyds TSB Bank - Regent Street, Chesterton Road and Mill Road
- Natwest - Fitzroy Street and St Andrews Street
- Royal Bank of Scotland - Trinity Street

### TRANSPORT

- Panther Taxi Service**  
Phone +44 (0)1223 715715
- Airport Lynx: Airport Transfer**  
Phone +44 (0)845 388 6074
- Local Buses - Drummer Street**  
[www.cambridgeshire.gov.uk/transport](http://www.cambridgeshire.gov.uk/transport)  
Phone +44 (0)845 045 0675
- Train Station**  
Station Road  
[www.nationalrail.co.uk](http://www.nationalrail.co.uk)  
Phone +44 (0)845 7484950

- National Express (Coaches)**  
(long distance) buses Parkside  
[www.nationalexpress.co.uk](http://www.nationalexpress.co.uk)  
Phone +44 (0)8705 808080
- Cambridge Visitor Information Centre**  
Wheeler Street [www.visitcambridge.org](http://www.visitcambridge.org)  
Phone +44 (0)871 226 8006

- STA Travel Cambridge**  
38 Sidney Street [www.statravel.co.uk](http://www.statravel.co.uk)  
Phone +44 (0)871 702 980



# STUDENT PORTAL GUIDE

## LOGGING ON

You can log onto Student Portal using the link from CATS College Intranet, the icon on your desktop (college machines) or at: [www.my.catscollege.com](http://www.my.catscollege.com) Your username and password are the same as those you use to log onto your email address 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). Once you have completed the form, an email is immediately sent to your 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'. Your Personal Tutor will look at your exeat request and decide whether to accept or decline it. Once this decision has been made you will receive an email address informing you.

## ATTENDANCE

This page 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 you have 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 (if they have been published). If you have any questions regarding the Student Portal, please contact your Personal Tutor.

## ASSESSMENTS/ACADEMIC REPORTS

This page shows all your classes at the left-hand side, along with the teachers who teach them and your target grades. The next columns show your reports.

The colour of the box shows whether the subject is above or below your target grade. Other columns show comments from teachers on your progress and your latest targets.

However, if you would like to read the report in full, or see a previous report that was written, you may. If the grade shown is underlined in blue you can click on it to view your full report for that subject.





# EFFORT GRADES

## **EXCELLENT - YOU WILL GET 1 ON YOUR REPORT IF:**

Your effort is helping you to meet or beat your target, ask and answer questions in class, you ask when you need help and don't wait to be found not working and asking what to do next when you have finished. All your work, including homework, is done to the best of your ability, you act on advice to improve your learning and work. You complete all homework on time and come to ask for help if you get stuck and you always bring everything you need to every lesson.

## **GOOD - YOU WILL GET 2 ON YOUR REPORT IF:**

Your effort is helping you to meet most of your targets, you often answer questions in class. You don't ask when you need help and wait for the teacher to offer. You don't ask what to do next when you have finished, but do more work when asked. Most of your work, including homework, is done to the best of your ability. You act on advice to improve your learning or work. You usually complete homework on time, but don't ask for help if you get stuck. You occasionally don't bring everything you need to a lesson.

## **SATISFACTORY - YOU WILL GET 3 ON YOUR REPORT IF:**

You are not working hard enough to meet your targets. You are sometimes off-task in lessons and talk when you should be working. You are quiet and do what you're told, but just focus on presentation, rather than learning. You don't often answer questions in class. You need to be reminded to get on with work in lessons. You sometimes produce poor quality work. You rarely act on advice to improve your learning or work, you sometimes don't do homework or it is late and you often don't bring the equipment you need to lessons.

## **REQUIRES IMPROVEMENT - YOU WILL GET 2 ON YOUR REPORT IF:**

Your effort is helping you to meet most of your targets. You often answer questions in class, you don't ask when you need help and wait for the teacher to offer. You don't ask what to do next when you have finished, but do more work when asked. Most of your work, including homework, is done to the best of your ability. You act on advice to improve your learning or work. You usually complete homework on time, but don't ask for help if you get stuck, you occasionally don't bring everything you need to a lesson.

# EQUAL OPPORTUNITIES

The College adheres to a **policy of equal opportunities**, regardless of race, sex, creed, gender, age or disability. Rudeness, intolerance, abusive or aggressive behaviour **towards other students or members of staff will not be tolerated.**

In such cases, the College will impose the strictest penalties which may include expulsion. You will find CATS Cambridge 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, you 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.

Whilst all students are treated as individuals, fundamental rules and guidelines that will apply to all are inevitable. CATS Cambridge has the responsibility to act 'in loco parentis' (acting for your parents); this will always underpin our dealings with students. We expect you at all times to attend all lessons, to be on time and to arrive fully prepared.

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 as set out below.



# YOUR PERSONAL TUTOR

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

## PERSONAL TUTOR

You will be assigned a Personal Tutor (PT) who will guide and assist you in all areas of life at College. Together with about 15 other students you will be part of a Personal Tutor Group. You will meet with your Personal Tutor frequently and will have regular conversations to support your personal development.

## DISCUSSIONS

These will be about your well-being, aims and targets, challenges and accomplishments.

## 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.

## PROGRAMME DIRECTOR

Each programme of study also has a Programme Director (PD). This is a senior teacher who oversees all the Personal Tutor groups for your programme.

If your Personal Tutor is not available for any reason, talk to your Programme Director or contact a member of the welfare team if it is welfare related.

In the evening if your Personal Tutor is not in College then one of your House Parents will always be around to help you.

## CONCERNS

Whenever you have a problem or question, or you are not sure about something, ask your Personal Tutor. You can also email any concerns or questions you have directly to your Personal Tutor.

# WELFARE AND SUPPORT

**We will help you** if you wish to speak to someone other than your Personal Tutor. We can **help with confidential health advice, personal issues, accommodation, and other issues.**

**GLORIA QUARTEY**  
College Nurse

**REY JR GARCIA LIMSON**  
Healthcare Assistant

**MARY HONEYBALL**  
College Nurse

**BLAKE FEIG**  
Deputy Head of Welfare



# SOME KEY STAFF

<b>DR CRAIG WILSON</b> Principal of CATS Cambridge	<b>ANNETTE BOSWIJK</b> Head of Modern Foreign Languages	<b>REBECCA BAKER-MILNE</b> Programme Directors Upper Sixth	<b>KEITH BORG</b> Deputy Head of House Elizabeth House
<b>DOMINIC TOMALIN</b> Vice Principal of CATS Cambridge	<b>CHRISTINE RUDD</b> Higher Education Officer	<b>SUE DAVIES</b> Key Professions Programme Coordinator	<b>CAROLYN JUPP</b> Sports and Activities Manager
<b>DR ERIC BOSTON</b> Head of Arts	<b>MARTIN FIELD</b> Programme Director AS	<b>CARLY ROBINSON</b> Curriculum Manager	<b>GIUSI TOCCI</b> Student Services Manager
<b>MANDY GREVE</b> Head of English as a Second Language	<b>SUSANNA DE BEER</b> Programme Director Pre Programme	<b>CATHY STOKES</b> College Administrator	<b>ALINA IORDACHE</b> <b>CLAIRE BUTTERFILL</b> Receptionists
<b>ROB MATHERS</b> Head of Maths	<b>SILVANA DE CAMILLI</b> Programme Director GCSE	<b>JIM TODD</b> Head of House Elizabeth House	
<b>IAN TAY</b> Head of Social Sciences	<b>MARGARET THOMAS</b> Additional Learning Support Coordinator	<b>RAY MATHER</b> Head of House Varsity House	
<b>NEELAM DEBATA</b> Head of Science			

# TERM DATES

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

## AUTUMN TERM

Monday 4th September 2017  
to Friday 8th December 2017

## ARRIVALS WEEKEND

Saturday 2nd to  
Sunday 3rd September

## HALF TERM VACATION

Saturday 21st October 2017  
to Sunday 29th October 2017

## CHRISTMAS VACATION

Saturday 9th December 2017  
to Tuesday 2nd January 2018

## SPRING TERM

Wednesday 3rd January 2018  
to Thursday 29th March 2018

## HALF TERM VACATION

Saturday 10th February 2018  
to Sunday 18th February 2018

## EASTER VACATION

Friday 30th March 2018  
to Sunday 15th April 2018

## SUMMER TERM

Monday 16th April 2018  
to Thursday 14th June 2018\*

## FAST-TRACK UNIVERSITY FOUNDATION PROGRAMME

Monday 16th April 2018 to  
Friday 29th June 2018

*\*A2 students must stay until they have completed all exams. If this is before Thursday 14th June 2018 they may leave earlier, but they must confirm with the College beforehand. All other students must stay until Thursday 14th June 2018.*

All residences will be completely closed during the Christmas Holiday. You must leave by the end of the day on Sunday 10 December 2017 and may return after 16:00 on Monday 1 January 2018.

You are required to return home or stay with approved family or guardians. You may choose to stay in college accommodation during the Easter Holiday. An additional weekly fee will be charged and stays must be arranged one term in advance.

You may be required to move to alternative accommodation at this time. Weekly fees apply during half term for GCSE and Pre-Programme students and others on activity programmes.

# HELPLINE NUMBERS AND WEBSITES

## CHILDLINE

+44 (0)800 11 11  
[www.childline.org.uk](http://www.childline.org.uk)

## CHILDREN'S COMMISSIONER

+44 (0)800 528 0731  
[www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk)

## CASUS

### (ALCOHOL & DRUGS ADVICE)

+44 (0)1223 214614  
[www.casus.cpft.nhs.uk](http://www.casus.cpft.nhs.uk)

## B-EAT

### (EATING DISORDERS)

+44 (0)845 634 1414  
[www.b-eat.co.uk](http://www.b-eat.co.uk)

## THE INTEGRATED CONTRACEPTION & SEXUAL HEALTH SERVICE

+44 (0)300 300 3030  
<http://www.icash.nhs.uk/our-services/cambridgeshire>

## CENTRE 33 (COUNSELLING)

+44 (0)1223 316 488  
[www.centre33.org.uk](http://www.centre33.org.uk)

## SAMARITANS (EMOTIONAL SUPPORT)

+44 (0)8457 90 90 90  
[www.samaritans.org](http://www.samaritans.org)

## NHS DIRECT

+44 (0)845 4647 or 111  
[www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

## NHS QUIT SMOKING HELPLINE

+44 (0)800 0224 332  
[www.smokefree.nhs.uk](http://www.smokefree.nhs.uk)

# OUR COMMITMENT

## WE HAVE A GREAT TEAM

**of professional 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 or 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: \_\_\_\_\_

Date: \_\_\_\_\_

**CATS Cambridge**

1 High Street  
Chesterton  
Cambridge  
CB4 1NQ

**Campus Number**

+44 (0)1223 314 431

**Emergency Number**

+44 (0)7860 586 528

[www.catseducation.com](http://www.catseducation.com)

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