



**CATS**  
CAMBRIDGE  
STUDENT  
HANDBOOK  
2023-2024

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## Principal's Introduction

### Welcome

Whether you are joining or returning to CATS Cambridge, I offer you a very warm welcome. We pride ourselves on being a warm and welcoming school community, one which provides all its students the very best of opportunities to learn and develop feeling that they are known, respected, and cared for.

We pleased to welcome students from all over the world and we recognise great strength in being a richly diverse school community. We encourage you make the most of the wide range of different cultures, experiences, and perspectives that you and your fellow students bring to the school.

### What we expect from you

We are a school which is *for the best, who want to be their very best*. However, we cannot do the learning, nor can we do the developing for you. We can only provide you with a supportive setting in which you can work toward realising your ambitions and aspirations. To this end it is your responsibility to apply what we refer to as the principal's principles:

Turn up. Try hard. Be kind. Smile.

These principles are explained to all our students at the beginning of each year. If you apply them in your decision making you will never find yourself far from the path you should be following, the path to success.

## Helping you to become the best version of you

Although it may feel like it at times, school is not all about grades. Grades are important, but we regard it as our mission to ensure that you leave us with far more than success in examinations. It is equally important to us that you leave us with the skills, attitudes, behaviours, and habits that will enable you to succeed well beyond CATS Cambridge.

We want you to be able to choose the best opportunities for you and to be able to make the most of them. We also want you to have the confidence and strengths needed to navigate the inevitable challenges that life will cast your way. So, please, please, please make the most of our personal development programme and the co and extracurricular activities on offer, sign up for the trips and visits. All of this is designed to help you discover where your preferences and talents lie, so that you can direct your energies effectively and efficiently in pursuit of well-informed dreams and ambitions.

## We are here to help

Being a young person in 21<sup>st</sup> century is difficult, everything is changing, and those changes are happening fast. It is really important that you make the most of the help on offer, and always remember that we want to help. You will find that support is never far away. It can be difficult for us to understand what is going on inside each other's brains, so communication is key. So, talk to us.

If you have a question, just ask it. If you are feeling unwell, tell us. If you just don't feel yourself, perhaps you are unhappy, or just don't feel yourself, talk to one of us. We are here to help, we want to help, between us we have the experience and expertise to support you, but only if you talk to us.

It is important to me that you feel that you can talk to any member of team here at CATS Cambridge and that includes me. If my door is open, you can just walk into my office for a chat. I, like everyone else on the staff, am here to give you the best of opportunities to learn and develop whilst you are with us at CATS Cambridge.

With best wishes to you all for the academic year 2023-24











**Dominic Tomalin**  
Principal, CATS Cambridge  
dtomalin@catscambridge.com



## Some useful contacts

**EMERGENCY CONTACT NUMBER: +44 (0)1223 942789**

Phil Harwood - Vice Principal	pharwood@catscambridge.com	
Blake Feig - Head of Welfare/Designated Safeguarding Lead (DSL)	bfeig@catscambridge.com +44 (0) 7773 971 651	
Rebecca Baker-Milne - Assistant Principal (Pastoral Care & Personal Development)/Deputy DSL	rbakermilne@catscambridge.com +44 (0) 7741 144 251	
James Todd - Head of Boarding/Deputy DSL	jtodd@catscambridge.com +44 (0) 7900 490 117	
Gloria Quartey - School Nurse	gquartey@catscambridge.com	
Nasima Begum - School Counsellor	nbegum@catscambridge.com	
Student Communications Team: Ying, Milla, Alina	studentcommunications@catscambridge.com	
Reception: Alison, Claire	reception@catscambridge.com +44 (0) 1223 314 431	



## Purpose

The purpose of this handbook is to provide you with a quick reference guide to:

- student life at CATS Cambridge
- to provide a basic overview to what you should and shouldn't do
- and to provide simple responses to the questions 'what should I do if...?'

It is just a guide. You should always feel able to ask a member of staff any question you may have. In fact, we encourage you to do so.

## What we need to know about you

### Medical and Wellbeing matters

If we are to take good care of you it is essential that you tell us about:

- any existing physical or mental conditions you have.
- any allergies from which you might suffer.
- any prescription medications that you are taking or may need whilst you are with us.
- any other treatments, therapies, or counselling that you are receiving.

We understand that this is personal information, but it is important that we know how to care for you. The medical centre is staffed by medical professionals who will be able to discuss your medical history, treatments, and therapies with you confidentially.

You can contact the medical centre directly at: [medical@catscambridge.com](mailto:medical@catscambridge.com)

It is very important that you only use medicines on the advice of the school nurses' or your doctor's prescription. Please avoid using any other medicines, even medicines readily available in chemists and supermarkets. You must not keep any medicines in your room of which the school nurse is unaware.

### Additional Learning Support needs

There is a wide range of support available to students who are having to overcome additional learning challenges, not the least of which may well be extra time in examinations. It is worthwhile ensuring that you receive the support that you need, it may well improve your grades.

It is important that you tell us if you have already been formally assessed as having a Specific Learning Difficulty (SpLD) or a Special Education Need or Disability (SEND), so that we are able to make suitable adjustments and provision to promote your learning and your general wellbeing.

SpLDs and SENDs include, but are not restricted to:

- Dyslexia, Dyspraxia, Dyscalculia, Processing Speed, Dysgraphia, physical or mental disabilities



You can talk to any member of staff about of these issues, they will then put you in touch with ALS Co-ordinator, Elena McKain, or you can contact Elena directly: [emckain@catscambridge.com](mailto:emckain@catscambridge.com). Your teachers may notice some of the symptoms associated with these conditions in class or in your work, if they do they will discuss their observations with you, and will then likely make a referral to Elena.

### What you need to bring with you

Essential Items	Remarks
Passport, visa and course documents	Passport (with visa if required), a copy of your visa decision letter from UKVI (this can be the digital copy), your CAS statement (confirmation of acceptance for studies) or your COE (certificate of enrolment), your boarding pass or flight ticket (especially if using eGates)  In addition, you should bring, originals (not photocopies) of the supporting documents for your visa application, plus evidence of finances used for your visa. These will be listed on your CAS Statement. You should also bring a copy of your insurance documents
Medication	Any medication you need to take and a letter (translated into English) from your doctor explaining what the medicine is and what it is for, why you have been prescribed the medicine, and what it is for. Also, bring any prescriptions for glasses or contact lenses.
Funds for the first two-weeks	You will need funds for your arrival and first two weeks at school to cover books and taxis. Most students will need around £200. If you are self-catered, you will need around £500.
Parental consent form	Your parental consent form, completed by your parents or guardians
UK power adaptors	Bring sufficient UK power adaptors for your electronic items
Clothing	CATS Cambridge has a business casual dress code. Students are expected to dress smartly and appropriate for a workplace environment. All students will require one smart business style suit for formal events, interviews and conferences. You will need appropriate gym/exercise clothing.
Mesh laundry bag	Your mesh laundry bags are used to protect delicate fabrics in the wash and separate clothes items.
Head Torch or Torch	Head torch affixed to the head for visibility at night or in dark conditions. This is for reasons of safety. It can be purchased online on arrival
Laptop	Minimum specification: 13" screen. Keyboard which can be used for essay writing. 8GB Ram, Intel I5 processor (or equivalent) and a 500GB SSD. WiFi enabled. MS Windows with the MS Office portfolio of

Essential Items	Remarks
	<p>applications, or Apple Mac equivalent, as an English language installation.</p> <p><i>Those students who wish to use Apple products will need to ensure that they have a Microsoft account that enables them to use MS Office online. Please see Microsoft Account and Office on the Web for more information</i></p> <p><i>If you wish to use a tablet, you should also have a stylus, Apple pen, s-pen or equivalent (as suitable for your device)</i></p> <p><i>We also recommend that you invest in device upon which you can use a stylus to write. Whilst this is not mandatory for 2023/24 the way in which technology is progressing may well mean that it becomes so in the following year</i></p>

### Money and Insurance

DO	DON'T
DO Try to minimise the cash you keep on you. Cards are used for payments nearly everywhere in the UK.	DO NOT borrow or lend money - you are forbidden from borrowing or lending money to another student. If you find yourself short of money, please speak to a member of staff. If you become aware of a student asking to borrow money, let us know and encourage them to speak to us
DO Ensure that you have appropriate insurance in place for all the stuff that you bring to school	DO NOT bring high value uninsured items
DO bring funds for the first two-weeks: You will need funds for your arrival and first two weeks at school to cover books and taxis, most students will need around £200. If you are self-catered, you will need around £500.	DO NOT bring large amounts of cash

Gambling is prohibited. If you are found to be gambling, you will be subject to the school's discipline policy and may well put your place at the school at risk.

### What you must NOT bring

DO NOT bring any illegal substances - if you are in doubt, ask before you travel - this includes some food stuffs as well the more obvious items.

DO NOT bring any items or substances that are not appropriate to a school environment.

You should also note that you are not permitted to use your own motor vehicle on any part of the campus.

There is no need to bring bed linen - this is provided.

## Daily life at CATS Cambridge

### What to wear

You should dress like you mean business, like you intend to learn, like you are working towards realising your potential.

Day to day, you should aim for business casual.

For start and end of term assemblies, graduation and when representing the school you should wear formal clothing, clothes that you would wear to a formal business interview.

For sports activities and house competitions you should wear your school hoody and either your school or house shirt as is appropriate to the event.

### *Dress for Success*

Appropriate	Inappropriate
<ul style="list-style-type: none"><li>• Comfortable and smart</li><li>• Tops that are at least waist length</li><li>• Shoes (not flipflops)</li><li>• Trousers or skirt that is at least knee length.</li><li>• No hats or hoods up in classrooms.</li><li>• Wear your hoody and the appropriate school or house t-shirt to sports and house activities.</li><li>• Wear formalwear when you are asked to do so; usually to start and end of term assemblies, and when you are representing the school.</li></ul>	<ul style="list-style-type: none"><li>• Casual beachwear is not appropriate in the classroom or laboratory.</li><li>• No flip/flops or sliders during the school day</li><li>• No short shorts or short skirts (knee length is fine)</li><li>• No crop tops.</li><li>• No underwear visible</li><li>• No clothing displaying any offensive language in any language</li></ul>





## Your Welfare, Safety and Security

We take your wellbeing, security and health and safety very seriously. You can talk to any member of staff about any issues or concerns that you may have. We also have a specialist professional welfare team to whom staff members may direct you, or you can approach them directly:

Dominic Tomalin - Principal

dtomalin@catscambridge.com



Phil Harwood - Vice Principal

pharwood@catscambridge.com



Blake Feig - Head of Welfare/DSL

bfeig@catscambridge.com  
+44 (0) 7773 971 651



Rebecca Baker-Milne - Assistant  
Principal (Pastoral Care & Personal  
Development)/Deputy DSL

rbakermilne@catscambridge.com  
+44 (0) 7741 144 251



James Todd - Head of  
Boarding/Deputy DSL

jtodd@catscambridge.com  
+44 (0) 7900 490 117



Gloria Quartey - School Nurse

gquartey@catscambridge.com



Nasima Begum - School  
Counsellor

nbegum@catscambridge.com



You can also directly contact:  
**CAMBRIDGESHIRE CHILDREN'S SOCIAL CARE TEAM - +44 (0) 345 045  
5203**

You have a role to play in ensuring that the whole school community keeps safe and secure. Read the table below carefully, the Dos and don'ts will help you to stay safe and secure and help also ensure the safety and security of the school community.

Do	Don't
DO leave the building immediately and go to the Fire Assembly Area for your Boarding House if the fire alarm sounds.	Don't live in ignorance of the fire drill, not knowing exactly what to do may kill you. Read the fire safety instructions for your boarding house, make sure you know where the nearest exits are to your room and make sure you know where the Fire Assembly Area is for your boarding House.
DO know how to raise the alarm in the event of you being the first to detect a fire	Don't set the alarm off unless there is a fire. If you set the alarm off by accident or on purpose when there is no fire, you will have put your place at the school at risk.
DO always wear your ID card when you are on Campus	Don't ignore anyone not wearing an ID card. If they are your friend or another student, remind them they should wear their ID card, if it is a stranger tell a member of staff.
DO give up nicotine. We can provide support and guidance of how to give up, just speak to a member of staff.	Don't use nicotine on campus or in the exclusion zone around the campus. The use of nicotine products is forbidden on all CATS Global Schools campuses. If you are found to be smoking on campus you may well be expelled.
Do stay away from illegal drug use. If you come across it, tell us, tell us immediately	Don't take non-prescribed drugs. <ul style="list-style-type: none"> <li>▪ Many substances are illegal in the UK, all are dangerous.</li> <li>▪ The staff have no choice but to insist on a drugs test if they think you have been taking drugs</li> <li>▪ If you are found in possession of non-prescribed drugs or to have taken them your place at the school will be jeopardised.</li> </ul>
	Don't drink alcohol. <ul style="list-style-type: none"> <li>▪ Alcohol is not permitted onsite.</li> <li>▪ Note that it is illegal to supply alcohol to anyone who is under 18. - we will report anyone who supplies alcohol to an under 18 to the local authorities.</li> <li>▪ The staff have no choice but to breathalyse under 18 students who they suspect of drinking - if you are found to have consumed alcohol the discipline policy will be applied.</li> <li>▪ The staff have no choice but to breathalyse over 18 students who</li> </ul>

Do	Don't
	present as intoxicated, and this may well result in disciplinary action.
Do only use medicines on the advice of the school nurses' advice or your doctor's prescription. Please avoid using any other medicines, even medicines readily available in chemists and supermarkets.	Do not keep medicines in your room unless the school nurse has allowed you to do so. This includes other medicines, even medicines readily available in chemists and supermarkets, and any medicines you may have brought from home
Do treat others with politeness and respect, even if they are behaving in a surprising way. If you are troubled by someone's behaviour, contact us straight away.	Don't cause a public nuisance. This includes smoking in the exclusion zone around the buildings, or behaving loudly or badly in any way that brings the school into disrepute
Do tell a member of staff if you see anyone who is not clearly displaying an ID Card.	Don't assume that someone else has informed a member of staff.
Do store your luggage as directed by the boarding team	Don't use corridors and staircases for storage.
Do invite guests to visit. You are free to invite one or two guests, but it is your responsibility to ensure that your guests: <ul style="list-style-type: none"> <li>are signed in and signed out.</li> <li>stay in public areas of the campus.</li> <li>wear a visitor badge at all times.</li> <li>leave before prep time, Mondays to Thursdays, and by 2100 on Fridays and Saturdays.</li> </ul>	Don't invite more than two guests to the school, and don't allow your guests: <ul style="list-style-type: none"> <li>to enter the school without authorisation of a member of staff</li> <li>not to wear a visitor's badge</li> <li>to stay overnight</li> <li>to leave without signing out</li> </ul>
Do close your doors and windows when leaving your room	Don't Cover smoke detectors, this is a very serious offence and may lead to your expulsion

## BULLYING

You need to be clear that bullying in all its forms is entirely unacceptable. If you feel you are being bullied you must, must, must, tell us. Equally, if you think someone else is being bullied you have a responsibility to tell us. All our members of staff are trained in what to do if you tell them about a bullying incident, they will let the appropriate people know, and can start working toward a resolution. We take all cases very seriously and manage them to resolution very carefully. You can read more about our anti-bullying policy on the website, go to:

<https://www.catscambridge.com/policies/>.

For now, though it is important that understand what is meant by bullying. Bullying is the use of aggression with the intention of hurting another person and which results in pain or distress to the victim. It can be physical, verbal, emotional, racial, sexual or via extortion and even inflicted through technology such as email, social media, text or video message.

We do everything we can prevent bullying. This include general staff vigilance, Personal Social and Health Education sessions, and assemblies about the importance of respecting one another and tolerance, what is acceptable and unacceptable behaviour, and understanding the laws and citizenship of this country.

## Staying Safe Online

For your ease of reference we have copied the advice from Childline, below:

- Think before you post - Don't upload or share anything you wouldn't want your parents, carers, teachers or future employers seeing. Once you post something, you lose control of it, especially if someone else screenshots or shares it.
- Don't share personal details - Keep things like your address, phone number, full name, school and date of birth private, and check what people can see in your privacy settings. Remember that people can use small clues like a school logo in a photo to find out a lot about you.
- Watch out for phishing and scams -Phishing is when someone tries to trick you into giving them information, like your password. Someone might also try to trick you by saying they can make you famous or that they're from a talent agency. Never click links from emails or messages that ask you to log in or share your details, even if you think they might be genuine. If you're asked to log into a website, go to the app or site directly instead.
- Think about who you're talking to - There are lots of ways that people try to trick you into trusting them online. Even if you like and trust someone you've met online, never share personal information with them like your address, full name, or where you go to school. Find out more about grooming.
- Keep your device secure - Make sure that you're keeping your information and device secure.
- Never give out your password - You should never give out your password or log-in information. Make sure you pick strong, easy to remember passwords.
- Cover your webcam- Some viruses will let someone access your webcam without you knowing, so make sure you cover your webcam whenever you're not using it.

You need to be aware that there are filters in place and the way that you use the school's WiFi is monitored. You will be required to sign an appropriate usage contract that is clear that you must not seek to access inappropriate or illegal content. Doing so will put your place at the school in jeopardy.

Importantly, you must NEVER share sexually suggestive pictures of yourself, never accept sexually suggestive pictures of others. In the UK it is illegal to share or hold sexually suggestive pictures of U18s and you may well be prosecuted if you do. Note, that the school is obliged to report any suggestion that such pictures are being shared to the police.





## Routine for the working week (Monday to Friday)

Time	Activity	Remarks
0730-0830	Breakfast	
0845-0855	Morning Registration	With your personal tutor
0900-1050	Lessons	Attending lessons is mandatory, you will put your place at the school and your visa in jeopardy if you do not attend lessons. Check your timetable on the student portal.
1050-1105	Morning Break	
1100-1255	Lessons	Check your timetable on the student portal.
1130-1400	Lunch Service	
1305-1455	Lessons	Check your timetable on the student portal.
1455-1510	Break	
1510-1700	Lessons	As per your timetable - check on your student portal
1700-2000	Activities	Activities are usually between an hour and 2 hours in duration. Check the activities timetable for detailed timings and locations
1730-1900	Supper	
2000	All students must be back on Campus	Except for Friday - see the weekend timings
2030-2130	Prep (Homework)	You are expected to work quietly during this time. There is no prep period on Fridays (but there is on a Sunday)
2200	Room Check for U18 students	
2230	Room Check for O18 students	

## Routine at the weekends

Time	Friday	Saturday	Sunday
07:30-08:30	As per the working week timings in the table above		
08:00		Reception Opens	Reception Opens
09:00 - 11:30		Breakfast	Breakfast
11:30-14:00			
11:30 - 13:00		Brunch	Brunch
16:30 - 18:00		Supper	Supper
1700-1900			
20:00		U18 Day exeat return time	Back in residence
20:30 - 21:30			Prep (Homework)
21:30	Back in residence	Back in residence	
21:30 - 22:00	Toast Time	Toast Time	Toast Time
22:30			Lights Out
23:00	Lights Out	Lights Out	

## Public Areas

### Elizabeth House

#### The HUB

The HUB is where meals are served in Elizabeth House. The mealtimes are as follows:

#### *During the week:*

- Breakfast, 0730-0830
- Lunch, 1130-1400
- Supper, 1700-1900
- Tea and Toast - 2130-2200

#### *On Saturday and Sunday*

- Light breakfast, 0900-1130
- Brunch, 1130-1300
- Supper, 1630-1800
- Tea and Toast, 2130-2200

Do	Don't
DO attend all meals at the HUB	DON'T miss meals, this will affect your learning and achievement
DO eat all your meals in the HUB, this includes take aways.	DON'T take canteen food or takeaways to your room
DO tap in with your ID card whenever you enter the servery	DON'T order take-away food after curfew
DO clear your table in the HUB and use the correct bin for recycling purposes	DON'T cook in your room
DO wear headphones or buds to listen to content on your devices	DON'T use the speakers to listen to content on your device.
DO only take a seat when you are eating during mealtimes	DON'T leave your books or bags on the tables, don't try to reserve places

### The Common Room

The Common Room is a communal area in which you are free to socialise, play indoor games, and use the projector to play computer games. It is everybody's common room area, it is important that everyone feels that they have their fair share of access, the key word here is sharing.

### The Reading Room

The Reading Room is for silent studying. You are welcome to use the reading to study, it is not the space for any other activity.

## Varsity House and the Sturton Street Servery

### Cooking and Eating

All of the same dos and don'ts above apply in Varsity House as well, however, each room cluster has a well-appointed kitchen in which students are permitted to cook. Students resident in Varsity House can use the Sturton Street Servery as well as the HUB to take their meals, as they prefer and/or as is convenient for the timetable

Do	Don't
DO attend all meals at the HUB or at the Sturton Street Servery	DON'T miss meals, this will affect your learning and development
DO eat all your meals in one of the canteens or in the common area for your cluster	DON'T Take canteen food or takeaways to your room
DO tap in with your ID card whenever you enter any School servery	DON'T order take-away food after curfew
DO whether you are eating in the HUB, the Sturton Street Servery or in you're the common area of your cluster, <b>clear your table</b> , put your rubbish, and waste food in a bin, not doing so will attract vermin	DON'T cook in your room
DO use the kitchen in your cluster to and/or eat but make sure you clean up and wash all the dishes and utensils. Not doing so will attract vermin	DON'T leave food or dirty plates, cutlery, cooking materials, and fast food containers out – they will attract vermin.

## Boarding Life

### Your role in the boarding community

We all have a responsibility in creating a boarding environment that is warm, welcoming, and fun. It is important that all students have the best of opportunities to learn and develop, and this is best achieved when you all feel safe, known, cared for and happy.

We need to look after each other. Your role is to help us create the positive and purposeful community that you and all the other students need if you are to flourish. Your part in this is to tell us how you are feeling, respond positively to advice and direction from staff, be kind to one another and always aim to make a positive contribution to boarding life at CATS Cambridge.



## Your room and your stuff

Do	Don't
DO keep your ID Card with you at all times	DO NOT lend your ID Card to anyone else
DO secure your valuable items in your safe	DO NOT leave valuable items out on display in your room
DO keep your room tidy, put any rubbish in your bin. The cleaners are there to clean, not to tidy.	DO NOT leave rubbish out, put it in a bin, not doing so will attract vermin
DO sleep in your own room	DO NOT sleep in someone else's room
DO minimise the dry snacks you keep in your room	DO NOT take canteen or take away food to your room
DO close your doors and windows when leaving your room	DO NOT cook in your room
DO make sure that you wash your dirty clothes at least once a week. This will help keep your room hygienic and stop the task of doing your laundry become unmanageable.	DO NOT Wash or dry clothes or any other items in your room
DO make sure you know when and where you can change your dirty bed linen for new bed linen.	DO NOT wash your bed linen. This will be done professionally, make sure you know when and where you can change your dirty bed linen for new bed linen.
DO use only permitted electrical items - check with a member of staff if in doubt. Using inappropriate electrical items will trip the electrical supply	DO NOT use high power electrical items in your room such as kettles, rice cookers, irons, and televisions.
DO ask for replacement toilet paper from the boarding team	DO NOT cover the smoke detectors - this is a very serious offence and may lead to your permanent exclusion (expulsion)
DO ensure that you close your bathroom door before you shower - leaving it open will set off the fire alarm.	DO NOT Accidentally set off the fire alarm means that a full fire evacuation will take place. This will inconvenience everyone. Showering with your bathroom door open or using aerosols will set the fire alarm off.
DO store your luggage as directed by the boarding team	DO NOT use corridors and staircases for storage.

## Your Laundry

### Personal Laundry

Personal laundry is your responsibility. Washing machines and tumble-dryers are available in each of the boarding houses. Washing powder is available free of charge from the Boarding Offices. Full induction is given on arrival on how to use these facilities. We also recommend that you purchase a mesh laundry bag to keep your items safe.

### Bedding

The school has a contract with a company that washes the bed linen. All you need to do is make sure you know when and where you can exchange your used bed linen for new.

### Damages

You are required to complete an arrival and a departure check of your room with the house parents.

All damage must be reported. You must pay for any damage caused to the walls, 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



### Post and Deliveries

All post should be addressed properly, make sure that your name is written in full, and with the English version annotated, and that your room number is included.

<b>If you are resident in Elizabeth House, Chesterton Lodge or Montague Lodge use this address.</b>	<b>If you are resident in Varsity House, use this address</b>
<i>Your Name (Including your name in English)</i> Room Number CATS Cambridge 1 High Street Chesterton CAMBRIDGE UK CB4 1NQ	<i>Your Name (Including your name in English)</i> Room Number Varsity House New Street CAMBRIDGE UK CB1 2TX

It is important that we are confident that you are only receiving items that are appropriate to your age and to our boarding school setting. The staff are required to check all deliveries, inappropriate items will be confiscated. Where the items found are proscribed (forbidden) in the school the discipline process will be applied. It is your responsibility to check whether an item is appropriate before you make an online order.

## Guests

	
Invite no more than two guests, ensure that your guests: <ul style="list-style-type: none"><li>▪ are signed in and signed out.</li><li>▪ stay in public areas of the house.</li><li>▪ wear a visitor badge at all times on campus.</li><li>▪ leave before prep time, Mondays to Thursdays, and by 2100 Friday to Sunday.</li></ul>	DO NOT Invite more than two guests  DO NOT allow your guests: <ul style="list-style-type: none"><li>▪ to enter the School without authorisation of a member of staff</li><li>▪ not to wear a visitor's badge</li><li>▪ to stay overnight</li><li>▪ to leave without signing out</li></ul>

## Going out

We want you to make the most of your time at CATS Cambridge to enjoy the city of Cambridge, as well as the UK and Europe. There will be many organised trips and activities. We are also keen that you explore with your friends. However, it is important that you do so safely. To help us keep you safe, you must make sure that you follow the process for getting permissions to leave campus (see below).

You should note that applying for leave or having parental permission does not mean automatic approval. Exeats are approved at the discretion of CATS Cambridge, as it is in loco parentis (as the local parent) and has a legal duty of care to safeguard your safety and wellbeing.

Permissions and exeats may not be granted if there are outstanding health, welfare, disciplinary or attendance issues, or if there are concerns about the way that you will be supervised during the proposed exeat.

If you are planning to stay away overnight and you are under 18, we must be confident that there is an appropriate adult who is supervising and caring for you, you should be clear that only adults who are 25 and over will be considered as potentially appropriate, and you need to be clear that we are legally obliged to check their identity and proof of address, and also satisfy ourselves that they will be providing appropriate supervision.

Overnight exeat requests in Cambridge will not be approved unless you are staying with parents – Students will need to be collected from their school residence by the parent(s) if an overnight exeat in Cambridge is to be approved.

## Permissions

All students must use permission slips (signed by duty staff) when leaving the boarding house or school and must be within Cambridge.

Permissions can only be approved for up to 4 hours maximum.

Academic progress, attendance and student behaviour is monitored, and requests may be declined if there are any outstanding issues.

### Exeats

If you are planning to travel beyond the City of Cambridge or to stay away from the school overnight, you will need to have your exeat authorised. The requirements for exeats are different depending on your age. The process for each age group is explained in the table below:

#### *What you need to do to get your exeat approved, by age group*

Under 16s	Over 16 but Under 18	Over 18
<p><b>Day, overnight &amp; holiday leave requests outside Cambridge.</b></p> <p>Requests must be submitted 1 week in advance. There is a requirement for a supervising adult aged 25 or over, to collect and return the student back to the boarding house.</p> <p>Parental permission must be given in advance and relevant checks must be completed prior to departure if the responsible adult (host) is not the parent.</p> <p>If the responsible adult is unable to collect or return the student an assisted transfers may be permitted for U16 students departing the UK. This must be booked at reception prior to approval and is paid for by the student's family. We also require a copy of any flight tickets to approve the leave request.</p>	<p><b>Day Exeat</b></p> <p>Must be submitted 48 hours prior to departure, parental permission is not required.</p> <p><b>Overnight &amp; holiday leave requests - Outside Cambridge</b></p> <p>Requests must be submitted 1 week in advance and require a designated supervising adult aged 25 to host.</p> <p>Parental permission must be given in advance and relevant checks must be completed prior to departure if the responsible adult (host) is not the parent.</p> <p>Any transfers can be booked at reception which must be paid for by the student. If leaving the UK, a copy of the flights ticket will be required.</p>	<p><b>Overnight requests - Outside of Cambridge.</b></p> <p>Request must be submitted 1 week in advance. Parental permission is not required. Holiday requests outside of the UK</p> <p>Parental permission must be given in advance and relevant checks must be completed prior to departure including flight details.</p>



## Getting about in Cambridge and Beyond

### Staying safe in the UK

DO	DON'T
DO always have the college emergency number saved on your phone - 01223 942789	DON'T borrow or lend money to anyone
DO follow the process for exeats and permissions, make sure that we know where you are going, with whom you will be going and who you are meeting up with	DON'T: <ul style="list-style-type: none"><li>▪ Meet someone you have contacted online. If a stranger asks you to meet you online tell a member of staff immediately.</li><li>▪ Talk to people you don't know, and never, get into a stranger's car</li></ul>
DO stay in a group and stick to well-lit pavements and pathways	DON'T cross parks (open areas) or any remote areas alone after dark
DO treat others with politeness and respect, even if they are behaving in a surprising way. If you are troubled by someone's behaviour, contact us straight away.	DON'T use or threatened use of violence against any person on or off campus. Walk away from the situation and contact us immediately.
DO keep any methods of payments you may have (e.g., cash, debit and credit cards), secure on your person and out of sight. Always limit the amount of cash you are carrying.	DON'T have your methods of payment on display. Never, show-off your cash.
DO be vigilant online, be very careful with the information you share or accept.	DON'T give out your name, address, mobile phone number, school name or password to people online.

### What to do if...

If you feel unwell

*During the Working Day (Monday - Friday, 0830-1700)*

Go to see the nurse in the Health Centre early in the morning before registration if feeling unwell so an assessment of your condition can be made and treatment will be given if needed. If you cannot get to the Health Centre call: 01223 341343

*During the Night (after 1700 and before 0830) and at the weekends (from 1700 on Friday to 0830 on Monday)*

Tell a house parent if you are feeling unwell in the morning, evening or overnight, or call:

**Evening & weekends call the 24 Hour Emergency Phone: 01223 942789**

#### *The UK National Health Service*

In the UK we have a National Health Service. Staff can contact the National Health Service at any time to get additional advice, this may include advice for you to see a doctor, or to call for an ambulance to take you to hospital.

If you need to see a doctor this will be arranged by the School's Medical Staff. All students are registered with the Red House Surgery, on Chesterton Road, just a few minutes' walk from Elizabeth House.

#### *If you are unhappy*

It is important that you tell a member of staff, they can then help you in finding the assistance you need. Please do not suffer in silence.

Never be reluctant to tell your parents or us If someone or something makes you feel uncomfortable or worried.

We are keen to know how you are feeling, it is difficult for us to guess. Remember to communicate with your teachers and house parents. It is important that you value, and respect yourself and others, and build healthy relationships with your friends and family. There is lots of help and guidance available to help you do this, all you have to do is ask.

#### *If you lose something*

Tell a member of staff immediately. It is much easier to find missing items as soon as you become aware that it is missing. We will help you search for the lost property. However, it is important you do everything you can to look after your stuff and not leave it where it may be lost or taken.

#### *If you want to make a suggestion*

Just tell a member of staff and they will pass it onto the school's senior leaders for consideration. If you want to make a suggestion anonymously then you can do so using one of the suggestion boxes, the location of the suggestion boxes will be shown to you when you arrive.

#### *If you want to complain*

You can raise a complaint with any member of staff. All complaints are treated seriously. In fact, no matter how small your concern might be tell us, we want you to make sure that you are getting the best of opportunities to learn and develop

If you get stuck or lost whilst in the UK

Call us on the emergency number, 01223 942789. We will be keen to help you get back to us safe and sound.

If the fire alarm sounds

Exit the building using the nearest exit when fire alarm sounds and join the other students at the fire evacuation point quietly and in sensible and safe manner.

If you have a concern and don't want to speak to anyone at the school

We are hopeful that you will feel able to speak to us, but if for whatever reason you don't feel you can speak to us then you should tell your parents. If you feel unable to speak to your parents, we suggest that you speak to one of the following:

- The independent listener, Graham Haynes – +44 (0) 7723 472 858
- Children's Commissioner - +44 (0)20 7783 8330 or via, <https://www.childrenscommissioner.gov.uk/help-at-hand/>
- Childline – 0800 111, or via <https://www.childline.org.uk/>
- Samaritans - 116 123, or via <https://www.samaritans.org/>

## Academic Life at CATS Cambridge

### Lessons

#### Attendance

Attending lessons is mandatory, you will put your place at the school and your visa in jeopardy if you do not attend lessons. Check your timetable on the student portal.

#### Classroom expectations

You are expected to turn up to your classes:

- Always – if you miss classes, you may well put your place at the school and your visa in jeopardy
- On time – you may be turned away if you are late, almost certainly so if the teacher thinks your late arrival will disrupt the learning of others.
- With the correct equipment and textbooks as directed by your teacher – but always with:
  - A fully charged laptop
  - Pen, pencil, paper, ruler, eraser
  - The appropriate textbook for the class
  - With work you have been asked to complete by your teacher
- With a full drinking bottle (500ml plus); learning is thirsty work, but missing classroom time to get a drink is unacceptable.

In every class you are expected to:

- Ask if you do not understand.

- Proactively check your understanding; explain to the teacher what it is you have understood so that they can check your understanding is correct.
- Work to the best of your abilities
- Speak in English
- Do as you asked to do by your teacher
- Work collaboratively with, and support other students
- Work with the teacher to ensure that the classroom is a positive, purposeful, and focused on progressing all students.

## Understanding your school report

We will send a report back to your primary contact every half-term. It is important that you understand the grading that will be used in the report.

### Effort Grades

Effort Level: This is an indication of how well you are working to apply yourself in each of your subjects. For effort grades, 1 is excellent, 2 is good and 4 indicates a need to improve. Each of the grades is described below.

Grade for Effort	Attendance, Punctuality and Preparation	Engagement in Class	Your Work
<b>Grade 1, EXCELLENT</b>	You attend all your lessons. You arrive at all your lessons on time, with all the correct equipment	You often ask and answer questions in class. You ask when you need help and don't wait to be found not working. You ask what to do next when you have finished.	All your work, including homework, is done to the best of your ability You complete all homework on time and come to ask for help if you get stuck You act on advice to improve your learning and work
<b>Grade 2, GOOD</b>	You attend all your lessons. You arrive at all your lessons on time, with all the correct equipment	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 you don't always ask for help if you get stuck

<b>Grade 3, SATISFACTORY</b>	You attend all your lessons, but you do not arrive at all your lessons on time, occasionally don't bring everything you need to a lesson	You don't often answer questions in class. You don't often 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.	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.
<b>Grade 4, UNSATISFACTORY</b>	You may not attend all your lessons, and/or you are usually late to the lessons that you do attend. You often don't bring the equipment you need to your lessons.	You are either quiet and uninvolved, or noisy and disrupt the learning of other students. You need to be reminded to stay on task.	You often don't complete homework. The quality and quantity of your work are poor. You don't act on advice to improve your learning or work.

### Predicted Grades

This is what the teacher thinks you are actually likely to achieve at the end of the course based on everything which they know about you, including how hard you are currently working. It assumes that you will continue to work as hard as they are doing so now.

### Target Grades

This is what the teacher thinks that you will achieve at the end of the course if you work really hard from now until the end of the programme of study, and you are responsive to the advice given on how to improve, and if you make the most of all of the learning opportunities on offer.

### UCAS Predicted Grades

Your UCAS grade differs from the predicted grade you will see on your reports. It is the grade of which your teachers feel you are capable and will achieve on the best of your days. It reflects what is possible giving you the benefit of the doubt.

### Attainment Grades

From time to time, you will be offered attainment grades. These are usually provided for written work you have submitted, be that as homework, or as a test or examination script. The attainment grade reflects what you have achieved in the context of the assessment objectives for the subject at the level at which you are studying.

## Examinations

Many of you will not have taken examinations (tests) under formal conditions in an examination hall. It is important to practice your response to being tested, how to deal with the pressure, and how to check your work when you are under stress. We will test you often, so you get used to the situation and are able to deal with it in a manner that enables you to display your knowledge and skills. These tests take a variety of forms:

- Assessments – regular assessments, supervised in class, set, and marked by your teacher.
- Mock examinations – examinations set by the relevant subject expert in school that make use of past examination questions, to build a paper similar to the one you will take when it counts.
- Progression examinations – examinations that are designed to assess whether you will be able to progress to the next year of your programme of study. These are taken under examination conditions and are set by your teachers based on what you have been taught.

## Terminal examinations

These examinations are the GCSE and A Level papers taken at the end of the course. They are taken under formal examination conditions; the marking is completed by markers provided by the examination board. Each of the examination boards is overseen by the UK Department for Education, via the Joint Council for Qualifications (JCQ). The JCQ inspect every examination centre, every year to ensure that examination rules and regulations are being properly followed.

A summary of the timing of these tests for your programme of study is provided in the table below.

## Cheating

All students should note that cheating in examinations is a very serious offence in the United Kingdom. If you cheat, you will put your place at the school at risk and you may also be disqualified from examination jeopardising your future education.

## The Importance of Self-Auditing and Self-Reflection

It is important that you do everything in your power to achieve the best grades and progress of which you are capable. An important part being an effective learner is the ability to audit and reflect on your work, your choices, and your behaviours.

## Exam Wrappers

You will usually be asked to complete an 'exam wrapper' whenever you sit an internal examination, and often when you complete in-class assessments. The 'exam wrapper' is simply a form with a section you complete before the test and section you complete after the test. Your teachers will decide on the exact questions to which you are asked to respond, the questions will usually focus on what you have actually done to prepare for the test, the result you expect to achieve, and ask you



about the score you attained, what you have learned from the experience and what you will do differently next time.

#### Reflecting on your academic reports

Your personal tutor will ask you complete a self-reflection form on each of the reports that get sent home to your parents. The form will include questions about what you have found challenging in each subject, your thoughts about what you teachers have written, and how you will use the contents of the report to support your future progression.

## Summary of examinations and when they take place

	A Level Year	University Foundation Programme	GCSE	Pre-A Level Programme
<b>Assessment weeks</b>	Usually, 2 or 3 weeks before each break unless another exam is taking place			
<b>English Exams</b>	As determined by your teacher based on your progress			
<b>Progression Examinations</b>	A Level Year 1: <ul style="list-style-type: none"> <li>September Start: Immediately after the Spring (Easter) Break</li> <li>January Start: Early August</li> </ul>	N/A	GCSE Year 1: Immediately after the Spring Easter Break	Immediately after the Spring Easter Break (All subjects)
<b>Mock Examinations</b>	A Level Year 2: Immediately after the Winter (Christmas) Break.	UFP September Start: Immediately after the Winter (Christmas) Break. UFP January Start: Immediately after the Spring (Easter)Break	GCSE Year 2: Immediately after the Winter (Christmas) Break.	Usually only GCSE Mathematics, in exceptional cases, Combined or Single Science GCSE: May to Late June
<b>Public Examinations</b>	A Level Year 2, and A Level Year 1 students who are studying A Level Maths in 1 year, or an A Level in their native language: May to late June	UFP September Start: Late April through May UFP January Start: Mid to late July	GCSE Year 2: May to late June	Usually only GCSE Mathematics, in exceptional cases, Combined or Single Science GCSE: May to Late June

## Your Personal Development at CATS Cambridge

Personal Development at CATS Cambridge is delivered by personal tutors and house directors. There are timetabled sessions on Tuesday mornings and Thursday afternoons. During the course of the year, we usually come off timetable for 5 days to focus on a specific topics, often with the support of expert external speakers.

### Working towards your future

One of the main purposes of education is to prepare young people for the adult world they will be joining, to ensure that you enter that world with the confidence needed to make the most of the opportunities and to navigate the challenges that life will inevitably cast your way. We want you to leave us possessed with the tools you need to have a successful and satisfying life that makes a positive difference in the world at large.

#### Self-Awareness

It is important that you have clarity about your preferences and where your talents lie. You only have a finite amount of time and energy to invest in your education and your legacy, it is important that you make an informed decision about where you direct your time and effort. Part of the personal development programme will focus on this self-discovery.

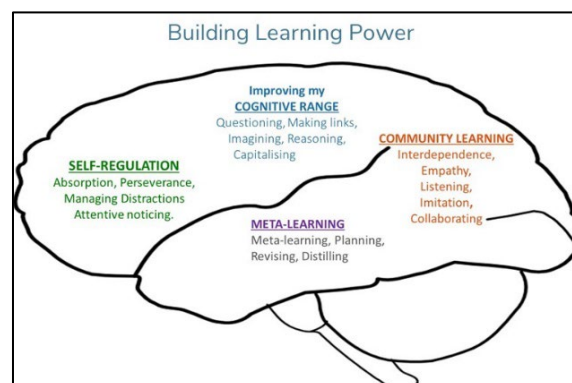
Understanding the way that you are perceived by others and the way that you affect them, and how they affect you, is also key. Human beings are the most social of species, in fact, our social relationships and structures are our greatest strength, and, at times are greatest weakness. Being aware of how you can influence others and be influenced by them is fundamental to your effectiveness as a person.

#### Self-Possession

We are emotional beings. The personal development programme will help you examine how emotions affect your decision making. Being able to master and direct your emotions is a key aspect of being an effective learner. It is also critical to ensuring that you are perceived in the way you want to be perceived and the way that you want to be understood.

#### Learning to Learn

You must also learn what it is you need to do to make the best of your talents; the best ways to learn the skills, habits, attitudes, and behaviours that will make you an effective learner. There has been lots of research into how humans learn best, and we will share much of this with you via a framework called, 'Building Learning Power', or BLP. Understanding how to learn is pointless unless you can



make the most of this understanding, developing self-awareness and self-possession is essential to this.

### Extended Project Award

Part of becoming an independent learner is the ability to be able to investigate and critically assess. You will do a good deal of this in your classes, but we want you to be curious and to develop the skills needed to undertake good quality research. All students are encouraged to complete an extended project whilst they are at CATS Cambridge. You choose the topic or question; we provide you with a mentor. You then complete a research project, which you write up in a short paper, produce a poster and present your findings to your peers. You will see many of the posters from previous projects on display around the school. The very best win awards, but all who complete a project win because the skills acquired and the experience of doing your own research will strengthen your application for undergraduate courses.

### Activities

We aim to provide a wide range of co-curricular and extra-curricular activities. It is rare for us to offer fewer than 30 activities in a working week, there is always a lot of choice. The activities programme is published at the beginning of each term.

We are very keen to offer activities that our students want to have. If you have an idea for an activity that is not covered in the existing programme let us know, tell your personal tutor, or our activities manager, George, ([gleland@catscambridge.com](mailto:gleland@catscambridge.com)), and we will do our best to set a club up.

All students are expected to engage with the activities programme. If you are on a 6<sup>th</sup> Form programme of study, you must sign up for at least one activity. Key Stage 4 students are expected to join at least two clubs.

### Trips

The activities manager is also responsible for trips. The detail of the trips will be presented during the first week of each term, sign up quickly, they are very popular.

### University and Beyond

We are very keen that you secure a place at the best university on the best undergraduate course for you as an individual. We will assist you with making an informed decision about to which courses at which colleges you apply, and then we will provide you with support to ensure that submit a competitive application. As importantly we will provide you with advice about how to meet the conditions set by the universities to which you apply. Importantly, you should never forget that it is your application, not our application made for you.

### University Applications

Our Higher Education Officer (HEO), Christine ([crudd@catscambridge.com](mailto:crudd@catscambridge.com)) will assist you with you making your application. The HEO will ensure that you

understand the application process and ensure that you complete the forms properly.

### *Key Professions Programme*

Our Key Professions Programme (KPP) is open to everyone though it is focused on providing support to those students applying to some of the most competitive undergraduate courses in the world. The purpose of the KPP is to ensure that you choose the right course at the right university for you, and that you then understand exactly how to give yourself the best chance of winning a place at your preferred university.

The KPP focuses on the following:

- Helping you answer the questions, 'what is the best course for me?' and 'where should I study?'.
  - Strengthening your case for selection through targeted:
    - Studies beyond the syllabus of your programme of study (including participation in the EPA)
    - Work experience or volunteering
- Preparation for admissions tests and interviews

### *Careers*

Careers are covered as part of the PSHE programme (see below). You will undertake a variety of exercises to understand the kinds of careers which are promising for you as an individual given your preferences and talents. You will then be supported in discovering exactly what it is that you need to do to realise your career aspirations.

### *Personal, Social and Health Education (PSHE) and Relationship, Sex and Health Education (RSHE)*

In the UK schools are legally required to provide PSHE and RSHE. Your personal tutor and house director will lead most of the teaching in these areas, supported, at times, by external speakers.

#### *PSHE*

In PSHE you will cover a range of different areas, these include: Physical health, mental health, growing and changing, personal safety (including staying safe online), media and digital literacy, bullying and discrimination, money and careers.

#### *RSHE*

The focus of RSHE is on how to develop healthy, respectful relationships, focusing on family and friendships, in all contexts, including online. You will also consider the risks to which you might be exposed or to which you might yourself, such as drugs and alcohol. There will also be a discussion about how to have positive and healthy intimate relationships and sex.