



STUDENT HANDBOOK

Everything you need to know during your time with us.

CATS London – 2019-20





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PREPARING YOU FOR UNIVERSITY SUCCESS

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WELCOME FROM THE PRINCIPAL



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

CATS LONDON MISSION STATEMENT

The aim of the College is to encourage all students to realise their potential, fostering independence and maturity in order to prepare them for their future. I am delighted that you have made the decision to join us and I look forward to meeting you once you arrive. CATS College London offers you a unique and unforgettable educational and social environment. You will be studying in one of the leading cities of the world with Bloomsbury located at the heart of academic London, close to University College London, London School of Economics and University of London Colleges.

You will be given every opportunity to achieve the academic success to which you aspire and to develop lifelong personal and social skills. For many of our students, CATS London is where they make lifetime friends and gain a wealth of great experiences. The College is proud of its multicultural community and we value diversity and equality of opportunity for all. Moreover, we work hard to foster an environment in which everybody respects each other. For our international students, coming to study in a new country is both exciting and overwhelming. Most of you will feel homesick at some stage. UK students, for whom CATS will also be a brand new



experience, will also probably feel apprehensive. Don't worry, you are not alone. There is help and support available to you in the College and we try to help make this transition as easy as possible.

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

TERM DATES

Term	Start Date	End Date
Autumn Term	Monday 2 September	Friday 13 December
Half term holiday	Saturday 19 October	Monday 28 October
Christmas holiday	Saturday 14 December	Tuesday 7 January
Spring Term	Wednesday 8 January	Friday 3 April
Half term holiday	Saturday 15 February	Monday 24 February
Easter holiday	Saturday 4 April	Sunday 19 April
Summer Term	Monday 20 April	Thursday 18 June*
Summer Term	Monday 20 April	Friday 26 June
Fast-track University Foundation Programme		

*Except for students still sitting exams

- New students should arrive in their accommodation 48 hours prior to the start of their first term.
- CATS London closes during the Christmas holiday, but remains open throughout all other holiday periods.
- During half-term, fees apply for all students who are aged under 16 on 1 September 2019.



- There is weekly charge for all students remaining in boarding over the Easter vacation.

YOUR COLLEGE

COLLEGE HOURS

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

You will meet with your Personal Tutor Monday to Friday from 10.30 to 10.45. Occasionally there will be other meetings for specific purposes.

You may find that at a particular time you have no subject lesson. In this case, you are expected to study within the College.

MEALS

All students take lunch and dinner in the Dining Hall at College from Monday to Friday. In addition, College Residence students are also provided with breakfast each day Monday to Friday and brunch and an evening meal at the weekends. Homestay students take their breakfast, dinner and weekend meals with their homestay family. A separate Coffee Bar offers snacks and refreshments during the day.

REMEMBER

You may not bring your own food into the Dining Hall or Coffee Bar. You are expected to clear your table prior to vacating it and to stack your tray on the



rack provided. For students who have opted for full board accommodation, breakfast, lunch and dinner are included within these fees.

You have to wear your Student ID Card with a lanyard at all times. This must be clearly visible. If you do not have your ID card with you when trying to enter the College/Dining Hall, you may be delayed or refused entry. Students in Homestay take all breakfasts, dinners and weekend meals with their family. If you are in Homestay, you should talk to your host family about the times that they take meals. You take all other meals in the CATS College London Dining Hall.

DINING HALL OPENING TIMES

Monday-Friday

Breakfast: 07.30 – 08.30

Lunch: 11.30 – 14.00

Dinner: 16.30 – 18.30

Saturday and Sunday

Brunch: 11:30 - 13:00

Dinner: 16:30 - 17:30

LETTERS, TELEPHONES & E-MAILS

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

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

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

Neither letters nor packages will be released to students unless a valid Student ID Card is shown upon collection and students must sign for their own



mail items. Students must only collect their own mail; they are not permitted to collect other students' mail.

PERSONAL DETAILS

If your circumstances change including your home address, UK mobile phone number, or if there are any other changes to your contact details please let Student Services know immediately.

Students in Homestay should ask the permission of their Homestay family before making any outgoing calls.

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

STUDENT ACADEMIC MATTERS

ACADEMIC STANDARDS

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

CURRICULUM

You also have access to your timetable through the Student Portal and you are advised to check it regularly for updates.

If you would like to change your subjects you must seek academic advice from a member of the Senior Leadership Team who will check and approve



your proposed subject combination to ensure it is the correct study path for you and your target university and degree course. Subject changes may be made within the first two weeks of term only and changes will only be made if it is possible to do so within the College timetable.

The College will sometimes need to make room or group changes to your timetable and will notify you by email. You must then check your timetable online to ensure you follow the updated version. If you have a problem with your timetable, contact the Curriculum And Time-tabling Officer (who is located in the Reading Room). Do not stop attending any lesson of your own accord.

You must discuss any changes you want to make to your timetable with your Personal Tutor first. You must continue to attend all lessons on your timetable until the changes have been made and you have been notified by email. Attendance to all timetabled lessons is compulsory. You are expected to attend all lessons.

PUNCTUALITY AND UNAUTHORIZED ABSENCES

All students are expected to be punctual for every lesson or activity. Lateness and unauthorized absences will result in a Stage Warning. When not in classes, you are expected to be in self-study in the College.

HOMEWORK AND COURSEWORK

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

QUIET TIME IN THE EVENINGS

Prep time is an essential part of your academic studies at CATS College. It is time devoted at the end of the academic day or during your free time when you reflect on and consolidate work from lessons. This time maybe spent in the accommodation or at home and must be treated as part of your study programme.



It is up to each student to organise their quiet/ prep time study programme according to the needs of your subjects.

Students in boarding are expected to be mindful of other boarders who will be completing prep/ homework tasks/ projects. Quiet Time in boarding is from 7pm to 9pm. Students should not disturb other boarders in their cluster areas by playing loud music or socialising in the cluster kitchens at this time. Students may be asked to work quietly in the Study Room by House Parents or a teacher may request supervised prep to be managed in the Study Room.

BOOKS & STUDY MATERIALS

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

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

FREE AND UNLIMITED EXTRA TUITION

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

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



HOW IS STUDYING IN THE UK DIFFERENT?

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

HIGHER EDUCATION

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

WHAT ELSE CAN YOU TELL ME?

It is important that you meet all deadlines set by the College. Applications for UCAS for example are set earlier for your benefit so that your application can be sent off in good time. Please don't leave things until the last minute.

YOUR PERSONAL TUTOR

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

PERSONAL TUTOR

During induction you will be introduced to your Personal Tutor (PT). He or she will advise and assist you in all areas of life at the College and have regular conversations with you about your aims and targets, accomplishments and



sometimes, failures. Whenever you have a problem or question or you are not sure where to go, what to do or whom to ask, your Personal Tutor will point you in the right direction.

You will meet your Personal Tutor daily during the academic week at 10.30. These sessions are designed to support you academically and personally.

You can also arrange to meet your Personal Tutor on an individual basis to discuss matters in private.

SUPPORT

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

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

ADDITIONAL SUPPORT

If your Personal Tutor is not available for any reason, you can speak with your:

- Pastoral Director
- Senior Pastoral Director
- College Nurse
- Student Services Team
- Assistant Principal
- House Leader
- House Parents
- Vice Principal or Principal

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

WELFARE AND SUPPORT



We help you if you wish to speak to someone other than your Personal Tutor about a problem, concern or complaint. Enquire about the availability of staff members at Reception. The College Nurse is happy to solve any of your queries regarding medical and dental appointments.

SITHAAR HARKHU

Assistant Principal

BEN DOLBEAR

Senior Pastoral Director

FRANCESS GEORGE

College Nurse

YOUR ACCOMMODATION

ALL STUDENTS

Are expected to live in accommodation provided or approved by the College. Accommodation for students is provided either in the College Residence or in Homestay. If you want to change accommodation, you should speak to Student Services.

No room changes will be carried out until the half term of every term, this will only be in exceptional circumstances.



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

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

COLLEGE RESIDENCES

Students may not return to Premier House Mon-Fri between 10.15-15.00hrs. Students may be in College accommodation if they have a free period outside these hours.

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

Students wishing to stay in their College Residence are not charged during the half term breaks, but will have to pay a weekly fee if they decide to stay during the Easter holiday.

Please note CSA (Compulsory School Age) students are charged a weekly rate for half term and the Easter holidays.

Students should also notify the House Leader and Student Services at least one month before the Easter holiday period commences if they wish to stay in their College Residence during the Easter holiday period.

Students may leave their possessions in the College Residence during the half term, Christmas and Easter holiday periods. **However, all possessions must be removed at the end of Summer Term.**

Student must leave boarding 3 days after completion of their final examination or activity.

EXEAT TERMS



Please read section on Exeats

COLLEGE RESIDENCE FACILITIES

Premier House is the College boarding facility for students. Full details of Premier House and boarding rules and expectations will be shared with you during your induction at the residence.

It is illegal to smoke (cigarettes, vaping or any other form of smoking) in any of the college buildings. It is against the college policy and rules to bring in, consume, share or sell alcohol in the college buildings.

ROOM KEYS

Each College Residence student is issued with a key to their room.

You should also get a key for the safe provided in your room. This is for valuable possessions including cash. If either key is lost, a replacement key will cost you £20.

FOOD & DRINK

All food must be eaten in the kitchen areas. During quiet times students are expected to respect all students who may studying or doing homework/prep tasks. Students should refrain from cooking or making a noise in the shared areas.

LAUNDRY

Boarding students must do their own laundry. There are washing machines and dryers on the second floor which are for student use. Please note that House Parents may set up a rota to ensure that all students get time to do their laundry.

ELECTRICAL APPLIANCES

A thorough inspection of all electrical appliances is made at the beginning of each term and records are held by the student and College. Students are not permitted to use electrical items in their rooms such as kettles and rice cookers. All appliances must have UK compatible cables and plugs, if these



are not compliant to the UK standards these will be removed from your room or cluster area.

OTHER INFORMATION

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

Your personal possessions are not covered by the CATS London insurance policy and you should take out your own insurance cover before joining CATS College London. The College will not be held liable for any loss or damage to any personal items anywhere in the residences/College, whether arising through negligence or otherwise. **You must pay for any damage to the walls and furniture, fixtures and fittings that you have caused in your room or that is caused in your room. Your room is your responsibility. Damage to common areas will be charged equally to all students unless responsibility is accepted by individuals.**

HOMESTAY

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

HOMESTAY FACILITIES

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

Most families have a washing machine, and you will usually be allowed to do two loads of washing each week. You will normally be allowed to use the Homestay family telephone for incoming calls only. Outgoing calls should



normally be made from another telephone. If there is an urgent problem, however, please do talk to your Homestay family about this. If students leave luggage during half term or holidays in the Homestay, a supplement is charged for this service.

HEALTH AND HAPPINESS

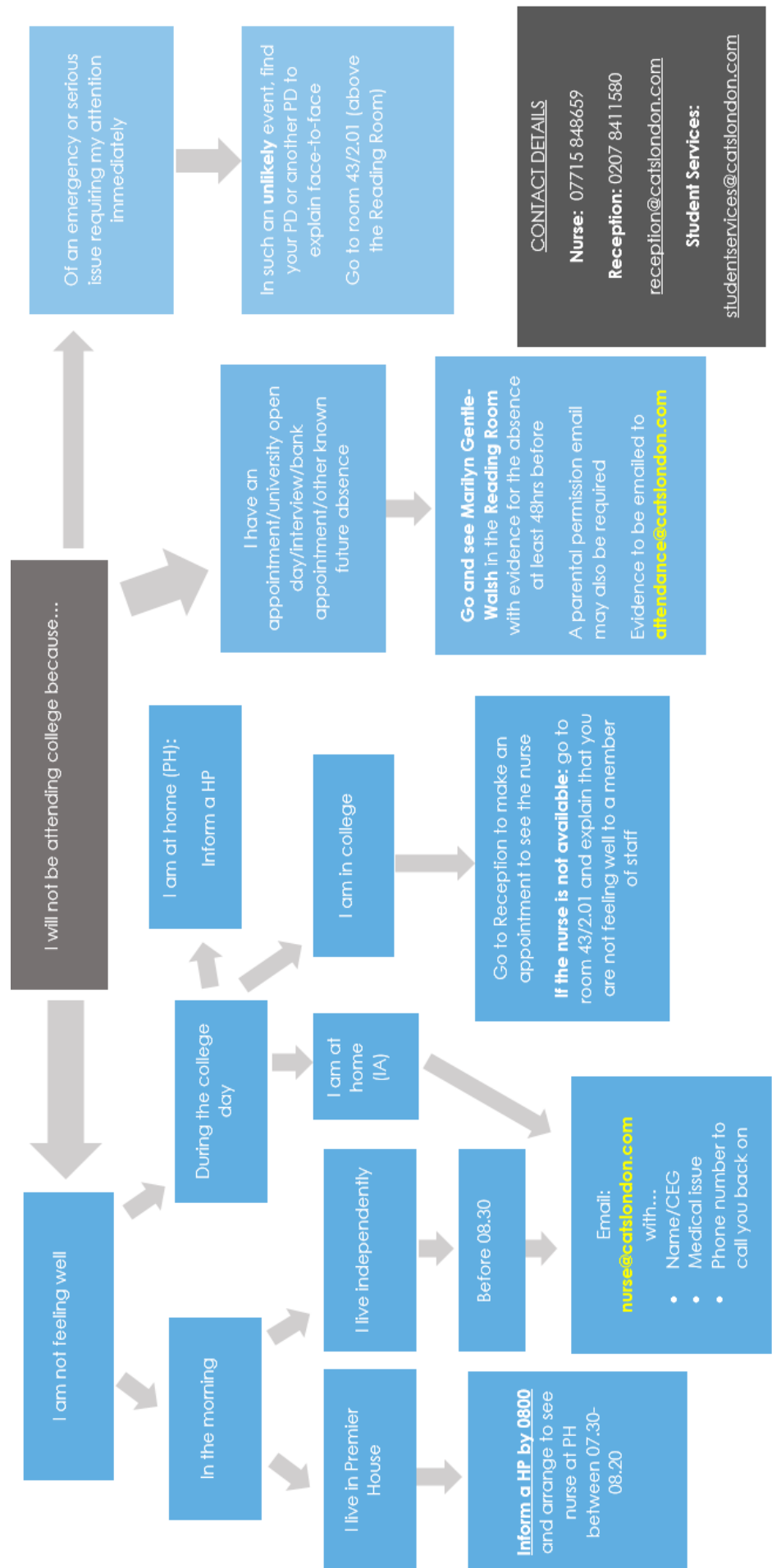
FEELING ILL OR UNWELL

If you feel ill or unwell while at College speak to the College Nurse, who will advise you. Qualified first aiders are also always on the premises. If you are unwell in the evening, overnight or in the morning talk to a House Parent. If you are in unsupervised accommodation and you feel you need help out of College hours, call the College emergency number 07713313224. (which Premier House and you will be directed what to do next)

All students who are ill must make every effort to get to College where the College Nurse will make an assessment of your condition. If you are not able to get to College the House Parents will assess you and will ensure that the nurse visits you at the residence.

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

It is important that you know the rules and procedures for Notification of Absence as explained in the Attendance Procedure for Students- flow-chart. If you feel ill or unwell over the weekend, speak to a House Parents or Homestay family (if you are in Homestay) who will advise and assist. The Absence Procedure flow chart attached gives you clear guidance on what you must do if you are going to be away from College.





SEEING A DOCTOR

During induction you must register with a Doctor's Surgery (also called General Practitioner or GP's Surgery) - once registered, you are able to make medical appointments at this surgery.

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

The Doctor's address for students living in Premier House

Brunswick Medical Centre
39 Brunswick Centre London WC1 1AF
Tel: 0207 78373057

The surgery's opening hours are:

Monday 08.00 – 20:00
Tuesday 08.00 – 20:00
Wednesday 08.00 – 20:00
Thursday 08.00 – 18:30
Friday 08.00 – 18.30
Saturday 09:00 - 12:00
Sunday Closed

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

EMERGENCIES

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



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

DENTISTS

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

COUNSELLING

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

Independent Listener: 0771 4636596

Get Connected finds young people the best help, whatever the problem:

www.getconnected.org.uk

0808 808 4994

(Daily 13.00 to 23.00)

Samaritans provide confidential support to any person in emotional distress:

TEL: 08457 909090

www.samaritans.org

KEEPING HEALTHY



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

HEALTHY EATING

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

KEEPING SAFE

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

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

If you're worried then you may speak to your Personal Tutor/ Pastoral Director but it is very likely that they will discuss your concerns with the members of the Welfare Team. This is made up of the Assistant Principal (Sithaar Harkhu), the Senior Pastoral Director (Ben Dolbear), and the College Nurse (Frances George). You may also speak to any member of the Welfare Team at any time without talking to your Personal Tutor/Pastoral Director first.



CODE OF CONDUCT

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

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

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

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

BEHAVIOUR

Mobile phones must be switched off during lessons, assemblies and examinations as well as in the Reading Room and quiet areas. Failure to comply will result in confiscation of your phone for one day. iPods, MP3s, etc. must not be worn or used in classrooms, assemblies or examinations. Laptops, iPads and PDAs may be used at the discretion of the subject teacher. Food or drink, other than water in a clear plastic bottle, must not be taken into any class rooms, meeting rooms, science laboratories, art studios,



computer suites, near any IT facilities or in the Reading Room. Bicycles, skateboards, skates etc. should not be used anywhere on campus. In compliance with government regulations, CATS College London is a smoke free campus. Under 18s are not permitted to drink alcohol at any time. Students who are legally allowed to consume alcohol are not permitted to enter a bar and/or drink alcohol during College hours (08.30 to 18.30 Monday to Friday) and are not allowed to drink or have alcohol in their rooms in Premier House.

APPEARANCE AND DRESSCODE

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

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

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

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

ATTENDANCE TO CLASSES



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

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

BEING AWAY FROM COLLEGE

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

You will be given permission if;

- The need to miss lessons is urgent or essential.
- It is not possible to rearrange an urgent/vital appointment outside College hours.
- There is no activity – such as a test – that requires you to be in class.
- Any work missed can be made up in your own time.

You must not leave CATS College London before the end of any term, unless you have the permission of the Principal. This will only be authorised in special circumstances.

If you want to spend one or more nights away from the College – for example to see relatives at the weekend, you must complete an exeat request – please follow the guidance as outlined in the EXEAT SECTION.



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

It is the student's responsibility to ensure they arrive on time at the beginning of each term, unless there are exceptional circumstances.

As a boarder at Premier House you are required to attend any house meeting which is held.

COMPULSORY SCHOOL AGE STUDENTS

If you are under 16 before 1 September 2019 you are classified as a Compulsory School Age student (CSA). You must be in the College Residence:

Sunday to Thursday by 21:30

Fridays and Saturdays by 22.30.

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

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

Sometimes the college allows you not to attend weekend meals, if we have permission from your parents.

A CSA student who signs out of accommodation during their free time will be required to phone in to the accommodation staff and confirm where they are. This is to tell us that you are safe and well. As a CSA you are expected to provide full details of where you will be and with whom you are spending your down time.

If a CSA requests an Exeat (time away from college) they must have this permission supported by a letter/email from their parents/guardian to the House Leader. In your parents/guardians letter/email they must provide full



details of the adult (a person over the age of 18 years old) who will collect the student from the College or accommodation and the person must provide staff with photo I.D before the student is allowed to leave the residence.

All students residing at Premier House must return to the residence after College and sign out from there if they are going out or participating in twilight activities. All students are expected to sign back in on their return.

PRIVACY IN RESIDENCES

You are entitled to privacy, however members of staff may enter your room at any time without notice for any of the following reasons.

- If you are or have been causing a disturbance to another boarder.
- If they are concerned about your health, safety or wellbeing.
- To carry out any cleaning or repairs.
- To inspect for any damage, however caused.
- If you are absent from College, and the reason for absence is unknown.
- If it is believed that you are using your room for any activity that would be in breach of any of the College's codes of conduct.

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

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

USE OF ROOMS IN RESIDENCES

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



Smoking is prohibited in all rooms, you must not wash or dry clothes or any other items in your room, nor should you use radiators to dry clothes or other items. You should make your bed and keep your room clean and tidy. No notices should be fixed to the walls of the room, other than as directed by the House Parents. Any posters should not offend any person entering or cleaning your room. Nothing that you do in your room should be heard outside the room.

USE OF COMMON AREAS

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

It is the responsibility of all residents to ensure that all areas of the residence are kept clean and tidy.

There will be cluster rotas indicating when each student is to take down the rubbish and where it should be placed.

No food packaging/ rubbish should be left on floors or work surfaces. These must be put into the bins and taken down to the first floor landing. During your induction you will get information in terms of keeping your cluster areas and personal areas clean and tidy.

FAMILY VISITORS TO RESIDENCES

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

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

Guests of students are not permitted to stay in Premier House. Family and friends are allowed to visit rooms for no longer than 30 minutes after which time they may remain with you in the common room or office. Guests must leave by 21.00.



Each week while you are preparing your university application you will have a session with the Higher Education and Academic Counsellor.

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

HOMESTAY

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

PERSONAL DEVELOPMENT

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

SMOKING

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

Smoking is illegal in the UK if you are under 16.

Students should not be vaping inside the College building or in Premier House. All vaping devices and apparatus are a student's responsibility and should be stored away.

DRUGS AND ALCOHOL

UK law forbids the use and/or supply of illegal substances. We have a duty to inform and educate all students concerning the consequences of the use of



illegal substances and alcohol abuse. We acknowledge the importance of our guidance role concerning the welfare of students, and will always endeavour to encourage those in need of help to come forward. Please also note that since May 2016 it is a criminal offence to consume, share sell or have in your possession legal highs.

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

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

These conditions include:

- A minimum of 95% attendance
- Frequent drug testing (on average monthly) with costs of around £150 per test to be covered by the fee payer, any positive reading will result in immediate expulsion.
- Any such testing will be subject to the usual rules on the privacy of medical information - a refusal to cooperate with a legitimate requested test will be treated as a disciplinary matter.
- Participating in drug counselling and education programmes as deemed appropriate by the College - costs may be incurred for this.

For information about drugs,
Talk to FRANK TEL: 0300 123 6600

MEDICATION

You should only use medicines and drugs that are freely available from a High Street chemist, or which you are using on a doctor's advice/ prescription. They should be kept in the locked boxes in bedrooms. The



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

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

PERSONAL SAFETY

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

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

Police, Fire or Medical Emergency 999

CATS College London Emergency out of hours number.



Premier House: 07713313224

INTERNET

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

BULLYING

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

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.

IF YOU FEEL YOU ARE BEING BULLIED

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

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



REGISTRATION FINANCE AND STUDENT ID CARDS

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

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

You must carry this card with you and you must wear around your neck on lanyard (where it is clearly visible) at all times while in College buildings. You must show/produce your ID card whenever requested.

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

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

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

BOOKS AND STUDY MATERIALS

You should bring your text books to each lesson unless you have agreed an alternative arrangement with your subject teachers. You must bring into your



academic lessons any other materials needed for your courses and as directed by your subject teacher.

CARS

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

ACADEMIC

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

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

BORROWING OR LENDING MONEY

Students should not ask another student for money as a loan or gift and must not give money to another student. If anyone is in financial difficulty, please let the College know so we can help. Students found to be asking others for money or loans or introducing students to anyone lending money will be subject to disciplinary action.

OTHER COSTS

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

- Books, stationery and study materials: these costs vary greatly depending on the course of study. The GCSE and A-level average is £100.



- Exam costs vary with the number of modules and subjects being studied.
- Higher Education Application Fees: We can pay for your UCAS application and charge this to your account. Note that applications to International institutions might incur an extra charge.
- Taxi service: Taxis to and from College, the airport and other destinations will incur an administration charge of 10%.
- Pocket money: there is a £25 one-off administration fee for this service. It is only available where pocket money is lodged with the College in advance. Emergency pocket money is limited to £50 per term.
- College photograph or social activities: these activities range between £15 and £60 each.
- Sports: most sports are provided free of charge.
- Theatre trips: these activities range between £5 and £50.
- Cultural or Higher Education trips: the cost of such trips, including half-term trips to overseas destinations vary greatly. Special consent forms are distributed prior to billing.

Damages in your room following regular inspection will be charged to your account. Damages in communal areas are divided between all the students in your house.

Please remember that if you damage any property, smoke in any building of the College or cover smoke or burglar alarms or tamper with fire equipment you may be charged by the College to reset, repair or clean.

DISCIPLINE

There is a clear 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 any discipline level on Shackleton.

Your discipline level may be reduced for good behaviour, work and attendance, but you may also be placed directly onto Stage 3, 4 or 5 if the offence is very serious.



ATTENDANCE

- Attendance to all lessons and time-tabled activities is mandatory.
- You are responsible for reporting your absences to the college, and failure to communicate an absence will result in further action, such as the college contacting your parents or agent.
- If your overall attendance falls below College expectations, you will be issued with a Stage Warning.
- Your Stage Warning will be escalated if your attendance percentage continues to fall.
- Parents/agents/fee payers will be advised of Stage Warnings.
- The college may also impose further sanctions as necessary to ensure that College attendance expectations are met.

DETENTION

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

Detention at CATS College London operates two forms of detention to deter breach of College rules and expectations. Students may be assigned to **Morning half an hour detention** which is for lateness and attendance issues. This detention may be held in boarding or in the College. Depending on whether you are boarder at Premier House or live independently.

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

A student may be asked to attend **Saturday Detention** where the student will receive focused support to enable them to catch up with their work and assignments.

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



GROSS MISCONDUCT

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

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

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

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

CONCERNS AND COMPLAINTS

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

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



STAGE 1

- For concerns regarding academic matters, your course or timetable, talk first to your Personal Tutor who will investigate and advise on a next course of action.
- For complaints about your Personal Tutor, talk to the Pastoral Director and in their absence the Assistant Principal or Senior Pastoral Director

For complaints about an exam, College internal or external exams, talk to the Examinations Officer.

For complaints regarding your accommodation, talk to a House Parent or House Leader.

- For complaints about unfair disciplinary action, talk to your Personal Tutor, the House Leader or the Assistant 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.

STAGE 2

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

- You have every right to ask a friend or relative to accompany you. You may, if you wish, involve a person independent of the College.
- The Principal can assist in finding a suitable person.
- You may prefer to put the complaint in writing. Written complaints will receive an initial response within ten working days.
- A full response to the complainant (and other people, such as staff involved in, or subject to the complaint, and to parents if the College considers this appropriate) will be given within 28 days (taking the independent person's view on the proposed response into account, if an independent person has been involved).
- You can be assured that if you make a complaint, no action will be



taken against you because you have made a complaint.

- You may ask a friend or relative to make the complaint on your behalf.
- Where a complaint is found to be justified, remedial action will be taken.
- An Appeals Procedure is part of the formal complaints procedure at this stage and a copy will be forwarded to you if you are not satisfied with the responses to date.

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

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

MOBILE PHONES

Students are able to purchase SIM cards for various mobile networks from retailers which are conveniently located close the College. Students can visit the following stores for assistance in purchasing a SIM card for their international phones.

Carphone Warehouse

www.carphonewarehouse.com

O2 - www.02.co.uk

EE - www.ee.co.uk

TRANSPORT



Visit the Transport for London website at www.tfl.gov.uk for tube and bus maps and directions. www.nationalexpress.com

WHAT TO DO IF...

An A-Z of life at CATS College London

ACCOMMODATION

If you would like to move out of college accommodation you must first have permission from the Principal/ Assistant Principal. You must submit an Independent Accommodation request form to Student Services who will arrange a meeting with either the Principal or Assistant Principal. Your safety and welfare is our main concern. You must also give notice in writing for the remainder of the current term, plus one full academic term, or you will be charged the normal accommodation fees in lieu of notice for the remainder of the current term plus one full academic term. Be careful – this could be very expensive for your parents! All students under the age of 18 must be fully supervised in their new place of residence.

ALCOHOL

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

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

ALONE

If you are feeling alone you can either talk to a House Parent, Personal Tutor, Pastoral Director or member of the Welfare Team. Alternatively, ask the College Nurse if outside help can be arranged for you. The College Nurse will be pleased to talk to you and try to help you. Your Personal Tutor will also be



only too happy to try to help. There will be plenty of other people feeling just like you so it's only a matter of finding them and we can help with that.

ANXIETY

Please see the sections on Counselling and Medical Matters.

ATTENDANCE

You are to attend all of your classes and we, as a College, expect 100 % attendance from you.

BREAKAGES AND DAMAGES

If you damage anything report it immediately to your House Parent or a member of staff in College.

Everyone makes mistakes and we will understand but you will be charged for the breakage or damage. If you know someone else has damaged or broken something, report it to a House Parent/ member of staff.

BANK ACCOUNT

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

BURNS

If you burn yourself run the burnt area under cold water for 10 minutes at least. Cover the wound and, depending how bad the wound is, either go to the nearest chemist to ask for a dressing, come in to the College and ask to see a first aider; or go to Accident & Emergency as directed by House Parents.



235 Euston Road, London NW1 2BU

(Nearest hospital to the College teaching buildings -
43-45 Bloomsbury Square - with an accident and
emergency department)

CLEANING

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

Damage:

(See breakages above.)

Noisy neighbours:

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

Kitchens:

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

CAREERS

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

DETENTION

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

DOCTORS



The College Doctors are located in:

Brunswick Medical Centre
39 Brunswick Centre
London
WC1 1AF
Tel: 0207837 3057

FINDING YOUR WAY AROUND

You will be given support about this during your induction week.

FRIENDS

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

FIRST AID

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

FOOD

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



HOLIDAYS

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

HOMESICKNESS

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

INDEPENDENT LISTENER

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

INTERNET IN YOUR ACCOMMODATION

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

JET LAG

If you feel very tired after a long journey you may have jet lag. Make sure the College knows if you will be missing classes.



LEARNING CENTRE/ READING ROOM

This is a quiet place to study and find study materials including books, DVDs and PCs. It is located in the Main College. This space must be respected as quiet study space for all members of the College community. There should be no eating and drinking in this room.

LEAVING LONDON

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

MEDICAL MATTERS

If you feel unwell make sure a House Parent knows. If you live in unsupervised accommodation and are over 18, you must email the College Nurse. The College nurse will call you in order to get clarity of your medical issue.

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

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



If you think you may have difficulties in understanding what the doctor says, or explaining your problem, ask a member of staff to accompany you. Your confidentiality will be respected.

MONEY MATTERS

The Finance Officer is available once a week in College Reception office. Pocket money is available there if arranged by your parents. You can also arrange to pay your fees to the Finance Officer.

NHS (NATIONAL HEALTH SERVICE)

This is a free medical service to all College students studying in the UK for at least six months. Depending on your nationality and whether the British Government has a special arrangement with your government, you may have to pay for any further treatment in hospital. If you wish to see a specialist, you will need a referral from a Doctor. Private health insurance can be arranged through BUPA International. The NHS does not provide free dental and optical care.

PASSPORT

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

POLICE

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

RACISM

If you are concerned about racism in the College you can talk to your Personal Tutor, the Assistant Principal, Vice Principal, the Principal or telephone the Independent Listener whose number is posted in your accommodation and in this handbook.



RELATIONSHIPS

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

RENTING YOUR OWN PROPERTY

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

RULES AT THE COLLEGE

The main rules are, be in your lessons on time, do all your homework, be in your accommodation by your curfew times and submit Exeats if you need to be away from College or boarding.

SAFES FOR VALUABLES

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

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



SAFETY

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

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

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

SMOKING

Smoking cigarettes is extremely bad for your own health and for those around you and for this reason it is now banned in all public places. This includes all College accommodation and classrooms. There are designated smoking areas and you must only smoke in these places. You will face costs and disciplinary measures if you break this rule. Smoking in public is illegal if you are under 16 years of age.

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

SOCIAL LIFE

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



STUDENT COUNCIL

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

SUBJECTS

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

TAXIS

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

TIMES TO BE IN AT NIGHT

See rules and regulations and the Exeat guidance in your accommodation.

TIMETABLES

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

THEFT

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



VISA PROBLEMS

If you are a CATS College London student and need help with renewing your visa then contact the Registrar at the College.

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

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

EXEATS EXPLAINED

EXEATS

This is a Latin term we use (it means "he/she may leave").

It is a request you can make through the **Student Portal** if:

- You wish to stay out beyond your curfew time at the weekend (Boarders – over 18s only).
- You wish to stay elsewhere at the weekend (Boarders).
- You are leaving boarding/your accommodation to travel outside of London for the weekend or a college holiday (all students).

More details...

Boarders:

- Overnight/Late Passes/Holiday exeats will be checked and authorised by your House Leader/Senior House Parents.
- Overnight/Late Passes/Holiday exeats need advance authorisation from your parents.
- The latest time a student over 18 with a Late Pass exeat can stay out is 3am (weekends only).
- Holiday/Vacation Exeats must be submitted to your House Leader/Senior House Parents at least two weeks prior to the College break/holiday.



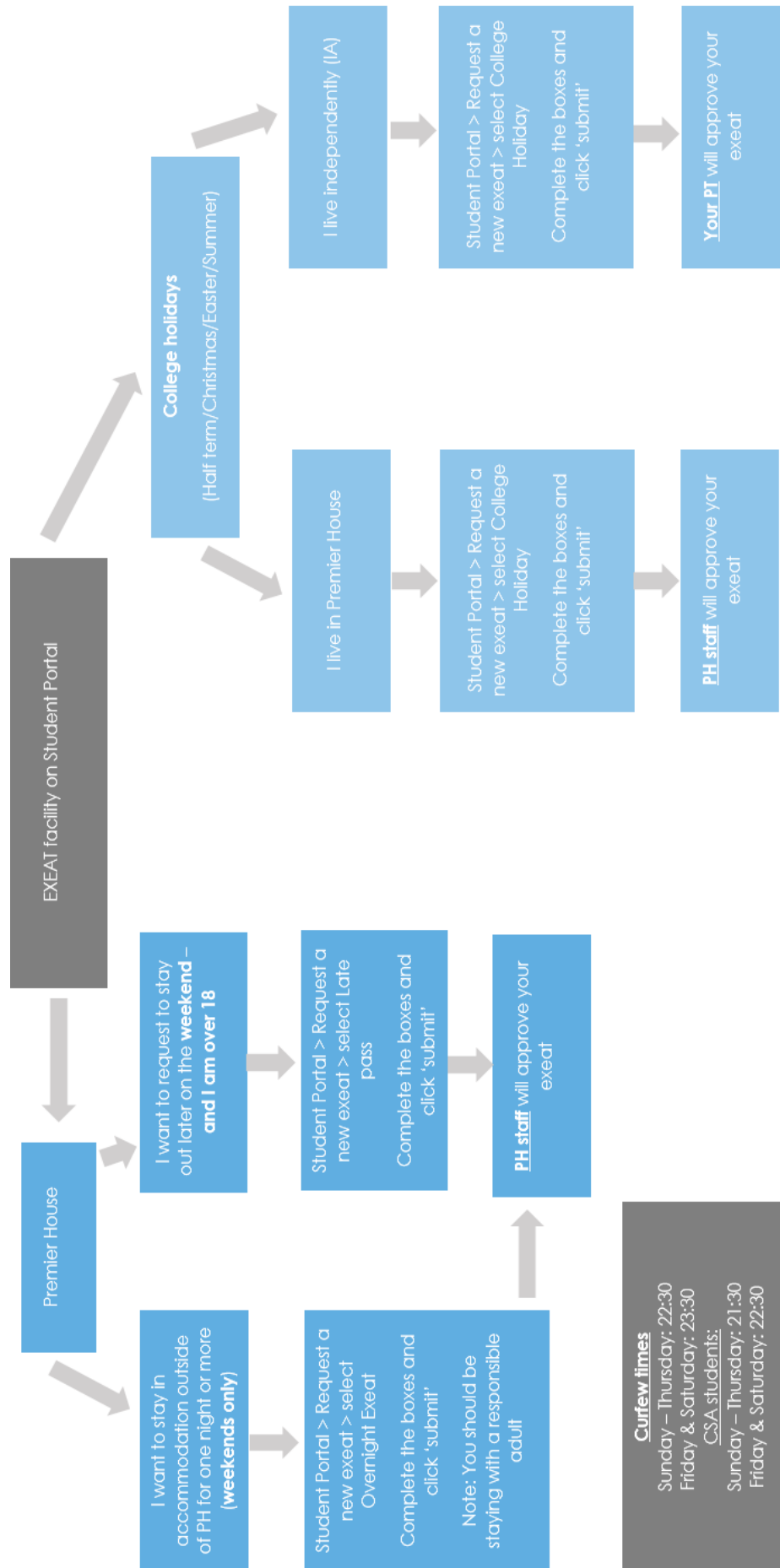
- Weekend Exeats and Late Pass Exeats must be submitted a week before the required exeat.

Independent Accommodation (IA) students:

- Students living independently must submit Holiday/Vacation exeats to their Personal Tutor two weeks prior to the College break/holiday.

All students:

- For an exeat to be considered you must **fully** complete an electronic Exeat online form with all required information.
- Failure to submit exeats on time will result in the exeat request being declined.
- Exeats are granted weekly at the discretion of the College, they are not granted automatically even if parental/guardian permission has been received.
- All students requesting exeats away from College must supply the address where they will be staying, a contact number of the person the student will be staying with and the student's own mobile number.
- Exeats may not be granted if there is health, welfare, disciplinary or attendance issues.
- Requests for leave during the academic day are managed and authorised by the Information and Supervision Officer (ISO) located in the college Reading Room.
- Examples of such requests include university open days, medical appointments, university entrance examinations, etc. Students must supply evidence of the event/appointment and, where required, parental permission. Students should try to make appointments around their college timetable where ever possible. Requests should be made at least 48 hours in advance of the event/appointment.





THE LAW AND YOU

STAYING WITHIN THE LAW

- The minimum age of consent (saying 'yes' to sex) in the UK is 16 and it is against the law to have sex with someone under 16.
- If someone does not give consent (says 'no' to sex) then forcing this person to have sex is regarded as rape which carries heavy penalties upon conviction.
- It is illegal to make and share sexual images of people who are 17 or younger, even if the people making them are 17 or under too.
- 17 is the minimum age at which you can drive in the UK (after passing your practical and theory driving tests).
- 18 is the minimum age at which you can buy cigarettes in the UK and you may be asked for ID.
- 18 is the minimum age at which you can buy alcohol in the UK and you may be asked for ID.
- 18 is the minimum age at which you can enter a pub, bar or club – though in some places you may need to be 21 – plus you may be asked for ID.

KEEPING SMART ONLINE

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

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

SAFE

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

MEETING

Someone you have contacted in cyberspace can be dangerous. Only do so if you inform others that you are going to meet your new contact. It is always good to take someone to your first meeting in public place.



ACCEPTING

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

RELIABLE

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

TELL

Your House Parent or the College if someone or something makes you feel uncomfortable or worried.

For more information, check out these websites:

www.childnet.com/sorted

www.childnet.com/music

www.phonebrain.org.uk

www.chatdanger.com

www.digizen.org

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 the following URL: my.catscollege.com. Your username and password are the same as those you use to log onto your emails and the College computers.



TIMETABLES

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

EXEATS

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

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

ATTENDANCE

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

EXAMINATIONS AND RESULTS

When you click on 'My Exams' a table will appear detailing all the subjects you are taking on the left-hand side, split into papers, e.g. writing, reading, speaking. It will also show the reference, exam board and any other references relating to that subject/ exam. On the right-hand side it will show when the exam is to be taken and the time it starts and ends. Once the



exam has been taken and the results have been released, the far right column will display the results for each paper. If you scroll to the bottom of the page and click Print Page this will open a PDF document showing all your exam details. The PDF will show the full candidate details along with a breakdown of all the subjects, exams and results.

IT SUPPORT

IT ACCESS

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

WIRELESS ACCESS

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

TROUBLESHOOTING

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

REMEMBER

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

DATA PROTECTION

The UK has laws in place to ensure that your private personal data is kept private. The College acts as a 'Data Controller' under these laws and is



responsible for ensuring your sensitive personal information - for example, your contact details or your welfare concerns, are shared no more widely than necessary within Cambridge Education Group.

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

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

<http://www.cambridgeeducationgroup.com/about-us/privacy-policy.htm>

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



HIGHER EDUCATION

GRAHAM MORGAN-SMITH

Higher Education Academic Counsellor

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

OUR AIMS ARE TO

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

HOW WILL THIS BE ACHIEVED?

- Through individual and group sessions delivered by GMS, BD and PT's.
- This will include details on:-
 - How to apply
 - Choosing the right course and university
 - How to write your Personal Statement
 - Receiving and choosing your 2 offers
 - How to track your application
 - How to accept your undergraduate course



- What is clearing?
- Visits from Universities (ALL RANKINGS):
- International Admission Officers will come to give specific and relevant advice & guidance – e.g. Imperial, City/CASS; Kings; Queen Mary; St Georges London; Surrey; Reading; Birmingham, Loughborough, Lancaster and Westminster
- Practical 'subject lectures' from universities e.g. Surrey's Engineering Department discussing Automotive Engineering and introduction Robotics or CASS Business Schools presentation on Investment and Risk Management'; HULT Business School's practical delivery of 'Strategic Decision-Making'.
- Talk from Ex-CATS College 'students' who are at University – the UCAS process, the importance of the Personal statement, Language development and the 1st year at university.
- Use of UNIFROG - a motivating and inspiring tool to enhance your future academic and career plans and aspirations.

LANGUAGE SKILLS/DEVELOPMENT

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

2019/2020

Oxbridge/Medics
15 October 2019

September start students [A2/FT/UFP] 15 January 2020

January start UFP students
15 March 2020



USEFUL WEBSITES

www.ucas.com

www.thecompleteuniversityguide.co.uk/league-tables/rankings#allSubjects

www.unistats.direct.gov.uk/

www.theguardian.com/education/ng-interactive/2014/jun/02/university-league-tables-2016-the-complete-list

www.timeshighereducation.co.uk/world-university-rankings/

All relevant documents, discussed during the PDHE sessions, can be found on STUDENT Global/CATS London/PDHE

FINANCE AT CATS

REASONS TO TALK TO THE FINANCE OFFICER

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

WHEN & WHERE CAN I SEE THE FINANCE OFFICER?

The Bursary Surgery is held on Wednesdays. Student Services and Reception will advise you on where to meet the Finance Officer.

AT WHAT TIME CAN I VISIT THE BURSARY SURGERY?



The Bursary Surgery will be available all day on a Wednesday- you can make an appointment through reception. For induction week – the Finance Officer will be available on Sat 31st August, 1st and 2nd Sept and the Bursary Surgery will open all day on these days.

HOW DO I CONTACT THE FINANCE OFFICER OUTSIDE OF THESE TIMES?

You can contact Sarah Allen on

finance@catslondon.com

if you or your parents have any finance related queries you require assistance with.

PAYMENT

Bank transfer, PEER transfer are accepted. The College does not accept cash payments. Payment can be made using a debit card/credit card. We do not accept American Express. Expenses can be paid from your Float Account if your parent/guardian has set up one for you. If you would like more information about float accounts please e-mail

finance@catslondon.com

POCKET MONEY

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



COLLEGE BANK ACCOUNT DETAILS

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

INTERNATIONAL BANK TRANSFER

Take advantage of our new streamlined international payment process, visit

CATSCollege.peertransfer.com

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



EMERGENCY CONTACTS

ORGANISATION	Name	Telephone Number
Metropolitan Police		101
Hospital	University College London Hospital	0845 155 5000
Local clergy	Mayfair Islamic Centre	020 7495 8283
	West Central Liberal Synagogue	020 7636 7627
	Swaminarayan Hindu Mission	020 8965 2651
	The London Buddhist Centre	0208 981 1225
	The Central Gurdwara	020 7603 2789
	Roman Catholic Diocese of Westminster St George's Church	020 7405 0376
	Church Of England (Anglican)	020 7405 3044
NHS Direct		111
Doctor	Brunswick Medical Centre	0207 78373057
		020 7388 5800
National Sexual Health Helpline		0800 567 123
NHS Smoking Helpline		0800 1690 169
		0800 002 200
ChildLine		0800 1111
Children's		020 7783 8330



Commissioner		
Islington	Children Board	020 7527 7400
Safeguarding		020 7226 0992
Independent Listener		07714636596
College Safeguarding Officer		07887793042
Camden	Children Board	020 7974 3317
Safeguarding		020 7974 4444
Reception		020 7841 1580
College Residence	Premier House	02031191100
College Nurse		07715848659
Drinkline Phone		0300 123 1110
Eating Disorders Association		01603 621414

FIRE EVACUATION

PROCEDURE

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



should remain with your teacher. When outside follow the Fire Marshal's instructions (high visibility jackets).

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

CATS College London

43-45 Bloomsbury Square
London WC1A 2RA

Campus Number

+44 20 7841 1580

www.catseducation.com

