



Student Handbook

2026-27



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Emergency Phone Number for Boarding:

+44 (0) 7730 321445

School Emergency Number

+44 (0) 1223 942789



Welcome

Welcome to our wonderful school and friendly community. Welcome to the journey of a lifetime. Welcome to CATS Cambridge, a school where you will thrive, make lifelong friends and, importantly achieve your academic potential. Dedicated academic staff in the school will prepare you for university with their expert knowledge and encourage and nurture your commitment to academic purpose. Pastoral teams will help you to find your way in school, support your emotional and social development and lead with empathy and compassion. Most importantly, you have a voice in the school! We listen to our students and their needs and wishes. You are important to us!

We offer you an academically rigorous schedule with time for all of your questions. We give our time generously so that you will feel supported in your academic studies and in pastoral care. We care deeply about your experience with us and promise to listen to you to shape the best possible start to your futures. Safeguarding you is our number one priority and we use the 'Keeping Children Safe in Education' legislation to do this.

If you have any worries, concerns, need help and advice, here is the **safeguarding number** to call:

Phil Bond - DSL

+44 (0) 7805 738640

Mutual Respect

We are a unique school. We use first names for teachers and school staff as we appreciate individual identity. We are diverse, celebrate our differences and enjoy the multiple language environment that we live in. We **MUST** treat each other with respect at all times. There is a behaviour policy which sets out our rewards and sanctions on the website – let's keep the focus on rewards and not sanctions and live peacefully and respectfully together.

Mobile Phones

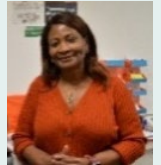
The UK has strict rules around the use of mobile phones in school. Next year 2027, more legislation is expected banning social media for some age groups. We ask simply that you are discreet with your phones. Unless a teacher specifically asks, your phones should not be out in lessons. You must put your phone away whilst you eat lunch in the Hub – this is just good manners. At the moment, we are taking a gentle approach to the guidance around mobile phones but we may review this at any point if we feel that students are not using phones sensibly.

Fire Alarms / Lockdown Alarms

These are sounded for our safety, in the event of a fire or possible need for lockdown. We do have practice drills. You will be briefed about this in your induction week. Misuse, the setting fire alarms off deliberately is not acceptable as it means the whole school has to evacuate their rooms. This is a serious offence and will result in a fine and possible expulsion from the school.

Useful Contacts

Emergency Contact Number: +44 (0)1223 942789

Kim Terrar Headteacher	kterrar@catscambridge.com	
Jonathan Beckett Deputy Head (Academic)	jobeckett@catscambridge.com	
Dr. Nick Dennis (Senior Deputy Head)	ndennis@catscambridge.com	
Phil Bond – Deputy Head (Pastoral)	pbond@catscambridge.com +44 (0)7805 738640	
George Leland - Registrar	gleland@catscambridge.com	
Student Communications & Reception Team: Ying, Milla, Kate & Vidarshi	studentcommunications@catscambridge.com & reception@catscambridge.com	
Gloria Quartey – School Nurse	gquartey@catscambridge.com	
Nasima Begum – School Counsellor	nbegum@catscambridge.com	

Medical and Wellbeing

Please 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

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 unless you have permission from the school nurse.**

Additional Learning Support (ALS)

At CATS Cambridge, our Additional Learning Support (ALS) provision offers a highly specialised and proactive approach to helping students overcome barriers to learning and achieve their full potential. We recognise that students learn in different ways and may require support at different stages of their education.

Support is delivered through a graduated, needs-led approach, beginning with inclusive classroom practice and reasonable adjustments, and extending to targeted or specialist interventions where required. Students receiving ALS have an Individual Learning Plan (ILP) to ensure consistent and coordinated support across subjects.

Our provision includes access to in-house specialist assessment, led by a Level 7 qualified assessor in Specific Learning Difficulties (SpLD), aligned with current SASC and SEND frameworks. This allows for timely identification of learning needs through comprehensive, evidence-based diagnostic assessments, which can support exam access arrangements and provide recognised evidence for university support (DSA). Where appropriate, we also offer informed exploration of related needs such as dyspraxia and ADHD in post-16 students, supporting onward referral where needed.

The ALS team works closely with academic, pastoral, boarding, and medical staff, as well as families, to provide holistic and personalised support. Exam access arrangements are determined in line with JCQ regulations, ensuring fair and appropriate access to assessments.

Our aim is to develop independent, confident learners by equipping students with effective learning strategies, self-awareness, and resilience, preparing them for lifelong learning, wellbeing and success well beyond school.

Please contact Elena on: emckain@catscambridge.com

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. Email: medical@catscambridge.com with any questions
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. Please put this money in the safe in your room!
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. Please wear sensible shoes- no sliders or stilettos during the school day. Also dress with respect for other people's cultures and traditions. All students will require one smart business style suit for formal events (graduation), 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.

Essential Items	Remarks
Laptop	Students have flexibility in choosing their device, but devices should have the following: The English language version of Microsoft Office must be installed. A minimum 13-inch touchscreen, compatible stylus or pen. At least 8GB of RAM, an Intel Core i5 processor (or equivalent), and a 500GB solid-state drive (SSD). Wi-Fi capability for internet access. ICT & Computer Science Students must have a windows laptop because of the nature of the subjects.

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 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 make sure you use the safe in your room.	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.

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.

Aerosols are FORBIDDEN because they can be dangerous!

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

Appropriate	Inappropriate
• Be comfortable, confident and smart. • Shoes with covered toes and heels (not flipflops / sliders/ stilettos). • Consideration for all cultures. • No hats or hoods up in classrooms. Dress formally when you are asked to do so; usually to start and end of term assemblies, and when you are representing the school.	• Casual beachwear is not appropriate in the classroom or laboratory. • Flipflops, sliders, stilettos • Short shorts or short skirts – consider what is appropriate for all cultures. • Crop tops. • Visible underwear. • Clothing displaying anything that could cause offense in any culture

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:



Phil Bond is our DSL.
pbond@catscambridge.com
07805 738640



Kim Terrar - kterrar@catscambridge.com
and
Jonathan Beckett -
jobeckett@catscambridge.com
are our DDSLs



Gloria Quartey is our School Nurse
gquartey@catscambridge.com



Nasima Begum is our school counsellor.
nbegum@catscambridge.com

You can also directly contact:

Cambridgeshire Children's Social Care Team

+44 (0) 345 045 5203

Please Read Carefully!

Do	Don't
DO leave the building immediately and go to the Fire Assembly Area for your Boarding House if the fire alarm sounds in silence. Make sure you know where fire exits are. Pay attention in induction week to safety information.	Don't TALK when leaving the building during a fire drill!
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 fire alarm off on purpose when there is no fire, you will put your place at the school at risk and annoy many other people!
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. Many substances are illegal in the UK, all are dangerous. The staff have no choice but to insist on a drugs test if they think you have been taking drugs If you are found in possession of non- prescribed drugs or to have taken them your place at the school will be jeopardised.
	Don't drink alcohol. Alcohol is not permitted onsite. 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. 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. The staff have no choice but to breathalyse over 18 students who 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 straightaway. Please be considerate of others especially if they are sleeping and taking exams!	Don't cause a public nuisance. This includes behaving loudly or badly in any way that brings the school into disrepute. Don't disturb other people in your corridor.
Do store your luggage as directed by the boarding team.	Don't use corridors and staircases for storage.
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. Don't prop windows open.
Do eat healthily!	Don't always order takeaway!
Do maintain personal hygiene standards!	Don't use aerosols; they are forbidden.
Do clean your room and when you leave it, leave it tidy.	Don't leave a messy room – there will be a £50 fine!
	Don't put LED lights on the walls – they damage the paintwork.

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/>.

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 through technology such as email, social media, text or video message. Bullying by exclusion also exists – it's more subtle but if you are being ignored or excluded, this can be a form of bullying

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

At CATS Cambridge we actively promote British Values

- **Democracy:** Teaching students how they can influence decision-making through the democratic process. CATS Cambridge operates a school council where students vote for representatives, helping them understand that everyone's voice should be heard.
- **The Rule of Law:** Helping students understand the importance of rules and laws, whether they govern the classroom or the wider country. Lessons focus on why rules are created, how they protect us, and the consequences of breaking them.
- **Individual Liberty:** Encouraging students to make independent choices within a safe and supportive environment. We promote self-belief, self-esteem, and personal responsibility, teaching students how to exercise their rights safely.
- **Mutual Respect and Tolerance of Different Faiths and Beliefs:** Fostering an environment where students treat one another with respect. CATS Cambridge actively tackles prejudice and discrimination by ensuring students learn about and respect different cultures, religions, beliefs, and worldviews.

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 Wi-Fi 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 School Week (Monday to Friday)

Time	Activity	Remarks
07:30 - 08:30	Breakfast	
08:50 - 09:00	Morning Registration	
09:00 - 10:50	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. YOU MUST ARRIVE ON TIME TO LESSONS
10:50 - 11:05	Morning Break	
11:00 - 12:55	Lessons	Check your timetable on the student portal.
11:35 - 14:00	Lunch Service	
13:05 - 14:55	Lessons	Check your timetable on the student portal.
14:55 - 15:10	Break	
15:10 - 16:05	Lessons	As per your timetable – check on your student portal
16:00 - 20:00	Activities	Activities are usually between an hour and 2 hours in duration. Check the activities timetable for detailed timings and locations
17:30 - 19:00	Dinner	
20:00	All students must be back on Campus	Except for Friday and the weekend 21.30
20:00 - 21:30	Prep (Homework)	You are expected to work quietly during this time. There is no prep period on Fridays (but there is on a Sunday) GCSE and Pre A 2000 -2100 UFP /A Level 2000-2130
22:00	Room Check for U18 students	Lights out 10.30 pm
22:30	Room Check for O18 students	Lights out 10.30 pm

IMPORTANT:

During the week, from 0900 – 1200 and from 1400 – 1600 you **MUST** be in lessons or supervised study in the main school.

You are **NOT** allowed in the boarding house during these times unless you are sick and have permission from the nurse.

You are allowed in the boarding house at lunchtime from 1200 – 1300 or 1300 to 1400 depending on your lunchtime.

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	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

Takeaways

You may 'order out' from 7pm on Wednesdays, Fridays, Saturdays and Sundays – a member of the team will collect from the gate for you. You **MUST** not collect this meal by yourself from the gate.

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.

The Study Room -

There is another study space near 'Phil's office'.

Boarding Life

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 Belongings

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. When you leave, tidy your room – fines will apply!
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.

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, lost keys, lost ID cards, 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.

If you are resident in Elizabeth House.

If you are resident in Darwin House, use this address

Your Name (Including your name in English)

Your Name (Including your name in English)

Room Number

Room Number

CATS Cambridge

**1High Street Chesterton CAMBRIDGE,
UK**

CB4 1NQ

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.

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 (in place of the 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 the permission slips system on Reach which will be approved by boarding staff before 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
• Day, overnight & holiday leave requests outside Cambridge. 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. You are allowed x4 stays like this due to UKVI rules. • 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. • 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.	• Day Exeat Must be submitted 48 hours prior to departure, parental permission is not required. • Overnight & holiday leave requests – Outside Cambridge Requests must be submitted 1 week in advance and require a designated supervising adult aged 25 to host. • Holiday requests outside of the UK 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. 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.	• Day Exeat Must be submitted 48 hours prior to departure, parental permission is not required. • Overnight requests & holiday leave - Outside of Cambridge. Request must be submitted 1 week in advance. Parental permission is not required if staying in the UK. • Holiday requests outside of the UK Parental permission must be given in advance and relevant checks must be completed prior to departure including flight details.

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: Meet someone you have contacted online. If a stranger asks you to meet you online tell a member of staff immediately. Talk to people you don't know, and never, get into a stranger's car.
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.

Not feeling well?

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

You will need to make an appointment which can be done with the QR code outside of the nurse's office.

Do think first though! Is this a cough and snuffle, a mild cold that will go away? If so, you may just need to drink some more fluids and get more rest. If in any doubt, go and see the Nurse.

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. You can also speak to the school council representatives. Students regularly attend senior leadership meetings too.

If you want to complain

You can raise a complaint with any member of staff. All complaints are treated seriously

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 the Lockdown alarm sounds

follow the procedure you were taught in the induction week and that you have practiced.

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, Nasima Begum– +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 -General Information

Lessons

Attendance

Attending lessons is mandatory, you will put both your visa and place at the school in jeopardy if you do not attend lessons. Your timetable can be found on your Student Portal. Check it regularly in case it changes.

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 don't want to miss learning time and 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
Grade 1 EXCELLENT	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
Grade 2 GOOD	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

Grade 3	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.
Grade 4	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 both you and your course, including how hard you are currently working. It assumes that you will continue to work as hard as you are doing so now.

Target Grades

These are aspirational grades, reflecting what the teacher thinks that you could 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, UFP 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. It should be noted that, whilst we encourage the use of technologies such as artificial intelligence (AI) to augment your learning, irresponsible, immoral or improper use of AI can also lead to disqualification. More information on this can be found in the Artificial Intelligence Policy on Shackleton.

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.

Cognitive Wrappers

You will usually be asked to complete a 'cognitive 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 your teachers have written, and how you will use the contents of the report to support your future progression.

Further details of your courses, their content, examination timetables and key dates will be given to you in your course booklets.

Remember study, test, test, test is 150% more effective than re reading and highlighting.

Testing is good for getting information in to the long term memory. Test yourself once you have forgotten some of the content so that you have to work hard to remember – this way, the information will go into your long term memory.

If you get anxious about tests, let your teacher know. We can help!

Activities & Trips

Please see separate Co-curricular booklet.

University and Beyond – Check out this Year’s Destinations

City, University of London	Law
Purdue University, College of Pharmacy	Pharmaceutical Sciences
Queen Mary, University of London	Foundation in Engineering Progress to Computer Science
Royal Holloway, University of London	Management with International Business (Year in Business)
University of the Arts London	Photojournalism and Documentary Photography
Keele University	Medicine
University of Cambridge (St Catharine’s)	Natural Sciences
University of Amsterdam	Economics and Business Economics
University of the Arts London	Photojournalism and Documentary Photography
The University of Hong Kong	Business Administration
University of Cambridge (Magdalene)	Mathematics
University of Bristol	Accelerated Graduate Veterinary Medicine BVSc
University of Bath	Electrical and Electronic Engineering
University of Surrey	Computer Science
University of Sussex	International Year One in Computer Science
Queen Mary, University of London	International Relations
University of Reading	Architecture
Charles University, Prague	Dentistry
UCL (University College London)	Architecture
University of Surrey	Business Management
Istituto Marangoni London	Fashion Business
Anglia Ruskin University	Illustration
UCL (University College London)	BA Media

University of Westminster	Sports Management
UCL (University College London)	Biomedical Sciences
University of Nottingham	Food Science and Nutrition
University of Manchester	Pharmacy
King's College, University of London	Mathematics and Philosophy
University of Manchester	International Year One in Business Management
University of Sydney	Business Management
University of Surrey	International Hospitality and Tourism Management
University of Exeter	International Year One Management and Business Economics
King's College, University of London	Business Management
City, University of London	Business with Finance (with Professional Placement)
University of Western Australia	Psychology with Foundation Year
University of Manchester	Information Technology Management for Business (ITMB)
University of Hertfordshire	Master of Pharmacy
University of Exeter	International Year One Management and Business Economics
Newcastle University	International Year One in Business
Nottingham Trent University	Biological Science with integrated Foundation
University of Sussex	International Year One in Business
Ravensbourne University London	Architecture
University of Westminster	Computer Science
King's College, University of London	Pharmacology
University of Sydney	Business Management
City, University of London	Economics
Coventry University	Global Business Management
University of Westminster	Pharmacology and Physiology

University of Westminster	International Year One in Business Management
University of Birmingham	Mechanical Engineering
City, University of London	Business Management
City, University of London	Business Management
University of East Anglia	International Year One in Business Management and Economics
University of Exeter	International Year One in Management and Business Economics
Cardiff University	International Year One in Business
University of Westminster	Business Management
Durham University	Biochemistry
University of Birmingham	Materials Science & Engineering
Durham University	Business and Management
Queen Mary, University of London	Pharmacology and Innovative Therapeutics
Kingston University	International Law
University of Exeter	International Year One in Management and Business Economics
University of Westminster	Business Management
University of Stirling	BA (Hons) Business Studies with International Year Two
Queen Mary, University of London	Business Management
University of Exeter	International Year One in Biosciences
University of Buckingham	Law (Accelerated)
University of East Anglia	International Year One in Business Management and Economics
Newcastle University	International Year One in Architecture
University of Glasgow	Business and Management
Goldsmiths, University of London	Media and Communications
University of Glasgow	Accountancy with Finance

Please see our Prospectus – online for more information

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) 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. Christine has extensive knowledge of the Higher Education process and gives you individual and excellent advice.

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 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.

Relationships in School

The school acknowledges that young people will have relationships with each other but there **must not** be public displays of affection in and around the school area. Students **are not allowed** into each other's rooms at any time unless express permission is given by a member of the welfare team under exceptional circumstances. Any breach of this rule will be managed under the Behaviour Policy.

Finally – what our students say about life here at CATS Cambridge.

‘Keep your room as cosy as possible; bring something from home to decorate it, then you will enjoy being there!’ (Ksenia)

‘Try to get out of your comfort zone and mix with the people outside your cultural group. You’ll experience other cultures and it’s more fun!’(Ksenia)

‘Touch grass!’ Go outside, don’t stick to your room, it helps you relax and not burn out.’ (Olivia)

‘Don’t cram! Study everything on time. Do active recall; it really helps.’

‘Be open to new cultures! Try to make as many friends as possible. You will make your best College experience with CATS Cambridge.’ (Brian)

‘Try to join at least 2 clubs! You will be able to find new friends that have the same interests as you, or you can try new things out- basically get yourself out of your comfort zone!’ (Nyan Anh)

‘Ensure that you keep your room neat and tidy! A cluttered space produces a cluttered mind!’ (Tarakh)

‘Utilize your prep time fully as you approach your exams’ (Enoch)

We hope you look back at your time here with happiness and fond memories. Remember we care about you and are here to help.