



**CCSS**  
*pathway to university*

# Cambridge Centre for Sixth-form Studies

## **Guide for Parents and Students**

2010 – 2011

**Parents and students are asked to complete and return the attached form confirming that you have read and understood the contents of this guide. Please keep this guide safe and to hand for future reference.**

Reference is often made throughout this document to policies and procedures, the majority of which are available on the CCSS website at [www.ccss.co.uk](http://www.ccss.co.uk). Please do contact the College office if you would prefer a hard copy.

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# Welcome to Cambridge Centre for Sixth-form Studies

We look forward to the Academic Year ahead and hope that you find the information in this booklet of great use to you, not only before you start, but as a useful reference booklet during your time with us. Do remember that if you have any questions at all, please never hesitate to contact us at any time.

## Academic

### Induction

We believe that it is vital that students feel welcome and settle in quickly. To help, we arrange a programme of familiarisation with the city, “buddying”, social events and offsite activities. Full details are sent prior to arrival. Students whose arrival is unavoidably delayed will have a tailored programme of induction.

### The College Day

The teaching day starts at 9:00am and ends by 5:00 pm. There is no fixed time for lunch.

### Registration

Registration for GCSE students takes place twice daily at times published by the Head of GCSE. Formal Registration for all students takes place at every lesson and absences are reported by subject teachers and followed up immediately. Parents of day students are asked to notify the college of any absence and will be contacted if an absence has not already been reported to the College Office. Absent boarders are followed up via Tutors, House Managers and the College Nurse.

### Curriculum

The College offers over 30 A-Levels and GCSE subjects. Students normally take four AS subjects in their first year, narrowing down to three subjects at A2 in their second year. All qualifications are divided into units. Some include coursework, in the form of an assessed practical or research-based essay. Each A-level subject is taught for approximately five hours each week, although this will vary depending on the subject. Students on a one-year course have more lessons in each subject according to the needs of the course. Students will be expected to spend the same amount of time for each subject outside class time in homework completion, research and regular learning.

**GCSE** subjects are intended as a preliminary qualification for younger students, although it is often necessary for older students to take GCSE subjects, particularly English and Maths, in order to qualify for university entry. Each GCSE subject takes up to four hours weekly.

For overseas students who need to improve their English, we offer **IELTS** exam preparation. This is the main qualification required by UK universities and we require students who have not reached 6.5 in the IELTS system to undertake an ESL course with us in order to achieve this level.

## Subject Choices

We need to know which subjects a student will be studying at enrolment and will require confirmation **immediately after the issue of exam results, prior to the start of term**. While we will do our best to accommodate changes/additions after enrolment, we cannot guarantee to do so. If we feel a student's choice of programme is not appropriate, we may insist upon changes in subjects or that certain conditions are met. This applies to all students. In such cases, we will contact parents and agree the best way forward. If a student fails to achieve the minimum exam results at GCSE or equivalent, we reserve the right to ask a student to re-sit some or all GCSEs. If this is unacceptable, parents may cancel the enrolment without financial penalty (other than the Registration Fee), provided we are informed before 1 September. There may be an additional fee if a student wishes to re-sit one or more GCSEs alongside their normal programme of study.

## One-to-one Teaching

In addition to normal group lessons, individual lessons (known as “**one-to-ones**”) are arranged for A-Level students in every subject each week. These vary between 15 and 30 minutes each (depending on the year and subject), are compulsory and organised by the subject teacher. One-to-ones are a powerful way to help students learn and are as important as a normal group lesson. GCSE students do not have one-to-ones, but all students have an additional tutorial with their Tutor.

## Examination Entries, Results and Certificates

CCSS is a registered centre for all Examination Boards and we deal with all student entries for external examinations. Students must also tell us about any exam that they are taking independently of the College. New students who want to re-sit any exams should contact their Tutor who will advise the Vice Principal Academic. All examination entries are the decision of the Vice Principal Academic whose decision is final.

Students need to read carefully all notices and information relating to examinations and see the Vice Principal Academic if in any doubt. Examination certificates are important proof of achievement and must be kept safe for life. The College is unable to arrange for replacement copies.

Examinations are set in January and June and results are published in March and August respectively. Pass grades are awarded on an A\* to E scale. Students will be given information on how to collect their results, ask for papers to be remarked, and ask for examination scripts to be returned if they wish. Examination boards apply a cost for many of these services and we pass these on to parents. Full details are available from the Vice Principal Academic.

## Internal Examinations

Students do well in their final examinations as long as they prepare properly. Part of this involves taking practice papers, carried out under examination conditions. Students are given experience of formal assessments during the academic year in addition to regular class testing. It is important that students prepare thoroughly for these opportunities to test their knowledge and skills, as teachers use the results to identify weaknesses and plan accordingly.

## Coursework

Some subjects require coursework and students are closely guided in the amount of additional help that can be provided. Parents are strongly advised to be aware of this, as **inappropriate help** can result in a student having work rejected or even being banned from their examinations. Please do contact the Vice Principal Academic if in any doubt. The College operates a coursework appeals procedure for those who wish to question the internal marking of coursework.

## Marking

Marking of work provides important feedback for students. Students need to understand what the marks mean and how they can use the mark to improve their knowledge, understanding and skills. Each department has a marking scheme and teachers will explain this to students. Parents are welcome to contact any Head of Department who will be pleased to explain their department's approach.

## Teaching Buildings

CCSS teaching takes place on **three** main sites a few minutes walk apart: Salisbury Villas, Benet Place and Tenison Road. Students are given clear instructions on where all lessons take place. Students are advised that they are subject to the College's normal procedures and policies when moving between buildings.

## What to Bring and Wear to Lessons

Textbooks are provided at the start of each course and will be charged on your invoice. Students need to provide stationery such as pens, files, paper and a calculator; students are also advised to store work from each subject in one file, kept safe at home, and use another file with dividers for current work to minimise carrying files, loss or damage.

We do not have a uniform or a strict dress code, so students may wear what they find comfortable. Students are asked to refrain from wearing clothing that could be seen as offensive. Overseas students should be aware of the variable UK weather and are advised to bring warm clothing and suitable footwear.

## Private Study

Private study is essential to success and students may work in the Study Rooms from 9:00 am to 5:00 pm. Boarders may also work in their rooms. Study Rooms contain a Careers Library. Additional arrangements may also be made when we feel that a student requires additional supervised study. Student Common Rooms are also available for relaxation.

## Computer Use

Our study rooms have computers available for private study, although students are also welcome to bring laptops to College. Students are strongly advised to ensure that their data is backed-up. Students are given

a network account and must sign our IT Agreement, undertaking not to damage equipment, access inappropriate web sites or send inappropriate emails. CCSS uses appropriate firewalls and additional software to protect users, though no system can be 100% guaranteed. Students are educated in the safe use of internet.

## **Lunch**

Lunch is available at Kirby's and there will be a small lunch facility in the new Benet Place Campus. Day students may add the cost of lunches to their bill. Boarders are provided with a standard lunch; additional lunch items will be billed. Alternatively, there are sandwich outlets nearby where students can purchase lunch or they can bring a packed lunch.

## **Notice Boards and Student Mail**

Students receive important notices, exam schedules and the daily extra-curricular bulletin to their CCSS email account. Occasionally, we will issue letters which are distributed via the student's Tutor. The main notice boards list activities and additional information. Not only do they display the daily timetable plan, but they promote information on careers, trips, sport and events.

External mail for all students should be sent to the main CCSS address, 1 Salisbury Villas, Station Road, Cambridge, CB1 2JF.

## **Student Council**

The Student Council represents the student body and helps to organise events throughout the year. It consists of day students and boarders from each house, voted for and appointed by their peers. The Council meets every two weeks to discuss college-wide issues that will make a positive contribution to CCSS. Serving on the Student Council is a responsible post and students benefit greatly from this leadership training. It is an indication of the importance of the Student Council that the Principal and other senior staff are always in attendance.

## **Enrichment Programme**

"Enrichment" at CCSS includes all the additional activities and opportunities, such as sports, trips and visits, which are so important in encouraging a broad education. Students are strongly encouraged to take part. In addition, all lower-sixth students take part in the compulsory aspects of the Enrichment Programme. Each Monday at 3.00 pm they come together for an hour to form small discussion groups and cover a range of important topics such as study skills, drugs and alcohol education, human rights and environmental issues. Careers guidance is also provided.

## **Value-added and Individual Learning Styles**

CCSS is very proud of adding value to a student's academic examination scores over and above that which they would achieve elsewhere. We use the ALIS system to provide us with information in this area. All students on a two-year programme take part in an online diagnostic test in the first few days of term, which

helps predict possible A-Level scores. The results are compared to all other schools and colleges once final A-Level examination results are published. CCSS consistently adds value over and above the predicted results.

## Learning Difficulties and Disabilities

All of our students have a right to an education that is appropriate to their needs. Our aim is to provide learning experiences that take into account the needs of each student. This is achieved for most students by differentiation of class work by subject teachers. This means that they will adapt their teaching to make learning accessible to every individual.

Where teachers find that a student is consistently failing to achieve learning objectives, Learning Support may be required. The nature of this support is often determined through referral to an educational psychologist. Parents will be informed at every stage of such a referral and advised of any additional costs. CCSS will endeavour to put in place any support that might be required. In rare cases, there may be some support that CCSS cannot provide and we will inform parents if that becomes the case.

Where a student joins CCSS and already has a diagnosed educational need, it is an essential requirement that parents pass on as much information as possible at enrolment. In some cases, parents will be invited to meet our Special Educational Needs Co-ordinator (SENCO) before term starts to assess how we can best meet their needs. Our full Learning Difficulties and Disabilities (LDD) Policy is available on our website. Parents and students are welcome to contact the SENCO at any time on [senco@ccss.co.uk](mailto:senco@ccss.co.uk)

## Gifted and Talented Students

Gifted and talented children are those who have one or more abilities developed to a level significantly ahead of their year group. The term 'gifted' refers to those pupils who are capable of excelling in academic subjects. 'Talented' refers to those pupils who may excel in areas requiring visio-spatial skills or practical abilities. Some gifted and talented pupils may be intellectually able but also appear on the LDD register for behavioural, literacy or physical difficulties. When identified, gifted students are often given extension materials to provide challenge in the subjects in which they excel. They are also encouraged to take part in activities such as the debating, the Global Young Leaders' Conference, and the Student Council. Talented students are fully encouraged to pursue their interests. Sometimes, students are modest and do not wish to be identified as different, so it is important that parents provide us with information in this area.

## Recognising Achievement

Students who make significant progress during their time at CCSS are recognised in many ways. Tutor Commendation Certificates are awarded to students who demonstrate outstanding commitment in all subject areas; students with exemplary behaviour in our school houses may receive a Boarding Commendation Certificate and similarly students who excel in their contribution to the sporting or extra curricular life of the college will receive an Extra Curricular Commendation.

There are a range of departmental awards on offer and CCSS offers two major academic prizes annually.

The Paul Redhead Prize: named after one of our founders, the Paul Redhead Prize is presented to a maximum of six high achievers from the lower-sixth year group. The winners are announced at the Autumn Term Assembly.

The Ted Lean Prize: the generous gift of one of our former Trustees, four Ted Lean Prizes are awarded to students who have demonstrated the most significant academic improvement in each year group i.e. GCSE, Lower-Sixth, Upper-Sixth and One-Year A-level students.

## Inspection and Accreditation

CCSS is fully accredited by the DCSF, CIFE, ISA, ISC and holds membership of ECIS. Ofsted inspects our boarding and welfare provision regularly and the College is inspected by ISI. The Principal holds the National Professional Qualification for Headship. Parents are always welcome to see inspection reports. The 2008 ISI Inspection Report commented on our high quality of teaching and outstanding pastoral support ([www.isi.net](http://www.isi.net)) and the 2010 Ofsted report was equally complimentary about our provision for boarding ([www.ofsted.gov.uk](http://www.ofsted.gov.uk)). CCSS core policies can be found on our website.

## Disability, Access and Equal Opportunities

The Trustees intend to prevent any disabled student from being treated less favourably than other students, either before joining or during their studies with us. The College welcomes applications from disabled students and is developing its plan under the Disability Discrimination Act to increase accessibility in all areas. See our website for our disability and equal opportunities policies and our policy on Equality and Diversity.

## Discipline and Exclusions Policy

Our discipline and exclusions policy outlines the range of sanctions that may be applied in the rare event of a student's breach of discipline. This policy is available on our website.

## Child Protection

All staff have appropriate enhanced Criminal Records Bureau Checks renewed every five years and undergo regular training in Child Protection. Our full Child Protection Policy is available on the website and hard copies can be sent to you. Our Child Protection Officer is Rizvan Ali, who can be contacted on [cpo@ccss.co.uk](mailto:cpo@ccss.co.uk).

## Complaints

We encourage parents and students to let us know if they are unhappy and we will always investigate complaints seriously, as we know that happy students learn effectively. In the first instance, please raise the issue with whoever you feel is most appropriate – Tutor, House Manager, Director of Boarding, Bursar, or Principal. We encourage students to talk to us directly if they are unhappy, but hope that parents will also contact us on their child's behalf if they wish.

Our formal complaints policy is available on our website. If you are unhappy with the response you receive, please contact the Principal. If you are still dissatisfied, please contact the Chair of the Board of Trustees. The policy includes a declaration as to the number of formal written complaints received by the College in the previous academic year.

## Trips

The College organises a wide variety of staff-led trips and visits, within the UK and abroad. Some are subject specific, while others may be for recreation. We take all reasonable steps to ensure that trips are well-organised and safe, and we expect every student to behave in a responsible manner.

**We will not usually get in touch with parents to ask consent for day trips unless there is significant cost**, but we will ask for consent to any trip that involves spending a night or more away from College. If we do not receive a response from parents/guardians, we shall be **unable to allow** the student to take part. There may be occasions where we organise a course or a visit for an individual student (for example, to attend a university “open day” or “taster day”), but cannot provide accompanying staff. We expect students to be responsible for looking after their own welfare, conduct and safety. We ask **parents to let us know in writing** if they do not agree with their son or daughter taking part in unsupervised visits. Our full policy on educational trips and visits is available on request.

## Pastoral

### Tutorial system

Each student at CCSS is supported by a personal Tutor who is always available to answer any question or assist with any difficulty experienced during the student’s time at CCSS. Tutors keep in close touch with teachers, boarding staff and parents. Weekly tutorials provide an opportunity to discuss academic matters such as time management, work output and preparing the strongest possible university application, as well as any issues of personal concern for the student. The Tutor will write to parents during the first week of the academic year to introduce themselves and provide contact information should parents require progress updates.

### Careers, UCAS, Oxford, Cambridge and Medical Schools

The College provides full preparation for university applications, via the online applications procedure UCAS. Tutors help guide students with their personal statements. The College deadline for applications is October half term. Students applying for subjects such as medicine and law, or to Oxford or Cambridge universities, may well have to take additional entrance tests. CCSS can prepare students for these tests and guide applicants, although students must approach their Tutors at the earliest opportunity to advise them of their intentions. This also applies to students wishing to apply to overseas universities. Applications are generally more successful if supported by a history of appropriate work experience.

CCSS guides Lower-Sixth students through the Enrichment Programme, a variety of careers events and through “Coursefinder” diagnostic testing provided by the Independent Schools Careers Organisation. GCSE students receive careers guidance via the Morrisby organisation. One-year A-level students receive specialist guidance from their Tutors and the CCSS careers officer. We have a comprehensive careers library in each of the study rooms.

## Health

Parents are asked to contact the College Nurse on any aspect of health. The health of our students is paramount to us. Parents must complete the College Medical Questionnaire before a student can start at

CCSS. It is vital that we know about each student's medical history. We also need to know of any health issues that parents and students may become aware of during their course. **If we have not received a completed Medical Questionnaire prior to the start of term, we cannot allow students to start their course.**

Students who do not have easy access to their own doctor and who will be living in Cambridge for more than three months will be registered with the College Medical Practice. The College Nurse will make these arrangements. Overseas students who are at CCSS for over a year receive free medical care under the National Health System.

The local Medical Practice is:  
Woodlands Surgery  
32–34 Station Road (Close to Salisbury Villas)  
Cambridge, CB1 2JH  
Telephone 01223 697600

## Medication

Students may bring essential medication for self-administration, but parents are asked to inform the College Nurse. Parents of boarders are asked to let the House Manager and College Nurse know details of prescribed medication. We expect students to take responsibility for self-administering and for keeping secure any medication. Certain medicines may need to be stored securely by the College Nurse, so it is important that details of any medication are passed on to us. The College Nurse and other designated staff may dispense over-the-counter medications, subject to College guidelines. Parents should indicate on the Medical Questionnaire if they do not wish us to do this.

## Illness

If students are ill, the main source of help is the College Nurse. If students need to visit the Hospital, they must let us know as soon as possible so that we can send a member of staff with them.

If ill before the day starts, day students must ask their parents to telephone the College. If they are taken ill during the day, they must inform the College Office and parents will be contacted.

If ill, boarding students must inform their House Manager at 8am. They will let the College know and arrange for the Nurse to make contact. If they are taken ill during the day, they must inform the College Office, and then return to the boarding house. Boarding students who report as ill must not leave the house in the evening.

Once registered, students who wish to attend the Medical Practice should ask the Nurse to make an appointment. Students may contact the Practice directly, but must inform the Nurse, so that accurate records are kept. For any health matters please contact the Nurse on **01223 519145, 07810 318461** or **nurse@ccss.co.uk**.

## Counselling and Support

Students have access to a range of confidential support services. CCSS has an independent counsellor; please contact her on **counsellor@ccss.co.uk**, or via their Tutor. In addition, the following organisations can help:

## Centre 33

An independent young persons' Advice Centre based in Cambridge. The telephone number is **01223 316488**. The email is [help@centre33.org.uk](mailto:help@centre33.org.uk) .

## ChildLine

ChildLine is a national charity providing a completely confidential advice service for young people. Telephone **0800 1111**. Calls to ChildLine on **0800 1111** are currently free from all mobile networks.

ChildLine also provides a special helpline called **The Line** for any young person living away from home, including students at boarding school. Students can call The Line on **0800 88 44 44** (free call) from 3.30pm to 9.30pm on weekdays and 2pm to 8pm at weekends.

## Independent Listener

The College's Independent Listener is Mrs Sian Jones who is available to help resolve any college issue on behalf of students or parents. An Independent Listener can be particularly effective when there is a sense that normal structures are not addressing an issue effectively. Sian can be contacted via [drj1000@cam.ac.uk](mailto:drj1000@cam.ac.uk) or by telephone **01223 366136**.

## Religion

We encourage students to maintain their own faiths, and Cambridge caters for a wide range of beliefs. Tutors can advise students if they need help finding places of worship. Students are supported in observing religious holidays during term time.

Our A-Level programme does not include compulsory lessons in Religious Education, although opportunities to discuss aspects of belief arise in the enrichment programme, and in many subjects where belief is an important factor in human decision-making. Parents are asked to contact the College if they do not wish their son or daughter to participate in such discussions.

## Charities

CCSS encourages all students to be involved with charity work. This can be as part of the Duke of Edinburgh Scheme, or as part of charity events. The Head of Extra Curricular Activities organises the Duke of Edinburgh Award scheme and if you have any questions on this please contact him directly via [andyh@ccss.co.uk](mailto:andyh@ccss.co.uk). We are currently taking part in European exchange programme events via Comenius.

## Personal Property

We are fortunate that there are few cases of theft, but as a matter of procedure any property that goes missing will be reported to the Police. We would advise students against bringing high-value items, and to make sure that any items they do bring are securely stored away when not in use. **Boarders should lock their rooms. College insurance does not cover students' personal possessions** and we strongly advise parents to take out insurance if household policies do not provide cover – please do check carefully.

## Mobiles

We encourage the sensible use of mobiles. Parents should give clear instructions on acceptable use, particularly if they are overseas students, as we have had a few cases where students have run up very large bills. Boarders should note that misuse of mobiles beyond normal curfew hours will result in them being temporarily removed. **Students must not use their mobiles in class, and must take care not to take a mobile into exams**, as this will have serious consequences. At other times we expect students to be contactable especially if they are ill or absent. Failure to respond will result in sanctions.

## Sports and Activities

CCSS runs teams that play regularly in the Cambridge College Leagues. CCSS also organises a wide range of sports, trips, weekend events, the Duke of Edinburgh scheme and charity fund-raising. Wednesday afternoons are reserved for many of these events and most days will also see additional opportunities available. If a student wishes to pursue any interest, we can find an organisation in Cambridge to help.

Sports regularly on offer include: Squash, Badminton, Volleyball, Basketball, 5 a Side Football, Trampolining, Swimming, Golf, Athletics, Soccer, Hockey, Rugby, Tennis, Cricket and Gym.

Teams are provided with kit and equipment for matches. Some activities do involve a small charge (e.g. weight training, aerobics, swimming), but costs are subsidised, and can be added to the bill. Please do contact the Head of Sport and Extra Curricular for further details on [andyh@ccss.co.uk](mailto:andyh@ccss.co.uk).

## Events

We arrange plenty of trips, ranging from day/evening visits to overseas events lasting for a week or longer. Typical short trips include Go-Karting, Theatre Trips, Ten-pin Bowling, and Punting Picnics. Charity events include activities for Children in Need and International Food Evenings. Overseas visits range from study visits to Spain and France to more adventurous trips to the USA and Australia. There are opportunities for leadership training and the College has been successful in obtaining student places at the Global Young Leaders' Conference in New York and Washington.

## Alumni

Students leaving CCSS automatically join our alumni. We continue to help our students in any way we can, and hope that they will maintain contact with us. We keep our alumni regularly updated with news and events. For further details please contact our Alumni Officer on [alumni@ccss.co.uk](mailto:alumni@ccss.co.uk).

## *Emergency Services*

**Please advise your son/daughter that in case of an emergency (fire/ambulance/police) in the UK they must contact the emergency services by telephoning 999.**

## College Rules

Students are very much treated as adults and we respect their views and opinions. Student safety is paramount to us and our rules are there to ensure balance is maintained. If a student breaks rules, we will try to solve this by discussion. If actions cause us serious concern, we will inform parents.

### *Attendance*

Students must attend all classes, meetings and one-to-ones. Students missing classes are likely to underachieve significantly. CCSS also reserves the right not to enter students for examinations. Universities are also informed via the UCAS reference if attendance is poor. For overseas students requiring visas, we are required to report to UK Border Agency any poor attendance and visas may be rescinded in such cases. Any extra lessons required to catch up may incur an additional fee.

### *Lateness*

A late student disrupts the class. Teachers report latecomers and regular lateness is reported to parents on formal written reports.

### *Smoking*

Students should be aware that changes in UK law, similar to those in other parts of Europe, have meant that smoking is illegal in many areas. As with many employers in the UK, smoking is not permitted within any of our buildings, nor on our grounds and not within 50m of our property and this applies both to staff and students. A copy of our smoking policy is available upon request. CCSS offers smoking cessation programmes for all students wishing to give up smoking.

### *Alcohol*

Alcohol must not be brought onto any College premises. This applies to teaching buildings and College Houses, and applies to all students, including those over 18. If a teacher suspects a student of being under the influence of alcohol, they may exclude a student from class. The teacher will also inform the Principal and parents may be contacted.

### *Substance Abuse*

We will not tolerate possession or use of any illegal drug, whether on College premises or anywhere else associated with the College. Our boarding accommodation is routinely checked and the College reserves the right to test students who are suspected of substance abuse. All students should be aware of our policy on drug misuse which is available on our website.

### *Car Usage*

Cambridge University requires us to exert 'proctorial control' on student car usage. This means that students living in CCSS accommodation must not keep a car in Cambridge. We appreciate that day students may need to travel by car. However, we are unable to permit any parking on College premises and students should not offer or accept lifts from each other, for safety reasons.

## *Anti-bullying*

Bullying is behaviour repeated over time that makes other people uncomfortable or feel threatened. Bullying of any description will not be tolerated and students involved in any such behaviour may be asked to leave the College. The College's Anti-bullying Policy is available on the college website.

## *Equality and Discrimination*

Any prejudice, racial intolerance, stereotyping or other behaviour that leads to discrimination is unacceptable. We expect all students to develop open-mindedness and tolerance to others. Students who do not respond to this expectation may be asked to leave the College.

## **Boarding**

### *Airport Arrival*

Many overseas students make their own way to Cambridge once they arrive at a UK international airport. We are well connected to each UK international airport by rail, and our buildings are all within walking distance from both the bus and railway station. Taxis are plentiful and distances short. National Express Coach timetables and ticketing can be accessed at [www.nationalexpress.com](http://www.nationalexpress.com). Train timetables and tickets are available from [www.nationalrail.co.uk](http://www.nationalrail.co.uk). Some students choose to travel by taxi. If you require our help to book a taxi, please contact us in advance with details of flight number, airport and time of arrival.

### *Boarding Arrival*

Boarders are asked to arrive on the **afternoon or evening of the day prior to the start of term**, and to contact their House Manager or Director of Boarding if unavoidably they need to arrive at a different time or day. Students arriving earlier will need to arrange accommodation in a hotel or "bed and breakfast" and we can advise locations nearby for this.

### *Boarding in Holidays*

Accommodation for students over a holiday period can be arranged, as we know that it is sometimes impossible for students to travel long distances home during holidays. The one exception to this is at Christmas (December to January) when accommodation cannot be offered. Charges for accommodation in holiday periods can be obtained from the Bursary. Parents should note that accommodation in holiday periods cannot be guaranteed; this is very much a privilege and for students with attendance, disciplinary or financial issues, this privilege will be withdrawn.

### *What to Bring for Boarding*

All student rooms have a phone line and data point for Internet access. Setup details are available on arrival. Please note that we cannot repair laptops, but we do have access to IT help if required. All internal calls are free; students who wish to make outside calls are given a PIN and are billed for external calls.

Students may bring a small hi-fi, but must ensure that they have headphones if they wish to listen to music. We reserve the right to remove a student's hifi if they continue to disturb others. Students may bring items

to personalise their rooms, as long it does not damage the walls or furniture/fittings. Posters must not show nudity or promote illegal activity. Each bedroom has a bed, wardrobe, chest of drawers, chair and a desk/table. Students should bring a desk lamp. CCSS supplies most bed linen (pillow/pillow case/sheets/towels). Students should bring their own duvet and duvet cover, though this can be provided if required. Students bring their own toiletries.

We ask students not to bring their own furniture, unless we have agreed in advance. Televisions are not permitted in students' rooms, though all houses have TV, Freeview and DVD in the common rooms. Pets are not permitted, nor are heating or cooking equipment. All houses have equipment for making snacks and hot drinks. Additional electrical items may be brought (e.g. hairdryer, shavers, etc.), but UK law requires these to be PAT Tested (a service which we can provide at a nominal charge) and we do carry out safety spot-checks. If an item of equipment fails, we will either repair it at your expense or insist that the faulty item is not used. If more than one item is to be run off a socket, parents should provide a multi-point extension lead. Parents are encouraged to contact the Director of Boarding in advance for advice.

Students can bring a bike or purchase one locally. Please ensure you have a good quality D-lock.

## Visitors

Visitors to the boarding houses are restricted to family members and members of the college. We do not allow any visitors into College Houses before 12 noon, or after curfew time in the evening. All visitors, including family members and members of the college must be signed in using the book provided. Any visits by Alumni students need to be by the consent of the On Duty House Manager.

## Curfew and Quiet Times

Students are expected to observe Curfews and Quiet Times and we reserve the right to act if we feel that a student is not getting enough sleep e.g. a computer or other equipment may be removed.

*There are 4 regimes: "young" "medium" and "older" and "older at Scholars' House", each with different dead-lock times for Sunday – Thursday, and different arrangements for Friday and Saturday nights.*

<b>Regime</b>	<b>Sunday – Thursday inc</b>	<b>Friday and Saturday</b>
Young	9.00 pm curfew	10 pm curfew
Medium	10 pm curfew	11 pm curfew
Older	11 pm curfew	11pm curfew
Older at Scholars' House	11 pm curfew	late-key privileges Students to return by 2am

*The regime depends on a student's age, year group and boarding house. During the year a student may change regime on their birthday as described in the table below:*

<b>Year Group</b>	<b>Under 16</b>	<b>16</b>	<b>17</b>	<b>18 and older</b>
GCSE	Young regime	Medium Regime	Medium	Older regime
Lower-Sixth	Medium regime	Medium Regime	Medium	Older regime
Final A-level				
Year	Medium regime	Medium Regime	Older regime	Older regime

*Any "Older regime" students residing at Scholars' House will benefit from the option of late key privileges and return by 2am on Friday and Saturday.*

## *Damage*

We hold students responsible for any damage in their room, damage to College property, and for damage done by their guests. We also reserve the right to charge collectively for damage done by a group of students, irrespective of each individual's contribution to that damage.

## *Holidays and storage of belongings*

We expect all boarders to vacate their rooms for the entire holiday period, and to leave their room clear for possible use by others. We apologise for the inconvenience this may cause, but holiday room usage plays a significant part in keeping boarding costs down. We regret that lack of storage space means that we have to use a commercial facility for student storage over the summer. The cost of this can be put on the bill. We can also arrange storage for students after their course with us has ended – this is particularly useful for students who are staying in the UK for university.

## *Weekends*

There is no limitation on the number of weekends that a student may stay away from College. The only exception is if the student needs to catch up on work. In the case of students under 18, we require parents or guardians to contact the House Manager giving permission and agreeing details of arrangements for any weekend night to be spent away from College by 12 noon on the Thursday prior to the weekend. All students must ask the House Manager for permission to be away for the weekend and must leave a contact address and telephone number. We expect students on weekend leave to stay away from the House, except in an emergency.

## *Food*

We can cater for special dietary needs, from vegetarian to Halal. Do please inform us of any special requirements. Food is wholesome and healthy, and the Catering Manager is pleased to consider suggestions from students for additional or alternative dishes. The catering department holds a 5\* award for Food Safety standards.

## **Independent Living**

It is a condition of joining and remaining at CCSS that we must be satisfied with a student's domestic arrangements. Boarders are admitted to CCSS on the basis that they remain in boarding for the duration of their studies. This means that we need convincing if a student proposes to live away from parents in accommodation not supervised by CCSS, and we will refuse to allow any such arrangement unless we are fully satisfied that all welfare needs are met. We know from experience that living independently can make it difficult for a student to study effectively and for us to deal with any problems. Students who "live out" also tend to under-perform in their studies.

We would only consider permission for students to live independently if they provide one-term's notice, are at least 18 years old, have a suitable guardian, have an excellent record of attendance and punctuality, a track record of work completion, no disciplinary problems and well-developed language skills where they wish to share with similar language-speakers. Moving out of college accommodation to independent living cannot be done mid-year without incurring boarding fees-in-lieu until the end of the academic year. If a student arranges independent accommodation without getting our permission first we reserve the right to terminate their enrolment.

## Fees and Billing

The College is a non-profit-making charity without access to public funding, and depends upon prompt payment of fees by parents. The level of our fees reflects the amount of individual attention we give our students. Staffing costs at CCSS are considerable. We would therefore ask parents to get in touch if payment is likely to be delayed. If you feel that your bill is inaccurate (or unclear) please contact the Bursar on [bursar@ccss.co.uk](mailto:bursar@ccss.co.uk). Any student whose fees are unpaid by the start of term is liable to exclusion.

Our current fees are available on the CCSS website. Invoices are sent out before the start of each term and become due on the first day of term. The Address Questionnaire asks you to let us know where to send invoices and it is particularly important that parents keep us informed if addresses change at any time. Until parents return the Address Questionnaire, we will send invoices to the contact address given on the Registration Form.

We would advise parents against giving their son or daughter the money to settle his or her own fees. We have instances of students using this on their own activities which can cause great embarrassment!

We are able to consider payment by instalments provided that this is agreed in advance with the Bursar. Our Terms and Conditions of Acceptance describe our conditions in regard to fees in lieu of notice and unpaid fees. If fees are outstanding we reserve the right to exclude the student. We may also refuse entry to public examinations. Final bills for the year are sent out by the end of July and must be settled by return.

## Extras

Extra items of expenditure are billed at the end of each term and include the following:

### *Examination Fees*

Parents/guardians should assume that, unless we are instructed otherwise, we will enter students for those examinations appropriate to their course of studies subject to satisfactory progress and bill them accordingly. A-level examination entries are billed per module entered; GCSEs are billed per subject. Details of fees are available from the Bursary on request.

### *Laundry*

Although the College provides bed-linen for boarders, students are responsible for personal laundry. Some houses have card-operated washing machines and dryers, in others the House Manager can organise laundry. In either case the cost will be put on the bill.

***Books (see page 5), Lunches (see page 6), Activities (see pages 9 and 12), Telephones (see page 15), Damage (see page 16)***

## Bursaries

Each year we give a number of means-tested bursaries to enable new students to pursue courses at CCSS. We are also happy to make a small reduction where two or more members of the same family attend at the same time, and where parents pay fees in advance for the whole academic year.

CCSS awards around £150,000 worth of bursaries each year. Bursaries help pay for tuition fees but do not include the cost of boarding. Awards are held for a maximum of two years and subject to regular review.

Bursaries cannot be awarded to students who have already started an A-level course at CCSS, though we may be able to help if a family's financial circumstances have changed radically. Please do not hesitate to contact the Bursar in these circumstances. Bursaries are dependent on a student's good behaviour, work output and attendance.

## How to Send Us Money

Cheques should be made payable to either "Cambridge Centre for Sixth-form Studies" or to "CCSS" and should be drawn on a UK bank. We are happy to accept direct transfer of funds, but please note that transfers should be made in pounds sterling. Please ensure that the student's name is noted on the bank transfer and that any sums paid are net of any bank charges. We can accept payment by debit or credit card although there will be a charge to cover our costs.

CCSS bank details: Barclay's Bank  
Bene't Street  
Cambridge CB2 3PZ

Account number:	90170941
Bank Sort Code:	20 17 19
Swift Code	BARCGB22
IBAN Code	GB43 BARC 2017 1990 1709 41

## Students' Personal Money and Bank Accounts

We would suggest that you provide spending money via a bank account without an overdraft facility and that you pay into the account regularly rather than in one lump sum. We recommend that students have their own bank accounts and we can provide **letters of introduction** when they arrive at the start of term. In emergencies, the Bursar will allow students up to £30 but only if he has received a telephone call or email from parents authorising this; any such drawings will be added to the Extras bill. If parents wish us to advance larger sums, we ask them to deposit sufficient funds with us in advance. Any balance will of course be refunded. The amount of personal spending money to allow is a matter of judgement – £20 to £30 a week will be right for many, bearing in mind the need for some essentials such as stationery. To avoid the risk of loss, students are advised not to have more than £30 in cash at any one time.

## Students Borrowing or Buying from Each Other

One of the commonest causes of friction between students is borrowing / lending property or money. We cannot assume responsibility for consequent losses and we strongly suggest that parents advise their son or daughter not to lend others significant sums of money. In our experience there is a real risk that it will not be returned, leading to loss of money and the destruction of trust. Similarly, it is against our policy for students to buy an item from another student.

## Communication

### Overseas

Modern communications make it much easier to keep in touch. We will normally send correspondence by email, please make sure we have an email contact for you. We can also send urgent items via DHL on request, but will invoice you for the cost.

### Guardianship

Education Guardians: When both parents reside outside the United Kingdom, parental responsibility must be delegated to a suitable adult resident in the UK who has agreed to take full responsibility for the student when not at CCSS, to whom the College can apply for authorities when necessary and who can, if required, come to the College at short notice. The Guardian will also be required to provide suitable accommodation in the event of the student's removal or exclusion from the College. In the case of serious illness or injury to a student, it may be necessary to spend a short time at home to convalesce and the guardian would need to make any necessary arrangements for this. In addition, it is the responsibility of parents and guardians to make timely and appropriate arrangements for the supervision, welfare and accommodation of students over half terms and holidays, including travel to and from CCSS. The responsibility for choosing an appropriate education guardian rests solely with the parents. In the event that no guardian is appointed, the College reserves the right to engage a suitable agency to fulfil such duties and undertakings as necessary. In these circumstances, the parents will be required to meet all charges, costs and disbursements of both the College and the appointed agency.

### Visas

Students who are not citizens of one of the European Union countries will require a Tier 4 General student visa to study in Britain. If you require a visa then we will have sent you a Confirmation of Acceptance for Studies (CAS) number which you will need to support your application. However, please note that we cannot issue this CAS number until our admission requirements have been completed and the Registration Fee and Security Deposit paid. Please let us know immediately if you are having difficulty obtaining a visa.

Once a student is studying in Britain they can obtain an extension to their visa, and we can help them do this. The process can take up to 13 weeks and involves attending a Biometric appointment in London. For further details please contact the Admissions Office [admissions@ccss.co.uk](mailto:admissions@ccss.co.uk) at least three months before the visa is due to expire.

It is a legal requirement that we see your son or daughter's passport and visa or Identity Card for Foreign Nationals and keep a copy. We are obliged, periodically, to check your son or daughter's passport and their leave to remain. We are obliged to inform the UK Border Agency if a student leaves before the end of their course, does not enrol with us or if they have poor attendance.

For many, there is a requirement to register with the Police within seven days of arrival, at a cost of £34. We will guide all overseas students on how to do this upon arrival at CCSS.

### Reports

We send five sets of formal reports to parents each year. We encourage parents and students to contact the Tutor to discuss any aspect of these. Please let us know if reports should be sent to more than one address (we are required by law to make reports available to both parents). If parents would prefer to have reports emailed as well as posted, then please contact the PA to the Principal.

## Parents' Days

Parents' Days offer an important opportunity to discuss progress face-to-face with teachers. At a Parents' Day, parents or guardians meet with subject teachers and the Tutor. We timetable sessions, and we will contact parents well in advance of the day to schedule appointments. If parents cannot attend, we are always delighted to set up meetings or arrange telephone calls to report on progress at any time.

## "Pathway"

We publish our "Pathway" newsletter each term and include regular news updates with academic reports. Both are very useful sources of information regarding the general life of the College.

## Term Dates

Term dates for 2010–2011 are:

### TERM

Term starts: Monday 13 September 2010 (boarders arrive Sunday 12 September)

Half Term: Friday 22 October – Sunday 31 October inclusive

*22 October is Parents' Day for GCSE and L6 students.*

*Students can leave after lessons on 21 October. Lessons start: Monday 1 November*

Term Ends: Friday 10 December 2010

*10 December is Parents' Day for One-year and Upper-Sixth students. Students can leave after lessons on 9 December. Boarders must vacate their rooms by 12 noon on Friday 10 December.*

### SPRING TERM

Term Starts: Monday, 10 January 2011 (boarders arrive Sunday 9 January)

Half Term: Saturday 19 – Sunday 27 February inclusive

Term Ends: Friday 8 April 2011

*8 April is Parents' Day for all year groups. Students can leave after lessons on 7 April.*

### SUMMER TERM

Term Starts: Tuesday, 3 May 2011 (boarders arrive Monday 2 May)

Term Ends: Friday 1 July 2011

***All boarders should leave their boarding house by mid day on Friday 1 July 2011.***

Boarders should arrange to arrive on the afternoon or evening on the day before the start of term.

## Planning Family Holidays

We publish our term dates well in advance, as we know that families want to plan holidays and make travel arrangements for their sons or daughters. Teachers plan their delivery of courses around our published dates. We set work for students to complete most holidays. The Easter holiday is particularly important, and students need to spend at least half the holiday revising for summer exams. ***Students who do not adhere to our dates may be deemed not to have completed their courses and may not be allowed to sit external examinations as a result.***

***The Principal needs to be contacted in writing, in advance, if parents wish for their son or daughter to return later than the start of term or to leave before the end of term, or to take term-time leave.***

## Contacts

For all enquiries, please call the main switchboard on **01223 716890**.

If calling from overseas, the main switchboard number is **+ 44 1223 716890**.

The fax number is **01223 517530**.

The email address is **office@ccss.co.uk**.

The postal address is 1 Salisbury Villas, Station Road, Cambridge, CB1 2JF.

The website address is **www.ccss.co.uk**

### Principal and Chair of Trustees

The Principal is Stuart Nicholson. The Principal can be contacted on **principal@ccss.co.uk**

The Chair of Trustees is Alan Dunckley. He can be contacted on **abdunckley@freenetname.co.uk**

### Child Protection

The Child Protection Officer is Rizvan Ali. He can be contacted in confidence on **07832 220604** or by email on **rizvanali@ccss.co.uk**.

To contact us about...	Please ask for...	Responsibility or Position...	E mail...
Financial matters	Chris Forte	Bursar	bursar@ccss.co.uk
Academic Matters Examinations, and Trips	Colin Jarman	Vice Principal Academic	cjarman@ccss.co.uk
Pastoral and Tutoring	Denise Hammersley	Vice Principal Pastoral	deniseh@ccss.co.uk
Medical	Jane Palmer	College Nurse	nurse@ccss.co.uk
Careers	Donna Bull	Careers Officer	donnab@ccss.co.uk
GCSE	Rizvan Ali	Head of GCSE	rizvanali@ccss.co.uk
Administration	Kirsty Carter	PA to Principal	office@ccss.co.uk
Admissions	Felicity Stringer	Admissions Officer	felicitys@ccss.co.uk
Sports and Extra- curricular Activities	Andy Hilton	Head of Sports and Extra-curricular Activities	andyh@ccss.co.uk
Alumni	Mark Filler	Development Director	markf@ccss.co.uk
Boarding	Neil White	Director of Boarding	neilw@ccss.co.uk

### Heads of Departments

Business & Economics	Kieron Toner	kieront@ccss.co.uk
English and English as a Second Language (ESL)	Anna Russell	annar@ccss.co.uk
Mathematics	Steve Webb	stevew@ccss.co.uk
Modern Foreign Languages	Sylvie Chastagnol	sylviec@ccss.co.uk
Science	Elaine Jarman	ejarman@ccss.co.uk
Social Sciences	Donna Bull	donnab@ccss.co.uk
Sports and Activities	Andy Hilton	andyh@ccss.co.uk
Visual Arts	Charlie Ritchie	charlier@ccss.co.uk

## Boarding Houses

Detailed information on contacting each of the CCSS Boarding Houses is issued once houses have been allocated. Parents may use these numbers out of office hours. The telephone numbers are:

Scholars Front	07824 829155	or	01223 517576 or 517593
Scholars Back	07824 828985	or	01223 517014 or 517222
Batim House	07824 829018	or	01223 517606 or 517654
Hope House	07773 756214	or	01223 508413
St. Barnabas	07824 828974	or	01223 517547
The Stables	07824 828974	or	01223 517549

The Director of Boarding is Neil White. He can be contacted on **07765 845030** or by email on **neilw@ccss.co.uk**.

## Emergencies

The College Offices are staffed Monday to Friday between 8.30am and 5.30pm during term time. During holidays they are manned between 9.00am and 4.30pm.

In a real emergency, please contact who you think is most appropriate from any of the following:

Stuart Nicholson, Principal, mobile 07814 515789  
Colin Jarman, Vice Principal Academic, mobile 07768 984842  
Denise Hammersley, Vice Principal Pastoral, 01376 551482  
Chris Forte, Bursar, mobile 07870 552914  
Neil White, Director of Boarding, mobile 07765 845030

## Appendix 1 – Core Educational Values

- We treat all our students as individuals, recognising and responding to their different learning and personal needs.
- We value the pursuit of high achievement and academic excellence, and encourage all students to prepare both academically and socially for the demands of a university education, through the provision of opportunities that enrich and add breadth to every student's studies.
- We value opportunities to engage students in a developmental dialogue and believe that students learn through encouragement and positive support. We value honesty, integrity and openness in our dialogue with all members of the CCSS community.
- We believe that lessons should be academically challenging, well-planned, well-resourced, stimulating and interactive, aided by small class sizes and experienced and committed teachers.
- We value our independence, charitable trust status, and an inclusive approach to education that involves students, trustees, parents, guardians, alumni and other stakeholders.
- We are committed to safeguarding and promoting the welfare of students, and to a policy of non-discrimination and freedom from prejudice with regard to sex, age, marital status, ethnicity, religion, disability and race. We encourage all to respect and value the beliefs and high achievements of others.
- We believe that education should engender lifelong enquiry and love for learning, and should promote a healthy and sustainable lifestyle.
- We value our staff and believe that all teaching and non-teaching staff deserve respect, support in maintaining a healthy work/life balance, and appropriate training and professional development.

## Appendix 2 – Boarding Principles and Practice

- The idea of ‘managed independence’ which underlies all aspects of College life comes into its own in our Boarding Houses. It is one of the reasons why we attract a substantial number of students who have never lived away from home before, as well as many with previous boarding experience.
- The College is committed to ensuring that students who come to board at CCSS receive the domestic, pastoral and tutorial support necessary to promote their development as individuals, as members of the College, and as members of the community. We aim to ensure that students are provided with comfortable, safe and secure accommodation with suitable communal facilities and wholesome food. CCSS ensures ready access to all health-care agencies and a degree of supervision appropriate to the age group and to the purposes of a sixth-form College.
- Our boarding houses not only provide a safe place for students to live and work, but also enable the development of important skills such as getting on with others, and striking the right balance between work and leisure. In this students are advised, helped and watched over by resident College House Managers. All CCSS house managers take their pastoral duties seriously, being presentable and professional in dealing with students, their parents, guardians, teaching and non-teaching colleagues. House managers act as role models for the students in their care and place the health, safety and welfare of the students foremost. House managers provide good day-to-day advice, guidance and encouragement to students.
- We expect boarders at CCSS to develop a responsible attitude to the exercise of the relatively greater personal freedom of the Sixth-form. This is intended to provide a valuable half-way house between home or the more traditional boarding school and the more open experience of life beyond school – particularly at university. Respect for the beliefs of others and for their possessions is an important part of communal living.
- Our boarding provision is regularly inspected, with areas such as catering and boarding staff being officially commended. However, boarding is not just about food and accommodation for our students. As ISI inspectors commented on their recent visit, our boarding “safeguards and promotes their welfare and encourages them to respect the values and beliefs of others”.
- GCSE and first-year A-level students join specific houses where the rules are suitable for the age of the year-groups concerned. Upper sixth and one-year A-level students live in ‘final-year’ Houses, where the regime reflects their greater experience and independence.
- All students have their own study-bedroom. Room sizes vary from house to house but all include study space as well as bed, storage, etc. Most rooms have en-suite bathrooms and all have telephone lines and free broadband Internet access. All houses have common-rooms with digital TV and DVD player, and facilities for making tea, coffee and snacks.
- We provide breakfast, lunch and evening meals seven days a week during term time prepared by the College’s catering team. Food is wholesome and healthy (there is always a vegetarian choice), and the Catering Manager is very pleased to consider suggestions from students for additional or alternative dishes. We cater for most special dietary needs, from vegetarian to Halal. Just as we build the academic programme around each individual’s needs, boarding can be as flexible. Some of our students are seven-day boarders, while others choose to stay for four or five nights.
- All boarders are fully supported medically and have access to excellent medical care and guidance services if needed. A fully-qualified College Nurse is on site during normal hours and 24 hour medical care is accessible.
- CCSS boarding seeks to establish and encourage a secure environment within which academic excellence flourishes, personal growth is supported and the life chances of all are enhanced in line with our values.

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[www.ccss.co.uk](http://www.ccss.co.uk)