

Guide for Parents and Students

2017 - 2018



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Academic

The College Day

The teaching day starts at 9.00am and ends at 5.00pm.

Registration

Registration for all students takes place in 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 before 8.30am and will be contacted if an absence has not already been reported to the College Office. Absent boarders are followed-up via Tutors, House Staff and the College Nurse.

Curriculum

The College offers a wide range of A Level and GCSE subjects. Students normally start with three or four A levels in their first year narrowing down to three subjects either part way through or at the end of their first year. The A Level is designed as a linear qualification with exams at the end of the second year, however it is possible to take an exam at the end of the first year and gain an AS qualification. Each A Level subject is taught for five hours each week in the lower sixth and six hours in the upper sixth or on the one year course. Where fewer than four students are studying the subject the number of hours of teaching may be reduced. Students will be expected to spend at least the same amount of time for each subject outside the class in homework completion, research and 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 in English and Mathematics, in order to qualify for university entry. Most GCSE subjects have a teaching allocation of approximately four hours weekly. For international students who need to improve their English, we offer English as a Second Language lessons (ESL) in which students will be prepared to take the IELTS examination in May of their first year. IELTS is the main qualification required by UK universities and we require students who have not reached level 6.5 in IELTS (a minimum of 6.0 in each component) to undertake an ESL course with us in order to achieve this level.

Subject Choices

We agree which subjects a student will be studying at enrolment and we require any requests for changes to be notified immediately after the issue of examination results. 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 on 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 examination 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 resit one or more GCSEs alongside their normal programme of A Level study.

Value-added and Individual Advice

CCSS is very proud of adding value to a student's A Level examination results over and above that which they would achieve elsewhere. We use the ALIS system to provide us with information in this area. All students take part in an online diagnostic test in their first few days of term, which helps the college to advise on future degree courses.

Examination Entries, Results and Certificates

CCSS is a registered Centre with the main UK examination boards (AQA, Pearson Edexcel, OCR and WJEC) for GCSE exams, Pearson International GCSE exams and A Level exams. We also use the Cambridge International Examinations for IGCSE English and Science exams. We enter students for their main exams in May and June, but it is also possible to re-sit GCSE and Cambridge IGCSE English and Maths exams in November and Pearson IGCSE Maths in January. New students who wish to retake any exams should contact their tutor who will inform the Deputy Principal. The Deputy Principal has the final decision in matters relating to exam entries.

Entries are made mid-February for the May/June exam session, early September for November exams and early in October for January exams. Students receive an entry report and an exam timetable. It is the student's responsibility to note the dates and times of his/her exams and arrive at the exam venue on time. Students are also provided with general regulations for exams which they are expected to follow very carefully.

Results

Results for the main exam session in May/June are published in August. Students are informed of the dates and are able to access their results on the day via the student portal. Pass grades are as follows:

A Levels: A*-E
AS Levels: A-E

GCSE and IGCSE: A*-G (with grade C being the minimum requirement for universities) or the new grades 9-1 (with grade 4/5 being the equivalent of a grade C).

When students receive their grades, if they are not satisfied with their results, they can apply for a review of the marking of their script (exam paper) and can ask for a copy or the original of their script. These post-results services are charged for by the examination boards and there are strict deadlines for each service. Costs are passed on to the students and their parents.

Certificates

Examination certificates usually arrive at CCSS in early November (for the May/June exams). It is advisable for students who are leaving in the summer to keep the College updated on their contact details. Students can come to CCSS to collect their certificates in person or we can post them to students in the UK, the EU and a number of other countries. If there is no secure postal service to the country in which the student is living, the student will have to pay for a courier service.

Certificates are important documents. They are often required by universities for Higher Education courses and also by employers as proof of exams taken and passed. They should be kept safe. If a student loses or damages a certificate, he/she will have to apply to the exam board for a replacement. CCSS is not obliged to keep certificates for longer than 12 months after the date of issue and is permitted to destroy unclaimed certificates.

Internal Examinations

Students perform well in their final exams if they prepare properly for them. This involves regular attendance, completion of homework and practice of past papers, often under timed conditions.

Students have formal in class assessments each half-term as well as more significant assessments in December and February. The mock examinations in February are an important practice run for the external examinations in May/June. Students in the lower sixth sit college exams at the end of the summer term.

It is important that students prepare thoroughly for all assessments and exams in order to test their knowledge and skills. Teachers use the results to identify areas of weakness as well as strengths and to plan accordingly.

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. Teachers will give detailed feedback on work on how to improve, both orally in lessons as well as written feedback. Often mark schemes will be given out as well so that students understand what exactly constitutes an answer worthy of a mark and to help them better assess their own work, a key revision skill that must be developed over time. Parents are welcome to contact any Head of Faculty for further information.

Teaching Buildings

CCSS teaching takes place on two main sites: Salisbury Villas and Bene't Place. 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 bought by the College and invoiced to parents. Students need to provide stationery such as pens, files, paper and a calculator. A Level students are 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. GCSE students use exercise books (provided by the college) for each subject.

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 8.30am to 5.30pm. Boarders are helped to devise a work routine and are encouraged to attend the supervised study sessions available in each house from 7pm to 9pm Monday to Thursday.

Other arrangements may also be made when we feel that a student requires additional supervised study. Student common rooms are also available for relaxation and study.

Computer Use

CCSS provides very fast and secure broadband connections. To take full advantage of this in all areas of the College we recommend that students have a laptop with Ethernet capability. In the teaching campuses there is both a wired and wireless network; in the boarding houses a wired network is provided in each student room. Students must not connect devices that create wireless networks as the security of these devices can be compromised, leaving the CCSS network vulnerable to external attacks. Any breach of this rule will be taken very seriously. Some subjects might require students to bring laptops to class, so it is advisable not to opt for too large or heavy a device.

Students are given a network account and must sign our IT Agreement, undertaking not to damage equipment, access inappropriate websites 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 the internet and are strongly advised to ensure that their data is backed up.

CCSS monitors the use of systems and the internet for inappropriate use and we do not expect students to access sites deemed to be inappropriate, such as gambling sites, sites containing adult and/or violent content or sites that might incite racial hatred. Students found to be using the internet inappropriately will have their access restricted or denied.

Lunch

Lunch is available at the Kirby's Dining Hall and the Bene't Place Café. Day students may add the cost of lunches to their bill. Boarders are provided with a standard lunch; additional lunch items will be billed.

Student Mail

Students receive important notices and exam information to their CCSS email account. It is essential that all students regularly check their CCSS email account. This will remain active until 31st August in the year that the student leaves the College.

Any postal communication will be sent by standard mail. Should you wish post to be couriered this will be added to your school bill at cost.

Information for students is also distributed via our online student portal. Further details and login instructions will be issued during induction day at the beginning of the Autumn Term.

External mail for all students should be sent to Bene't Place.

Student Council

The Student Council represents the student body. The Council meets regularly 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 experience.

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 (£40 and above), 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 a 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.

Special Educational Needs 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 classwork by subject teachers. This means that they will adapt their teaching to make learning accessible to every individual.

Where teachers find that despite concerted efforts by all concerned, a student is consistently failing to achieve learning objectives, learning support and/or a diagnostic assessment might be required. The nature of this is often determined through referral to a specialist assessor/educational psychologist who can assess for specific learning difficulties. 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 if it transpires that a student is identified as needing additional study skills and support, for which an additional cost will be incurred by parents. 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 the interview/enquiry stage. If a student is offered a place with us and has been allowed access arrangements in the past (extra time/reader/scribe etc) specific documentation needs to be sent to us prior to the student's start date. We require:

- Hard copies of all assessments that must be signed by the assessor who carried out the test as evidence of a student's specific learning difficulties.
- Section C of the J8 form used to make the application for access arrangements signed by the assessor who carried out the assessments.
- We also require section A and B of the J8 form completed by the SENDCO at your son/daughter's previous school.

In addition to this, if the specialist assessor or educational psychologist is not registered on the HCPC website we must also have a copy of the assessor's practising certificate. Without these documents we are unable to make progress in applying for any access arrangements.

In some cases, parents will be invited to meet Kate Khairdean our Special Educational Needs and Disabilities Coordinator (SENDCO) before term starts to assess how we can best meet any needs. Our full SEND Policy is available on our website. Parents and students are welcome to contact Kate at any time on katekh@ccss.co.uk

Gifted and Talented Students

Gifted and talented students are those who have one or more abilities developed to a level significantly ahead of their year group. The term 'gifted' refers to those students who are capable of excelling in academic subjects. 'Talented' refers to those students who may excel in areas requiring visio-spatial skills or practical abilities. Some gifted and talented students may be intellectually able but also appear on the SEND 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. 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 boarding houses may receive a Boarding Commendation Certificate. There are a number of faculty prizes on offer and these are awarded at our award ceremonies held at the end of the Autumn and Spring Terms. CCSS offers up to six major academic prizes annually, the Paul Redhead Prizes, named after one of our founders, presented to a maximum of six high achievers from the lower sixth year group.

Inspection and Accreditation

CCSS is fully accredited by the DfE, CIFE, ISA, and ISC.

Parents are always welcome to see inspection reports. The 2013 ISI Inspection Report commented on our high quality of teaching and excellent pastoral support (www.isi.net).

Safeguarding

All staff have appropriate enhanced Disclosure & Barring Service checks and undergo regular training. The Safeguarding Policy is available on the website and hard copies can be sent to you. Our Designated Safeguarding Lead, Denise Hammersley, can be contacted by email on deniseh@ccss.co.uk

Policies

CCSS policies can be accessed and downloaded via our website www.ccss.co.uk/policies



Pastoral

Tutorial System

Each student at CCSS is supported by their Personal Tutor who is always available to answer any questions or assist with any difficulty experienced during a student's time at CCSS. Tutors keep in close touch with teachers, boarding staff and parents/guardians. 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 contact 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 and guide students with their personal statements. The College deadline for applications is the first week back after the 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 and face more rigorous interviews. CCSS runs the OMAP programme to assist these students with their preparation, although students must approach their tutors at the earliest opportunity to advise them of their intentions. Students wishing to apply to overseas universities should also alert their tutors at the earliest opportunity. Applications are generally more successful if supported by a history of appropriate work experience. CCSS starts the process of University Applications with lower sixth students in the spring term with input from visiting university representatives as well as advising students on University Open Days. The services of Cambridge Occupational Analysts (COA) are used to produce the Centigrade report which helps individual students to determine the course and the university that is right for them. GCSE students receive careers guidance through Cambridge Occupational Analysts (COA).

Health, Medicine and Illness

Parents are asked to contact the College Nurse on 07810 318461 or debbiee@ccss.co.uk for matters relating to health, medicine or illness. The College Nurse will register all students enrolled at the college, who do not have access to their own doctor at Woodlands Surgery.

Woodlands Surgery
Eden House
48-49 Bateman Street
Cambridge
CB2 1LR

www.woodlandssurgery.co.uk
Telephone **01223 697600**

Students from EEA member states who are coming to the UK to study need to have Comprehensive Sickness Insurance (CSI) in order to use the NHS. The UK accepts the EHIC (European Health Insurance Card) as evidence of CSI. We therefore request that all students from EEA countries bring a valid EHIC with them when enrolling at CCSS. Please note that if students are not able to provide either a valid EHIC or a Provisional Replacement Certificate (PRC), they may have to pay for any medical treatment they receive.

All other students who are not permanent UK residents will pay a healthcare surcharge (called the 'immigration health surcharge' or IHS) as part of their visa application. Students will then be able to use the NHS when they are in the UK. Students will still need to pay for certain services such as prescriptions, dental treatment and eye tests.

If a student needs to take any medication (prescribed or otherwise) the College Nurse must be informed. Certain medicines may need to be stored securely by the College Nurse.

Parents of day students should contact the office by 8.30am to report absence due to illness. Boarders are expected to alert the house staff at the 7.15am welfare wake-up call if they feel unwell. The College Nurse will be contacted and will decide whether the student should attend lessons. If a doctor's appointment is required the College Nurse will contact Woodlands Surgery and, if needed, accompany the student. If a student is taken ill during the day the student must report to a member of staff and ask for help.

Counselling Support

Students have access to a range of confidential support services. CCSS works with Cambridge Consultancy Services in order to provide individual support. For further information please contact the Deputy Principal or the College Nurse.

In addition, the following organisations provide a counselling service for students:

- Centre 33 - An independent young persons' advice centre based in Cambridge. The telephone number is **01223 316488**. The email is 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 free from all mobile networks.

Independent Listener

The College's Independent Listener is Mrs Margaret Goddin who is available to help resolve any College issues 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. Margaret can be contacted via goddin.m@btinternet.com or by telephone on **01763 260061**.

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.

Personal Property

We are fortunate that there are very few cases of theft, but as a matter of procedure any high value property that goes missing will be reported to the Police. We 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 when not in them. 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.

Mobile Phones

We encourage the sensible use of mobiles. Students are normally expected to switch off their mobiles in lessons. At all other times we expect students to be contactable. Failure to respond may result in sanctions.

Sports and Activities

CCSS runs teams that play regularly against other schools from the local area. CCSS also organises a wide range of sports, trips and charity fundraising events. 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, swimming, football, rugby, touch rugby, tennis and gym.

CCSS Publicity/Promotional Activity

On occasions throughout a student's time with us we may feature them in relation to various aspects of college life for promotional purposes. This could for example consist of a photograph or video footage, or some copy written about them (such as exam success) to appear in our printed publications, on our website or our own social media sites, in our advertisements or in the press.

Experience tells us that our students enjoy being part of our publicity, as well as it being something to tell their friends! However, if you would rather they opted out of such activity, please email marketing@ccss.co.uk

Personal Safety

Although Cambridge is a very safe place to live, we do advise students to think about their personal safety whilst out in Cambridge and the following are some points to remember:

- Use allocated pedestrian crossings when crossing the road
- Don't walk home alone at night
- Walk in well lit areas
- Note that the traffic drives on the left
- Avoid unnecessary shortcuts
- Do not have valuables on display

Many students use bicycles to travel around Cambridge, and we advise the following points for students' safety whilst doing so:

- Be seen – by wearing reflective clothing and using lights at night
- Always use a good D-Lock to lock your bike to a cycle rack or solid structure
- Wear a cycle helmet
- Do not cycle on the pavement, use the cycle lanes

Alumni

Students leaving CCSS automatically become 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.

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**.

Managed Independence and Risk Management

CCSS operates a policy of managed and responsible independence for its students, in keeping with our aim of preparing them for the greater freedom they will experience at university.

Within this context, their safety and well-being is paramount and students are closely supervised within the college and house environments. However, during their designated free time, particularly at weekends, they are free to pursue their own interests.

One of the attractions of our location in central Cambridge is the availability of an almost limitless variety of rural and urban activities, some of which (e.g. horse riding; quad biking) may be deemed hazardous. Whilst activities organised by the College itself are risk-assessed and closely supervised in accordance with our Trips and Visits Policy, parents and students should be aware that we cannot be held responsible for a student's safety when participating in an activity which is not organised by us.

Parents should therefore make it clear to their son/daughter which independent activities they can and cannot undertake. CCSS cannot be held responsible if a student participates in an activity which his/her parents have forbidden.



College Rules

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 contact parents.

Attendance

Students must attend all classes and tutorials. 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 Visas and Immigration any poor attendance and visas will 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 or on our grounds. If a student is found smoking in a boarding room, parents will be billed for the cost of redecorating the room. A copy of our Smoking Policy is available upon request. CCSS offers smoking cessation programmes for students wishing to give up smoking. Please contact the College Nurse for details.

Alcohol

Students must not take alcohol into any College premises. This applies to teaching buildings and College boarding houses, and applies to all students, including those over 18. If a member of staff suspects a student of being under the influence of alcohol, they may exclude a student from class. The teacher will also inform the Deputy Principal and parents will be contacted.

Substance Abuse

We will not tolerate possession or use of any illegal drug or drug equipment, 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

The University of Cambridge 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. ccss.co.uk/policies

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

When international students arrive in the UK for the first time, CCSS can arrange airport transfers to Cambridge. An airport transfer form and overview of fees is available on request from admissions – admissions@ccss.co.uk. Cambridge is 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.

Train timetables and tickets are available from www.nationalrail.co.uk. National Express Coach timetables and ticketing can be accessed at www.nationalexpress.com. If you require our help to organise your transfer, please contact the college office in advance with details of flight number, airport and time of arrival.

Boarding Arrival

Boarders are asked to arrive after midday on the day before the start of term, and parents are asked to contact the relevant House Staff to advise them of their child's time of arrival. 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. The one exception to this is during the Christmas holiday when accommodation cannot be offered. Charges for weekly 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 internet access.

Students may bring items to personalise their rooms, as long as they do 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. CCSS supplies bed linen (pillow/pillowcase/sheets/duvet/towels). You may, however, prefer to bring your own.

Pets are not permitted, nor are heating or cooking equipment or large electrical items (TV or fridge for example). All houses have equipment for making snacks and hot drinks. Small electrical items may be brought (e.g. hairdryer, shavers, etc.), but UK law requires these to be tested for electrical safety. If an item of equipment fails the test (which the college carries out at a small charge), we will either repair it at your expense or insist that the faulty item is not used.



Curfew and Study

Students are expected to observe the curfew and we reserve the right to act if we feel that a student is not getting enough sleep. A computer or other equipment may be removed from the student's room.

GCSE students have a curfew of 6pm every day. All other students have a curfew of 10pm Sunday to Thursday and 11pm Friday and Saturday.

Supervised Study

Study is undertaken in each boarding house Monday to Thursday evenings. GCSE students are supervised in the house from 7pm to 8.30pm. All other students must study in their rooms from 7pm to 9pm, or they may join the supervised study group if they wish.

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 9.30pm in the evening. All visitors, including family members and members of the College must be signed in by the CCSS student. Any visits by former students are allowed with the consent of the House Staff. No visitors to the house, other than family members, can go into student bedrooms.

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 boarders to clear all surfaces and pack any belongings before they vacate their rooms for the College holidays. They must leave their room clear for possible use by others.

Weekends

Students are welcome to stay every weekend of term, but 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. We require parents/guardians of all students (including those over 18) to contact the House Staff 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. We have the right to refuse permissions if this deadline is not adhered to.

Meals

We can cater for special dietary needs, from vegetarian to Halal. Please inform us of any special requirements prior to the student's arrival and any changes during their course. 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.

The Catering Manager can be contacted by email at ccss@holroydhowe.com



Fees and Billing

Fees

Our current fees are available on the CCSS website. A registration fee will be required when making an application to the college. A refundable security deposit will also be required to secure any offer of a place. For any queries regarding fees and deposits, please contact our Admissions team.

The College is a non-profit-making charity without access to public funding, and depends upon prompt payment of fees by parents.

Invoices are sent out more than 30 days before the start of each term and are payable 10 working days before the start of term.

We send invoices by email to the address given on the Registration Form unless informed otherwise. It is particularly important that parents keep us informed of contact and address changes.

Our Terms and Conditions of Acceptance describe our conditions in regard to fees in lieu of notice and unpaid fees.

Any student whose fees are unpaid by the start of term is liable to exclusion from boarding and lessons and, in some cases, will be advised not to travel before settlement is made. We may also refuse entry to public examinations if fees are unpaid.

Final bills for the year are sent out in early July and are due within 10 working days. Deposits will not be returned until accounts are settled in full and on receipt of a completed security deposit refund form.

There is an option to pay tuition and boarding fees by monthly instalment. This can only be done through the College's arrangement with School Fee Plan. Please ask our Admissions team for details.

Extras

Parents/guardians should assume that, unless we are instructed otherwise, we will enter students for those examinations appropriate to their course of studies and their progress and bill them accordingly.

A Level examination entries are billed per module entered; GCSEs are normally billed per subject. Details of fees are available from the bursary on request. All examination entry fees take into account the administration and running of the examinations, as well as the fees charged by the examination boards.

Other extra items (please see examples listed under Other Extra Items) include: books, lunches (non-boarders), activities, electrical PAT testing and damage to college property. Meals (breakfast, lunch and dinner) are included in boarding fees, but additional charges will apply if students request more than the daily allocation.

OTHER EXTRA ITEMS

Airport transfers

£90 to £195 each way (depending on airport)

Books/materials

£50 to £200 per subject (approx.)

Exam fees

£35 per module (approx.)

Extended guardianship service

For students who do not have a nominated UK-based guardian
£250 annual fee, plus per night fee (£120) and travel costs

Fees Insurance

To protect against loss of fees through illness
1.03% of annual fees

Please refer to paragraph 3d (page 9) of Terms and Conditions on Registration Form

Graphical Calculator

£60-£85 (NB A Level Maths students only)

Half-term boarding

Full-board during October, February and May half-term holidays
£480 per week

IHS (Immigration Healthcare Surcharge)

Payable in order to access National Healthcare Services in the UK
£150 per year (correct at June 2017)

Local transport

All CCSS teaching and boarding facilities are within easy walking / cycling distance of each other and the centre of Cambridge.

Meals

All meals are included in boarding fees. Day students can purchase food and drink either from Kirbys or the BP Café. For boarding students, there is a daily allowance of £3.50 for lunches taken either in Kirbys or the café in Bene't Place.

Personal medical/travel insurance

Personal insurance is strongly recommended

Pocket money (recommended)

£30 per week

Peak District Trip

£250 (approx.)

School uniform

No school uniform required

Tier 4 visa

£335 (correct at June 2017)

UCAS application

£25 (approx.)

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 Admissions in these circumstances.

Bursaries are dependent on a student's good behaviour, work output and attendance.

How to Make Payment

Payment of fees can be made by bank transfer or by credit/debit card. Please note charges may apply. When making an online transfer, please ensure this is made in GB pounds sterling. Please ensure the student's surname is noted as a reference and that any sums paid include any associated bank charges that might otherwise be deducted on receipt. We cannot accept payment of tuition or boarding fees in cash and we would advise against parents giving their son or daughter the money to settle fees. Please note that we do not accept cheques.

CCSS bank details:

Barclays Bank
St Andrews Street
Cambridge CB2 3AA

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. Please contact the main office. In emergencies, the Deputy Principal will allow students an advance of up to £30 but only if she has received a telephone call or email from parents authorising this; any amounts will be added to the Extras bill and an administration fee may be charged. Students are advised not to carry more than £30 in cash at any time.

Students Borrowing or Buying from Each Other

One of the most common causes of occasional 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 sums of money. 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

Parent Portal

Modern communications make it much easier to keep in touch. All correspondence will be uploaded onto our parent portal or emailed to you. Please make sure we have an up-to-date email address for you at all times.

Login details for the Parent Portal will be sent to you at the start of term – please keep these details safe. We can also send urgent items via DHL on request, but will invoice you for the cost.

Guardianship

Many parents resident overseas find the services of Educational Guardians to be helpful, especially with younger students or if the parents themselves need help with English. Students under the age of 18 with a Tier 4 student visa MUST have suitable care arrangements made for them, and an Educational Guardian is one way of doing this.

CCSS provides an alternative service to this and parents resident overseas choosing not to appoint an Educational Guardian MUST opt in to the CCSS Extended Service. There is an annual registration charge of £250 for this, plus a per-night charge of £120 when accommodation is provided through this service. Further details can be obtained from Admissions.

If parents choose to use an Educational Guardian it is their responsibility to appoint them and to give them the responsibility and the authority to look after their child's interests while they are studying at CCSS.

A suitable Educational Guardian is a responsible adult (age 25 or older) resident in the UK whom we can contact in an emergency and who will be able to come to the College within 24 hours if need be. This can be an adult family member, a friend or a business associate.

The Educational Guardian will also be required to accommodate the student if we require the student to leave CCSS during term time for any reason. If at any time during the term an appointed Educational Guardian will be out of the country, we expect to be advised of the alternative Educational Guardian's details. If there is an occasion when the Educational Guardian is unable to house a student, CCSS will automatically enrol the student into the CCSS Extended Service (see above).

The key responsibilities of the Educational Guardian that you appoint are summarised as follows:

Half Terms and holidays: where necessary, Educational Guardians will need to organise/provide accommodation if it is not possible for the student to return home during holiday periods.

Parents' meetings: if parents appoint their own Educational Guardian, it is recommended that Educational Guardians attend parents' meetings if parents are unable to do so themselves.

Illness: in the case of serious illness or injury to a student, it may be necessary for the Educational Guardian to liaise closely with the College Nurse and to act as a communication link with parents. In addition, it is occasionally necessary for a pupil to spend a short time at home to convalesce and the Educational Guardian would need to make any necessary arrangements.

Disciplinary matters: in the rare event that a student is excluded from the College for disciplinary reasons they need to be collected at short notice. Under these circumstances, the Educational Guardian will need to take responsibility for travel arrangements and accommodation. It may also be necessary for the Educational Guardian to be present at any relevant meetings with the Principal or other staff.

Parents seeking to employ an Educational Guardian often consult AEGIS, the Association for Educational Guardianship of International Students, for advice. Their website is www.aegisuk.net

Parental Responsibility

We must receive details of all adults with parental responsibility for the student. As a duty of care we must pass on to all those with parental responsibility all information such as reports and general correspondence during the period the student is studying at CCSS unless we have been notified otherwise.

Visas

Students who are not citizens of one of the European Union countries will require a student visa to study in the UK. If you require a visa then we will send you your CAS statement which you will need to support your application. However, please note that we cannot issue your CAS until our admission and visa requirements have been completed and the Registration Fee and Security Deposit paid. Please let us know immediately if you need help obtaining a visa.

Once a student is studying in the UK they can obtain an extension to their visa, and we can help them do this. For further details please contact the Admissions Office on admissions@ccss.co.uk at least three months before the visa is due to expire.

It is a 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 take copies of these as part of the induction process. We are obliged to inform the UK Home Office if a student leaves before the end of their course, does not enrol with us or if they have poor attendance.

For some, there is a requirement to register with the Police. We will guide students on how to do this upon their arrival at CCSS.

Reports

Reports are written three times per year (four times per year for the lower sixth). We encourage parents and students to contact the tutor to discuss any aspect of these. Reports will be available on our Parent Portal.

Parents' Days

Parents' Days are an important opportunity to discuss progress face-to-face with teachers. At a Parents' Day, parents or guardians meet with subject teachers and tutor. All students are welcome to attend Parents' Days. We timetable sessions, and we 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 other times during the 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 must be contacted in writing on principal@ccss.co.uk, 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.

Term Dates for 2017/18

AUTUMN TERM

New International students

Term starts: Monday 28th August 2017 (Boarders to arrive after midday Sunday 27th August 2017).

All other students

Term starts: Monday 11th September 2017 (Boarders to arrive after midday Sunday 10th September 2017).

Half Term: Saturday 21st October 2017 to Sunday 29th October 2017 inclusive.

Friday 20th October 2017 is Parents' Day.

Students may leave after lessons on Thursday 19th October 2017. Boarders must vacate their rooms by midday on Saturday 21st October 2017.

Lessons start: Monday 30th October 2017 (Boarders to return after midday Sunday 29th October 2017).

Term ends: Thursday 14th December 2017.

Students may leave after 5pm on Thursday 14th December 2017. Boarders must vacate their rooms by midday on Friday 15th December 2017.

SPRING TERM

Term starts: Monday 8th January 2018 (Boarders to return after midday Sunday 7th January 2018).

Half Term: Saturday 10th February 2018 to Sunday 18th February 2018 inclusive.

Friday 9th February 2018 is a teaching day and students will be expected in lessons.

Boarders must vacate their rooms by midday on Saturday 10th February 2018.

Exam week: Mock exams for all students from Monday 19th February 2018 to Saturday 25th February 2018 (inclusive). (Boarders to return after midday Sunday 18th February 2018).

Term ends: Friday 23rd March 2018.

Friday 23rd March 2018 is Parents' Day.

Students may leave after lessons on Thursday 22nd March 2018. Boarders must vacate their rooms by midday on Friday 23rd March 2018.

SUMMER TERM

Term starts: Monday 9th April 2018 (Boarders to return after midday Sunday 8th April 2018).

Half Term: Saturday 26th May 2018 to Sunday 3rd June 2018 inclusive.

Friday 25th May 2018 is a teaching day and the CCSS Summer Ball is in the evening.

Boarders must vacate their rooms by midday on Saturday 26th May 2018.

Lower sixth students

Lessons start: Monday 4th June 2018 (Boarders to return after midday Sunday 3rd June 2018).

Exam week (lower sixth students only): Monday 11th June 2018 to Friday 15th June 2018.

Term ends: Friday 22nd June 2018.

GCSE students and final year A Level students

Examination leave operates after half term. Term finishes at 5pm on Friday 22nd June 2018, except for students who have exams the following week. Boarding students with exams in the week beginning Monday 25th June 2018 will move into Scholars House by Friday 22nd June 2018 where they can remain until their last exam.

KEY DATES

Open Day - 28th September 2017 and 11th November 2017.

Easter Revision - 26th to 29th March 2018 and 3rd to 6th April 2018.

Contact

For all enquiries, please call the main switchboard on **+44 (0)1223 716890** The postal address is 4-5 Benet Place, Lensfield Road, Cambridge, CB2 1EL.

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

Principal and Chair of Trustees

The Principal is Stuart Nicholson. He may be contacted on **principal@ccss.co.uk**. The Chair of Trustees is Randall White. He can be contacted at the postal address above.

Safeguarding

The Designated Safeguarding Lead (DSL) is Denise Hammersley and can be contacted in confidence by email on **deniseh@ccss.co.uk**

OTHER CONTACTS			
Reason	Position	Name	Email
Pastoral & Boarding	Deputy Principal	Denise Hammersley	deniseh@ccss.co.uk
Examinations	Examinations Officer	Kim Smalley	exams@ccss.co.uk
Medical	College Nurse	Debbie Ellis	debbiee@ccss.co.uk
Administration	PA to Principal	Kirsty Carter	office@ccss.co.uk
Admissions	Registrar	Helen Roberts	admissions@ccss.co.uk
Sports and Extra-curricular	Activities Co-ordinator	Mark Leaford	markl@ccss.co.uk
Academic matters	Assistant Head Academic	Tim Lovewell	timl@ccss.co.uk
Modern Foreign Languages	Assistant Head Academic	Tim Lovewell	timl@ccss.co.uk
Science	Assistant Head Academic	Tim Lovewell	timl@ccss.co.uk
Art and Design	Assistant Head Academic	Tim Lovewell	timl@ccss.co.uk
Humanities and Psychology	Head of Faculty	Anna Russell	annar@ccss.co.uk
Mathematics	Head of Faculty	Helen Harris	helenh@ccss.co.uk
Social Sciences	Head of Faculty	Jessica Yarnell	jessicay@ccss.co.uk

BOARDING HOUSES		
Detailed information on contacting each of the CCSS Boarding Houses is issued once houses have been confirmed. Parents may use these numbers out of office hours. The telephone numbers are:		
Scholars	07824 828985	scholars@ccss.co.uk
Batim House	07824 829018	batim@ccss.co.uk
Hope House	07500 706418	hope@ccss.co.uk
St Barnabas Residence	07824 828974	stb@ccss.co.uk

EMERGENCIES
The College Offices are staffed Monday to Friday between 8.30am and 5.00pm during term time. During holidays they are manned between 8.30am and 4.30pm. In a real emergency, please contact any of the college numbers.

Vision and Principles

Vision: If we try to encapsulate, in a simple statement, what CCSS is aiming for it would be 'Students achieving their individual and collective best through personalised learning.'

Our guiding principles provide a framework for all we do. They guide us in our daily work with students and in all that supports it. We believe that:

1. Education should help all students to prepare, within and beyond the curriculum, for the demands and possibilities of adult life.
2. Diversity provides opportunity: respect for difference and for high achievement are as important in education as they are in society.
3. Students perform best in a setting enriched by encouragement and individual support.
4. We have a responsibility to provide an environment for our students which enables them to develop independence while safeguarding and promoting their welfare.
5. Teaching should be academically challenging, interactive, stimulating and well-resourced.
6. Co-operation, integrity and openness in dialogue are the most effective means of ensuring good working, teaching, and learning relationships.
7. An effective approach to education must involve all members of the CCSS community: students, staff, parents, guardians, trustees, alumni and others.
8. All teaching and non-teaching staff deserve respect, support in maintaining a healthy work/life balance, and appropriate training and professional development.
9. Our independence and our charitable status entail a responsibility to widen access to the education we provide.



Our Boarding Principles and Practice

The ideas of 'encouraged responsibility' and 'managed independence' underlie all aspects of College life, and come into their 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 provide comfortable, safe and secure accommodation with suitable communal facilities and wholesome food. CCSS ensures ready access to all healthcare 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. We also promote a responsible respect for the beliefs, possession and characteristics of others, important for communal living and adulthood.

In this students are advised, helped and watched over by College House Staff. All CCSS House Staff take their pastoral duties seriously, being presentable and professional in dealing with students, their parents, guardians, teaching and non-teaching colleagues. House Staff act as role models for the students in their care and place the health, safety and welfare of the students foremost. House Staff 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.

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 have commented that our boarding "safeguards and promotes their welfare and encourages them to respect the values and beliefs of others".

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 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.

All boarders are fully supported medically and have access to excellent medical care and guidance services if needed. A qualified College Nurse is on site during normal hours and 24 hour medical care is accessible.

CCSS boarding establishes and encourages an environment within which academic excellence flourishes, personal growth is supported and the life chances of all are enhanced.

Locations



CCSS Teaching Buildings

- 1** 4–5 Bene't Place Cambridge CB2 1EL
- 2** 1 Salisbury Villas
Station Road Cambridge CB1 2JF

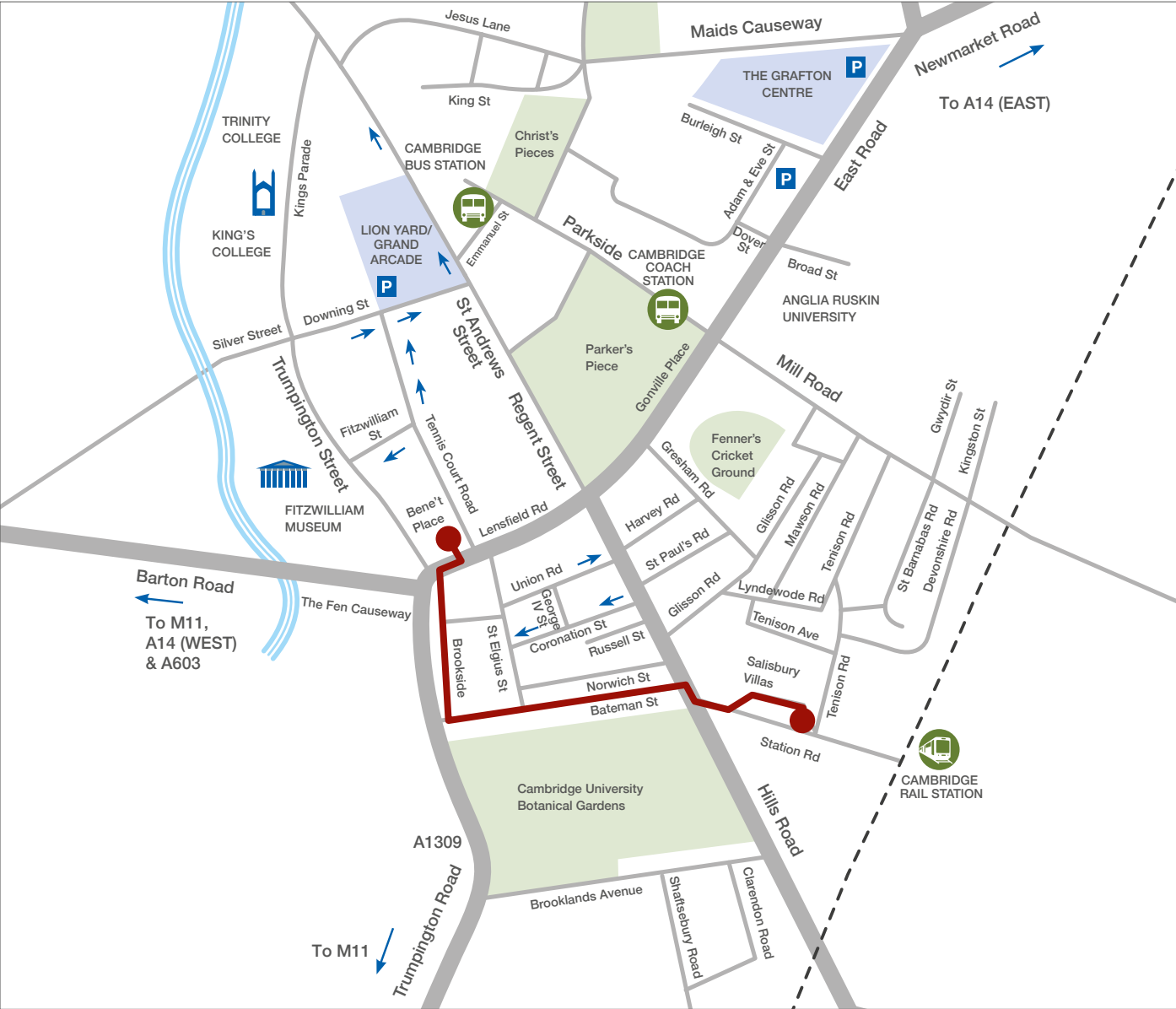
CCSS Boarding Houses

- 3** St Barnabas Road Student Residence
59 St Barnabas Road, Cambridge, CB1 2BX
- 4** Hope House
15A Brooklands Avenue, Cambridge CB2 8BG
- 5** Batim House
178–179 East Road, Cambridge CB1 1BG
- 6** Scholars House
85–89 Mill Road, Cambridge CB1 2UB

Cycle route

Bene't Place to Salisbury Villas

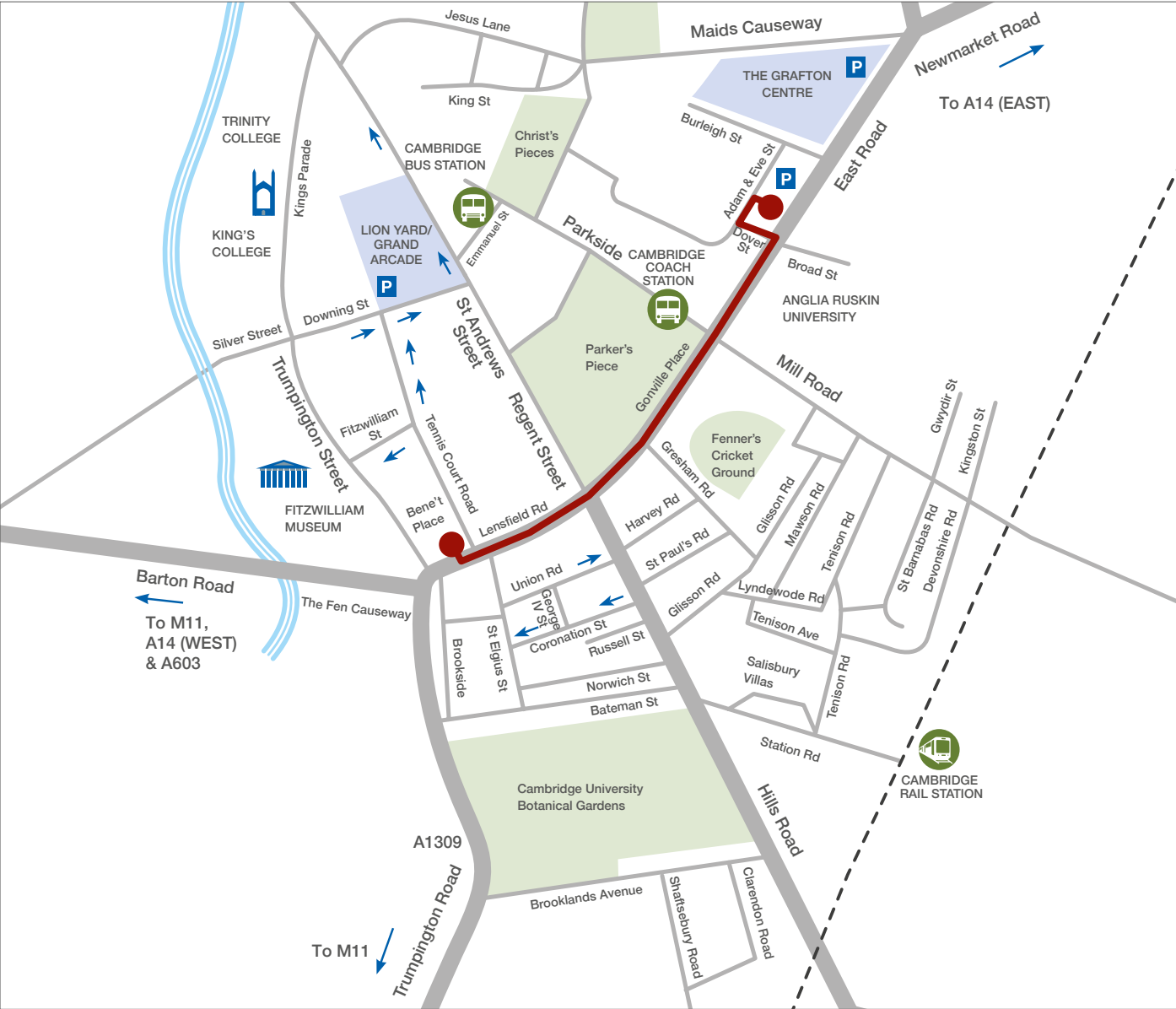
(5 minutes)



Cycle route

Bene't Place to Batim House

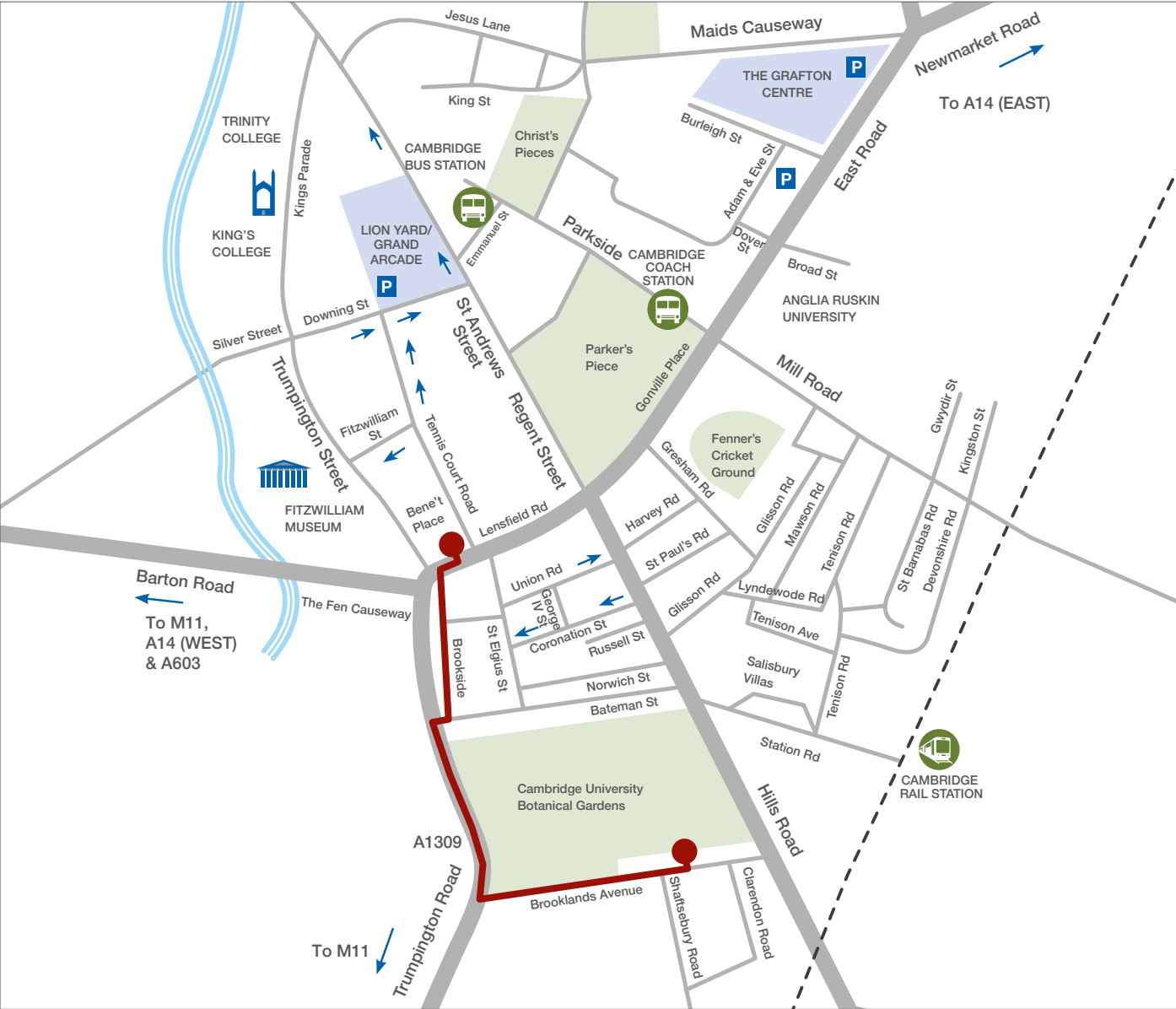
(4 minutes)



Cycle route

Bene't Place to Hope House

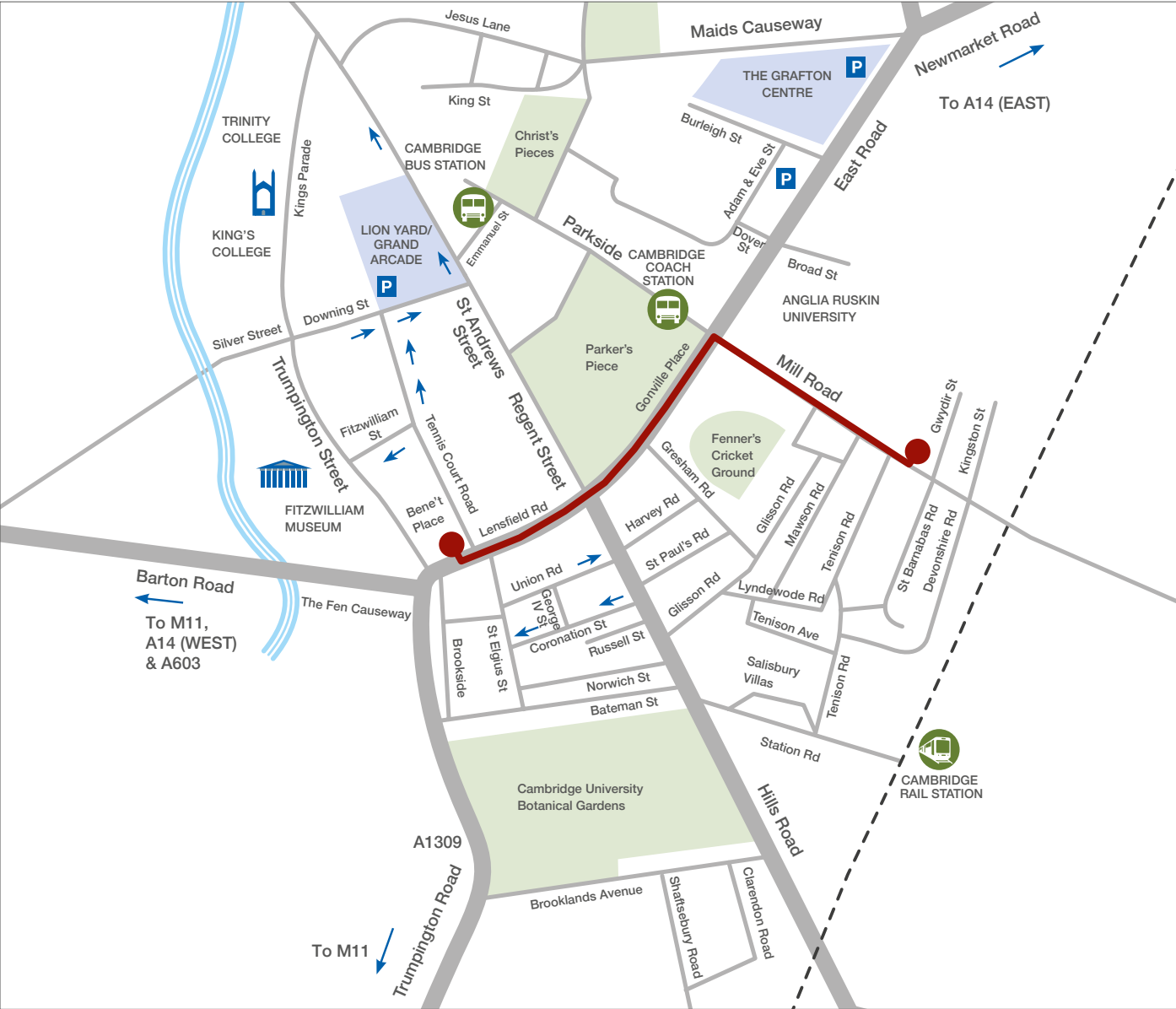
(4 minutes)



Cycle route

Bene't Place to Scholars House

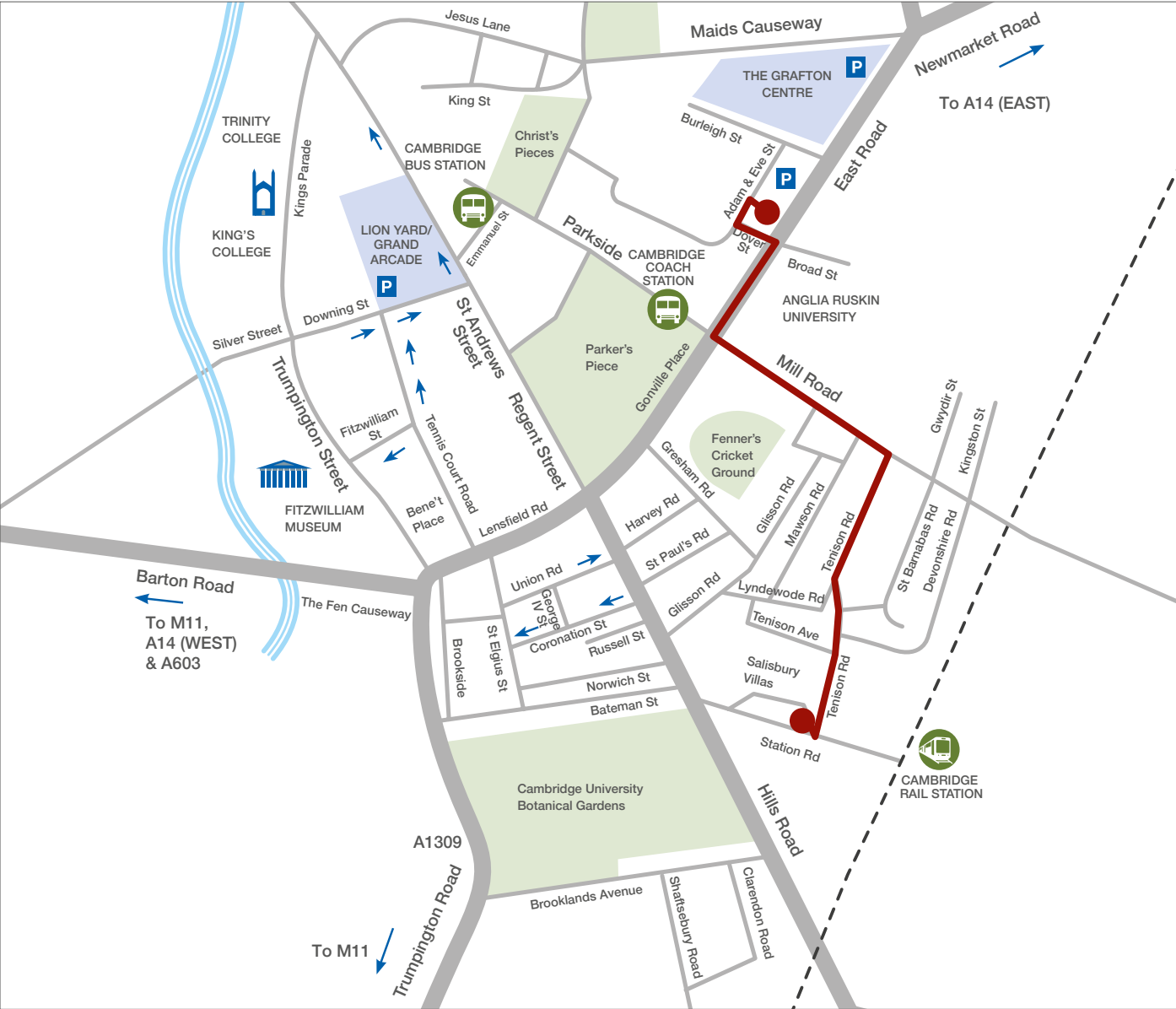
(4 minutes)



Cycle route

Salisbury Villas to Batim House

(6 minutes)



Cycle route

Salisbury Villas to Hope House

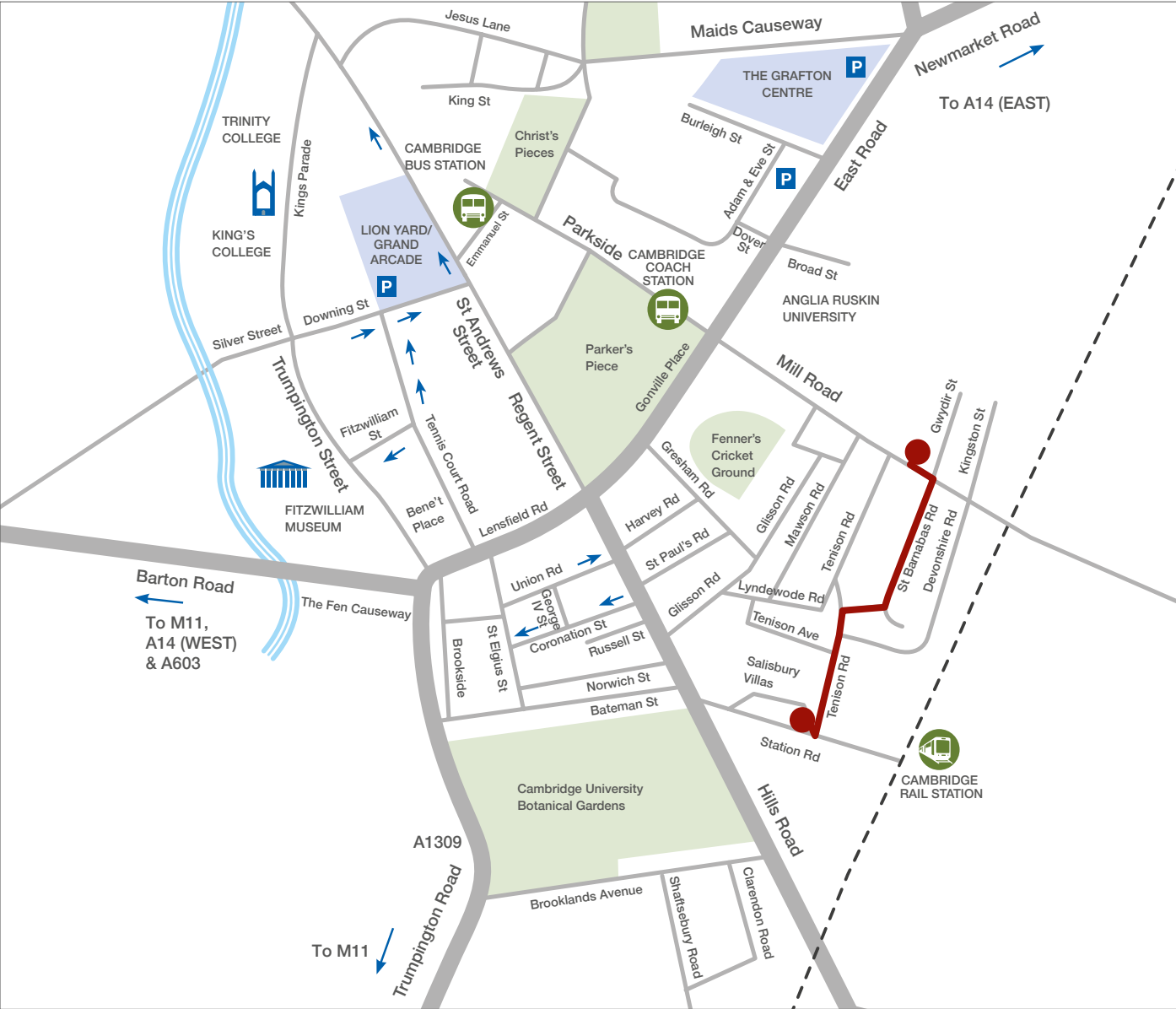
(3 minutes)



Cycle route

Salisbury Villas to Scholars House

(3 minutes)



For further information please contact the Admissions Team
01223 707943
admissions@ccss.co.uk
ccss.co.uk

 facebook.com/CCSS.Sixthform

 twitter.com/ccsscambidge

CCSS
4-5 Bene't Place
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