

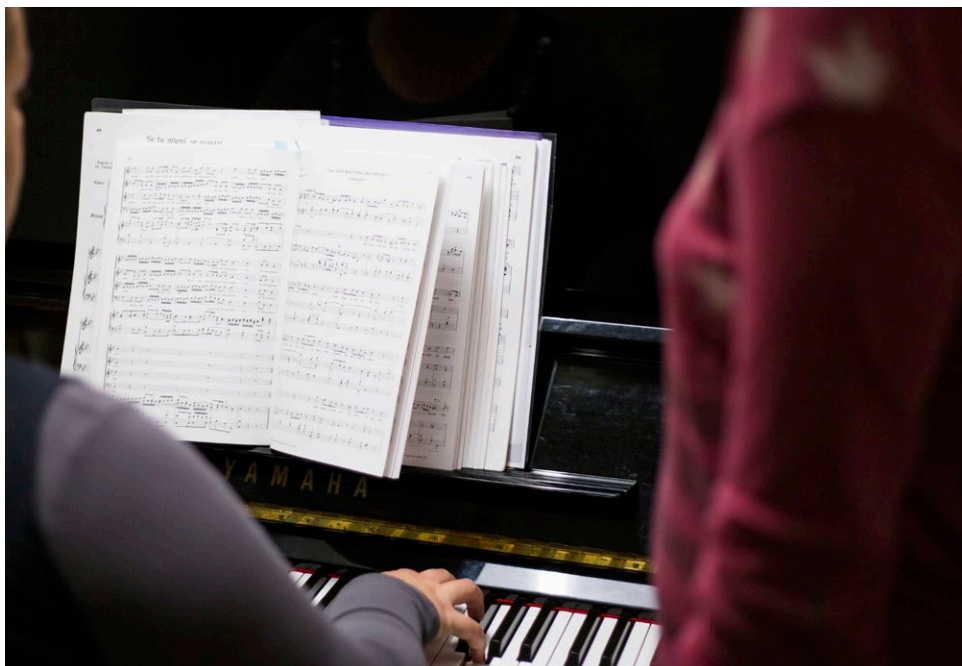
STUDENT HANDBOOK
2018–2019

CAMBRIDGE
SCHOOL OF
VISUAL &
PERFORMING
ARTS



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WELCOME TO CSVPA

We have written this Handbook to help you get to know the School, its campus and its people. We also want to introduce you to beautiful, historic Cambridge by pointing out what might be familiar and by encouraging you to explore all that's new. Even if you have been with us before, please read it again as it will contain new information.

At CSVPA you have the chance to develop the areas and skills you are less confident in.

These may include participating in new and unfamiliar activities with the aim of preparing you for life after School. We will offer you opportunities to develop and further your talents, while expecting you to take responsibility for your own studies and performance. We will give you the tools and the direction to help you succeed, however it is you who should learn how to best use them.

By now you would have received a warm and hearty welcome from your house supervisors or house mates, Personal Tutors and other staff members. Your head will already be full of names, faces, maps and a million new things to remember. And the work has not even started yet!

We hope that you will use this Handbook throughout the year to remind you of who's who, what's where and how to. If ever you are in doubt, ask. If ever you have a question,



a query or a problem, ask. Always remember that questions that go unasked, almost always go unanswered. We look forward to getting to know you, working with you, and watching you progress. Above all, we hope you enjoy this year and begin to realise what you are capable of.

Happy reading!

Karin Askham, Head of School, and Staff

Note: the information in this Handbook applies to Foundation and Extended Diploma students. Not all of it is relevant to Degree, Graduate Diploma or Master's students.

Postal Address and Reception:

CAMBRIDGE SCHOOL OF VISUAL & PERFORMING ARTS
14 Round Church Street
Cambridge
CB5 8AD
UK

24 Hour Emergency Phone Number:

From UK 07860 586528
From abroad 0044 7860 586528

Phone number:

From UK 01223 341328
From abroad 00 44 1223 341328

Fax number:

From UK 01223 467773
From abroad 00 44 1223 01223

Email: studentservices@csvpa.com

Website: www.csvpa.com



CSVPA



CSVPA STURTON ST



CSVPA ENGLISH LANGUAGE CENTRE

Opening Hours

- College offices are open all year round except over the Christmas Holidays.
- Reception is open Monday to Friday 8:30am to 17:00.

The campus is located in the historic heart of the City of Cambridge. It is surrounded by landmarks such as the Round Church (the oldest site of religious worship in Cambridge), St John's College chapel and Magdalene Bridge (the oldest crossing site on the River Cam).

The School is 10 minute walk from the main bus station in Drummer Street and 25 minute walk from the train station in Station Road. The location of the School in Cambridge City Centre is shown on the map.

The campus has four main buildings:

- CSVPA Main Entrance and Reception 12 – 14 Round Church Street
- CSVPA Performing Arts Studios, located on Sturton Street
- English Language Centre, in Free School Lane.

BUSES & TRAINS

The main bus station is in Drummer Street, 10 minutes walk from the College. The train station is in Station Road, about 25 minutes walk from the College.

REMEMBER

The Campus is located on two extremely, busy streets. Always take care and look both ways when crossing the street.

ARRIVAL & START OF TERM

At the start of each term you must make sure that you arrive in your accommodation the weekend before lessons begin. If coming from overseas you will need to book your flight

well in advance to make sure you do not miss any teaching time. If you leave it until the last moment you may find flights are unavailable.

TERM DATES 2018-19

WINTER TERM

Monday 3rd September 2018 to Friday 14th December 2018

Half Term:

Saturday 20th October 2018 to Sunday 28th October 2018

Christmas Holiday:

Saturday 15th December 2018 to Sunday 6th January 2019

SPRING TERM

Monday 7th January 2019 to Thursday 5th March 2019

Half Term:

Saturday 16th February 2019 to Sunday 24th February 2019

Easter Vacation:

Saturday 6th April 2019 to Monday 22nd April 2019

SUMMER TERM

Tuesday 23rd April 2019 to Friday 21st June 2019

SUMMER TERM 2 (only for students starting a 3-term course in January 2019)

Monday 1st July 2019 to Friday 23rd August 2019

Summer Vacation: Saturday 22nd June 2019 to Sunday 30th June 2019

INTERNATIONAL ARRIVALS

Have the following documentation on your person and ready to show at the Immigration desk when you arrive at a UK airport: passport, visa, return air tickets, Certificate of Acceptance for Studies (CAS) statement, College letter confirming your accommodation address and Landing Card (handed out during the flight).

Assume that you will be asked questions about where you are going in the UK, why you are here, how long you are planning to stay, and where you will live. You might also be asked to have a medical check up or x-rays, either at the airport or at a later date. Be as clear as possible in your answers to ensure a smooth entry. Remember that you may ask to call the College at any time, especially if you have a taxi waiting and will be delayed for a period of time.

Also remember that you must comply with the United Kingdom Home Office regulations on immigration, including any restrictions on entry. Applications for extensions of visas must be made well in advance. You should go and see the Student Services Team, who will advise you on your application. However, it is ultimately the responsibility of each individual student to provide all the documentation required by the Home Office, promptly.

If you do not attend lessons it is our legal responsibility to report this to the UK Visa and Immigration.

POLICE REGISTRATION

If, on entering the UK, your visa is stamped with the words "Register with UK police on

arrival", this must be done within seven days of your arrival. You will be helped with this at Induction.

VISA SUPPORT

For visa support visit the Student Services office in Reception.

INDUCTION PROGRAMME

For your first few days at College, you will follow an induction programme. The activities are designed to help you familiarize yourself with Cambridge, the school buildings, your tutors and our rules and regulations. It also gives you a chance to befriend your fellow CSVPA students. It is therefore very important that you take part in all activities during this week.

WELFARE TEAM

Thomas Marty, Head of Welfare
Gloria Quartey & Mary Honeyball, College Nurses

Ask your Personal Tutor where to locate us. Our doors are always open.

ADMINISTRATIVE STAFF

Natasha Ioannidou, Curriculum Officer
Andrea Barnard, HE Administrator
Frankie Murray, Attendance Manager and Student Liaison
Giusi Tocci, Student Services Manager
Rachel Isham, Student Services Officer
Carrie Godley, Receptionist

YOUR CAMPUS

COLLEGE HOURS

Lessons take place from Monday to Friday. Check the times of studio sessions regularly on your personal timetable. Venues and times might change from time to time.

MEALS

All fully catered students take breakfast, lunch and dinner in the Canteen at CSVPA

The Coffee Bar is open 7 days a week offering a range of pastries, sandwiches / baguettes and beverages.

Homestay students take their breakfast and weekend meals with their Homestay family. They take all other meals in the Canteen.

REMEMBER

- Student guests are not allowed access to the Canteen, Coffee Bar or Patio during normal College hours. Exceptions might apply for social events, at the discretion of the Head of College.
- You may not bring your own food into the Canteen or Coffee Bar.
- You are expected to clean your table prior to vacating it and to stack your tray on the rack provided.
- You must have your student ID card with you at all times. If you do not have your ID card with you when trying to enter the canteen, you will be asked either to pay for your meal or collect an authorisation slip from reception.

CANTEEN OPENING HOURS

Meal	Monday-Friday	Saturday	Sunday
Breakfast	07.30 – 08.40	09:00 – 11:30	09:00 – 11:30
Lunch	11.30 – 14.00	11.30 – 13.00	11.30 – 13.00
Evening Meal	16.30 – 19.00	16.30 – 18.00	16.30 – 18.00

COFFEE BAR OPENING HOURS

	Monday-Friday	Saturday & Sunday
Opening Hours	08:00 – 17:30	10:00 – 17:30

LETTERS AND PACKAGES

You should arrange for all letters and packages to be sent to the main College building/address:

**Cambridge School of Visual &
Performing Arts
14 Round Church Street
Cambridge
CB5 8AD
UK**

All post should have your full name, printed clearly in English, on the front of the letter/ package. If you live at Varsity your post and parcels must be sent there, with full name, printed clearly in English, CEG number, followed by your block and your room number. To:

**Varsity House
New Street
Cambridge
CBI 2TX
UK**

These can be collected from the office at Varsity. Neither letters nor packages will be released to students unless a valid student ID card is shown upon collection. Students are only permitted to collect their own mail.

We cannot take responsibility for any lost or damaged mail, parcels, packages, or delivered items whatsoever.

TELEPHONES & EMAILS

You can ask to use telephones at the College. Permission will be given where the call is urgent or necessary.

All students must ensure they have a valid, working personal email address.

The college will communicate to you through your personal email, which must be checked on a daily basis.

You will need to use your personal email to contact your Personal Tutor, make appointments with staff, email Attendance and submit assignments should your tutor asks you to do so.

All the most important information like classroom changes, events, your assessment timetable and your reports are sent to your personal email. Check it daily!

DATA PROTECTION

The UK has laws in place to ensure that your private personal data is kept private. The School acts as a 'Data Controller' under these laws and is responsible for ensuring your sensitive personal information, for example, your contact details or your welfare concerns, are shared no more widely than necessary within Cambridge Education Group. If you have any concerns please speak to Student Services who can advise you in more detail.

ACADEMIC MATTERS

HIGHER EDUCATION

Most students at CSVPA apply to UK universities through the UCAS system. The College assists you with a wide range of services to support your UCAS application. To ensure a successful application, you need to meet all the internal deadlines the College sets.

We also offer support to other universities all over the world and in the past students have applied to universities in: USA, Canada, Japan, Korea, China, Hong Kong, Italy and Germany.

CSVPA UCAS CONTACT

Emily Starr UCAS Officer

MITIGATING CIRCUMSTANCES

If you think you have been affected by mitigating, or extenuating, circumstances you will need to contact your Course Leader, your personal tutor or a member of the welfare team.

Students who wish extenuating circumstances to be considered should complete an Special Consideration Form available from your course leader. Claims should be submitted as soon as possible to the event(s) noted within the claim.

LOOK

at

ME

ACCOMMODATION

All students are expected to live in accommodation provided by the College. Only in exceptional circumstances will students be permitted to live in private accommodation with the express permission of the Head of the College.

Please note that there are restrictions on students under 18 and over 18 living in close proximity.

Guests under the age of 16, are not permitted on Varsity residence premises. Any student guests between the ages of 16 to 18, are not permitted access to student accommodation.

Varsity residents, are expected to use communal areas to receive visitors.

Students aged 18+ are required to notify the boarding team if they wish to have a guest to stay overnight. The guest must also be aged 18+

If you want to change your room, you should speak to your Personal Tutor and accommodation team. No room changes will be carried out until the half term of every term apart from exceptional circumstances.

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

If you are thinking about moving out of college accommodation please discuss this with the Accommodation Manager

or Student Services at the earliest opportunity. Should you move out of college accommodation without prior approval from the Head of College, accommodation fees will be charged for the remainder of the full academic year.

CSVPA reserves the right to change your type of accommodation for disciplinary reasons, in which case you will have to pay any increased costs that may arise.

CLEANING

Communal rooms are cleaned once a week as is catered student rooms. Self-catered students have to maintain the cleanliness of their room themselves.

COLLEGE RESIDENCES

Varsity House and Masters House can be accessed during the college day. A day-time House Parent is on duty at the Varsity reception from 8.30am -5.30pm. The Master's Warden is available; at designated times during the week.

Students need to be aware, that essential maintenance and repair work takes place throughout the week.

The College Residences are closed during the Christmas holidays to all students. Students who wish to stay in Cambridge during any of the College holiday periods should notify the accommodation team at least one month before any given holiday period.

All possessions must be removed from your room at the end of the Third Term. However, students intending to return in September can arrange for their possessions to be stored over the summer period with an approved storage company. Storage costs will apply.

Pack what you wish to leave behind in the boxes provided before returning home. These boxes will be delivered to your new accommodation upon your return to the College.

Speak to the accommodation team closer to the time of your departure from Cambridge.

It may also be necessary to ask you to change accommodation for other reasons. This is especially the case for students studying during the Summer Term 2 of any year.

CURFEW TIMES

Curfew is the time you must be in your accommodation.

- **STUDENTS 16-17 YEARS** and those who turn 18 during their stay in an under 18 residence:
Sunday to Thursday 22.30
Friday to Saturday 23.30

EXEAT TERMS

An exeat constitutes official permission to leave the College Campus. If you are under 18 you must apply for an exeat for an educational day trip, overnight visit, or apply for a weekend pass to leave College accommodation.

- Fill in an electronic exeat on-line via your Student Portal. It must be completed by 12pm midday on Wednesday if you are applying for a weekend pass. Exeats requested late may not be approved. Exeats for during the week should always be asked for at least one day in advance.
- Students under the age of 18 are to make sure exeats are approved on the system before leaving College accommodation. Failure to check could result in a discipline action. Applying for an exeat, or having parental permission is not an automatic approval & we strongly advise students to be sure request is approved before leaving College Accommodation.
- Weekend passes for students under 18 are strictly limited and considered case by case. You will get an electronic reply on Friday which will tell you if your request has been approved.
- If you are under 18 and wish to leave Cambridge overnight, your Personal Tutor will need your parents' permission in advance. It is your responsibility to supply parental permission. You must also provide the address of where you will stay, a contact number of the adult you are staying with and your own mobile phone number.
- Exeats are granted weekly at the discretion of the College; they are not granted automatically even with parental permission. Proof of ID of the adult you are staying with must be provided prior to departure.
- All trips outside of Cambridge require an exeat e.g. going to London for the day or

a university open day.

- Overnight visits are not granted in the week, except under exceptional circumstances.
- Do not turn your mobile phone off if you are going out late.
- All overnight exeats need advance authorisation from your parents.
- Exeats may not be granted, if there is outstanding health, welfare, disciplinary or attendance issues.

Warning: Failure to uphold exeat and curfew agreements may also result in having your exeat privileges revoked.

COLLEGE RESIDENCE FACILITIES

Room Keys

Students residing at Varsity House are issued with room keys. These must be handed into reception on each occasion a student leaves accommodation.

Students residing at Masters House; are responsible for the safety of their key.

You should also get a key for the lockable box provided in your room. This is for valuable possessions including cash. If either key is lost, replacement key will cost you £35.

Food & Drink

All food must be eaten in the kitchen areas, where snacks may be made at the times displayed. Cooking facilities are available at both Varsity and Masters Houses.

You are expected to assist with keeping your living environment clean and tidy. This includes leaving bathrooms and kitchens clean

after you have used them.

Laundry

Personal laundry is your responsibility and washers and dryers are available in the residences.

Electrical Appliances

Students are not permitted to use kettles, rice cookers, or any other cooking appliances in their rooms.

A thorough inspection of all electrical appliances is made at the beginning of each term and records are held by the student and by CSVPA.

Other Information

College Residence meetings are held from time to time. The purpose of these meetings is to inform students of any new proposals and to listen to any suggestions from the residents.

Guests are allowed with permission. No more than two guests are allowed at a time.

All guests must leave accommodation by 21:30 from Sunday to Thursday and by 23:00 on Friday and Saturday.

Overnight guests are allowed for a maximum of three days and they must register with the Boarding Manager. This applies to over 18 students only.

Smoking is permitted in designated areas but NOT permitted in any of the College buildings and inside all public places in the UK.

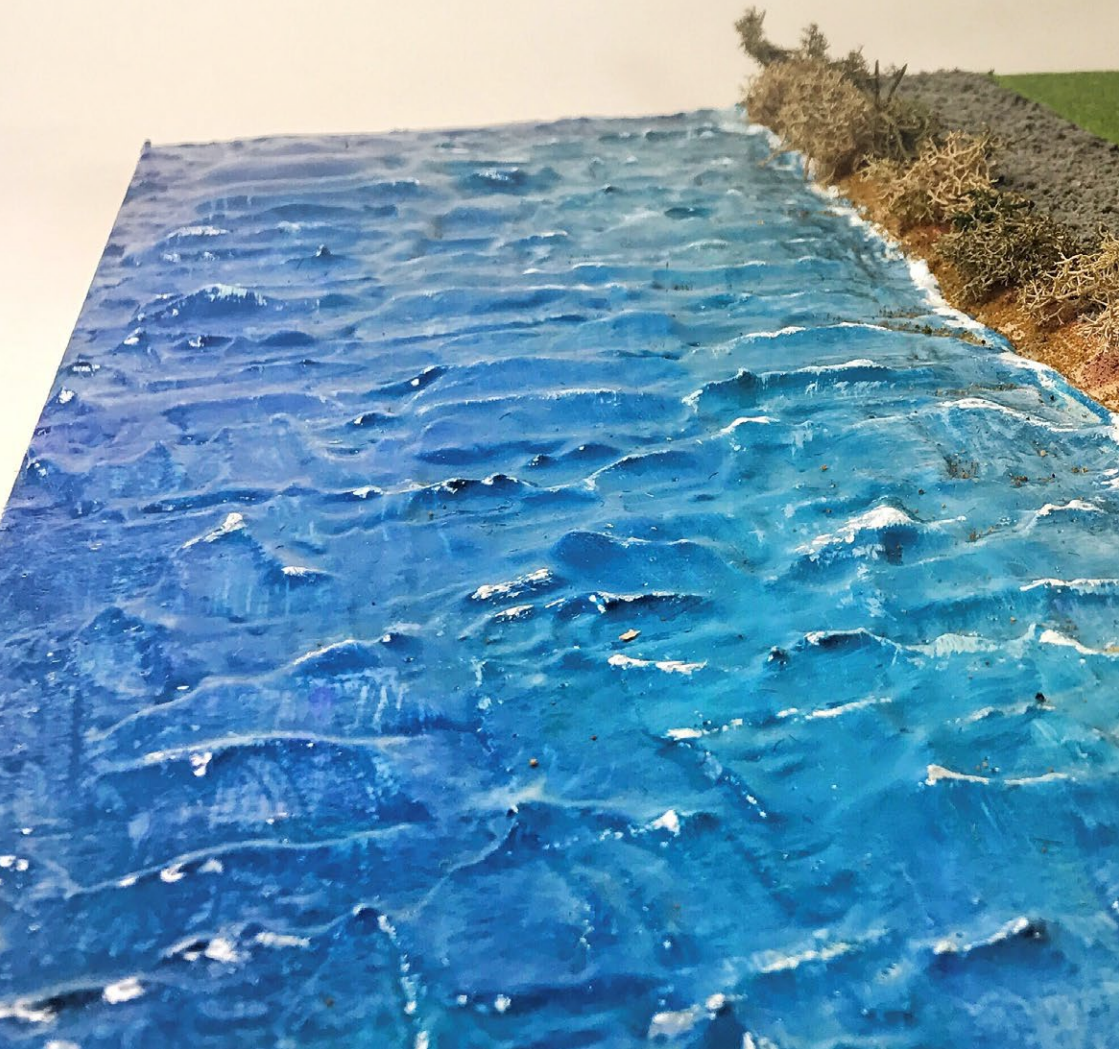
INSURANCE

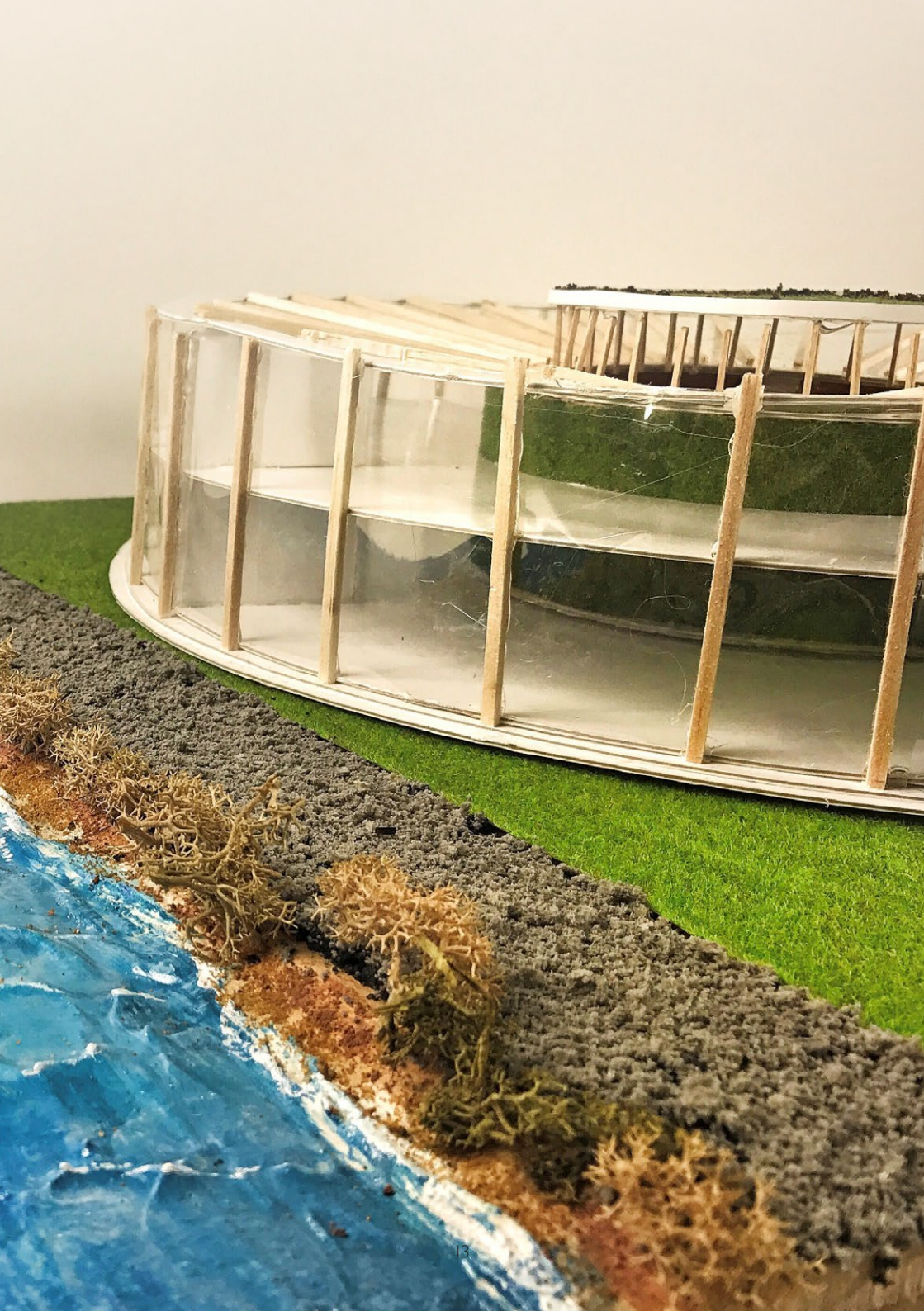
Your personal possessions are not covered by the CSVPA insurance policy. You should take out your own insurance cover before joining the College.

The College will not be held liable for any loss or damage to any personal items anywhere in the residences, whether arising through negligence or otherwise.

DAMAGES

You must pay for any damage caused to the walls and furniture, fixtures and fittings in your room. Damage to common areas will be charged equally to all students unless responsibility is accepted by individuals.







HEALTH & HAPPINESS

FEELING ILL OR UNWELL

If you feel ill or unwell while at College speak to the College Nurse, who will advise you. The Health Centre is located at Varsity House. Qualified first aid personnel are also always on the premises.

Please come to the Health Centre in your lesson break where possible and be prepared to wait at busy times.

If you are feeling unwell while in accommodation, please inform your House Parent immediately.

If you feel unwell, upon waking up in the morning, you must contact the college nurse between 8.30am-9.00am. (If you live at Varsity House, you must also inform your House Parent).

If she is unable to answer, due to being busy in the health centre, please leave a message, with your name, and mobile contact number. The college nurse will get back to you, at the first available opportunity.

Your attendance figures will depend on you doing this.

STUDENTS IN INDEPENDENT ACCOMMODATION:

If you are living in independent accommodation you are expected to contact the college nurse between 8.30-9.00am, as explained above.

Health Centre Phone:

01223 341343 between 8.30 and 9.00, or call +44 (0) 07581 219837

You must call in every day that you are unwell. At busy times, calls may not be answered, or the line may be engaged. Nevertheless, you must speak to a member of the health centre staff, so please keep keep trying or leave a message.

If you live in either Masters House, or Independent Accommodation and you need help out of hours, please call the emergency number: 07860 586526

MEDICAL INFORMATION

All students have access to our health centre where they can be seen during College hours. Please ensure you have informed College of any medical condition or illness and any medicines you may be taking, prior to your arrival in the UK.

EU students receive free healthcare in the UK, but should apply for a European Health Card EHIC, prior to travelling as this gives those that are eligible free Health care. Students with EU nationality but who normally reside outside the EU will usually have to pay for health care in the UK and should take out private medical insurance.

If you are a Tier 4 student studying for over 6 months you will have been required to pay the NHS Health Surcharge with your visa application. This means NHS healthcare will be free whilst you are studying in the UK. Students studying less than 6 months (or students on an 11 month Short Term Study visa) will have to pay for any healthcare they get through the

NHS at the point they use it. We therefore strongly recommend that students coming for less than 6 months obtain private medical insurance.

You will be registered with Bridge Street Medical Centre – details of which will be given to you during Induction. Doctors' Surgeries are open Monday - Friday 8:30 - 18:00 only.

Once registered, the health centre staff can help you to make appointments and where possible these will be made outside lesson times. Doctors there can also refer you for specialist hospital treatment if necessary. In the UK, the usual procedure is to go to the doctor first, then hospital second.

DO I NEED MEDICAL INSURANCE?

If you are not entitled to free healthcare, you should ensure you have adequate medical insurance to cover medical costs and the possible additional costs resulting from that illness such as a flight home.

Even if you are entitled to free NHS treatment, you may consider taking out private medical insurance. Sometimes it can take several days to get an appointment with an NHS GP and there are long waiting lists for non-emergency NHS services. Private medical insurance could give you much quicker access to the treatment you need.

OUT OF HOURS MEDICAL TREATMENT

If you live at Varsity or Masters House, please speak to your House Parent/warden if you feel ill.

If you are living in Independent Accommodation, please ring the emergency number.

Out of hours medical treatment is provided by Urgent Care Cambridge (UCC).

UCC Phone III

A doctor will call you back, advise you and if required, arrange to see you.

EMERGENCIES

For serious problems which cannot wait until the next working day, you will be taken to Accident & Emergency at Addenbrookes Hospital.

DENTISTS

Speak to the College Nurse if you would like to make an appointment with a NHS or private dentist.

COUNSELLING

Our Welfare Team can help you deal with stress and worry.

If you have a personal problem or any worries or concerns, whether college related or not, and you do not want to discuss it with your Personal Tutor or a member of the Welfare team, we can suggest several independent listeners.

Samaritans provide confidential support to any person in emotional distress

08457 909090 www.samaritans.org

Additional consultants and support services (paid or free) are available through the Health Centre.

PERSONAL DETAILS

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

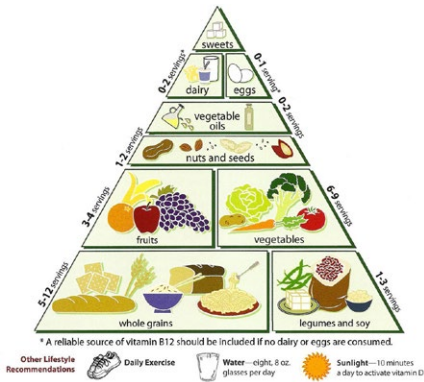
HEALTHY EATING

The pyramid shows the six different food groups – you should eat more of those at the bottom than at the top. In other words, eat fats, oils and sweets in small quantities; milk, yogurt, cheese, chicken, meat, fish, eggs and nuts in moderate quantities (two to three servings per day); vegetables and fruit generously (three to five servings per day); whole grain bread, cereal, pasta and rice (six or more servings per day) – eat lots of these to give you energy and provide you with essential vitamins, iron and calcium.

KEEPING HEALTHY AND SAFE

In order to stay healthy you need to find a good balance between work, leisure, exercise and rest.

You need to:



- eat healthily,
- learn to handle stress and worry,
- make sensible decisions about alcohol, cigarettes and other drugs,
- keep yourself safe,
- communicate with your tutors,
- value and respect yourself and others,
- build healthy relationships with your friends and family.

SEXUAL HEALTH

If you are sexually active or are thinking of starting a sexual relationship with someone, please remember the following rules and guidelines:

- Sex is illegal under the age of 16 years in the UK. Make sure both you and your partner are the right age and that any sexual activity must take place between consenting parties of the legal age.
- You are encouraged to speak to the health centre staff for further advice on sexual health.

Further Sexual health information is available through your Doctor or iCaSH

iCaSH, Lime Tree Clinic (Contraception and Sexual Health), Brookfields Hospital, 351 Mill Road, Cambridge, CB1 3DF. Phone 0300 300 3030

Sexual Health Advice Centre (SHAC)

Addenbrookes Hospital, Hills Road
www.addenbrookes.org.uk/shac/
 Phone 01223 217774

EQUAL OPPORTUNITIES

The College adheres to a policy of equal opportunities, regardless of race, sex, creed, gender, age or disability. Rudeness, insolence, intolerance, abusive or aggressive behaviour towards other students or members of staff will not be tolerated.

In such cases, the College will impose the strictest penalties which may include expulsion.



ENGLISH FOR ACADEMIC PURPOSES (EAP)

English for Academic Purposes (EAP) is offered as a subject for international students whose first language is not English. The School believes that the Foundation Course should not only allow students to gain entry to Art School or University but should equip them with the necessary language skills to succeed in their studies.

The course, therefore, aims to provide students with the language skills needed to study successfully at an institution where English is the language of instruction. This means that the focus is principally on English in an academic context with writing for an academic audience and speaking in an academic context. However, developing research and reading skills, listening and notetaking skills are also part of the course. Wherever possible, the EAP course will be linked to the demands of the Course.

The majority of students will require an IELTS (International English Language Testing System) score of at least 6.5+ for entry into their chosen course at University or College.

IELTS is a system designed to assess the language ability of candidates who need to study or work where English is used as the language of communication. IELTS conforms to the highest international standards of

language assessment and covers the four language skills - listening, reading, writing and speaking.

However, there has been a tendency recently for students to want to focus solely on IELTS throughout the academic year. This is not recommended for two reasons. A focus on IELTS means that students may attain the band score required for their course of study but they may not have the skills necessary to succeed at college or university. Secondly, the IELTS handbook emphasises that:

“Receiving institutions should also consider a candidate’s IELTS results in the context of a number of factors, including age and motivation, educational and cultural background, first language and language learning history.” (IELTS Handbook 2004)

An EAP certificate will be awarded to those students who satisfy the assessment requirements of the EAP course. Hence the work that you do in EAP will be part of your ‘portfolio’ which may be referred to by receiving institutions. In other words, your EAP work is also of value in terms of deciding your entry into higher education.

COURSE DESIGN

The first term will serve as an introduction to academic work in a university context.

The focus will be on understanding academic style and to developing this in both written and spoken form.

Familiarisation with and preparation for taking the IELTS examination will be the basis for your EAP course in the second term. It is envisaged that you will take IELTS in early April.

In the final term, the first four weeks will relate to writing your dissertation. For the remaining weeks of the course, you will be able to choose from a limited range of options. The options on offer will be decided by the EAP Tutors in consultation with yourself and the Subject Tutors. For example, if you have not attained the IELTS score that you require you may be advised to pursue further IELTS preparation classes. If you have

the score you require you may opt for a Writing Skills option that further assists you in writing your dissertation. Alternatively, you may feel that you want to work on more specific speaking skills, for example, leading a seminar discussion.

SYLLABUS

A more detailed week by week outline of the course will be provided at the beginning of each term of EAP.

This outline will also include the assessment details for EAP. It will provide information as to the type of assessment, the due dates and the weighting of the assessment.

It is important to emphasise that EAP is a necessary part of the Foundation course. Satisfactory completion of the EAP course is therefore needed to successfully complete the Art Foundation Programme.



ACTIVITIES

GETTING TO AND FROM COLLEGE

We encourage students to walk or cycle from their accommodation.

If you book a taxi to come to school, make sure you do it early. Cambridge City Centre often has traffic delays, and your absence or lateness will not be excused because your taxi was late.

Ask your Personal Tutor, supervisor or Homestay family about bus services in your area. Please note that under English law you must not distract the driver whilst he/she is driving, and you must wear your seatbelt whilst the vehicle is moving.

STUDENT REPRESENTATIVES

Within the College we hold a variety of meetings to help shape the school both academically and from a non academic point of view. We encourage student representation in these meetings. If you are interested please look out for the notices or approach your course leader.

ACTIVITIES & RECREATION

CSVPA is located in the centre of Cambridge, close to many of the colleges of the University of Cambridge. This unique location ensures that students have access to world-class facilities and coaches for a host of sports and extra-curricular activities.

TRIPS

During the year there will be opportunities

to explore the UK by attending college trips which may run every month. Information about forthcoming trips will be available at induction and throughout the year. All students must complete a new health update form prior to any excursions.

RELIGIOUS WORSHIP

CSVPA is a non-denominational organisation. We respect your right to practise your religion. We are happy to introduce you to your closest church, mosque, synagogue, temple or alternative place of religious worship.

A prayer room is available in the College. Ask your Personal Tutor for more information.

SAFETY

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

If you see a fire, report it to a member of staff immediately. You should know where to find the fire exits, alarms and equipment. If you hear the fire alarm, leave the building by the nearest exit and join with the other students at the fire evacuation points where a register will be taken. Stay in your class group, or report to the nearest tutor if you are in an independent study session.

Regular fire drills are held throughout the year.



CODE OF CONDUCT

You will find CSVPA a stimulating and challenging environment. It is a college, not a school. The structures are designed to create a relaxed and informal atmosphere. Because of this, students are required to accept considerable responsibility and exhibit a mature attitude to all things.

Respect, common sense and honesty are key factors in making the best of your time here. Whilst all students are treated as individuals, fundamental rules and guidelines that will apply to all are inevitable. CSVPA has the responsibility to act 'in loco parentis' (acting for your parents); this will always underpin our dealings with students.

We expect you at all times to attend all lessons, to be on time and to arrive fully prepared. Complete and hand in work by the due date and time and to the highest possible standards. We also expect you to observe all college rules, guidelines, policies and procedures as set out below.

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

GENERAL BEHAVIOUR AND APPEARANCE

- Mobile phones must be switched off during studio sessions.

Confiscated phones may be recovered from Reception between 17.00 and 17.30.

- iPods, MP3s, etc, must not be worn or used in studios or meetings. Laptops and PDAs may be used at the discretion of the subject tutor.
- You are expected to dress in an appropriate and non-threatening way.
- You will be working with lots of other people. Accidents happen, and things can get lost or damaged. Anything that you choose to wear at, or bring with you, to College (clothing, jewellery, watches) is at your own risk. The College will not be liable for any loss or damage to any items you wear or bring with you, whether arising through negligence or otherwise. As the College does not provide you with Insurance cover, you need to arrange your own private insurance.
- Any student who is under 18 and who is considering a form of dress or decoration which will irreversibly mark the body, such as body piercing or a tattoo, will require their parents' consent in writing in the first instance and, thereafter, College approval before proceeding.
- Food or drink, other than bottled water, must not be taken into any lecture or seminar rooms, consultation rooms, art or drama studios, media suites, computer suites, near any IT facilities or in the Personalised Learning Centre.
- Skateboards and skates etc. are not

allowed anywhere on campus.

- Bicycles can be parked in the designated bicycle parking area in Park Street Garage behind Bridge Street.
- In compliance with government regulations, CSVPA is a smoke-free campus. Smoking is not allowed anywhere on campus.
- Under 18s are, by law, not permitted to drink alcohol at any time.
- Students are not permitted to enter a bar and/or drink alcohol during College hours (8.30 to 18:30 Monday to Friday), nor to drink or have alcohol in their rooms.
- Students who drive or who allow themselves to be driven by other students whilst they are at College, do so at their own risk. The minimum driving age in the UK is 17 only after passing a theoretical and practical driving examination.

ATTENDANCE

Students are expected to attend every class, every day. You are expected to arrive in your studio by 8.45am or fifteen minutes before your first timetabled session and stay until your sessions are completed.

You are expected to attend all classes as shown on your timetable, students are expected to check their Student Portal and timetable every day. All class changes will be shown on your timetable and your tutors will email you.

NOTIFICATION OF ABSENCE & UNAUTHORISED ABSENCE

To notify the School of your absence is your personal responsibility, never ask or

rely on another student to do it for you. If you are unwell and you are in supervised accommodation please contact the College Nurse before 9am. We expect all students that are unwell to see or speak with our Medical Team. If you fail to report your absence your absence will be regarded as unauthorised. Unauthorised absence and lateness is a disciplinary matter and will be dealt with by your Personal Tutor (PT), Attendance and your Course Leader. If your unauthorised absence or lateness persists you may also fail your course. Ultimately, if there is no resolution the Head may suspend or dismiss you from College.

IF YOU LIVE IN COLLEGE RESIDENCES

You are required to attend all house meetings.

See and abide by Curfew Times. Guests must leave at the specified times and communal areas vacated.

When in your residence you should use the evenings to do your work and private study in your room or in the designated areas.

You should not play audible music during this time and noise must be kept to a minimum at all times. Running around in residences is not permitted.

PRIVACY IN HALLS OF RESIDENCE

You are entitled to privacy. However, House Parents may enter your room at any time without notice for any of the following reasons:

- if you are or have been causing a disturbance to other residents,

- if they are concerned about your health, safety or wellbeing,
 - to carry out any cleaning or repairs.
 - to inspect for any damage, whatever the cause,
 - if it is believed that you are using your room for any activity that would be in breach of any of the College's codes of conduct.
- You should not use electrical appliances (except those provided by CSVPA) without permission from the House Parent. This permission will not be given unless the equipment has been inspected by the College. However, permission should be granted unless the equipment is dangerous.
 - Nothing you do in your room should be heard outside the room.
 - Any movies, video or computer games must be age appropriate, and the college reserves the right to confiscate any items that break this rule, these will be returned to you at your next visit home

You should lock your door when you are out of your room. If you lose your key, you must report it to a member of the housing team immediately. You will be charged for replacing the key.

You must not make any duplicate key(s), or allow for a duplicate to be made, except by the College. If you break this rule, you may be asked to pay for the replacement of any locks at the Residences.

USE OF ROOMS

- You may not cook in your room. Food and drink (other than sweets, fruit or water) may not be taken into your room.
- You are not allowed to smoke in your room.
- You should not wash or dry clothes or any other items in your room, nor should you use radiators to dry clothes or other items.
- You should make your bed and keep your room clean and tidy.
- Please use the notice board in your room for posters, photos etc. Please do not attach anything to the walls. Any posters should not offend any person entering or cleaning your room.

USE OF COMMON AREAS

- Kitchens and common areas should be left clean after use.

VISITORS

You will be responsible for any persons who come to visit you.

All visitors to the College must be signed in at reception. All visitors to College Residences must sign in.

If you are in Homestay, you should ask them in advance, if you can bring visitors home.

Visitors must leave at:

21.30 Sunday to Thursday

23.00 Friday and Saturday

Boarding staff reserve the right to ask any visitor to leave.

PERSONAL DEVELOPMENT

Your Personal Tutor will help you with your academic progress and targets, and there will be the opportunity to discuss issues ranging from drugs and smoking to alcohol and personal safety.

Being in the UK is not just about studying, but also about dealing with the pressures around you and understanding cultures and approaches to life which may be very different from your own.

SMOKING

In compliance with government regulations, CSVPA is a smoke-free campus. Smoking is not allowed anywhere on campus or within sight of the campus. Smoking is not allowed in the Bus Shelter on Round Church Street either.

Smoking is also illegal in the UK if you are under 16. It is also illegal for any person under the age of 18 to purchase cigarettes in the UK and is an offence to buy or sell cigarettes or alcohol to anyone under 18.

DRUGS AND ALCOHOL

UK law forbids the use and/or supply of illegal substances.

We have a duty to inform and educate all students concerning the consequences of the use of illegal substances, alcohol abuse and the use of so called 'legal highs'.

We acknowledge the importance of our guidance role concerning the welfare of students, and will always endeavour to encourage those in need of help to come forward.

We will provide help to identify sources of appropriate personal support and increase understanding of related health and social issues.

We will ensure that parents/guardians are informed and involved as appropriate. Drugs are not allowed under any circumstances. The Head of College may expel anyone caught in possession of, or having taken drugs, or may suspend the students, allowing them to return only under strict conditions.

These conditions may include:

- a minimum of 95% attendance
- frequent drug testing (on average monthly) with costs of around £150 per test to be covered by the fee payer. Any positive reading will almost certainly result in immediate expulsion.
- participating in drug counselling and education programmes as deemed appropriate by the College. Costs may be incurred for this.
- The college reserves the right to remove any suspicious items whilst investigations take place- these may be disposed of, after consultation if necessary, with local agencies such

You may, from time to time, be asked to submit to drugs testing. Any such testing will be subject to the usual rules on the privacy of medical information. A refusal to cooperate with a legitimate request for a test will be treated as a disciplinary matter.

For information about drugs,

Talk to Frank

Phone: 0800 77 66 00



MEDICATION

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

The College Nurse must be told about any medicines or drugs that you are taking. These must be declared on the medical consent form, before you arrive at the college. You must not offer to share your medicines with another student. The College Nurse will not talk to anyone else about any medicines or drugs that you have given them, unless there is an emergency or you agree.

PERSONAL SAFETY

- Never cross the parks or any remote area alone after dark. If you are not in a group of three or more, stick to the roads.
- Do not display valuables – cameras, expensive jewellery, wallets, iPods, mobile phones – when you are in a public place.
- Lock your room when you leave it.
- Shut your window if you are on the ground floor.
- Some bedrooms have a lockable safe for your passport and other valuable items. Use it.
- Do not carry your house key in the same place as anything that includes the full address of your accommodation.
- We advise you not to hitch a ride by waving down a car as it is dangerous.
- If you are travelling by bicycle, follow the traffic rules and wear a helmet, reflective clothing, day and night.

Front and rear lights are now legally required on all bicycles.

- If you are taking a taxi, do it from a taxi rank if possible, or phone to book. Make sure that it is a marked car from a known taxi operator such as Panther, Hackney Carriages or Diamond.
- Keep your personal belongings with you at all times. Do not leave items unattended or bicycles unlocked.
- Never carry large amounts of cash on your person. We can lock away money for you if necessary.
- Internet: be careful which sites you access and who you give personal details to. If you are worried about this, discuss it with your Personal Tutor.

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

- **Police, Fire or Medical Emergency**
999 or 112
- **CSVPA Emergency number**
07860 586528
- **Your house phone number**

BULLYING

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

Bullying or harassment of any kind is unacceptable and the College aims to

create a positive atmosphere for students and staff alike and to demonstrate mutual respect and tolerance for each other at all times.

We will act appropriately to help prevent bullying. These actions include general vigilance by staff, Personal Social and Health Education classes and assemblies on discussing racial tolerance, what is acceptable and unacceptable behaviour, and understanding the laws and citizenship of this country.

If you feel you are being bullied:

- talk to your Personal Tutor, the Welfare Team, any member of staff or the Head of College.
- report bullying incidents to a member of College staff and they will follow up on this sensitively and effectively monitor the situation with you and others
- in proven cases of bullying, staff will record the incidents and bring the matter to the attention of the Head of College.

ACADEMIC HONESTY

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

No student should seek to gain an unfair advantage in assessment and the School expects students to be aware of what constitutes good academic practice. Students who compromise this value

threaten the reputation and quality of the School and the qualification Awarding Body.

The requirement for academic honesty applies to all work submitted by all students for both formative and summative assessment. It includes but is not confined to: essays, dissertations, prints, designs, images, performances, artefacts, projects and computer programs. It is the student's responsibility to ensure the integrity of the work that they submit for continuous and final assessment.

Allegations of academic misconduct will be investigated and, in proven cases, penalties will be applied. Where academic misconduct is proven, it will remain on the student's record.

All students should ensure that they understand and familiarise themselves with the information provided by academic staff and the terms that are used to describe different forms of academic misconduct in continuous and final assessment, including assessment by exhibition. These include (but are not limited to) the following: plagiarism, collusion, commissioning, duplication and misrepresentation.

DISCIPLINE

There is a clear discipline system used at CSVPA which is used for poor attendance (below 95%), behaviour, academic concerns and damage to property. If you receive a discipline warning, your parents may be

notified and a note will be made on the College's student information system.

Most issues can be dealt with by a discussion with you, but if the issue is very serious or you have not listened to warnings, you will be placed on a discipline stage.

Depending on the seriousness of your offence, you may be placed on any discipline level at any time.

Please note that your discipline level may also be reduced for good attendance and behaviour. You may also be put on a daily report, excluded from activities or have to change your college accommodation if the College feels this is necessary.

You will also be set clear targets to improve your behaviour or attendance which you will be expected to meet.

GROSS MISCONDUCT

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

- the use or threatened use of violence against any person inside or outside the College, including intimidation or threats against staff,
- breaches of examination regulations or any other forms of cheating,
- matters of deception, dishonesty or breach of trust between a student and the College,
- any offence which has resulted in injury or harm to any person,
- any offence involving drugs and/or substance and/or alcohol misuse,

- any matters which result in criminal proceedings,
- any matter that constitutes harassment on the basis of race, sex, nationality, religion, social status, sexual orientation or age,
- interfering with health & safety equipment, including fire equipment (which also carries a £300 cost).

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

This section does not prevent the Head of College from instantly expelling a student for any offence if the circumstances warrant such action.

CONCERNS AND COMPLAINTS

What happens if you want to make a complaint about something?

If you have a complaint to make about any aspect of the College, please use the guidelines set out in two stages below. We hope that your problem will be resolved during or after the first stage, but if you feel it necessary to take the matter further, proceed to Stage 2.

STAGE 1

- for concerns regarding academic matters, your course or timetable, talk first to your Personal Tutor who will investigate and advise on a next course of action
- for complaints about your Personal Tutor, talk to your Course Leader



- for complaints regarding your accommodation, talk to the Boarding Manager
- for complaints about unfair disciplinary action, talk to your Personal Tutor or the Head of the College
- for concerns about money issues, talk to the Finance team
- for complaints about extra-curricular, sport and social matters, talk to your Personal Tutor
- you can be assured that if you make a complaint, no action will be taken against you because you have made the complaint
- you may ask a friend or relative to make the complaint on your behalf
- where a complaint is found to be justified, remedial action will be taken
- an Appeals Procedure is part of the formal complaints procedure at this stage and a copy will be forwarded to you if you are still not satisfied with the responses to date. The School defines an 'appeal' as dissatisfaction with the outcome of an assessment decision or other decision-making body. Students who remain dissatisfied with the outcome of their appeal may refer their case to the course qualification awarding body. Your course leader will be able to direct you to the relevant contact at the awarding body. Student services will be able to assist with the completion of the awarding body Appeals Form (the Appeals Form usually has to be submitted within 10 working days).

STAGE 2

If you are not satisfied with the outcome of your complaint in Stage 1 and should you wish to take the matter further, you should make an appointment to see the Head of the College.

You should be aware of the following points when taking your complaint to the second stage:

- you have every right to ask a friend or relative to accompany you
- you may, if you wish, involve a person independent of the College. Your Personal Tutor can assist in finding a suitable person
- you may prefer to put the complaint in writing. Written complaints will receive an initial response within ten working days. A full response to the complainant (and other people, such as staff involved in, or subject to the complaint, and to parents if the College considers this appropriate) will be given within 28 days (taking the independent person's view on the proposed response into account, if an independent person has been involved)
- if you have concerns regarding the boarding provision you can contact:
Office of Director of Children's Rights
Ofsted
Aviation House
125 Kingsway
London
WC2B 6SE
0800 528 0731
www.rights4me.co.uk

MONEY MATTERS

You will require funding for the duration of your stay in Cambridge. In our experience, student expenses are of two types:

1. LIVING COSTS OUTSIDE SCHOOL

The simplest way for you to finance your living costs is for you to arrange a local UK bank account and your parent or guardian to provide regular 'top-ups' to this account as required. You will be assisted with this during Induction at the start of term.

An alternative, if you are unable to arrange a local bank account, is to utilise the College pocket money service and have a parent or guardian designate a weekly amount of cash to be paid in during term time. We usually recommend around £40 per week as a guideline. This service is available every lunchtime. Please note that pocket money can only be given where a 'float' account is funded in advance and fees have been paid in full. A £25 administration fee is charged each year for this service.

2. EXPENSES INSIDE SCHOOL

A variety of study trips, materials, exam entries and other services are available as you go through the year at College.

FLOAT ACCOUNT

A float account is opened for each long-term student. This is used for expenses such as textbooks. A 'float' account must be funded if you wish to take advantage of services without paying from personal

funds. Our experience shows that you will incur around £1,000 of expenses in a year. However, this varies from student to student and your parent or guardian is asked to decide on an appropriate amount to provide.

Please note you will not be able to enjoy services unless you either:

- maintain a float account
- attend the bursary to pay in advance for each service from your own funds

A statement detailing the balance on your float account, together with the expenses deducted during each term, will be provided following the end of each term. This will be sent to the same address as your fee invoices.

If your float account balance falls below £200, an email will be sent to your parents to ask if you wish to top up the account. Please ensure that you provide an appropriate email address during induction.

We regret that we are unable to extend credit to students who do not have a funded float account in place.

Mandatory expenses, e.g. exam fees, will be invoiced separately. Costs vary according to subject but on average these are around £500 per year.

Damages in your room must be paid for immediately. Damages in communal areas are divided between all the students in your house.

REGISTRATION OF FINANCE

You must register on the first day of every term, or as may be directed. Your College fees must be paid before you arrive at the College.

Your College deposit cannot be used to pay for outings or excursions. The deposit is held on account for you, until you have completed your programme at CSVPA and will be used for emergencies only or as the Head of College/Finance Manager may direct.

If you or your parents or your agents are paying by bank transfer please provide confirmation that this has been done. Similarly, if you have paid your fees to your agent, please provide a receipt from your agent.

MONEY EXCHANGE OR TRANSFER

If you wish to exchange money or travellers cheques, you can go to either a bank or travel agent. We can advise you on transferring money from your own country to England.

INSURANCE

It is your responsibility to insure your personal belongings, especially valuable items. Although we make every effort to secure the College and college accommodation, your personal possessions are not covered in college or in college accommodation.

Security boxes are available in student accommodation.

TAXIS

The school has an account with a local taxi company and you can book taxis to travel to or from the airport at the start and finish of term. See the taxi fees on our website.

Outside of these times, apart from in an emergency situation, students are expected to make their own travel arrangements.

The first arrival taxi will be billed to your college account, but after that the cost of taxis is deducted from your float account, so this facility can only be set up once this is in place.

If you pay the taxi driver in cash, you must always ask for a receipt.

BORROWING AND LENDING MONEY

Students should not ask another student for money as a loan or gift and must not give or lend another student money.

If anyone is in financial difficulty, please let the College know so we can help. Students found to be asking others for money or loans or introducing students to anyone lending money will be subject to disciplinary action.

THE FINANCE TEAM:

Email: finance@csvpa.com

STUDENT ID CARDS

You must have a student ID card in order to get access to the College, attend lessons, have your meals in the canteen, and for

accommodation purposes. A photograph will be taken at the College at the time of registration.

You must carry this card with you at all times, and you must wear your card at all times while in College buildings. It is important that you wear your student ID card where it can easily be seen. You must show/ produce your ID card whenever requested.

BOOKS AND STUDY MATERIALS

You should bring your text books to each lesson. You must also have any other materials needed for your courses.

CARS

Students are not allowed to have cars without express permission from the Head of College. There are no parking facilities at the College or at College residence for students.

Parental permission is always necessary if a student wishes to ride in the car of a fellow student. Students who drive or who allow themselves to be driven by other students whilst they are at College, do so at their own risk.

OTHER COSTS

Some of the additional costs you might need to budget for are:

- Bicycle purchase: we recommend a maximum of £100 is spent on a bicycle, preferably a second-hand bicycle,
- College photograph or social activities: these activities range between £15 and £60 each,
- Sports: most sports are provided free of charge. Some activities will incur a charge which will be discussed with you upon enquiry,
- Trips: these activities range between £5 and £35,
- Cultural or Educational trips: the cost of such trips, including half-term trips to overseas destinations such as the USA, Europe, China or India, vary greatly. Special consent forms are distributed prior to billing,
- Accommodation: damages in your room following biannual inspection will be charged to your account. Damages in communal areas are divided between all the students in your house.

Please remember that if you damage any property, smoke in any College building or cover smoke or burglar alarms or tamper with fire equipment you will be charged by the College.

- Higher Education Application Fees: your UCAS Application costs are also billed to your student account. Note that applications to international institutions might incur an extra charge,



CAMBRIDGE

Cambridge is a small city, but with all the amenities you could possibly need. The main shopping area is just a short walk away from the College. You will find most clothes, music and department stores in this area.

We have listed some useful numbers for Travel & Transport and Banks below.

Use the following websites to find just about anything, anywhere in Cambridge.

www.cambridgeonline.co.uk
www.localsecrets.co.uk

TRAVEL & TRANSPORT

Taxis: Panther Taxi Service

Phone 01223 715715

Local buses,

Drummer Street

[www.cambridgeshire.gov.uk/transport/
bus_timetables/trains](http://www.cambridgeshire.gov.uk/transport/bus_timetables/trains)
Phone 0845 045 0675

Trains,

Station Road

www.nationalrail.co.uk
Phone 0845 7484950

National Express Buses,

Parkside & Drummer Street

www.nationalexpress.co.uk
Phone 08705 808080

Airport Lynx: Airport Transfer

Phone 0845 388 6074

Cambridge Visitor Information Centre,

Wheeler Street

www.visitcambridge.org
Phone 0871 226 8006

STA Travel Cambridge,

Sidney Street

www.statravel.co.uk
Phone 0871 702 9809

BANKS

Barclays - 9-11 St Andrew's St, or 35 Sidney St, or 28 Chesterton Road.

Halifax - 32-33 Petty Cury

HSBC - 63-64 St Andrew's St or 62 Hills Road or 58 Chesterton Road

Natwest - 56 St Andrew's St or 23 Market Street or 36 Fitzroy St

Royal Bank of Scotland - 82-88 Hills Road or 28 Trinity St

THE LAW & YOU

DID YOU KNOW?

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

KEEPING SMART ONLINE

There are some really cool things on the Internet but a lot of bad stuff too. This means we have to be SMART when we are online. Make sure you remember these five points when you are online and be a SMART surfer:

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

MEETING someone you have contacted in cyberspace can be dangerous. Only do so with your parent's permission – and then when they can be present.

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

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

TELL your parent or the College if someone or something makes you feel uncomfortable or worried.

For more information, check out these websites:

www.childnet.com/music

www.phonebrain.org.uk

www.chatdanger.com

www.digizen.org

www.childnet.com/sorted

IT SUPPORT

WIRELESS ACCESS

All college accommodation has internet available either via cable connection in the students rooms or in most cases, via wireless. The wireless password will be provided during your induction. Wireless access is restricted between 01:00 and 07:00

You may be required to sign a College user agreement policy to access the internet. Your Personal Tutor will have more details.

TROUBLESHOOTING

If you experience problems with your laptop or PC, or have difficulty accessing the internet, please speak to the IT team who will be able to help you.

DATA PROTECTION

The UK has laws in place to ensure that your private personal data is kept private. The College acts as a 'Data Controller' under these laws and is responsible for ensuring your sensitive personal information, for example, your contact details or your welfare concerns, are shared no more widely than necessary within Cambridge Education Group. Outside the Group, this information

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

REMEMBER

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



Surprise... will be with Ultra Chlorseptil.
 Unlike... s. It works by spraying a pain
 a powerful... sthetic straight to the pain
 relief... in seconds.
 Find it in... markets, and pharmacies,
 sore throats... to UK



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WHAT TO DO IF...

AN A-Z OF LIFE AT CSVPA

- A** Accommodation
Alcohol
Alone
Anxiety
- B** Bank Account
Bullying
- C** Canteen
Careers
Counselling
- D** Dentists
Discipline Process
Doctors
Drugs
- E** Emergency
Exeats
- F** Finding your way around
First Aid
Food
Friends
- H** Head of the College
Healthy eating
Holidays
Homesickness
House
- I** Independent Listeners
Internet
- J** Jet Lag
- L** Leaving Cambridge
Lockdown
- M** Medical matters
Mobile phones
Money matters
- P** Passport
Personal Tutor/PT
Police
- R** Racism
Relationships
Renting your own property
Rules at the College
- S** Safes for valuable
Safety
Sleeping difficulties
Smoking
Social Life
Sport
Staff
- T** Taxis
Timetables
Theft
- V** Visa problems

A

ACCOMMODATION

Here are some guidelines regarding accommodation which may be helpful:

Moving to other College Accommodation

You must request permission from your Personal Tutor and ask for an appointment with the Accommodation Office and they will tell you what rooms are available.

Note: if you are under 18 you may not be permitted to move to your chosen house.

There may be other conditions in force before you will be permitted to move, such as your attendance and disciplinary matters. Any change to your accommodation or catering will need to be authorised by your parents or agent and your Personal Tutor and you will be required to give notice. Please visit the accommodation surgeries which are held weekly in college to discuss any concerns regarding accommodation, including changing residence.

Moving out of College Accommodation

You must first have permission from the Head of College if you wish to move out of college accommodation – your safety and welfare is our main concern. Any requests without contracted notice being given will be subject to fees in lieu of notice. Be careful – this could be very expensive for your parents! All students under the age of 18 have to be fully supervised.

Breakages and damages

If you damage anything report it immediately to your House Parent.

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

Cleaning

Cleaning problems should be reported to your House Parent who will pass the information to the Operations Team.

Light bulbs can be acquired from your House Parent.

Blocked drains and other plumbing problems should be reported to the House Parent who will pass the information to the Operations Team. Your room and en-suite bathroom will be cleaned once a week.

Damage

See breakages above.

Noisy neighbours

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

Kitchen problems

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

ALCOHOL

Alcohol in excess may cause serious health problems. When taken to excess it can cause people to become aggressive, lose control or dignity and do things they regret later, even committing crimes without knowing it. That

is why UK law forbids sale of alcohol to under 18s. We urge students over 18 to drink only the amount of alcohol they feel they can cope with without losing control. For more information on this speak to the Welfare Team.

ALONE

If you are feeling alone you can either talk to your House Parent or Personal Tutor or the Welfare Team, who will be pleased to talk to you and try to help you. Your Personal Tutor will also be only too happy to try to help.

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

ANXIETY

Please see the sections on Counselling and Medical Matters.

B

BANK ACCOUNT

You will get a chance to open a bank account during Induction. After Induction contact Student Services for bank related queries. Please sign up for electronic bank statements. The College does not have the facility to keep your paper bank statements.

BULLYING

If you feel you are being bullied and would like someone to talk to, you can either tell your Personal Tutor, your House Parent or any member of staff. If you think that someone else is being bullied, please let us know. We do not tolerate bullying at the

College and very often the bully is unhappy and is in need of guidance and help.

C

CANTEEN

See section on Meals.

CAREERS

You can discuss university options and other career choices with an academic counsellor. Contact Emily Starr to make an appointment.

COUNSELLING

You may find that you need someone to talk to when you feel sad, lonely or worried, or can't sleep. The Welfare Team are happy to listen to you and support you. If you prefer to talk to someone who is not part of the College there are phone numbers for independent listeners posted in your accommodation. The college can arrange for you to speak to a counsellor.

D

DENTISTS

The College Nurse can arrange for you to see a dentist.

DISCIPLINE PROCESS

There is a discipline process used at CSVPA for issues with attendance, academic concerns and behaviour. For details ask your Personal Tutor. If you attend all of your Classes, Personal Tutor registration and follow the very few rules of the College you will never need to find out any more!

DOCTORS

Please see Medical Matters below for information on how to make an appointment.

DRUGS

Illegal drugs are forbidden at CSVPA. We may carry out random tests on students at any time of the term. If you feel worried about this you can talk to your Personal Tutor or the Welfare Team at any time and they will do all they can to help you. Drugs like cannabis, marijuana, cocaine, ecstasy, are all illegal in the UK and if your test is positive you may be asked to leave the College immediately.

The College reserves the right to operate a zero tolerance policy on misuse of drugs. If you have a problem with, or doubts about, illegal or legal drugs and would like help or just someone to talk to, the College Nurse will be happy to see you and talk to you in confidence.

If you know of anyone who is on drugs or selling them and you would like to help them, anything you tell us will be in confidence. By telling us you will be helping them.

E

EMERGENCY

The College emergency number, 24 hours a day is 07860 586528. Use only in an emergency. Keep this number with you at all times. The number is on your student card.

EXEATS

This is a Latin term we use (it means "he/she may leave") and it allows you to stay out later than your curfew time at night on some occasions. If you are under 18, you can apply for an exeat online through your Student Portal (college internal database). Your Personal Tutor will then need to authorise your exeat before it is approved. Parental consent is required for any overnight exeat. You will be asked to supply full contact details so that your residential supervisor knows where you are and how to find you in an emergency.

F

FINDING YOUR WAY AROUND

Maps are supplied when you first arrive. We also arrange guided walking tours of the important places you may need to know about.

FIRST AID

First Aid Procedure In case of an accident or injury:

1. Contact your House Parent and ask for a First Aider.
2. Tell them exactly what has happened and where the accident has taken place.
3. Do's and Don'ts while you are waiting for help: Do make sure the area is safe before approaching the casualty.

Electric Shock: if the casualty is still connected to the current, do disconnect the supply by switching off or unplugging the current. Await help. After any electric

shock expert medical treatment is essential.

Electrical burns: do make sure that any electrical apparatus is well out of the way before applying cold water to the burn.

Burns: The first objective in any burn is to keep the injury cool. Do hold it under cold water for 10 minutes. Do not give the casualty anything at all to eat or drink.

Back and neck injuries: if there is any chance of injury to the back or neck do not move the casualty.

Shock: demonstrated by cold clammy skin, giddiness, fast and shallow breathing and restlessness: do lie the person down, raising the lower limbs slightly. Do keep the casualty warm with more clothes or a blanket. Do not give them anything to eat or drink.

Fainting: do lie the person down with feet slightly higher than his or her head.

Emergency: Ambulance, Fire and Police: 999 or 112

NHS Direct:

111

FOOD

We do our best to provide you with food that you will like. We always provide a vegetarian alternative at meals, and will warn you if there are allergenic substances like nuts in the food. Let the Canteen know if you have any allergies or any restrictions on your diet and there are things that you can't eat. Any comments you have will

be welcome – please share them with the Student Council.

FRIENDS

If you are worried about a friend, or if you feel you do not have any friends, please talk to the Deputy Head of Welfare who will be able to help. Everything you say will be confidential. This is completely normal and you will soon meet other people who feel just the same.

H

HEAD OF COLLEGE

The Head of College is Karin Askham.

HEALTHY EATING

To keep healthy you need to eat a balanced diet. Canteen food provides all the nutrients you need every day. However, you may need to eat more fruit and vegetables, which provide vitamin C to help prevent coughs and colds, and we therefore recommend that you top up your daily vitamin C intake by eating fresh fruit from the canteen.

Self-Caterers should also take note that the cheapest food is from the market or the larger supermarkets, such as Sainsbury's or Tesco. There is a Healthy Living Plan in your Handbook.

HOLIDAYS

You should not leave early at the end of term and you must be back at the start of term, without permission from the Head of the College. This applies to half term holidays. If you do leave it will be marked as unauthorised absence.

HOMESICKNESS

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

HOUSES

When you join the college you will be part of a residence.

I

INDEPENDENT LISTENERS

You will see on your accommodation notice board and on page 7, the telephone numbers of helplines. You can phone these numbers to talk to people who are not attached to the College in any way. They need not know where you live or what college you attend. You can discuss with them any very personal issues you would prefer not to talk about at College.

INTERNET

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

J

JET LAG

If you feel very tired after a long journey you may have jet lag. Make sure you get enough sleep and speak to the Nurse if you need some advice. Do not miss classes without authorisation.

L

LEAVING CAMBRIDGE

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

M

MEDICAL MATTERS

See the First Aid notice for advice on burns, injuries, pain, fainting, etc. See this section in the student handbook.

MOBILE PHONES

If you wish to buy a phone, please ask your Personal Tutor to tell you where you can go in Cambridge.

MONEY MATTERS

Finance holds surgeries during lunch time in the Canteen. Pocket money is available there if arranged by your parents. You can arrange to pay your fees there as well.



P

PASSPORT

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

PERSONAL TUTOR

Your Personal Tutor is the main person to take care of you at College and will speak with your parents, guardians or agents regularly as well as keep in contact with your House Parent. Your Personal Tutor will see you once every week and will help you with any queries or concerns. You can discuss timetable issues, exam queries and extra lessons with them.

Your Personal Tutor can also advise you where to take any problems you may encounter at the College.

POLICE

If you need to see the Police or have to register with the police when you first arrive, talk to Student Services.

PT

This is short for Personal Tutor – see the section above.

R

RACISM

If you are concerned about racism in the College you can talk to your Personal Tutor or Deputy Head of Welfare, or telephone one of the independent listeners whose

number is posted in your accommodation. All incidents of racism are reported in the Racism Log which is held by the Deputy Head of Welfare and is regularly reviewed.

RELATIONSHIPS

Please be aware that the age of consent in your native country or culture may differ to that in the UK.

The age of consent in England and Wales is 16, as specified by the Sexual Offences Act 2003 (section 9). However it is illegal for a person to engage in sexual activity with an individual under the age of 18 if they are in a position of trust in relation to that individual (tutor, warder, carer, guardian, etc) Sexual relations with a person under the age of consent is generally a criminal offence

If you are over 18 and enter into a sexual relationship with a fellow student who is under 16 this is a criminal offence.

Please see 'Friendships' for further information.

RENTING YOUR OWN PROPERTY

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

RULES AT THE COLLEGE

Please refer to the Code of Conduct in the Student Handbook.

S

SAFES FOR VALUABLES

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

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

- Do not keep large sums of money in your room
- Do not leave valuables unattended

SAFETY

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

SLEEPING DIFFICULTIES

Ask to talk to the College Nurse who can advise you.

SMOKING

Smoking cigarettes is extremely bad for your own health and for those around you and for this reason it is now banned in all public places. This includes the whole of the College Campus and accommodation. Smoking is illegal if you are under 16 years of age. The College Nurse will be helping students who wish to give up smoking.

STAFF

There is a list of who's who in the Student Handbook.

T

TAXIS

The College cannot arrange taxis for you unless your parents have paid in advance.

TIMES TO BE IN AT NIGHT

See Curfew times in student handbook.

TIMETABLES

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

THEFT

If you have something stolen from your room or from anywhere in the College, report it immediately to your House Parent, your Personal Tutor or to Reception at the College.

The Welfare Team will help you report the theft to the police. It is important to report all crimes to the police, particularly if you need a crime number in order to claim insurance for the stolen item. The Police Station is at Parkside, Cambridge, CBI IJG

V

VISA PROBLEMS

If you need help with renewing your visa then contact Student Services.

You will need to complete the application form (and you may need some help with this), two passport photos, original bank statements for the past three months (not older than 28 days) to prove that your parents have adequate funds to support your study, an original letter from your parents authorising you to use their funds, original previous school reports or transcripts, original proof of English level, original birth certificates, application fee to pay for the visa and a CAS statement from the College to show that you are a student here.

If you have time you can post the application form, with all the enclosures, but if not, you will need to make an appointment at the Home Office and visit in person.

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



CURFEW TIMES & EXEATS FOR UNDER 18 YEAR OLDS

LATEST RETURN TIMES TO YOUR ACCOMMODATION

16/17:

Sun- Thurs: 22.00

Fri- Sat: 23.00

Students who turn 18 and are living in 16/17 year old residences still need to adhere to the above curfew times

ALL EXEATS

All overnight exeats for students under 18 need advance authorisation from parents.

Exeats may not be granted if there are outstanding health, welfare, disciplinary or attendance issues.

Your student contract highlights the importance of being honest and responsible.

EXEATS

Seeking permission to stay out late at weekends

1) Fill in an electronic exeat online (see following pages) by the Wednesday before the weekend. You will get an electronic reply on Friday at 12.00, which will tell you if you can go out or not. Exeat requests sent in after Wednesday, or not discussed with your Personal Tutor, may not be allowed.

2) If you are under 18 and wish to leave

Cambridge overnight your Personal Tutor or Welfare Team will need your parents' permission in advance. You must supply the address where you will be staying, a contact number for the person you are staying with and your own mobile phone number.

3) Exeats are granted weekly at the discretion of the College, they are not granted automatically even with parental permission.

4) All trips outside Cambridge (such as a day in London) require an exeat.

5) Do not turn your mobile phone off if you are going to be out late.

GUIDE TO THE STUDENT PORTAL

1. LOGGING ON

You can log onto the Student Portal using the link from CSVPA Intranet, the icon on your desktop (college machines) or the following URL: <http://my.csvpa.com/>

Your username and password are the same as those you use to log onto your emails and the college computers.

2. TIMETABLES

When you login you will see your timetable. You can use the date box and arrows to navigate through different dates. Click on the date you want and then select 'Show date selected'. Clicking on Print Page will print the page that is currently shown. To the left of the page there are different options that can be selected. My Exeats (details on pages 36-37), My Attendance, My Assessments or My Exams.

3. EXEATS

Clicking on 'My Exeats' will bring you to the Exeat Overview screen where you will see a list of your old exeats and their current status. Click 'Request New Exeat' to request a new one. You will then be asked for information about your exeat request such as date, time, type of exeat, contact telephone number etc.

(Note: The exeat request cannot be made unless all the required fields have been completed).

On successful completion of the form, an email is immediately sent to your Personal

Tutor with details of the request and you will be returned to the Exeat Overview screen. Your new exeat will be showing as 'Exeat Pending'. Your Personal Tutor and the Welfare team will look at your exeat request and decide whether to accept or decline it. Once this decision has been made you will receive an email informing you.

4. ATTENDANCE

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

5. USEFUL PEOPLE

If you have any questions regarding any sections of the Student Portal please refer to the following people:

Timetable queries – speak to your Personal Tutor.

Exeat queries – speak to your Personal Tutor or Welfare Team.

Attendance queries – email CSVPAAttendance@csvpa.com

Assessment queries – speak to your Personal Tutor.



An abstract, low-poly geometric sculpture in shades of grey and black, set against a light, textured background. The sculpture consists of several interconnected planes and facets, creating a complex, crystalline form that resembles a modern architectural structure or a piece of contemporary art. The lighting is soft, highlighting the sharp edges and creating subtle shadows that define its three-dimensional structure.

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