



ST. ANDREW'S COLLEGE
Cambridge

STUDENT HANDBOOK 2024 - 2025

Reviewed: August 2024
Wayne Marshall, Principal

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BEFORE YOU ARRIVE

WHAT TO BRING

- Passport/ID Card
- All documentation sent to you by St Andrew's or UKVI (Acceptance Letter, Accommodation Letter, CAS Statement, BRP letter (if applicable))
- IELTS Certificate (if you have it)
- Warm clothing including hat, scarf, and gloves
- Clothes for warmer weather
- Umbrella and raincoat
- Towels
- Adaptor/Transformer to charge your phone and to use electrical appliances such as hairdryers. The standard voltage in the UK is 230 volts. Your adaptor must meet UK standards, or it will be confiscated for health and safety reasons. (We can provide you with an adaptor if necessary)
- Prescription medication. This must be in its original packaging with the labels translated into English
- The school contact information. You should store the following number in your phone in case of emergency. +44 7985 026835

AIRPORT TRANSFERS

Getting from the airport to your accommodation.

Once you have booked your flight to the UK, please let us know so we can inform your accommodation about when to expect you. If you would like us to arrange an airport transfer, then please complete the following arrival form and we will arrange it for you and send you a confirmation. Prices for airport transfers are as follows.

Heathrow	£146
Gatwick	£178
Luton	£99
Stansted	£83

We use a reputable taxi company for our airport transfers who have worked with us for many years. All drivers have been DBS checked. You will have to pay the driver with cash or debit card, so make sure you have sufficient funds on arrival. Bookings can only be paid by cash in the car, if paying by card you will need to call the office prior to travel.

BEFORE YOU ARRIVE

YOUR FIRST WEEK AT ST ANDREW'S

On your first day, you will need to come to Station Road at 8.00am for registration.

Please bring the following:

- Your passport
- Any documents sent to you by UKVI
- Your IELTS Certificate (if you have it)
- Pen and Notebook
- Details of any medication you are taking and any allergies you have
- Emergency Contact details for your parents and guardians

What will you do on registration day?

- All students will complete a registration form
- You will need to read and complete a Student Code of Practice and an Internet Acceptable Use Policy
- A member of staff will take a copy of your passport and visa
- If we have received your BRP, we will give it to you (if applicable)
- We will take your photo for an ID card and for the school database
- Our Deputy Head (Boarding & Pastoral Care) will help you to complete the forms to register you with the doctor
- Your lesson timetable will be provided electronically
- You will take an ALIS test and an English test
- There will be talks and social activities to attend during the first week and we'll give you a schedule with the details



TEACHING & LESSONS

We pride ourselves on being able to offer small classes and individual attention. All students have an individual tutor who will:

- Help you develop the study skills needed for your course.
- Discuss relevant topics of interest and give you an understanding of the UK and the way that it works.
- Help with making examination entries and checking the details of your entries.
- Review key aspects of PSHE/RSE
- Solving any problems, you may encounter.
- Monitoring your progress and attendance.
- Preparing you for university entrance or your chosen career at the end of your time at St. Andrew's.

Teaching and Learning:

Your teachers strive to help you to achieve the best results you can and will do the following:

- Plan your course to make sure that your syllabus is covered in time for the final examinations.
- Set you targets for each term so that you understand the work and skills you will need to cover during each term.
- Teach your course, giving you the necessary vocabulary, directing which notes you must make, setting and marking the independent Learning tasks you need to complete and testing you regularly.
- Help you develop the study skills you need for each subject.
- Arrange revision plans for you nearer the exams and give you plenty of questions to practise in each subject.
- Push you to excel and improve

Your teachers will expect you to

- Arrive for lessons on time and attend all your lessons
- Make your notes, do your set reading and hand your Independent Learning tasks in on time.
- Learn new vocabulary.
- Make a positive contribution in class.
- Respect students from other cultures in your group and participate in discussions.
- Listen to advice and make every effort to follow advice.
- Always speak English in class.
- Check your email regularly (at least once a day)

Statement of Entitlement

As a pupil of St. Andrew's College Cambridge, you are entitled to receive a programme of impartial and independent careers education, information, advice, and guidance

Careers Education, Information, Advice and Guidance (CEIAG) programme will help you to:

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make
- Find out about different courses, what qualifications you might need and what opportunities there might be
- Develop the skills you may need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes available including training, further and higher education and jobs
- Be able to make effective applications for jobs, unpaid voluntary work, training, and further education
- Develop your interview skills
- Improve your confidence

You will receive:

- Guided Tutor time
- Access to the career's library – information is available on computer – ask for help
- Work related activities
- Other subject lessons linked to careers
- Assistance with University Skills, which are those that enable you to function independently and with confidence in higher education.

You can expect to be:

- Treated equally with others
- Given careers information and advice that is up to date and impartial
- Treated with respect by visitors to the school who are part of the careers programme
- Given extra help if you have special needs

Independent Learning Tasks

You should plan your Independent Learning tasks each week. Use free time during the day whenever you can, and always work on at least 5 evenings each week.

- If you live in one of the Halls of Residence, you will have a timetabled study period on Monday, Tuesday, Wednesday, Thursday, and Sunday evenings.
- If you live on your own, you will need to plan your study for at least 5 evenings each week.

As a guide, the weekly hours of Independent Learning tasks for each course are set out below.

A-Levels (1st and 2nd Year)	5 hours minimum per subject per week
Pre A-Level	2-3 hours per subject per week
Foundation	2-3 hours per subject per week

Students should expect the following hours of Independent Learning tasks to be set by their teachers:

English

English is very important for your success at St. Andrew's, at university and in later life. Your English lessons are part of your timetable in the same way as other subjects, and you should take your English studies very seriously. Without the correct IELTS / English language qualification you will not be able to attend your chosen university. You will be tested in English each half term and support will be given to you if you are not showing the level of progress expected.

IELTS

You will probably need an IELTS score of 6.5 to do the course you want at the University of your choice. The best way of ensuring success is to attend all your English lessons, do all your English Independent Learning tasks and speak and read as much English in everyday life as possible.

Remember: English is more than a subject to be studied; it is a tool for success in your academic life in the UK. The more reading, speaking, and listening you do in English books, newspapers, television, radio, cinema, at clubs and part-time jobs, volunteering, hobbies, and leisure pursuits the easier you will find your studies in general. Your English skills will not improve very much if you only ever use them in the classroom.

ATTENDANCE

You must achieve 95% attendance in all your classes in order to pass your course. This includes IELTS (International English Language Testing System), PSHE (Personal, Social, Health and Economic Education), and UPC (University Preparation) classes. If you fail to meet the attendance rate you **will fail your course regardless of exam results, and your Visa may be withdrawn.**

We record 2 types of absences. These are authorised and unauthorised absences. It is your responsibility to contact the college and advise that you are unable to attend. Failure to do so will result in an unauthorised absence mark on your attendance record.

To report absence from college, email natalie.dean@standrewscambridge.co.uk

Students may be able to join lessons online if they are waiting for visas in September and January. The lessons will run as normal, and the students will be invited to join the lesson via Microsoft Teams. Online lessons will not be offered for any other reason.

Types of absence that will be authorised

- A college organised educational visit or activity
- A hospital or specialist medical appointment is acceptable (if supported by an appointment card or hospital letter), other medical appointments must be arranged outside College hours
- Illness with approval of your House Parent, Homestay Host, The Deputy Head (Boarding & Pastoral Care) or Attendance Officer. Note that if your illness is considered to be minor, you will be expected to join your class
- A religious holiday or national festival, up to 3 days per academic year. This must be agreed by the Attendance Officer 1 week in advance.
- A visit to a University either to attend an open day or for an interview
- Attendance at a funeral of a close family member
- A driving test
- Severe disruption to a student's mode of transport (for example where a student commutes by rail and a rail strike means there is no practical way of getting to College)

Types of absence that will NOT be authorised

- Holidays during term time
- Moving house
- Opening a bank account
- Taking or collecting a friend or family member from the airport
- Part-time work, which is not part of the student's programme of study
- Leisure activities
- Birthdays or similar celebrations
- Shopping
- Driving lessons
- An appointment with your GP, when it is not an emergency

- Waiting in for deliveries
- Personal problems
- Missing the bus
- Bad weather
- Oversleeping

BEHAVIOUR

All students are expected to follow the college's code of practice which outlines how you are expected to behave whilst you are a student at the college. We will ask you to read the below and sign to say that you have understood. If you are unsure about anything, please ask us to explain it to you. It is very important that you fully understand what is expected of you.

- I will attend all lessons on time, be prepared, fully attentive and ready to make positive contributions
- I will report any absence from college to the Attendance Officer and request any work that I will miss from my teacher
- I will complete all homework and assignments and submit them on time
- I will attend all sessions with my Personal Tutor
- I will treat all staff, fellow students or anyone associated with the college with respect
- I will be sympathetic and understanding of the cultural differences that exist in an international school environment and will be tolerant of people's views or opinions even if they are not my own
- I will behave in a way that is appropriate and sensitive to other people's needs at all times. I will think carefully about the clothes I wear and the things I say, taking into consideration how my behaviour may affect others.
- I will respect other people. I will not swear, shout at, threaten, or be violent towards anyone. I will not behave in a way that could be viewed as bullying
- I will not do anything that may cause harm to another person, either physical or psychological or behave in any way that affects another student's education or safety
- I am aware that sexual, racial, or other kind of harassment of any student, member of staff or other employee of the college or to any authorised visitor to the college will result in disciplinary action
- I will respect other people's property. That includes property of the college or property belonging to my classmates
- I will use the internet in line with the Acceptable Use Policy
- I will communicate openly and truthfully. It is courteous to inform us if you will be late or absent in advance
- I will abide by college rules and accept that if I do not adhere to the rules, I may be disciplined.
- I will obey the law in the UK
- I will not damage the reputation of the college and I will speak to a member of staff if I have any problems or if I am unhappy.

COLLEGE RULES

Rules are kept to a minimum and apply to all students regardless of age

- Attend all classes, tutorials, and seminars punctually
- Complete all homework on time and to the satisfaction of your tutors
- Students should at all times and in all ways, show consideration for others in their behaviour both in college and in their accommodation. This includes speaking in English in situations where others may be excluded by the use of your first language
- The possession or use of illegal drugs is expressly forbidden and the college will reserve the right to permanently exclude a pupil whose actions are threatening the wellbeing of other members of the school community
- All the college buildings are no smoking/no chewing gum zones. Students of 18+ years may smoke but must be more than 50 metres away from college buildings.
- Chewing gum should always be placed in a bin and not on the ground or stuck under the desks!
- Mobile phones must be turned off for all lessons or handed to your teacher on request
- You must inform your tutor of any change to circumstances within 24 hours. You will be asked for this information at your daily tutor meetings.
- You must not obtain and or use a fake document such as a fake ID

All students will be made aware of the law in the UK. Students staying in Halls of Residence will be provided with separate rules for their accommodation by their House Parent.

CAREERS

As a pupil of St. Andrew's College Cambridge, you are entitled to receive a programme of impartial and independent careers education, information, advice, and guidance. Your Careers Education, Information, Advice and Guidance (CEIAG) programme will help you to:

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make
- Find out about different courses, what qualifications you might need and what opportunities there might be
- Develop the skills you may need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes available including training, further and higher education and jobs
- Be able to make effective applications for jobs, unpaid voluntary work, training, and further education
- Develop your interview skills
- Improve your confidence

You'll receive:

- Guided Tutor time
- Access to the career's library online
- Work related activities
- Other subject lessons linked to careers can be found on our Careers Page

ACCOMMODATION

ACCOMMODATION AT ST ANDREW'S

Our Deputy Head (Boarding & Pastoral) Care is Helen Walker

The Deputy Head (Boarding & Pastoral) is based at 9 Station Road. You can talk to her about your accommodation.

Notice to leave St Andrew's accommodation is as follows:

- Halls of Residence – Once this has been booked, you are unable to move.

If St Andrew's staff believe the change you are requesting is not suitable for you, we will contact your parents to discuss this change.

St Andrew's Halls of Residence have their own rules to promote a safe and secure environment in which you can study and relax.

LIVING IN A HALL OF RESIDENCE

There is detailed information about living in one of our halls of residence [here](#)

Each of our Halls of Residence has a live-in House Parent.

Your House Parent has been asked to, as part of their job:

- Take your prescription medicines and keep them safe if you are under 18.
- Ensure that you vacate your room at certain times during the week so that he/she can clean it.
- Ensure that your suitcases and other large items are stored somewhere that does not put health and safety at risk.
- Make sure that you sign in and out of the hall.
- Take steps to ensure that you are safe.
- Make sure that you are back at the hall by curfew time.
- Wake you in the mornings so that you get to college on time (if you have been late for lessons in the past).

Your House Parent is responsible for you while you are living in the hall.

Please be respectful to your House Parent at all times.

STATEMENT OF BOARDING PRINCIPLES AND PRACTICE

St. Andrew's College Cambridge aims to provide a high standard of pastoral care through a well-established boarding system which aims to provide a warm, secure, friendly, and family style environment for boarders.

The following aims are intended to ensure that boarders at St. Andrew's College Cambridge are confident, open-minded people who can develop a strong sense of community in a multicultural setting. A proactive approach to life in the community is encouraged and sensitivity to others, leadership and independence are fostered. At St. Andrew's College Cambridge, we follow the National Minimum Boarding Standards.

PRINCIPLE 1 – TO PROVIDE A SAFE BOARDING ENVIRONMENT

St. Andrew's College Cambridge recognises that it is of paramount importance for boarders to live and work in a safe environment.

PRACTICE:

- Key members of staff have been given child protection and Prevent Training, as well as 'Safer Recruitment' on-line training.
- A Health and Safety Officer conducts regular assessments of all school buildings.
- Systems are in place to ensure the house staff always know the whereabouts of the boarders.
- If house parents have any concerns over a student's physical or mental health, there are procedures in place to address this.

PRINCIPLE 2 -TO PROVIDE A FAMILY STYLE ENVIRONMENT

St. Andrew's College Cambridge believes that everyone is best able to develop successfully within a happy family style environment. Each boarding house functions as a closely-knit family style unit.

PRACTICE:

- Boarders celebrate events such as birthdays, religious festivals and holidays and end-of-term parties in their houses.
- We encourage students to contact their parents regularly by telephone and other electronic means using Wi-Fi provided.
- Student meetings are held to discuss relevant boarding issues.

PRINCIPLE 3 – TO ENCOURAGE STUDENTS TO DEVELOP BOTH ACADEMICALLY AND SOCIALLY AND TO LEAD A HEALTHY LIFESTYLE

- There are fixed study times so that students have allocated slots to focus on their work.
- We encourage students to take part in sports.
- We encourage students to take part in the school social programme so that they can get to know other students better.
- We encourage students to speak English so that they improve their language to the level required for university.

ACCOMMODATION

- We endeavour to provide healthy and nutritious meals and snacks.
- There are fixed study times so that students have allocated slots to focus on their work.
- We encourage students to take part in sports.
- We encourage students to take part in the school social programme so that they can get to know other students better.
- We encourage students to speak English so that they improve their language to the level required for university.
- We endeavour to provide healthy and nutritious meals and snacks.

OWN ACCOMMODATION

A student can only use their own accommodation if they are over 18 **(no exceptions)**. The responsibility for finding and paying for the accommodation is that of the student. It has proven in the past that students from their own accommodation are prone to lateness and missing of lessons. If this starts to happen then the college can request that you are moved to a host family to ensure that you follow College rules and ensure the expectations are of your parents are achieved.

SAFEGUARDING

‘ST ANDREW’S COLLEGE HAS A DUTY TO SAFEGUARD AND PROMOTE THE WELFARE OF CHILDREN AND YOUNG PEOPLE.’

What is safeguarding?

Safeguarding means:

- Protecting children and young people from abuse
- Preventing any damage to children and young people’s health and development
- Making sure that children and young people grow up in a safe and caring environment
- Helping all children and young people to have the best outcomes in life

How do we safeguard our students?

- The college is a safe space. You can talk to any member of staff if you are worried about something or if you do not feel safe, and they will listen to you.
- All staff are trained in safeguarding. This means they know how to listen to young people, how to notice if something is not right, and what they should do if they are concerned about a student.
- The Principal, Mr. Marshall, and the Deputy Head (Boarding & Pastoral), Gethin Thomas, have advanced safeguarding training, including what to do if a student suffers from abuse.
- In PSHE lessons, you will be taught about how to recognise abuse and how to keep yourself safe, including online.
- The college does not tolerate any form of abuse between students. This includes:
 - bullying (face to face or online, such as on social networking or messaging apps) sexual violence or harassment
 - (including sharing sexual images of another student, touching them without their consent, or unwanted sexual comments or messages)

What should I do if I feel unsafe?

If you feel unsafe, worried, scared, or upset, please talk to any member of staff whom you feel comfortable with. This might be your teacher, House Manager, or someone in the office. They will listen to you and help you to get the support you need.

PREVENT

‘ST ANDREW’S COLLEGE HAS A DUTY TO PREVENT CHILDREN AND YOUNG PEOPLE FROM BEING DRAWN INTO TERRORISM.’

What is terrorism?

Terrorism means using violence, or the threat of violence, to intimidate the public, in an attempt to achieve a racial, religious, political, or ideological goal.

Terrorism is linked to Extremism and Radicalisation:

Extremism means holding views or opinions which are very far from what is normal and acceptable in a peaceful society. This includes hatred of another race or religion.

Radicalisation means the process through which someone can be made to adopt extremist views and to condone or even carry out terrorist acts.

How will the college prevent young people from being drawn into terrorism?

We will:

- Identify and support students who may be vulnerable to radicalisation
- Prevent students from accessing extremist material online
- Promote fundamental British values, which are:
 - Democracy
 - The rule of law
 - Respect and tolerance of people with different faiths and beliefs
 - Individual liberty
- Allow students to discuss and explore controversial topics in a safe environment

How can I stay safe from extremism?

- **Stay safe online** – be careful when talking to strangers online. People can lie about who they really are and may trick you into doing something illegal. If you feel uncomfortable when talking to someone online, tell a trusted adult.
- **Think critically** – extremists may spread fake news and conspiracy theories to get people to agree with their cause. Think carefully about what you are reading and watching and consider whether it may be fake or exaggerated. Watch this video on how to spot fake news
- **Talk!** – it's OK to discuss controversial topics and to have strong opinions. You should talk about your worries, interests, and theories with an adult, such as a teacher, who can help you to explore and develop your ideas in a safe way.

BULLYING

We want everyone to enjoy their time at St Andrew's and to leave the college with happy memories and the qualifications they need to be successful at university. It's really important to think about how both our actions and the things we say may impact another person's life. Bullying at St Andrew's will not be tolerated, and it is important that any student who feels they are being bullied tells someone. If you know that someone is bullying another student, don't stand back and let it happen, tell someone.

ONLINE SAFETY

St Andrew's takes a whole school approach to online safety and expects all staff and students to demonstrate this approach when using the internet.

We've put together some top tips to keep you safe online.

- Don't post any personal information online. This means things like your address, phone number or email
- Think carefully before posting pictures of yourself or others online. Once you've posted a picture, most people will be able to see it and download it. Once something has been posted, it is very difficult to remove so be considerate and ask friends if it's OK to post their photo.
- Keep your privacy settings as high as possible. On social media sites, choose the options that only allow friends to see your content
- Don't accept friend requests from people you don't know
- Never give out username or password details
- Never arrange to meet up with someone you've met online. Talk to a member a staff, a teacher, your homestay host, or House Parent if someone online suggests that you meet
- People you meet online are not always who they say they are so it's important to be very vigilant
- Think about what you say before you post it
- Respect other people's views. You don't have to agree with them and if that's the case, it's better not to say anything than to say something rude or upsetting
- If you see something online that makes you feel uncomfortable, unsafe, or worried, leave the website and tell someone about it

Staying safe on your mobile phone

- Don't reply to messages from someone you don't know
- If someone sends you a message that is rude or nasty, do not reply and block the number. Please show any messages to a person you trust such as a teacher, friend, or your House Parent
- Don't answer calls from withheld numbers or numbers you don't recognise. If it's someone you know or someone who needs to speak to you, they will leave a voicemail
- If you are receiving unwanted calls or messages, you can change your number. If you need to do that, speak to a member of staff in Station Road reception, who will help
- Don't send pictures to someone you don't know and never send pictures of you that you wouldn't want your parents to see.
- Remember if you're being bullied, it isn't your fault and we're here to help you. Please talk to us.

If you're being bullied online....

- Tell someone
- Do not respond to any messages and do not pass the messages on to anyone else
- Keep any messages or emails you receive
- Make a note of the username of the person who is bullying you and the dates and times of the messages
- You can find some top tips on how to stay safe at bullying.co.uk – The website has trained counsellors who can support you if you are being bullied online.
- Thinkuknow is also a great website with lots of help and support - thinkuknow.co.uk

HEALTH SERVICES

Local Services

Call 111 if you have an urgent medical problem and you're not sure what to do. Call 999 in an emergency.

GP Surgery (General Doctors and Nurses) Woodlands Surgery at Eden House 48-49 Bateman Street Cambridge CB2 1LR +44 (0) 1223 697600	Accident & Emergency Addenbrooke's Hospital Hills Road Cambridge CB2 0QQ
Pharmacy G.F.T. Davies Co Pharmacy 50 Hills Rd Cambridge CB2 1LA +44 (0) 1223 352086	Sexual Health Clinic Lime Tree Clinic 351 Mill Road Cambridge CB1 3DF +44 (0) 300 300 3030, option 2, option 2
Dentist Regent Dental Practice 102 Regent Street Cambridge CB2 1DP +44 (0) 1223 355923	Orthodontist Cambridge Orthodontic Practice 43 Long Road Cambridge CB2 8PP +44 (0) 1223 411 922
Optician Specsavers 30 Lion Yard Cambridge CB1 1NH +44 (0) 1223 366805	Mental Health If you are having mental health problems, you can visit the GP. They may give you advice, prescribe medication, or refer you for therapy

HELPLINES & WEBSITES

<p>Beat</p> <p>www.beateatingdisorders.org.uk +44 (0) 808 801 0711 Support for young people with eating disorders</p>	<p>HopelineUK</p> <p>www.papyrus-uk.org +44 (0) 800 068 4141 Support and advice for young people who are experiencing thoughts of suicide, or if you are concerned someone you know may be thinking about suicide</p>
<p>Bullying UK</p> <p>www.bullying.co.uk +44 (0) 808 800 2222 Advice and support for anyone affected by bullying</p>	<p>Mind</p> <p>www.mind.org.uk +44 (0) 300 123 3393 Advice and support for anyone experiencing a mental health problem</p>
<p>Cambridge Rape Crisis</p> <p>www.cambridgerapecrisis.org.uk +44 (0) 1223 245 888 Support for women and girls who have experienced rape, childhood sexual abuse or any other form of sexual violence</p>	<p>The Mix</p> <p>www.themix.org.uk +44 (0) 808 808 4994 (24 hours) Help for a wide range of issues for young people up to 25 years old</p>
<p>Childline</p> <p>www.childline.org.uk +44 (0) 800 1111 (24 hours) Help and advice on a wide range of issues for young people up to 19 years old</p>	<p>Samaritans</p> <p>www.samaritans.org +44 (0) 8457 90 90 90 (24 hours) Someone to talk to if you are thinking about suicide</p>
<p>Cruse Bereavement Care</p> <p>www.cruse.org.uk +44 (0) 844 477 9400 Support and advice when someone you care about has died</p>	<p>SurvivorsUK</p> <p>www.survivorsuk.org +44 (0) 2035 983 898 Support for boys and men who have been raped or sexually abused</p>
<p>FRANK</p> <p>www.talktofrank.com +44 (0) 300 123 6600 (24 hours) Information and advice about drugs</p>	<p>Think U Know</p> <p>www.thinkuknow.co.uk/14_plus/ Advice about sex, relationships, and the internet</p>
<p>The Children's Commissioner for England</p> <p>020 7600 0100 Dame Rachel de Souza speaks up for children and young people so that policymakers and the people who have an impact on their lives take their views and interests into account when making decisions about them.</p>	<p>NSPCC</p> <p>0800 136 663 A dedicated help line for Peer on Peer abuse in schools and colleges</p>

VISAS

You may need a visa to study in the UK. We will discuss this with you or your agent when you apply to the college. You can check if you will need a visa [here](#)

If you have any questions about visas or immigration, please contact charlotte.saber@standrewscambridge.co.uk

Visa Rules

Students with visas must abide by certain rules, including:

- You are not allowed to work, even part-time. We may be able to make an exception if you require work experience. Please speak to Mr Marshall if you want to find out about work experience.
- You must attend all of your lessons. If your attendance is poor, we may need to cancel your visa and you will have to leave the UK. If you are unwell or unable to attend for any reason, you must tell us straight away.
- You must tell the college if any of your details change, including:
 1. You change your address
 2. You change your phone number
 3. You get a new passport
- You must keep your Biometric Residence Permit (BRP) in a safe place, e.g., in your bedroom. Do not carry it with you in your bag, purse, or wallet, except when you are travelling to/from the UK.
- You must tell the college if you lose your BRP.

EU/EEA/Swiss Students

EU/EEA/Swiss citizens who are already studying in the UK

Having pre-settled or settled status will make you more attractive in the UK jobs market, as you can work without needing sponsorship.

It is free to apply for pre-settled status.

THE VISA APPLICATION PROCESS

All Student and Child Student visa applications for students of St Andrew's College will be handled by our in-house team. (Please note your attendance is recorded and reported as part of your Visa requirements, poor attendance can result in your Visa being withdrawn)

The visa application process

1. When you have submitted your application to St Andrew's College and paid your deposit, we will let you know if we require any further documentation from you.
2. A representative of our in-house team will contact you, and your agent (if you have one) to start the application process.
3. They will send you a guide setting out the information they need from you
4. You provide our in-house team with the information they need
5. Our in-house team will complete your online application and help you prepare all of your documents
6. Your appointment at the visa centre will be arranged and the application submitted
7. Your application will be processed by UK Visas and Immigration
8. If your application is successful, your BRP card will be delivered to the School

Cost

You will only need to pay the visa application fees and Immigration Health Surcharge (if applicable).

BIOMETRIC RESIDENCE PERMITS (BRP)

A BRP is a Biometric Residence Permit. If you are not a UK citizen, you will need a BRP if you will be in the UK for longer than 6 months.

The BRP is a pink plastic card containing information about:

- Your name, date, and place of birth
- Your fingerprints and a photo of your face
- Immigration status and any conditions of your stay
- Whether you can access public funds, for example benefits and health services

Your BRP will be sent to the college, and we will give it to you in your first week. If you do not receive your BRP, please email charlotte.saber@standrewscambridge.co.uk

You must keep your BRP in a safe place. Do not carry your BRP with you, except when:

- You are travelling to/from the UK
- You go to the doctor or hospital in the UK

If you lose your BRP, you must tell the college straight away, and you will need to pay for a new one. If you lose your BRP when you are outside the UK, you will need to apply for a Replacement BRP Visa to re-enter the UK.

You must email helen.walker@standrewscambridge.co.uk if you lose your BRP

POLICE REGISTRATION

If you have a visa and you are over 18, you will probably need to register with the police in the UK. Check your visa 'vignette' (sticker in your passport). You must register if it has 'Police registration' or 'Register with police in 7 days of entry' on it.

The college will arrange your police registration in your first term. If you do not get registered with the police, please talk to helen.walker@standrewscambridge.co.uk

To register with the police, you must provide:

- 2 recent passport size colour photographs
- Your passport
- Your visa 'vignette' (sticker in your passport), if you applied outside the UK
- The letter you got from the Home Office when your application was approved, if you applied inside the UK
- Your biometric residence permit (BRP), if you have one

The police will give you a registration certificate. You must keep the certificate in a safe place. If you lose your certificate, you must tell the college.

You must tell the college and the police if your details change including:

- Your full name
- Your gender
- Your marriage status
- Your nationality
- Your address in the UK
- Your passport or identity card details

STUDENT SAFETY GUIDANCE

Safety On The Streets

- When you move into your accommodation, ensure that you find suitable and safe routes to school, the town centre, shops etc. These should be in well-lit areas. Avoid walking in dark alleyways, near the river, or through parks.
- If you are walking somewhere, walk confidently facing oncoming traffic. If you are crossing the road, make sure that you look both ways before crossing, or use a pedestrian crossing. Please be aware that vehicles may drive on the opposite side of the road from your country.
- If you are travelling at night, you should not walk around alone. We recommend that you walk in groups of 3 or more. It is preferable to use public transport, or to take a taxi.
- Do not carry large amounts of cash or valuables with you.
- Always keep your bag and coat with you. Do not put them anywhere where you cannot see them. Carry your bag close to you with the clasp/zips facing inwards.
- Make sure that you carry your mobile phone and that it is topped up. You should add the number of the School Emergency
- Number (07985 026 835) as contacts. You should also store the number of your host family or house manager.
- Do not talk to strangers and avoid confrontation.
- If you ever feel like you are being followed, cross the street. If you are still concerned, go to the nearest public area such as a restaurant or pub, and ask the staff to help you.

Safety In and Around College

- If you are attending the Station Road campus on your Bicycle you will need to dismount and walk your bicycle to the rear of No. 13 Station Road where you can lock it up.
- If you attend the Station Road Campus on foot you need to stay within the pathways marked and do not enter the area allocated to traffic.
- If you come in from the top entrance (next to 15 Station Road) please use the crossing provided.
- When leaving one of the college buildings at the Station Road campus to go to another building or the Common Room please ensure you remain within the area set aside for pedestrians.
- These actions have been taken to keep you safe please ensure you follow the directions and information shown on the signs around the campus.

Safety On Activities/Excursions

- A teacher/social organiser will be given responsibility for you when you are on an activity or excursion. You will be advised who that person is on each activity. Make sure you take their contact number and store it on your phone.
- Listen to your teacher/social organiser. They will advise you where you should meet them, and how much free time you have.
- Make sure you return to the meeting point on time.
- Be aware of your surroundings. Take note of any landmarks or shops to help you find your way around. If you get lost, it will help us to find you.
- Do not walk around new places alone. Stay in small groups and keep to central, busy areas of town.

Tips For Using Public Transport

- Check the bus timetable to ensure that there is transport available, and so you do not spend a long time waiting at the bus stop. You can check the bus timetables for Cambridge [here](#)
- If you need to take a bus, try to avoid waiting alone at bus stops at night. When you get on the bus, sit downstairs near to the driver if possible.
- If possible, ask someone to meet you from the bus. If that is not possible, once you are on the bus, it is a good idea to let your host family or house warden that you are on your way home.

Tips On Using Taxis

- If you need to use a taxi, call Panther Taxis on 01223 715715. Store the number in your mobile phone in case you need it.
- Before you get in the taxi, check that it has an official taxi license plate. This is normally on the rear of the vehicle by the registration number.
- If the taxi has a meter, you will be charged based on the distance travelled. If the taxi doesn't have a meter, you should agree the price in advance with the driver to avoid any misunderstanding.
- All Taxi drivers must display their taxi licence badge with a photo of their face on it
- We recommend that you sit in the back of the vehicle. Ideally behind the driver.
- Have your cash ready to pay the driver and pay after you have left the vehicle.
- It is acceptable to ask the taxi driver to wait until you have entered your accommodation before driving off.

Electrical Safety

It's very important to ensure you use electrical items safely. Our maintenance team will periodically carry out portable appliance testing on all electronic items in the college and residences, and any found to be unsafe will be confiscated. We recommend that you purchase electrical products such as Hairdryers and Laptops in the UK to ensure they comply with UK regulations. You need to ensure that any adaptors you bring are UK compliant. If they're not they could cause a fire.

Please be vigilant and be aware of the following danger signs:

- Hot plugs and sockets, fuses that blow for no obvious reason, flickering lights, scorch marks on sockets or plugs, are all signs of loose wiring or other problems.
- If the coloured wires are sticking out of a plug, water and debris could get inside and

potentially cause a fire

- If you plug too many appliances into an adaptor you could overload the power supply. This causes the power to
- Multi-point adaptors should not be used unless absolutely necessary and should only be used if authorised by the responsible person for the building. No more than one adaptor may be used at any one mains outlet.
- The outer covering of a power lead must not be damaged.
- All mains' adaptors used should be fused and comply with BS5733. Adaptors found that do not comply will be removed

COMPLAINTS

If you are unhappy about something, please tell us....

We want you to enjoy your time at St Andrew's, so it is important that you talk to us if you are unhappy about anything. The first person you should talk to is your teacher or the Principal (Wayne Marshall). Explain what the problem is, and he will try to help.

Mr Marshall's office is on the ground floor of 13 Station Road, and you can contact him on:

wayne.marshall@standrewscambridge.co.uk

01223 323718

If your teacher or Mr Marshall can't help you, there are other people you can talk to:

Deputy Head (Academic) -

christine.brierley@standrewscambridge.co.uk

01223 323718

Deputy Head (Boarding & Pastoral Care) -

helen.walker@standrewscambridge.co.uk

01223 300529

Usually, we can deal with problems easily and quickly, but if you want to make a formal complaint, then you will need to do this by writing to The Managing Director of Dukes Education, Mr Tim Fish on tim.fish@dukeseducation.com

You will receive a written reply to such complaints.