



GUILDHOUSE SCHOOL
LONDON

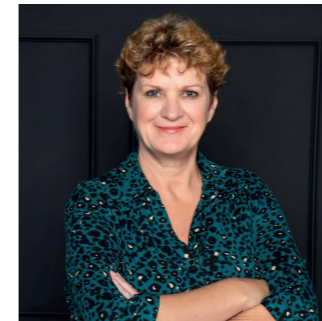
Student Handbook 2024-2025



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Message from the Headteacher



Welcome to London, and welcome back to those returning!

Guildhouse School London, previously CATS College London, offers you a unique educational and social environment. The school is located in Bloomsbury, at the heart of academic London and within a stone's throw of University College London, the London School of Economic and Political Sciences (LSE) and King's College. We have the best staff and facilities to help you progress to a University that best matches your skills, abilities and aspirations.

You will be afforded every opportunity to achieve the academic success to which you aspire and to develop lifelong personal and social skills. For many of you, Guildhouse will equip you with the academic credentials to progress to university in the United Kingdom, and everything we do is focused on this goal.

At Guildhouse you are treated as a young adult. With this level of respect comes a high level of responsibility to meet our expectations and align to our values. The school expects you to attend and engage with your classes and studies. Your attendance, along with your academic progress, will be regularly tracked, monitored and reported on to ensure you are fulfilling your commitments.

While we encourage you to become independent, there will be a scheduled slot in your timetable to meet with your Personal Tutor every day. They are your first point of contact in the school, and you should discuss any general successes and concerns with them directly, when they arise.

London is a global city. It is rich with opportunity and diversity. Respect and acceptance are the norm here. I encourage you to make the most of the opportunities that London and the school has to offer.

Carmel O'Dolan

Term Dates

Term	Start Date	End Date
Autumn Term 2024	Monday 2 September	Friday 13 December
Half term holiday	Saturday 26 October	Sunday 4 November
Christmas holiday	Saturday 14 December	Sunday 5 January
Spring Term 2025	Monday 6 January	Friday 4 April
Half term holiday	Saturday 15 February	Monday 24 February
Easter holiday	Saturday 5 April	Monday 21 April
Summer Term 2025	Monday 22 April	Friday 20 June
Summer Term 2025 Fast-track UFP	Monday 22 April	Friday 20 June

- Year 13 students finish their course on the day of their final examination or school related assignments. Boarders are required to leave boarding within 48 hours of this date.

Our Expectations: Arrival & Departures

- Boarding students can arrive into Premier House up to 48 hours prior to the first lesson at the start of term.
- Students are to book their flights in advance and in line with term dates.
- You must not book flights or plan to return home before the published end date of any half term/term, nor to return to London after the published start date of a half term/term - such absences will not be authorised and carry an appropriate consequence in line with the School Discipline and Behaviour Ladder.

Our Values



AIM HIGH
Intuition

We give you the tools to achieve your potential – you are empowered to reach your version of success.



WORK HARD
Creativity

You are responsible for your own learning. Always try your best. embrace challenges and difficulties to enable you to grow.



BE KIND
Impact

We are a community and strive to be welcoming, caring and collective. Take care of each other, yourself, and the world around you.

The School Map

This is how you can find a room at Guildhouse School: **44/1.04**
BUILDING FLOOR ROOM



Building 43

Building 44

Building 45

- 4.04: Prayer Room
- 4.01 to .03: Classrooms
- 3.01 & .03: Classrooms
- 3.02: Progression Hub
- 2.03: Welfare Room
- 2.01: Academic & Pastoral Hub
- 1.03: CSVPA Studio 3
- 1.02: CSVPA Studio 2
- 1.01: CSVPA Studio 1
- G.02 & .03: Canteen/Servey Area
- G.01: Silent Study Space
- LG - No entry

- 4.05 & .06: Science Labs
- 3.05 & .06: Classrooms
- 3.04: Meeting Room
- 2.06: Headteacher's Office
- 2.04 & .05: Classrooms
- 1.04: Bloomberg Lab
- 1.05: Classroom
- G.05: Reception
- G.04: Cafe
- LG.03: IT Office
- LG: Boys toilets under 19y/o only

- 4.07 & .08: Science Labs
- 3.09: Nurse's Station
- 3.07 & .08: Classrooms
- 2.08 & .09: Classrooms
- 2.07: Meeting Room
- 1.07: Classroom
- 1.06: Student Admin Hub
- G.06: Study Room
- G.07: Art Room
- LG.04: Classroom
- LG: Girls toilets under 19y/o only

Your Timetable

PH OPEN		PH CLOSED						PH OPEN	
Breakfast (08:00-08:45)					Lunch (11:45-14:00)				
08:45-09:15		P1 (09:20-10:10)	P2 (10:10-11:05)	P3 (11:20-12:15)	P4 (12:20-13:15) / Lunch	P5 (13:15-14:15) / Lunch	P6 (14:15-15:10)	P7 (15:25-16:20)	16:25 - 17:20
MONDAY	Breakfast 09:00 Registration	BLOCK A		BLOCK B	BLOCK F		BLOCK C	BLOCK A	Staff Training
TUESDAY	Personal Development	BLOCK B		BLOCK C	Intervention or Electives		BLOCK A	BLOCK F	BLOCK F
WEDNESDAY	Personal Development	BLOCK C	BREAK	BLOCK A	BLOCK B	BREAK / LUNCH	BLOCK C	BLOCK B	Staff Training
THURSDAY	Personal Development	BLOCK D		BLOCK E	BLOCK F		BLOCK D	BLOCK E	Intervention or Electives
FRIDAY	Personal Development	BLOCK E		BLOCK D	BLOCK F		BLOCK E	BLOCK D	Intervention or Electives

Our Expectations

YOUR COMMITMENT TO US:

To the best of my abilities, I will:

- Attend all lessons, Personal Development, registration, clubs and activities on my timetable.
- Be punctual and fully prepared to positively engage in my timetabled commitments.
- In the case that I cannot attend or will be late, I will follow the absence procedures.
- Engage with online learning through my school email account, Teams and MS Office.
- Bring my device and charger to school every day and use my devices responsibly.
- Complete and turn in my classwork, homework and assignments on time.
- Abide by the School and Boarding procedures, protocols, norms and rules.
- Engage in extra- and electives activities and develop my roundedness.
- Keep the School updated of any change in my personal details (address, email, telephone number, passport or visa).
- Follow all safety and security instructions, including the wearing of my lanyard.
- Talk to my Personal Tutor (PT), or any member of staff, if I have a problem or concern.
- Treat everyone with respect, celebrate the equality and diversity that exists within the community.
- Be courteous and make a positive contribution to school life.

OUR COMMITMENT TO YOU:

Our school staff undertake to:

- Prepare and deliver quality teaching and learning, Personal Development periods and activities and run them to a timetable.
- Provide academic feedback and support to ensure students' progress towards realistic but challenging targets.
- Mark academic work impartially, in good time and in a manner that ensures students know how to improve.
- Recognise the specific and individual needs of each student, both educational and personal, and be proactive and responsive in addressing these needs.
- Apply and uphold school procedures, protocols, norms and rules in a manner that is consistent and fair.
- Treat all students and other staff with respect and courtesy.
- Provide extra/co-curricular activities that develop students' interests and roundedness.
- Be available and responsive to students when they have a problem or concern.
- Develop relationships with students that are professional and helpful in the broadest sense.

Student Behaviour

MERITS AND REWARDS

At Guildhouse School, we believe in recognising and celebrating the achievements and efforts of our students. Throughout the academic year, we offer various rewards to motivate and appreciate our student community.

A member of staff may award you a merit if you have displayed one or more of the school values for having exceeded expectations or demonstrated a significant improvement. Students do not receive a merit for meeting basic school expectations. Merit data is tracked and shared with students on a weekly basis via the Student Bulletin.

General feedback and academic praise and mention also form part of the reward system, as well as the celebration of accolades relating to UK wide competitions in academic, sports, arts and much more students have opportunities to partake in.

At the end of every term, prizes and rewards are given to individual students during each respective Year Group assembly and parents are regularly updated on the successes, significant progress and achievements of students.

These rewards are not just about recognition; they also inspire growth, foster a sense of pride, and create a supportive environment for all students in line with our school values.

BEHAVIOUR EXPECTATIONS

At Guildhouse School, we uphold a positive and respectful environment for all students. It is essential that every student adheres to the following behaviour expectations:

- **Respect for Others:** Treat fellow students, staff, and teachers with kindness and consideration. Bullying, harassment, or disrespectful behaviour will not be tolerated.
- **Punctuality and Attendance:** Attend classes regularly and arrive on time. Consistent absenteeism disrupts learning, progress and can lead to serious breaches in visa conditions.
- **Classroom Etiquette:** Follow classroom rules, listen attentively to teachers, and participate constructively. Disruptive behaviour hinders the learning process.
- **Use of Technology:** Use electronic devices appropriately during school hours. Avoid distractions and focus on learning.
- **Homework and Deadlines:** Students are expected to complete homework assignments promptly and meet all deadlines set by their teachers.

Following and meeting these behaviour expectations ensures a positive and harmonious school experience for everyone. Failure to do so results in appropriate consequences in line with the Guildhouse School Behaviour Discipline Ladder

Generally, depending on the circumstance, when there is a behaviour issue for the first time, it is followed by a verbal warning and restorative conversation. A restorative conversation enables a student to reflect on their poor behaviour and have the opportunity to address it. Failure to do so will result in a further consequence in line with the School Behaviour Discipline Ladder.

BULLYING

The school takes a zero-tolerance approach to bullying.

Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone.

It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a person both physically and emotionally.

If you are being bullied – report it to your Personal Tutor or another member of staff that you trust so that we can support you. If you are aware of someone else experiencing bullying, you should report this – we should look after each other.

SEARCHING AND CONFISCATION

Staff (authorised by the Headteacher) have a statutory power to search a student or their possessions where they have reasonable grounds to suspect that the student may have a prohibited item or any other item that the school rules identify as an item which may be searched for. This may include:

- Substances: alcohol, cigarettes and vapes
- Pornographic images
- Illegal drugs and drug paraphernalia
- Weapons
- Stolen items

Possession of prohibited items results in sanctions in line with the School Behaviour Discipline Ladder. There are many items covered by UK law for schools and for children – it is not an excuse to say “I didn't know”.

If you have any questions regarding items, please speak to your Personal Tutor or a member of the Senior Leadership team.

Use of Personal Equipment by Students:

- Students must not use their own independent private surveillance equipment, CCTV cameras, video monitoring devices, video doorbells or other video/audio capturing devices.
- Students must not record (video, audio, photograph) other students, staff or visitors without their express knowledge and permission to do so.
- Inappropriate mobile phone or device use: Staff authorised by the Headteacher have the authority to search students' mobile phones if there are reasonable grounds to believe that a breach of school rules has occurred.

Substance and Drugs misuse:

- Illegal drugs or substances: Students are strictly prohibited from possessing, using, or distributing illegal drugs or substances on school premises. If there is any suspicion of any possession or use, staff authorised by the Headteacher may conduct searches.
- Smoking and Vaping: In the United Kingdom, regulations regarding smoking and vaping must be followed:
 - You must be 18 years or older to purchase and use tobacco or vaping products, including cigarettes.
 - Providing or selling tobacco or nicotine products to anyone under 18 is illegal.
- School staff have the authority to confiscate items from any underage students who are in possession of such tobacco products or vaping devices. If an underage student is found with tobacco or vaping products, parents will be contacted and made aware.

Attendance & Punctuality

All students are expected to have 100% overall attendance. If your attendance falls it may affect your visa and/or your ability to complete your course. An ongoing lack of attendance or lateness to class can result in a significant sanction and consequence in line with the Behaviour Discipline ladder.

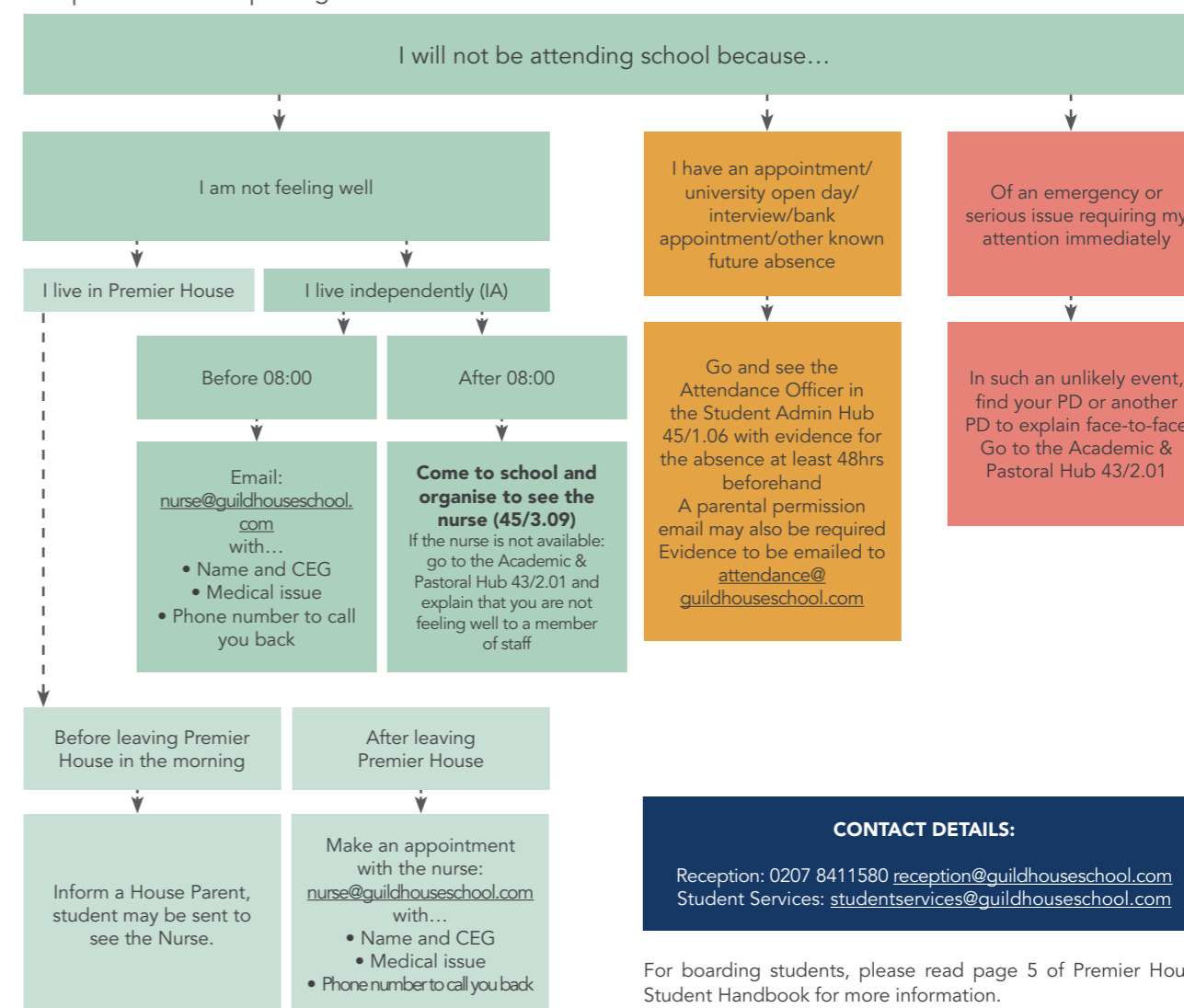
If absence requests follow procedures (below) and are genuine, these will likely be authorised and therefore overall attendance will be 100% (actual attendance would clearly be less than 100%).

The school recognises that certain multi-cultural and mixed faith community religious festivals will fall in term time, however, they cannot be considered as authorised absence. Only English public holidays are recognised, not public holidays of any territory outside of England. We recognise that students may need to fast during some religious holidays and we will make arrangements to support students at this time.

Lateness to lessons is unacceptable. You must arrive to all sessions on your timetable on time (be sure to check your 'live' timetable on the Student Portal). If you are late, it is common courtesy to apologise and explain yourself. Your teacher will want to discuss your lateness with you and repeated lateness has a consequence in line with the School Behaviour Discipline Ladder.

In the case of transport strike, make sure you plan your journey in advance to avoid lateness or missing lessons.

The procedure for reporting absences:



For boarding students, please read page 5 of Premier House Student Handbook for more information.

School Behaviour Discipline Ladder



STAGE 0

Examples of misbehaviour/breaches:

- Failing to submit homework on time.
- Lack of engagement in class.
- Lateness to timetabled sessions.
- An unauthorised absence from a timetabled session.
- Rudeness to staff/students.
- Lack of preparedness for class.
- Inappropriate use of digital devices.
- Smoking outside designated smoking area.
- Persistent lateness in Boarding

Consequences: Reduced curfew time in Boarding. Support Study time during school day.

STAGE 1

Examples of misbehaviour/breaches:

- Failure to meet all targets at Stage 0.
- Continuous low-level issues while on Stage 0.
- Smoking outside designated smoking area.
- Persistent lateness in Boarding

Consequences: Reduced curfew time in Boarding. Support Study time during school day.

STAGE 2

Examples of misbehaviour/breaches:

- Failure to meet all targets at Stage 1.
- Continuous breaches of school/boarding rules while on Stage 1.
- Persistent lateness/unauthorised absence.
- First offence of academic dishonesty.
- Fraudulent EXEAT submission.
- Absence without official leave.
- Possession of prohibited item.
- Bringing an Independent Accommodation student into PH without permission from staff
- Going into other clusters or bedrooms

Consequences: Reduced curfew time in Boarding. Support Study time during school day. Refusal to grant EXEAT

STAGE 3

Examples of misbehaviour/breaches:

- Failure to meet all targets at Stage 2.
- Continuous breaches of school rules while on Stage 2.
- Persistent lateness/unauthorised absence.
- Repeated cases of absence without official leave or authorisation.
- Fighting/bullying or racism with mitigating circumstances.
- Repeated academic dishonesty or serious case of

academic dishonesty in assessment and/or coursework.

- Persistent lying or dishonesty.
- Underage possession of smoking/vaping related paraphernalia.
- Possession of alcohol in Boarding
- Bringing a non-Guildhouse person into Premier House without permission from staff

Consequences: Reduced curfew time in Boarding. Support study time during school day. Refusal to grant EXEAT

STAGE 4

Examples of misbehaviour/breaches:

- Failure to meet all targets at Stage 3.
- Continuous breaches of school rules while on Stage 3
- Fighting, bullying or discriminatory behaviour without mitigating circumstances.
- Smoking, drinking or under the influence of alcohol.
- Petty Theft.
- Wilful damage to school property
- Serious repeated incidents/prolonged absence without official leave.
- Causing damage to school's reputation.
- Misuse of fire/smoke alarms.
- Possession of a dangerous item.
- Possession of prohibited item.

Consequences: Suspension.

STAGE 5

Examples of misbehaviour/breaches:

- Failure to meet all targets at Stage 4.
- Continuous breaches of school rules while on Stage 4.
- Further illegal behaviour.
- Repeated dangerous behaviour.
- Serious assault, threatening or bullying behaviour.
- Possession of dangerous item
- Illegal drugs/substance use: possession/use/supplying/dealing.
- GDPR breach.
- Theft.
- Serious breach of Health and Safety rules.
- Supplying alcohol or smoking/vaping paraphernalia to under 18s.
- Accessing/making/possessing/distributing indecent images.
- Serious incidents that may bring the school into disrepute.
- Possession of prohibited item.

Consequences: Expulsion.

Equality, Diversity & Inclusion (EDI)

Guildhouse School embraces and celebrates the diversity that exists within the school community.

We expect all students and staff to treat each other equally, with respect and kindness. This is in line with what we call 'British Values' and the law (Equality Act 2010).

Rather than simply 'tolerate' diversity, Guildhouse School seeks to raise awareness of the diversity that exists amongst the community and to share and celebrate it so that everyone feels valued and included.

There are a number of Diversity Notice Boards around the school – please do read them! There are also events and initiatives related to EDI that you will hear about throughout your time at the school. We encourage you to get involved. One way you can do so is by engaging with the Student Council (see below).

If you do want to get involved, or have new ideas, please contact our Diversity Lead/Attendance Officer Ms Marilyn Gentle-Walsh and/or Student Services Officer Mr Nicholas Ellsworth.

STUDENT COUNCIL

Every September you will take part in a session with your Personal Tutor on 'Democracy'. This is followed by a student election whereby student candidates canvass for support and a vote takes place to determine who will sit on the Student Council. The Student Council represents you!

You are welcome to talk directly to staff, and you will also have a chance to feedback about the school through a series of student questionnaires. In addition, you may take your feedback to the Student Council who will pass this onto the Senior Leadership Team. We encourage student voice and will always listen, even if we can't give you the answer you want.

The Student Council do more than pass on whole-school feedback to the Senior Leadership Team. They also run events to fundraise for charity, promote EDI and work with staff to further improve the student experience.

The Student Council Election takes place during the Autumn Term, when Year Group representatives and the President are elected.

Prefects/Student Ambassadors:

Prefects/Student Ambassadors play an important role in maintaining the school's ethos and supporting fellow students. Their aim is to engage with fellow students in order to improve the student experience, offer support and act as a mentor and encourage.

Reflection Days & Progression

On Reflection days, the timetable is collapsed so that each student can meet with their PT for a one-to-one meeting. The rest of the day should be used for independent study. Additional meetings may be organised for some students.

Reflection Day 1 – takes place after the Autumn half term (early November). The focus is settling-in to the new academic year, however, there will also be a review of academic performance to date. For Year 13s, a discussion around the status of your university application will take place.

Reflection Day 2 – takes place after the Spring half term (late February). The focus is progression for the following academic year. For Year 11 and 12, this will be centred around determining the best programme for you to progress onto next September. For Year 13, there will be a discussion assessing the extent to which you are on track to obtain the grades you require for university.

Reflection Day 3 – takes place during the Summer Term (June) and aimed at Year 11 and 12 students having a reflection meeting with their Personal Tutor on how the academic year has gone and setting goals for the next academic year.

AN IMPORTANT NOTE ABOUT YEAR 12 TO 13 PROGRESSION:

- Progression from Year 12 to 13 (A1 to A Levels) is dependent on academic success. Students must average high to very-high grades with no serious behavioural concerns to continue with A Levels.
- Likewise, progression from Year 12 to 13 (A1 to UFP) is dependent on sufficient academic progress.
- Students will be told which Programme of Study is open to them given their assessments across the year and end of year internal examination.

Dress Code

Students should be able to express themselves through what they wear. We empower students to dress how they like but remember we are a school, therefore you should wear suitable attire.

Students should ask themselves: Are people going to be offended in any way or made to feel unsafe by what I am wearing?

Here are some items students can't wear:

- Flip-flops/sliders.
- Stilettos.
- An outfit where underwear is visible.
- Skirt: no shorter than just above the knee.
- No hoods up in the building.
- No hats/caps in class.
- No clothing items that could cause offence: language/words/images/political statements.

The exception to the above is when a student is delivering a presentation or taking part in an activity where it is more appropriate to dress more formally. In these cases, students are to adopt a 'business casual' approach. Failure to wear appropriate clothing will result in being sent home to change. Failure to follow guidelines will be dealt with by the Pastoral Director who may write a Cause for Concern email to parents.

Student Use of Time Outside Lessons

WHERE STUDENTS MAY GO DURING THE SCHOOL DAY

Students have permission to remain either in school, or to go elsewhere off-campus (and therefore unsupervised). Students must keep their mobile phones with them so that we can contact them quickly if we need to. The school uses MS Teams as its default messaging system.

The school has a Silent Study Space (43/G-01) and Study Room (45/G.06) for studying. The canteen and coffee bar can be used at certain times for socialising or studying in groups, certain 3rd floor rooms will also be available during lunch break.

Some school activities may be available during the school day. Where activities require specialist input, such as some sports, suitably qualified staff are in charge, sometimes supported by non-specialist staff helping with the activity. Students may undertake their own independent activities, which they do at their own risk.

AFTER THE SCHOOL DAY - INDEPENDENT ACCOMODATION (IA) STUDENTS

Once all their lessons finish for the day, day students ("IA students") may leave school and are no longer under school jurisdiction. For under 18s, responsibility transfers to the responsible adult they live with. For over 18s, they are responsible for themselves as they are legally an adult.

AFTER THE SCHOOL DAY - BOARDERS

When students have returned to Premier House, which must be by 6.30pm, they become the responsibility of the boarding staff in Premier House. There are signing in/out processes to check and record student welfare during the evening. Most evenings require students to do a significant amount of study. This is in keeping with the school philosophy of helping students learn to be responsible and independent, using their time productively.

CHECKING THE WELFARE OF STUDENTS

There is a formal but unobtrusive register taken of students at the start of the day and many points during the day. There are additional registers of boarders in Premier House.

If you do not attend a registered activity, you will be expected to explain why. Failure to attend a school activity is a serious offence.

Nevertheless, given the Guildhouse School London location, students inevitably are routinely off-campus unsupervised and are trusted to use this independence responsibly.

Your Studies

ACADEMIC STANDARDS

The school has an excellent reputation for academic achievement and student progression to Universities and Colleges in the United Kingdom and abroad. We will equip you with the tools and skills for you to reach your progression goals. You must take responsibility and ownership to work with us and work hard to realise your potential. Follow the school values of Work Hard, Aim High and Be Kind and this will be achieved.

SCHOOL HOURS

Lessons, activities and electives may take place every day, Monday to Friday, 0845 to 1720. We recommend that you are in the school building by 0830 each day, you are expected to be available during these times for school matters. Clubs and activities will be offered after school and during the school day. The times of your lessons and activities are on your personal timetable, accessible via the Student Portal. Your Personal Tutor will always help you if you are not sure where you should be, or what time. You will meet with your Personal Tutor every day, during registration. Occasionally there will be other meetings for specific purposes, and you will be required to attend these.

SUBJECT CHANGES

If you are studying A level or UFP, you would have chosen your subjects prior to your arrival. In the unlikely event that after having started your studies you wish to change one of your subjects, this may be possible. However, any changes need to happen as soon as possible, so speak to the Progression Team as soon as you can. If you think you might be on the wrong course entirely, speak to your Pastoral Director.

TIMETABLE CHANGES

The school will sometimes need to make room, group or staff changes to your timetable and will notify you by email if this occurs. You must check your timetable on the Student Portal regularly so that you are following the correct version. If you have a problem with your timetable, contact the Curriculum Officer (who is located in the Student Admin Hub). You are expected to attend all sessions on your timetable.

PUNCTUALITY & ATTENDANCE

All students are expected to be punctual for every lesson. Lateness and unauthorised absences (without good reason) will result in appropriate follow up and consequence in line with the School Behaviour Discipline ladder. Attendance to all timetabled lessons is compulsory. If you arrive late, you are required to explain reasons for lateness to the teacher and enter the classroom in a well-behaved manner so as not to disrupt other students from their learning. During free periods we encourage you to complete homework and additional study in the school.

USE OF MS OFFICE

The school uses MS Office, in particular the Teams app. Each student has an MS Office school license, giving them access to a school email account, Teams and many other MS apps. Each class and PT group will have their own group on Teams where students will be able to access posts from their teacher, learning materials, additional resources, and assignments. Ensure your Teams notifications are on, You will also be added to a noticeboard on teams where key documents (like this) can be found and where messages can be shared.

'BRING YOUR OWN DEVICE' (BYOD) POLICY

The school embraces the use of technology to enhance student learning through the BYOD policy. You are

required to bring a personal laptop/ tablet device and charger to school each day as you will be using them in every class. The school seeks to use as little paper as possible. You are expected to use technology in an appropriate manner as instructed by teachers. Please note that your mobile phone must be switched to 'silent' mode and put into the mobile phone boxes. Sometimes staff may wish for no technology in the lesson. Any non-following of instructions may be treated as a discipline matter.

HOMework & COURSEWORK

You will be set regular homework and you may have coursework assignments, both of which must be completed on time by the deadline set by your subject teacher. If you have any difficulties, discuss these with your subject teacher. It is essential that you check your email and Teams on a regularly basis for updates.

You are expected to complete a minimum of three hours of independent learning (this is work in addition to homework), per subject, per week.

Monday	Tuesday	Wednesday	Thursday	Friday
Homework Set: Block A & Block F	Homework Set: Block B & Block C	Homework Set: Block A Block B & Block C	Homework Set: Block D & Block E	Homework Set: Block D, Block E & Block F

BOOKS & STUDY MATERIALS

You will be advised by each of your teachers of the resources you will need to buy. You must bring the relevant resources to each of your lessons as advised by the teacher. Not having materials for the lesson may be treated as a discipline matter.

CONCERNS ABOUT YOUR LEARNING & PROGRESS

The school provides every opportunity for students to make progress and achieve academic excellence. All subject teachers care about your learning and are keen to meet your learning needs. In the event you are concerned about the level of progress and learning you are making in your subject lesson, you need to do the following:

1. Talk directly to your subject teacher at the end of the lesson, providing your feedback and responding in a positive and polite manner to the teacher's response.
2. If your concerns continue thereafter, contact the Curriculum Director of that subject area. This can be done through email or a face-to-face conversation with them in the Academic & Pastoral Hub.

IN THE CLASSROOM

Throughout each of your lessons we expect you to work hard and engage in all tasks, following teachers' instructions. You should speak in English only - it is rude to do otherwise. Students may not eat in class. Any drinks container must have an attached lid. The only reason to leave the classroom is to use the bathroom, however, we expect you to try and use the bathroom in your breaks and free periods.

ASSESSMENTS

You will be tested at least once every half-term in each subject, similar to the tests you will receive at the end of your course. Your teachers will use the results of these tests, along with other marked work such as homework and their professional judgment, to determine your grades for any reports sent to your parents. These grades are important for any predictions and in some cases UCAS predictions - make sure you prepare for all assessments.

FEEDBACK & PROGRESS

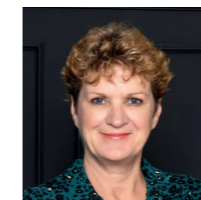
Your teachers will give you feedback either verbally or written. All feedback given by teachers is designed to help you progress.

Feedback may be given in the form of a SMART target - a target that is Specific, Measurable, Achievable, Relevant, and Time-Bound. If you continually do not reflect on feedback or targets, you may be asked to attend more sessions during your free-time. If you have any questions about how to improve or would like more feedback, please speak to your teacher.

Who's Who

THE SENIOR LEADERSHIP TEAM (SLT)

Comprises the Headteacher, Deputy Headteacher and Assistant Headteachers.



Carmel Mary O'Dolan
Headteacher



Christopher Cernuschi
Deputy Headteacher &
Assistant Head Academic



Jamie Forbes
Assistant Head Pastoral &
Personal Development



Gareth Taylor
Assistant Head Boarding

Who Do I Speak To If...?

- I'm not feeling well and am not able to be in school: [Nurse](mailto:nurse@guildhouseschool.com) nurse@guildhouseschool.com
- I'm not feeling good about myself (not academic related): **Nurse, Wellbeing Counsellor or your Pastoral Director**
- You are unable to attend school (non-medical reason): [Attendance Officer](mailto:attendance@guildhouseschool.com) attendance@guildhouseschool.com
- I have an issue with my timetable. [Curriculum Officer](mailto:curriculum@guildhouseschool.com) curriculum@guildhouseschool.com
- I have a query related to my exams. [Exams Officer](mailto:examinations@guildhouseschool.com) examinations@guildhouseschool.com
- I need a letter to open a bank account, assistance with obtaining an Oyster card: [Reception](mailto:reception@guildhouseschool.com) reception@guildhouseschool.com
- I want to sign up for an activity or get more information regarding activities: [Sports & Activities Officer](mailto:lonsportsactivities@guildhouseschool.com) lonsportsactivities@guildhouseschool.com
- I have a question regarding boarding: [Premier House](mailto:premierhouse@guildhouseschool.com) premierhouse@guildhouseschool.com or call: 0203 119 1100 / 07713 313 224
- I have a question about my visa, fees or police registration: [Student Services](mailto:studentservices@guildhouseschool.com) studentservices@guildhouseschool.com

YOUR PERSONAL TUTOR (PT)

Your PT is your 'go to' member of staff for any questions, concerns or issues that you have. They will monitor your attendance, punctuality, behaviour, wellbeing and academic progress, guiding you through the academic year.

You meet with your PT daily. There will be a programme of activities that take place across these sessions. In addition, you will have dedicated 'Personal Development' sessions each week, focusing on Personal, Social, Health and Economics (PSHE), as well as other enriching topics.

YOUR PASTORAL DIRECTOR (PD)

Your PD has general oversight of all the students in a given Year Group:

Year 11	Pre-Programme AEM	PD: Gareth Taylor
Year 12	6 term A Level programme: Year 1 5 term A Level programme: Year 1	PD: Shivani Singh
Year 13	A Level programme: Year 2 University Foundation Programme (UFP) Fast-Track UFP Foundation Diploma in Art & Design	PD: Kim Tapsell

You can always talk to your PD, in addition to your PT, if you have any concerns, feedback, etc.

CURRICULUM DIRECTORS (CDs)

The CDs oversee a range of subjects and manage the teachers that teach those subjects. Please speak with the Curriculum Director only after you have spoken with your subject teacher about a particular matter.

Social Sciences

Subjects: Business Studies, Economics, Financial Trading, Psychology, Sociology, History
CD: Steven Grimes (sgrimes@guildhouseschool.com)

STEAM (Science, Technology, Engineering, Art & Mathematics)

Subjects: Biology, Chemistry, Further Mathematics, Mathematics, Physics, Art
CD: Zia Rahman (zrahman@guildhouseschool.com)

THE PROGRESSION TEAM

The Progression Team advise and guide students with regards to their progression beyond the school – university and careers.

Higher Education Counsellors (HECs)

Gizem Ozturan & Ioannis Anagnostopoulos
Manages university applications for Year 12 and Year 13 students, and students applying to Oxbridge, G5 universities, Medicine, Dentistry and VetSci.

ACADEMIC COORDINATORS

The academic coordinators oversee key academic areas. Please speak with the Academic Coordinator only after you have spoken with your teacher about a particular matter.

CSVPA London Coordinator – Ali Aschman

English Language Coordinator

Extended Project Qualification Coordinator – Nicholas Ellsworth

Staying Safe & Safeguarding

Whilst around the school campus, you must have your ID card and Lanyard on - this is for everyone's safety. If you forget or lose your lanyard please go to reception immediately.

London is a busy, multi-cultural, exciting place and we want you to enjoy the city. That said, there are many risks, and it is important that you stay safe and make calculated decisions.

Most actions we take involve some level of risk – it is normal. You can mentally risk assess actions before you take them – simply stop, pause and think:

1. Is the environment safe?
 2. Is there any potential harm to myself or others?
 3. Am I with people I trust?
 4. Is this legal? Does it break any school rules?
- And then decide if it is a risk worth taking. If you are not sure, talk to a trusted adult.

Here's a list of do's and don't to help you stay safe:

Do	Don't
<ul style="list-style-type: none">• Only use Uber or licensed taxi companies. Ensure the number plate matches what is displayed on the app.• Plan your journey before travelling.• Travel with others that you trust.• If you use a bike, wear a helmet.• Use crossings and follow road sign.• Always ensure someone knows where you're going and what you are doing.• Have your mobile phone charged.• Keep valuables stored safely (preferably in a safe).• If you see something that makes you feel uncomfortable online, report it.	<ul style="list-style-type: none">• Put your phone or wallet in your back pocket!• Carry large amounts of cash.• Leave your bag or other items unattended in a public space – including at school!• Accept food or drink from a stranger.• Leave your drink unattended.• Walk alone at night – keep to well lit roads.• Give out private information (such as bank details or passwords), reply to text messages, download attachments or click on any links in emails if you're not sure they're genuine.• Buy tickets for events from people on the street.• Carry a weapon – it is illegal.• Use electronic gadgets on stairways for risk of trips and falls.• Use devices in public places, be aware of gadget thieves, including those on bikes.

In an emergency? Call 999 or 112 to contact the police, ambulance or fire department.

WHAT IS SAFEGUARDING?

It's simply about keeping all students safe - protection from maltreatment and promoting your welfare. Examples of safeguarding issues include:

- Suspected abuse
- Bullying
- Sexual exploitation
- Incidents of self-harm
- Peer-on-peer abuse (a student abusing another student in some way)
- Radicalisation
- Grooming
- Allegations against staff
- Forced marriage
- Female genital mutilation (FGM)

If you or another student is experiencing, or at risk of experiencing, a safeguarding issue, you must report it. You can share your concerns with any member of staff that you trust - they will pass the concern onto the Safeguarding Team.

Activities & Electives

The school provides Co-curricular and Extra-curricular activities throughout the year - these are known as "electives". These take place within the school, in Premier House for the boarders, and other locations in London.

Electives run Monday-Friday during lunchtime (Tuesdays 12:20-13:15) or after school (16:30-17:30). It is mandatory for all students to join at least one elective. Electives are more than just hobbies or fun; they can boost academic, social and personal skills, therefore broadening your horizons.

Electives and sporting activities are available each week and at weekends. Details are given weekly in the Student Bulletin and on the School notice board.

The school runs a wide variety of activities including cooking sessions in the boarding house, theatre visits, VR gaming, overnight trips (at half-term), trips to areas of interest in London and many more. All students can sign up to activities via School notice boards or by sending a Microsoft Teams message to Sports & Activity Officer Andrew at lonsportsactivities@guildhouseschool.com

Every Thursday and Friday afternoon students can use the sporting facilities at Finsbury Leisure Centre. 5-a-side football, basketball, badminton and volleyball are all available there. Buses 55 and 243 leave from directly outside the school (Stop F) and students should alight at Central St (Stop BZ) for Finsbury Leisure Centre. Swimming and tennis can be booked and arranged on an ongoing basis by speaking to Mr Andrew

Students should see the School noticeboard and Student Bulletin for any updated times and for all event promotions. They can also ask at the Student Admin Hub. Students must pay for activities the week prior to the activities through Andrew or Student services. Failure to pay could result in your ticket/place being sold to someone else.

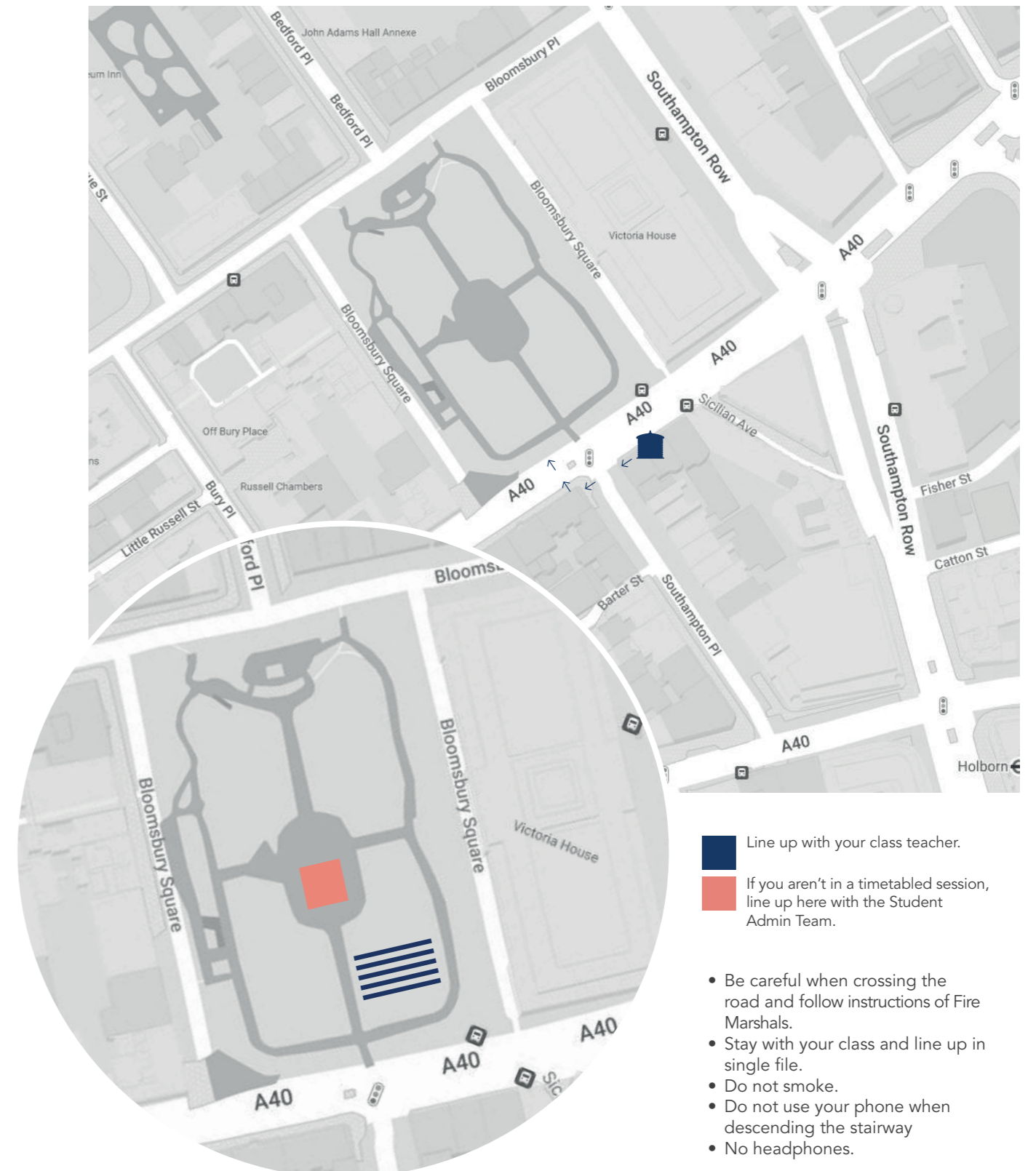
There are opportunities to sign up for trips abroad and around the UK during half term holidays. Payment for any paid activities needs to be made on Parent Pay or in person at Student Services.

Any enquiries for further details can be e-mailed to lonsportsactivities@guildhouseschool.com



Fire Evacuation

In the event of a fire alarm, your teacher will direct you out of the building as a class (below) and line you up in Bloomsbury Square. If you are not in a lesson, you will need to make your own way out of the building and line up as indicated below.



Contact our Admissions Team

+44 (0) 1223 341 300
admissions@guildhouseschool.com

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