

College Regulations – applicable to IB / Pre-IB Students

Principles: as a student at St. Clare's, Oxford, you will be expected to behave in a way that shows respect and consideration for yourself, for your fellow students, and for the College community as a whole. These regulations apply to residential students and also to non-residential students who will be attached to a house.

St. Clare's, Oxford makes accommodation available to its students to encourage their participation in the life of the college and the life of the city of Oxford; to encourage the skills of independence and of community living, and to give students a positive experience of international living. In St. Clare's houses you will live closely together with students of different religions and cultures. We expect non-residential students to participate as fully as possible in all College activities and to this end, will facilitate some overnight stays in College accommodation.

It is important therefore that we look after the needs and protect the rights of each student and build a sense of community within each house and within College as a whole.

These regulations aim to:

- protect your rights - especially the rights to privacy and to study
- satisfy your needs - for security, friendship and for appropriate care
- ensure your overall personal welfare
- grant you freedoms appropriate to your age.

Staff

While you are in or attached to a College house you will have a Warden, the College representative in your house who acts *in loco parentis*. The Warden has a particular responsibility for you during your time in St. Clare's and will work closely with you. In agreeing to accept College accommodation the student agrees to accept the authority of this person as the College representative.

The Warden may or may not be your Personal Tutor, the member of staff with whom you will meet on a weekly basis during your time in the College, and who is charged to work with you in ensuring your personal well-being. If the Warden and Personal Tutor are two different members of staff, they will speak together regularly to ensure that your needs are being met.

Meetings

All houses have weekly meetings which take place on Monday evenings at 10:45 and which you must attend. One of the purposes of the meetings is to enable the house representative to the Student Council to give reports and to clearly represent your opinions. The meetings also build up a sense of community spirit in the houses and are the responsibility of all the members of a house, not just the Warden.

Non-residential students will also have meetings with the Dean of Students and will elect a representative to the Student Council.

Accommodation

1. **Allocation of Rooms:** You are placed in a house and in a room by the Student Services Officer who judges your needs carefully. The use of that room should remain yours for the period of your stay, although this cannot be guaranteed and College may decide that you must occupy another room. If you share a bedroom, remember it is not MY room but OUR room. Occasionally students may need to change rooms and/or houses, but this cannot be done without reference to your Warden and the Student Services Officer first. We expect such changes to be rare.

2. **Access to Rooms:** College staff may have access to all rooms within College housing in the pursuit of their duties. They will always knock before entering and will always be sensitive to the needs of the student. College reserves the right to search the room of any student where there is reasonable suspicion of unacceptable behaviour e.g. drug use, alcohol use, theft or another breach of College regulations. If possible, the student will be present during the search.
3. **Furniture and Fittings:** students may not dispose of any of the furniture and fittings in a room and they may not move fitted furniture within the room. Beds are not to be placed together, because this causes problems for the domestic cleaners. Students may buy items for their rooms, but only after the consent of the Warden has been obtained. Inappropriate items will be refused and the student will have to remove them.
4. **Damage to or loss of College property** should be reported to the Warden immediately. Charges appropriate to the damage will be made in the case of wilful or careless damage. Normal wear and tear will not be subject to charge. At St. Clare's we provide a high standard of accommodation and continually seek to ensure that our rooms, furniture etc. are maintained to a high standard.
 - If you cause any damage to your room you will be asked to pay for the cost of repairs;
 - In shared rooms, if it is unclear who caused damage then the occupiers of the room will bear the cost evenly;
 - In common areas if it is unclear who caused damage then the students in the House will bear the cost evenly.
5. **Cooking in rooms** is forbidden as it breaches health and safety regulations. In the kitchens, which College supplies with equipment, no other cooking devices, supplied by the students, are to be used.
6. **Cleanliness:** students are required to keep their rooms tidy. They are to realise that the College domestic cleaners are employed to clean the houses but not to tidy up after students.
7. **Laundry:** the washing and drying of clothes is to be done at the College laundry and not in the houses (unless that house is equipped with a laundry room.) Wet and damp clothing is not to be dried on radiators: instead the proper drying equipment provided by College is to be employed. College representatives will require wet and damp clothing to be removed because they can cause mould and damp in rooms.
8. **Staff accommodation:** the wardens who live in the College's accommodation in pursuit of their duties must have the privacy of their living space respected. Students have access to gardens, which are shared with the resident staff member(s) and so access should always be negotiated.
9. **Use of Rooms:** Your room is for your use during term time only. College may require you to remove your possessions during holiday periods.

Security

1. **House security:** residential students must always lock their room door (except when they are inside) and the front door of the house and never leave them on the latch. Walk-in thefts are a danger in any city and everyone in a house has a responsibility to guard against them. Restraints on the opening of windows are never to be interfered with. Lost keys must be reported at once and keys should never be lent to others.
2. **Keys and ID Cards:** College gives you a key for your room, and an ID card to access the front door of the house. Both key and card remain the property of the College and must not be given to anyone else whether students of St. Clare's or otherwise. You return the key and the ID card to the Warden at the end of your stay at St. Clare's. Carry your key and ID card with you at all times. There is a replacement charge for lost keys and lost ID cards.
3. **Loss and theft:** you are strongly advised to take out insurance on your personal belongings e.g. laptops or bicycles as such items will not be covered by your travel insurance policy arranged by St. Clare's. Report loss and/or thefts to the Warden immediately. The College will

not accept liability for the loss or theft of your belongings which are your responsibility. You must use the safe in your room for money and valuables e.g. passports and travel tickets.

4. **Visitors:** everyone shares a common responsibility to maintain the security of the house. No strangers should be admitted; send them to 139 Banbury Road. Even if the callers are other St. Clare's students, if the person they have come to see is not in, do not admit them. Visitors are the responsibility of their host, who must accept responsibility for their actions while in the house.
 - Visitors are allowed in houses from 16:00 on weekdays and from 12:00 on Saturday and Sunday. Visitors must leave before 22:45 on Sundays to Thursdays and before 23:45 on Fridays and Saturdays (as curfew is at 24:00).
 - The host is responsible for seeing they sign the Visitors' Book and for seeing they leave 15 minutes before curfew. You and your visitors must respect the rights of your housemates to quiet, comfort and privacy in their own house.
 - Visitors who are not St. Clare's students must be introduced to and approved by the warden before they can enter the house. They can only enter common rooms and not other areas of the house e.g. bedroom areas.
 - Visitors who are St. Clare's students are permitted access to bedroom areas in other houses, unless otherwise directed by the warden.
 - In houses 195 and 197 Woodstock Road no visitors, whether from inside or outside St. Clare's are permitted access to bedroom areas.
 - Visitors may not stay overnight.
 - The Warden may insist that visitors leave at any time.
 - IB and Pre-IB students may not visit Senior Houses.
 - Students from Senior Houses are not allowed to visit houses used by IB and Pre-IB students.

Safety

1. Smoking: St. Clare's does not encourage or condone smoking.
 - We endeavour to provide a smoke-free environment for all staff and students.
 - In our PSHE programme we actively discourage students from starting to smoke.
 - We will provide support for any smoker who wishes to give up smoking.
 - Smoking is not permitted anywhere on campus
 - a. inside any buildings
 - b. in house back gardens or front gardens
 - c. outside houses
 - d. on streets surrounding the college or within sight of any college building

This policy will be reviewed periodically and amended as necessary.
2. Persons who pose a fire risk to the safety of others ultimately cannot be housed by College and cannot continue as St. Clare's students if they continually pose a risk to others. Smoke detectors must not be covered at any time. Heaters must not be left unattended.
3. Periodic fire drills will be part of the regime of all College accommodation, in order to meet with the national regulations governing educational establishments, and students must agree to take part in them and to accept the directives of the College Fire Officer.
4. Fire exits and extinguishers: fire exits must always be clear and the fire extinguishers in houses must never be interfered with. This is a particularly serious matter, affecting the safety of all the residents in a house, and is a criminal offence under UK law.
5. Fire and Electrical Equipment: Any electrical goods used by students e.g. personal computers and CD players, must be checked by an independent contractor appointed by the College's Health and Safety Officer. Any electrical goods judged to be a fire hazard will be removed and the student required to dispose of them elsewhere. Candles, joss sticks, fairy lights and night lights are expressly forbidden in all houses.

Consideration for others

1. **Parties:** parties are not allowed in bedrooms and may only be held in a house with the permission of the Warden; neither should large numbers of people congregate in one bedroom. The Warden sets the number of guests at any party.
2. **Music:** music may be played quietly on small music systems or laptops up to 22:45. If other students are studying in the room, you must use headphones. Loud music must never be played with the windows open. Wardens may remove music systems or loud speakers from rooms if they are causing a disturbance or are not being used responsibly.
3. **TV sets / video / DVD recorders:** personal television sets and video/DVD recorders may not be brought to St. Clare's. All College residential houses have a colour television set, DVD and video recorder in the Common Room. The proliferation of TV's would inevitably create unacceptable levels of noise in shared areas of private study.
4. **Telephone:** houses are equipped with public telephones which should not be used to make or receive calls after 23:00.
5. **Motor vehicles:** no student may have a car or motorbike in Oxford whilst at St. Clare's. There are several excellent reasons for this: there is no parking space at St. Clare's and very little in Oxford itself and the overcrowded roads in and around Oxford are dangerous and would present considerable safety hazards to student drivers, particularly those unused to driving in Britain.
6. **Noise and the environment:** College seeks to have excellent relationships with its neighbours and to do its part in maintaining the local environment. Residential students are required therefore to limit their noise and to keep the immediate environs of the house clean and tidy. Litter should be cleaned up and loud music must not be played in rooms with open windows. When students are in the gardens of their houses, to which they have access, they must also limit their noise so as not to offend neighbours and other residents who may be studying or resting. Loud music, smoking and ball games are banned from the gardens. Houses should be quiet after 21:30 so that those who wish to study may do so. From midnight onwards, it is expected that students will be asleep. Voices should be low and movement quiet after this time out of consideration for others. Consideration to others should also be remembered at weekends and in the mornings.

Responsible behaviour

1. **Personal Relationships:** you must recognise the rights of others to hold opinions different to your own, to have different cultures and/or religious beliefs, to have different sexualities, and to have the right to privacy. Personal relationships within St. Clare's houses are built around mutual acceptance. Care must be taken not to presume on other people's acceptance of the cultural norms governing your behaviour. This includes sexually intimate behaviour. Always establish clear communication and be honest with each other.
2. **Alcohol:** excessive drinking or any use of alcohol, which causes damage to yourself or offence to others, will not be tolerated. No spirits or fortified wines may be brought onto college premises, or consumed on college premises. Licensing laws in Britain state that no person under 18 may buy or have bought for them any alcoholic drink. Parents will be informed of any serious concerns about misuse of alcohol. Spirits are not allowed inside residential houses under any circumstances and will be confiscated by College staff if found. Small quantities of beer and wine may be allowed, but only with the prior consent of the Warden on specific occasions.
3. **Drugs:** the use of illegal drugs is strictly prohibited. (Cannabis is illegal in the UK). Students using illegal drugs will be automatically suspended and parents will be informed. The Principal reserves the right to expel such students. The police may also be informed. College reserves the right to insist on a student taking a drugs test should there be concern that s/he is using drugs or as part of a programme of random testing. A positive drugs test will lead to suspension, regardless of when and where the drugs were used. College will infer that

a student has been using drugs should s/he decline to take a test. Dealing in drugs or possession of a quantity of drugs consistent with dealing, automatically results in expulsion. Students may not possess any equipment associated with drug use e.g. shisha pipes.

Further details of St. Clare's position on alcohol, smoking and drugs can be found in our Health Policy which is available from the IB Course Director, on request.

Curfew

To ensure that students are safe and that College is fulfilling its role *in loco parentis*, the Warden will check that all the students in a house are safely accounted for at a set time, after which everyone should remain in the house. This time is known as the curfew. No one should leave the house without permission before 07:30 the next morning. To do so will be regarded as absence without leave and is punished by suspension. During the week (Sunday to Thursday) all students must be in their house for the Warden to check them at 23:00. On Friday and Saturday the curfew is different depending on your age.

1. Students aged 15 have a 23:00 curfew on ALL days of the week, unless a parent has made a specific request in writing, agreed to by the Warden, for an extension to 24:00 on Saturday.
2. Students aged 16 and 17 have a 24:00 curfew on Friday and Saturday with the possibility of an extension on Saturday to no later than 02:00 on special occasions, when agreed to by the Dean and specially requested by a parent, in writing.
3. Students aged 18 have 24:00 curfews on Friday and Saturday and may have extensions on Saturday to no later than 02:00 when agreed to by the Warden. No parental consent is required.

Additionally:

1. In order to be permitted 'off campus' during your free time away from the college buildings after 16:00 weekdays, other than to the Summertown shops, you must have a mobile telephone which is fully operational and switched on. The number for this must be given to your house warden so that they can contact you in case of an emergency.
2. Pre-IB and IB1 students cannot have 02.00 extensions until after the autumn half term. This allows a settling in period and a time for you and the Warden to establish a relationship based on trust. Students may take the extension to 24.00 on Friday. Extensions are also restricted around examination times.
3. Letters or faxes from parents requesting permission for special extensions for students aged 15, 16 and 17 must be addressed clearly to the Dean of Students and arrive not later than the Wednesday before the day for which the extension is requested.
4. Unauthorised absence will be punished by suspension, since failure to co-operate with the curfew regime means that College cannot exercise its duty of care for students in whom it is *in loco parentis*.
5. If a student is found to be in another student's room without permission overnight, both students will also be suspended. Your parents will certainly be informed of your failure to keep to the rules which exist for your safety.
6. You should always have the Warden's telephone number with you when you go out.
7. You must sign the house Courtesy Sheet each time you leave the house and on returning to the house, whatever the time of day.
8. If you are going 'off campus' (as defined above), you must also write on the Courtesy Sheet where you are going.
9. Your House Warden will check that you are in at the curfew time and will expect you to telephone if you are unavoidably delayed.
10. Students who are late will be 'gated' (required to stay in the house in the evening) for an appropriate number of nights, at the Warden's discretion.
11. Students who return very late to their house or who stay out overnight without notice will be suspended.

Weekends away

1. Students aged under 18 must have parental (or approved guardian) permission for weekends away, to arrive not later than 12midday on the Thursday prior to the weekend away. Parents must include the name and address of the person the student will stay with over the weekend away (this address should be outside of Oxford though a guardian's address in Oxford is acceptable).
2. Faxes for permission for weekends away must be addressed clearly to wardens (a sample form is available from the Dean of Students). Faxes should be sent to the Academic Office fax number 01865 517319.
3. Students aged 18 and above can themselves request permission for weekends away, using forms available from the Dean of Students, provided their parents have given prior written consent to this arrangement.
4. Students in IB1 and Pre-IB cannot take weekends away until after half term of the autumn term to allow them to get to know their housemates, warden and Oxford. In the second half term of the Autumn term IB1 and Pre-IB students are permitted 2 weekends away. Weekends away are also restricted around examination times.
5. Other than 4 above, students are permitted to take up to 4 weekends away per term in the Autumn and Spring terms, excluding half-terms and up to two weekends away per Summer term. Too many weekends away are disruptive of study patterns and not conducive to building community spirit.
6. In order to ensure an appropriate study atmosphere for students during the IB final exams, all students must leave College on the day of their final IB exam. Misbehaviour in the period before and during final exams may incur the sanctions of students missing the Graduation party and/or Graduation ceremony in addition to the usual disciplinary sanctions.

Attendance

Attendance at all lessons is compulsory. All absences, both justified and unjustified will be entered on your academic record and included in reports sent to parents. You may have to miss lessons occasionally through illness. These absences will only be justified if you have seen the Nurse before the absence occurs. Any student, who persists in missing classes without a genuine reason for doing so, may be required to leave the College.

At the beginnings and ends of terms and half-terms, late arrivals and early departures are not permitted. If classes are missed, the absences are considered unjustified and the normal sanctions for unjustified absence from class will be applied.

Further details of St. Clare's position on attendance can be found in our 'Academic Monitoring – Attendance' which is available from the IB Course Director, on request.

Illness and absence from College

You should inform your Warden first thing in the morning if you are ill. You should ensure that either you, the Warden or another student informs College of your absence, before 09:00 if possible. If you become ill during the day, see the Nurse if the surgery is open. If the surgery is closed, you should see the Dean before you take to your bed. If you fall ill in the evening or at the weekend, you should see your Warden.

The Nurse's surgery runs from 08.45 to 12.15 Monday to Friday. During that time she will see students in her surgery and do house visits for those students who have been reported to the Academic Office as ill that morning and unable to come to the surgery. The College Nurse must sign a valid Sickness Form for you to have an authorised absence from classes.

Do not request a house visit from the Nurses unless you are really ill. Take personal responsibility to have a supply of cold and flu remedies with you from a chemist.

If you have prescribed medicines for your own use, keep them safely locked away in your safe or lockable drawer.

Academic Honesty

Students are expected to be scrupulously honest in the way in which they carry out and present their work. This means that all parts of all work submitted for assessment, whether internal or external, must either be original to the student, or must be properly attributed. There are serious academic consequences for cheating and copying work. The International Baccalaureate Organisation will not award the IB Diploma to students who cheat.

Defamation

Students are expected to be responsible representatives of St. Clare's. They are not permitted to defame St. Clare's in any way e.g. verbally, in writing or electronically. Students may not participate in any illegal activities which could bring the College into disrepute. Such action will be dealt with under the College's disciplinary code.

Complaints and Suggestions

College will ensure good standards of accommodation for its residential students. Suggestions for improvements and complaints about accommodation matters may be made by following the College complaints procedure.

College Policies

The following College policies are available to parents, from the Vice Principal and Director of International Baccalaureate Courses, on request:

Health

Child Protection

Medical

Anti-bullying

Complaints

Academic Honesty

Academic Monitoring – attendance

Rewards and Sanctions

Expulsion, removal and review

Declaration by student

During Orientation, you will be required to sign a declaration to confirm that you have read and understood the College Regulations and agree to abide by them.

Changes to College Regulations

The 'College Regulations – applicable to IB / Pre-IB Students' are subject to periodic change and revision. The regulations in place at any time will be displayed on the College intranet and on notice boards in residential houses. They are also available on request from the Vice Principal and Director of International Baccalaureate Courses.

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