



## Rules for Juniors age 10-15

As a student of St. Clare's, you will be expected to behave in a way that shows respect and consideration:

- a) for yourself;
- b) for your fellow students;
- c) for the college community as a whole.

We have few rules, but we expect you to read them carefully and take them seriously!

**Please note:** St. Clare's reserves the right to send home any student whose behaviour is unacceptable.

## The Course

1. Punctuality and attendance at lessons St. Clare's is a serious language learning institution. It is your responsibility to attend all lessons and to arrive punctually for each class.
2. Participation in lessons You are expected to participate actively in lessons and to complete homework assignments as required.
3. Involvement in activities and excursions You should participate fully in the activity and excursion programme in the afternoons, evenings and at weekends.

## Legal Requirements

### Alcohol

You must not buy (or have bought for you) alcohol on or off the college premises. You must not bring alcohol onto College premises (including the residential houses). We reserve the right to expel at their own expense any student found breaking this rule.

### Drugs

The use of illegal drugs, including cannabis, is strictly forbidden. We reserve the right to search your room if drugs use is suspected and to send home at their own expense any student found with illegal drugs. Parents and police may also be informed.

### Smoking

Smoking is not allowed in any College buildings or houses.

### Internet Use

The ICT facilities are owned by St. Clare's, and are made available to further your education. They should only be used for academic purposes and limited personal use. Personal use is a privilege, not a right and you must follow the guidelines below. You should not:

- access any site that you would be embarrassed to show your teacher or parents
- post anything, including imagery or video/audio files, about any other member of St. Clare's that might be considered rude or insulting or which would bring the good name of St. Clare's into disrepute
- access gambling sites or politically extreme sites whose values conflict with a belief in democracy, tolerance and individual freedom.

## House Rules for Juniors

### 1. Deposit

The Welfare Officer will ask you for a deposit of £30 against any damage you may cause. This will be returned at the end of the course provided that you have no outstanding bills for damage.

## **2. Damage**

If any College property is damaged, or lost, tell the Course Director immediately. If you are responsible for any damage or loss we will take money from your damage deposit. If this is not sufficient you will be charged separately.

## **3. Loss and Theft**

The staff office has a safety deposit box, where you should keep your money and valuables. You will also be given a key for a personal locker. St. Clare's accepts no liability if your money or valuables are lost or stolen. If you lose anything, tell the Welfare Officer or Course Director immediately. You may also be able to make a claim on the insurance policy included in your course fees. Please note: any insurance claim forms must be completed before you leave the course.

## **4. Illness**

Tell the Welfare Officer immediately if you are ill (before 0900 if possible). If the Welfare Officer is not available ask a friend to tell the Course Director. Arrangements for meals to be brought to your room and a call to a doctor if necessary can be made. If you become ill during the day, tell your teacher, the Welfare Officer or the Course Director before going to bed ill.

## **5. Bedtimes**

Depending on your age group, we expect you to go to your room and be in bed at the following times:

- Juniors - in rooms at 1000 and in bed at 1030

If you would like a shower in the evening, you must have one before your designated bedtime.

## **6. Personal Relationships**

You have a right to your own privacy and must recognise and respect this right for other people. It is strictly forbidden for boys and girls to meet each other in the bedrooms.

## **7. Quiet**

You must be quiet at all times inside and outside the house, but especially after 2200. You can play music quietly before bedtime, however if other students are working near you, you must use headphones.

## **8. Telephones and electrical equipment**

There is a telephone in each house. You can use it to receive calls or make calls with a phone card. Do not use the telephone after 2200. Ask your parents to telephone you in the morning before 0900 if possible. Turn off personal mobile phones overnight. If you bring any electrical equipment, please remember that you will need a 240V adapter suitable for use in the UK.

## **9. Cleaning**

You must keep your rooms tidy. You must make your bed each day before going to classes. The cleaners clean your room twice a week. They dust and tidy every day. You will have clean bed linen and 2 towels once a week. Any damage to bedding (e.g. hair dye, ink etc.) will be charged to the student responsible.

## **10. Laundry**

Your clothes should be marked with your name. Please leave dirty clothes for washing on the designated days.

## **11. Fire**

There will be a fire practice soon after you arrive. Do not block fire exits. Leave fire door keys and fire notices in the right places. Do not burn candles or incense sticks in your room, or cook in the bedrooms or bathrooms.

## **12. Weekends away**

If you wish to take a weekend away we must receive a written request from parents at least two days in advance, with: - details of where you are staying:

1. supply the address and telephone number
2. name of a suitable adult at that address who will be responsible for you.