

College Regulations

Applicable to IB Diploma

Boarding Principles

St Clare's, Oxford is a boarding community. We seek to advance international education and understanding. We bring together students from as many countries and cultures as possible, so they can interact with each other in academic and non-academic settings in a safe and tolerant environment. We provide accommodation for our students:

- to encourage development of independence, responsibility, and the skills of community living
- to give students a positive experience of international living. In St Clare's houses you will live closely together with students of different religions, nationalities, and cultures.
- to encourage their participation in the life of the college and in the life of the city of Oxford

It is important 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 a positive study and living environment
- satisfy your needs - for security, friendship and for appropriate care
- ensure your safety and personal welfare while granting you freedoms appropriate to your age

Students at St Clare's, Oxford, are expected to behave in a way that shows respect and consideration for yourselves, for your fellow students, and for the College community. Our regulations and boarding practice may not be as strict as those found in many other boarding schools; however, our rules are designed to foster the development of your independence and responsibility in an atmosphere of mutual respect and trust. The experience of living away from home in itself is educational, requiring students to become increasingly responsible for their daily lives. Students have to take charge of their affairs in a more independent manner, a good preparation for university and adult life.

Non-residential students need to participate as fully as possible in college activities. They are welcome in the boarding houses as visitors, and in an emergency situation (parents travelling for work for example) we will facilitate them staying in the boarding houses.

Staff

While you are in or attached to a College house, you will have a House Parent, who is the College representative in your house and acts *in loco parentis*. The House Parent 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 House Parent is charged to work with you in ensuring your personal well-being. The House Parent and Personal Tutor are two members of staff who will speak together regularly to ensure that your needs are being met both academically and pastorally.

Meetings

All houses have weekly meetings which usually take place at 21:30 on Wednesday evenings which you must attend. The house meeting is an opportunity to discuss and resolve any concerns within the house community, to celebrate successes and to discuss important issues. This is also an opportunity for your elected house representative to gather and share information.

Accommodation

- 1. Allocation of Rooms:** You are placed in a house and in a room by the Vice Principal, Pastoral. 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. On rare occasions it might be necessary for students to change room. This is done in consultation with the relevant house parents and the Vice Principal Pastoral. Allocation of rooms for IB2 is by a lottery system (refer to the Accommodation Policy for further details). Your room is for your use during term time only. College may require you to remove your possessions during holiday periods.
- 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 any other breach of College regulations. If possible, the student will be present during the search, but this is not required.
- 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 are not encouraged to buy additional items for their rooms and should always check first with their House Parent as any inappropriate items, particularly electrical goods, will be refused and the student will have to remove them.
- 4. Damage to or loss of College property** should be reported to the House Parent 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 unless this has been agreed by the House Parent and has been safety checked.
- 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. Beds should be made daily, and floors kept clear.

7. **Laundry:** The washing and drying of clothes is to be done using the laundry facilities in your house. Wet and damp clothing is not to be dried on radiators: instead the proper drying equipment provided by College is to be employed.
8. **Staff accommodation:** The House Parents 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 some gardens, which are shared with the resident staff member(s) and so access should always be negotiated.

Security

1. **House security:** Residential students must always lock their room door when they leave the house and should not leave their rooms with keys in the door locks unattended for long periods of time; bedroom doors and the front door of the house must never be left propped open. 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 must not be interfered with. Lost keys/ID cards must be reported at once and keys/ID cards should never be lent to others.
2. **Keys and ID Cards:** College gives you a key or SALTO card for your room, and 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 to the House Parent 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 may not be covered by your travel insurance policy arranged by St Clare's. Report loss and/or thefts to the House Parent 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 16:15 on weekdays and from 10:00 on Saturday and Sunday. Visitors must leave before 21:15 on the house meeting evenings and 15 minutes before curfew on all other nights.
 - 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.
 - Any visitors who are not St Clare's students must be introduced to and approved by the House Parent before they can enter the house. They can only enter common rooms and no other areas of the house e.g., bedroom areas.
 - Visitors who are St Clare's IB students are permitted access to bedroom areas in other houses, unless otherwise directed by the House Parent.
 - PIB students are only allowed to visit common rooms.
 - Visitors may not stay overnight.
 - The House Parent may insist that visitors leave at any time.

- You may make friends with students from the International College. Some of them live in IB accommodation in which case they are classed as IB students when it comes to visitors as they are under 18. Those who do not live in IB accommodation are only allowed to visit IB accommodation if they have been introduced to the house parent. They are only allowed to visit the common room.
- No IB student is permitted to enter the International College accommodation for any reason.

Safety

1. UK Law states that smoking is not allowed inside any building or within any educational institution. It also states that cigarettes, tobacco, vaping devices, fluids and associated paraphernalia cannot be sold to anyone who is under 18.

To this end:

You are not allowed to smoke in any of the St Clare's buildings, or around the St Clare's campus. This includes inside any buildings, in house back and front gardens, outside houses, on the streets in the residential areas of North Oxford surrounding the college (please refer to the map)

If you are under 18 you are not allowed to have any cigarettes or associated equipment in your rooms or about your person.

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. Students who persistently flout the smoking regulations will be sanctioned. For more details refer to the Health Policy.

2. Smoke detectors must not be covered at any time. It is a serious offence as it can put other people at risk in case of fire. Heaters provided by College 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. Students are permitted to have only the following electrical items in their rooms – laptop, personal stereo, mobile telephone, hairdryer/straighteners, shaver, alarm clock, electric toothbrush and any chargers necessary for these items.
6. Candles, joss sticks, fairy lights and night lights are expressly forbidden in all student bedrooms (except for battery operated non-heating LED fairy lights, which may only be used if permission is granted by the House Parent).

Consideration for others

1. **Parties:** Parties are not allowed in bedrooms and may only be held in a house with the permission of the House Parent; neither should large numbers of people congregate in one bedroom. The House Parent sets the number of guests at any gathering.
2. **Music:** Music may be played quietly on small music systems or laptops up to 21:30. If other students are studying in the room, you must use headphones. Loud music must never be played with the windows open. House Parents may remove music systems or loudspeakers from rooms if they are causing a disturbance or are not being used responsibly.
3. **TV sets / Monitors / DVD recorders:** Personal television sets, monitors and DVD recorders may not be brought to St Clare's. All College residential houses have a colour television set and DVD player in the Common Room.
4. **Gaming consoles:** These can only be used in the Common Room with the permission of the house parent.
5. **Telephone:** Houses are equipped with public telephones which should not be used to make or receive calls after 22:30.
6. **Motor vehicles:** No student may have a car or motorbike in Oxford whilst at St Clare's
7. **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. Students should leave gardens and houses should be quiet after 21:30 so that those who wish to study may do so. From half an hour after curfew onwards, it is expected that students will be getting ready to sleep. 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 which must always be consensual. Consent is when a person freely gives their permission or agrees to something. This decision needs to have been made without being: pressurised or bullied, given drugs or alcohol to change their decision or, otherwise manipulated. The age of consent is 16. It is a criminal offence (sexual assault) if you have sex with someone when you or they are under the age of 16, even if you have both given consent. In the eyes of the law, you are unable to consent to sex when under the age of 16.

We have zero tolerance towards any form of abuse, including verbal, physical, sexual, emotional etc. Always establish clear communication and be honest with each other.

2. **Alcohol:** Licensing laws in Britain state that no person under 18 may buy or have bought for them any alcoholic drink.
 - Students under 18 should not drink. If they return home and have clearly been drinking, they will be sanctioned.
 - Students over 18 may consume alcohol responsibly, however, any excessive use of alcohol, or unsafe behaviour following the consumption of alcohol will be sanctioned.
 - Students are discouraged from drinking regularly and such behaviour will be challenged.
 - **Students are strictly prohibited to drink alcohol on the college premises regardless of their age.**
 - Parents will be informed if there is serious or persistent misuse of alcohol.

3. **Drugs:** The use of illegal drugs and substances known as 'legal highs' is strictly prohibited. (Cannabis is illegal in the UK). Students using illegal drugs and 'legal highs' will be automatically suspended and parents will be informed. The Principal reserves the right to permanently suspend 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. Please refer to the drug testing policy.

4. **Fake IDs:** Using a fake ID fraudulently is illegal. Students are not permitted to hold any form of identification designed to prove an incorrect age (e.g. 18 years+). A student in possession of a fake ID will be suspended and parents will be informed.

Further details of St Clare's position on alcohol, smoking and drugs can be found in our Health Policy which is posted in the student handbook.

Leaving College campus in free time

1. Our campus is defined as college buildings and the streets in between those buildings.
2. In order to be permitted 'off campus' during free time, after 16:30 weekdays or at weekends, students must have a mobile telephone with them which is fully operational and switched on.
3. They should always have (i) the college main number (ii) their House Parent's telephone number with them when they go out
4. We use Microsoft Forms for our signing in and out system. Any reference below to sending a message means through Microsoft Forms.
5. Weekdays: Students must submit a message after their last class of the day to inform us where they intend to be for the afternoon and evening. They need to indicate approximate timings - see the following examples: "CAS debating until 17:20; campus till 18:00; home 18:00-18:30; Summertown until 20:00." If a student changes their plans, they must send an update e.g. "gym until 21:00". When they are back in their house and no longer going out, they should submit a message saying 'home'.

6. Saturday & Sunday: Students must submit a message when they leave their house, or at the latest by 14:00 if they stay at home in the morning. They need to inform us where they intend to be for the day and evening. They need to indicate approximate timings - see the following examples: "London until 20:30", "Campus then cinema in city centre until 22:00", "weekend away, back Sunday 21:00". If a student changes their plans, they must send an update. When they are back in their house and no longer going out, they should submit a message saying 'home'.
7. Students' phones must be switched on as the House Parent / On Call staff needs to be able to contact them, in case of an emergency.
8. Messages are monitored regularly by House Parent.
9. Students who do not follow points 1 – 8 above will have sanctions applied e.g. gated evenings.

Curfew

To ensure that students are safe, and that College is fulfilling its role *in loco parentis*, the House Parent will check that all the students in a house are safely accounted for. After curfew times everyone must remain in the house. No one can leave the house without permission before 07:00 the next morning. To do so will be regarded as absence without leave and is punished by suspension.

1. All IB students: Evening curfew is at 22:30 every day of the week (21.30 on house meeting evenings) Sundays to Thursdays.
2. Weekend curfew is 24:00 on Friday and Saturday.

Additionally:

1. Unauthorised absence from the house may 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*.
2. If a student is found to be in another student's room without permission after curfew, both students will be sanctioned. Parents will certainly be informed of the students' failure to keep to the rules which exist for their safety.
3. The House Parent will check that students are in at the curfew time and will expect the student to telephone if they are unavoidably delayed.
4. Students who are late will be sanctioned depending on the circumstance and the length of time that they are late for.

Weekends away

1. Students aged under 18 must have parental (or educational guardian) permission for weekends away, to arrive not later than the Wednesday prior to the weekend away. Parents must include the name, address and contact telephone number of the person (or hotel) who the student will stay with over the weekend away. This address should be outside of Oxford, though a guardian's address or staying with a parent in Oxford is acceptable. If the student will stay in a hotel then the name, address and contact number of the hotel must be provided.

2. Students are permitted to leave for their weekend away after their classes have ended on Friday afternoon. They should return to their house by 20:00 on Sunday. Early departures or late returns falling outside curfew hours are not permitted for weekends away.
3. Emails for permission for weekends away must be sent by the parent (or approved educational guardian) and must be sent from the approved parental email contact supplied on the joining form. Emails requesting weekends away should be received by your House Parent by 21.00 on the Wednesday before the weekend (or sooner). You HP will check your academic record and attendance and will inform you of approval of the weekend.
4. Students aged 18 and above can themselves request permission for weekends away from the Assistant Principal, Pastoral, provided their parents have given prior written consent to this arrangement.
5. First year students cannot take weekends away before October in the autumn term. After this, they may take 2 weekend away per half term, however not the weekends before or during exams, the first or the last weekend of term
6. For a request to be approved, the following conditions apply:
 - The student should not have any unjustified absences on their record, for the week prior to the week in which the request is made.
 - The student should not have a more than two lates recorded, for the week prior to the week in which the request is made.
 - The student needs to have met their CAS targets.
 - The student should be up to date with work commitments.

Additionally:

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

1. Attendance at all lessons is compulsory. Absences from IB1 will be carried forward to IB2. All absences, both justified and unjustified, will be entered on the student's academic record and included in reports sent to parents. Students may have to miss lessons occasionally through illness. These absences will only be justified if the student has seen the Nurse or Health Care Practitioner 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. If a student from a non-EU country is absent for 10 consecutive teaching days then St Clare's will notify the United Kingdom Border Agency. This may lead to cancellation of the student's visa.
2. At the beginnings and ends of terms and half-terms, late arrivals and early departures are not permitted. Students should make travel arrangements to fit in with the published holiday dates. If this is not possible, the college must be informed, in advance, but absences will not be justified. Students are permitted to leave their house during curfew hours only on official departure days at the ends of half terms and terms and only for the purpose of catching early flights. When returning to College, flights must be arranged so students return between 10:00 and 20:00. Students cannot enter houses after curfew.

3. St Clare's does not authorise extended absence from College for sporting, musical, cultural or other such events. In exceptional circumstances, permission may be granted by the Vice Principal, Pastoral for a student to have authorised absence to participate in an event which will be of very significant educational value. The student will need to demonstrate clearly: the exceptional value of the event; that it cannot be scheduled outside term; that the student has no unjustified absences; that the student has excellent effort grades and that the student is capable of catching up on work missed by the absence. This decision is entirely at the Vice Principal's discretion.
4. Failure to respect any decisions in relation to requests for leave will result in a serious disciplinary response and could lead to a student being required to leave St Clare's.
5. Non-emergency medical appointments should be scheduled only during the holiday periods and should not impact on attendance to classes, particularly at the beginnings and ends of both terms and half-terms. If such appointments need to be scheduled during term time, the request for absence should be made in advance, in writing, to the Assistant Principal, Pastoral emily.woodeson@stclares.ac.uk , but absences will not be justified.

Further details of St Clare's position on attendance can be found in our policy Academic Monitoring System - Attendance which is posted in the student handbook.

Illness and absence from College

1. If you wake up feeling unwell from 8am-5pm then you must contact the College Nurse on 07500 808 242. She will talk to you and give you an initial assessment.
2. You will only be excused from lessons if one of them gives you permission.
3. If you feel unwell during the school day, you should go to the Nurse's office in the covered way.
4. If you feel unwell at the weekend or outside school hours, you should contact your house parent, or the member of staff on duty in your cluster.
5. If you feel unwell during the night, you should inform your house parent, or the member of relief staff.
6. Please do not phone home and tell your parents you are unwell if you have not spoken to a member of the college staff – this can worry your parents and make them feel very helpless!
7. If a student has been prescribed medicines for their own use, they need to inform the Nurse and if permitted by the Nurse they must keep the medicines safely locked away in their safe or lockable drawer. Alternatively, these may be held by the House Parent who will dispense them as required. Students should not have their own supply of any medicines (e.g. paracetamol, cough medicine) but should visit the Nurse when unwell. House Parents also have supplies of 'homely' medicines to issue if needed.

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 and disrepute

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. This includes comments on social media – please remember that a comment made in a private chat can be screenshotted and made public. Students may not participate in any illegal or anti-social activities which could bring the College into disrepute or cause concern to College's neighbours e.g. outdoor parties, gatherings and bonfires in Port Meadow or other public places are not permitted. The Port Meadow area is out of bounds after dark. Non-compliance with these expectations will be dealt with under the College's disciplinary code.

Complaints and Suggestions

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

College Policies

The following College policies are available to parents on the Parents' Zone or from the Vice Principal, Pastoral on request:

- Health
- Safeguarding & Child Protection
- Medical
- Anti-bullying
- Complaints
- Academic Honesty
- Academic Monitoring – attendance
- Rewards and Sanctions
- Expulsion, removal and review (Exclusions)

Declaration by student

During Orientation, and at the beginning of each school year, each student will be required to sign a declaration to confirm that they 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, Pastoral.