

College Regulations

Applicable to Pre-IB Diploma

St Clare's operates as a community with the mission to advance international education and understanding. As a community we come from a large number of different countries and the truly international nature of the college makes it an exciting place to live and to study. Living together in a community involves a great deal of effort from all those in the community to make it work at its best and to keep it special.

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**

Routines

The PIB course will allow you to develop the personal and academic attributes to enable you to be successful in the IB Diploma program. As a result, there are a number of routines and regulations in place to help you with this.

Curfew

Sunday – Thursday curfew is 21:30, Friday and Saturday curfew is 22:30

Weekdays

- Please remember that you are not allowed to return to your boarding house during the school day so you must make sure that you have everything that you need as you leave in the morning.
- You will be expected to get yourself up and to the dining room every morning for check in with the boarding staff and breakfast by 08:30 every morning.
- Lessons begin at 09:00 promptly and full attendance is obligatory.
- During break and lunchtime you can spend time in the dining room, or the Globe@135.
- At the end of the school day (from 16:15 or 16:30 on a Tuesday), you have free time. You can return to the boarding house, do a CAS activity, pop into Summertown. Whatever you do, you must update your whereabouts using the Microsoft Forms signing in and out system. See below for more information.
- 18:15 Dinner time in the dining room.
- 19:15 Supervised study for all PIB in D block until 21.00.
- After Supervised study, you must remain on the school campus until curfew at 21:30.

Weekends

- On Friday evenings you will have an organised activity. You will be given details of this in advance but attendance is compulsory. The timings and locations will vary slightly, depending on what the activity is, but you can expect to be involved from 19:00 – 21:30 and sometimes slightly later.
- After the activity you will have free time until your curfew at 22:30. You will not be allowed to leave the school site.
- On Saturday there will always be an activity or outing. You will be given a termly plan so that you know which activities are coming up, and you will be given the precise details of the activities earlier that week.
- These are compulsory and the only exception for attendance would be if you are taking a weekend away (please see below). Bookings are made in advance and so 3 weeks' notice is required, or you will still be charged. Please note, there are weekends where you are not allowed to take a weekend away.
- After the activity or trip, you are free to use your time as you wish until curfew at 22:30.
- Generally, Sundays are free for you to do whatever you like, with the exception of some expedition weekends.

Signing in and Out

Just as you would if at home if you wish to go out, visit friends, go shopping, go for a walk, to the gym, we expect you to have a fully charged and working phone with you and to inform your House Parent of your plans. Please be aware that there is not necessarily WiFi coverage everywhere that you go so it is important that you either have a UK SIM card, or a phone plan that allows you to use data in the UK.

- During the week from 09.00-16.30 you are accounted for in lessons so there is no need to sign in or out. However, from 16.30 onwards and any other time when you are not in lessons, you will need to use "Forms" to sign in and out of your boarding house.
- For this purpose, you can scan the QR code on your boarding house noticeboard and save the link. You must use this system to inform your House Parent where you're going, and when you have returned to the house. If your plans change whilst out – this needs to be reflected on your "forms" sign out which you would update accordingly. This system MUST be used daily and accurately -there will be sanctions if you fail to sign out accurately or punctually. Your House Parent will explain this in more detail in your first house meeting and can help you with this if you have any problems using it.

Living together

For many of you this may be the first time you have been away from home, are boarding, and sharing a room. Being considerate and aware of the needs and feelings of others is vital in a boarding setting and our regulations are in place to help all of you with this.

- Rooms – your beds should be made every day and the floors cleared for the cleaners to clean your room and bathroom properly. No electrical items are permitted in your room other than those needed for work, i.e., laptops, phones, chargers; for personal use; hairdryers, straighteners, toothbrush etc. Kettles or any cooking appliances, monitors or DVD players are not permitted and will be confiscated. Gaming consoles are only allowed in the common rooms with permission of your House Parent. College reserves the right to

search the room of any student where there is reasonable suspicion of unacceptable behaviour e.g., drug or alcohol use, theft or any other breach or regulations. Furniture should not be moved around, nor should any additional items of furniture be added to the room unless this has been agreed with your House Parent first

- Room Sharing – please be mindful that you are sharing a space, and this means being thoughtful of your roommate's routines and habits and your own. Communicating in a mature and sensitive way are essential in order to ensure this relationship works for both parties. Loud music, gaming online, heating temperature, open windows, untidiness and poor personal hygiene can all become issues that can cause irritation – please be respectful of others. Remember it is **our** room and not **my** room!
- Visitors are allowed in the houses after the end of the school day (from 16:15) and after 12:00 on Saturday and Sunday. Any visitors to the house are your responsibility; you must ensure they sign in and out and they will only be permitted in the common rooms. If you wish to have a non-St Clare's visitor to the house, he/she must be introduced to your House Parent before they are signed in and again, they are not permitted in any other part of the house but the common rooms.
- Laundry – all washing and drying of clothes is to be done using the machines provided, instructions and help are always provided. Wet clothing is not be dried in bedrooms.
- Garden use – when using the garden please be mindful of our neighbours so try and keep noise to a minimum. You must go inside by 21:30 and you are not allowed to play ball games.

Responsible behaviour

- **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.

Security

Keeping yourself and others safe is a collective responsibility, walk-in thefts or intruders can be a risk in any large city and you should be mindful of this when leaving and entering your houses.

- All students are issued with an identity SALTO card, this is only for your use. It should always be carried with you; never be lent to anyone else and should be reported immediately if it is lost or stolen. There is a charge for missing or lost cards.
Please ask any unfamiliar visitors to the house to ring the House Parent bell or report to the main site at 139. Never allow a visitor access to any college building – regardless of the reason they claim they need access for; if they are legitimate, they will either have access or will not mind reporting to main site.
- A safe is provided for every student in their rooms – you must use these to store any valuables or important papers in these. i.e., passports, visas etc. Large amounts of money should not be kept in your safes – it is much more secure to put this straight into your bank account.
- Insurance – you are advised to have insurance for your personal items such as laptops, phones, bikes these belongings are your responsibility and may not be covered by the college insurance.

Safety

- Fire Safety – all House Parents will carry out regular fire drills and checks of fire safety equipment. These are obligatory and it is vital you listen carefully to any instructions and follow them with care and maturity.
Smoke detectors are installed throughout the houses and rooms – covering or tampering with these in any way not only puts you and others at risk but will be dealt with as a serious breach of regulations.
- Drugs – the use of any ‘recreational drug’ is expressly forbidden at St Clare’s whether you are on or off the school site. If we have any suspicion that you have been taking drugs, then we can ask you to take a drug test. A positive test will lead to sanctions regardless of when or where the drug use has occurred.
- Alcohol – when enrolled in the PIB program alcohol is expressly forbidden at St Clare’s, regardless of your age. You may not consume any alcohol whether on or off school site, and you are not allowed to have any alcohol in your bedrooms. If there is any cause to suspect that you have been drinking, you will be asked to take a breathalyser test. The boarding team will also carry out random breathalyser testing.
- Smoking – 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.
- If you are under 18 you are not allowed to have any cigarettes or associated equipment in your rooms or about your person.

If you are found smoking, you will be sanctioned and asked to attend a quit smoking course.

- Medicines – no medicines should be kept in bedrooms at any time unless agreed beforehand by the nurse. If you have brought any medication with you it must be taken to the nurse and she will decide whether you may self-medicate and keep it in your room or whether it is to be given to your House Parent who will monitor it and issue it to you as needed. Homely remedies such as paracetamol, ibuprofen, antihistamines and cold remedies are held by all boarding staff and can be administered to students when they need them.
- Fake IDs – the use or possession of a fake ID designed to prove an incorrect age is illegal. Students found in breach of this will be suspended and parents informed.

Feeling unwell

- If you wake up feeling unwell on between 8am and 5pm then you must contact the College Nurse on 07500 808 242 or by visiting the surgery. She will talk to you and give you an initial assessment.
- You will only be excused from lessons if one of them gives you permission.
- If you feel unwell during the school day, you should go to the Nurses office in the covered way.
- 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.
- If you feel unwell during the night, you should inform your house parent, or the member of relief staff.
- 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!

Weekends Away

- PIB students are only allowed to request weekends away to see their parents.
- Your parents should email your House Parent with as much notice as possible. If you are going to need to miss the Saturday activity then they must give at least 3 weeks notice.
- You will not be allowed to take a weekend away at the beginning or end of term, before or during exams or if there is a D of E training or expedition.

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

All the regulations and guidance above are dealt with in much more detail in a number of policies and these can be found by you and your parents on our website or in the parent's zone. In particular please refer to the following:

- Health
- Safeguarding and Child Protection
- Medical
- Anti-Bullying
- Complaints
- Academic Honesty
- Academic Monitoring – attendance
- Rewards and Sanctions
- Expulsions, removals, and review.

And Finally

Whilst this is not an exhaustive list of regulations – as mentioned above, much greater detail can be found in the policies above it does cover the basics of our expectations of you as a member of our community. Your House Parent will ask that you have all read and understand these regulations and you will be required to sign a declaration stating this.

Please do make sure you read them carefully and ask any member of staff for clarification on anything you are unsure of or do not fully understand.