



Expectations for Juniors 9-15

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

a) yourself b) your fellow students and c) 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 expel any student whose behaviour is unacceptable.

The Course

1. Punctuality and attendance at lessons

St Clare's is a serious learning institution. You must attend all lessons and 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 are expected to participate fully in the activity and excursion programme in the afternoons, evenings and at the weekends.

Legal Requirements

1. Alcohol, drugs and smoking

You must not buy, possess or consume alcohol, drugs or cigarettes at any time during your stay in Oxford. If you break this rule we reserve the right to expel you at your own expense without further warning. We reserve the right to search your room if we suspect you of using any of these illegal substances. Parents and police will also be informed.

2. Internet Use

Internet facilities are made available to support your learning and for limited personal use. Personal use is a privilege, not a right, and you must follow the guidelines below. You must 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 the principles of tolerance and individual freedom.

School Rules for Juniors at St Clare's

1. Deposit

The Welfare Manager 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 Centre Manager immediately. If you are responsible for any damage or loss we will take money from your damage deposit. If the deposit amount is not sufficient to cover the costs you will be charged separately.

3. Loss and Theft

The course 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 in your bedroom. St Clare's accepts no liability if your money or valuables are lost or stolen. If you lose anything, tell the Welfare Manager or Centre Manager 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 Manager immediately if you are ill. If the Welfare Manager is not available ask a friend to tell the Centre Manager. Arrangements can be made for meals to be brought to your room as well as a call to a Doctor or a visit to the College Nurse. If you become ill during the day, tell your teacher, the Welfare Manager or the Centre Manager **before** going to your room.

5. Bedtimes

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

- If you are 9-12 years old, you must be in your house by 21:30 each night. Lights out 22:00.
- If you are 13-15 years old, you must be in your house by 22:00 each night. Lights out 22:30.

On Sunday evenings, everyone **MUST** be in their rooms 30 minutes earlier to tidy and get ready for the new week! 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 22:00. 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 22:00. Ask your parents to telephone you in the morning before 09:00 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 and collect promptly when returned.

11. Fire Safety

There will be a fire drill 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.