



IB World School

COLLEGE REGULATIONS: Pre-IB STUDENTS

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St Clare's College Regulations for PIB Students

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1. Regulation Principles

- 1.1. 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.
- 1.2. 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.
- 1.3. These regulations aim to:
 - 1.3.1. protect your rights,
 - 1.3.2. satisfy your needs - for security, healthy relationships, and appropriate care,
 - 1.3.3. ensure your safety and personal welfare,
 - 1.3.4. Grant freedoms appropriate to your age.

2. Routines

- 2.1. The PIB course will allow you to develop the personal and academic attributes needed 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 support you.

3. Curfew

- 3.1. Sunday – Thursday curfew is 21:30
- 3.2. Saturday curfew is 21:30 back at 121, then 2230 in your rooms
- 3.3. Friday nights will be preserved for House social time; students will be in the House from 19:30, although bedtime curfew will not be until 22:30. This will change after the first 6 weeks of social activities.

4. Weekdays

- 4.1. 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.
- 4.2. You will be expected to be up and in the dining room every morning for check in with the boarding staff and breakfast between 08:15 – 08:45.
- 4.3. Lessons begin at 09:00 promptly and full attendance is obligatory.
- 4.4. 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, or visit Summertown. Whatever you do, you must update your whereabouts using the Microsoft Forms signing in and out system. See below for more information.
- 4.5. Dinner time in the dining room is at 18:15-19:30.
- 4.6. Supervised study for all PIB students will begin from half term onwards. This will depend on the student's work ethic and attitude to homework. It is usually held on Tuesday or Wednesday evening. The timings are 19:15 until 20:45.

5. Weekends

- 5.1. On Friday evenings you will socialise together as a house. You must be in house by 19:30, and bedtime curfew will be 22:30.
- 5.2. On Saturday there will 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 closer to the time.
- 5.3. 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 at least 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.
- 5.4. After the activity or trip, you are free to use your time as you wish until curfew at 21:30.
- 5.5. Generally, Sundays are free for you to do whatever you prefer, with the exception of some expedition weekends.

6. Signing In and Out

- 6.1. If you wish to go out, for example to visit friends, go shopping, go for a walk, or go 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.
- 6.2. 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.



- 6.3. 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 Microsoft Forms to sign in and out of your boarding house.
- 6.4. To sign in and out of your boarding house, you can scan the QR code on your boarding house noticeboard and save the link to the MS Form. 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 MS Forms sign out which you must update accordingly.
- 6.5. This system must be used daily and accurately. There will be sanctions if you fail to sign out accurately or punctually.
- 6.6. 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.

7. Living Together

- 7.1. For many of you this may be the first time you have been away from home, 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.
- 7.2. **Rooms, furniture, and appliances**
 - 7.2.1. Your beds should be made every day and the floors cleared for the cleaners to clean your room and bathroom properly.
 - 7.2.2. 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.
 - 7.2.3. Kettles, fridges and any cooking appliances, monitors or DVD players are not permitted and will be confiscated.
 - 7.2.4. Gaming consoles are only allowed in the common rooms / bedrooms with permission of your House Parent.
 - 7.2.5. The 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 of regulations. Where possible, and except in the cases of immediate potential harm, students will be notified of searches and will be in attendance, although this is not required.
- 7.3. **Shared Spaces**
 - 7.3.1. 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.
 - 7.3.2. Please be mindful that you are sharing a space, and this means being thoughtful of your roommate's routines and habits, and your own.
 - 7.3.3. Communicating in a mature and sensitive way is essential in order to ensure this relationship works for both you and your roommate(s).
 - 7.3.4. 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.
- 7.4. **Visitors**
 - 7.4.1. Visitors are allowed in the houses after the end of the school day (from 16:15) and after 12:00 on Saturday and Sunday.
 - 7.4.2. 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.
 - 7.4.3. 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. This also applies to when you visit other houses – common room only.
- 7.5. **Laundry**
 - 7.5.1. All washing and drying of clothes is to be done using the machines provided, instructions and help are always provided. Wet clothing is not to be dried in bedrooms.
- 7.6. **Garden**
 - 7.6.1. When using the garden please be mindful of our neighbours so try and keep noise to a minimum.



7.6.2. You must go inside by 21:30

7.6.3. You are not allowed to play ball games in the gardens or use speakers.

8. Responsible behaviour

8.1. Personal Relationships

8.1.1. St Clare's takes seriously its responsibility to ensure pupils' personal development is supported in a safe, open, and supportive environment. Students at St Clare's are supported to make personal decisions commensurate with their age and developmental stage.

8.1.2. All relationships within St. Clare's houses are built around mutual respect and trust.

8.1.3. Intimate relationships depend upon consent. Consent is when a person freely gives their permission or agrees to something, free from the influence of peer pressure, bullying, emotional manipulation, drugs, or alcohol.

8.1.4. The age of consent in England and Wales is 16. It is a criminal offence for children under the age of 16 to have sex with anyone, even if both parties have given consent.

8.1.5. In order to support students to understand issues around consent and to recognise healthy relationships, all students receive Relationships and Sex Education and PSHE lessons.

8.1.6. Students may receive advice and guidance on matters pertaining to intimate and / or sexual relationships from the school nurse, who can also provide access to contraception and signpost other services as required.

8.1.7. Students at St Clare's are all registered with a UK GP and have access to the universal healthcare services afforded to all young people in the UK, including sexual health and contraception services.

8.1.8. We have zero tolerance towards any form of abuse.

8.2. Security

8.2.1. 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.

8.2.2. 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.

8.2.3. There is a charge for missing or lost SALTO cards.

8.2.4. Please ask any unfamiliar visitors to the house to ring the House Parent bell or report to the main site at 139.

8.2.5. 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.

8.2.6. A safe is provided for every student in their rooms. You must use these safes to store any valuables or important papers e.g., passports, visas etc. Large amounts of money should not be kept in your safe, it is much more secure to put this straight into your bank account.

8.2.7. 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.

8.3. Fire Safety

8.3.1. 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.

8.3.2. Smoke detectors are installed throughout the houses and rooms.

8.3.3. Covering or tampering with smoke detectors puts you and others at risk and will be dealt with as a serious breach of regulations.

8.4. Drugs

8.4.1. The use of any recreational drug including 'legal highs' is expressly forbidden at St. Clare's both on or and off the College site.

8.4.2. 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. Refusal to submit to a drug test will imply drug use and will be sanctioned.

8.5. Alcohol

8.5.1. Alcohol is expressly forbidden at St. Clare's, for all PIB students, 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.



8.5.2. If there is any cause to suspect that you have been drinking, you may be asked to take a breathalyser test. The boarding team may also carry out random breathalyser testing.

8.6. Smoking

8.6.1. 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.

8.6.2. You are not allowed to smoke in any of the St. Clare's buildings, or around the St. Clare's campus.

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

8.6.4. If you are found smoking, you will be sanctioned.

8.7. Medicines

8.7.1. No medicines should be kept in bedrooms at any time unless agreed beforehand by the nurse.

8.7.2. 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.

8.7.3. Non-prescription medication such as paracetamol, ibuprofen, antihistamines, and cold remedies are held by all boarding staff and can be administered to students when they need them.

8.8. Fake IDs

8.8.1. The use or possession of a fake ID designed to prove an incorrect age is illegal.

8.8.2. Students found in breach of this will be sanctioned and parents informed.

8.9. Feeling unwell

8.9.1. 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 give you an initial assessment.

8.9.2. You will only be excused from lessons if given permission.

8.9.3. If you feel unwell during the school day, you should go to the Nurse's office.

8.9.4. 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.

8.9.5. If you feel unwell during the night, you should inform your house parent, or the member of relief staff.

8.9.6. Please do not phone home and tell your parents you are unwell if you have not spoken to a member of the college staff.

9. Weekends Away

9.1. Students aged under 18 must have parental (or educational guardian) permission for weekends away, to be received not later than the Wednesday prior to the planned weekend away. Parents must include the name, address, and contact telephone number of the person responsible for the student during 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. PIB students are only allowed to take weekends away with a parent/family member over the age of 18 or a guardian.

9.2. 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.

9.3. 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. House Parents will ensure satisfaction with the students' academic record and attendance before informing them of approval for the weekend.

9.4. 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.

9.5. Students cannot take weekends away before October in the autumn term. After this, they may take two weekends away per half term, however this should not include the weekends before or during exams, or the first or the last weekend of term.

9.6. For a request to be approved, the following conditions apply:

9.6.1. The student should not have any unjustified absences on their record, for the week prior to the week in which the request is made.



- 9.6.2. The student should not have a more than two lates recorded for the week prior to the week in which the request is made.
- 9.6.3. The student needs to have met their CAS targets.
- 9.6.4. The student should be up to date with work commitments

10. Academic Dishonesty

- 10.1. 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.
- 10.2. There are serious academic consequences for cheating and copying work.
- 10.3. The International Baccalaureate Organisation will not award the IB Diploma to students who cheat.

11. Defamation and disrepute

- 11.1. 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.
- 11.2. 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.
- 11.3. Non-compliance with these expectations will be dealt with under the College's disciplinary code.

12. Complaints and suggestions

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

13. College Policies

- 13.1. 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. Please refer to the following:
 - 13.1.1. Health
 - 13.1.2. Safeguarding and Child Protection
 - 13.1.3. Medical
 - 13.1.4. Anti-Bullying
 - 13.1.5. Complaints
 - 13.1.6. Academic Honesty
 - 13.1.7. Academic Monitoring – attendance
 - 13.1.8. Rewards and Sanctions
 - 13.1.9. Expulsions, removals and review.

14. Declaration

- 14.1. These regulations cover the basics of our expectations of you as a member of our community. Please 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.
- 14.2. 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.