



IB World School

PROMOTING GOOD BEHAVIOUR POLICY

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St Clare's Promoting Good Behaviour Policy

Contents

Section	Title	Page
1.	Aims	3
2.	Scope and application	3
3.	Regulatory framework	3
4.	Publication and availability	4
5.	Definitions	4
6.	Responsibility statement and allocation of tasks	4
7.	Promoting good behaviour	5
8.	Minor breaches of discipline	5
9.	Serious breaches of discipline	5
10.	The role of Parents	6
11.	The role of Students	6
12.	Additional needs	6
13.	Safeguarding and child-on-child abuse	7
14.	Malicious allegations	7
15.	Use of reasonable force	7
16.	Searching students	8
17.	Risk assessment	8
18.	Record Keeping	8

Appendices

Appendix	Title	Page
1.	College Regulations - IB	9
2.	College Regulations - PIB	16
3.	Sanctions	20
4.	Investigations into serious breaches of discipline	21
5.	Reporting the use of Physical Interventions	21



1. Aims

- 1.1. This is the promoting good behaviour policy of St Clare's College (**College**).
- 1.2. Good behaviour is a prerequisite of living and working in a college community and maintaining a safe and secure environment for everyone. Students at the College are expected to display high standards of behaviour.
- 1.3. The rules and regulations outlined below are designed, in accordance with the College's aims, in order that the College may be a safe, supportive, friendly and caring place where members of the community show consideration, concern and respect for each other.
- 1.4. All students in the College are expected to comply with these rules and severe or consistent breach of the College rules may result in the student's place at the College being at risk.
- 1.5. The aims of this policy are as follows:
 - 1.5.1. to create a calm, safe and supportive environment free from disruption in which students can thrive and flourish;
 - 1.5.2. to create, promote and maintain high standards of behaviour amongst students;
 - 1.5.3. to actively promote and safeguard the welfare of students at the College and to protect all who come into contact with the College from harm;
 - 1.5.4. to set out a clear and fair process for the investigation of allegations of poor behaviour and / or breaches of discipline;
 - 1.5.5. to encourage students to accept responsibility for their behaviour;
 - 1.5.6. to set out the sanctions available to the College in the event of student misbehaviour;
 - 1.5.7. to help to promote a whole college culture of safety, equality, inclusion and protection;
 - 1.5.8. to ensure, so far as possible, that every student at the College is able to benefit from and make her full contribution to the life of the College, consistent always with the needs of the College community;
 - 1.5.9. to enable staff to respond to incidents of misbehaviour promptly, predictably and with confidence;
- 1.6. This policy forms part of the whole-college approach to promoting child safeguarding and well-being at St Clare's, which seeks to involve everyone at the College to ensure that the best interests of students underpin and are at the heart of all decisions, systems, processes and policies.
- 1.7. Although this policy is necessarily detailed, it is important to the College that our policies and procedures are transparent, clear and easy to understand for staff, students, parents and carers. The College welcomes feedback on how we can continue to improve our policies.

2. Scope and application

- 2.1. This policy applies to the IB World School (IB Diploma and Pre-IB Students).
- 2.2. This policy (together with the College Regulations [see Appendix 1] and all College policies on behaviour and discipline) applies to all students at the College and at all times when a student is:
 - 2.2.1. in or at College;
 - 2.2.2. representing the College;
 - 2.2.3. travelling to or from College;
 - 2.2.4. on College-organised trips.
- 2.3. This policy shall also apply to students at all times and places including out of college hours and off-college premises in circumstances where failing to apply this policy may:
 - 2.3.1. affect the health, safety or well-being of a member of the College community or a member of the public;
 - 2.3.2. bring the College into disrepute.

3. Regulatory framework

- 3.1. This policy has been prepared to meet the College's responsibilities under:
 - 3.1.1. Education (Independent College Standards) Regulations 2014;
 - 3.1.2. *Boarding colleges: National minimum standards for boarding colleges* (Department for Education (DfE), September 2022);
 - 3.1.3. Education and Skills Act 2008;
 - 3.1.4. Children Act 1989;
 - 3.1.5. Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**);
 - 3.1.6. Human Rights Act 1998 and
 - 3.1.7. Equality Act 2010.
- 3.2. This policy has regard to the following guidance and advice:
 - 1.1.1 Keeping children safe in education 202 (DfE, updated September 2025 (**KCSIE**);
 - 3.2.1. Working together to safeguard children 2023 (DfE, updated December 2023);
 - 3.2.2. Information sharing advice for safeguarding practitioners (HM Government, July 2018);
 - 3.2.3. Behaviour in colleges: advice for headteachers and college staff (DfE, September 2023);
 - 3.2.4. Use of reasonable force (DfE, July 2013);



- 3.2.5. Searching, screening and confiscation: advice for colleges (DfE, September 2023);
- 3.2.6. Sharing nudes and semi-nudes: advice for education settings working with children and young people (UKCIS, December 2020);
- 3.2.7. Equality Act 2010: advice for colleges (DfE, June 2018);
- 3.2.8. Police and Criminal Evidence Act 1984 (PACE) Codes of Practices Code C (Home Office 2019);
- 3.2.9. Mental health and behaviour in colleges (DfE, November 2018); and
- 3.2.10. Relationships education, relationships and sex education and health education (DfE, updated September 2021).

3.3. The following College policies, procedures and resource materials are relevant to this policy:

- 3.3.1. IT Policy for students;
- 3.3.2. Anti-Bullying Policy;
- 3.3.3. Smoking Regulations;
- 3.3.4. Safeguarding and Child Protection policy;
- 3.3.5. SEND Policy;
- 3.3.6. Exclusions, Removals and Review policy;
- 3.3.7. Staff Code of Conduct;
- 3.3.8. College Regulations
- 3.3.9. Relationships and Sex Education policy.
- 3.3.10. Searching and Confiscation policy

4. Publication and availability

- 4.1. This policy is published on the College website.

5. Definitions

- 5.1. Where the following words or phrases are used in this policy:
 - 5.1.1. References to the **Proprietor** are references to the Governors of St Clare's.
 - 5.1.2. References to the **Principal** may include Vice Principals.
 - 5.1.3. References to **Parent** or **Parents** includes one or both of the parents, or those with parental responsibility, or care of a child e.g. legal guardian or educational guardian. Communications or instructions from one of the Parents, or any person with parental responsibility, shall be deemed by the College to be received from both Parents unless there is clear evidence of a contrary view.

6. Responsibility statement and allocation of tasks

- 6.1. The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2. In discharging its responsibilities under this policy, the Proprietor expects college leaders and staff to undertake the following roles:
- 6.3. College leaders will:
 - 6.3.1. be highly visible, routinely engage with students, parents and staff on setting and maintaining the behaviour culture and an environment where everyone feels safe and supported;
 - 6.3.2. play a crucial role in making sure all staff understand behavioural expectations and the importance of maintaining them;
 - 6.3.3. make sure all new staff are inducted clearly into the College's behaviour culture to ensure they understand its rules and routines and how best to support all students to participate in creating the culture of the college;
 - 6.3.4. ensure staff have adequate training on matters such as: how certain special educational needs, disabilities or mental health needs may, at times, affect a student's behaviour;
 - 6.3.5. encourage engagement with experts e.g. educational psychologists, counsellors and mental health support teams to inform effective implementation and design of behaviour policies
- 6.4. College staff will:
 - 6.4.1. play an important role in developing a calm and safe environment for students and establish clear boundaries of acceptable student behaviour;
 - 6.4.2. uphold the whole-college approach to behaviour by teaching and modelling expected behaviour and positive relationships
 - 6.4.3. challenge students to meet the college expectations and maintain boundaries of acceptable conduct;
 - 6.4.4. consider the impact of their own behaviour on college culture and how they can uphold the college rules and expectations in addition to those set out in the staff code of conduct



7. Promoting high standards of behaviour

- 7.1. Students are educated about good behaviour through the operation of the College's curriculum, PSHE, relationships and sex education programme and the College's pastoral support systems. Students are encouraged to act responsibly and, through the operation of this policy, to accept responsibility for their behaviour.
- 7.2. The College understands that restorative practice can be more effective than applying sanctions in responding to certain student behaviours.
- 7.3. The College recognises that where challenging behaviour is related to a student's disability, use of positive discipline and reward methods may enable the College to manage the student's behaviour more effectively and improve their educational outcomes.
- 7.4. In order to ensure support systems are effectively employed, the safeguarding team attend weekly meetings to attain an overview of the challenges affecting individual students. This includes reviewing attendance, responding to arising pastoral concerns and learning from outcomes and case studies.
- 7.5. Where appropriate, staff should also take account of any contributing factors that are identified after a behaviour incident has occurred e.g. if the student has suffered a bereavement, experienced abuse or neglect, has mental health needs, has been subject to bullying, has needs including SEND (including any not previously identified), has been subject to criminal exploitation, or is experiencing significant challenges at home.

8. Minor breaches of discipline

- 8.1. The College adopts a culture of openness and transparency. All concerns are taken seriously, including scenarios where suspicions or breaches of discipline appear minor.
- 8.2. The College has pastoral support systems in place to assist students in managing their behaviour. A small number of targeted sanctions are used in response to those who breach the College rules and policies for behaviour and discipline.
- 8.3. Allegations, complaints or rumours of minor breaches of discipline are dealt with by staff as they occur. Staff may carry out informal investigations and/or interviews with the students involved. Low-level sanctions may be given following such processes (see Appendix 3 for details of possible sanctions).
- 8.4. When considering the appropriate sanction, the risks posed to student welfare by an individual's behaviour will be assessed. This may include consideration of how any action taken, sanctions applied or inaction may affect that individual's welfare and, where appropriate, how it may affect other students' welfare and/or the College community as a whole.

9. Serious breaches of discipline

- 9.1. Allegations, complaints or rumours of serious breaches of discipline should be referred to the Vice Principal: Pastoral.
- 9.2. The main categories of misconduct which are likely to be considered to be serious breaches of discipline include but are not limited to:
 - 9.2.1. supply which means providing or sharing (whether or not for money or other consideration) or facilitation of supply e.g. sale, exchange or sharing (which includes promotion, advertisement or facilitating supply), possession or use of drugs and solvents or their paraphernalia as prohibited by the College policy on smoking, drugs and substances;
 - 9.2.2. actual or attempted theft, blackmail, intimidation, cyber-based bullying, prejudice-based bullying, discriminatory-based bullying or other potentially criminal offences including being an accessory or conspirator;
 - 9.2.3. physical violence and / or abuse (which may include but is not limited to hitting, kicking, shaking, biting and hair pulling);
 - 9.2.4. physical or emotional abuse or harassment (to include behaviour that may be categorised as "banter", "just having a laugh" or "part of growing up");
 - 9.2.5. initiation/hazing type violence and rituals (which may include but is not limited to activities involving harassment, abuse or humiliation used as a way of initiating a person into a group);
 - 9.2.6. abuse in intimate personal relationships between peers (teenage relationship abuse);
 - 9.2.7. sexual violence, sexual harassment and upskirting and other harmful/inappropriate sexual behaviour;
 - 9.2.8. sharing of nudes and semi-nude images and/or videos;
 - 9.2.9. behaviour in contravention of the College's policies on the acceptable use of technologies or online safety;
 - 9.2.10. supply or possession of pornography;
 - 9.2.11. supply or possession of false identification documents ('fake IDs');
 - 9.2.12. behaviour which may constitute a criminal offence, such as:
 - 9.2.12.1. possession or use of firearms, knives or other weapons;
 - 9.2.12.2. vandalism, defacement and/or destruction of college property;
 - 9.2.13. persistent minor breaches of discipline or attitudes or behaviour which are inconsistent with the College's ethos;



- 9.2.14. other misconduct which affects the welfare of a member or members of the College community or which brings the College into disrepute (single or repeated episodes); and
- 9.2.15. other misconduct specifically provided for in the College regulations
- 9.3. Sanctions for serious breaches of discipline include:
 - 9.3.1. **Temporary Suspension (Internal):** a student may be asked to remain under staff supervision at all times, including during the evenings, for a set period of days as defined by the Vice Principal Pastoral. This sanction is followed by a pre-determined number of 'gated' weekends where privileges and freedoms are reduced.
 - 9.3.2. **Temporary Suspension (External):** a student may be sent or released home for a limited period as a disciplinary sanction. This sanction is followed by a pre-determined number of 'gated' weekends where privileges and freedoms are reduced.
 - 9.3.3. **Removal** the Parents may be required to remove a student from the College if, after consultation with one or more of the Parents and if appropriate the student, the Principal is of the opinion that:
 - 9.3.3.1. the student has committed a breach or breaches of College rules or discipline for which removal is the appropriate sanction; or
 - 9.3.3.2. by reason of the student's conduct or behaviour, the student is unwilling or unable to benefit sufficiently from the educational opportunities and / or the community life offered by the College; or
 - 9.3.3.3. one or more of the Parents have treated the College or members of its staff or any member of the College community unreasonably.
 - 9.3.3.3.1. In these circumstances, and at the sole discretion of the Principal, the Parents may be permitted to withdraw the student as an alternative to removal being required.
 - 9.3.4. **Permanent Exclusion:** a student may be permanently excluded from the College for a serious breach of discipline as defined in 9.2, suspected, criminal offences and for persistent lower level breaches.
- 9.4. An allegation, complaint or rumour of a serious breach of discipline will be investigated in accordance with the procedures set out in Appendix 4.
- 9.5. Complainants will be taken seriously and the College will carefully discharge its duty of care to both complainants and those student(s) accused. Reporting concerns is encouraged by the College. A complainant is not creating a problem by reporting an allegation, complaint or rumour and should not feel ashamed or embarrassed for making a report.
- 9.6. The College will act fairly and in accordance with the principles of natural justice and will ensure that where a student's place at the College is at risk, the Parents and the student are provided with sufficient information about the allegations to understand them and the factual findings made in the investigation. Parents of students who are to be given a sanction will be informed via a telephone call from the Vice Principal Pastoral or appointed deputy, who will explain:
 - 9.6.1. the factual findings made
 - 9.6.2. the sanctions under consideration.
- 9.7. Sanctions imposed will be fair and proportionate to the breach.
- 9.8. If a student is withdrawn from the College before the conclusion of disciplinary procedures, the College reserves the right to complete the procedures, in the absence of the student and the Parents if necessary, and to make appropriate findings.

10. The role of Parents

- 10.1. Parents will normally be informed as soon as reasonably practicable of any suspicion that their child has been involved in serious misconduct but may be prevented from doing so immediately e.g. by the police if they are involved.
- 10.2. Parents will be consulted about the child's conduct and the application of this policy to their child where the College considers, in its professional judgement, that these give rise to significant concern about student welfare.

11. The role of students

- 11.1. Every student will be made aware of the college behaviour standards, expectations, pastoral support and the college's approach to a failure to meet required standards. Students will be taught they have a duty to follow the college behaviour policy and uphold the college regulations and should contribute to the college culture.
- 11.2. Students should be asked about their experience of behaviour and asked to provide feedback on the college's behaviour culture. Every student will be supported to achieve the behaviour standards, including an induction process that familiarises them with the college behaviour culture.

12. Additional needs

- 12.1. In respect of a student with a disability as defined by the Equality Act 2010, the College will make such adjustments to this policy and its implementation as it is reasonable to have to make to avoid disadvantage to student. In making such adjustments and considering the action to be taken under this policy (as adjusted), the College will have regard to the following:



- 12.1.1. whether reasonable steps have been taken to understand and address the student's educational and other needs or vulnerabilities;
- 12.1.2. whether all reasonable adjustments have been made to try to manage the behaviour(s) which are under consideration;
- 12.1.3. whether in the light of conclusions reached in respect of 12.1.1 and 12.1.2, the action to be taken under this policy is a proportionate means of achieving one or more of the College's legitimate aims, which include:
 - 12.1.3.1. ensuring that education, benefits, facilities and services are targeted at those who most need them;
 - 12.1.3.2. the fair exercise of powers;
 - 12.1.3.3. ensuring the health and safety of students and staff, in light of clearly identified risks (with due attention to the potential need to refer concerns arising externally as required under the College's safeguarding and child protection policy and procedures);
 - 12.1.3.4. maintaining academic and behaviour standards; and
 - 12.1.3.5. ensuring the well-being and dignity of students.
- 12.2. If there is a concern that a student's behaviour is as a result of unmet educational or other needs, advice should be sought from the Learning Support Coordinator

13. Safeguarding and child-on-child abuse

- 13.1. Some behaviour by a student towards another may be of such a nature that safeguarding concerns are raised. The College will adopt a zero tolerance approach to abuse in order to prevent harm to students. Safeguarding issues can manifest themselves via child-on-child abuse. This includes, but is not limited to:
 - 13.1.1. bullying (including cyber-bullying, prejudice-based and discriminatory-based bullying);
 - 13.1.2. physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (which may include an online element which facilitates, threatens and / or encourages physical abuse);
 - 13.1.3. sexual violence and / or sexual harassment (which may include an online element which encourages sexual violence);
 - 13.1.4. causing somebody to engage in sexual activity without consent;
 - 13.1.5. upskirting and / or attempts to commit upskirting;
 - 13.1.6. consensual and non-consensual sharing nudes and semi-nudes images and or videos (also known as sexting or youth produced sexual imagery); and
 - 13.1.7. initiation / hazing type violence and rituals (which may include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).
- 13.2. Child-on-child abuse can occur both inside and outside of College and may be taking place whilst not being reported. A 'one size fits all' approach is not appropriate for all students, and a contextualised approach for more vulnerable students, victims of abuse and students with special educational needs and disabilities may be required. Certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours and create an unsafe environment for students. In worst case scenarios, dismissing sexual harassment can encourage a culture that normalises abuse, which can become a barrier to reporting.
- 13.3. Technology is a significant component in many safeguarding and well-being issues. Students are at risk of abuse online as well as face to face. This can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of nude / semi-nude images, and the sharing of abusive images and pornography.
- 13.4. If behaviour and discipline matters give rise to a safeguarding and child protection concern, either in relation to the alleged victim(s) or perpetrator(s) or, more widely, in relation to ensuring the safety and welfare of students and / or staff, the procedures in the safeguarding and child protection policy and procedures will take priority.

14. Malicious allegations

- 14.1. Where a student makes an allegation which is determined to be unsubstantiated, unfounded, false or malicious, the Designated Safeguarding Lead will consider whether the student is in need of support or may themselves have been a victim of abuse or maltreatment. A referral to external agencies may be appropriate in these circumstances. The Principal will also consider whether to take disciplinary action against the student in accordance with this policy.
- 14.2. Where a Parent has made a deliberately invented or malicious allegation, the Principal will consider whether to require that Parent to remove their child or children from the College on the basis that they have treated the College or a member of staff unreasonably and compromised the requirement for mutual trust and confidence.
- 14.3. The College will consider a malicious allegation to be one where, on the balance of probabilities, there is sufficient evidence to disprove the allegation and sufficient evidence that there has been a deliberate attempt to deceive.

15. Use of reasonable force

- 15.1. Corporal punishment is not used at the College and force must never be used as a form of punishment.



- 15.2. Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used as set out in Appendix 5 and the college's reasonable force policy. More detailed guidance about the use of reasonable force is provided to staff in the Staff code of conduct.

16. Searching students

- 16.1. College staff may search a student and their possessions and boarding accommodation for any item if the student agrees.
- 16.2. If a Student refuses to cooperate with a search, the Principal, and staff authorised by the Principal, may search a student or a students' possessions, where they have reasonable grounds for suspecting that a student has a prohibited item in their possession. In such circumstances a second member of staff will be present to supervise the search.

17. Risk assessment

- 17.1. Where a concern about a student's welfare is identified, the risks to that student's welfare will be assessed and appropriate action will be taken to reduce the risks identified
- 17.2. The format of risk assessment may vary and may be included as part of the College's overall response to a welfare issue, including the use of individual student welfare plans (including Education Health and care plans, as appropriate). Regardless of the form used, the College's approach to promoting student welfare will be systematic and student focused.
- 17.3. The Vice Principal Pastoral has overall responsibility for ensuring that matters which affect student welfare are adequately assessed and for ensuring that the plans are implemented, monitored and evaluated as required.
- 17.4. Day to day responsibility to carry out risk assessments under this policy will be delegated to Personal Tutors and House Parents.

18. Record keeping

- 18.1. All records created in accordance with this policy are managed in accordance with the College's policies that apply to the retention and destruction of records.
- 18.2. The College will keep a separate record for:
- 18.2.1. allegations and concerns reported in respect of:
- 18.2.1.1. sexual harassment or sexual violence
- 18.2.1.2. bullying, discriminatory and prejudiced behaviour, either directly or indirectly, including racist, sexist, disability and homophobic / biphobic / transphobic bullying, use of derogatory language and racist incidents
- 18.2.2. the College will keep a separate record of permanent exclusions, students taken off roll, incidents of poor behaviour, use of internal isolation and sanctions imposed for serious misbehaviour. The record will include:
- 18.2.2.1. the name and year group of the student concerned;
- 18.2.2.2. the nature and date of the offence;
- 18.2.2.3. the sanction imposed and reason for it;
- 18.2.2.4. the name of the person imposing the sanction; and
- 18.2.2.5. identifying whether these are relating to boarding.
- 18.3. This record is reviewed regularly by the Vice Principal Pastoral so that patterns in behaviour can be identified and managed appropriately. This will also help if/when responding to any complaints about the way a case has been handled by the College.
- 18.4. The records created in accordance with this policy may contain personal data. The College's use of this personal data will be in accordance with data protection law. The College has published on its website privacy notices which explain how the College will use personal data.



Appendix 1: College Regulations – IB students

1. Boarding Principles

- 1.1. 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 students 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
- 1.2. 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.
- 1.3. These regulations aim to:
 - protect your rights
 - satisfy your needs - for security, healthy relationships, and appropriate care
 - ensure your safety and personal welfare while granting you freedoms appropriate to your age
- 1.4. 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 have been designed to foster the development of your independence and sense of responsibility in an atmosphere of mutual respect and trust.
- 1.5. 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.
- 1.6. 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 if practicable.

2. Staff

- 2.1. All boarding students 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, students agree to accept the authority of this person as the College representative.
- 2.2. 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.

3. Meetings

- 3.1. All houses have weekly meetings which members of the house 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.

4. Accommodation

Allocation of Rooms

- 4.1. You are placed in a house and in a room by the Vice Principal Pastoral. The use of that room cannot be guaranteed, and the College may decide that you must occupy another room, although any such disruption will be avoided if possible.
- 4.2. If you share a bedroom, remember it is a shared space.
- 4.3. 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.
- 4.4. Your room is for your use during term time only. The College may require you to remove your possessions during holiday periods.

Access to Rooms

- 4.5. 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.
- 4.6. The 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.

Furniture and Fittings

- 4.7. 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.



- 4.8.** Students are not encouraged to buy additional items for their rooms and should always check first with their House Parent as any inappropriate items, such as electrical goods or 'fairy' lights, will be refused and the student will have to remove them.
- 4.9.** Damage to or loss of College property should be reported to the House Parent **immediately**.
- 4.10.** 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.
- 4.11.** 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.
- Cooking in rooms**
- 4.12.** Cooking in rooms is forbidden. In house kitchens, no cooking devices other than those supplied by the College are to be used by students unless this has been agreed by the House Parent and devices have been safety checked.
- Cleanliness**
- 4.13.** 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.
- Laundry**
- 4.14.** 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.
- Staff accommodation**
- 4.15.** 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. Under no circumstances should students enter staff accommodation.
- 5. Security**
- House security**
- 5.1.** Residential students must always lock their room door when they leave the house; bedroom doors and the front door of the house must never be left propped open.
- 5.2.** Walk-in thefts are a danger in any city and everyone in a house has a responsibility to guard against them.
- 5.3.** Restraints on the opening of windows must not be interfered with.
- 5.4.** Lost keys/ID cards must be reported at once and keys/ID cards should never be lent to others.
- Keys and ID Cards**
- 5.5.** 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.
- 5.6.** Students return all keys and cards key to the House Parent at the end of their stay at St. Clare's.
- 5.7.** You must always carry your key and ID card with you.
- 5.8.** There is a replacement charge for lost keys and lost ID cards.
- Loss and theft**
- 5.9.** 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.
- 5.10.** Report loss and/or thefts to the House Parent immediately.
- 5.11.** The College will not accept liability for the loss or theft of your belongings which are your responsibility.
- 5.12.** You must use the safe in your room for money and valuables e.g., passports and travel tickets.
- Visitors**
- 5.13.** Everyone shares a common responsibility to maintain the security of the house.
- 5.14.** No strangers should be admitted; please request they attend the Porter's Lodge at 139 Banbury Road.
- 5.15.** 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 ensuring they sign the Visitors' Book and for ensuring 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.
 - St Clare's IB students may visit IB bedrooms if invited to do so by their occupant(s).
 - 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 in terms of 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.

6. Safety

Smoking

- 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 or used by anyone who is under 18.
- 6.2.** 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 gardens (either back or front gardens), outside houses, on the streets in the residential areas of North Oxford surrounding the college (please refer to the map)
- 6.3.** If you are under 18 you are not allowed to have any cigarettes, vaping or associated equipment in your rooms or about your person.
- 6.4.** 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.
- 6.5.** Students who persistently flout the smoking regulations will be sanctioned. For more details refer to the Health Policy.

Fire Safety

- 6.6.** Smoke detectors must not be covered at any time. This is a serious offence as it can put other people at risk in case of fire. Heaters provided by the College must not be left unattended.
- 6.7.** Periodic fire drills will be part of the routine 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 their House Parent and / or College Fire Officers.
- 6.8.** 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. Tampering with fire equipment is a criminal offence under UK law.
- 6.9.** Any electrical goods used by students must be checked by the College Maintenance team / an independent contractor appointed by the College's Health and Safety Officer.
- 6.10.** 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.
- 6.11.** Candles, incense/joss sticks, fairy lights and night lights are expressly forbidden in all student bedrooms (including battery operated fairy lights).

7. Consideration for others

Parties

- 7.1.** Parties are not allowed in bedrooms and may only be held in a house with the permission of the House Parent. Large numbers of students should not congregate in one bedroom. The House Parent sets the number of guests at any gathering.

Music

- 7.2.** Music may be played quietly on small music systems or laptops up to 21:30.
- 7.3.** If other students are studying in the room, you must use headphones.
- 7.4.** Loud music must never be played with the windows open.
- 7.5.** House Parents may remove music systems or speakers from rooms if they are causing a disturbance or are not being used responsibly.

TV sets / Monitors / DVD recorders

- 7.6.** Personal television sets, monitors and DVD recorders may not be brought to St. Clare's.
- 7.7.** All College residential houses have a colour television set and DVD player in the Common Room.

Gaming consoles

- 7.8.** These can only be used in the Common Room or bedrooms with the permission of the house parent.

Telephone

- 7.9.** Houses are equipped with public telephones which should not be used to make or receive calls after 22:30.

Motor vehicles

- 7.10.** No student may have a car or motorbike in Oxford whilst studying at St. Clare's.



Noise and the environment

- 7.11.** College seeks to have excellent relationships with its neighbours and to do its part in maintaining the local environment.
- 7.12.** Residential students are required therefore to limit their noise and to keep the immediate environs of the house clean and tidy.
- 7.13.** 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.
- 7.14.** Students should leave gardens and houses should be quiet after 21:30 so that those who wish to study may do so.
- 7.15.** From half an hour after curfew onwards, it is expected that students will be getting ready to sleep.
- 7.16.** Consideration to others should also be remembered at weekends and in the mornings.

8. Responsible behaviour

Personal Relationships

- 8.1.** St Clare's takes seriously its responsibility to ensure pupils' personal development is supported in a safe, open, and supportive environment.
- 8.2.** Students at St Clare's are supported to make personal decisions commensurate with their age and developmental stage.
- 8.3.** All relationships within St Clare's houses are built around mutual respect and trust.
- 8.4.** 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.
- 8.5.** 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.
- 8.6.** 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.
- 8.7.** 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.
- 8.8.** 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.
- 8.9.** We have zero tolerance towards any form of abuse.

Alcohol

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

Drugs

- 8.16.** The use of illegal drugs and substances known as 'legal highs' is strictly prohibited. (Cannabis is illegal in the UK).
- 8.17.** Students using illegal drugs and 'legal highs' will be automatically suspended and parents will be informed. The Principal reserves the right to exclude such students. The police may also be informed.
- 8.18.** The 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. The College will infer that a student has been using drugs should s/he decline to take a test.
- 8.19.** Dealing in drugs or possession of a quantity of drugs consistent with drug dealing activity automatically results in expulsion.
- 8.20.** Students may not possess any equipment associated with drug use.
- 8.21.** Please refer to the drug testing policy.

Fake IDs

- 8.22.** 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+).
- 8.23.** A student in possession of a fake ID will be suspended and parents will be informed.
- 8.24.** 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.



9. Leaving College campus in free time

- 9.1. Our campus is defined as the college buildings and the streets in between those buildings.
- 9.2. 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. They should always have
 1. the college main number
 2. their House Parent's telephone number with them when they go out
- 9.3. We use Microsoft Forms for our signing in and out system. Any reference below to sending a message means through Microsoft Forms.
 1. **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'.
 2. **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'.
 3. 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.
 4. Messages are monitored regularly by House Parents.
- 9.4. Students who do not follow the points above will have sanctions applied e.g. gated evenings.

10. Curfew

- 10.1. 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 may be sanctioned by suspension.
- 10.2. All IB students: Evening curfew is at 22:30 every day of the week (21.30 on house meeting evenings) Sundays to Thursdays.
- 10.3. Weekend curfew is 24:00 on Friday and Saturday.

Additionally:

1. Unauthorised absence from the house may be sanctioned by suspension, since failure to co-operate with the curfew regime means that College cannot exercise its duty of care for students for 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 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 the house 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.

11. Weekends Away

- 11.1. 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.
- 11.2. 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.
- 11.3. 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.
- 11.4. 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.



- 11.5.** First year 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.
- 11.6.** 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 sanction of having their invitation to the Graduation party and/or Graduation ceremony removed, in addition to the usual disciplinary sanctions.

12. Attendance

- 12.1.** Attendance at all lessons is compulsory. Absences from IB1 will be carried forward to IB2.
- 12.2.** All absences, both justified and unjustified, will be entered on the student's academic record and included in reports sent to parents.
- 12.3.** 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, or (for day students), if parent communication has been received by the Academic Office confirming the absence.
- 12.4.** Any student who persists in missing classes without a genuine reason for doing so may be required to leave the College.
- 12.5.** 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.
- 12.6.** 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.
- 12.7.** Students are permitted to leave their house during curfew hours only on official departure days at the ends of each half term 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.
- 12.8.** 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 termtime; 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.
- 12.9.** 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.
- 12.10.** 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, but absences will not be justified.
- 12.11.** 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.

13. Illness and Absence from College

- 13.1.** 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.
- 13.2.** You will only be excused from lessons if given permission.
- 13.3.** If you feel unwell during the school day, you should go to the Nurse's office.
- 13.4.** 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.
- 13.5.** If you feel unwell during the night, you should inform your house parent, or the member of relief staff.



- 13.6.** 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 may cause unnecessary worry.
- 13.7.** 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 non-prescription medicines to issue if needed.
- 14. Academic Honesty**
- 14.1.** 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.
- 14.2.** There are serious academic consequences for cheating and copying work.
- 14.3.** The International Baccalaureate Organisation will not award the IB Diploma to students who commit plagiarism.
- 15. Defamation and disrepute**
- 15.1.** 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 captured and made public.
- 15.2.** Students may not participate in any illegal or anti-social activities which could bring the College into disrepute or cause concern to the College's neighbours e.g. outdoor parties, gatherings and bonfires in public places are not permitted.
- 15.3.** The Port Meadow area is out of bounds after dark.
- 15.4.** Non-compliance with these expectations will be dealt with under the College's disciplinary code.
- 16. Complaints and Suggestions**
- 16.1.** The College will ensure good standards of accommodation and care for its residential students.
- 16.2.** Suggestions for improvements and complaints about such matters may be made by following the College complaints procedure.
- 17. College Policies**
- 17.1.** 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)
- 18. Declaration by student**
- 18.1.** 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.
- 19. Changes to College Regulations**
- 19.1.** The College Regulations – applicable to IB / Pre-IB students are subject to periodic change and revision.
- 19.2.** 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.



Appendix 2: College Regulations – PIB Students

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 or 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.

Appendix 3: Sanctions

Sanctions

All staff are encouraged to use the following informal (Level 1) sanctions, before applying one of the formal school sanctions:



House Sanctions

Verbal reminder of expectations
Performing community service (particularly in the spirit of reparation)
Gating
House report
Academic Sanctions

Teaching and Learning Sanctions

Required to repeat inadequate work
Library report
Academic lesson report

These informal sanctions aim to provide more consistent monitoring of a student who is not performing at their best either academically or in their residential house. They are issued by teachers (liaising with the Personal Tutor) or boarding staff.

Exclusion from Class

A student will only be excluded from class if their behaviour is seriously affecting the progress of other students or the teacher's ability to deliver the lesson. On these occasions, the student concerned should be sent immediately to either the Assistant Principal Pastoral or the Vice Principal Pastoral.

Serious disciplinary sanctions

St Clare's operates a staged response to poor behaviour in order to indicate to the student concerned the seriousness of the situation and to allow opportunity for the student to alter their behaviour.

Level 2 sanctions are applied by the Assistant Principal Pastoral and include the following:

Interview with Assistant Principal Pastoral
Library Report
Academic Lesson Report
Supervised study
Internal suspension
Contract of good behaviour
Letter to parents

Level 3 sanctions are applied by the Vice Principal Pastoral and include the following:

Supervised study
Suspension
Removal from college accommodation
Letter to parents

Level 4 sanctions are applied by the Principal and include the following:

Final formal warning
Requirement to withdraw
Expulsion.

Appendix 4: Investigations into serious breaches of discipline

- 1 A member of the Senior Management Group will normally be appointed to carry out an investigation of an allegation, complaint or rumour of serious breaches of discipline, but if appropriate, the Principal may investigate matters themselves or instruct a third party to undertake the investigation. The purpose of such an investigation is to make findings on the balance of probabilities, where possible, as to what has happened. The investigator should not have had any prior involvement in the management of any of the matters under investigation.
- 2 If the student is to be interviewed as part of the investigation, when appropriate, consideration will be given as to whether the student should be accompanied by a Parent or member of staff and in any event a note of the interview will be made by the interviewing member of staff.
- 3 Arrangements may be made for a student to be taught outside of their normal cohort or may be suspended from the College as a neutral act pending the outcome of a disciplinary process. Alternatively, and at the discretion of the Principal, the student may be offered a segregated regime on College premises.
- 4 A student's space or following appropriate risk assessment belongings may be searched during the course of the investigation. See the College's policy on searching and confiscation.



- 5 It may be necessary to delay the College's investigation or put it on hold, for example where external agencies such as the police or social services are involved and have recommended this.
- 6 Regardless of delays caused by a police or other external agency investigation, the College will provide appropriate pastoral and other support for all students (including the alleged victim and/or the perpetrator(s)) affected by the allegations under investigation while they remain on the College roll.
- 7 Where the student is the subject of a police investigation the DSL will liaise with the Principal to inform them of issues relating to the police investigations and the statutory requirements for children to have an appropriate adult. The role of the appropriate adult is to safeguard the rights, entitlements and welfare of juveniles to whom the provisions of PACE code C and any other code of practice apply.
8. The outcome of the investigation, where delegated to a member of staff or other third party, will be reported to the Principal. If the findings of the investigation appear to support the allegation, complaint or rumour, a disciplinary response will then be communicated to the student and their family.

Appendix 5: Physical Intervention

1. Corporal Punishment

- 1.1. The use of corporal punishment is prohibited for all students at all times.
- 1.2. This covers the actions of all members of staff whether *in loco parentis* or not. (section 131 of the School Standards and Framework Act 1998)

2. Physical Intervention / Reasonable Force

- 2.1. The term 'reasonable force' covers the broad range of actions that involve a degree of physical contact with students.
 - 2.2. Force is usually used either to control or restrain. This can range from guiding a student to safety by the arm, to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.
 - 2.3. 'Reasonable in the circumstances' means using no more force than is needed.
 - 2.4. As mentioned above, schools generally use force to control students and to restrain them. Control means either passive physical contact, such as standing between students or blocking a student's path, or active physical contact such as leading a student by the arm out of a classroom.
 - 2.5. Restraint means to hold back physically or to bring a student under control. It is typically used in more extreme circumstances, for example when two students are fighting and refuse to separate without physical intervention.
 - 2.6. School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the student.
- 2.7. Who can use reasonable force?**
- All members of school staff have a legal power to use reasonable force.
 - This power applies to any member of staff at the school. It can also apply to people whom the Principal/Vice Principal has temporarily put in charge of students, such as unpaid volunteers or parents accompanying students on a school organised visit.
- 2.8. When can reasonable force be used?**
- Reasonable force can be used to prevent students from hurting themselves or others, from damaging property, or from causing disorder.
 - The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.
- 2.9. The following list is not exhaustive but provides some examples of situations where reasonable force can and cannot be used. Staff can use reasonable force to:**
- remove disruptive children from the classroom where they have refused to follow an instruction to do so;
 - prevent a student behaving in a way that disrupts a school event or a school trip or visit;
 - prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
 - prevent a student from attacking a member of staff or another student, or to stop a fight in the playground; and
 - restrain a student at risk of harming themselves

2.10. Staff Cannot:

- use force as a punishment – it is always unlawful to use force as a punishment.

3. Power to search students without consent



- 3.1.** In addition to the general power to use reasonable force described above, the Principal/Vice Principals and authorised staff can use such force as is reasonable given the circumstances to conduct a search for the following "prohibited items":
- knives and weapons
 - alcohol
 - illegal drugs
 - stolen items
 - tobacco and cigarette papers
 - fireworks
 - pornographic images
 - any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.
- Force **cannot** be used to search for items banned under the college rules.

4. Reporting the use of physical interventions

- 4.1.** Staff are required to record the incident in writing. They should inform the Vice Principal Pastoral of any incidents where physical intervention was used. The Vice Principal Pastoral will inform parents of the incident that involved the physical intervention.