

## Expectations of teenagers on summer courses

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

- a) yourself b) your fellow students and c) the college community as a whole.

**We have few rules, but we expect you to read them carefully and take them seriously!**

**Please note: St Clare's reserves the right to expel any student whose behaviour is unacceptable.**

### The Course

#### 1. Punctuality and attendance at lessons

St Clare's is a serious learning institution. You must attend all lessons and arrive punctually for each class.

#### 2. Participation in lessons

You are expected to participate actively in lessons and to complete homework assignments as required.

#### 3. Involvement in activities and excursions

You should participate fully in the activity and excursion programme in the evenings and at weekends.

### Legal Requirements

#### 1. Alcohol

You must not buy or drink alcohol at any time during your stay in Oxford. If you break this rule we reserve the right to expel you at your own expense without further warning.

#### 2. Drugs

You must not use any drugs, other than prescription drugs that have been agreed with your parents. We reserve the right to search your room if we suspect you of using drugs and to send you home at your own expense if you are found with illegal drugs. Your parents and the police will also be informed.

(The college also reserves the right to ask you to take a formal drugs test if there are reasonable grounds for suspecting drugtaking. The results will be available in 48 hours. Failure to comply with the request to take a test will mean that you are not willing to accept the rules of the college community and you are effectively withdrawing from the course.)

#### 3. Smoking

Smoking is strongly discouraged at St Clare's – it is bad for your health and bad for the health of others. Smoking is not allowed in any college buildings or in the streets around the college under any circumstances.

#### 4. Internet Use

The ICT facilities are owned by St Clare's and are made available to support your learning and for limited personal use. Personal use is a privilege, not a right, and you must follow the guidelines below. You should not:

- access any site that you would be embarrassed to show your teacher or parents
- post anything, including imagery or video/audio files, about any other member of St Clare's that might be considered rude or insulting or which would bring the good name of St Clare's into disrepute
- access gambling sites or politically extreme sites whose values conflict with a belief in democracy, tolerance and individual freedom.

## School Rules for Teenagers at St Clare's

### 1. College ID card

You will receive your ID card and St Clare's lanyard when you arrive. Your ID card allows you to enter many of the buildings at St Clare's and to eat meals in the Dining Room. If you lose your ID card you must pay £25 to get a replacement. You must wear your lanyard (around your neck) and display your ID card at all times when walking around the school. This is for your safety and security.

### 2. Reporting to your House Parent in the evenings

You must attend all classes on weekdays and eat meals in college every day. After class, you are strongly encouraged to take part in the activities and excursions organised by the college. However, you may wish to travel in and out of town in the evenings and at weekends. If the activity/excursion is **not** organised by the college or your Group Leader you **must** let your House Parent know where you are at these times (evenings and weekends). You must send a message to your House Parent by 19:30 and explain: a) where you are going in the city or Summertown b) when you will return to your house c) if you change your plans, you must send an update.

Make sure that your phone is switched on, charged and working, so that your House Parent can contact you, in case of an emergency.

### 3. Evening Curfew: 23:00

You must start leaving the main college building quietly at 22:30 and should be arriving in your house or homestay by 22:45 every night of the week. If you go out after dinner, you must text your House Parent. Your House Parent will check that you are in at the curfew time and will tell the Welfare Managers if you are late. Make sure that you have the House Parent's telephone number and call if you are delayed unexpectedly. Students who are late will be "gated" (required to stay in the house in the evening) for an appropriate number of nights.

**Students who stay out overnight without notice will be sent home at their own expense.**

**Note:** 14 year old students must return to the St Clare's campus by 21:30 each evening and check in with their House Parent.

### 4. Loss and theft

You are strongly advised to keep your money and valuables in the safety deposit box in your room. If there is no safety box in your room you may leave your valuables with your House Parent or the Welfare Managers. If you lose something, you may be able to make a claim on the insurance policy included in your course fees: please note, St Clare's accepts no liability if your money or valuables are lost or stolen.

### 5. Visitors

Remember to close all doors behind you and do not allow strangers to follow you into buildings or the campus. Please note: boys are not allowed into girls' houses and girls are not allowed into boys' houses. Any visitors to your house are **your** responsibility: they are permitted only from 16:00 until 15 minutes before curfew and must sign into and out of the house. You may not have large numbers of people in one bedroom and parties are not allowed.

### 6. Illness and medical care

Tell your House Parent immediately if you are ill. If the House Parent is not available, ask a friend to tell your teacher or the Welfare Managers. If you become ill during the day, tell the Welfare Managers, teachers or leave a note for your House Parent before going to bed ill. We can arrange to call a doctor or bring meals to your room if necessary.

### 7. Personal relationships

You have a right to your own privacy and must recognise and respect this right for other people. You must not behave in a way which might offend or upset other people. This includes sexually intimate behaviour.

### 8. Quiet in the residence

You must be quiet at all times inside and outside the house, but especially after 22:00. Since St Clare's houses are in residential areas, **you must respect our neighbours as well as the other students in your house**. You can play music **quietly** before 22:00. If other students are working near you, you must use headphones.

**9. Telephones & Electrical Equipment**

Turn off personal mobile phones overnight. If you have problems with your mobile phone there is a telephone in each house with the number posted next to it. You can use it to receive calls, but to make calls you need to buy a phone card. Ask your parents not to call or use skype after 23:00. If you bring any electrical equipment please remember that you will need a 240v adapter suitable for use in the UK.

**10. Cleaning your room**

You must keep your rooms tidy and make your bed each day before going to college. The cleaners dust and tidy your room every day and fully clean twice a week. Clean bed linen and 2 towels are provided once a week. (Please note: you will be charged for any damage in your room including hair dye, ink etc.)

**11. Fire procedures**

There will be a fire drill soon after you arrive. Do not block fire exits. If you do not leave the house when the alarm rings, or if you tamper with fire equipment in any way you will receive a heavy penalty or fine. You must take every precaution in your room: do not burn candles or incense sticks; do not cook; do not smoke.

**12. Permission to leave Oxford**

If you wish to leave Oxford for part of the day or for a weekend, your parents/guardian must give their consent in writing at least two days in advance. We will check the following information before you are permitted to leave:

- a) Address and telephone number where you will be staying.
- b) Name of the adult responsible for you.

**Declaration by student:** I understand the above rules and I agree to follow them.

Signed:

Your first name:																					Date							D	D	M	M	Y	Y
Your family name:																																	
Your mobile number & country code:																																	
Your email:																																	
Name of parent/guardian:																																	
Parent/guardian contact number:																					+												
Language spoken at home																																	

Please complete this table carefully, using CAPITAL LETTERS. This information is important for your safety and security.