

College Regulations

College Regulations – applicable to IB / Pre-IB Students

Boarding Principles

St. Clare's, Oxford is a residential 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 you will 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.

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.

These regulations aim to:

- protect your rights - especially the rights to privacy and to a positive study environment
- satisfy your needs - for security, friendship and for appropriate care
- ensure your safety and personal welfare while granting you freedoms appropriate to your age.

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 as a whole. Our regulations and boarding practice may not be as strict as those found in many other boarding schools, however, our rules are designed to foster the development of your independence and responsibility in an atmosphere of mutual respect and trust. 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.

We expect non-residential students to participate as fully as possible in all College activities and to this end, will facilitate some overnight stays in College accommodation. These regulations apply to residential students and also to non-residential students who will be attached to a house.

Staff

While you are in or attached to a College house you will have a Warden, the College representative in your house who acts *in loco parentis*. The Warden 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 the student agrees to accept the authority of this person as the College representative.

The Warden may or may not be your Personal Tutor, the member of staff with whom you will meet on a weekly basis during your time in the College, and who is charged to work with you in ensuring your personal well-being. If the Warden and Personal Tutor are two different members of staff, they will speak together regularly to ensure that your needs are being met.

Meetings

All houses have weekly meetings which take place on Monday evenings at 22:30 or for the junior houses at 22:00 which you must attend. One of the purposes of the meetings is to enable the house representative to the Student Council to give reports and to clearly represent your opinions. The meetings also build up a sense of community spirit in the house and are the responsibility of all the members of a house, not just the Warden.

Non-residential students will also have meetings with the Assistant Principal, Pastoral and will elect a representative to the Student Council.

Accommodation

- 1. Allocation of Rooms:** You are placed in a house and in a room by the Vice Principal, Pastoral. The use of that room should remain yours for the period of your stay, although this cannot be guaranteed and College may decide that you must occupy another room. If you share a bedroom, remember it is not my room but our room. Occasionally students may need to change rooms and/or houses, but this cannot be done without reference to your Warden and the Vice Principal first. We expect such changes to be rare. Allocation of rooms for IB2 is by a lottery system, if demand for single rooms or rooms in particular houses exceeds availability (refer to the Accommodation Policy for further details). Your room is for your use during term time only. College may require you to remove your possessions during holiday periods.
- 2. Access to Rooms:** 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. 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 another breach of College regulations. If possible, the student will be present during the search.
- 3. Furniture and Fittings:** 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, because this causes problems for the domestic cleaners. Students are not encouraged to buy additional items for their rooms and should always check first with their Warden as any inappropriate items, particularly electrical goods, will be refused and the student will have to remove them.
- 4. Damage to or loss of College property** should be reported to the Warden immediately. 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. 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

5. **Cooking in rooms** is forbidden as it breaches health and safety regulations. In the kitchens, which College supplies with equipment, no other cooking devices, supplied by the students, are to be used.
6. **Cleanliness:** 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.
7. **Laundry:** 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. College representatives will require wet and damp clothing to be removed because they can cause mould and damp in rooms.
8. **Staff accommodation:** the wardens 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.

Security

1. **House security:** residential students must always lock their room door when they leave the house and should not leave their rooms with keys in the door locks unattended for long periods of time; bedroom doors and the front door of the house must never be left propped open. Walk-in thefts are a danger in any city and everyone in a house has a responsibility to guard against them. Restraints on the opening of windows must not be interfered with. Lost keys/ID cards must be reported at once and keys/ID cards should never be lent to others.
2. **Keys and ID Cards:** College gives you a key for your room (where applicable), and an ID card 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. You return the key to the Warden at the end of your stay at St. Clare's. Carry your key and ID card with you at all times. There is a replacement charge for lost keys and lost ID cards.
3. **Loss and theft:** 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. Report loss and/or thefts to the Warden immediately. The College will not accept liability for the loss or theft of your belongings which are your responsibility. You must use the safe in your room for money and valuables e.g. passports and travel tickets.
4. **Visitors:** everyone shares a common responsibility to maintain the security of the house. No strangers should be admitted; send them to 139 Banbury Road. Even if the callers are other St. Clare's students, if the person they have come to see is not in, do not admit them. Visitors are the responsibility of their host, who must accept responsibility for their actions while in the house.
 - Visitors are allowed in houses from 16:00 on weekdays and from 12:00 on Saturday and Sunday. Visitors must leave before 22:15 on Mondays (as there are house meetings at 22:30), 22:45 on Sundays and Tuesdays to Thursdays (as curfew is at 23:00) and before 23:45 on Fridays and Saturdays (as curfew is at 24:00).
 - The host is responsible for seeing they sign the Visitors' Book and for seeing 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.

- Visitors who are not St. Clare's students must be introduced to and approved by the Warden before they can enter the house. They can only enter common rooms and not other areas of the house e.g. bedroom areas.
- Visitors who are St. Clare's students are permitted access to bedroom areas in other houses, unless otherwise directed by the Warden.
- Students who are 15 years of age will be housed at 121 Banbury Rd. In the girls' wing(s), only female St. Clare's students are permitted access to bedroom areas. In the boys' wing(s), only male St. Clare's students are permitted access to bedroom areas.
- Visitors may not stay overnight.
- The Warden may insist that visitors leave at any time.
- IB and Pre-IB students may not visit the International College senior houses.
- Students from the International College senior houses are not allowed to visit houses used by IB and Pre-IB students.

Safety

1. Smoking: St. Clare's does not encourage or condone smoking; this includes the use of e-cigarettes. We endeavour to provide a smoke-free environment for all staff and students.
 - 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.
 - Smoking / vaping is not permitted anywhere on campus including:
 - a. inside any buildings
 - b. in house back gardens or front gardens
 - c. outside houses
 - d. on the streets in the residential areas of North Oxford surrounding the college.
 - Students who persistently flout the smoking regulations will be suspended.
2. Persons who pose a fire risk to the safety of others ultimately cannot be housed by College and cannot continue as St. Clare's students if they continually pose a risk to others. Smoke detectors must not be covered at any time. Heaters must not be left unattended.
3. Periodic fire drills will be part of the regime 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 the College Fire Officer.
4. 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, and is a criminal offence under UK law.
5. Fire and Electrical Equipment: Any electrical goods used by students e.g. personal computers and CD players, must be checked by an independent contractor appointed by the College's Health and Safety Officer. 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. Candles, joss sticks, fairy lights and night lights are expressly forbidden in all student bedrooms (with the possible exception of battery operated non-heating LED fairy lights, which may only be used if permission is granted by the Warden).

Consideration for others

1. **Parties:** parties are not allowed in bedrooms and may only be held in a house with the permission of the Warden; neither should large numbers of people congregate in one bedroom. The Warden sets the number of guests at any party.
2. **Music:** music may be played quietly on small music systems or laptops up to 22:45. If other students are studying in the room, you must use headphones. Loud music must never be played with the windows open. Wardens may remove music systems or loud speakers from rooms if they are causing a disturbance or are not being used responsibly.
3. **TV sets / Monitors / DVD recorders:** personal television sets, monitors and DVD recorders may not be brought to St. Clare's. All College residential houses have a colour television set and DVD player in the Common Room. The proliferation of TVs would inevitably create unacceptable levels of noise in shared areas of private study.
4. **Telephone:** houses are equipped with public telephones which should not be used to make or receive calls after 23:00.
5. **Motor vehicles:** no student may have a car or motorbike in Oxford whilst at St. Clare's. There are several excellent reasons for this: there is no parking space at St. Clare's and very little in Oxford itself and the overcrowded roads in and around Oxford are dangerous and would present considerable safety hazards to student drivers, particularly those unused to driving in Britain.
6. **Noise and the environment:** College seeks to have excellent relationships with its neighbours and to do its part in maintaining the local environment. Residential students are required therefore to limit their noise and to keep the immediate environs of the house clean and tidy. 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. Loud music, smoking and ball games are banned from the gardens. Houses should be quiet after 21:30 so that those who wish to study may do so. From midnight onwards, it is expected that students will be asleep. Voices should be low and movement quiet after this time out of consideration for others. Consideration to others should also be remembered at weekends and in the mornings.

Responsible behaviour

1. **Personal Relationships:** you must recognise the rights of others to hold opinions different to your own, to have different cultures and/or religious beliefs, to have different sexualities, and to have the right to privacy. Personal relationships within St. Clare's houses are built around mutual acceptance. Care must be taken not to presume on other people's acceptance of the cultural norms governing your behaviour. This includes sexually intimate behaviour. Always establish clear communication and be honest with each other.
2. **Alcohol:** excessive drinking or any use of alcohol, which causes damage to yourself or offence to others, will not be tolerated. No alcohol may be brought onto any college premises, or consumed on college premises. Licensing laws in Britain state that no person

under 18 may buy or have bought for them any alcoholic drink. Parents will be informed of any serious concerns about misuse of alcohol.

3. **Drugs:** the use of illegal drugs and substances known as 'legal highs' is strictly prohibited. (Cannabis is illegal in the UK). Students using illegal drugs and 'legal highs' will be automatically suspended and parents will be informed. The Principal reserves the right to expel such students. The police may also be informed. 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. College will infer that a student has been using drugs should s/he decline to take a test. Dealing in drugs or possession of a quantity of drugs consistent with dealing, automatically results in expulsion. Students may not possess any equipment associated with drug use e.g. shisha pipes.
4. **Fake IDs:** 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+). A student in possession of a fake ID will be suspended and parents will be informed.

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.

Curfew

To ensure that students are safe and that College is fulfilling its role *in loco parentis*, the Warden will check that all the students in a house are safely accounted for at a set time, after which everyone should remain in the house. This time is known as the curfew. No one should leave the house without permission before 07:00 the next morning. To do so will be regarded as absence without leave and is punished by suspension. During the week (Sunday to Thursday) all students must be in their house for the Warden to check them at 23:00 (exception - curfew is at 22.00 junior houses and 22:30 all other houses on Monday evenings, because of house meetings). On Friday and Saturday the curfew is different depending on your age.

1. Students aged 15 have a 23:00 curfew on ALL days of the week, unless a parent has made a specific request in writing to the Assistant Principal, Pastoral for an extension to 24:00 on Saturday and if appropriate adult supervision is provided.
2. Students aged 16 and 17 have a 24:00 curfew on Friday and Saturday. If appropriate adult supervision is provided, then the possibility of an extension on Saturday (on relevant extension weekends - see point 3) to no later than 02:00 on special occasions may be agreed to by the Assistant Principal, Pastoral if specially requested by a parent, in writing.
3. Students aged 18+ have 24:00 curfews on Friday and Saturday and may have Saturday extensions to 02:00 no more than two times in a month; these can only be taken on the second or fourth Saturday of each month. Extensions need to be agreed to by the Warden with notification given at least 24 hours in advance. No parental consent is required.

Additionally:

1. Pre-IB and IB1 students cannot have 02.00 extensions until after the autumn half term. This allows a settling in period and a time for them and the Warden to establish a relationship based on trust.
2. Extensions are restricted the Saturday before, and any Saturday during, examination times.

3. Letters or emails from parents requesting permission for special extensions for students aged 15, 16 and 17 must be addressed clearly to the Assistant Principal, Pastoral and arrive not later than the Wednesday before the Saturday for which the extension is requested.
4. Unauthorised absence from the house may be punished by suspension, since failure to co-operate with the curfew regime means that College cannot exercise its duty of care for students in whom it is *in loco parentis*.
5. If a student is found to be in another student's room without permission after curfew, both students will be suspended. Parents will certainly be informed of the students' failure to keep to the rules which exist for their safety.
6. The House Warden will check that students are in at the curfew time and will expect the student to telephone if they are unavoidably delayed.
7. Students who are late will be 'gated' (required to stay in the house in the evening) for an appropriate number of nights, at the Warden's discretion.
8. Students who return very late to their house or who stay out overnight without notice will be suspended.

Leaving College campus in free time

1. Our campus is defined as college buildings and the streets in between those buildings.
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.
3. They should always have (i) the college main number (ii) their Warden's telephone number and (iii) the internal emergency number (Duty Manager), with them when they go out.
4. Weekdays: students must submit a message after their last class of the day informing of where they are intending to be for the afternoon / evening and at what times. This will either be 'on campus / CAS on campus' or somewhere away from campus e.g. Summertown, gym, CAS-football, town centre. If a student changes their plans they must send an update. The student should indicate their expected time of return to their house. Additionally, if a student wishes to leave campus during the daytime e.g. if they have a free lesson / at break or lunch times, they must submit a message indicating where they are going and the time they will return to campus.
5. Saturday & Sunday: students must submit a message when they leave their house, or latest by 14:00 if they stay at home in the morning, informing of where they are going to be for the day / evening and their expected time of return. If they change their plans they must send an update.
6. Upon their return, the student should notify their Warden (either in person or by message) that they are back in the house.
7. Students' phones should not be switched off as the Warden / Duty Manager needs to be able to contact them, in case of an emergency.
8. Messages will be monitored by Wardens and the Pastoral Managers.

9. Students who do not follow points 1 – 7 above will have sanctions applied eg. gated 21:00h Friday evenings.

Weekends away

1. Students aged under 18 must have parental (or legal guardian) permission for weekends away, to arrive not later than the Wednesday prior to the weekend away. Parents must include the name, address and contact telephone number of the person (or hotel) who the student will stay with over 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.
2. Students are permitted to leave for their weekend away after their classes have ended on Friday afternoon. They should plan to return to their house by 20:00 on Sunday and certainly no later than curfew at 23:00. Early departures or late returns falling within curfew hours are not permitted for weekends away.
3. Emails for permission for weekends away must be sent by the parent (or approved guardian) and must be sent from the approved parental email contact supplied on the joining form. Emails can be sent to the Assistant Principal, Pastoral (tessa.ely@stclares.ac.uk)
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.
5. Students in IB1 and Pre-IB cannot take weekends away before October in the autumn term to allow them to get to know their housemates, Warden and Oxford. From October up to half term IB1 and Pre-IB students are permitted to take one weekend away; in the second half term of the Autumn term they are permitted 2 weekends away. Weekends away are also restricted around examination times; students are not permitted to be away the weekend directly before exams commence, or any weekend during an examination period.
6. Other than 5 above, students are permitted to take up to 4 weekends away per term in the Autumn and Spring terms, excluding half-terms, and up to two weekends away per Summer term. Too many weekends away are disruptive of study patterns and not conducive to building community spirit.

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 sanctions of students missing the Graduation party and/or Graduation ceremony in addition to the usual disciplinary sanctions.

Attendance

1. Attendance at all lessons is compulsory. Absences from Pre-IB will not be carried over to IB. Absences from IB1 will be carried forward to IB2. All absences, both justified and unjustified will be entered on the student's academic record and included in reports sent to parents. Students may have to miss lessons occasionally through illness. These absences will only be justified if the student has seen the Nurse before the absence occurs. Any student who persists in missing classes without a genuine reason for doing so, may be required to leave the College. 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.
2. 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. Students are permitted to leave their house during curfew hours only on official departure days at the ends of half terms and terms 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.
3. 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 term; 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.
4. 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.
5. 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 appointments need to be scheduled during term time, the request for absence should be made in advance, in writing, to the Assistant Principal, Pastoral tessa.ely@stclares.ac.uk .

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.

Illness and absence from College

1. Students should inform their Warden first thing in the morning if they are ill and unable to visit the Nurse. The student should ensure that the Warden (or the Domestic Assistant) informs the Academic Office of their absence, before 09:00 if possible. If a student becomes ill during the day, they should see the Nurse if the surgery is open. If the surgery is closed,

they should see the Assistant or Vice Principal, Pastoral or if unavailable report to the Academic Office so they can be assessed, helped and advised on whether to return to their residence/home. If a student falls ill in the evening or at the weekend, they should see their Warden. If their Warden is not available, the Boarding Manager or Duty Manager can be contacted in emergency situations.

2. The Nurse's surgery runs from 08:00 to 16:30 Monday to Friday. Surgery is also open on Saturday morning from 09:00 - 12:00. During that time the Nurse will see students in her surgery and do house visits for those students who have been reported as ill that morning and unable to come to the surgery. The College Nurse must confirm that the student is authorised to be absent from classes.
3. Students must not request a house visit from the Nurse unless they are extremely unwell and unable to walk to the surgery.
4. If a student has been prescribed medicines for their own use, they need to inform the Nurse and they must keep the medicines safely locked away in their safe or lockable drawer. Students should not have their own supply of 'homely' medicines (e.g. paracetamol, cough medicine) but should visit the Nurse when unwell. House Wardens also have supplies of 'homely' medicines.

Academic Honesty

Students are expected to be scrupulously honest in the way in which they carry out and present their work. This means that all parts of all work submitted for assessment, whether internal or external, must either be original to the student, or must be properly attributed. There are serious academic consequences for cheating and copying work. The International Baccalaureate Organisation will not award the IB Diploma to students who cheat.

Defamation and disrepute

Students are expected to be responsible representatives of St. Clare's. They are not permitted to defame St. Clare's in any way e.g. verbally, in writing or electronically. Students may not participate in any illegal or anti-social activities which could bring the College into disrepute or cause concern to College's neighbours e.g. outdoor parties, gatherings and bonfires in Port Meadow or other public places are not permitted. The Port Meadow area is out of bounds after dark. Non-compliance with these expectations will be dealt with under the College's disciplinary code.

Complaints and Suggestions

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

College Policies

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)

Declaration by student

During Orientation, 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.

Changes to College Regulations

The College Regulations – applicable to IB / Pre-IB students are subject to periodic change and revision. 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.

Most recent review and/or amendments

VPP/APP October 2018