



**D'OVERBROECK'S
OXFORD**

A NORD ANGLIA EDUCATION SCHOOL

Sixth Form Boarding Handbook

2026-2027

Contents

Term dates 2026 - 2027	5
Important contacts	7
Living in your boarding house	8
Boarding routine	8
Study time	8
Curfew	8
Key curfew & registration times	9
Going away at weekends	10
Overnight absences during the week	10
Safe keeping	10
House information	11
Signing in and out	11
Visitors	11
Access to rooms	12
Personal laundry	13
House duties	13
Internet use	13
Security and insurance	14
Packages	15
Cycles	15
Electric scooters (Voi) and Electric bikes	15
Car parking	15
House and student meetings	16
Expectations	17
Meals and snacks	21
School meals	21

Food hygiene and kitchen expectations	21
Takeaways	22
Nut-aware school	22
Your health and well-being	23
Visiting the General Practitioner (GP)	23
Other health services	23
Medication	24
Vitamins.....	25
Dietary supplements	25
Medication – essential information.....	26
Worship	26
Guardians	26
Independent Person.....	27
The Children’s Commissioner.....	27
Reporting a concern in boarding.....	28
Packing list	29
Health and safety	32
Electrical Safety – Boarding Accommodation (UK Standards).....	32
PAT testing	32
Fire safety and drills	34
Cleaning and room checks	34
Student travel – day trips, weekends, half terms, and holidays.....	35
Travel requests - Reach	35
Departure times from boarding	35
Sponsored students - UKVI.....	35
Weekend absences	36
Weekly boarders	36

Half-term and holidays.....	36
Summer storage options.....	37
Complaints	38
Guidelines for students aged 18 and over	39
House rules, behaviour, and rewards	41
Behaviour in the boarding house.....	41
Map of boarding houses	43

Term dates 2026 - 2027

Autumn term

Term starts

New and Returning Years 10 –12 students – Sunday 6 September 2026

Boarding Houses are open from 9am

Year 13 students – Monday 7 September

Boarding Houses are open from 9am

Half Term

Friday 23 October to Monday 2 November 2026 (inclusive)

Boarders leave after lessons on Thursday 22 October; houses close on Thursday 22 October at 7pm. Boarders return on Monday 2 November from 2pm

INSET Days

Monday 28 September 2026 and Friday 20 November 2026

These form exeat weekends as there is no school, but the boarding houses remain open

Term ends

Friday 11 December 2026 (half day)

Boarders leave after lessons at lunchtime on Friday 11 December; houses close on Friday 11 December at 4pm

Spring Term

Term starts

Monday 4 January 2027

Boarders arrive at the boarding houses on Sunday 3 January from 2pm

Half Term

Friday 12 February to Sunday 21 February 2027 (inclusive)

Boarders leave after lessons on Thursday 11 February; houses close on Thursday 11 February at 7pm. Boarders return on Sunday 21 February from 2pm

Term ends

Wednesday 24 March 2027 (half day)

Boarders leave after lessons at lunchtime on Wednesday 24 March; houses close Wednesday 4 March at 4pm

Summer Term

Term starts

Thursday 15 April 2027

Boarders arrive at the boarding houses on Wednesday 14 April from 2pm

Bank Holiday

Monday 3 May 2027

This forms an exeat weekend as there is no school, but the boarding houses remain open

Half Term

Saturday 29 May to Sunday 6 June 2027 (inclusive)

Boarders leave after lessons on Friday 28 May; houses close on Friday 28 May at 7pm.

Boarders return on Sunday 6 June from 2pm

Term ends

Wednesday 7 July (half day)

Sixth Form boarders leave after the End of Year Celebration, from 4pm on Wednesday 7 July

Senior School boarders leave after the End of Year Celebration, from 12pm on Thursday 7 July

All boarding houses close on Wednesday 7 July at 8pm

Students cannot arrive or leave their boarding house before 7am or after 9pm.

If necessary to accommodate early/late travel, students should stay with guardians.

Important contacts

Head of Boarding: Hannah MungallEmail: hannah.mungall@doverbroecks.com

Telephone: +44 (0)1865 688663

Mobile: +44 (0)7570 683822

Deputy Head of Boarding: Emma JenkinsEmail: emma.jenkins@doverbroecks.com

Telephone: +44 (0)1865 688663

Mobile: +44 (0)7570 683997

333 Main Reception and Sixth Form Office:Email: sixthformoffice@doverbroecks.com

Telephone: +44 (0)1865 688600

The Medical Team:

Freya Paterson (Medical Lead)

Sinead Hughes (School Nurse)

Email: medical@doverbroecks.com**School Counsellors:**

Kiki Glen, Charlie Morse-Brown & Hannah Barducci

Email: counsellors@doverbroecks.com

Mobile: +44 (0)7375 670541

Emergencies

In an emergency, you should call the boarding house telephone or mobile number.

If you can't make contact on either of these numbers and you have an emergency situation out of school hours and you need to speak to a senior member of staff, you can call the **boarding emergency number - 07990 076248.**

Living in your boarding house

Introduction

Welcome! We hope that you will settle quickly into boarding life at d'Overbroeck's, and that you will have a very happy and successful time here. You will be living as part of a community, sharing communal spaces and facilities, and spending a lot of time in the company of the other members of your House and the wider school. To help make this a happy and positive place to live and work, and to ensure the safety of everyone, we ask you to be considerate and mindful of everyone else and to follow the expectations of our community.

Boarding routine

It is important that you be up early from Monday to Friday, even on days when you may not have an 8.35am class. There will be a registration in the House each morning followed by breakfast which is served at 333 Banbury Road.

Weekdays

In order to allow for cleaning and daily maintenance work the House will be closed from 8am until 12pm. You are asked not to be in the House at this time – please use other spaces available to you at 333 if you have a free period during this time.

During times you do not have school commitments like lessons or activities, you are permitted to return to your own boarding house any time after 12pm. You may not visit another boarding house until after 4pm during the week.

Study time

From Monday to Thursday, there is study time from 7pm to 8.30pm every evening. These sessions are compulsory, and House staff will check to ensure that you are in your room and studying quietly during these times. Students may choose to extend their study period by an additional 30 minutes until 9pm if they wish. To support those who are continuing to study, Houses are expected to remain quiet until 9pm. There is no compulsory study session on Friday, Saturday or Sunday evenings.

Curfew

Quiet time in the House is between 7pm and 9pm from Monday to Thursday to support students who wish to continue studying after the compulsory study session ends at 8.30pm. During this time, students are expected to keep noise to a minimum and be mindful of others who are working. If you would like some fresh air or a short walk after study time, you may sign out between 8.30pm and 9.15pm.

All students must be signed back into the House by 9.15pm from Sunday to Thursday. On Fridays and Saturdays, curfew is slightly extended and students must be signed back into the House by 10pm. However, if you have been away on a day trip or an overnight stay, you must return and sign back into the House by 9pm, unless alternative arrangements have been agreed with House staff. Year 13 students are permitted an extended curfew on Friday and Saturday evenings and may return to the House by 10.30pm. On their return, they must sign in immediately and go straight to their rooms.

You must be in your own room by 10pm from Sunday to Thursday and by 10.30pm on Fridays and Saturdays. House staff will carry out registration at these times to ensure that everyone is safely in the House and to say goodnight.

After curfew

The House should be quiet after bedtime registration, so please ensure that you do not make any unnecessary noise and are considerate of others who may be sleeping or studying. You should never be in another student's room after curfew.

If you would like to listen to music in your room after curfew, you must use headphones. Music should not be audible outside your room at any time after curfew.

Key curfew & registration times

Monday to Thursday

- Quiet time: **7pm - 9pm**
- Compulsory study: **7pm - 8.30pm**
- Optional extended study: **8.30pm - 9pm**
- Sign out: **8.30pm - 9.15pm**

Curfew (back in House)

- **Sunday to Thursday:** 9.15pm
- **Friday and Saturday:** Year 12, 10pm and Year 13, 10.30pm
- **Returning from a day trip or overnight stay:** 9.00pm (unless otherwise agreed with House staff)

Registration and in-room times

- **Sunday to Thursday:** In your room by 10pm for registration
- **Friday and Saturday:** In your room by 10.30pm for registration
- **Year 13 students returning at 10.30pm on Friday and Saturday:** Must sign in immediately and go straight to their rooms

House staff will complete registration at these times to ensure all students are safely in the House and to wish everyone goodnight.

Going away at weekends

If you would like to go away for a day trip or overnight stay at the weekend, you must complete a Reach form by 12pm on the Wednesday prior to the weekend. Further information on how to do this can be found in the 'Student Travel' section of this handbook.

Overnight absences during the week

You are not allowed to be away from the House overnight on a weekday other than in very exceptional circumstances. In such instances we would need a written communication from your parents or guardian explaining why you need to be away, and a Reach form will need to be completed. If this also involves an absence from lessons, you and your parents will need to seek the permission of your Director of Studies.

Safe keeping

All rooms have a safe for each student's personal use. There is also a larger safe in the House Office. Please make use of these facilities, as the School cannot be responsible for the loss of money or valuables that are not securely locked away. Students are advised not to bring large amounts of cash to school.

Passports must be handed to boarding staff for secure storage in the House safe. If you need your passport for travel, visa appointments, or any other authorised purpose, you may sign it out from the House safe and must return it to boarding staff as soon as it is no longer required.

Insurance

Unfortunately, d'Overbroeck's cannot take responsibility for any theft of or damage to students' possessions. If your parents have chosen not to subscribe to the Pupils' Personal Possessions Insurance through the school, then you are advised to take out your own, or to extend any existing insurance your family may have to cover your personal possessions while you are in Oxford.

House information

Signing in and out

You must sign in every time you enter your boarding house and out when you leave. Morning sign out Monday to Friday will be with staff when you register but after that you must sign in using the sign in sheets located in the entrance to your house.

Common rooms

Common rooms are comfortable with TVs and space to relax with your friends. If you wish to bring a PlayStation or other games console to school, you may use it in the common room.

Visitors

Students may be visited by other d'Overbroeck's students, family members, and approved guardians.

Visiting times for d'Overbroeck's students from other boarding houses and day students are:

Monday to Thursday: 4pm - 7pm

Friday: 4pm - 10pm

Saturday: 12pm - 9pm

Sunday: 12pm – 9pm

Boarding students must allow enough time to get home for curfews.

Parents, family members, and guardians are welcome to assist students with settling in and unpacking on arrivals day in September.

If family members or guardians wish to visit during term time, we ask that arrangements are made in advance through the House staff. In line with the School's safeguarding procedures, adults must be appropriately supervised while on school premises. Advance notice allows us to ensure that suitable supervision is in place and that there are adequate staff available on site.

Guardians who wish to carry out their regular check-ins with students should arrange these through the School. Wherever possible, these meetings should take place in the main school building rather than in the boarding house, so that they can be appropriately supervised.

All visitors must sign in and out of the House and comply with instructions from boarding staff. Visitors are not permitted to enter student bedrooms and should remain in communal areas. Students must accompany their visitors at all times and should not leave them unattended in the House.

Visitors must leave the House before study time and by the relevant curfew time.

The boarding houses are registered and licensed for a specific number of residents. Therefore, visitors are not permitted to stay overnight under any circumstances.

Answering the door

If the doorbell rings and a student is expecting a delivery or visitor, they may answer the door to collect their parcel or greet their visitor.

Students should never invite strangers into the House unless they can be clearly identified as a member of staff. If an unknown person arrives at the door, students should ask them to wait outside, close the door, and find a member of staff as quickly as possible.

For safeguarding and security reasons, all parcels and deliveries must be opened in the presence of a member of boarding staff, in accordance with School policy.

Access to rooms

Boarding staff, cleaners and the Maintenance Team will need access to your room to carry out room checks, maintenance work, repairs, and health and safety checks.

Whilst we do not expect rooms to be perfectly tidy at all times, we do ask that you keep your room in a reasonably neat condition. In particular, please ensure that floors are kept clear and that your room is accessible for staff.

You may also be asked if your room can be shown to prospective students and parents who are visiting the School. We will always seek your permission before doing so, and we ask that rooms are kept presentable for these occasions.

PLEASE NOTE: Staff may conduct a search of your bedroom, including the contents of desks, cupboards, cabinets and other storage areas, if there is reasonable cause to believe that you are in possession of prohibited items or any item not permitted under the Boarding House Rules. Any search will be carried out in accordance with d'Overbroeck's policy and procedure on conducting a search.

Linen and laundry

Bed linen that is supplied by the school will be washed weekly by the school. You will be asked to remove your used bed linen each week, and you will be issued with a clean set of bedding. You are responsible for making up your own bed (except at the start of every term / half term when beds are made up as part of the cleaning routine).

Students who would like to bring their own bed linen are welcome to do so but must take responsibility for washing their own bed sheets weekly. Students who choose to bring their own bedding should also take full responsibility for the safekeeping of their linen during the holidays as the school cannot take responsibility for this. *Please bring your own towels.*

Personal laundry

You are responsible for doing your own personal laundry and for keeping your room and communal spaces tidy. All boarding houses have a laundry room, and the boarding team will show you how to use the washing machines and dryers during your induction.

Students should not remove another student's laundry from a washing machine or dryer without their consent. If a machine has finished its cycle and you need to use it, please speak to a member of the boarding staff, who will help resolve the situation.

House duties

As we all live together as a community, we expect students to respect the House and work alongside staff to help maintain a welcoming and comfortable living environment. Please keep your own room and the communal areas tidy, avoid leaving crockery and glasses in bedrooms, and make use of the recycling facilities provided. If you are the last person to leave a room, please switch off the lights. These small actions make a big difference and help ensure that our House remains a pleasant place for everyone to live and enjoy.

There are house duties to be completed each evening, shared by all students on a rota basis. These duties include:

- Emptying and refilling the dishwasher
- Cleaning food preparation areas
- Taking out rubbish and recycling
- Checking that communal spaces and the garden are tidy
- Wiping down dining tables and other shared surfaces

The duties are not onerous, and you will not be asked to do them very often. They help staff to ensure that the House remains a welcoming, comfortable, and well-maintained home for everyone.

Full details of the house duty rota and expectations will be explained during your boarding induction. Taking responsibility for shared spaces is an important part of boarding life and helps to develop independence, consideration for others, and the practical life skills that will support you as you move towards adulthood.

Internet use

The boarding houses have Wi-Fi broadband. Our network should not be used for unauthorised entrance to other people's networks. You should not run peer-to-peer software or download copyrighted material that you do not have permission to view. Any student doing so will be disconnected from the network and will need to see the IT department to be reconnected. The Head of House will give students instructions on how to connect. You will

need your school network login details. Please read the Acceptable Use policy on the school website for more information.

The internet will be switched off at midnight in the boarding houses.

Online communication with staff

Communication with staff should take place through your school email account or Microsoft Teams. Personal email addresses should not be used for communication between students and staff.

Communication between students and staff should always be respectful, professional, and appropriate. If you ever receive a message or communication from anyone that makes you feel uncomfortable, concerns you, or that you believe may be inappropriate, you should report it to a member of staff, your Head of House, or the Safeguarding Team as soon as possible. We take all concerns seriously and are committed to ensuring that communication within our community remains safe, respectful, and professional at all times.

Live streaming

We know that students will want to keep in touch with family and friends, and that apps such as FaceTime, WhatsApp, Zoom are really helpful for this. However, if you share a room, please be mindful of other students, and be careful not to share images or videos of them. For safeguarding reasons, students are not permitted to use live streaming for any purpose other than to speak with family and friends (e.g. no live broadcasting to strangers, no streaming of gaming, etc). If you have any queries about an app, please speak with a member of staff to check whether you have permission to use it, because failure to follow this rule will result in a serious sanction.

Security and insurance

You are responsible for looking after your personal property and should make sure that bedrooms are kept locked and you make use of the lockable safe in your room. d'Overbroeck's cannot take responsibility for theft of, or damage to, your personal possessions in student accommodation.

You should take out appropriate insurance. There is a wide choice of stand-alone student insurance policies or UK residents might be able to get insurance away from home added to their family's home insurance policy. The school also offers an optional Personal Effects insurance policy. More details can be obtained from our Bursary department.

You should also take all reasonable steps to protect and to secure your property. We strongly recommend that you lock away any valuables such as credit cards, jewellery etc in the small personal safe in your bedroom. You should never leave large amounts of money in your room.

Passports should be handed in to boarding staff on arrival to store in the house safe. Students can sign these out when needed.

The office safe can be used for important documents and for limited amounts of cash overnight. Please do not bring large amounts of cash with you. You should open a UK bank account as soon as possible after term starts.

Packages

Packages must be sent to your boarding houses and opened in front of a member of staff.

Cycles

If you have a bicycle you should make sure you keep it locked securely at all times. We advise you to take a photo of your bicycle on your mobile phone in case it is stolen and also recommend making a note of the bike's frame/serial number. As long as bicycles are secured to an immovable object such as a lamp post or fence and a good quality lock is obtained, this should not happen. You can take your bicycle to any police station at any time and get it engraved with your postcode for free. It is compulsory that all cyclists wear a helmet when riding bikes. If you are riding in the dark, please make sure you have working lights on the front and back of the bike.

Electric scooters (Voi) and Electric bikes

- Currently, private e-scooters are not permitted on roads or pavements in the UK
- To drive a government backed e-scooter, students must have the correct entitlements on their full or provisional license
- Students must not drive any other students as passengers on the back of an e-bike or e-scooter
- Under no circumstances should students bring e-bikes and e-scooters onto school property
- Students should adhere to the full terms and conditions of the rental agreement
- Students should ensure they are appropriately dressed whilst on e-bikes and e-scooters including use of a helmet
- Student should drive in a manner which is consistent with the rules of the road

Please carefully read our transport policy which is available on the school website.

Car parking

Oxford is a city with extremely limited parking facilities. We have very little space at any Boarding House and this is required at all times for staff parking, loading and unloading deliveries, and maintenance vans. Please note, therefore, that no parking is available for students' visitors at any time. Please ask your visitors to park in one of the side roads.

Students who live in the boarding houses are not permitted to keep a car in Oxford.

House and student meetings

There will be a welcome and induction meeting in the boarding house when you arrive at school. Thereafter we will have regular house meetings during the week. These meetings are recorded so that staff and students can follow the progress on any ideas or changes.

There will also be a House Committee so that you may have a voice and input into some of the decision making within the house. These meetings are minuted so that staff and students can follow the progress on any changes.

Expectations

Behaviour in communal spaces

We ask that you think carefully about how you act in communal spaces as we want everybody to feel comfortable and included when spending time there. Students are expected to maintain appropriate boundaries and conduct at all times, showing respect for themselves and others. Examples of inappropriate behaviour include swearing, kissing, or playfighting, although this list is not exhaustive. Any behaviour that is considered inappropriate within the boarding environment will be addressed by boarding staff and may result in sanctions.

Speaking English in the house

We are an international community, and the only language we all share is English. We expect all students to speak English in communal areas so as not to exclude others.

Clothing

Clothing worn to school and around the House should be appropriate for living in a community. It should not feature any images, slogans, or messages that could be considered offensive, inappropriate, or likely to cause discomfort to others.

Students are also expected to wear clothing that provides appropriate coverage within the boarding environment. If staff feel that clothing is unsuitable because of its content, slogans, or level of coverage, you will be asked to change into something more appropriate.

Being in each other's rooms

Students may visit the rooms of other students of the same gender who live in the same House, provided they have the permission of the student whose room they are visiting. If the room is shared, permission must also be obtained from all room occupants.

Students visiting from another House are not permitted to enter bedrooms and must remain in the House's communal areas at all times.

All students are expected to respect each other's privacy, personal space, and belongings when visiting another student's room, and visitors must always leave before curfew.

Please note that boys are not permitted in girls' rooms, and girls are not permitted in boys' rooms at any time. This rule applies across all boarding houses and is in place to maintain appropriate boundaries and safeguard all students.

Items allowed in rooms

Students are welcome to bring reasonable personal items to make their room comfortable and feel like home. This includes personal bedding, towels, cushions, photographs, posters, cuddly toys, toiletries, hairdryers, laptops, mobile phones, chargers, school supplies, and

other everyday items.

Items not allowed in rooms

For health, safety, safeguarding, and practical reasons, certain items are not permitted in boarding accommodation. These include kettles, rice cookers, hot plates, blenders and other non-approved cooking equipment, TVs, large sound systems, large desktop computers and screens, irons, electric blankets, candles, incense burners, hair dye, sharp knives, LED strip lights, harmful or corrosive liquids, gym equipment, personal weighing scales, alcohol, drugs, smoking materials (including vapes), lighters, mothballs, nuts or products containing nuts, non-declared medications, over-the-counter medications, dietary supplements, and any other item considered unsafe or unsuitable for boarding accommodation.

These rules are in place to comply with health and safety requirements and to help keep all members of our boarding community safe. Prohibited items may be confiscated during room checks if they are found in student rooms.

If you are unsure whether an item is permitted, please check with a member of the boarding team before bringing it into the House.

House duties

As members of a boarding community, we all share responsibility for creating a pleasant, respectful, and comfortable living environment. Please be considerate of others by keeping communal areas tidy, cleaning up after yourself, and switching off lights when you leave a room whenever possible.

By looking after your own space and shared facilities, you help create a positive living environment where everyone feels comfortable and respected.

Food in bedrooms

Always use the common room and dining areas when eating. Please note that in the interests of hygiene and cleanliness, you may not take food into your bedroom at any time.

Fire

We take the risk of fire very seriously. Tampering with any smoke detectors, fire doors, fire exits, fire alarms, or fire extinguishers could endanger the lives of all members of the House. Serious sanctions apply for any breach here.

Smoking

All d'Overbroeck's school buildings are non-smoking. Smoking and vaping are not allowed. Serious sanctions apply if we have any evidence, or reason to believe, that you have been smoking or vaping or that you have allowed anyone else to do so in your room, as this constitutes a potential fire hazard.

Alcohol

Alcohol is not permitted in the boarding house, and students must not return to the House having consumed alcohol or while under the influence of alcohol.

We recognise that mistakes can happen, and our first priority will always be the health, safety, and wellbeing of our students. However, alcohol consumption presents significant safeguarding, health, and behavioural risks within a boarding environment and is therefore treated very seriously.

Any student found to be in possession of alcohol, consuming alcohol, or returning to the House under the influence of alcohol can expect a serious sanction, which may include suspension from boarding or school, depending on the circumstances.

Where a student's condition requires additional supervision, care, or staff involvement as a result of alcohol consumption, the School reserves the right to charge £200 to cover the cost of the additional staffing required to ensure the student's safety and wellbeing.

Drugs

d'Overbroeck's has a zero tolerance approach to drugs. A student found to be in possession of drugs on any school site (including boarding houses) or under the influence of illegal drugs is likely to be permanently excluded from school.

Medication

You must hand in any medication you have to boarding staff for safe storage. All medication must be kept in its original packing and clearly labelled with your name. Any medication you acquire during your time here must also be handed in for safe storage. The School Nurse is always happy to discuss any medical issues with you, including any queries you may have about medication.

Alarms

The fire doors separating the girls' and boys' sections of the House are alarmed at night.

Except in an absolute emergency, please do not attempt to open the doors once the alarm has been set as you will set off an extremely loud alarm that will disturb the whole House.

Sanctions will apply for any student doing this.

Damage to property and keys

You are responsible for any damage you may cause to the House and its fixtures, furniture, and fittings (fair wear and tear excepted). This includes damage to paintwork, walls, woodwork, or furnishings caused by sticky tape, glue, adhesive hooks, LED strip lights, or similar items. We ask that you use the pinboard provided in your room for displaying

photographs, posters, and other decorations, and do not attach anything directly to walls, doors, ceilings, or woodwork.

Please be aware that there may be financial consequences for any damage caused, whether by you or by your guests.

You are also responsible for the safe return of your room keys and keycards. Charges will be made for lost keys or keycards and for any replacement locks or security measures that may be required as a result.

Meals and snacks

School meals

Breakfast and dinner are provided for all sixth form boarders, and school lunch can be added as an optional extra. Generally, students will eat meals at 333 Banbury Road. The menu is planned to meet all nutritional requirements and there is always a choice of food on offer. Our caterers will be able to provide for any specific dietary requirements, but please let us know of these in advance.

There will be a range of snacks in House for you (fruit, bread, spreads, milk, juices and hot drinks etc.).

There is also a kitchen and a communal fridge where you can store your own food. Food must be stored according to food hygiene guidelines which are outlined below.

Cooking and food preparation is allowed, but **you may only be permitted to cook with raw meat and fish if you have completed the student food hygiene and safety training.** Your Head of House will go through the rules for the kitchen at your welcome meeting.

Food hygiene and kitchen expectations

To help keep everyone safe and maintain high standards of hygiene, all food brought into the House must be stored appropriately and clearly labelled with your name and the date it was opened.

Fridges are checked daily by staff, and any food that is out of date, spoiled, or not labelled correctly will be disposed of. This is an important food safety measure and helps ensure that shared storage areas remain clean and safe for everyone.

All students are expected to follow food hygiene and safety rules when storing, preparing, and cooking food in the kitchen and dining areas. This includes keeping preparation areas clean, washing hands before handling food, using equipment safely, and cleaning up thoroughly after use.

Please clean up after yourself immediately when using the kitchen. Dirty plates, bowls, cups and cutlery should be placed in the dishwasher or the designated washing-up area. Pots, pans and cooking utensils should be washed, dried and put away promptly so that they are available for the next person to use. Please also be respectful of other people's food and belongings and do not take anything that is not yours without permission.

Food should only be stored in designated communal food storage areas, such as the kitchen cupboards, communal fridge, or common room facilities where appropriate. Food must not be stored in bedrooms, as this can attract pests and create hygiene and health and safety concerns.

Your Head of House and boarding staff will explain the House's food hygiene expectations and kitchen rules during your boarding induction and welcome meeting. These procedures are designed to keep everyone safe and ensure that the kitchen and dining areas remain pleasant spaces for all students to use.

Takeaways

Takeaways are permitted at the weekends (Friday after 4pm – Sunday) but may not be ordered Monday – Thursday unless this privilege has been earned as a house reward. You may incur sanctions if you order a takeaway during the school week.

We are happy to consider having special treats in House for celebrations such as birthdays and cultural events. Please do raise your ideas in House meetings so we can plan these events.

Nut-aware school

We are a nut-aware school. To help protect members of our community who may have severe nut allergies, students are asked not to bring nuts or products containing nuts into the boarding houses or onto the school site. We ask everyone to be mindful of the potential risks that nuts can pose to others and to support us in maintaining a safe environment for all students and staff.

This policy is in place to protect students with severe nut allergies, for whom exposure to even trace amounts of nuts can trigger life-threatening allergic reactions. By avoiding nuts and nut-containing products on site, we can help create a safer and more inclusive environment for all members of our school community.

Your health and well-being

We hope that you remain fit and well whilst living here in Oxford, however, should you need some help or advice this is what to do:

If you feel unwell the first thing to do is let the member of staff on duty know. They will then be able to help you and let any other relevant people know that you are not feeling well.

Our school nurses Freya and Sinead invite students to contact them directly on Teams if they have any concerns they'd like to discuss, or to visit them in person at one of the drop-in clinics.

If boarders are unwell in the day, they will assess at the medical bay in Islip house. Students should be seen by medical team when they are unwell.

The Medical team will assess your needs and take the appropriate action. If you need to see a doctor, they can assist you in making an appointment.

You can email the team at: medical@doverbroecks.com

You will be sent a GP registration form to complete before arrival.

All boarders are registered at:

The Banbury Road Medical Centre
172 Banbury Road,
Summertown OX2 7BT
Telephone: 01865 515731

Visiting the General Practitioner (GP)

If you are unwell and need to see a Doctor, a member of staff can help you to make an appointment. If you are over the age of 16 it is possible to book an appointment with the GP and attend on your own. However, we ask you to let a member of boarding staff know if you book an appointment.

The Accident and Emergency departments at hospitals in the UK should only be used if you have a serious injury or are very unwell. Most minor problems can be addressed by your GP. If it is an on-going problem that requires a specialist opinion, your GP will be able to refer you to the right place. If you feel you need to attend the hospital, please let a member of staff know as soon as possible so they can support you.

Other health services

If you need to visit a dentist, we recommend:

St John's Dental Practice

25 St John Street
Oxford OX1 2LH
Telephone: +44 (0)1865 515967

Summertown Dental Practice
279 Banbury Road
Summertown
Oxford OX2 7JF
Telephone: +44 (0)1865 558822

If you need to visit an optician, we recommend:

Boots optician
256 Banbury Road
Summertown OX2 7DE
Telephone: +44 (0)1865 558951

Please note that students cannot receive treatment with this dentist or the optician on the National Health Service. Therefore, you will need to pay for these services.

The GP practice, Summertown Dental and Boots are within walking distance of the school and St John's Dental is a short bus ride away in the city centre. Boarding house staff can arrange a taxi for hospital appointments further afield if necessary and this will be charged to your school bill. If needed, school staff will accompany students to local medical appointments, but guardians are expected to accompany students to appointments further afield.

Medication

For your own safety you are not permitted to store medication in your bedroom, with the exception of relieving asthma inhalers and EpiPens. If you bring any medication with you, please hand it in to a member of staff on arrival at the boarding house. Any medication will be checked by the medical team and follow up meetings will be arranged with students to discuss next steps. All prescription medication must have English instructions or a translation of the manufacturer's instructions in English, translated by a medical professional.

If you acquire any medication during your time here (for example by being given a prescription after a GP appointment or by buying any over the counter medication), this must be handed in to the boarding house staff as soon as possible so that it can be safely stored.

If you are on regular medication, it may be possible to administer this yourself, upon agreement with the medical team who will assess your understanding of the medication and risk assess. If agreed, a 'self-administration of medication' form will be completed with you (please see administration of medications policy for further details, this can be found in the policies section of the school website).

If you are feeling unwell, we have some non-prescription medications that the boarding house staff may offer you to help you feel better. Your parents will need to give consent to the use of these medications before we can offer them to you.

The medications we can offer are:

- Paracetamol (analgesic and antipyretic)
- Ibuprofen (analgesic or antipyretic)
- Strepsils (for sore throats)
- Cetirizine hydrochloride (antihistamine)
- Cough syrup
- Dioralyte (rehydration & electrolyte replacement)
- Diffiam mouth wash (numbing antiseptic)
- Bisodol (indigestion)
- Buscopan (abdominal cramps)

Vitamins

Students are allowed to self-administer vitamins and store in their rooms, but they must be purchased in the UK, the bottle or packet must be unopened and sealed, and they must be checked by the boarding staff before students may begin taking them.

Dietary supplements

Please note that we do not allow dietary supplements (such as protein or whey powders and creatine) in school or boarding.

Medical and sports coaching advice is that a balanced diet, good hydration, well organised training and a healthy lifestyle should be all students need to develop and grow in a healthy way. There are risks with certain unregulated supplements (often internet bought) and even regulated supplements can be harmful if overused.

Any dietary supplements found will be confiscated and students will be sanctioned.

Medication – essential information

Prescription medications

- Must be handed to boarding staff on arrival

Over the counter medications

- Do NOT bring your own, we will supply these

If you start new medication

- Hand in and discuss with boarding team and medical team

Vitamins

- Must be purchased in the UK
- Must be sealed on arrival
- Must be checked by the boarding team

Dietary supplements

- These are NOT allowed

Please talk to boarding staff or the medical team if you unsure about anything to do with medication

Any unauthorised medication found in rooms will be confiscated and sanctions will be given

Worship

d'Overbroeck's aims to be supportive of students' religious and spiritual needs and commitments. If you would like to know more about churches, mosques, or synagogues in Oxford, the web page <http://www.dailyinfo.co.uk/guide/religion/religion.html> has some useful information, or the house team will be very happy to help with any queries about worship in Oxford.

Guardians

Here at d'Overbroeck's we take the role of guardian very seriously. We expect that they will play an active part in the school life of the student(s) they care for. Guardians are welcome to attend school productions, sporting events and parent meetings. Your guardian should also be accessible to accompany you to medical and dental appointments if necessary, and they are expected to be available in an emergency. If you are too ill to remain in your boarding house, or if you are admitted to hospital for example, we would expect your guardian to be

able to take over your care within a few hours. Your guardian should also assist you in travelling to and from airports if your flights are at unsociable hours.

Finally, in the unlikely event that you are suspended from school for a couple of days, you will be asked to leave the house immediately, and guardians may need to take over your care, again at short notice. This will always be at the request of the Principal. All details about a guardian's role are in the agreement they signed, but if you have queries or concerns at this stage, please contact your Head of House or the Head of Boarding for clarification.

Independent Person

All boarding schools are required to nominate an "Independent Person". An Independent Person is someone who is not a member of the school's staff and whom you may contact if you wish to communicate any concerns that you don't feel able to discuss directly with staff.

Our Independent Person is Emily Webb and her mobile is 07776 693448

Emily has worked in boarding schools for a number of years, supporting students of all ages in both teaching and pastoral roles, giving her a strong understanding of both the opportunities and challenges that come with boarding life. She is someone whose judgement and discretion we trust which is why we asked her to take on the role of the Independent Person.

If you have any concerns that you don't feel able to share with a member of staff at d'Overbroeck's then please feel free to contact Emily.

The Children's Commissioner

The Children's Commissioner for England is Rachel de Souza. The post was initially established as a product of the Children Act 2004 and the remit strengthened through the Children and Families Act 2014 to help children and young people. She is responsible for students living in boarding schools. She asks children's views and reports them to professionals and the Government, and she writes guides to explain your rights – these are on the websites [childrenscommissioner.gov.uk](https://www.childrenscommissioner.gov.uk) and rights4u.org.uk.

If your rights are being broken, you can contact the Children's Commissioner and her team for help. They can give you advice and can often take your problem up with the people in charge.

Contact:

Office of the Children's Commissioner

Ofsted, Aviation House, 125 Kingsway, London WC2B 6SE

Email: www.childrenscommissioner.gov.uk/ (with contact form)

Tel: 0800 528 0731

Reporting a concern in boarding

We want all our boarders to feel safe and happy. If students have a concern about boarding, talking to a member of staff directly is likely to be the quickest way to resolve an issue. However, we recognise that there might be circumstances where students do not feel able to do this, and you can instead use an online form to report a concern. Whilst we encourage students to share their name in order to help us to help them, this form also provides our students with the opportunity to report a concern anonymously if they prefer. There is a QR code on the walls in the boarding houses to report a confidential concern.

The information on the form is shared with Jo Croft (Vice Principal – Pastoral Care) and Hannah Mungall (Head of Boarding).

Packing list

What's already provided:

- **Bedding set** – duvet, duvet cover, pillow, pillowcase and bottom sheet (please note, towels are not provided - so remember to pack these!)
- **Appliances:** Kettle, oven, fridge, and microwave in shared kitchens
- **Cleaning gear:** Kitchen cleaning products and a vacuum cleaner in boarding (your rooms are cleaned regularly)
- **Study space:** Desk, chair, lamp, shelving

What to bring:

Must-have documents (keep these in your hand luggage)

- Passport (with visa share code, if needed)
- Any documentation that supports school acceptance and issuance of CAS letter (or any document containing your personal information: full names, school & accommodation address, parental contact details)
- Qualification certificates
- Medical/vaccination records
- Copies (paper and digital) of everything, just in case!

Top tip: If you are an international student, please prepare to respond to Immigration questions about your courses and personal information

Health and wellness essentials

- Any prescription medication and English translation (with a doctor's note to give to the nurses)
- Glasses or contact lenses
- Toothbrush, floss and toiletries
- Health/travel insurance documents (if applicable)

Please note: It is mandatory in the UK to declare all medication you bring in to boarding. This is to keep you safe and ensure we can support your health. Any prescription medication found in your room will be collected by house staff and checked before it can be returned to you. Any over the counter medication found in your room will be confiscated.

Clothes for all seasons

- Warm coat or jacket
- Waterproofs (raincoat, umbrella)
- Everyday casual clothes
- Sportswear
- PJs, underwear, socks

- Comfy shoes and one waterproof pair

Top tip: weather in the UK is highly variable and likely to change from day to day; temperatures range from 1°C – 5°C in winter and 20°C – 30°C in summer, therefore always check the weather prior to travelling.

At d’Overbroeck’s we ask that all students dress appropriately, respecting their fellow students, themselves, and our staff.

Bedroom comforts

- Extra bedding if you wish to use your own personal duvet/bedding
- Towel/s
- Additional cushions / soft furnishings

Optional: alarm clock, posters, photographs, cuddly toys to personalise your space

Toiletries and personal care

- Toothbrush & toothpaste
- Shampoo, shower gel, hairbrush
- Hairdryer (UK voltage is 230V!)
- Sanitary products
- Deodorant, razor

Tech and useful extras

- Unlocked mobile phone (you can get a UK SIM on arrival)
- Laptop/tablet & charger
- UK plug adapters (Type G)
- Notebooks, pens, school supplies
- Backpack or day bag
- Reusable water bottle
- Coat hangers

Things you can buy in Oxford

- Bedding & towels: Primark, Argos, John Lewis
- Toiletries: Boots, Superdrug
- Electronics: Currys, Amazon UK
- Groceries: Tesco, Sainsbury’s, M&S Food, local markets

Please note that suitcases are stored in your bedrooms so do not bring excess luggage.

What *not* to pack

- Rice cookers, kettles, hot plates, blenders or non-approved cooking equipment

- TVs, large sound systems, large PCs and screens, irons, electric blankets or non-approved electrical items
- Non-declared medications, over the counter medications and dietary supplements
- Candles and incense burners
- Hair dye
- Knives
- LED strip lights (due to damage)
- Harmful or corrosive liquids (such as high-strength cleaning products)
- Alcohol, drugs, smoking materials (including vapes) and lighters
- Mothballs
- Nuts or products containing nuts – we are a nut aware school
- Gym equipment and weights
- Personal weighing scales (luggage scales are permitted)

NOTE: These rules are due to UK Health and Safety law and are followed to keep you and your fellow students safe. These items may be confiscated during room checks if found in your space.

Health and safety

Electrical Safety – Boarding Accommodation (UK Standards)

To comply with UK electrical safety regulations and protect everyone in the boarding house, please follow the rules below:

Approval of electrical items

All electrical appliances kept in bedrooms must either:

- Display the BSI Kitemark or CE/UKCA marking, showing they meet British safety standards and
- Be submitted to the Facilities Team for Portable Appliance Testing (PAT) before use.

Any item that does not meet these requirements will be removed and stored until the end of term, when you may take it home.

Extension leads

- ‘Daisy-chaining’ or ‘piggy-backing’ extension leads (plugging one extension lead into another) is strictly forbidden.
- This practice is a fire risk and may overload the electrical circuits in the house.
- Any extension lead used in this way will be confiscated, and sanctions may be applied at the Head of House’s discretion.
- Only UK-compliant fused plugs and extension leads fitted with 13A fuses may be used.

PAT testing

- At the start of the academic year, all permitted electrical items will be inspected and, where necessary, PAT tested by our qualified maintenance staff.
- The school reserves the right to withdraw any item deemed unsafe. Removed items will be returned to you when you next go home.

Hair straighteners

- Hair straighteners are permitted only if fitted with an automatic shut-off feature to reduce fire risk.



BOARDING HOUSE – ELECTRICAL SAFETY RULES (UK)



Allowed in Bedrooms ONLY if:



Has the BS1 Kitemark or UKCA / CE mark



Has passed Portable Appliance Testing (PAT) by the Facilities Team



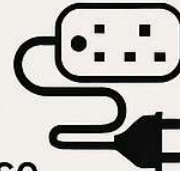
Not Allowed – Will Be Confiscated:



Any item without the above safety-marks or PAT test



'Piggy-backed' / 'daisy-chained' extension leads – serious fire risk



Extension leads without a 13A fuse and UK plug



All electrical items you bring at the start of the year will be checked and tested. Unsafe items will be removed and returned to you when you next go home.



Break the rules? Items confiscated + possible sanctions from the Head of House.

Safety first – it protects you, your friends, and our home.

Fire safety and drills

Your boarding staff will show you the fire escape route during your welcome meeting. This is the route you should take to evacuate the building if you hear the fire alarm. If you ever need to evacuate due to a fire alarm, it is important that you follow the evacuation route quickly, calmly, and quietly to ensure that everyone remains safe and that you can hear any instructions being given.

There will be a weekly fire alarm test, which you do not need to worry about, and at least one fire drill each term that will require you to act as though it is a real evacuation. You will be informed of the weekly tests before they take place, but you will not be notified in advance of the termly fire drills.

In addition, we carry out lockdown drills twice each year. A lockdown drill is used to practise the procedures that would be followed if there were a situation outside or inside the school that required students and staff to remain safely secured in a building. During a lockdown drill, you will be expected to follow staff instructions promptly and quietly. These drills help ensure that everyone knows what to do in an emergency and enable us to maintain a safe and secure environment for all members of the school community.

Cleaning and room checks

Boarding staff carry out daily room checks to ensure that rooms are safe, secure, and appropriate for boarding accommodation. These checks help us identify any health and safety concerns, such as electrical items being left on, heaters being covered, or anything else that could present a risk. They also ensure that rooms remain accessible for cleaners and maintenance staff.

Rooms are vacuumed once a week, while bins are emptied and bathrooms are cleaned each weekday. Whilst we do not expect rooms to be perfectly tidy at all times, we do ask that you keep your room in a reasonably neat condition. In particular, please ensure that floors are kept clear and that the room is accessible for cleaners and maintenance staff.

We encourage all students to recycle wherever possible. Recycling bins are provided in the communal areas of the House for items such as plastic bottles, cardboard, paper, and cans. Please use these facilities rather than placing recyclable items in your bedroom bin.

If we have concerns about your wellbeing or believe that you may have prohibited items in your possession, we may carry out a more detailed room check. In these circumstances, you may be asked to be present and to show staff the contents of your room and storage areas. Any such checks will be conducted in accordance with the School's policies and procedures.

Student travel – day trips, weekends, half terms, and holidays

Travel requests - Reach

For all travel we use a system called Reach. It is essential that we know where our boarders are at all times, for reasons of both safeguarding and UKVI compliance where applicable. You can submit travel details on Reach which are then reviewed and either approved or declined by your parents or guardians with permission to authorise travel. The school also reviews this information and will either approve travel on receipt of parental approval, or let you know about the edits that need to be made. The form must be approved by the school before you can depart.

For any overnight stays away from the boarding house (including weekends, half terms, and holidays) we require from all students:

- Departure and arrival dates and times
- Transport information
- Details of where you will stay and with whom, including the full name of your host, contact details, and address
- A copy of your responsible adult's passport

If you are sponsored, we also require:

- a completed letter of undertaking (which we will request) if your host is not your parent or nominated guardian
- If you are leaving the country, a copy of your flight or Eurostar tickets (both outbound and inbound)

All students must stay with a responsible adult of 25 or older, regardless of your own age.

Any request for absence that will involve a student missing lessons will also need to be authorised by their Director of Studies for any absences of up to a day, or the Head of Sixth Form for any absences longer than this.

Departure times from boarding

At the beginning and end of terms, students may only depart from and arrive to the boarding houses between the hours of 7am and 9pm. In a circumstance that may require a student to depart outside of these times, they are expected to stay with their guardian.

Sponsored students - UKVI

Under the terms of their visa, students who are sponsored by the school can go away for a limited number of weekends during the school year. Students may not go away overnight during the week unless in exceptional circumstances which are reviewed on a case-by-case basis.

Sponsored students may stay with their guardian, a host family arranged by an accredited guardianship agency, or a family friend whilst away from school. They must stay at the responsible adult's private home address, as stays in commercial properties are not permitted unless a student is staying with their own parents.

Weekend absences

Students in the Sixth Form can request to go on day trips or have nights away from the boarding house at the weekends. You must submit a Reach request by 12pm on Wednesday for the weekend. Any requests received after this deadline will be declined so it is important that you are organised if you wish to go away.

For overnight stays, students must provide the full details of their stay as above.

For day trips, we need to know when the student will be leaving the house and when they will be returning. If a student is not travelling with a responsible adult over the age of 25 they will need to register online with boarding staff during the usual weekend registration times.

On Fridays students may depart after their last lesson, and on Saturdays and Sundays students may depart after 8am. On Fridays and Saturdays students must return to the house by 9:30pm, and on Sundays they must return by 9pm.

Weekly boarders

Weekly boarders do not need to complete a Reach form every weekend, as we assume that they will be going home on their pre-agreed nights (for example, Friday and Saturday, or Saturday and Sunday). If a weekly boarder wishes to change their normal routine, parents should email the Head of House to agree the arrangements. If a weekly boarder stays in the boarding house over a weekend, additional charges will apply.

When leaving the House to go home, weekly boarders must sign out and inform the member of staff on duty that they are leaving. On their return to the House, they must sign back in and notify the member of staff on duty that they have returned. This helps us ensure that all students are accounted for and remain safe at all times.

Half-term and holidays

The boarding houses close during the half terms of each term and the entire Christmas, Easter and Summer holidays. You may usually leave your belongings in your room at half term, but it is likely that you will be asked to clear your rooms during some holidays, when other school groups make use of our residential accommodation. Should this happen the school will give you plenty of notice.

Please note that that a hotel is not appropriate accommodation for any holiday period and for sponsored students also in breach of the terms of the student visa. We ask that you find a

host family who meets our requirements for guardianship, regardless of your age or the length of stay.

After holiday periods, you should return to the boarding house before 9pm.

The two school INSET days on Monday 28 September and Friday 20 November, and the first May Bank Holiday, are considered as "exeat" weekends - although the houses will remain open. These weekends are a good time for you to go home or to your guardian's if you would like to. If you choose to remain in the boarding house on these dates there will be no study periods, however students will be expected to remain in the house during study period and curfew will remain the same as on other weekdays.

We cannot, in any circumstances, house a student who is under 18 years for more than 295 days in a year. This is in accordance with UK Child Protection laws.

Summer storage options

At the end of the summer term you are expected to clear out your room completely. The school cannot provide storage over the summer.

If you cannot transport all of your belongings home and you need to arrange storage, there are many companies that offer various levels of service. The following information is a guide to some of the options available:

Students have generally found **Love Space** (<https://lovespace.co.uk/student-storage/>) to be the most flexible.

Other options are **Student Storage Space** <https://www.studentstoragebox.co.uk/student-storage-oxford.php>, or a dedicated boarding school storage service such as **School Trunk** <http://www.schooltrunk.org/> You could also arrange to use a storage company such as **Storage King** or **Big Yellow**.

Any storage will need to be organised by you or your parents/guardians.

Complaints

If you have any concerns or issues relating to life in your boarding house, you should, wherever possible, discuss these in the first instance with your Head of House. Most concerns can be resolved quickly through an informal conversation.

If the matter is not resolved, you should contact either Hannah Mungall, Head of Boarding, or Emma Jenkins, Deputy Head of Boarding. They will work with you to try and resolve the issue. Should the matter still remain unresolved, you may then make an appointment to speak with Chris Bromham, Principal.

If you wish to make a complaint, please follow the School's Complaints Policy, which is available on the d'Overbroeck's website. We encourage students to raise concerns promptly so that they can be addressed fairly, appropriately, and as quickly as possible. If you need support in making a complaint or understanding the process, a member of the boarding staff will be happy to help.

Guidelines for students aged 18 and over

Many of our students will turn 18 whilst studying with us. For students aged 18 and over, there are unique responsibilities and considerations to ensure their wellbeing and the safety of the entire school community. This section outlines key guidelines, expectations, and available support.

1. Safeguarding and behavioural expectations

- **School policies and rules:** All students, regardless of age, are required to follow the School's policies and rules. This includes adhering to rules regarding alcohol, smoking, and drug use on School grounds, which are strictly prohibited.
- **Relationships and interactions:** Older students must maintain appropriate relationships with younger students, respecting boundaries and recognising the imbalance of power that may exist. Engaging in inappropriate behaviour, including but not limited to sexual relationships with underage students, will lead to disciplinary action and potential legal consequences.
- **Bullying and harassment:** d'Overbroeck's has a zero-tolerance policy for bullying and harassment. Older students are expected to act as positive role models and refrain from using their age or position to intimidate or exert control over others.

2. Independence and legal responsibilities

- **Legal status:** Students aged 18 and older are recognised as adults under UK law. This means they have greater legal freedoms, including the ability to enter contracts, consent to medical treatment, and access certain services independently.
- **Alcohol, smoking, and drug use:** While legal for those aged 18 and over to purchase alcohol and tobacco, these are not permitted on school grounds. Students are reminded of the risks associated with substance use and are encouraged to seek support if needed.
- **Financial responsibilities:** Older students should be cautious about financial decisions, including contracts and credit agreements. The school provides education and guidance on managing finances and avoiding scams or fraud.

3. Wellbeing and support services

- **Mental and emotional wellbeing:** Students have access to the school counsellors, a registered GP, and information on adult mental health services.
- **Health and medication:** Students must register with a local GP and ensure any prescribed medications are handed in to school staff.
- **Access to resources:** Older students are encouraged to utilise age-appropriate clubs, leisure activities, and networks to build friendships and maintain a balanced lifestyle.

4. Safety and risk awareness

- **Local area awareness:** Students receive information on the local area, including potential risks and how to stay safe. The boarding houses "sign in/sign out" system ensures students' whereabouts are known during free time.
- **Transport and driving:** Students with a valid UK driving licence are not permitted to transport other students.
- **Online safety:** d'Overbroeck's promotes responsible online behaviour. Older students must avoid sharing explicit or inappropriate content and respect others' privacy.

5. Training and education

- **Personal development:** Through the PHSE (Personal, Health, Social, and Economic education) curriculum (which is called Personal Development at d'Overbroeck's), students learn about their rights, responsibilities, and skills for independent living.
- **Safeguarding training:** Key staff are trained in adult safeguarding to support students aged 18 and over effectively. Students are provided with information on safeguarding resources, helplines, and external services.

6. Reporting concerns

- Students are encouraged to report any concerns about themselves or others to school staff. d'Overbroeck's has a robust safeguarding framework in place to address issues swiftly and appropriately.

By adhering to these guidelines, students aged 18 and over can contribute positively to the d'Overbroeck's community while preparing for greater independence and responsibility.

House rules, behaviour, and rewards

A copy of the House Rules will be provided when you arrive at the House, and a copy is also included at the back of this handbook for reference. During your induction, boarding staff will go through the rules and expectations with you to ensure that they are clearly understood. You will be asked to sign to confirm that you have read and understood them.

The House Rules are designed to help create a safe, respectful, and positive boarding community where everyone can live, study, and thrive together. If you have any questions or concerns about any aspect of the rules, these should be raised with your Head of House or discussed at a House meeting.

Behaviour in the boarding house

We want to promote positive behaviour and recognise the many ways in which students contribute positively to boarding life. We also understand that, from time to time, teenagers make mistakes or poor choices. When this happens, boarding staff will work with students to help them learn from the situation and make better choices in the future.

Living in a boarding community requires students to show respect for others, take responsibility for their actions, and contribute positively to House life. Where expectations are not met, an appropriate response or sanction may be applied. Sanctions are an important part of community living, helping to maintain a safe, respectful, and enjoyable environment for everyone.

All behaviour expectations, possible sanctions, and how concerns are managed within the boarding house will be fully explained during your induction so that expectations are clear from the outset. All sanctions are at the discretion of boarding staff and may be adjusted according to the individual circumstances and seriousness of the situation.

Please remember that communication with boarding staff is key. If something has happened, or you are worried about a situation, speaking to a member of staff as early as possible will often help us to support you more effectively and achieve the best outcome for everyone involved.

For further information, please refer to the School's Behaviour, Rules, Rewards and Sanctions Policy, which is available on the School website.

Rewards

While it is important that students understand the expectations and responsibilities of living in a boarding community, it is equally important that positive contributions are recognised and celebrated.

We believe that students should feel valued for the positive impact they have on House life, and we actively look for opportunities to recognise those who go above and beyond. Rewards may be given for a wide range of reasons, including helping another student settle into boarding life, assisting a member of staff, showing kindness and consideration towards others, helping to keep the House tidy when not on duty, taking on additional responsibilities, or making a particularly positive contribution to the boarding community.

We want to ensure that students who embrace boarding life, support others, and contribute positively to the House are recognised and rewarded for their efforts.

Rewards are typically given in the form of vouchers and other incentives. The boarding rewards system will be explained fully during your induction, including how rewards can be earned and redeemed.

More details about our policies and procedures (including Safeguarding; Behaviour, rules, rewards and sanctions; Anti-bullying; e-Safety, etc) can be found on the [school website](https://www.doverbroecks.com/about/policies-inspections/).

<https://www.doverbroecks.com/about/policies-inspections/>

