



**D'OVERBROECK'S
OXFORD**

A NORD ANGLIA EDUCATION SCHOOL

Sixth Form Boarding Handbook 2025-2026

Term Dates 2025 - 2026

Autumn term

Term starts

Thursday 4 September 2025

Boarders arrive at the boarding houses on Wednesday 3 September from 9am

Half Term

Friday 24 October to Monday 3 November 2025 (inclusive)

Boarders leave after lessons on Thursday 23 October; the boarding houses close on Friday 24 October at 11am.

Boarders return on Monday 3 November from 2pm

Term ends

Friday 12 December 2025 (half day)

Boarders leave after lessons at lunchtime on Friday 12 December; the boarding houses close on Saturday 13 December at 11am

Spring Term

Term starts

Monday 5 January 2026

Boarders arrive at the boarding houses on Sunday 4 January from 2pm

Half Term

Saturday 14 February to Sunday 22 February 2026 (inclusive)

Boarders leave after lessons on Friday 13 February; the boarding houses close on Saturday 14 February at 11am.

Boarders return on Sunday 22 February from 2pm

Term ends

Friday 27 March 2026 (half day)

Boarders leave after lessons at lunchtime on Friday 27 March; the boarding houses close on Saturday 28 March at 11am

Summer Term

Term starts

Monday 20 April 2026

Boarders arrive at the boarding houses on Sunday 19 April from 2pm

Bank Holiday

Monday 4 May 2026

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

Half Term

Saturday 23 May to Sunday 31 May 2026 (inclusive)

Boarders leave after lessons on Friday 22 May; the boarding houses close on Saturday 23 May at 11am.

Boarders return on Sunday 31 May from 2pm

Term ends

Thursday 2 July 2026

Sixth Form boarders leave after the End of Year Celebration, from 4pm on Thursday 2 July

Senior School boarders leave after the End of Year Celebration, from 12pm on Thursday 2 July

International Section boarders leave after lessons at lunchtime on Thursday 2 July

All boarding houses close on Friday 3 July at 11am

**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.
NB: On house closure days, students must vacate rooms by 9am**

Contacts

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

Telephone: +44 (0)1865 688663

Mobile: +44 (0)7570 683822

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

Telephone: +44 (0)1865 688663

d'Overbroeck's School Counsellors:

Kiki Glen & Charlie Morse-Brown

Email: counsellors@doverbroecks.com

Mobile: +44 (0)7375 670541

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**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.**

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.

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
- Doralyte (rehydration & electrolyte replacement)
- Difflam 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 and the bottle or packet should be unopened and sealed, and they must be checked by the boarding staff.

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 – need to know

Prescription medications

- 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 are 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.

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 Jill Partridge and her mobile is 07776 693448

Jill is a former member of staff at d'Overbroeck's. 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 Jill.

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 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 our 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, lamps, shelving

What to bring:

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

- Passport (with visa, 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 & 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 compulsory 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 medication found in your room, will be collected by house staff and checked before it can be returned to you.

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 & personal care

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

Tech & 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 Save space (and hassle)

- Rice Cookers, Kettles, hot plates, blenders or non-approved cooking equipment
- TVs, large sound system, Irons, electric blankets or non-approved electrical items
- Non-declared Medications, over the counter medications and dietary supplements
- Candles and incense burners
- Hair dye
- Sharp 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 moving towards a nut free school

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.

Inspection of Appliances

- 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 BSI Kitemark or UKCA / CE mark




UK
CA


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

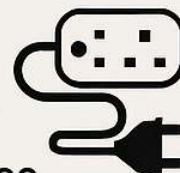



Not Allowed – Will Be Confiscated:

-  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 & drills

Your Head of House will show you the fire escape route in the 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 no one gets injured and that you can hear any instructions being given.

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

Cleaning & room checks

Staff will do room checks daily and confiscate any forbidden items that are found. The cleaners will empty the rubbish bin, and the rooms will be vacuumed once a week. You are asked to make sure the floor in your room is clear, otherwise it cannot be vacuumed. Bathrooms are cleaned daily. Please make sure you use the recycling bins for plastic bottles, cardboard, paper and cans etc.

If we have concerns about your wellbeing or we find prohibited items in your room, we may ask to do a more in depth room check and ask you to show us what you have in your room.

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.

Student bedrooms

Your Head of House will allocate your room.

Each room has a pin board for posters etc. You are asked not to stick or nail anything (including posters and LED lights etc) to the walls or woodwork as this will damage the paintwork.

The school reserves the right to gain access to any student room at any time without prior notification. There are regular and routine random room checks.

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

Common room

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.

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. A good way to think about what is or isn't appropriate would be to consider how you would feel if your parents walked into a room and you were behaving in a certain way. Examples of inappropriate behavior are swearing, kissing, and play fighting, among others. Sanctions for inappropriate behavior in communal spaces will be at the discretion of boarding staff.

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 pictures or slogans that could be considered offensive.

Meals & snacks - SF

Breakfast and dinner is 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 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. If you store your own food in the communal fridge, please make sure that it is named and dated, and that you throw it away when it expires. For food safety and hygiene reasons the fridges are checked daily, and any out-of-date food is immediately thrown away.

Occasional cooking and food preparation is allowed, with permission from staff on duty – **you will 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.

Students are welcome to order food to the house, but takeaways should not be ordered during study period. Any food that arrives at the house during this time will be withheld until the end of study period and you may incur sanctions.

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

Please do not take food to your bedrooms and remember to clean and clear away everything you have used including cooking utensils, crockery, crockery and your rubbish.

Your Head of House will go through the rules for the common room and kitchen at your welcome meeting.

Nut-free school

We are working towards becoming a **nut-free school**. This means that no nuts or products containing nuts are permitted in any of our boarding houses or on any part of the school site.

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 reactions. By eliminating nuts from our environment, we are creating a safer and more inclusive space for all students.

Laundry, cleaning and kitchens

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

We expect you to be responsible and respectful to your fellow students and to keep the bathrooms and kitchen areas clean and tidy.

Please clean up after yourselves immediately if using the kitchen, this includes any plates, pots or pans. Please also be respectful of other people's food and do not take anything that is not yours without asking.

House duties

As we all live together as a community we expect students to respect our house and work together with the staff, to maintain a nice living environment. Please keep your own rooms and the common areas tidy. Do not leave crockery and glasses in your rooms and make use of

the recycling bins. If you are the last person to leave a room please switch the light off. These little things will ensure that our home remains a comfortable space for us all to enjoy.

There are house duties to do each evening, shared by all students on a rota basis. These duties involve emptying and refilling the dishwasher, cleaning the food preparation area, checking the communal spaces and garden are tidy and wiping down the dining tables.

The duties are not onerous and you won't do them very often. They help staff to ensure the house remains a welcoming and comfortable home for everyone to live in. Full details will be given at your welcome induction meeting.

The internet

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 be via your school email or Teams. Do not use your personal email address. Communication between students and staff should always be cordial and appropriate.

Live streaming

We know that students will want to keep in touch with family and friends, and that apps such as FaceTime, WhatsApp, Skype, 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 and BRPs should be handed in to boarding staff on arrival to store in the house safe. Students can sign these out when needed.

Each house has a larger safe that 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 read our transport policy carefully - [student-transport-policy---mar-2025.pdf](#)

House & 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.

Weekend absences - SF

Parents and guardians with permission are asked to complete a Form to request weekend absences from boarding. It is very important that we know where our boarders are at all times. We will send parents and guardians a new form each term which should be completed at least 48 hours in advance. We must know exactly when students are leaving and returning to boarding and details of where the student will be spending the weekend, the name of the adult who is responsible for them together with a contact number for them. We also need to know how the student will travel and if they are leaving the country we must know the flight details (airports, flight number and times).

If students want to leave Oxford for the day, we require information from parents or guardians in advance letting us know where they are going, how they are travelling, times they are leaving and returning to boarding and who they are travelling with or meeting. Students will need to sign in with boarding staff online at the sign in times.

Any request for absence that will involve a student missing lessons will also need to be authorised by their Director of Studies.

Weekly boarders

Weekly boarders do not need to fill this in every weekend; we assume that they will be going home every weekend (for the pre-agreed nights e.g. Friday and Saturday or Saturday and Sunday). If a weekly boarder wishes to change their normal routine, parents should email their Head of House to agree the arrangements. If a weekly boarder spends any weekends at the boarding house additional charges will be incurred.

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 terms, Christmas and Easter. It is possible that you may be asked to clear your rooms during some holidays, when other school groups occasionally 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. We ask that you find a host family who meet 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 first May Bank Holiday is considered as an "exeat" holiday – although the house will remain open. It is a good time for you to go home or to your guardian's for this bank holiday weekend if you would like to. You can leave after lessons on Friday 2 May and you should return on Monday 5 May before 9pm. If you choose to remain in the boarding house for the bank holiday there will be no study period, however students will be expected to remain in the house during study period and curfew will remain the same as 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.

Visitors

Students' friends and family will be able to visit the boarding house at the following times:

Monday – Thursday: 4pm – 7pm

Friday: 4pm – 10pm

Saturday: 12pm – 10pm

Sunday: 12pm – 9pm

All visitors must leave the house for study sessions and by curfew. Only other d'Overbroeck's students and family are permitted as visitors. Students' visitors should not be in student rooms and must be accompanied at all times meaning that they should not be left in the house when the student is not in. **All visitors must sign in and out.** The house has planning permission for a set number of students and so friends cannot stay overnight in any circumstances.

Answering the door

If the doorbell rings and a student is expecting a delivery or a visitor they can go to collect the delivery or meet the visitor. Students should never invite strangers into the house unless they can be identified as staff by their identification card. If a stranger is at the door students

should ask them to wait outside, close the door and find a member of staff as quickly as possible.

Complaints

If you have any issues with any aspect of life in your boarding house, you should in the first instance (if possible) discuss this with the Head of House. If the matter is not resolved, you should contact, Hannah Mungall, Head of Boarding to discuss the matter. If the matter is still not resolved you should then make an appointment to see the Principal, Patrick Horne. Any complaints relating to other aspects of life at d'Overbroeck's should be taken through the Student Complaint procedure as described in the School Student Handbook.

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 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

A copy of the house rules will be given to you when you arrive at the house. A copy is included at the back of this handbook for your reference. You will be asked to sign the rules to confirm that they are understood and accepted. The rules are reasonable and fair and if you are not happy with any aspect of them, this should be raised at a house meeting or directly with the Head of House.

Behaviour in the boarding house

We want to promote positive behaviour, however, we recognise that teenagers can occasionally make a mistake or a wrong choice. In these situations, we operate a behaviour model where the outcome is in line with the level of concern that the behavior merits.

There are four levels of concern, and each will result in a different outcome for the student. To help us with this we also have a yellow card system with one or two yellow cards being given for one-off low-level issues etc. Yellow cards can be handed out by any member of the boarding team, and these are recorded to avoid any misunderstandings. If you accrue three yellow cards, you will be grounded, have to carry out a community service in the house, experience a temporary loss of privilege, or some combination of the three. The exact length of the grounding or community service or loss of privilege is at the discretion of the Head of House. See below for details of the levels of concern and examples of the outcome that can be expected by students. Please note that Level 4 will always be reported to and handled by a member of the Senior Leadership Team such as the Head of Sixth Form or similar.

We do not issue yellow cards immediately upon your arrival at school – we understand that this is a period of adjustment for new students. For the first two weeks we give warnings, and for the third week we issue blue cards. Blue cards are given when behaviour would usually warrant a yellow card, but they are not used to issue sanctions and do not carry over past the end of the third week. Starting in week four, yellow cards and sanctions are issued as normal.

Please remember that communication with house staff is key. You are less likely to receive a sanction for something if you talk to staff in advance or straight after a situation has occurred.

Please refer to the School's policy on Behaviour, Rules, Rewards and Sanctions, which can be found on the school's web site.

| Examples of behaviour | Examples of outcomes |
|--|--|
| Being late | yellow card |
| Unfocussed/disruptive during study period | |
| Out of room after curfew (15 mins +) | |
| Crockery in bedrooms (1 YC per item) | |
| Not changing bed sheets | |
| Low-level rudeness to staff | |
| Not signing in/out (first time) | |
| Not signing visitors in/out (first time) | |
| Not doing house duties | |
| Not cleaning communal spaces after use | |
| Being late (10 mins+ or any amount for curfew) | 2 yellow cards, removal of privilege, paying for damage, community service |
| damage in rooms | |
| missing registration | |
| Repeated or higher-level rudeness to staff | |
| not signing in/out (repeated) | |
| not signing visitors in/out (repeated) | |
| visitors in bedrooms | |
| Excessive noise or disruption after curfew | |
| restricted items in bedrooms | |
| Sleeping in another student's room without permission | |
| Day/weekend trips without appropriate permission | grounding, community service, confiscation; referred to SLT |
| Unauthorised medication in bedrooms | |
| Late for curfew (30 mins+) | |
| being in possession of smoking or vaping paraphernalia | |
| stealing | suspension or exclusion from school, to be decided by the Head of Section or the Principal |
| returning home under the influence of drugs or alcohol | |
| being in possession of drugs or alcohol | |
| smoking or vaping on school property | |
| tampering with fire equipment | |
| tampering with doors, windows, or locks | |

All sanctions are at the discretion of staff and can therefore be altered depending on the situation.



STATEMENT OF BOARDING PRINCIPLES AND PRACTICE

| | |
|------------------|---|
| Last reviewed: | August 2025 |
| Next review due: | August 2026 |
| Reviewed by: | Head of Boarding Head of Non-Residential Boarding (host families) Pastoral Director |

Boarding is a key aspect of the school's provision. Our aim is for boarding to be a positive experience that enhances school life and helps to develop in students a sense of self-confidence and individual responsibility while at the same time enabling them to live happily and study effectively. We aim to ensure that students are comfortable and well looked after in their boarding environment and that we fully provide for their welfare and wellbeing.

Around 50% of our Sixth Form students and nearly all the students in the International School are boarders. We also have a small number of boarders at our Senior School. The boarding options we provide are varied and offer a great deal of flexibility and choice for students and parents. We offer two types of boarding arrangements: in our boarding houses or with carefully selected host families close to our teaching buildings.

Our boarding houses are varied in size ranging from 18 to 65 students. The students are close in age to one another and the houses are run in a way that reflects the school's general approach to students of this age, with a balance of structure, flexibility and a high degree of personal attention. Students are well looked after; at the same time, they are expected to take responsibility for being part of a community. Relationships among boarders and between boarders and the house staff reflect the nature of personal interactions that we aim to foster in all aspects of life at d'Overbroeck's. The result is that our boarding houses provide a strong sense of community and a comfortable, convivial and supportive environment which contributes positively to the students' personal development.

Host family arrangements, as we run them here, give us the flexibility to meet individual requests from students and parents (for example a piano on which to practice, a private bathroom or a family with pets). They also provide a supportive, homely setting which, in particular for international students living a long way from home, offers a valuable opportunity to live in a welcoming family environment and to further develop linguistic skills and cultural awareness at the same time.

A. Boarding houses

We have six boarding houses and they all provide a welcoming and comfortable environment for our students.

Our boarding houses are co-educational and the boys and girls share a communal area where they can relax, study and enjoy each other's company. In the social area they can play board games, watch movies, form study groups and relax.

The accommodation is securely separated by gender. Each house is overseen by a residential Head of House who is supported by at least one Boarding Assistant or Assistant Head of House. A member of

staff is available to the students 24 hours a day to support them with both their academic and social development.

Students have all meals in the school dining hall. The food is provided by Chartwells Independent, a leading catering company for schools and education. The food is of a very high standard and we can cater for a variety of dietary requirements.

There is a study period each evening and a set curfew. These vary a little depending on the age of the student. Each student has their own study space in their room. All rooms have Wi-fi access.

A number of trips and visits are organised at weekends for boarding students. The school is just a short walk from Summertown – a lovely part of Oxford with a theatre, swimming pool, leisure centre and cafés. The centre of Oxford is about 15 minutes by bus.

The boarding experience is an opportunity to live with others and to become independent. The historic and beautiful city of Oxford also provides access to superb leisure and study facilities such as theatres, museums, galleries, libraries and parks.

Both central Oxford and Summertown offer a good mix of shops including banks, supermarkets, cafés and places to eat.

B. Living with a host family

This option for Sixth Form students (predominantly Year 13s) offers the most scope for flexibility and individual choice. We work closely with a wide range of host families in North Oxford, the majority of whom have provided accommodation for our students for several years. Every student has their own single study-bedroom and some also have a private bathroom. Breakfast and an evening meal are provided every day. There are some self-catering options for those who request them.

A great deal of time and care is taken in selecting the right host family for a particular student. The Head of Non-Residential Boarding leads on this after detailed discussions with students and often with parents. Wherever possible, we will suggest at least two different options, and the final choice will be made by the student and their parents after they have visited the houses and met the host families.

It is not always possible for parents and students living abroad to visit the school and see the full range of boarding options. In such cases, we aim to follow the same process as far as possible by telephone, video calls and email, and to give students and parents sufficient information on which to base their choice.

The Boarding Team

All boarding arrangements are made and monitored by the following staff:

- **Head of Boarding – Hannah Mungall**
hannah.mungall@doverbroecks.com 01865 688663
- **Head of Non-Residential Boarding (Host Families) – Emma Brett**
emma.brett@doverbroecks.com 01865 688642
- **Assistant Head of Boarding – Emma Jenkins**
emma.jenkins@doverbroecks.com 01865 688663

In an emergency, senior staff may also be contacted in the evening or at the weekend via an out-of-hours number that is given to all students and parents at the start of the academic year.

Private fostering arrangements

Any arrangement in which a student, under the age of 16, is living with a host family for more than 28 days is classified as a 'private fostering arrangement'.

The terminology is potentially misleading: 'private fostering' has nothing to do with 'being a foster parent.' It refers to an informal arrangement made by parents for a child to live with another family. The private fostering team (within Oxford City Social Services Department) have a duty to ensure that all children under 16 years living with a host family in Oxford are being appropriately cared for and that they are well and happy throughout their stay with their host family.

d'Overbroeck's very rarely has students for whom private fostering arrangements apply. However, if we do, staff at d'Overbroeck's liaise directly with the private fostering team regarding any placement of a student under 16 years of age who is going to live with a host family for more than 28 days, as required under the relevant regulations. The Head of Non-residential Boarding would give the private fostering team basic information about each student (name, age, nationality, guardian/parent details) and details about which host family they would be living with. This would be done soon after the placement is confirmed and no later than seven days after the start of term.

There are specific criteria that such host families must meet, and the private fostering team will ensure that d'Overbroeck's has carried out all the required checks.

The private fostering team would contact the parents or guardian of the students concerned to give them their contact details; they would visit the host family early in the academic year to meet the family members and to check the quality of the accommodation; and they would meet with the student at school once every 6 weeks until either the student has reached their 16th birthday or they are no longer living with a host family. d'Overbroeck's would notify the private fostering team if there were any change to the arrangement and when the arrangement ended.

Our policy and practice in this respect are in line with the Children Act 1989 as amended by the Care Standards Act 2000 and the Education Act 2011, the UKVI requirements for visas, and the National Minimum Standards for Boarding Schools.

Pastoral support and internal communication

The pastoral systems at d'Overbroeck's are described in full elsewhere in our literature. It is essential that the Director of Pastoral Care and Wellbeing, Heads of Residential and Non-residential boarding, School Nurse, Designated Safeguarding Leads, Heads of Houses and other staff with pastoral responsibilities communicate regularly. Various channels are in place to ensure that this is the case.

Seeking boarders' views

We aim to elicit the views of boarders at regular intervals and to act on the comments, suggestions and requests that emerge as far as is practically possible.

In addition to encouraging informal communication at all times, the following initiatives are in place:

- A minimum of one written survey of boarders' views each academic year.
- A Student Council, where students' views on our boarding provision and meals are collected and shared.

- House committee meetings in each of the boarding houses at least once every half-term.
- Feedback questionnaires sent to all students throughout the year. These address all aspects of the school's provision.

Personal development

Our aim is for boarding to be a positive experience that enhances school life and helps to develop in students a sense of self-confidence and individual responsibility.

The school's policy on the social, moral, spiritual and cultural development of students is published on the [school website](#) and available to parents and students on request.

Equal opportunities

Tolerance, fairness and mutual respect are at the core of our school ethos. In boarding, as in all other aspects of life at d'Overbroeck's, we aim to maintain a mutually supportive community marked by tolerance, flexibility and a thoughtful regard for others.

Key to our thinking is the importance of giving students the space to be themselves and to grow and develop in a context in which they feel valued and secure. We take a very strong stance on anything that constitutes bullying in any form, including cyberbullying, and aim to ensure that no student is discriminated against in any way. Please see our various policies - including Anti Bullying policy and Safeguarding Policy – which can be found on the [school website](#).

Medical provision

We have two school nurses – Freya Paterson (Medical Lead) and Sinead Hughes. The Medical team is available to see students during the week. Students may make an appointment directly (eg, via MS Teams) or via a member of staff, or may attend his drop-in clinics on each site. For more information about how we support boarding students who are unwell, please see our procedure for Looking after Boarders Who are Unwell.

All our boarding students are asked to register with the Banbury Road Medical Practice (unless they are already registered with a General Practitioner elsewhere in Oxford). The registration process is as quick and straightforward as possible for the students; registration is online and the school staff will assist students where necessary.

The Banbury Road Medical Practice is geographically close to our school buildings and consists of a number of doctors, both male and female, ensuring that students can always see a doctor quickly if and when the need arises. Appointments can be made by telephone. Contact details for the practice are as follows:

The Banbury Road Medical Practice
172 Banbury Road
Oxford OX2 7BT
Tel: +44 (0)1865 515731

Dental treatment

Boarding students who need to see a dentist at short notice can make appointments with a local dental practice with which we have an ongoing arrangement. These are private practices and treatment is chargeable.

Contact details for the practice are as follows:

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

Seeing an optician

There are a number of opticians within easy reach of school buildings. Students may walk into the optician's premises and make their own appointments or they may ask a member of staff in school or in their boarding house to help make an appointment on their behalf.

School Counselling service

We have three fully qualified and experienced Counsellors who are available to see students in school during term-time. Students are free to make contact directly with the Counsellors (their contact details are displayed on leaflets around school buildings) and, in some cases, we may suggest to a student that they may benefit from some counselling. In all cases, the discussions between Counsellor and student remain confidential, unless the student, or anyone else associated with them or known to them, is at risk of significant harm.

Independent Person

We have a nominated 'Independent Person, who is not a member of the school staff. Boarders can contact the Independent Person at any time. The Independent Person's name and contact details are prominently posted on noticeboards both in the boarding houses and teaching buildings.

Our independent Person is Jill Partridge. Tel: +44 (0)7776 693448.

Helplines and other contacts

The contact details for Childline and for the Office of the Children's Commissioner are also posted prominently on noticeboards where all boarders can see them.

Policies

The following policies are all available from the [school website](#), and printed copies may be requested from the school office.

- Smoking policy: smoking and vaping in any form are not allowed in any part of the school's buildings or grounds
- Substance abuse policy: we have a zero-tolerance approach to drugs
- Behaviour, rules, rewards and sanctions policy
- Safeguarding and promoting the welfare of children
- Complaints procedure for parents
- Disability inclusion policy
- Looking after boarders who are unwell

Related documents

- Parent Handbook
- Boarding Handbooks sent to boarding students and parents
- The Sixth Form Information booklet
- The 'Guide for International Students'



LIVING IN YOUR BOARDING HOUSE

The House rules for the Sixth Form

Introduction

Welcome! We hope that you will settle happily and quickly into life in the House, and that you will have a very happy and successful time here. You will be living as part of a relatively small community, sharing the communal spaces and facilities and spending a lot of time in the company of the other members of the House. 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 in the House, and to abide by the following House Rules at all times.

Morning start

It is important that you be up early every weekday morning, 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.

Weekday mornings

In order to allow for cleaning and daily maintenance work the House will be closed from 8.30am 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.

Study sessions

There is a Study Session every evening, from Monday to Thursday, starting at 7.00pm. These sessions are compulsory, and the House staff will check to make sure that you are in your room and studying quietly at these times. There is no compulsory study session on Friday, Saturday or Sunday evenings.

Being in each other's rooms

student's room **with the permission of the student who lives there.**

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.

Curfew

All students must be in their rooms by 10pm Sunday to Thursday, and by 11pm on Fridays and Saturdays. The House staff will check to make sure that everyone is in the House at curfew time every evening.

After curfew

You must be in your own room after curfew. The house shuts down at 10.15pm in the week and at 11.15pm at the weekend. You should not be in anyone else's room after this time. We want the House to be quiet from then on, so please make sure that you don't make any unnecessary noise.

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

Going away at weekends

Every time a student wants to go away parents or guardians should email the Head of House. They will be sent a link to complete a form online. The form will always contain the address where the student will be staying, the name and contact telephone number of the adult who will be staying with them, together with the student's departure/arrival dates and times. This information needs to be received by 1pm on the Thursday before the weekend in question. No student is able to leave the House for the weekend until this form has been received and acknowledged by the House staff. If a student wishes to leave Oxford for the day, we will need written consent from a parent or guardian.

Overnight absence 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. You and your parents would also need to seek the permission of the school (eg, Director of Studies) in such instances.

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 strictly forbidden and you must not come back to the House under the influence of alcohol at any time. Serious sanctions (eg, suspension) are in place for students who break this rule. There will be a charge of £200 added to your school bill for any extra staff cover that is required for taking care of you if you are under the influence of alcohol.

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. There will be a charge of £200 added to your school bill for any extra staff cover that is required for taking care of you if you are under the influence of alcohol.

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.

Equipment in rooms

You may have hair dryers, music systems and computers in your room.

Items that are NOT allowed in rooms include kettles, TVs, fridges, heaters, candles, joss sticks, or any posters or images which could be offensive to others. A full list is available in the boarding house handbook.

If you are unsure whether you are allowed an item in your room, please check with a member of staff.

Internet use

Please adhere to the school's e-Safety Policy at all times. And please remember that it is illegal for you to download any copyrighted content such as music, films, computer games, etc.

Live Streaming

We know that students will want to keep in touch with family and friends, and that apps such as Facetime, WhatsApp, Skype, 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** (eg, 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.

Visitors

Assuming all Covid restrictions have been lifted, the only visitors allowed into the House are other d'Overbroeck's students or family members of the students living in the House. Visitors must be signed in and accompanied by you at all times. Overnight visitors are not allowed in the House at any time. All d'Overbroeck's staff and authorised visitors should be carrying ID or a visitors' pass on a lanyard.

Your security and the security of your possessions

If you answer the door and there is a stranger standing there (including delivery drivers and post), please do **not** let them in. Ask them to wait outside, close the door securely and go and find a member of staff. In the unlikely event of you not being able to find anyone you should ask the caller to return at another time. Please do not allow anyone to follow you into the house. If someone you don't know

is behind you as you enter the house, please politely ask them to wait outside while you fetch a member of staff.

Consideration for our neighbours

North Oxford is a residential area. Do think about the impression your behaviour makes on other local residents – for example, please don't throw litter of any kind on the street, don't hang around in large groups at the bus stop near the House (which can look intimidating!) or make a lot of noise in the street or garden/courtyard, especially late in the evening.

Noise and music

Turning music up loudly or making a lot of noise is anti-social – please have consideration for the other members of the House and the neighbours. Keep music within acceptable levels during the day and be especially quiet during study period.

As mentioned above, please always use earphones if you would like to listen to music during study period or after curfew time in the evening.

Behaviour between students

You should think carefully about how you act in communal spaces as we want everybody to feel comfortable and included when spending time there. There is to be no sexual activity between students in the boarding house and sanctions for inappropriate behaviour will be at the discretion of boarding staff.

Food in bedrooms

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

Access to rooms

The cleaners and Boarding will need to access your room for cleaning and room checks. Rooms are vacuumed once a week, but bins are emptied, and bathrooms are cleaned every weekday. While we do not expect rooms to be spotlessly tidy at all times, we do ask you please to make sure that the floor in your room is clear and that it is accessible for cleaners and maintenance staff, and make sure it is tidy enough for us to show prospective students and parents when they come to visit the school.

PLEASE NOTE that staff may conduct a search of your bedroom, including contents of your desk and any cupboards, cabinets, etc, if we have reason to believe that you have in your possession any 'prohibited items' or any item as identified in these rules as not being allowed in boarders' bedrooms. Any such search would be conducted in accordance with the d'Overbroeck's policy and procedure on Conducting a Search.

Damage

You are responsible for any damage you may cause to the house and to its fixtures, furniture and fittings (fair wear and tear excepted, but including damage to paintwork caused by sticky tape or glue). Therefore, we ask that you use the pinboard provided in your room, for photos and posters. Please do not attach anything to walls or woodwork. Please be aware there could be financial consequences for any damage caused whether this is by you or by guests of yours.

You are also responsible for the safe return of your keys. There will be a charge for lost keys and keycards.

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 House are not permitted to keep a car in Oxford.

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 as the school cannot be responsible for the loss of money or valuables that are not locked away. Passports and BRPs should be handed to the boarding staff to lock away in the house safe.

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 Personal Effects 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.

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/>