



LIVING IN YOUR BOARDING HOUSE

The House rules for the Senior School

Introduction

Welcome, we are delighted that you will be joining our boarding community and hope that you quickly feel at home here. Boarding is about much more than simply having a place to stay; it is an opportunity to make lasting friendships, develop independence, and become part of a supportive and diverse community.

Living in a boarding house means sharing facilities, communal spaces, and experiences with other students. We ask everyone to play their part in creating a welcoming, respectful, and inclusive environment where all members of the House feel safe, valued, and able to thrive. This means showing consideration for others, taking responsibility for your actions, and contributing positively to House life.

The House Rules are designed to help us maintain a happy, safe, and well-organised community for everyone. They set out the expectations that allow us to live together successfully and respectfully. Please take the time to read them carefully and ask a member of the boarding team if anything is unclear.

We want your time in boarding to be enjoyable, rewarding, and memorable, and we look forward to supporting you throughout your journey with us.

Morning start

It is important that you be up early every weekday morning so you get to school on time. There will be a registration in the House each morning followed by breakfast.

Study sessions

There is a Study Session every evening, from Monday to Thursday, starting at 7pm. 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

You can visit another student's room with the permission of the student who lives there. If the room is shared, you must also have the permission of the other student living in the room. Students are expected to respect each other's privacy, personal space, and belongings at all times when visiting another student's room.

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 will be in bed by 9.30pm Sunday to Thursday, and by 10pm on Fridays and Saturdays. The House staff will check to make sure that everyone is in the House by curfew time every evening.

After curfew

You must be in your own room after curfew. 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 do not make any unnecessary noise.

Leave requests and travel arrangements

We use a system called Reach to manage all student travel and leave requests. It is essential that we know where students are at all times for safeguarding purposes and, where applicable, to meet UKVI requirements. All travel and overnight stays away from the boarding house must be approved by the school before departure.

For any overnight stay, including weekends, half terms and holidays, students must submit the following information through Reach:

- Departure and return dates and times
- Travel details
- The address where they will be staying
- The full name and contact details of the responsible adult hosting them
- A copy of the host's passport or identification, where required

Sponsored students may be asked to provide additional documentation to meet UKVI requirements.

Any absence that will result in missed lessons must also be approved by the appropriate academic staff.

Students may request weekend day trips and overnight stays by submitting a request through Reach. Students must be under the supervision of a **responsible adult aged 25 or over**, regardless of the student's age. **Requests should be submitted by 12pm on Wednesday for the coming weekend.** Late requests may not be approved.

Students may leave the House after 4pm on Fridays, and from 8am on Saturdays and Sundays.

Sponsored Students (UKVI)

Students sponsored by the school must comply with the conditions of their visa and any additional requirements set by the school. Restrictions may apply to the frequency and duration of overnight stays away from boarding. Full guidance will be provided during induction, and boarding staff will be available to advise on individual circumstances.

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.

Equipment in rooms

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.

Internet and online safety

Wi-Fi is provided throughout the boarding houses and should be used responsibly and in accordance with the school's Acceptable Use Policy. The internet is switched off at midnight, and any misuse of the network may result in loss of access.

Video calls and live streaming

You are welcome to use apps such as FaceTime, WhatsApp, Zoom and Skype to keep in touch with family and friends. If you share a room, please respect the privacy of other students and do not include them in calls, images or videos without their permission. Live streaming or broadcasting to strangers, including gaming streams, is not permitted and may result in a serious sanction.

Visitors

Students may be visited by other d'Overbroeck's students, family members, and approved guardians at designated times outlined in the Boarding Handbook. All visitors must sign in and out, remain in communal areas, and be accompanied at all times. Visits from family members and guardians during term time must be arranged in advance with House staff in accordance with safeguarding requirements. Overnight visitors are not permitted, and visitors must leave before study time and curfew. 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

Our boarding houses are located in residential areas, and we ask all students to be considerate of our neighbours and the local community. Please do not drop litter, gather in large groups outside the House, or make excessive noise in the street, garden, or outdoor areas, particularly during the evening. By showing respect for those who live nearby, you help maintain positive relationships between the school and the local community.

Noise and music

Please be considerate of other students and our neighbours by keeping noise to an appropriate level at all times. Loud music and excessive noise can be disruptive to others, particularly during study periods and in the evening.

If you wish to listen to music during study time or after curfew, you must use headphones. Music should not be audible outside your room to ensure that everyone can study, relax, and sleep comfortably.

Behaviour between students

You should think carefully about how you behave in communal spaces, as we want everybody to feel comfortable, safe, and included when spending time there. Students are expected to maintain appropriate boundaries and conduct at all times, showing respect for themselves and others. Any behaviour that is considered inappropriate within the boarding environment will be addressed by boarding staff and may result in sanctions.

Food hygiene

All food must be stored in designated kitchen or communal storage areas and not in bedrooms. Food kept in communal fridges must be clearly labelled with your name and the date. Fridges are checked daily, and any out-of-date, spoiled, or unlabelled food will be disposed of. Students must follow food hygiene rules at all times and clean up thoroughly after preparing food.

Access to rooms

Boarding staff, cleaners, and maintenance staff will need access to student rooms to carry out room checks, cleaning, repairs, maintenance work, and health and safety checks. Students should keep their rooms reasonably tidy, with floors kept clear and access available for staff at all times. Students may also be asked if their room can be shown to prospective students and parents during school visits.

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 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 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.

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](#).