

# LIVING IN YOUR BOARDING HOUSE

## The House Rules for the International School

### 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 so you get to school on time. There will be a registration in the House each morning followed by breakfast which is served at The Swan Building (transport is arranged as required).

### Study sessions

There is a Study Session every evening, from Monday to Thursday, starting at 7.00pm. These sessions are compulsory, and the Head of House 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

Please note that when visiting other students' rooms, boys are not allowed into the girls' rooms, and vice versa, at any time.

### Curfew

All students will be in bed by 10.00pm Sunday to Thursday, and by 10.30pm 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. Alarms are set at 10.15pm in the week and at 10.45pm 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 do not make any unnecessary noise.

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

### Going away at weekends

All requests for permission for a student to leave the Boarding House for the weekend should be sent to the International School Administrator. This must be approved by the Deputy Head in advance. Full

details and a copy of the form that needs to be completed can be found in the International School Welcome Pack which has been sent to parents separately.

### **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 Deputy Head 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 should 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.

### **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.

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**

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 do not 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 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 Head of House will need to access your room for cleaning. 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 student's 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](#).**