

BOARDING HOUSE RULES

Introduction

Welcome! We hope that you will settle happily and quickly into life in the House, and that you will have a very 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

You must be up early every weekday morning, even on days when you do not have an 8.45am class. There is a wake-up call at 8.00am every morning, Monday to Friday, and we would like everyone to be down in time for breakfast, which is available from 7.00am to 8.30am on weekdays. Breakfast is cleared away at 8.30am, later at weekends.

Weekday mornings

In order to allow for cleaning and daily maintenance work, you are asked not to be in your room between 8.30am and 11.00am on weekdays. If you have a free period and would like to be in the House during this time, then please use the common room to get on with your work.

Study sessions

There is a Study Session every evening, Monday to Thursday, from 7.00pm to 9.00pm. These sessions are compulsory, and the Houseparent 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

If you are over 16, you must be in the house by 10.30pm Sunday to Thursday, and by 11.30pm on Fridays and Saturdays. If you are under 16, the curfew times are 9.30pm Sunday to Thursday, and 10.00pm on Friday and Saturday. The Houseparent 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 and before the House alarms are set. You should not be in anyone else's room after this time.

The House must 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 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

If you would like to go away for a weekend, then we need to have a written communication in advance from your parent or guardian. They need to give their permission for you to be away and to let us have a contact name, address and telephone number for where you will be staying while you are away from the House.

We need to have this parental permission before mid-day on Friday for a weekend absence. Initially, your parent or guardian should complete the Boarding House 'Weekend Leave Form' which asks for the email address from which they plan to send permission for weekends away, and they must sign it. Subsequent permission for weekends away can be sent by email.

If the intention is for you to go home regularly every weekend, then your parents will need to talk to us to arrange this at the start of the academic year.

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 your Director of Studies (if you are in the Sixth Form) or your Form Teacher (if you are in Year 11i).

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. Any student found doing any of these things will be fined £200 for a first offence, £500 for a second, and asked to leave the House, and quite possibly also to leave d'Overbroeck's altogether, if they do so a third time.

Smoking

All d'Overbroeck's buildings are non-smoking. Smoking and 'vaping' in any form are not allowed in any part of the House including the gardens and forecourt. Please note that you may be fined up to £200 for each occurrence if we have any evidence, or reason to believe, that you have been smoking in your room, or allowing anyone else to do so, since this constitutes a potential fire hazard.

Alcohol and Drugs

Alcohol is strictly forbidden in the House. You must not keep or consume any form of alcohol in your room or in any other part of the House, including the garden and grounds. And you must not come back to the House under the influence of alcohol at any time.

Anyone found using illegal drugs, or allowing anyone else to do so in any part of the House or garden, is highly likely to be asked to leave d'Overbroeck's immediately.

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.

Anyone found to have tampered or attempted to tamper with the alarms will be fined (see the section on 'Fire' above) and will probably be asked to leave d'Overbroeck's.

Equipment in rooms

You may have hair dryers, music systems, and computers in your room. Items that are NOT allowed in rooms include TVs, fridges, kettles, cooking equipment, heaters, candles, joss sticks, and any posters or images which are, or could reasonably be considered to be, offensive to others.

Internet use

Please adhere to the d'Overbroeck's Acceptable Internet Use Policy at all times. Please remember that it is illegal for you to download any unpurchased copyrighted content such as music, films, computer games, etc.

Visitors

The only visitors who are ever allowed into the House are other d'Overbroeck's students or family members of the students living in the House.

You may have visitors only from 4.00pm Monday to Friday and from 12 noon at weekends. No visitors are allowed in the House during the weekday Study Period sessions; and all visitors must be out of the House by curfew time at the latest. Any visitors you have must be accompanied by you at all times.

Visitors are not allowed up to the boarding rooms without the specific consent of a member of the boarding staff. As a default, visitors are requested to remain in the communal areas of the House.

Please note that NO overnight visitors are allowed in the House at any time.

Your security and the security of your possessions

If you answer the door and there is a stranger standing there, please do NOT let them in. Ask them to wait outside, close the door securely and go and find the Houseparent. If you cannot find the Houseparent, you should ask the caller to return at another time.

Consideration for our neighbours

North Oxford is a residential area, and it is very important that everyone at d'Overbroeck's should be considerate and thoughtful towards our immediate neighbours and our local community. Please think about the impression your behaviour makes – 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 be annoying, or even intimidating, to members of the public) or make a lot of noise in the street or in the garden at any time, especially late in the evening.

Noise and music

Please have consideration for the other members of the House and the neighbours. Keep music within acceptable levels during the day, and be very 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.

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 Houseparent will need to access your room, and the school reserves the right to gain access to any student room without prior notification. Rooms are vacuumed once a week but bins are emptied and bathrooms are cleaned every weekday. Students therefore will not be allowed in their rooms from 8.30 – 11.00am on weekdays. While we don't expect rooms to be spotless at all times, we do ask you please to make sure that the floor is clear and that your room is tidy and accessible for cleaners and maintenance staff.

Damage to rooms

You are personally responsible for what happens in your room. In particular, you will be held responsible for damage to walls, furniture and fittings or for the financial consequences of breaking any of the House rules, whether this is caused by you or by your guests.

Each room has a pinboard for posters, etc – please do not stick or nail anything to the walls or woodwork as this will damage the paintwork. If the paintwork in your room is damaged as a result of you sticking items onto the wall, you will be charged for the cost of the repair.

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

Car parking

Oxford is has very limited parking facilities, and the forecourt in front of the House is needed for staff parking, loading and unloading deliveries, and maintenance vans. Please note, therefore, that no parking is available for students in any of our boarding houses.

Please ask your family to park in one of the side streets near the House when they come to visit you. Parking is permitted for a short time to load or unload at the beginnings and ends of terms.

Ball games in the garden

Playing ball games such as football or rugby in the garden is likely to damage the lawn, so we ask you please not to do so. Do feel free to make use of the table tennis table and of any other games available in the House.

Insurance

Unfortunately, the school cannot take responsibility for any theft of or damage to students' possessions. Your parents have the option of subscribing to a Personal Effects insurance through the school (though please note that this does not cover cash). If your parents have chosen not to subscribe to this insurance, 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. If you'd like more information on this, the Boarding office will be able to suggest some student insurance companies.

*