

## **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 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. Whilst the threat of Covid-19 continues we also ask you to maintain social distancing as much as possible, to follow cleaning protocols in your house, and to wash / sanitise your hands regularly.

### **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. School registration is at 8.35am. At the start of 2020-21 we will be introducing daily temperature checks in the boarding house and these will continue indefinitely until further notice. This is to help keep everyone safe.

### **Weekday mornings**

In order to allow for cleaning and daily maintenance work the House will be closed from 8.30am until 11.00am. 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**

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 must be in the House by 10.00pm Sunday to Thursday, and by 11.00pm 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. 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**

At the beginning of the academic year parents or guardians will be asked to fill in a 'Weekends Away Authorisation Form'. The form will be sent out before term starts in August and there will be spare copies at the House when students arrive. This form includes confirmation of the parents'/guardian's email addresses.

In addition to this, parents/guardians are asked to complete a 'Travel Document' to give permission for each occasion that the student will be away from school overnight at the weekend or holidays. This form can be obtained from the Head of House. The form must always contain the address where the student will be staying and the name of the adult who will be responsible for them and a contact telephone number, together with the student's departure/arrival dates and times. This information needs to be received by 12.00 noon on the Friday 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.

### **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 and/or 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 in any part of the House including the gardens and forecourt. Serious sanctions apply if we have any evidence, or reason to believe, that you have been smoking or vaping in your room, or allowing anyone else to do so, since this constitutes a potential fire hazard.

### **Alcohol & Drugs**

All alcohol and drugs are strictly forbidden in the House, and you must not come back to the House under the influence of these at any time.

Anyone found using illegal drugs, or allowing anyone else to do so, could be asked to leave d'Overbroeck's immediately.

### **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.

### **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.

### **Visitors**

At the start of 2020-21 we are not allowing any visitors in any boarding house. This is to help keep everyone safe and will be reviewed regularly.

Once visitors are allowed, 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 accompanied by you at all times. Overnight visitors are not 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 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.

### **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, 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.

### **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 don't 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 also 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 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 guests of yours.

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.

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.

### **Ball games in the garden**

Playing ball games such as football or rugby in the garden tends to damage it, so please don't play any games which will tear up the lawn. Do feel free to make use of the table tennis table and of any other games available in the House. Please play reasonably quietly and treat equipment with respect.

### **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.

### **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.

**I have read and fully understand the above information and the Boarding House Handbook and I agree to abide by both at all times.**

Signed: .....

Date: .....

Print Name: .....

Room No: .....