

## Oxford Scholastica Academy Rules & Regulations

Below are the Rules & Regulations we ask you and your fellow students to abide by in order to ensure that everyone has a positive time. You are required to accept these in order to attend the Oxford Scholastica Academy, and in order to receive your Graduation Certificate. Changes to these may be notified to the student before or during the summer school.

### Attendance

- We expect our students to attend all Classes, Masterclasses and other academic sessions (except when we tell you that a session is optional)
- We also expect students to attend breakfast (held in the campus), dinners (when we'll be going out to restaurants in Oxford) and any trips and activities (except when we tell you that an activity is optional)
- Finally, we expect you to be in the accommodation during the Private Study sessions and after dinner every evening
- Our staff members will be holding Check Ins to make sure you're in the accommodation at the following times. This is so that we know you are safe and ready for your next session:
  - 7.30-8.30am: Breakfast Check In
  - Private Study Check In (at either 9am or 1pm depending on your course)
  - 10.30pm: Curfew Check In
- We'll also check that you are present before exiting and returning to the accommodation as a group, for example before Masterclasses, meals etc.
- Please note that it is very important that you are on site for the Check Ins. If we can't find you, we will send out staff members to locate you and will call you on your mobile, and if they can't find you we may have to call the police to inform them you are a missing person
- In addition to the Check Ins, your Tutors will also check that you attend your Classes, and our staff team will hold a register of students for activities and trips
- Oxford Scholastica Academy is an action-packed summer school, and it is important that you get enough sleep so that you are refreshed and ready for the next day. Our curfew is at 10.30pm, and we expect you to be getting ready for bed then. You shouldn't be in another person's room after the curfew, and lights out will be at 11pm
- Before you leave the summer school on your final day you must sign out on our official signing out form and hand in your key. Unless we are informed by your parents/guardian that they want us to look after you until you are collected by them (which needs to be by 12pm), you will be allowed to sign yourself out from the summer school on this final day
- If you are leaving early, or if you are leaving with another parent/family friend, we need to have received written permission from your parents to [info@oxfordscholastica.com](mailto:info@oxfordscholastica.com) otherwise we won't be able to release you

### Free time

Students on Discover courses (Discover Business, Discover Medicine, Discover Technology, Discover Writing)

- During your lunch free time, you'll need to meet at the Lampl marquee and an Activities Coordinator will accompany you to the city centre. You'll then have 90 minutes to get your lunch, and if you have any problems our Activities Coordinator will be close by. At the end of the 90 minutes you'll need to meet him/her by Carfax Tower, and will be accompanied back to Lampl. Please make sure you meet the Activities Coordinator promptly, and please also make sure you are always with other students during your free time and not on your own
- In addition to lunch, there may be other periods of free time (such as the final time of the summer school) which we'll let you know about. We'll operate a similar system whereby an Activities Coordinator will accompany you to the city centre for your free time
- Outside of these periods of time any free time will need to be spent in the accommodation

### Students on other courses

- During your free time periods before dinner, you will be allowed to leave the accommodation – but only if you are with other students, and only if you sign out (and sign back in again) on our Signing Out Form. We don't allow you to leave the accommodation on your own. You must take our Emergency Number Card with you and keep it on you at all times
- After dinner, any free time period will need to be spent in the accommodation

### **Academic Work**

- We expect you to treat your academic work seriously and to prioritise this. You won't be allowed to graduate if you don't
- Unauthorised absences from academic sessions will be treated seriously as a discipline issue
- Your Tutors will set you work to complete after your Classes. This may include some reading, writing an essay, solving a problem or preparing a presentation. We expect you to complete this during your Private Study sessions
- During your Private Study sessions, you may work on your own or, if your Tutor has given permission, you may work in another student's room (in which case you must keep your door propped open with your bin, so that our team know that you have others in your room) or in the common room
- If you are finding your work difficult, or if you are ill, please let us know as soon as feasibly possible so that we can speak to your Tutor
- Please note that plagiarism will be treated seriously as a discipline issue. Please don't copy from another student, from a book or from the internet
- After the end of the summer school, we will send you a Report from your Tutor. Please note that this shouldn't be used as a reference without our permission
- Mobile phones and other electrical equipment must not be used during any academic session or in any circumstances where phone usage would be inappropriate (for example, an activity or a guided tour on a trip) or when expressly requested by a member of our team

### **Illness**

- If you are unwell, please notify a member of staff as soon as possible and follow any direction they give you
- This might include missing lessons if we believe you are not well enough to attend. Such absences will be authorised by Laurie and will not have any influence on your final results
- Our team is First Aid trained but we might send you to a doctor or to the hospital if we feel this is the best course of action. A member of the team will accompany you and help you

### **Our Team**

- Our team will treat you with respect, and we expect you to act respectfully towards our team and any other staff members you come across during the summer school. Please listen to and co-operate with their requests. Failure to do this will be treated as a discipline issue
- It is part of our policy that staff should not correspond with students via their personal email accounts, personal mobile phone or personal social media (such as Facebook/Twitter). It is important that you don't correspond or try to correspond with staff members unless it is through official Oxford Scholastica Academy email accounts/phones/social media. Our Twitter account is at [www.twitter.com/oxscholastica](http://www.twitter.com/oxscholastica) and our Facebook account is [www.facebook.com/OxfordScholastica](http://www.facebook.com/OxfordScholastica) and our Instagram is [www.instagram.com/oxford.scholastica](http://www.instagram.com/oxford.scholastica)
- If you have an issue with any of our members of staff, please talk to Laurie in the first instance. We have a Complaints Procedure which you can access via your Welcome Pack or by asking us for a copy

## Our Campus and other Facilities

- Please treat all buildings and facilities that we use with care. Please report any problems with the facilities to a member of staff immediately
- Remember that you are sharing the campus with other students and staff members, and be considerate
- Please don't attach anything to or decorate any property, including the campus, except your pinboard in your bedroom
- We expect you to keep your room tidy and clean to facilitate the work of the cleaning staff
- When using the internet facilities, you must abide by the *Regulations and Policies Applying to All Users of Oxford University ICT Facilities* ([www.it.ox.ac.uk/rules](http://www.it.ox.ac.uk/rules))
- Please make sure you keep noise to a minimum, particularly on the terraces and when approaching the accommodation. There is an Old People's Home across the road and they particularly ask that you are quiet when walking down St Thomas' Street
- Look after your key/card/fob – if you damage or lose the original you will need to pay the cost of the replacement
- If you damage any of the facilities you will be required to pay to cover the damage
- It is illegal to smoke in the accommodation, or in any building in the UK, and smoking in the grounds of the campus (including e-cigarettes) is also banned
- Only those of the same sex are allowed in each other's rooms. There are plenty of communal areas for you to socialise with those of the opposite sex
- At any time that you have friends in your room, you must keep your door propped open with your bin, so that our team know that you have others in your room
- On your last day, we ask you to vacate your bedroom at 9am. You are welcome to stay until midday, but will then be required to leave the accommodation
- You are responsible for your personal belongings and valuables. If you would like us to look after your valuables, you are welcome to leave them in our safe in our office, but please note that we are not responsible for any theft, loss or damage. We recommend that you lock your room door when you are not in, and keep windows shut

## Safety

- It is critically important that you take responsibility for your own road safety. Please be careful to walk on the pavements and cross the road at official crossings, making sure you look both ways. Remember that drivers in England drive on the left hand side of the road.  
**The biggest single risk to your safety during the summer school is lack of road safety awareness**
- We ask you to bring a mobile phone to the summer school. There are cheap sim cards available in Oxford which we can signpost you towards. We ask you to keep your mobile phone always on during the daytime, with sufficient battery charge in it, in case of any emergency
- We will give you our emergency number at the start of the summer school, and if you need to use this please ring us
- In the case of a serious emergency, the number for the emergency services in the UK is 999. If you ring 999, please call us on our emergency number immediately afterwards to inform us of the emergency
- If you are taken ill, please let a member of staff know as soon as possible. Our team are first aid trained, so if there is a first aid issue please inform the closest member of staff ASAP
- For our external trips and activities, you will be fully briefed beforehand. Please listen carefully to the member of staff giving the briefing
- When we visit external locations run by other organisations, please listen to their instructions and abide by their rules and regulations
- If you get lost in Oxford or on our trips, please call our emergency number immediately rather than try to find the group

- When leaving the campus as a group, for example when we go out for dinner in the evening, please stick with the group. Outside of leaving the campus for Classes/activities/meals/trips/designated free time, there may be times when you need to leave the campus for other reasons. Please seek permission from a staff member for this and sign out using the Signing Out sheet letting us know where you are going and when you are coming back. You will require a staff signature to sign out, and will only be allowed to leave with another student (i.e.: you can't leave on your own), and will be required to sign back in when you come back to the campus
- You are not allowed to use a bicycle during your time on the Summer School

### **Family/Guardian Visits**

- The Oxford Scholastica Academy is a busy summer school with many classes and activities, so long-term visits are not recommended
- Parents/guardians/friends may take you out during the summer school but must notify us beforehand via [info@oxfordscholastica.com](mailto:info@oxfordscholastica.com) and seek our permission in writing and sign you out using our Absence Form. If the person taking you out is not your parent/guardian, they must be over 18 and they must bring their current passport/driving licence to prove their identity
- Please note that Students may only miss academic sessions in exceptional circumstances, and must have the written permission of Laurie

### **Behaviour and Discipline**

- We expect you to abide by the laws of England, and not to participate in any act or illegal activity that may bring you, OSA or any of our partners or facilities into disrepute
- The possession, purchase of, and/or consumption of, alcohol or drugs (illegal drugs or "legal highs") is a very serious disciplinary issue and any infringements will result in instant dismissal from the Oxford Scholastica Academy
- We expect you to speak English during your time on the Summer School
- Please refrain from showing inappropriate displays of affection
- Any form of bullying or racism will not be tolerated. If you are being bullied, or witness bullying, please tell a staff member immediately
- You should not at any time leave with a stranger or someone who isn't a member of the Summer School
- We expect you to wear appropriate clothing, which we define as smart casual. If you are wearing inappropriate clothing we will ask you to change this. You are not allowed to get any tattoos or piercings done during your time with us
- We reserve the right to send you home in accordance with our Terms & Conditions, or to ground you, if you fail to abide by these Rules & Regulations, or our other policies
- We will deal fairly with disciplinary matters according to our Discipline Policy

## **Oxford Scholastica Academy Discipline Policy**

All students are responsible for knowing and adhering to the Oxford Scholastica Rules & Regulations. Breaking these regulations will result in the implementation of this Discipline Policy.

We want to ensure that you have a positive, productive and enjoyable time on the summer school with us. In order to create the best possible environment for this, this policy outlines the importance of our rules and the consequences of breaking them.

Failure to read this information, negligence, or contradictory information from any other sources are not deemed acceptable grounds for exemption from these terms.

### **Points System**

All our students start their summer school with 10 points. You will get points deducted for breaches. Depending on how many points you get deducted, you will receive Yellow and Red Cards with corresponding sanctions.

A Yellow Card is gained after going down to 5 points. A Red Card is gained by going down to 0 points, and results in being sent home immediately. If you live abroad, we will organise and book the next available flight home for you and your parents/guardians will be required to pay the costs for this.

### **Point Deductions**

#### 2 point offences

- Lateness (more than 10 minutes late to a session)
- Persistent lateness (less than 10 minutes late to a session regularly)
- Being outside your room after curfew
- Lack of road safety awareness
- Not handing in work
- Any other infringement of the Rules & Regulations that the staff team decide is worthy of a 2 point deduction

#### 5 point offences

- Disobeying instructions from staff, or being rude to staff
- Smoking in the campus or the grounds of the campus or in any building
- Any other infringement of the Rules & Regulations that the staff team decide is worthy of a 5 point deduction

#### 10 point offences

- Being found outside the accommodation after the curfew
- Drinking, possessing or buying alcohol (if we suspect you have been drinking, we may breath test you)
- Drugs (whether illegal or "legal highs")
- Sex
- Violence
- Bullying
- Breaking any UK law (we may have to involve the UK police in such an incident)
- Any other infringement of the Rules & Regulations that the staff team decide is worthy of a 10 point deduction

## Sanctions

Points tally	Sanctions
8-10	No action will be taken
6-7	Signing in at breakfast at 7am with the Senior Activities Coordinator for three days
4-5	Yellow Card. Meeting with two senior staff members. Parents informed. Signing in at breakfast at 7am with the Senior Activities Coordinator for five days, and missing that afternoon's activity.
2-3	Parents informed. Grounded for three days (not allowed to take part in any afternoon activities or trips). Signing in at breakfast at 7am with the Senior Activities Coordinator until the end of the summer school.
1	Parents informed. Grounded for the rest of the summer school (not allowed to take part in any activities or trips). Signing in at breakfast at 7am with the Senior Activities Coordinator until the end of the summer school.
0	Red Card. Sent home

For students who are with us for four weeks, at our discretion we may choose to give you up to 3 points back for good behaviour at the end of your middle Saturday.

## Discipline Procedure

- The rules are to be read through by all students and signed before attending the programme
- OSA will ensure that the student understands why discipline action is being taken. If the student isn't certain, they should ask
- Staff discipline conversations with students will be had with two senior members of staff
- These conversations will be noted and signed and dated on the same day by those present and the student

## Appeals Procedure

1. If the student wishes to appeal a decision, they should put this in writing within two hours of the decision being communicated to the student. Jamie and/or Sophie will review the notes and the appeal
2. Where necessary, Jamie and/or Sophie will follow up with an interview of the student and/or staff members involved
3. Jamie and/or Sophie will decide and communicate the decision. Their decision will be final