

# Residential Accommodation

## Please read the following information carefully:

During your stay, it is important to remember that some things may be different in England to in your own country. This is a fantastic opportunity for you to experience a new culture and experience life in a different way to what you might be used to!

### Food

Food in the UK will probably be different to the food in your country, and this is part of experiencing a new culture. We encourage you to be flexible and try new things!

In Britain, we usually eat our main meal in the evenings, and this may be earlier than you are used to. Dinner time is a great opportunity to speak to your teachers and fellow students and practise your English.

If you have any allergies, please tell us **in advance** and speak to the Centre Manager when you arrive.

### Bathroom

Please do not stand on the toilet, and always leave the bathroom clean after you use it. You must always put toilet paper in the toilet and nothing else. Sanitary products should go in the bin, **not** the toilet.

### Bedroom

Please be respectful to the school cleaners and keep your bedroom TIDY! If your bedroom is untidy, it will be difficult to clean. Please do not eat in your bedroom. Oxford Spires staff will sometimes check your bedroom to see if it is clean and tidy.

### Cleaning & Laundry

Your bed linen will be changed and your room will be cleaned weekly; the common areas will be cleaned daily. You can wash your clothes once each week using school washing machines. We will tell you which day, and how to use the machines, when you arrive at the residence.

**Remember to bring a towel because these are not supplied in residence!**

### Good manners!

In Britain, “**please**” and “**thank you**” are the most important words to learn!

Remember to always say “please” and “thank you” at school, especially at meal times.

# Residential Rules

Living in a residence is a great way to meet new friends! Don't forget, you are representing your family, your country and the school with your behaviour at the residence.

Please read the residence rules carefully.

- We expect our students to be polite and respectful at all times.
- Keep your bedroom tidy and leave the bathroom clean.
- Girls and boys accommodation at the residence is separate. Boys must not enter girls' bedrooms and girls must not enter boys' bedrooms.
- Do not eat in your bedroom. You may drink water, but no hot or fizzy drinks are allowed in your room.
- No smoking, drugs or alcohol are permitted at any time during your stay with Oxford Spires International.
- Do not touch fire equipment in the school unless in an emergency.
- Unless there is an emergency, we ask students to stay in their bedrooms after "lights out."
- Be respectful of school property and other people's property.
- Respect your fellow students (and the Oxford Spires staff!) and do not make too much noise in your bedroom. If you want to socialise with friends, use the social areas such as the common room.
- Your bedroom key is **your** responsibility. If you lose it, you will need to pay for a new one.

If you break any of these rules, Oxford Spires staff will follow the Disciplinary Procedure on page 26.

## Any questions or problems?

Your group leader and our staff will be very happy to help if you have any questions or problems about your accommodation. Any questions or problems, please phone +44(0) 1865 800 290.



# School Rules

**Follow these rules and have a happy, safe and enjoyable stay in the U.K.**

## Your English Classes

- You must come to your English classes every day
- If you are ill, or have a problem, tell your Group Leader or Programme Manager
- You must come to your classes at the correct time – do not be late!
- Always listen to your teacher
- Respect your teacher and the other students in your class
- Always speak English in class
- Do not be disruptive in class

## The Activity Programme

- You must come to all the activities and excursions on your programme
- If you are ill, or have a problem, tell your Group Leader or Programme Manager
- You must come to activities and excursions on time – do not be late!
- Respect Spires staff, Group Leaders and other students
- Always listen carefully to instructions given to you by Spires staff

## Residential Rules

- You must never leave the college campus alone or with friends
- You can only leave the college campus with Spires staff or with your Group Leader if they have permission from the Programme Manager to take you out
- You must be quiet in your residence bedrooms in the evenings
- The lights in your bedroom should be switched off by 11pm

## If You Break These Rules

- You will be excluded from the activity programme and/or your English classes
- You will have to explain to the Spires Programme Manager
- Spires will telephone your parents or your agent
- You will have to explain to your parents or agent
- You may have to return home early and your parents will have to pay

# Disciplinary Procedure

## What happens if I break the rules?

If you break any of the School Rules or Residential Rules, a member of staff will talk to you about what happened and why your behaviour is unacceptable.

If you behave very badly, or repeat bad behaviour, we will use the following sanctions:

- 1. First Warning** – the Centre Manager will give you a verbal first warning and you may lose some free time/participation in an activity.
- 2. Second Warning** – the Centre Manager will give you written second warning and they will tell your parents/agent about the situation. You may also lose some free time or miss an activity or excursion.
- 3. Final Warning** – the Centre Manager and Head of Operations will give you a final written warning, which says that you will be immediately sent home if you repeat the unacceptable behaviour. You may also lose some free time or miss an activity or excursion.
- 4. Expulsion** – your family must pay for you to return home immediately.

*If your behaviour is very serious, you may not be given any warnings before we speak to your parents or send you home.*

## Student Curfews

The curfews below apply to both residential. All visiting students are expected to follow the curfew expectations.

**In Building Curfew (Residential Accommodation):** 9pm/9:30pm

**In Room Curfew:** 10:45pm

**Lights Out:** by 11pm to encourage a good night's sleep.

If you miss curfew, the Residential Team will activate Oxford Spires' Missing Students Procedure and contact your Group Leader/Parents.

**In-Building Curfew:** You are required to be inside the Residential Building at the listed times above.

**In-Room Curfew:** You are required to be in your assigned room at the listed time above. Curfew checks will take place during this time. Curfew checks consist of Spires staff checking every room to ensure you are in your room. You are asked to remain in their assigned rooms from 11pm until 6:30am the next morning. There shall be no door propping or moving between rooms after 11pm.

**Overnight Hours:** During overnight hours (11pm until 6am), no noise may reach beyond the individual rooms. You should not create unreasonable, excessively loud, irritating, or disturbing noise in the residence halls at any time.

# General Information

## Contacting your child

Your child will usually have access to Wi-Fi on their phones every day during school breaks and lunch times. They will contact you to tell you that they have arrived safely.

We understand that you will be thinking of your child and will want to know how they are getting on. However, it is important that the child immerses themselves in the course; too many calls home can disrupt this process and potentially increase feelings of homesickness.

## Contacting the school

Please refer to the next page for all school contact details. We will contact you immediately if your child suffers more than a very minor illness/injury. Please note that we are unable to give daily, personal updates on students.

## Pocket Money

The Oxford Spires course is all-inclusive. During their stay with us, students will have three freshly-prepared meals a day, and drinking water is always available.

Students will therefore only need money to buy souvenirs during excursions. A good idea is to bring a pre-loaded credit or debit card as they will have access to ATM machines in the town centre.

The amount of pocket money is, of course, your choice but we would recommend no more than £100 per week. Please note that we cannot look after any money or valuables, and your child is therefore responsible for any money or expensive items they choose to bring with them.

For reasons of safety, and to promote equality among students, we ask that your child is not given more than £100 per week to spend.

## Deliberate Damage

Please note that we reserve the right to ask you to cover damage to school or homestay property caused by deliberate action or gross negligence, which is the clear fault of your child.

## Consent and important information sharing

Please ensure that you have completed the online consent form before your child arrives. We require your permission for your child to have unsupervised free time with their friends, to take photos of your child, and to treat your child in a medical situation.

## Allergies, Educational Needs, and Special Requests

We will do everything we can to accommodate your child at Oxford Spires International. Please inform us in advance, through the online consent form, if your child has any specific health problems, food allergies or learning requirements.

Please note that we need to know about food allergies and special access requests at least two weeks before your child arrives.

## Keeping Safe

Your child's safety is our top priority. We plan our activities and excursions in advance and have risk assessments for everything we do. We train all of our staff to care effectively for the students, and many have first aid training.

Please help us to keep your child safe by reading the school and host family/residence rules with them before they arrive and ensuring they understand.

Please also ensure that they do not bring forbidden items (page 22), and that they have the emergency number saved to their phone (see below). Thank you for your support.

## Contact Details

### Oxford Spires International Head Office

**General email:** [info@oxfordspires.education](mailto:info@oxfordspires.education)

(from 09.00 – 17.00 UK time), Monday to Friday

+44 (0) 1865 800 290

### Designated Safeguarding Lead:

Josh Mair

[josh@oxfordspires.education](mailto:josh@oxfordspires.education)

or +44 (0) 1865 800 290

### Out-of-Hours Emergency Contact (please call only in case of emergency):

**+44 (0) 1865 800 290**

### Social Links:

