



**Oxford Royale Academy**  
inspirational cultural and academic courses

## **Rules & Regulations: Summer courses for students aged 8-12**

### *Academic year 2018-19*

#### **1. Introduction**

There are some important rules and regulations that Oxford Programs Ltd. needs to make the Student and their parents/guardian aware of before the Student arrives so that the Student understands what is expected of them during the Course. Parents/guardians are expected to talk through these rules with their child, prior to the Course, to ensure they have understood them.

Changes to these Rules & Regulations and/or other important rules or regulations may be notified to the Student either before or after registration for the Course. The Student shall ensure that they are familiar throughout the duration of the Course with all applicable rules and regulations which are in force.

The terms "Student", "Course" and "Campus" shall bear the same meanings as in the 'Terms & Conditions' document.

The term "senior staff member" shall mean a company director of Oxford Programs Ltd. or the Programme Director of the Course.

The Rules & Regulations as amended from time to time, the current text of which is set out in this document, are part of and supplemental to the Terms & Conditions. Where any provision of the Rules & Regulations conflicts with the provisions of the Terms & Conditions then the provisions of the Terms & Conditions shall prevail.

#### **2. On the First Day**

The safety induction on or shortly after the day of arrival will set out various procedures in relation to the premises to be used, including but without limitation check-in and check-out, fire drills, absence, discipline and sickness. If the Student is unable to attend the safety induction they need to go to the Campus office as soon as possible, where there will be printed handouts available, which a staff member will talk through with the Student to ensure that they have read and understood them. The Student must retain the handout(s) throughout the duration of the Course.

#### **3. Leaving the Campus Grounds**

Other than on supervised Course activities, the Student shall not be permitted to leave the Campus grounds at any time, unless:

- (a) in accordance with the exeat provisions in Rule 4; or
- (b) the Student is accompanied by a member of staff and prior permission has been obtained from the Programme Director.

#### **3A. Live-Out/Daytime-Only Students**

Live-out/daytime-only students shall attend all registrations during their time on the Course and, during all times when they are signed in to the Course, shall follow the procedures regarding leaving the Campus set out in Rule 3. In addition, live-out/daytime-only students must sign out from the programme every time they leave the Campus at the end of the day. A sign-out sheet will be available in the Campus office.

#### **4. Exeat (Leaving Campus with Parents/Guardians)**

If the Student is planning to leave the Course overnight or at weekends they shall ask their parent(s) or legal guardian(s) to complete and sign an exeat form and to fax or email it to the Campus office. An exeat form is required for each instance of absence, showing: date and time of departure, destination, contact phone number details and expected time of return. Exeat forms shall be presented to the Campus office at least 24 hours in advance of departure. The Student is only allowed to leave the Course accompanied by their parent or legal guardian or a person clearly designated by the parent/legal guardian in the exeat form. The person who accompanies the Student may be required by Oxford Programs Ltd. to present evidence of identity including a current passport.

The Student must sign out of the Campus on departure, and must sign in again immediately upon their return.

#### **5. Illness**

The Student shall inform a staff member immediately if they are feeling unwell and shall follow any directions given to them by or on behalf of Oxford Programs Ltd which may include directions of a non-medical nature, directions to take basic medication in accordance with Oxford Programs Ltd.'s Medical and Medication Policy from time to time in force (and available on Oxford Programs Ltd.'s website), or a referral to an appropriate medical professional or institution. Without prejudice to the foregoing, such directions may include missing lessons and other elements of the Course and remaining confined in the Student's bedroom or an appropriate sick bay should the Student contract an illness that may be contagious to others. In the unfortunate event of illness or accident the Student is also strongly advised to notify their medical insurers and travel insurers as soon as possible in case the Student needs to make a claim at a later date. Oxford Programs Ltd. will not be responsible for notifying the insurers or making any claim on

the Student's behalf.

## 6. Class Attendance, Electrical Devices and Plagiarism

### 6.1 Attending Classes and Other Activities

Students are expected to attend all classes and compulsory activities and to arrive punctually for the specified start time with all the equipment they need, and in a fit state to participate properly.

If the Student needs to miss a class or other activity, they shall notify the Campus office beforehand providing as much information as possible as to the reasons for their intended absence. If a Student has missed or is going to miss a class because of illness, the Student will need to be visited by one of nurses engaged by Oxford Programs Ltd. ("the nurse") who will provide the Student with a certification document. If the Student misses a class for any other reason they will need to gain approval from Oxford Programs Ltd. through the Campus office. In order to graduate from the Course (and to receive a graduation certificate) the Student needs to attend all the classes except those in respect of which they have a certification document from the nurse and (at the discretion of Oxford Programs Ltd.) those in respect of which Oxford Programs Ltd. gave prior approval for absence.

A Student who (in the absolute opinion of Oxford Programs Ltd.) repeatedly misses classes or workshops with insufficient excuse may be dismissed from the course and Clauses 6 and 7 of the Terms & Conditions shall apply. Live-out/daytime-only Students shall follow the same class attendance rules as all other Students.

### 6.2 Mobile Phones and Electrical Devices

Use of mobile phones and all other electrical equipment during classes, workshops, lectures and other events organised by Oxford Programs Ltd. is forbidden unless authorised by a staff member.

At night, students' mobile phones will be collected by a staff member prior to Lights Out (being the time at which students are required to turn out their lights, cease conversation, and go to sleep), and will be returned to them the following morning. This is to ensure that all students in the dormitory rooms get a good night's sleep.

### 6.3 Plagiarism

Plagiarism is not tolerated. Plagiarism includes, but is not limited to: submitting work done by another person or submitted by another source; failing to credit ideas found in sources, whether print or electronic, with appropriate notes and bibliographic references; failing to enclose borrowed phrases or sentences within quotation marks; and turning in a single

assignment for two different courses without advance permission from both instructors. A Student found to have submitted plagiarised work will face disciplinary action at the discretion of their Programme Director.

## 7. Alcohol and Drugs: Zero Tolerance

### 7.1 Alcohol

There is a zero-tolerance policy towards the following actions, all of which are likely to result in instant dismissal from the course pursuant to Clauses 6 and 7 of the Terms & Conditions and may result in police involvement: drinking/consumption/possession (for whatever reason) of alcohol; purchase of alcohol; distribution/vending or attempted distribution or vending of alcohol; having bottles which contain or have contained alcohol in one's possession, custody, power or control, including but not limited to one's personal effects or living area.

A Student suspected of drinking alcohol may, at the discretion of Oxford Programs Ltd., be asked to undergo breath tests to indicate whether alcohol has been consumed. Where a breath test has been conducted, the resulting data may be printed out and made available on request for inspection by staff and parents. Oxford Programs Ltd. shall be under no obligation to carry out, or to procure the carrying out, of a breath test, and may take a decision as to the likelihood of a Student's having consumed alcohol without undertaking scientific testing. A Student found to have consumed alcohol, or whom Oxford Programs Ltd. reasonably believes to have consumed alcohol, is likely to be dismissed from the course pursuant to Clauses 6 and 7 of the Terms & Conditions.

### 7.2 Drugs

Use, possession (for whatever reason) or distribution/vending or attempted distribution or vending of illegal drugs or having in a Student's possession, custody, power or control (including but not limited to their personal effects or living area) paraphernalia connected to the manufacture or use of illegal drugs, are forbidden and are likely to lead to immediate dismissal from the course pursuant to Clauses 6 and 7 of the Terms & Conditions and may result in police involvement.

## 8. Cigarettes and Tobacco

According to UK law it is a criminal offence to sell cigarettes or any other form of tobacco to any person aged under 18 and it is a criminal offence to smoke in premises open to the public and in certain other places. The course is a strictly no-smoking course.

It is the policy of Oxford Programs Ltd. formally to warn a Student found purchasing, distributing, harbouring or consuming tobacco, which may ultimately lead to dismissal

from the course pursuant to Clauses 6 and 7 of the Terms & Conditions if further offences are reported.

## **9. During the Course**

### **9.1 Curfew Rules**

The Student shall observe the course curfew, which they will be told about at the induction referred to in Rule 2 or in such other manner as Oxford Programs Ltd. deems appropriate.

### **9.2 Looking After Belongings**

The Student's personal belongings and valuables are their responsibility; they should exercise due care with their own possessions and respect those of other students.

### **9.3 Dress Code**

The dress code is based upon the premise that dress and appearance shall not be such as would impede or be disruptive to the educational process. This policy requires a level of common sense from the Student and their parent/guardian, but examples of items which would breach this regulation include but are not limited to: offensive language/slogans on clothing, revealing clothing, caps or hats indoors and hoodies with hood up indoors.

### **9.4 Verbal and Physical Conduct**

Oxford Programs Ltd. finds unacceptable any verbal or physical conduct that may in the sole opinion of Oxford Programs Ltd. be taken to demean others in connection with their race, age, gender, disability, appearance (for example but without limitation the wearing of beards or hair colour), ethnic background, religion or sexual orientation. Bullying, discrimination, abuse (whether physical, psychological, sexual, or emotional), or harassment in any form are not tolerated and disciplinary action in such circumstances is likely to be taken which may lead to the dismissal of the Student from the Course pursuant to Clauses 6 and 7 of the Terms & Conditions. If Oxford Programs Ltd suspects that a criminal offence may have been committed, it may inform the police.

Where the Student becomes aware of any behaviour (whether by another student, a member of staff, or any other person) which does not comply with the above standards, they must report it to a member of staff.

### **9.5 General Behaviour on the Course**

During the Course the Student shall refrain from the following: committing any criminal or civil offence, graffiti, chewing gum in class, creating mess or rubbish, unauthorised use of electrical and media devices, sending messages or images by electronic means which Oxford Programs Ltd. considers in its absolute discretion to be inappropriate, swearing or bad manners, ball games and using frisbees or other projectiles inside any

premises or in other places not designated for lawfully carrying out such activities. The Student shall also refrain from inappropriate (in the opinion of Oxford Programs Ltd.) displays of affection. The Student shall at all times comply with all lawful and reasonable instructions given by a member of Oxford Programs Ltd.'s staff.

The Student shall at all times exercise responsibility for their own safety and wellbeing and must not do anything which might endanger their safety or the safety of any other person. The Student should exercise care for the safety of their fellow students.

Some of the buildings on the Campus are quite old, and not constructed with modern health & safety standards in mind. Recognising that they will be living and working in buildings which may present potential safety risks (e.g. steep, narrow, and/or winding staircases), the Student must always have regard to potential hazards and risk factors (e.g. not attempting to climb or descend staircases carrying luggage which cannot be safely borne by them alone, or without turning on the light).

The Student must alert a member of staff to potential health & safety risks of which they become aware (e.g. lights not working on a staircase).

The examples given in this Rule 9.5 relating to staircases are not exhaustive and the Student must exercise their own judgement.

### **9.6 Window Ledges, Roof-Tops, Dropping Items and Scaffolding**

For their own safety, and the safety of other Students, the Student is forbidden from sitting on window ledges and roof-tops. They are forbidden from dropping, pouring, or throwing objects or materials out of windows or off rooftops. Climbing up scaffolding and similar structures is extremely dangerous and is also forbidden.

### **9.7 Visiting Other Students' Rooms**

The Student may enter the room of another student/other students of the same sex before curfew, but not later. The Student shall not enter a staircase, corridor, floor, block, wing, or building designated for students of the opposite sex.

### **9.8 Noise, Running and Disruptive Behaviour**

Running inside any building, or in any place marked with "no running" signs, is forbidden. Running on public pavements or on or near to roads is also forbidden. The Student is to keep noise to a minimum at all times and respect the other students and staff living and working around them. The making of noise after curfew is forbidden. The Student shall not engage in any conduct which is likely in the sole opinion of Oxford Programs

Ltd. to disrupt the work or enjoyment of others or which in the sole opinion of Oxford Programs Ltd. may present a health and/or safety hazard.

### **9.9 Out of Bounds Areas and Leaving the Group**

The Student shall never enter any areas that are marked or indicated as being out of bounds. Out of bounds areas include all areas where building works are being carried out whether or not marked as out of bounds. These can be extremely dangerous and the Student may be putting themselves and other people at risk by entering them. The Student must never leave the Campus (other than in accordance with Rule 3) or the bounds of an organised off-site activity without a member of staff or the prior approval of a senior staff member. The Student must never absent themselves from their group with someone they do not know, unless direct to accompany such a person by a member of Oxford Programs Ltd's staff.

The Student is forbidden from using a bicycle, other than as part of an organised Course activity.

### **9.10 Tattoos and Piercings**

The acquisition or administering of new tattoos (whether temporary or permanent in nature) or piercings by or to a Student is forbidden. A Student with existing tattoos or piercings (save for ear piercings) shall appropriately cover them while they are participating in the Course.

### **9.11 Use of IT**

The Student shall indemnify Oxford Programs Ltd. from and against any and all loss and damage that the Campus, any other person or venue (whether or not course activities are held there) or Oxford Programs Ltd. may suffer, and which is the result of the use or misuse of the IT and network facilities by the Student.

Where relevant, the Student agrees to be bound by the code of practice covering the use of IT facilities, email and the internet applicable to the Campus or other venue which has provided the facilities which the Student is using. These guidelines can be made available to the Student upon request. Misuse of email or the internet (in the absolute opinion of Oxford Programs Ltd.) may result in the Student being dismissed from the Course pursuant to Clauses 6 and 7 of the Terms & Conditions.

### **9.12 Behaviour towards Staff Members**

The Student shall treat all staff members of Oxford Programs Ltd., the Campuses, all other relevant organisations and members of the public with an appropriate (in the absolute opinion of Oxford Programs Ltd.) level of respect. Words or behaviour that may in the absolute opinion of Oxford Programs Ltd. be taken as derogatory, disrespectful or offensive is likely to result in disciplinary action which may lead to dismissal from the Course pursuant to Clauses 6 and 7 of the Terms &

Conditions.

### **9.13 Fire Regulations**

The Student will comply fully with all fire regulations which apply to the Campus, including but not limited to those which relate to fire prevention, keeping escape routes clear, and the evacuation of premises. The Student shall participate properly in any fire drill which they are asked to attend. The Student shall not undertake any activity which presents a risk to the safety of the Campus premises, to themselves, or to any other person. The Student shall not remove, tamper with, or impede the proper operation of any smoke detectors, fire extinguishers, or other safety equipment, and shall not deliberately set off any fire alarm for any reason other than to alert the occupants of the building to the existence of a fire.

### **9.14 Accommodation**

The Student shall keep their accommodation (both any private accommodation and all communal facilities) in a clean and tidy state. The Student shall comply with such regulations as Oxford Programs Ltd. may make with regard to the furnishing and decoration of rooms, and waste disposal and recycling. Candles must not be lit on Campus premises, unless with permission from, and supervised at all times by, a staff member.

### **9.15 Academic Requirements**

The Student is expected to participate fully in all academic activities and to complete any assignments within the allotted time. All courses are taught in English (unless otherwise specified) and students are therefore expected to use English at all times while participating in course activities (unless otherwise instructed) to ensure that others are also able to participate. Disruptive behaviour in lessons is not permitted and will not be tolerated.

Individual courses will have their own regulations, specifying objectives and standards to be met. The Student is expected to comply with these.

## **10. Access to Room and Belongings**

When it has reason to believe the Student has been or may be or have been in breach of any of the Rules & Regulations as set out in this document or otherwise notified to the Student whether before or after registration for the Course, Oxford Programs Ltd. reserves the right to search the Student's possessions provided that such search is carried out under the supervision of an independent representative from the Campus at which the Student is resident or a representative of the police, and provided that reasonable efforts have been made to inform the Student's parents beforehand. This extends to the searching of possessions outside the Student's room or dormitory provided

that such a search is carried out with the type of supervision set out above.

## **11. Dismissal from the Course**

11.1 Oxford Programs Ltd. requires the Student to act in a sensitive, respectful, and considerate manner at all times and to respect the legal rights of others and the right of other students or users of the Campus or other venue (whether or not course activities are held there) to quiet enjoyment of the Course and/or the Campus or other venue's facilities without interference. Whilst every subtlety of proper behaviour cannot be detailed, the rules and regulations governing the Course including but not limited to such as are set out in this document are to be adhered to strictly. Failure or refusal to abide by them is likely to be dealt with immediately and may lead to dismissal from the Course.

11.2 As provided in Clause 5.3 of the Terms & Conditions, no portion of fees will be refunded to a dismissed Student. Dismissed Students do not receive reports or certificates of attendance. In the case of dismissal, the Student will not be permitted to take part in lessons or other activities, and Oxford Programs Ltd may require the Student to be collected by a parent, legal guardian or other authorised adult within 24 hours.

11.3 Students who have been dismissed from a course will not be permitted to take another course with Oxford Programs Ltd. in the future unless there are exceptional circumstances, and a decision as to whether this is the case will be in the sole discretion of Oxford Programs Ltd.