



EF ACADEMY

Student Handbook

OXFORD
2026–2027

Table of Contents

General School Information.....	8
Staying Safe and Healthy	11
Emotional Support and Wellbeing	13
Medical Care.....	16
Food and Dining	18
House Competitions.....	19
The EF Student Profile.....	20
Students' Rights and Responsibilities.....	21
Behaviour, Infringements and Sanctions.....	22
Attendance and Absences.....	28
Academic Success	35
Academic Expectations and Examination Entry.....	36
Responsible Use of Technology.....	37
A–Z of Student Life	39

Welcome to EF Academy Oxford

Welcome to EF Academy Oxford! This handbook is designed to provide useful information about studying and living at our school. It outlines our expectations and serves as a helpful reference guide throughout your time with us.

We offer our students structured independence and the opportunity to grow and mature within a safe and supportive environment. Living and studying alongside students from around the world helps to develop a strong sense of community and creates friendships that often last well beyond school.

With the support of your Academic Tutor, Pathway Manager, House Parents, teachers, and the wider school team, you will be encouraged to enrich your own life and that of others while developing into a confident, mature, and responsible young adult. We want all students to challenge themselves, take positive risks, and discover their strengths and talents. Through this process, you will develop independence, resilience, self-confidence, and determination.

Our students come from a diverse range of backgrounds, and we celebrate the cultures, languages, perspectives, and experiences that make our community unique. We value diversity, individuality, and mutual respect, and we encourage every student to embrace the opportunities that come from being part of an international school community.

Moving to a new school and adapting to a new culture can feel challenging at first, but our experienced staff are here to help you settle in quickly and successfully.

As in all areas of the school, our boarding provision is underpinned by strong pastoral care. We want every student to feel happy, safe, valued, listened to, and supported. If you ever need help, guidance, or advice, there will always be someone available to support you.

We are delighted you have chosen to join our community and look forward to helping you make the most of your time at EF Academy Oxford.



Mark Fletcher-Single

Head of School, EF Academy Oxford

General School Information

How to Contact Us

Mailing Address

EF Academy Oxford
Cotuit Hall
Pullens Lane
Oxford
OX3 0DA

Telephone

+44 (0)1865 759667 (Main Reception)

In Person or by Email

The Administration Office is open Monday to Friday from 08:00 to 17:00. School staff email addresses are available on request.

How We Contact You

Students must have a working mobile number that can be used to contact them whilst in the UK. This may be a UK SIM card, eSIM, or another suitable arrangement. Students should ensure the school always has their current contact details.

You will be provided with a school email address and are expected to check it regularly. Students must use their school email account for communication with school staff.

Student Mail and Deliveries

Your packages and parcels should be sent to the main school address. You will also be issued with a school email address which you will be expected to use and monitor throughout your time at EF Academy Oxford.

Emergency Contact

The Boarding Team operates an emergency telephone number outside normal school hours.

Emergency Boarding Duty Phone:
+44 7908 479976

Keeping Parents Connected

There are two systems that students and parents will use regularly throughout the academic year.

Orah

Orah is the school's student life and boarding platform. Students and parents use Orah to:

- Request leave and travel permissions
- Submit weekend and holiday leave requests
- Access boarding communications
- Register for activities, trips and events
- Sign in and out of campus
- Receive important notifications from the school

Students and parents are expected to download and regularly use the Orah app.

ManageBac

ManageBac is the school's academic platform. Students and parents use ManageBac to:

- View timetables and academic calendars
- Monitor attendance
- Access grades and teacher feedback
- Review academic reports
- Track coursework, deadlines and assessments
- Read important academic communications

Students and parents will receive login details at the beginning of the academic year and are expected to check the platform regularly.

Who Can Help?

If you need help with...	Contact
Academic progress	Academic Tutor or Pathway Manager
Subject-specific support	Subject Teacher or Head of Faculty
University applications and career planning	University Guidance Team
Wellbeing or personal concerns	House Parent, Pathway Manager or Counsellor
Medical concerns	School Nurse
Boarding matters	House Parent or Boarding Team
Safeguarding concerns	Any member of staff

Important Contact Details

Doctor

Hedena Health Centre
207 London Road
Headington
Oxford
OX3 9JA
Tel: +44 (0)1865 597023

Nearest Pharmacy

Rowlands Pharmacy
57 Osler Road
Headington
Oxford
OX3 9BH

Hospital

John Radcliffe Hospital
Headley Way
Headington
Oxford
OX3 9DU

Nearest Police Station

St Aldate's Police Station
St Aldate's
Oxford
OX1 1SZ

Other Useful Numbers

Service	Contact Number
Cotuit Hall Reception	+44 (0)1865 764577
Emergency Services (Police, Fire, Ambulance)	999
NHS Non-Emergency Medical Advice	111
Police Non-Emergency	101
National Rail Enquiries	08457 484950
National Express	08717 818178
Local Taxi Company	+44 (0)1865 777333

Staying Safe and Healthy

Healthy Nutrition and Exercise

We are committed to helping you maintain a healthy and balanced lifestyle during your time at EF Academy Oxford. A healthy diet, regular exercise, sufficient sleep, and positive social connections all play an important role in supporting your wellbeing and academic success.

Our dining facilities offer a range of nutritious meal options, and we encourage students to make healthy choices wherever possible. We also provide a wide variety of clubs, activities, sports, and enrichment opportunities that allow students to stay active, develop new interests, and build friendships.

Examples include:

- Football
- Basketball
- Tennis
- Yoga
- Running
- Dance
- Photography
- Music
- Model United Nations (MUN)
- Duke of Edinburgh Award
- Community Service and Charity Projects

Participation in co-curricular activities is an important part of life at EF Academy Oxford and helps students develop confidence, leadership skills, new friendships, and a sense of belonging within our international community. Our co-curricular programme is shaped by the interests and passions of our students. It is designed to be flexible and responsive, evolving throughout the year to provide a wide range of opportunities that encourage students to explore new interests, develop existing talents, and contribute to school life.

Sleep

Getting enough high-quality sleep is essential for both your wellbeing and academic performance.

Some simple ways to develop healthy sleep habits include:

- Avoid using phones, tablets, or laptops immediately before bed where possible.
- Establish a regular bedtime routine.
- Avoid consuming caffeine late in the day.
- Maintain a consistent sleep and wake-up schedule.
- Aim for 7–9 hours of sleep each night.

Being well rested will help you stay focused, manage stress, and make the most of your academic and social experiences.

Safety

Your safety is our highest priority.

EF Academy Oxford provides a safe and supportive environment, with staff available throughout the day and boarding staff on duty 24 hours a day during term time. However, students also have an important role to play in helping maintain a safe community.

Students should:

- Keep their room locked when they are not present.
- Keep valuables secure.
- Report any concerns about safety, security, or wellbeing to a member of staff immediately.
- Never allow unknown visitors into school buildings.
- Follow all fire safety and emergency procedures.
- Remain aware of their surroundings when travelling off campus.

When travelling around Oxford, remember that traffic drives on the left-hand side of the road in the UK. Always use designated crossings where possible and pay attention to traffic signals.

If you ever feel unsafe, uncomfortable, or worried about yourself or another student, please speak to a member of staff straight away. You can do this in person or by contacting the Boarding Team on the boarding phone.

Emotional Support and Wellbeing

Moving to a new country, studying in a different education system, and living away from home can sometimes feel challenging. It is normal to experience periods of stress, anxiety, homesickness, or uncertainty.

You are not expected to manage these challenges alone.

At EF Academy Oxford, a wide range of support is available to help you maintain your wellbeing and thrive both academically and personally.

Who Can I Talk To?

If something is worrying you, speak to someone.

You can talk to:

- Your House Parent
- Your Pathway Manager
- Your Academic Tutor
- The School Counsellor
- The School Nurse
- A member of the Boarding Team
- Any teacher or trusted member of staff

You may also bring a friend or another trusted adult to support you during conversations if that helps you feel more comfortable.

Remember: asking for help is a sign of strength, not weakness.

Safeguarding and Student Welfare

Every member of staff has a responsibility to help keep students safe.

If you are worried about:

- Your own safety or wellbeing
- Another student
- Bullying
- Harassment
- Abuse
- Online safety
- Mental health concerns

please speak to a member of staff immediately. All concerns will be taken seriously and handled appropriately.

Help Outside School

In addition to the support available at school, students can access confidential external services.

Childline

Free, confidential support for young people.

0800 1111

www.childline.org.uk

NSPCC Helpline

0808 800 5000

www.nspcc.org.uk

Oxford Samaritans

Support for anyone experiencing emotional distress.

+44 (0)1865 722122

www.samaritans.org

Oxfordshire Mind

Support and information relating to mental health and wellbeing.

+44 (0)1865 263730

www.oxfordshire-mind.org.uk

Independent Listener

Students also have access to an Independent Listener.

An Independent Listener is someone outside of the school's day-to-day operations who can provide a confidential, impartial, and supportive listening service.

Current Independent Listener:

Sadie Pretty

Telephone: +44 7714 043311

Email: sadiekate578@gmail.com

The Children's Commissioner for England

The Children's Commissioner promotes and protects the rights of children and young people in England.

Website: www.childrenscommissioner.gov.uk

Email: help.team@childrenscommissioner.gov.uk

Telephone:

- 020 7783 8330
- 0800 528 0731

School Counsellor

Students have access to a qualified school counsellor who can provide emotional and therapeutic support when needed.

If you would like to arrange an appointment, please speak to your House Parent, Pathway Manager, School Nurse, or another member of staff.

Complaints

We value student feedback and want students to feel comfortable raising concerns.

If you wish to make a complaint, you should speak to your Pathway Manager in the first instance. They will listen to your concerns and help ensure they are addressed appropriately.

We are committed to maintaining a positive, respectful, and supportive school environment and welcome constructive feedback from students.

Medical Care

EF Academy Oxford has a School Nurse who provides primary healthcare support and guidance to students throughout the academic year. Students are also registered with a local GP (doctor's surgery) where appropriate and have access to NHS healthcare services.

The School Nurse is based in the Health Centre next to the Student Lounge. Opening times will be displayed on noticeboards and shared with students during Welcome Days.

Students should seek support from the School Nurse if they:

- Feel unwell
- Have a medical concern or injury
- Require advice about medication
- Need support managing an existing medical condition
- Have concerns about their physical or emotional wellbeing

In the event of a medical emergency, a member of staff will accompany the student to hospital and parents or guardians will be informed as soon as possible.

Students also have access to NHS healthcare services 24 hours a day, 7 days a week.

Further information is available at:

<https://www.hedenahealth.co.uk/ef-academy-oxford>

If You Feel Unwell During the School Week

If you are unwell and unable to attend lessons, you must inform the Boarding Team before 08:30 and visit the Health Centre or The Hub so that appropriate support can be provided.

The School Nurse will assess your condition and advise whether you should:

- Attend lessons
- Rest and recover
- Visit a GP
- Seek further medical treatment

Students should not remain in their rooms without informing staff.

Failure to notify the Boarding Team and absence from lessons without approval may be recorded as an unauthorised absence and may affect attendance records.

If illness results in missed lessons or assessments, students are expected to work with their teachers to catch up on any missed learning as soon as they are well enough to do so.

If You Feel Unwell During Evenings or Weekends

If you become unwell outside of the school day, please contact the House Parent on duty or speak to a member of the Boarding Team.

The Emergency Boarding Duty Phone is available when needed:

+44 7908 479976

Staff will ensure that you receive appropriate support and medical attention where required.

Medication

Students should inform the School Nurse of any prescribed medication they are taking and follow all medical advice regarding its use.

Students must never share prescription medication with another student.

The possession or use of medication that has not been prescribed to you may result in disciplinary action and could place your health and the health of others at risk.

Supporting Your Wellbeing

Your physical health, emotional wellbeing, and academic success are closely connected.

If illness, injury, stress, anxiety, or another health concern is affecting your ability to participate fully in school life, please speak to the School Nurse, Pathway Manager, House Parent, Counsellor, or another trusted member of staff. We are here to support you.

Food and Dining

All meals are served on the Academic Campus.

Monday to Friday

Breakfast: 07:00 – 08:45

Lunch: 11:30 – 14:00

Dinner: 17:30 – 20:00

Saturday and Sunday

Breakfast: 08:00 – 11:00

Dinner: 17:30 – 20:00

We understand that students may have dietary requirements, allergies, cultural preferences, or religious considerations. If you have any specific dietary needs, please inform your Pathway Manager or a member of the Boarding Team as soon as possible so that appropriate arrangements can be made.

Our catering team aims to provide a variety of nutritious and balanced meal options each day. Food is available across several locations on campus, including the main dining hall, salad bar, and other food service points. Outside of normal meal times, students can also purchase snacks and drinks from the café and vending machines.

We encourage students to make healthy choices and maintain a balanced diet to support their wellbeing, academic performance, and participation in school life.

Student Feedback and the Food Committee

Student feedback plays an important role in shaping the dining experience at EF Academy Oxford.

The Student Food Committee provides an opportunity for students to share ideas, suggest improvements, and raise any concerns directly with the Catering Team and school leadership.

If you have feedback about food, menus, dietary provision, or dining facilities, please speak to a member of the Food Committee, the Catering Manager, a House Parent, or a member of the Student Council.

We are committed to listening to student feedback and continually improving the dining experience for everyone in our community.

House Competitions

Every student at EF Academy Oxford belongs to one of our three school houses:

- Magdalen
- Osney
- Folly

The House System is an important part of school life and helps create a strong sense of community across year groups, academic programmes, nationalities, and cultures. Throughout the year, students work together to earn points for their house through academic achievement, participation, leadership, service, attendance, competitions, and special events.

Each house is led by House Captains, who are selected for their positive contribution to the school community, leadership potential, and commitment to supporting others. House Captains work closely with staff and fellow students to organise events, encourage participation, and build house spirit throughout the year.

House competitions provide opportunities for students to challenge themselves, work collaboratively, celebrate success, and contribute to the wider school community. Events may include academic challenges, sporting competitions, charity initiatives, cultural celebrations, quizzes, creative competitions, and other whole-school activities.

Students can earn points for their house by:

- Demonstrating the values of the EF Student Profile
- Achieving academic success and making positive academic progress
- Maintaining excellent attendance and punctuality
- Making positive contributions to the school community
- Participating in clubs, activities, and school events
- Demonstrating leadership and service
- Taking part in sporting and inter-house competitions

House points contribute towards a range of celebrations and recognition throughout the year, culminating in the announcement of the winning house at the end of the academic year.

The House System is designed to ensure every student feels connected, valued, and part of something bigger than themselves. It encourages collaboration, healthy competition, personal growth, and a shared commitment to making a positive contribution to the EF Academy Oxford community.

The EF Student Profile

At EF Academy Oxford, we believe education is about more than academic success. Our aim is to help students develop the knowledge, skills, character, and confidence needed to thrive in an interconnected and rapidly changing world.

The EF Student Profile provides a shared framework for the qualities we encourage all students to develop during their time at school. These qualities are recognised through our House System, student leadership opportunities, awards, and everyday contributions to the school community.

Scholar

Scholars are curious, motivated learners who strive for academic excellence. They demonstrate resilience, intellectual curiosity, critical thinking, and a commitment to continuous improvement.

Explorer

Explorers embrace new experiences, challenge themselves, and approach opportunities with an open mind. They are willing to take positive risks, learn from mistakes, and step outside their comfort zone.

Global Citizen

Global Citizens demonstrate respect, empathy, and understanding towards others. They value diversity, appreciate different perspectives, and contribute positively to both the school community and the wider world.

Leader

Leaders inspire and support others through their actions. They demonstrate integrity, responsibility, initiative, and a willingness to make a positive difference within the community.

Throughout the year, students will have opportunities to demonstrate these qualities through their academic studies, co-curricular activities, leadership roles, community engagement, and everyday interactions with others.

The EF Student Profile reflects our commitment to developing confident, compassionate, and capable young people who are ready to contribute positively to their future universities, careers, and communities.

Students' Rights and Responsibilities

At EF Academy Oxford, every student has the right to learn, live, and thrive in a safe, respectful, and supportive environment. Equally, every member of the community has a responsibility to contribute positively to school life and to respect the rights of others.

Your Rights

As a student at EF Academy Oxford, you have the right to:

- Feel safe, supported, and respected within the school community.
- Learn in an environment that is free from bullying, discrimination, harassment, and prejudice.
- Access a high-quality education and the support needed to achieve your potential.
- Be treated fairly and with dignity, regardless of your nationality, ethnicity, religion, gender, sexual orientation, or personal background.
- Have your views listened to and considered respectfully.
- Access appropriate pastoral, wellbeing, medical, and academic support.
- Participate in activities, leadership opportunities, and school events.
- Enjoy reasonable privacy and personal space within the school's safeguarding framework.
- Be part of an inclusive international community that values diversity and belonging.

Your Responsibilities

As a student at EF Academy Oxford, you are expected to:

- Treat all members of the school community with respect, kindness, and consideration.
- Follow school rules, policies, and staff instructions.
- Attend lessons, meetings, activities, and other commitments punctually and regularly.
- Engage positively in your learning and take responsibility for your academic progress.
- Complete work honestly and in accordance with the school's Academic Integrity expectations.
- Respect the property, belongings, and personal space of others.
- Contribute positively to the school community and boarding environment.
- Communicate honestly and respectfully with students, staff, and visitors.
- Demonstrate the values of the EF Student Profile through your actions and behaviour.
- Help create a safe, inclusive, and welcoming environment for everyone.

Being part of the EF Academy Oxford community means recognising that our actions affect those around us. We all share responsibility for creating a culture where every student feels valued, supported, and able to succeed.

Behaviour, Infringements and Sanctions

At EF Academy Oxford, we aim to create a safe, respectful, and supportive community where every student can learn, thrive, and achieve their potential.

All members of the school community are expected to demonstrate responsibility, respect, ambition, a growth mindset, and a love of learning. These values help create an environment where students feel safe, included, and able to make the most of the opportunities available to them.

Behavioural Expectations

Students are expected to:

- Treat all members of the school community with respect, dignity, and kindness.
- Attend lessons, meetings, activities, and other commitments punctually and regularly.
- Follow the reasonable instructions of staff.
- Behave responsibly both on and off campus.
- Respect the property, privacy, and wellbeing of others.
- Contribute positively to the academic, residential, and social life of the school.
- Use technology and social media responsibly.
- Act in a way that reflects positively on themselves and the school community.

The school does not tolerate bullying, discrimination, harassment, intimidation, violence, theft, vandalism, academic misconduct, or behaviour that places others at risk.

Positive Behaviour

Students who demonstrate positive behaviour, leadership, academic commitment, service to others, and contributions to the school community may be recognised through:

- House points and House competitions
- Certificates and awards
- Public recognition and celebration
- Leadership opportunities
- Special events and rewards

We believe positive contributions should be recognised and celebrated.

When Expectations Are Not Met

Most behavioural concerns are addressed through supportive conversations, guidance, and opportunities for students to reflect on and improve their behaviour.

Where appropriate, sanctions may include:

- Verbal warnings
- Reflection or restorative conversations
- Detentions
- Community-based sanctions
- Residential restrictions
- Behaviour agreements or monitoring
- Internal suspension
- Suspension
- Expulsion

Sanctions will always be applied fairly, proportionately, and with consideration of the individual circumstances of each case.

Parents or guardians may be informed where concerns arise, particularly where behaviour is repeated, serious, or impacts the wellbeing of others.

Serious Behaviour Incidents

The following behaviours are considered particularly serious and may result in immediate investigation and significant disciplinary action:

- Bullying, harassment, discrimination, or hate-related behaviour
- Violence or threatening behaviour
- Possession of weapons, fireworks, or prohibited items
- Possession, use, or distribution of illegal drugs
- Alcohol-related incidents
- Sexual harassment or sexual misconduct
- Theft or deliberate damage to property
- Cyberbullying or serious misuse of technology
- Actions that place the safety of others at risk

In some cases, the school may involve parents, external agencies, safeguarding services, the police, or other authorities where appropriate.

Learning from Mistakes

We recognise that students are still developing as young adults and that mistakes can happen. Our approach is intended to be educational as well as disciplinary.

Students will be supported to reflect on their behaviour, repair relationships where appropriate, and make positive choices moving forward. Our aim is always to help students learn, grow, and contribute positively to the school community.

These subsections should be concise, student-facing, and aligned with both the handbook and the Behaviour Policy. The aim is to explain expectations clearly without recreating the full policy.

Smoking and Vaping

EF Academy Oxford is committed to promoting healthy lifestyles and maintaining a safe environment for all students.

Smoking and vaping are not permitted on school premises. Students should be aware that UK law places restrictions on the purchase of tobacco and vaping products for those under the age of 18.

Students who choose to smoke or vape may be offered support and guidance to help them make healthier choices. Repeated breaches of school expectations may result in disciplinary action in line with the school's Behaviour Policy.

Students must never smoke, vape, or use e-cigarettes inside school buildings, residence buildings, or any area where this may create a fire risk or affect the wellbeing of others.

Drugs and Drug-Related Paraphernalia

The possession, use, distribution, or sale of illegal drugs is strictly prohibited and is against both UK law and school rules.

This includes so-called "legal highs", psychoactive substances, and any medication that has not been prescribed to the individual concerned.

Students must never share prescription medication with another student.

Any involvement with illegal drugs or drug-related paraphernalia will be treated as an extremely serious matter and may result in suspension, expulsion, referral to external agencies, and notification of parents or guardians.

Alcohol and Illegal Substances

The possession or consumption of alcohol on school premises is prohibited.

Students under the age of 18 must also comply with UK laws relating to the purchase and consumption of alcohol.

Students are expected to behave responsibly both on and off campus. Behaviour that places themselves or others at risk as a result of alcohol consumption may result in disciplinary action, regardless of the student's age.

The school may require further investigation and support measures where alcohol-related concerns arise.

Prohibited Items

To maintain a safe environment, students must not possess items that may place themselves or others at risk.

Prohibited items include:

- Weapons of any kind, including knives and firearms
- Fireworks and explosives
- Illegal drugs and drug paraphernalia
- Alcohol
- Stolen property
- Pornographic material
- Any item that could reasonably be used to cause injury or damage

Possession of prohibited items may result in immediate disciplinary action and, where appropriate, involvement of external authorities.

Search and Confiscation

The school has a duty to maintain a safe environment for all students and staff.

Where there are reasonable grounds to believe a student may be in possession of a prohibited item, authorised members of staff may conduct a search of a student's possessions, room, or other areas under the school's control in accordance with school policies and UK legislation.

Any prohibited item may be confiscated and retained, disposed of, or passed to the appropriate authorities where necessary.

Students are expected to cooperate with reasonable requests made by staff as part of any investigation.

Fire Safety

Fire safety is everyone's responsibility.

Students must:

- Follow all fire safety instructions and evacuation procedures.
- Leave buildings immediately when a fire alarm sounds.
- Proceed directly to the designated assembly point.
- Never interfere with fire safety equipment.
- Never block fire exits or escape routes.

Tampering with smoke detectors, fire alarms, fire extinguishers, or other fire safety equipment is a serious offence and may result in disciplinary action, financial charges, and involvement of external authorities.

Any deliberate attempt to trigger a false fire alarm or compromise fire safety will be treated as a serious breach of school expectations.

Personal Appearance

EF Academy Oxford values individuality and recognises that students come from a wide range of cultural backgrounds and traditions. Students are encouraged to express themselves in a way that is respectful of the diverse international community in which we live and learn.

Students are expected to:

- Dress appropriately for a school environment.
- Wear clothing that is safe, respectful, and suitable for academic activities.
- Maintain a good standard of personal hygiene.
- Follow any specific dress or safety requirements for laboratories, sporting activities, trips, or other specialist activities.

Clothing, accessories, or images that are offensive, discriminatory, promote illegal activity, or are likely to cause disruption to the school environment are not permitted.

Hats and hoods should not be worn in lessons unless for religious, cultural, or medical reasons, or with the permission of a member of staff.

For health and safety reasons, appropriate footwear must be worn at all times, particularly in laboratories, workshops, and practical learning environments.

Students should be aware that certain procedures, including tattoos, may be restricted by UK law for those under the age of 18. Students must not arrange tattoos or other age-restricted procedures whilst under the school's care.

Respect for Property

We all share responsibility for maintaining a safe, clean, and welcoming environment.

Students are expected to respect:

- School buildings and facilities
- Residence accommodation
- The belongings of other students and staff
- Shared community spaces
- The local environment and neighbouring community

Students must keep their rooms and shared areas clean and tidy and follow any residence expectations regarding room inspections and housekeeping.

Items that present a safety risk, interfere with school operations, or are not permitted within boarding accommodation may be removed by the school. Students should speak to the Boarding Team if they are unsure whether an item is permitted.

Students are financially responsible for any deliberate or reckless damage caused to school property, accommodation, furnishings, equipment, or the belongings of others.

Theft, vandalism, misuse of property, or unauthorised entry into another person's room or private space are serious breaches of school expectations and may result in disciplinary action.

Students are encouraged to keep valuable items secure and to report any concerns regarding damage, loss, or theft to a member of staff as soon as possible.

Attendance and Absences

Regular attendance is one of the strongest indicators of academic success. At EF Academy Oxford, students are expected to attend all lessons, tutor periods, examinations, activities, meetings, and other timetabled commitments.

We expect all students to maintain an attendance rate of at least 95%, to arrive punctually for all commitments, and to follow the school's attendance, registration, and sign-in procedures. Good attendance supports academic achievement, wellbeing, university applications, and, for some students, visa compliance requirements.

Students should:

- Attend all timetabled lessons and activities.
- Arrive on time and prepared for learning.
- Inform the school promptly if they are unable to attend.
- Catch up on any work missed due to absence.
- Respond quickly to communication regarding attendance concerns.
- Follow all Orah and attendance procedures.

Signing In and Out (Tap the Tile)

All students are expected to accurately record their attendance each school day using the school's sign-in system ("Tap the Tile").

Students must:

- Tap the Tile when arriving at school each morning.
- Ensure they are registered during tutor time and all lessons.
- Follow all sign-in and sign-out procedures when leaving or returning to campus.
- Submit and obtain approval for any leave requests through Orah before leaving campus.
- Ensure all travel and accommodation details are accurately recorded in Orah when required (including providing travel tickets).

These procedures are an important part of the school's safeguarding responsibilities and, for visa-sponsored students, help ensure compliance with UK Visas and Immigration (UKVI) requirements.

Failure to follow sign-in, sign-out, or Orah procedures may result in an absence being recorded as unauthorised and may lead to further follow-up by the school.

Reporting Illness

If you are unwell and unable to attend lessons, you must inform the Boarding Team before the start of the school day and visit the Health Centre or The Hub so that appropriate support can be provided.

Students should not remain in their rooms during lesson time without notifying staff.

The School Nurse will assess your condition and advise whether you should attend lessons, rest and recover, or seek further medical support.

If illness results in missed lessons, students are expected to work with their teachers to catch up on missed learning as soon as they are well enough to do so.

Extended periods of illness may require supporting medical documentation.

Authorised Absence

Students must seek approval in advance for any planned absence from lessons or school commitments.

Requests should be discussed with your Pathway Manager, who will seek approval from a Deputy Head of School where appropriate. Once approved, students must submit the relevant leave request through Orah.

Examples of authorised absence may include:

- University admissions tests and interviews
- School-approved academic activities and trips
- Medical, visa, or police appointments
- Bereavement of a close family member
- Examination-related commitments
- IELTS examinations and other approved assessments
- Military service obligations
- Other exceptional circumstances approved by the school

Students may be asked to provide supporting documentation before an absence can be authorised.

Even when an absence is authorised, students remain responsible for catching up on any missed work.

Leave Requests, Weekend Leave and Travel

As a boarding school, EF Academy Oxford has a responsibility to know where students are at all times. This helps us keep students safe and ensures compliance with safeguarding and visa requirements.

All leave requests must be submitted through Orah and approved before a student leaves campus or misses any scheduled commitment.

This includes:

- Missing lessons during the school day
- Evening leave
- Weekend leave
- Overnight stays away from campus
- Holiday travel
- Medical, visa, or other appointments that require absence from school

Students wishing to visit relatives, friends, attend university interviews, or travel away from Oxford overnight must obtain permission in advance through the school's Off-Campus Request process in Orah.

Students may be required to provide:

- Full travel details
- The address where they will be staying
- Contact details for the responsible adult or host
- Return travel information

The Boarding Team may contact parents, guardians, or hosts to verify arrangements before approval is granted.

Students must not make travel arrangements or leave campus without the appropriate approval.

Evening Leave

Students wishing to leave campus during the evening must follow the school's sign-out procedures and ensure that their whereabouts are accurately recorded in Orah where required.

Students are expected to return by the agreed time and comply with all boarding expectations.

Weekend and Overnight Leave

Students wishing to spend time away from campus during weekends or overnight must submit a leave request through Orah 48 hours in advance.

Unless otherwise authorised by the school, overnight travel should normally take place outside lesson times. Students are expected to return to campus in time for the start of the school week and all scheduled commitments.

Travel During School Holidays

Students travelling during school holidays must ensure that all travel information is uploaded to Orah before departure.

This includes:

- Flight, train, or other travel tickets
- Departure and arrival details
- Destination information
- Return travel arrangements

Students studying under a UK visa must ensure travel records are accurate and up to date.

Authorised and Unauthorised Leave

Leave approved in advance through the appropriate school process will normally be recorded as authorised.

Absence from lessons, activities, tutor time, boarding commitments, or campus without approval may be recorded as unauthorised and may result in follow-up from the school.

Repeated unauthorised absence may lead to disciplinary action and, where applicable, may affect visa sponsorship.

Late Arrival to Campus

Students are expected to make travel arrangements that allow them to arrive on campus before the start of term and attend from the first scheduled day of their programme.

Students who anticipate a delayed arrival must inform the school as soon as possible and provide regular updates regarding their expected arrival date.

For students requiring a UK student visa, UK Visas and Immigration (UKVI) regulations may restrict late arrivals in certain circumstances. The school may require supporting documentation to explain the reason for a delayed arrival.

Students who do not arrive within an approved timeframe may be required to defer their enrolment to a later intake. In such circumstances, the school's cancellation and withdrawal policies may apply.

Attendance Monitoring and Support

Attendance is monitored throughout the academic year.

Students whose attendance falls below expected levels will receive support and guidance to help identify and address any barriers to attendance.

Attendance concerns may result in:

- Meetings with a Pathway Manager
- Attendance targets and monitoring
- Communication with parents or guardians
- Additional support measures
- Formal attendance warnings where appropriate
- Attendance contracts or action plans

The school will always seek to work positively with students and families to improve attendance wherever possible.

Visa-Sponsored Students

Students studying under a UK student visa must meet the attendance requirements set by UK Visas and Immigration (UKVI).

The school is legally required to monitor attendance and academic engagement. Persistent absence, failure to engage with studies, or extended unauthorised absence may affect a student's visa sponsorship and ability to continue studying in the United Kingdom.

Visa-sponsored students are expected to:

- Maintain an attendance rate of at least 95%.
- Attend all timetabled lessons and academic commitments.
- Provide appropriate evidence for absences where requested.
- Keep the school informed of any circumstances affecting attendance.
- Ensure travel and accommodation information is accurately recorded when leaving campus or travelling.

Students should be aware that the school may be required to report serious attendance concerns to UKVI in accordance with its legal obligations.

EF Academy Academic Engagement Statement

EF Academy Oxford is committed to supporting students to achieve their academic potential whilst meeting the requirements of UK Visas and Immigration (UKVI).

Academic engagement means actively participating in all aspects of school life and taking responsibility for your learning.

Students are expected to:

- Attend all timetabled lessons, tutorials, supervised study sessions, and required meetings.
- Complete coursework, assignments, and assessments by the deadlines set.
- Participate fully in lessons, examinations, and academic activities.
- Engage positively with independent study and academic support opportunities.
- Respond promptly to requests from teachers, Academic Tutors, Pathway Managers, and other members of staff.

The school monitors attendance, academic engagement, and progress throughout the year. This includes attendance records, assignment completion, assessment participation, and engagement with academic support programmes.

Where concerns arise, the school will work with students and families to identify barriers and provide appropriate support. This may include:

- Meetings with teachers, Academic Tutors, or Pathway Managers
- Academic mentoring and study support
- Academic Support Agreements
- Attendance or engagement monitoring
- Additional wellbeing or counselling support where appropriate

Students who fail to engage with their studies despite support and intervention may be subject to formal school procedures. For students sponsored under a UK student visa, serious concerns regarding attendance or academic engagement may need to be reported to UK Visas and Immigration (UKVI) in accordance with the school's legal responsibilities.

Students are encouraged to seek support early if personal, academic, medical, or wellbeing concerns are affecting their ability to engage fully with their studies.

Attendance Rewards

Excellent attendance demonstrates commitment, responsibility, and resilience.

Students with outstanding attendance and punctuality may be recognised through:

- Attendance awards
- House points
- Special rewards and recognition
- School celebrations and assemblies

Good attendance is an important part of contributing positively to the EF Academy Oxford community and making the most of the opportunities available during your time here.

Academic Success

At EF Academy Oxford, we believe that academic success is achieved through a combination of ambition, effort, resilience, and a willingness to learn from feedback.

Our goal is to help every student achieve their personal best whilst preparing for success at university and beyond. Students are encouraged to challenge themselves academically, take ownership of their learning, and seek support when needed.

Students are expected to:

- Attend all lessons, tutorials, support sessions, and academic commitments.
- Arrive on time and fully prepared for learning.
- Complete assignments, coursework, and assessments by the deadlines set.
- Participate actively in lessons and contribute positively to the learning environment.
- Respond constructively to feedback and use it to improve.
- Demonstrate independence, organisation, and effective study habits.
- Engage with the opportunities available through their chosen university pathway.

Academic success extends beyond the classroom. Students are expected to dedicate regular time to independent study, revision, wider reading, research, and skills development.

Support is available to all students through subject teachers, Academic Tutors, Pathway Managers, the Director of University Guidance, academic support sessions, booster lessons, and supervised study.

Students who experience academic difficulties will be supported through targeted intervention and guidance. However, students are expected to engage fully with any support measures put in place to help them succeed.

We encourage students to adopt a growth mindset, recognising that progress is achieved through consistent effort, perseverance, and a willingness to embrace challenge.

Academic Expectations and Examination Entry

Students are expected to maintain high standards of attendance, effort, engagement, and academic integrity throughout their programme.

To remain in good academic standing, students should:

- Attend lessons regularly and maintain excellent punctuality.
- Complete all classwork, homework, coursework, and assessments.
- Meet published deadlines for Internal Assessments (IAs), the Extended Essay (EE), Theory of Knowledge (TOK), coursework, Non-Examined Assessments (NEA), Practical Endorsements, and the Extended Project Qualification (EPQ), where applicable.
- Engage positively with feedback and intervention strategies.
- Demonstrate consistent effort across all subjects.

The school monitors academic progress, attendance, assessment performance, and engagement throughout the academic programme.

Where concerns arise, students may be required to attend:

- Academic Support Sessions
- Booster Lessons
- Supervised Study
- Academic Review Meetings
- Other targeted interventions designed to support progress

Students who fail to engage with their studies, do not meet academic expectations, or repeatedly fail to meet deadlines may be placed on an Academic Support Agreement or Academic Contract.

Entry for final examinations is based on a student's academic readiness, engagement, attendance, and completion of required coursework and assessment components. The school has a responsibility to ensure that students are entered for examinations when there is a realistic prospect of success and when awarding body requirements have been met.

Students are encouraged to speak to their teachers, Academic Tutor, or Pathway Manager at an early stage if they are experiencing academic, personal, or wellbeing difficulties that may affect their progress.

Responsible Use of Technology

Technology plays an important role in teaching and learning at EF Academy Oxford. Students are expected to use technology responsibly, safely, and in a way that supports their education.

Students are required to bring a fully charged laptop to lessons and use school-approved digital platforms, including Google Workspace and ManageBac, to access resources, complete assignments, monitor deadlines, and communicate with staff.

Students are expected to:

- Check school email, Google Classroom, and ManageBac regularly.
- Use technology to support learning, research, organisation, and collaboration.
- Follow staff instructions regarding the use of devices in lessons.
- Respect the privacy, safety, and wellbeing of others online.
- Use digital platforms in accordance with school policies and UK law.

Mobile phones may only be used during lessons with the permission of the teacher and for educational purposes.

Artificial Intelligence (AI)

EF Academy Oxford recognises that Artificial Intelligence (AI) can be a valuable tool for learning when used responsibly.

Students may use AI to:

- Support research and understanding of a topic.
- Generate ideas and explore different perspectives.
- Improve organisation, planning, and study techniques.
- Assist with proofreading, language development, and revision.

Students must not:

- Submit AI-generated work as their own.
- Use AI to complete assignments, coursework, assessments, or examination tasks without permission and appropriate acknowledgement.
- Use AI in a way that breaches the school's Academic Integrity expectations.
- Rely on AI as a substitute for their own thinking, analysis, or learning.

Students should always critically evaluate information generated by AI and recognise that AI tools can produce inaccurate, biased, or misleading information.

Any use of AI in assessed work must comply with the school's Academic Integrity requirements and any guidance provided by the teacher or examination board.

Digital Citizenship and Online Safety

Students are expected to act responsibly online and to contribute positively to the school community.

Students must not engage in:

- Cyberbullying, harassment, or discrimination.
- Sharing inappropriate, offensive, or harmful content.
- Unauthorised access to accounts, systems, or information.
- Activities that compromise the safety or wellbeing of others.

Any misuse of technology may result in disciplinary action and, where appropriate, further investigation under the school's safeguarding, behaviour, or academic integrity procedures.

Technology should enhance learning, strengthen communication, and support personal growth. Students are encouraged to use digital tools thoughtfully, ethically, and responsibly throughout their time at EF Academy Oxford.

A–Z of Student Life

This section provides a quick reference guide to many aspects of student life at EF Academy Oxford. It should be read alongside the other sections of this handbook, which contain more detailed information about academic expectations, attendance, behaviour, boarding, wellbeing, and student support.

If you are unable to find the information you need, please speak to a member of staff, who will be happy to help.

Activities: Academic Extension

At EF Academy Oxford, learning extends beyond the classroom. Throughout the year, students have opportunities to take part in a wide range of academic extension activities designed to deepen subject knowledge, develop new skills, and support their future university and career aspirations.

Many activities are linked to the school's five University Pathways and may include subject-specific clubs, guest speakers, university visits, academic competitions, lectures, workshops, and enrichment events. Students are encouraged to make the most of these opportunities as part of their wider academic journey.

Activities: Clubs and Weekend Excursions

The Activities Team organises a wide range of clubs, sports, trips, and weekend excursions throughout the year.

Activities are designed to complement academic studies whilst helping students develop new interests, build friendships, and experience life in the UK. Opportunities may include sports, creative arts, volunteering, debating, Model United Nations, cultural visits, and excursions to cities and attractions across the UK.

Students are encouraged to participate fully in the co-curricular programme and are welcome to suggest new clubs, activities, and events. Our co-curricular programme is shaped by student voice, with opportunities evolving throughout the year to reflect the interests, talents, and aspirations of our school community.

Academic Tutoring

Every student is assigned an Academic Tutor who plays an important role in supporting their engagement with school life and academic development.

Academic Tutors meet with students every day through Morning Meetings and tutor time, creating a supportive tutor group where students feel connected, informed, and ready to learn. They also facilitate Pathway Support sessions, encouraging discussion, collaboration, effective study habits, organisation, and the skills needed for academic success.

Academic Tutors are often the first point of contact for day-to-day questions and help students engage fully with school life. Where additional support is required, they work closely with Pathway Managers, subject teachers, Heads of Faculty, the Director of University Guidance, and other specialist staff to ensure students receive the guidance they need.

Ambassadors

Student Ambassadors represent EF Academy Oxford both within the school community and when engaging with prospective students, families, visitors, and external partners.

Ambassadors play an important role in welcoming new students, supporting school events, sharing their experiences, and helping others settle into life at the school.

Being an Ambassador is an excellent opportunity to develop leadership, communication, teamwork, and public speaking skills whilst making a positive contribution to the school community.

Applications for the Ambassador Programme are invited during the academic year, and students who demonstrate enthusiasm, responsibility, and a commitment to the school's values are encouraged to apply.

Bathrooms

Bathrooms are shared by a small number of students and should be treated with consideration and respect.

Please leave bathrooms clean and tidy after use, dispose of waste appropriately, and report any maintenance concerns to the Boarding Team using the maintenance reporting process where appropriate.

Respecting shared spaces helps create a comfortable living environment for everyone.

Boarding Leadership Team

The Boarding Leadership Team consists of the Boarding Lead and Senior House Parents, who oversee the day-to-day operation of boarding and support the wider House Parent team.

Bullying

EF Academy Oxford is committed to providing a safe, inclusive, and respectful environment for all members of the school community.

Bullying of any kind is unacceptable and will not be tolerated. Bullying may take many forms, including physical, verbal, emotional, social, discriminatory, sexual, or online (cyberbullying).

Students who experience, witness, or are concerned about bullying should speak to a trusted member of staff as soon as possible. This may include their Academic Tutor, Pathway Manager, House Parent, Counsellor, or any other member of staff.

All reports will be taken seriously, investigated appropriately, and addressed in accordance with the school's Behaviour and Anti-Bullying Policies.

Every member of our community has a responsibility to contribute to a culture of kindness, respect, and belonging.

Capers

Capers is the school dining hall and serves breakfast, lunch, and dinner each day during term time.

Students must bring their Student ID card to access Capers and are expected to behave respectfully towards catering staff and fellow students at all times.

Capers provides a range of meal options designed to accommodate different dietary, cultural, and medical needs. Students with specific dietary requirements should speak with a member of staff if they require additional support.

The weekly menu is shared with students, allowing them to plan their meals in advance.

Please refer to the Food and Dining section for further information.

Cleaning

We want all students to enjoy a clean, safe, and comfortable living environment.

Our housekeeping team cleans communal areas regularly and provides scheduled cleaning of student bedrooms. Students are expected to keep their rooms and personal spaces tidy and organised between cleaning visits.

Please note that housekeeping staff will not handle personal belongings. Students are responsible for ensuring that floors, desks, and shared spaces are accessible for cleaning.

Cleaning supplies are available from the Boarding Team on request.

Students who repeatedly fail to maintain reasonable standards of cleanliness may be required to take additional steps to improve the condition of their room.

Cooking

Kitchenette facilities are available for students to prepare drinks, snacks, and simple meals. Students are expected to use all facilities responsibly and to leave shared areas clean and tidy after use.

Microwaves, kettles, toasters, and refrigerators are provided for student use. Additional cooking facilities may be available through the Boarding Team and should be booked in advance through the Boarding Team where required.

For health and safety reasons, personal cooking appliances such as hot plates, portable hobs, rice cookers, air fryers, and similar equipment are not permitted in student accommodation unless specifically authorised by the school.

Students are responsible for cleaning up after themselves and ensuring that shared kitchen facilities remain safe and pleasant for everyone to use.

Counselling and Wellbeing

Students may experience challenges during their time at school, whether academic, personal, social, or emotional. Seeking support is a positive step and an important part of maintaining wellbeing.

EF Academy Oxford provides access to a professional Counsellor, as well as support from House Parents, Academic Tutors, Pathway Managers, and other members of staff.

Students are encouraged to speak to a trusted adult if they are experiencing difficulties or if they are concerned about the wellbeing of a friend.

Curfew

Curfew helps ensure the safety, wellbeing, and academic success of all students.

Students must be in their residence building and in their own room by:

- Sunday to Thursday: 22:00
- Friday and Saturday: 23:00

Students are expected to complete all sign-in procedures and remain in their room after curfew unless authorised by a member of staff.

Requests for an extension to curfew must be submitted through Orah in advance and will only be approved in exceptional circumstances. Approval from both the school and a parent or guardian may be required.

Failure to comply with curfew expectations may result in appropriate consequences in line with the Behaviour Policy.

Damages

Students are expected to take care of school property, residence accommodation, furnishings, equipment, and the belongings of others.

Students may be required to pay for the repair or replacement of any damage caused through deliberate, reckless, or negligent behaviour.

Please refer to the **Respect for Property** section for further information.

Dress Code

Students are expected to dress appropriately for a school environment and in a manner that reflects respect for themselves and the wider school community.

EF Academy Oxford values individuality and encourages students to express themselves appropriately whilst recognising the diverse and international nature of our community.

Please refer to the Personal Appearance section for full guidance.

Email

Your school email account is one of the main ways EF Academy Oxford communicates with students.

Students are expected to check both their school email, Managebac and Orah regularly, as important information relating to academics, boarding, university guidance, activities, travel, and school events may be shared through these platforms.

Not reading emails or Managebac/Orah notifications will not normally be accepted as a reason for missing important information, deadlines, or commitments.

Fire Alarms

Whenever a fire alarm sounds, always assume it is a real emergency. All students must evacuate immediately and follow staff instructions.

Students should leave the building using the nearest safe exit, proceed directly to the designated assembly point, and remain there until instructed otherwise. Participation in all fire drills and evacuation procedures is compulsory.

Failure to follow fire safety instructions places both yourself and others at risk and will be treated seriously.

Please refer to the Fire Safety section for further information.

Holidays and Study Leave

Students are encouraged to return home or make appropriate arrangements during published school holiday periods.

All holiday travel arrangements must be submitted through Orah and approved in accordance with school procedures. Students are responsible for ensuring that travel details, departure information, and return arrangements are accurate and submitted by the published deadlines.

Travel arrangements should not conflict with academic commitments.

During examination periods, the school may offer revision sessions, supervised study, or additional academic support. Information about these arrangements will be shared separately.

Please refer to the Attendance and Absences section for further guidance on holiday travel and leave requests.

Health & Safety

The safety and wellbeing of all members of the EF Academy Oxford community is everyone's responsibility.

Students are expected to:

- Follow health and safety instructions provided by staff.
- Behave responsibly in classrooms, laboratories, residences, and shared spaces.
- Report hazards, accidents, damage, or safety concerns promptly.
- Participate appropriately in emergency procedures and drills.
- Respect safety rules during activities, trips, and excursions.

Students should never take actions that place themselves or others at unnecessary risk.

Please speak to a member of staff if you have any concerns regarding health, safety, or wellbeing.

House Parents

House Parents play a vital role in supporting students' wellbeing, safety, and personal development throughout their time at EF Academy Oxford.

The Boarding Team is led by the Boarding Leadership Team, including the Boarding Lead and Senior House Parents, who oversee the residential experience and help ensure a safe, supportive, and consistent boarding environment.

House Parents are often the first point of contact for residential life and are available to support students with day-to-day concerns, wellbeing, travel arrangements, activities, and settling into boarding school life. They work closely with Pathway Managers, Academic Tutors, teachers, and other specialist staff to provide coordinated support for every student.

A member of the Boarding Team is available at all times, and students are encouraged to seek support whenever they need it. Together, the Boarding Team is committed to creating a welcoming, inclusive, and caring community where every student feels safe, supported, and able to thrive.

Inclusion and Learning Support

EF Academy Oxford is committed to helping all students access their education and achieve their potential.

The Inclusion Team, led by the Inclusion Coordinator and supported by Learning Support Assistants, works with students who have identified learning needs, access arrangements, English language support needs, or other additional learning requirements.

Support may be provided through classroom strategies, individual guidance, small group interventions, examination access arrangements, targeted academic support, and collaboration with teachers, Heads of Faculty, Academic Tutors, Pathway Managers, and families.

Students who feel they may benefit from additional support are encouraged to speak with their Academic Tutor, Pathway Manager, or a member of the Inclusion Team.

The aim of the Inclusion Team is to help every student develop confidence, independence, and the skills needed to succeed both academically and personally.

Laundry

Laundry facilities are available for students throughout the academic year and are managed by WASHCO.

Students should download the WASHCO app to check machine availability, monitor the progress of their wash or drying cycle, and receive notifications when their laundry is ready to collect.

Students are responsible for using the machines correctly, following the guidance provided, and collecting their laundry promptly once their cycle has finished. Please be considerate of others by keeping the laundry area clean and tidy and removing your laundry promptly so that machines remain available for everyone.

Please be considerate of other students when using shared laundry facilities and report any maintenance concerns to the Boarding Team.

Lost Property

Students are encouraged to label personal belongings wherever possible.

Items that are found on campus should be handed to a member of staff or the Boarding Team. Students who lose an item should check with Reception, the Boarding Team, or other designated Lost Property locations.

Each student room is equipped with a lockable safe for the storage of valuable items. Students are strongly encouraged to use the safe for passports, cash, jewellery, electronic devices, and other valuables, and to ensure that their room is locked whenever it is unoccupied.

The school cannot accept responsibility for lost, stolen, or unattended personal belongings. Students are expected to take reasonable steps to keep their possessions secure at all times.

Maintenance

To help keep our campus safe, comfortable, and well maintained, students should report any maintenance concerns as soon as possible.

Maintenance requests should be submitted using the school's maintenance reporting system, which can be accessed by scanning the QR codes displayed throughout the residences and school buildings. Information about the reporting process will also be provided during induction.

Please report any issues promptly so that they can be resolved as quickly as possible.

Where access to a student room is required to carry out repairs, the Maintenance Team and Boarding Team will follow the school's procedures for entering student accommodation.

ManageBac

ManageBac is the school's academic information system and is used to support teaching, learning, assessment, and communication.

Students can use ManageBac to access academic information, assessment deadlines, timetables, attendance records, reports, and other important school communications.

Students are expected to check ManageBac regularly and ensure they remain up to date with their academic responsibilities.

Meetings: One-to-One

Regular meetings with members of staff are an important part of the support available at EF Academy Oxford.

Throughout the year, students will meet regularly with their Academic Tutor, Pathway Manager, subject teachers, and the Director of University Guidance. These meetings provide opportunities to review academic progress, discuss future goals, celebrate success, and identify any support that may be needed.

House Parents also hold regular Touch Point meetings to support students' wellbeing, residential life, and personal development.

Depending on individual needs, students may also meet with the Inclusion Team, Counsellor, Heads of Faculty, or members of the Senior Leadership Team.

Attendance at scheduled meetings is expected and forms an important part of each student's academic and personal development.

Mobile Phones in Lessons

Mobile phones should not distract from teaching and learning.

The use of mobile phones during lessons is only permitted when authorised by the teacher for educational purposes, such as research, translation, data collection, or other learning activities.

Unauthorised use of mobile phones during lessons may result in the device being temporarily confiscated or other appropriate consequences in line with the school's Behaviour Policy.

Please refer to the Responsible Use of Technology section for further guidance.

Noise

Students are expected to be considerate of others and help maintain a calm, respectful, and supportive residential environment.

Music, televisions, conversations, and other activities should be kept at a reasonable volume, particularly during study periods, after 21:00, and during designated Quiet Hours.

The use of amplifiers, speakers, or other equipment that may disturb other students is not permitted unless specifically authorised.

Students should be mindful that everyone has different study, rest, and sleep routines. Respecting quiet spaces helps create a positive boarding community for all.

Noticeboards and Digital Signage

Important information is communicated through a variety of channels, including noticeboards, digital signage, school email, Orah, ManageBac, noticeboards, digital signage and other approved communication platforms.

Students are expected to check these regularly and remain informed about school events, deadlines, activities, travel arrangements, and other important announcements.

Not knowing about an event or deadline is not normally accepted as a reason for missing it, so students should make a habit of checking school communications each day.

Orah

Orah is the school's boarding and student management platform.

Students use Orah to submit leave requests, record travel information, complete sign-in and sign-out procedures, receive boarding communications, and manage important aspects of student life and attendance.

Students are expected to keep their information up to date and to follow all Orah procedures relating to travel, leave requests, sign-in requirements, and boarding expectations.

Oxford

One of the unique advantages of studying at EF Academy Oxford is the opportunity to live and learn in one of the world's most famous university cities.

Oxford is home to world-renowned universities, museums, libraries, theatres, galleries, and cultural attractions. Throughout the year, students will have opportunities to explore the city through academic visits, activities, excursions, and independent visits.

Students are encouraged to make the most of everything Oxford has to offer whilst acting responsibly and following school expectations regarding safety, conduct, and sign-out procedures.

Living in Oxford provides a unique opportunity to engage with a vibrant international community and to experience a city with a rich history of education, innovation, and discovery.

Pathway Managers

Pathway Managers play a central role in supporting students throughout their academic journey at EF Academy Oxford.

They work closely with students, families, Academic Tutors, subject teachers, Heads of Faculty, House Parents, and the Director of University Guidance to monitor academic progress, attendance, wellbeing, and university planning.

Pathway Managers coordinate support, provide early intervention where needed, maintain regular communication with families, and help students develop the organisation, resilience, and independence needed for success both at school and beyond.

Students are encouraged to build a positive working relationship with their Pathway Manager and to seek support whenever they need it.

Pets

Pets and animals are not permitted in student accommodation or elsewhere on campus unless specifically authorised by the school.

This restriction is in place for health, safety, welfare, and accommodation reasons.

Reception

Reception is in the main school building and is often the first point of contact for students, visitors, and families.

Students can visit Reception for general enquiries, assistance with school procedures, lost property, visitor arrangements, and other administrative matters.

If Reception is unable to help directly, staff will be able to direct students to the appropriate person or department.

Room Allocations

We want all students to feel welcome, comfortable, and supported when they arrive at EF Academy Oxford. Room allocations are carefully planned before students arrive, taking

into account a range of factors, including age, programme, language, nationality mix, and availability.

Students are expected to remain in their allocated room unless a room change has been approved by the Boarding Leadership Team.

Requests for room changes will be considered on a case-by-case basis, but approval cannot be guaranteed.

Room Inspections

Students are expected to keep their rooms clean, tidy, and safe.

Regular room inspections are carried out by the Boarding Team to ensure that rooms meet reasonable standards of cleanliness, safety, and wellbeing.

Where concerns are identified, students will be asked to address them promptly. Repeated failure to maintain an appropriate standard may result in support to help improve standards and, where appropriate, consequences in line with boarding expectations.

Please refer to the Cleaning and Respect for Property sections for further guidance.

Room Keys

Students are responsible for keeping their room secure at all times.

Room keys should be carried with you, and rooms should be locked whenever they are unoccupied. Keys must not be shared with other students.

Lost keys should be reported to a member of the Boarding Team as soon as possible. A replacement fee of £50 will be charged for lost keys.

Students should also make use of the lockable safe provided in their room to store passports, cash, jewellery, and other valuable personal belongings.

Security

The safety and security of students, staff, and visitors is a priority at EF Academy Oxford.

CCTV operates in selected public areas of the campus to support safeguarding, security, and the investigation of incidents. CCTV is not installed in student bedrooms, bathrooms, or other private spaces.

Students can support campus security by carrying their **Student ID card**, keeping their room secure, reporting concerns promptly, and following the school's sign-in, sign-out, and visitor procedures. Further information is available in the school's CCTV and Safeguarding policies.

Snack Night

Every evening at 21:00, students can enjoy Snack Night in the Student Lounge. This is an opportunity to relax, socialise with friends, and enjoy a selection of snacks and hot drinks before curfew.

Additional food and drink options are also available from vending machines across campus.

Students are expected to help keep shared spaces clean and tidy and to be considerate of others using the Student Lounge.

Social Media

Social media can be a powerful way to connect with others, share experiences, and stay informed. Students are encouraged to use social media responsibly and safely.

When using social media, students should:

- Protect their personal information and privacy.
- Be thoughtful about what they post and share online.
- Treat others with kindness and respect.
- Report concerns such as cyberbullying, harassment, or inappropriate behaviour.
- Remember that online actions can have real-world consequences.

Students should remember that universities, employers, and other organisations may view publicly available online content when making decisions about applications or opportunities.

Any online behaviour that harms others or negatively affects the school community may be addressed through the school's Behaviour and Anti-Bullying procedures.

Please refer to the Responsible Use of Technology section for further guidance.

Storage

Students may leave their belongings in their rooms during the Winter and Spring breaks. However, all belongings must be removed from student rooms during the Summer break, and students should make appropriate storage or shipping arrangements.

Students wishing to store suitcases or other large items during the academic year should speak to a member of the Boarding Team about the storage options available.

If you require additional assistance with storage or shipping arrangements, please speak to the Boarding Team.

Student ID Cards

Students are required to carry their student identification card whilst on campus.

Student ID cards are used for identification and access to a range of school services, including dining services, attendance procedures, and other campus facilities.

Students may be asked to present their ID card to staff at any time and should ensure that it is kept safe and in good condition.

Lost ID cards should be reported promptly to a member of staff. Replacement charges may apply.

Student Council

The Student Council provides students with an opportunity to represent their peers, contribute ideas, and help shape the student experience at EF Academy Oxford.

Student Council representatives work closely with school leaders to share feedback, discuss proposals, and identify opportunities for improvement across areas such as academics, boarding, food, activities, wellbeing, and campus life.

Students interested in joining the Student Council are invited to apply during the recruitment period. The selection process is similar to that used for the Student Ambassador programme and may include a written application, staff recommendations, and an interview.

The school also gathers student feedback through surveys, focus groups, meetings, and other student voice initiatives throughout the year.

Students are encouraged to share their views and contribute positively to the continued development of the school community.

Student Lounge

The Student Lounge is a shared social space where students can relax, socialise, study informally, and participate in community activities.

The Lounge is home to a variety of recreational facilities and is also used for student events, evening refreshments, and community gatherings throughout the year.

Students are expected to use the space respectfully, help keep it tidy, and be considerate of others using the facility.

The Student Lounge plays an important role in fostering community, belonging, and positive relationships across the school.

Theft

Students are expected to respect the property and belongings of others at all times.

Theft is a serious breach of trust and will be investigated thoroughly. Where appropriate, incidents may result in appropriate consequences in line with the school's Behaviour Policy.

Students are encouraged to keep valuable items secure, lock their rooms when unattended, and make use of any secure storage provided.

The school cannot accept responsibility for personal belongings that are lost, damaged, or stolen.

University Pathways

EF Academy Oxford's University Pathways programme helps students explore their interests, develop relevant skills, and make informed decisions about their future studies and careers.

Students are supported through one of five university pathways:

- Science, Technology and Engineering
- Bio-Medical Sciences
- International Relations, Economics, Law and Politics
- Business, Finance and Management
- Arts, Media and Cultural Studies

Through pathway activities, academic extension opportunities, guest speakers, university visits, workshops, competitions, and personalised guidance, students gain valuable insight into potential degree courses and career pathways.

All students belong to one or more university pathways. Many of the academic extension activities, enrichment opportunities, and events available throughout the year are designed to support students' university interests and future ambitions.

Students receive personalised support from their Pathway Manager, Academic Tutor, and the Director of University Guidance, working together with subject teachers and other staff to support each student's aspirations.

Further information about university applications, admissions processes, and higher education planning can be found in the University Guidance Handbook.

Visitors

The safety and wellbeing of our students is a priority. For this reason, all visitors must follow the school's visitor procedures.

Overnight guests are not permitted in student accommodation.

Students expecting visitors who are not EF Academy Oxford students should seek permission from the Boarding Team in advance. All visitors must sign in on arrival, wear a visitor badge where required, and follow instructions provided by staff.

The school reserves the right to refuse or restrict visitor access where necessary to maintain the safety, security, and wellbeing of the school community.

Please speak to a member of the Boarding Team if you have any questions regarding visitor arrangements.

Weapons

The possession, use, or storage of weapons or items that could be used as weapons is strictly prohibited.

This includes, but is not limited to:

- Knives
- Firearms or imitation firearms
- Martial arts weapons
- Brass knuckles
- Chains intended for use as weapons
- Any other item deemed dangerous by the school

Possession of a weapon or dangerous item places members of the school community at risk and will be treated as a very serious breach of the Behaviour Policy. It may result in suspension, expulsion, and/or referral to the police or other external authorities.

Please refer to the Prohibited Items and Behaviour sections for further information.

Wi-Fi

Wi-Fi is available throughout the school and residences to support learning, communication, and student life. Students are expected to use the school's network responsibly and in accordance with the Responsible Use of Technology expectations. Any concerns regarding access should be reported to the IT Team.

Welcome to the EF Academy Oxford Community

We hope this handbook has provided you with a helpful introduction to life at EF Academy Oxford.

Our school is built on a commitment to academic excellence, personal growth, international mindedness, and mutual respect. During your time here, you will be challenged to think independently, embrace new experiences, build meaningful relationships, and prepare for your future beyond school.

Remember that you are never expected to navigate your journey alone. Whether you need academic support, wellbeing guidance, university advice, or simply someone to talk to, there will always be members of staff ready to help.

We encourage you to make the most of every opportunity available to you, both inside and outside the classroom. Get involved, ask questions, try new things, and contribute positively to our diverse and welcoming community.

We look forward to supporting you throughout your time at EF Academy Oxford and helping you achieve your goals.

Welcome to Oxford, and welcome to EF Academy.