



EF Academy Oxford Student Handbook



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Welcome to Oxford

Welcome to EF Academy Oxford! This handbook is aimed to give you useful information about studying here and is designed to help make our expectations clear to you as well as being a reference guide during your time with us.

We offer our students structured independence and the opportunity to grow and mature within a safe environment. We believe living and studying with others helps to develop a sense of community. Studying here also enables you to develop friendships which will, and do, last long into your future.

With continued support by your Academic Tutor, Assistant Heads, Pathway Manager and House Parents, you will be able to enrich your own life and that of others while developing into a confident, mature and responsible young adult. We help all our students to become creative, critical, strategic decision makers, who are ready to respond creatively to the changing world around them. We give you every opportunity and want you to get involved! Indeed, we want all our students to take risks and challenge themselves to discover their strengths and talents, which will further develop their independence, self-confidence, and determination.

Our students come from a diverse range of backgrounds, and we celebrate the diverse range of cultures and faiths within the school, constantly offering opportunities for you to discover more about and embrace the world around us. We value and celebrate diversity and individuality.

Coming to a new school and becoming familiar with British culture may seem difficult at first, but we have an experienced team of staff who are here to help you settle in as quickly as possible.

As in all areas of the school, our boarding provision is underpinned by a strong pastoral support system and it is our priority that students always feel happy, valued, listened to and supported. Our staff are always on hand to assist you in the residence. If you ever need help, talk to your Academic Tutor, Assistant Heads, Pathway Manager or House Parents. Our aim is to make you as comfortable as possible in our safe and caring environment during your academic journey. I look forward to getting to know you in the coming months.

Mark Fletcher-Single
Head of School, EF Academy Oxford



How to Contact Us

School address

EF Academy
Cotuit Hall
Pullens Lane
Oxford
OX3 0DA

Telephone

Main reception phone number:
+44 (0) 1865 759667

In person or by email

The administration office is open Monday through Friday, from 08:00 to 17:00. School staff email addresses are available on request.

How we contact you

You must have an active UK SIM card (with country code +44), which should be inserted into your mobile before arriving on / returning to campus. Please ask the Boarding Team for more details. You will be given a school email address, which you must use to contact staff.

How to contact us in an emergency

The Boarding Team have two telephone numbers you can contact.

Senior Point of Contact (SPOC): +44 7908479976
Assistant Point of Contact (APOC): +44 7983803068

Student mail

Your packages and parcels should be sent to the main school address. You will also be issued with an email address which you will be expected to use and monitor during your time here.

Keeping your parents connected

There are two systems you and your parents will use regularly.

Orah is a system that helps us manage your requests for leave, travel information, and our communication with your parents. You should also use Orah to sign up to clubs, activities, and trips. You will be expected to use Orah to sign in and out of campus daily. There is a student and parent app for this which you must download.

ManageBac is an online platform that helps teachers plan and deliver lessons, keep track of your academic progress and attendance, and create reports you and your parents can access. There is a student and parent app for this which you must download.

You and your parents will receive log in details at the beginning of the first term and can use this portal to:

- Follow class schedules in real time
- Access the school calendar
- Monitor academic progress with grades and teacher comments
- Review progress reports
- Read campus news



Important Contact Details

Doctor:

Bury Knowle Health Centre
207 London Road,
Headington Oxford, OX3 9JA
Tel: +441865 597023

Hospital:

John Radcliffe Hospital
Headley Way, Headington,
Oxford, OX3 9DU

Nearest Pharmacy:

Rowlands Pharmacy,
57 Osler Road, Headington,
Oxford, OX3 9BH

Nearest police station:

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

Other useful numbers

Cotuit Hall Reception	+441865 764577
Emergency (Police, Fire, Ambulance).....	999
National Health Service Advice Line (Medical non-emergency).....	111
Police (non-emergency i.e. reporting a crime)	101
National Rail Information	08457 484950
National Express Coach Information	08717 818178
Local Taxi company.....	+441865 777333



Staying Safe and Healthy

Healthy nutrition and exercise

We are committed to ensuring you have a healthy and energetic experience during your time with us. A balanced diet is essential to maintain a healthy lifestyle, and we encourage you to make healthy food choices from our dining options. In addition, we offer a variety of clubs and activities you can participate in, ranging from sports and fitness to creative arts and cultural events. We urge you to take advantage of these opportunities as they will not only enhance your university application but also keep you fit and energized. Joining co-curricular activities is a great way to meet new friends, discover new interests, and create unforgettable memories that will last a lifetime.

Some examples include:

- Football
- Yoga
- Charity work
- Tennis
- Music Practice
- Model UN
- Dance
- Duke of Edinburgh Award

Sleep

Getting enough good-quality sleep is crucial for your wellbeing and academic success during your time at school.

Here are some tips to help you establish healthy sleep habits:

- Avoid using electronic devices such as phones or laptops just before bedtime. If you must use them, switch on the night mode which reduces the amount of blue light emitted.
- Establish a consistent night-time routine that works for you, such as brushing your teeth, tidying your clothes away, and setting your alarm. Stick to this routine every day.
- Avoid consuming caffeine in the evening as it can keep you awake.
- Set a consistent bedtime before 11:30 pm and wake-up time to ensure you have enough time

for breakfast and to attend your lessons. This helps your body adjust to a regular sleep pattern.

- Aim to get 7-8 hours of good-quality sleep every night to help you succeed in your academic programmes. Remember, a well-rested mind and body will help you feel energized and motivated throughout the day!

Safety

Ensuring your safety is our top priority, and we want you to feel comfortable and secure during your time at EF Academy Oxford. Although Oxford is a small and safe city, it is important to remain vigilant and aware of your surroundings. We have put together some guidelines to help you stay safe both on and off campus.

On campus, we have school and security staff on site 24/7 to ensure your safety. However, it is important you do not allow strangers to enter the school's residence or academic campus, and if you see a stranger on campus, please report them immediately to reception. Always remember to lock your door and close your windows whenever you leave your room.

When venturing off campus, it is important to remember cars drive on the left in the UK and the road systems may be new to you. It is recommended to avoid wearing both headphones in, as this can inhibit your ability to hear traffic and pay attention to crossings and traffic signals. We also advise you to keep your expensive gadgets and large amounts of cash concealed in the safe provided in your room, and to always keep your belongings with you. Although Oxford is a safe city, it is always better to be cautious and prevent opportunistic thefts.

We encourage you to program the national emergency service numbers into your phone and make sure you know how and when to use them. This will be covered during your Welcome Days. Remember, if you ever feel unsafe or uncomfortable, please do not hesitate to contact a member of staff who will be there to support you.



Emotional Support and Wellbeing

We understand you may face some challenges during your time here, and we want you to know you're not alone. We care about your well-being and are here to offer support whenever you need it. The House Parents are dedicated to ensuring your overall health and happiness, and they are always available to talk to you about any personal problems or difficulties you may be facing. They can provide guidance in some cases; they may suggest you meet with a professional counsellor who can provide additional support. Our goal is to ensure you feel happy, supported, and enjoy your time at school.

Useful contacts below:

Depression or Anxiety: Oxfordshire Mind

www.oxfordshire-mind.org.uk
+44 (0)1865 263730

Substance Abuse:

Union Street Centre
or Young People (under 18)
+44 (0)1865 328490
Union Street, East Oxford
OX4 1JP
eieastoxford@oxfordshire.gov.uk

Need someone to talk to:

Oxford Samaritans (open 08:00 to 22:00)
+44 (0) 1865 722122
60 Magdalen Road, Oxford
OX4 1RB

Who can I talk to?

If you are feeling unhappy or worried about something, it is important to remember there is always someone who can offer you support. It's best to talk to someone about your concerns, and you don't have to face them alone. You can bring a friend or member of staff with you to provide extra comfort and support during the conversation.

Help outside school

In addition to talking to your family or you can call one of the following helplines:

CHILDLINE	0800 1111
NSPCC Helpline	0808 800500

Independent Listener

An "independent listener" is a person who is trained to provide a safe, confidential, and non-judgmental space for you to share your concerns. The purpose of an independent listener is to listen your concerns and to provide you with information about your options and help you to identify a course of action is right for you.

To talk to an Independent Listener, you can call
Sue Beilby +447814 944115

The Office of the Children's Commissioner

The Children's Commissioner [Dame Rachel de Souza] for England promotes and protects children's rights in England. She does this by listening to what children and young people say about what matters to them and making sure adults in charge take their views and interests into account. The law says, in her work, the Children's Commissioner should have particular regard to children living away from home or receiving social care. If you would like to contact Dame Rachel de Souza, or any other member of her team at the Office of the Children's Commissioner, here is how:

childrenscommissioner.gov.uk/help-at-hand/
help.team@childrenscommissioner.gov.uk
- 020 7783 8330
- 0800 528 0731

School Counsellor

In addition to the medical services described above, students also have access to a qualified counsellor who can offer psychological and therapeutic support. For more information, speak to the House Parents.

Complaints

To log a complaint, please submit a written statement to your Pathway Manager. They will review your concerns and work with you to address them. It's important we receive your feedback to improve our services and ensure all students have a positive experience.



Medical Care

EF Academy Oxford engages Hedena Health Ltd (the local GP surgery) to provide primary care and nursing. You will be registered with the practice once enrolled.

There is a clinic on campus next to the Student Lounge, open during the school day. Please see noticeboard for opening times. Outside these hours, you can go to the Bury Knowle Health Centre. Students who require an appointment at either the school clinic or GP surgery should notify the boarding team.

In the case of a medical emergency, the Residence Assistant will accompany you to the hospital.

All students have access to emergency off-site NHS primary care 24 hours a day, 7 days a week.

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

During evenings and weekends

If you feel unwell during the evening or night, inform the House Parent on duty in person or by calling the SPOC phone: +44708479976

During the school week

To ensure your wellbeing, it is important to inform the boarding team by 08:30 if you are feeling unwell, by visiting The Hub. The nurse will assess your condition and advise whether you should rest, visit the doctor or attend classes. Not informing the boarding team and failing to attend classes will result in an unauthorised absence recorded in your attendance record which may affect your visa status.

The boarding team will regularly monitor your progress and place you on a medical list if you are unable to attend school due to illness. Additionally, the House parents will keep your parents informed of your condition. If you know of another student who is experiencing difficulties, please inform a staff member immediately.

Food and Dining

All meals will be served at the academic campus

Monday - Friday

Breakfast: 07:00 - 09:00

Lunch: from 11:30 - 14:00

Dinner: 17:00 - 20:00

Saturday - Sunday

Breakfast: 08:00 - 11:00

Dinner: 17:30 - 20:00

Location

We also understand some students may have special food needs or dietary requirements due to allergies, religious, or cultural reasons. If you have any specific dietary requirements, please ensure your Pathway Manager is aware of them so the Canteen Manager can be advised.

We are committed to providing a range of choices to suit your preferences. There are three different places on campus where food is available, including the main canteen, the salad bar, and the street-food truck outside. Additionally, outside of normal serving times, you can purchase hot drinks and assorted snacks from the cafe in the canteen, as well as vending machines.

We also have a student-led Food Committee gives you the chance to make suggestions to the Catering Manager. If you have any catering issues, please don't hesitate to contact the Residence Managers



Recognition for Positive Attributes

Certificates and Awards: We issue certificates and awards to those of you who demonstrate exemplary behaviour, including diligence, initiative, academic excellence, positive contributions to the school community, and a positive attitude towards their peers and the school.

Public Recognition: We believe in publicly acknowledging your achievements, and we do so through social media platforms like Instagram, school assembly and in our school newsletters. This recognition is a way of celebrating your accomplishments and encouraging you to continue striving for excellence.

House Competitions: We organise House competitions that will reward you for a range of achievements, including academic excellence, community service, and sporting contributions. These competitions provide an opportunity for you to showcase your skills and talents while fostering a sense of healthy competition and community spirit.

We believe in rewarding you for your achievements, and we do so through a range of incentives. These incentives are given to individual students, tutor groups, and houses with the highest number of house points at regular intervals throughout the year.

Incentives may include:

- Group breakfast or lunch: We understand the importance of socialising and bonding, and we offer group breakfast or lunch as an incentive to promote teamwork and collaboration.
- Vouchers: We offer vouchers as an incentive, which can be redeemed for a range of goods and services such as books, music, clothes, and technology.
- Takeaway: We offer takeaway as an incentive, which allows students to enjoy a meal of their choice in the comfort of their own rooms or communal areas.
- Excursions: We organise excursions to places of interest and leisure activities as an incentive, which offers students an opportunity to

explore their surroundings and have fun with their peers.

- Movie nights: We organise movie nights as an incentive, which provides an opportunity for students to unwind and relax while watching a film with their friends.

Students Rights and Responsibilities

You have:

- The right to a safe and secure environment in the boarding house and the wider school community, free from discrimination and prejudice.
- The right to a high-quality education, including access to resources and opportunities that support academic success, regardless of their race, ethnicity, gender, religion, or cultural background.
- The right to be treated with respect and dignity by staff and fellow students, regardless of their differences.
- The right to privacy and personal space within the boarding house, without fear of discrimination or harassment.
- The right to participate in extracurricular activities that align with their interests and passions, regardless of their cultural background or other personal characteristics.
- The right to express their opinions and beliefs in a respectful and constructive manner, without fear of discrimination or reprisal.

You have:

- The responsibility to uphold the school's code of conduct and behavioural expectations, including treating all members of the school community with respect and tolerance.
- The responsibility to respect the rights and dignity of all members of the school community, regardless of their differences.
- The responsibility to attend all classes and participate actively in their education, with a commitment to learning about and understanding different cultures and perspectives.



- The responsibility to keep their living spaces clean and tidy, while also respecting the personal belongings and cultural traditions of the school community.
- The responsibility to manage their time effectively and meet academic deadlines, with an understanding of the importance of academic success for their future goals and aspirations.
- The responsibility to communicate openly and honestly with staff and fellow students, while also being mindful of the impact of their words and actions on other



Student Infringements and Sanctions

Smoking and Open Flames

Smoking is strictly prohibited throughout the entire Cotuit Hall campus and the surrounding lanes, with the exception of the designated smoking area. This policy is in place because smoking poses a serious health and fire hazard to individuals and the school community as a whole. In addition to smoking, the use of candles, incense, shisha pipes, vaping, or any other naked flame is also prohibited. It is the responsibility of all students to comply with this policy to ensure a safe and healthy environment for everyone on campus. We take the health and safety of our students seriously and appreciate your cooperation in maintaining a smoke-free environment.

Smoking/vaping on campus

If a student is found smoking on campus or if staff suspect smoking in any residential buildings, the following sanctions may be imposed:

- A verbal warning and a reminder of the school's smoking policy
- A written warning or letter to the student's parents/guardians
- Community service or other disciplinary measures such as suspension or detention
- Referral to a counselling or support service for students who are addicted to smoking or have difficulty stopping.

Please note in more serious cases or in cases where a student repeatedly violates the school's smoking policy, expulsion may be considered as a last resort.

It is the responsibility of all students to comply with this policy to ensure a safe and healthy environment for everyone on campus.

For smokers...

We want to help you live healthy and happy lives. That's why we want to let you know research published by Cancer Research UK shows smoking can cause at least 15 different types of cancer,

including cancer of the larynx, oesophagus, oral cavity, bladder, kidney and ovaries. Smoking and passive smoking also have many other negative health effects.

We care about you and want to help anyone who would like to quit smoking. The NHS Stop Smoking Services is staffed by expert advisers who can provide a range of proven methods to help you quit smoking. We also offer our support during your quitting journey. You can get accurate information, advice, and professional support from the NHS during the first few months smoking. www.nhs.uk/live-well/quit-smoking/
nhs-stop-smoking-services-help-you-quit/

Tampering with smoke detectors

It is crucial you understand any attempt to conceal or interfere with smoke detectors is a severe violation of Fire, Health, and Safety Regulations. Such actions may result in a call-out charge by the providers, for which the responsible student will be held liable.

Intentionally setting off the fire alarm

Intentionally setting off a fire alarm is a severe breach of the school's Health and Safety Regulations and is considered a serious offence. Any student found to be responsible for such an action will face severe disciplinary measures, which may include immediate expulsion from the school.

Drugs and Drug-Related Paraphernalia

The possession, use, distribution or sale of prohibited drugs or smart drugs (e.g. analeptics or stimulants) is illegal in the UK. Any student found in possession of illegal drugs should expect to be expelled from the school and could face criminal charges and deportation from the UK. The possession of drug-related paraphernalia is against EF Academy rules and will be dealt with severely.

Please note we reserve the right to search your room (following the School's Searches & Confiscation Policy) without notification should we suspect you possess any illegal drugs or related items. Any such items will be removed according to the school's policy. It is important to understand this is a serious issue and could have lasting consequences on your academic and personal future.



Infringements and Sanctions

We operate a sanctions policy for students, to ensure we are all able to live together peacefully and

with respect and consideration for each other. Infringements are divided into categories depending on severity, and disciplinary measures will be taken at the sole discretion of EF Academy.



Attendance and Absences

Attending Lessons and Meetings

Attending all classes, scheduled meetings, and science practicals is mandatory. Your overall attendance score will be affected, and it may result in lower academic grades if you fail to attend classes. Repeated absence from classes will be communicated to your parents or guardians and may result in disciplinary measures at school. In case of absence, your Pathway Manager will get in touch with you as soon as possible on the same day. If you are unable to attend classes due to illness, it is essential to inform the Boarding Team before 08:30 on the same morning.

It is expected all students maintain a weekly attendance rate of at least 95%, attend all scheduled lessons, Academic Tutorials, and Pathway Manager meetings. If you fail to show up for a meeting, it may have been given to another student, so it is important to understand the significance of keeping appointments and respecting others' time.

Please ensure to contact your Pathway Manager or Academic Tutor if you have any concerns or queries regarding attendance. It is vital to understand even if an absence is authorised, you will still miss important class hours that could affect your final exam performance. To compensate for the missed work, it is advisable to communicate with your subject teachers and devise a plan together. Please note there is a direct link between the number of absences, whether authorised or unauthorised, and A Level/IB Diploma result. Students with lower attendance levels typically attain lower grades in their final exams.

We encourage all students to attend all lessons and strive for a perfect attendance record of 100%. Please be aware there may be some exceptional circumstances where an authorised absence may be granted.

Signing in and out of campus

If you are moving between the campuses you must sign in and out by tapping the Orah tile (which can be found in various locations around the school).



Requesting Authorised Absence

Requesting Authorised Absence from School

If you need to request an absence from school, you must make the request to your Pathway Manager. To be granted authorisation, you will need to provide proof of the circumstance. If you are absent for any other reason, the absence will be recorded as unauthorised.

You can request authorisation for your absence through the Orah App by requesting a Pass from campus, lessons, and other activities.

There are several reasons why a student may need authorised absence, including:

- University admissions, such as admissions tests, interviews, and school-arranged practice interviews
- Academic extensions, such as trips to university departments organised by the school
- Visa or medical-related issues



- Examination completion
- Bereavement of a close family member
- Medical appointments, visa appointments, police checks, and other necessary appointments
- Negotiable reasons to tie in with school assessments
- Issues related to military service

Please note authorised absences are granted only in exceptional circumstances, and it is expected all students maintain an overall attendance rate of at least 95%.

Students who have frequent authorised absences may be required to provide additional evidence or explanations for their absences.

Requesting Authorised Absence during evenings & weekends

If you plan to leave the residence building for any reason, including mid-term or end-of-term travel, you must apply for your absence through the Orah App and obtain approval from the Residence Manager. This is a strict requirement that exists to ensure your safety and well-being, as well as to comply with our safeguarding policies and duty of care towards our students.

Please note you must submit your request for approval no less than 48 hours prior to leaving campus. In addition, your parents or guardians must confirm and provide the reason for your absence through the Orah Parent App to give their permission. If you are leaving the UK, you must also upload a copy of your flight ticket.

You must not leave campus until you have received confirmation your request has been granted. Failure to comply with this requirement may result in disciplinary action being taken against you.

We take our duty of care towards our students very seriously and urge you to comply with this requirement for your own safety and well-being.

The Residence Manager will carefully consider your attendance, grades, and behaviour before making a decision on your application, and

reserves the right to refuse permission.

If your plans change and you decide to stay on campus when you have permission to be away, you must inform us in advance and before curfew time. If you need to return to school in exceptional circumstances after curfew, you must contact the on-call SPOC phone.

Please note it is not acceptable to come and go during the period you have authorization to be somewhere else. If you have overnight permission, you may not return to campus before 8 am unless in exceptional circumstances (you must contact the on-call SPOC phone).



A - Z of Student Life

Activities: Academic Extension

Most weeks there are activities on and off campus that relate to your university pathway, from Engineering Club to philosophy lectures in London, visits to a fusion reactor to business talks at Oxford University.

Your Academic Tutor, Pathway Manager, and the Director of University Guidance will help you plan where to go. Digital signage around the campus will highlight these events. Make sure to check them daily!

Activities: Clubs and Weekend Excursions

Each week, the Activities Coordinator will assist you in registering for trips, visits, clubs, and sports will complement your academic life and provide you with rich cultural experiences in Oxford, London, and throughout the UK. Some examples of these activities include football, basketball, running, debate, and Model United Nations. We are also open to your suggestions, and our student council actively raises your voices to make a positive difference.

Academic Tutoring

You will be assigned an Academic Tutor who is also a subject teacher. You will meet with your tutor every two weeks to discuss your progress in each subject and how you can achieve your target grades. The focus will be on identifying ways to improve your performance, and your tutor will work with you to create an action plan. If you're struggling to meet your target grades, your tutor will help you develop a plan to get back on track. They will also contact the relevant teacher and, if needed, the Head of Faculty to make sure the plan is followed and you're being monitored by multiple staff members. In addition, your Academic Tutor will make sure you have access to a range of additional classes that are designed to support students who may be struggling with certain aspects of their courses.

Your tutor will also lead your Tutor Group in weekly Pathway Support sessions where you'll learn important study skills and how to live a healthy and

responsible life. Overall, your tutor's role is to ensure regular communication and support to help you achieve your goals and access the best university offers.

Alcohol

It is important to remember the legal age for drinking alcohol in the UK is 18 years old. Consuming alcohol or exhibiting drunken behavior on campus is absolutely prohibited. It should also be noted in the UK it is against the law to purchase alcohol for anyone under the age of 18. Any violation of these rules will result in strict disciplinary action and may even lead to expulsion from the school. It is important you adhere to these rules and understand any disregard will not be tolerated.

It's essential to know we take illegal substances very seriously, and we are responsible for keeping you safe. We may search your room without warning if we suspect you have illegal substances, in line with our School's Searches & Confiscation Policy. We will challenge any worrying behavior and take disciplinary action if necessary. **Our community expects everyone to follow rules for a secure environment.**

Ambassadors

Ambassadors represent the school both in Oxford and their home country during formal events and meetings with visitors. As an ambassador, you will have the exciting opportunity to play a key role in welcoming new students and helping them settle in, while also promoting your own culture and making valuable connections with people from around the world. Ambassadors are known for their friendly and supportive nature, and they are always ready to lend a helping hand and offer advice on any issue you may face. In addition, being an ambassador can boost your confidence, improve your public speaking skills, and provide you with valuable leadership experience that will look great on your CV. If you are interested in becoming an ambassador, keep an eye out for application details in term 2 of your first year – it could be the start of an unforgettable journey!

Bathrooms

Bathrooms are shared with a small number of students and therefore you should leave them as you would hope to find them: **clean and tidy**.



Bullying

We are committed to creating a safe and respectful environment for all members of our community. Bullying in any form will not be tolerated, and immediate action will be taken if reported. Types of bullying can include cyberbullying, disability-based bullying, emotional bullying, homophobic/transphobic bullying, physical bullying, racial/cultural/religious bullying, sexual/sexist bullying, and verbal bullying. If you experience bullying, please speak to any member of staff.

Cleaning

We understand you want to live in a clean and comfortable environment, which is why our team of cleaners will take care of the common areas daily and your bedroom twice a week. However, it is up to you to keep your own bedroom tidy and organised. If you need any cleaning supplies or help, please ask and we will provide them for you. Please keep in mind our cleaners will not touch your personal belongings during cleaning, and any untidy rooms will result in sanctions. Let us work together to maintain a clean and hygienic living space for everyone to enjoy.

Cooking

The kitchenettes have microwaves, toasters, kettles, and fridges for your use. You should only use these areas for reheating food. However, the school provides a kitchen facility which can be pre-booked and will allow for the preparation of meals. Since these facilities are shared, it is important you leave the area clean and tidy after use.

Cooking equipment for example rice cookers and hot plates are not permitted and will be removed.

Curfew

Curfew for all students is as follows:

Sunday to Thursday: 22:00

Friday & Saturday: 23:00

The school recognizes on special occasions an extension to curfew may be requested. For example, to attend an event with a family member. This will need to be authorised both by the school and parents. All requests for leave should be submitted through the Orah app, no less than 48 hours prior to the event.

Leaving the residence buildings after curfew is strictly forbidden. Once you are signed in for curfew you must remain in your own room.

Damages

Consequences may be imposed on students who cause any damage to school property. They may be held responsible for the cost of repairs or replacement caused by their actions.

Dress Code

To maintain a safe and respectful environment, we expect our students to dress appropriately and considerately. While we encourage self-expression and want our students to feel comfortable, it is important to consider the international nature of our school.

Hats and caps are not permitted during examinations, except for religious reasons.

Fire Alarms

Fire safety is a top priority in the school, and multiple fire safety measures are in place to keep everyone safe. When the fire alarm sounds, everyone must evacuate immediately. Specific procedures are in place for each campus, and you must follow them carefully in case of a fire. It is important to raise the alarm by operating the nearest fire alarm point or telling a staff member, go to the designated fire assembly point, reply to the Orah App to indicate you are safe, and do not to return to the building until it is safe to do so.

Holidays and Study Leave

It is recommended students arrange to go back home during the extended holiday periods. However, if you are in Year 2 and have exam revision sessions with your teachers during the first week of Spring holidays, you can stay. If you need to leave school during holidays, please request leave on the Orah App. You must provide your travel details, such as the date and time of leaving and returning to the residence before approval.

Before leaving campus for your vacation, you must give your room keys to the Boarding team on duty. To avoid any interruption to your studies and comply with your visa requirements, make sure to plan



your travel outside of your scheduled curriculum time.

Health & Safety

Health and safety are paramount, and it is essential for students to be aware of the potential hazards and how to avoid them. By following the guidelines and procedures in place, students can help ensure their own safety, as well as of other members of the community. Staying alert, being aware of surroundings, and reporting any concerns to a member of staff are crucial for maintaining a safe and healthy learning and living environment.

House Parents

Our House Parents play a crucial role in ensuring your well-being and safety while you stay in

Maintenance

To ensure our school campus is in top condition, we ask you report any maintenance problems as soon as possible. You can do this by scanning one of the Maintenance QR code posters displayed in your room and on numerous noticeboards around the school. Once you have reported the fault, the maintenance team will fix the problem and inform you when it is resolved. Please note the team will only enter your room if you have reported the issue through the QR code.

Meetings: one-to-one

Regular meetings are a compulsory part of the academic structure at EF Academy. Students will have appointments with their Academic Tutor every two weeks, with their Pathway Manager every three weeks, and with their University Guidance Counsellor every term. These meetings must be attended, and in addition to formal meetings, students will have frequent meetings with staff members and House Parents.

Pathway Managers

Your Pathway Manager is your academic mentor who will support and guide you throughout your academic journey. They will help you develop your study skills, set academic goals, and monitor your progress. Your Pathway Manager will provide academic and pastoral support to ensure you achieve your full potential. They will also help you with university applications, offering advice and guidance.

Oxford. They will be your primary point of contact for any issues or concerns may arise during your term. Our dedicated Pathway Managers and Academic Tutors also work closely with the House Parents to support your personal growth and development, ensuring you have a supportive and caring environment in which to thrive.

Throughout the academic year, a House Parent will always be available on duty to assist you. They can be found at 'The Hub' and can be contacted outside of regular hours through the SPOC phone. Please don't hesitate to reach out to them if you need any help or support. They are here to ensure you have a safe and comfortable stay at EF Academy

They will be a key point of contact for you, ensuring you have the support you need to succeed in school.

Mobile Phones in Lessons

In order to minimise disruptions during lessons, the use of mobile phones is only permitted for educational purposes, such as taking photographs of experiments or using translation apps, and solely at the discretion of your teacher. Please note mobile phones should not be used for personal reasons during lessons, and any unauthorised use may result in disciplinary action. It is important to respect the learning environment and focus on educational activities during class time.

Noise Pollution

Please be considerate of others in your residence and keep the volume of your television and music at a level that does not disturb them. The use of equipment such as amplifiers and drum machines are not allowed in residence, except in designated areas. Playing instruments such as guitars and keyboards without headphones should be avoided after 21:00 and is prohibited after curfew.

Noticeboards and Digital Signage

Get ready to stay up-to-date and never miss out on exciting events happening on and off campus! Our noticeboards are the go-to place for all the latest school and local information. You can find them in



multiple locations including Cotuit House, Marcus Lower and Brewer residences, and the Student Lounge on the Cotuit Hall campus. With so many locations, you will always be in the loop about the latest happenings. So be sure to check them regularly and remember key information about weekly events. Don't miss out on any of the fun!

Refreshments

Take a break from your studies and treat yourself to evening snacks and hot drinks. Check the noticeboard in the Student Lounge for the snacks menu of the night.

In addition, we have vending machines stocked with a variety of drinks and snacks, as well as water dispensers offering clean and safe drinking water.

Respect for our Neighbours

Always maintain a culture of mutual respect and consideration for our neighbours. Pullens Lane is a residential and conservation area and should not be used as a social gathering place. Smoking is not permitted anywhere on the lane as it is a private road. If you want to meet friends, please do so inside any of the EF campus buildings. When using the lane, keep noise levels to a minimum and follow the rule of walking on the right.

Room Allocations

We want to ensure you feel welcomed and comfortable when you arrive, so we carefully consider who you should be placed with. We make room allocations before you arrive, and it is important to stay in the room assigned to you. If you need to change your room, this will be done at the discretion of the Residence Manager.

Room Keys

It is crucial you keep your room secure at all times by always carrying your room key with you and locking the door whenever you leave. Please refrain from sharing your key with anyone else. If you happen to lose your key, please inform a member of the residence team as soon as possible and be aware a fee of £25 will be charged for a replacement.

Security

The safety and security of our students and staff are of utmost importance to us. To ensure this, we

have installed CCTV cameras in strategic locations across campus, including residence building stairwells, and the Student Lounge. However, please note we respect our students' privacy and have not installed CCTV in student rooms or washrooms. Our CCTV Policy is available for you to review if you have any further questions or concerns.

Social Media

We take your safety seriously, and we want to make sure you're safe when you're using social media. Social media is a way to communicate with others online, but it can also be risky. Here are some tips to help you stay safe:

- Keep your phone password-protected if you use social media apps on it.
- Be careful about who you accept friend requests from.
- Watch out for links that might be dangerous or lead to hacked accounts.
- Know the privacy policies of the social media channels you use so you can control who sees your content.
- Be cautious when talking to people online and make sure they're real.
- Think before you post or share anything online, as universities and employers might see it in the future.
- Avoid sharing personal information like your home address, financial information, or phone number.
- Don't give out your username.
- Learn how to block and report users who are being mean or offensive.

Remember, whatever you post online can be there forever, so be careful! Also, please note we don't allow entertainment containing excessive violence, occult-related activities, sexually suggestive behavior or excessive use of foul language in the school residence.

Storage

If you need a safe place to store your belongings during term time or school holidays, we are here to help! Unfortunately, we don't have storage facilities available for students on campus, but please don't worry. Just reach out to a member of our Boarding team, and we will work with you to find a suitable



off-campus storage solution that fits your needs and budget.

Student Council

The Student Council is made up of elected representatives who bring your ideas and concerns directly to the Deputy Head of School. This is a fantastic opportunity to make positive changes to your school community. In the past, student feedback has led to significant improvements in our facilities and food options. If you have academic concerns, your Pathway Manager will be happy to assist you. We also conduct surveys throughout the year to gather your feedback on academics, university guidance, residence, food, activities and student wellbeing. Your input is important to us, so please don't hesitate to reach out and share your thoughts.

Student Lounge

The student lounge is a great place for you to unwind and socialise. It is a safe and inclusive space for all students and offers a variety of recreational activities, including a TV, games consoles, music player, and board games. The lounge is open until curfew time daily, providing you with a relaxed and comfortable atmosphere to hang out with friends or make new ones. Additionally, the nearby kitchen allows you to prepare your own meals and snacks, while 'The Hub' is available to meet with House Parents. Overall, the student lounge is a fantastic place to build a sense of community and belonging within the school.

Theft

It is of utmost importance to keep your personal belongings safe at all times. Theft is a serious offence, and anyone caught stealing will be reported to the Police and may face expulsion from school. EF Academy is not responsible for any damage, theft, or loss of personal property. We highly recommend you always keep your doors locked and use the personal safe provided in your room to store your valuable possessions. This way, you can have peace of mind knowing your belongings are secure.

University Pathways

We understand planning for university can be overwhelming. That's why we have a dedicated Director of University Guidance who is available to

provide one-on-one support and assistance to students throughout your time at school. Whether you are unsure of which universities to apply to, need help with your personal statement, or have questions about the application process, the Director of University Guidance is here to help.

All of our students are on one or more university pathways, which means the academic extension activities you participate in are designed to help you achieve your university ambitions. Your academic tutor group will also be organised by pathway, so you can connect with like-minded peers who are also working towards similar goals.

If you want to learn more about the university guidance programme, please refer to our University Guidance Handbook, which provides a comprehensive overview of the resources and support available to you. Remember, planning for university is an important part of your academic journey, and we are here to support you every step of the way.

Visitors

Ensuring the safety and wellbeing of our students is our top priority, and as such, we have a strict policy regarding overnight guests and visitors. Please note overnight guests are not permitted at any time. This policy is in place to maintain the safety and security of all students.

If you are expecting visitors who are not EF Academy students, please inform a member of the Boarding team in advance. All visitors must sign in at the reception desk upon arrival, be accompanied by a member of staff at all times and wear a visitor's badge.

We take safeguarding very seriously at EF Academy, and we appreciate your cooperation in ensuring the safety of our community. If you have any concerns or questions regarding this policy, please do not hesitate to speak to a member of the Boarding team.

Weapons

For the safety of everyone in our school community, it is important to remember carrying weapons is illegal in England. This includes items that are considered dangerous, and they are strictly



prohibited on campus. Possession of any offensive weapon, such as knives, guns, martial arts weapons (like nun-chucks or long sticks), or gang weapons (like brass knuckles or chains), will result in serious consequences. Let's work together to maintain a safe and secure environment for all.



This space is for you

You can use this space as you wish, to take notes, write down questions you may want to ask, etc.

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