

OXFORD BEHAVIOUR POLICY 2022-23

Origins:	EF Academy Oxford Student Handbook EF Academy Disciplinary Procedure (2010) EF Academy Torbay: Rewards, Behaviour, & Sanctions Policy (2018)
Developed by:	Paul Ellis (Head of School) Mark Fletcher-Single (Deputy Head - Pastoral) Joan Wilisoni (Pathway Manager)
Document Purpose:	<p>To help create a caring international community built on mutual trust and respect, we aim to ensure:</p> <ul style="list-style-type: none">• students can enjoy learning and the boarding experience• students make a positive contribution to the School community• students achieve well-being and stay safe & healthy• students make the most of the academic, co-curricular and social opportunities on offer• students behave appropriately in a range of educational and social settings• we value the rights of the individual and treat others with respect

Related Documents:	Attendance Policy Student Handbook Anti-Bullying Policy Safeguarding Policy Searching and Confiscation Policy Boarding Schools: National Minimum Standards
Change log	Policy brought in line with EF Academy Torbay's policy 2018, with changes for the Private Further Education (PFE) context made by Paul Ellis in the light of the EF Academy Oxford Student Handbook. May 2019: P. Ellis & M. Fletcher-Single: added the revised sanctions grid from the 2019-20 Student Handbook and added a section on social media. June'20 (Mark Fletcher-Single): additional information and details of relevant procedural changes to incorporate the development of our COVID-19 Policy Jun.'21 (Mark Fletcher-Single): reviewed policy to ensure closer synergy with Safeguarding Policy following advice from Barbara Lewin's Safeguarding training (Nov.'20) and to reflect the recent Feb.'21 consultation period of Boarding Schools: National Minimum Standards 'Raising expectations in relation to other existing standards such as...behaviour management...' Aug.'21 (Mark Fletcher-Single): developments to reflect the School's leadership restructure during academic yr. Aug.'21 to Jul.'22 Aug.'22 (Freya Waites) restructuring the policy to be more user-friendly and ensure compliance. Also updated policy and procedure to be in-line with updated guidance.
Date of Next Review:	May 2023

Policy Statement

EF Academy Oxford believes in order to enable teaching and learning to take place, desired behaviour in all aspects of school and boarding life is necessary. It seeks to create an inclusive caring, learning environment in the School by:

- promoting desired behaviour and discipline through a consistent system of rewards and sanctions which also serve to promote early intervention
- promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect
- ensuring equality and fairness of treatment for all
- providing a safe environment free from disruption, violence, bullying and any form of harassment
- promoting a culture of praise and encouragement in which all students can achieve

EF Academy Oxford is a diverse international school that seeks to give its students global confidence for a global society. It is built upon shared community values, and these inform everything we seek to do. Our encouragements and sanctions are designed to promote these values, which are:

Responsibility - our students take responsibility for their own learning and behaviour. We want students to be confident and self-guiding individuals. Students will have guidance and sufficient freedom to make informed choices, considering the consequences of their actions. We want students to be able to take leadership opportunities and to show consideration of others and the environment in everything they do.

Respect - our students show understanding, tolerance and compassion. We value open-mindedness and seek to develop international awareness and cultural sensitivity. By listening first and treating others as we wish to be treated, we create a culture of mutual respect that benefits the whole community.

Ambition - our students are given self-confidence and belief in their ability to achieve the best possible outcomes. We value and celebrate both progress and achievement.

Growth Mindset - our students embrace challenge. As a School, we believe in the value of commitment and hard work; effort and attitude are the keys to success here. Our students are helped to develop resilience, the ability to accept and respond to difficult situations. We take the view that failure in a supportive and responsive environment will help students to develop and achieve their ambitions.

Love of learning - our students develop intellectual curiosity; they want to learn more. Teachers promote problem-solving and critical thinking through interesting and challenging lessons that require creativity and innovation. Students and staff value feedback, using it to improve their achievements. They are encouraged to embrace personal development opportunities within our School. As a School, we recognise students are better, more well-rounded individuals when they have ample opportunity for enjoyment and fun. As well as interesting lessons, we provide a wide range of enrichment opportunities through trips, clubs, activities and social events.

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Key Personnel

The aim of highlighting key personnel is to outline the role of designated staff in maintaining consistent behaviour expectations. Promoting positive behaviour and relationships is a responsibility of all who work in the School.

Mark Fletcher-Single (Head of School) is responsible for overseeing the pastoral care and behaviour management of students.

Tina Desmond (Head of Boarding) is responsible for the pastoral care and behaviour management and safeguarding of students in residence. She is also the Designated Safeguarding Lead.

Freya Waites and **Joan Wilisoni** (Pathway Managers) are responsible for the pastoral care and behaviour management of students in academics as well as extra-curricular.

Staff, including teachers, support / welfare staff and volunteers, will be responsible for ensuring policies and procedures are followed, and consistently and fairly applied. Mutual support amongst all staff in the implementation of this and all policies is essential.

Staff have responsibility for creating a high-quality learning environment, teaching positive behaviour for learning, and implementing the agreed policy and procedures consistently.

All stakeholders will be expected, encouraged, and supported to take responsibility for the behaviour of the student both inside and outside the School.

Creation of a safe environment

The underlying objective to create a safe environment in which all students, including boarders, can learn and reach their full potential and to reflect the values and ethos of the School.

School Code of Conduct and Routines (Also see full code of conduct in Appendix)

The following is a summary of the code of conduct. The full code of conduct will be issued to students prior to arrival. In all cases, the School will support the student to modify and improve their behaviour.

Summary of the Code of Conduct

Students are expected to:

- Be in full attendance each day, except when on approved leave, although a student may leave the premises when not required to be in School.
- Be punctual in the mornings and for all commitments thereafter.
- Do all work set and complete assignments on time.
- Behave in a civilised way both on and off the premises. Care and concern for others should be extended to members of the public.
- To respect other people's property by not stealing, damaging or destroying it.
- To treat others with understanding regardless of race, age, religion, disability, gender, and sexual orientation.
- To ensure the safety of others.
- To live in residence in a way that does not have a negative effect on other students' ability to rest or sleep. To care for their environment and to keep it clean and tidy.

The following is not acceptable:

- Alcoholic drinks are not allowed on School premises, nor is the consumption of alcohol allowed at any time during the School term, on or off School premises, regardless of a student's age.
- No non-medical drugs are allowed: **any involvement with illegal substances is likely to result in your permanent exclusion from the School.**
- Gambling of any kind is forbidden.
- Mobile phones may not be used during lesson time unless authorised by the teacher for a specific educational purpose.
- Entertainment containing excessive violence, occult-related activities, sexually suggestive behaviour or excessive use of foul language is not allowed in the School residence.
- Rudeness or aggressive behaviour of any kind towards peers and staff.
- Sexual Harassment of any type.
- Cyberbullying whether by text message, the internet or any other method.
- Spitting, Dropping Litter, Graffiti.
- Possession of firearms, fireworks, knives or any other weapon. This includes BB guns.
- Photographing or videoing others without their consent.
- Accessing, possessing and distributing material of an indecent nature.
- Any offence which could be deemed as criminal behaviour.

The following is against UK law:

- Smoking in any public building.
- Non-prescribed drugs, including cannabis and formerly called 'legal highs' which are treated as illegal substances now referred to as psychoactive substances.

For students under 18 years:

- It is illegal to buy alcohol.
- It is illegal to buy alcohol for anyone under the age of 18.
- If you are under 18, it is illegal to buy tobacco.
- It is illegal to buy tobacco for others under the age of 18.
- Driving without insurance or a valid driving licence.
- Carrying an offensive weapon (including small pocketknives).
- Causing a disturbance (including loud noises) in the street or other public places.
- Shoplifting or any kind of theft.

Encouraging Positive Behaviour Online

Social media is a form of electronic communication through which users create or make use of online communities to share information, ideas, personal messages, and other content such as pictures and videos. Students are expected to behave online in ways that uphold the School's ethos of dignity, equality, and respect. The outlines for positive social media interaction are also outlined in the Student Handbook.

Guidelines for safe use:

- Entertainment containing excessive violence, occult-related activities, sexually suggestive behaviour or excessive use of foul language is not allowed in the School's residence.
- Make sure you have password-protected your phone if you use social media apps on it.
- Be selective with friend requests.
- Know who you are talking to and be aware of fake accounts.
- Think before you post, share, or like. Everyone has a right to respect, dignity, and kindness. Universities and employers typically check applicants' historical social media presence.
- Avoid posting personal information, in particular: home address, financial information, phone number.
- Learn how to effectively block and report trolls (users leaving offensive messages or harassing you or anyone else).

Measures to Prevent Child-on-Child Abuse

All staff need to be aware of the possibility of young people being capable of abusing other young people (including online). In these instances, it is imperative all staff are sure of the School's policy and sanctions for such occasions. It is also important that staff actively contribute to the creation of a safe environment, so students can confidently report abuse knowing their concern will be taken seriously.

Child-on-child abuse can take different forms, such as:

- Bullying (including cyberbullying, prejudice-based, and discriminatory bullying)
- Abuse in intimate personal relationships between young people (also known as teenage relationship abuse).

If child-on-child abuse is suspected, it should follow the same procedure as the Safeguarding Policy. A summary of the incident should be recorded on the safeguarding concern sheet. This sheet should be given to the Designated Safeguarding Lead immediately (Tina Desmond, Head of Boarding) who will triage the concern and investigate. The concern will be logged on the School's safeguarding log.

Child-on-child abuse is minimised not only through the School's rules and sanctions but also through a wider system of education that promotes the School's ethos of diversity, inclusion, and kindness. Whilst being an IB World School solidifies this message within the classroom, EF Academy Oxford also have a comprehensive programme of PSHE which teaches students to have positive relationships.

Whilst it may be more common that girls are the victims of child-on-child abuse, and boys the perpetrators, it is important to note **this is not always the case**. EF Academy Oxford holds a tolerance stance on abuse, and never accept it can be lightened as a 'joke' or 'banter'. Communities that brush off abuse as less serious than it is, create an environment in which unacceptable behaviours can occur which, in turn, is a dangerous environment for children.

LGBTQI+

- Being LGBTQI+ is not an inherent risk factor or safeguarding concern, however it may be a reason why an individual is targeted. These risks increase when the young person does not have access to a trusted adult with whom they can be open. As a School community, these additional barriers that LGBTQI+ individuals face need to be reduced. It is imperative the School provides a safe place for them to speak out or share their concerns with members of staff.
- LGBTQI+ is a part of statutory 'Relationships Education, Relationship and Sex Education and Health Education' curriculum. Furthermore, EF Academy Oxford provides further training on LGBTQI+ issues as well as DEIB training to all staff.

Rewards and Sanctions

Positive behaviour and respectful relationships are encouraged and praised. Any sanctions for misbehaviour are understood and implemented fairly and consistently.

Students are expected to take responsibility for their own behaviour and will be made fully aware of the School's policies, procedures, and expectations, chiefly but not exclusively via the EF Academy Oxford Student Handbook. Students will also be encouraged to take responsibility for their social and learning environment making it both safe and enjoyable by reporting all undesirable behaviour. The School's rewards and sanctions policies are easy and apparent to anyone joining or visiting the School. The Sanctions chart is included in the EF Academy Oxford Student Handbook, but it is also displayed in key locations such as residence buildings and the Pastoral Hub.

Positive reinforcement and rewards

A School ethos of encouragement is central to the promotion of desirable behaviour. At EF Academy Oxford we aim to achieve a culture of belonging. Rewards are an integral means of achieving this. They have a motivational role in helping students to realise that desirable behaviour, self-awareness and responsibility to self and others is valued. The School's main encouragement is an emphasis on praise both informal and formal to individuals and groups. Alongside this is informing parents regularly on their daughter's / son's desired behaviour. The School also has a variety of prizes for attendance and good behaviour such as Head of School's award for 100% attendance and 'Tina Tickets'.

Sanctions

Please see Residence Sanctions Chart in Appendix for a full breakdown as well as Attendance Policy.

Applying Sanctions

Sanctions are a necessary part of *school life*. Properly used, they reinforce expectations of positive behaviour and guide students away from harming their own and their peers' chances of success. Sanctions should always be applied in the following framework:

- as fundamentally supportive measures, the necessary application of which should be explained to the student(s) being sanctioned
- with awareness that there *might* be mitigating factors underpinning poor behaviour, which it is our duty to identify and support
- in understanding that support systems such as time with the School Counsellor (or parallel professional) may take priority over a given sanction

- where necessary, in conjunction with parents and other agencies that can provide support
- with a readiness to move positively onwards once the sanction has been applied
- with awareness many students studying here are away from home for the first time in their lives, and some come from starkly different socio-cultural backgrounds, there is an important job to be done in educating young people towards a greater understanding of their surroundings
- in firm support of the School's values, which include a commitment to protect staff

Use of Isolation as a Sanction

The School may temporarily isolate a student from class or peers as a sanction for unacceptable behaviour ('internal suspension'). This may range from working in a separate room to being supervised in another teacher's classroom. The student will be permitted breaks, to eat, drink and to use the toilet, and it is expected the student will use this period of time to complete any work set. If the student is considered to represent a risk to themselves or others, and isolation in a separate room is considered to reduce this risk, then the student may not be permitted to leave the room unless accompanied by a member of staff, and may be required to take breaks at different times from their peers.

Records of Major Behavioural Incidents and Serious Sanctions

When a student commits a serious offence, this triggers an entry into the 'Serious Sanctions Log'. This is stored both electronically and by the Head of School. (See Snip in Appendix).

When a student is sanctioned at formal warning letter level or higher (e.g. final warning letter or exclusion / expulsion notice, the School records the incident and a copy of the warning is placed in the students' confidential e-file.

Alcohol and Illegal Drugs

Alcohol affects many aspects of behaviour and those students whose behaviour is unacceptable will be subject to disciplinary measures, even if they are over 18 and can legally drink alcohol. Students under 18 may not consume, buy or share alcohol under UK law or under School rules. Possessing, using or supplying drugs is against the law in the UK and against all School rules. This includes so-called 'legal highs'.

Damage to Property

Any damage to property as a result of foolish or reckless behaviour or deliberate / intentional vandalism within the School, the residences or in a host family will result in those responsible being liable to pay for any damages caused.

Criminal Offences

The following activities are examples of criminal offences that carry the consequence of arrest by the Police, imprisonment, and deportation.

- Carrying any type of weapon (e.g. a knife).

- Theft or shoplifting.
- Public disorderliness or drunkenness.
- Possessing, using or supplying illegal drugs.
- Anti-social behaviour.
- Hate crimes (such as racism).
- Motoring offences: driving without insurance, after drinking alcohol, driving dangerously.
- Sexual offences: e.g. indecent exposure, attempted rape.
- Damage to property.

Incidents of theft, violence, drug abuse or other extremely serious cases will be referred to the Police as necessary and, once legal procedures have been satisfied, the student will be sent home immediately at the parent's expense.

Protecting Staff from Malicious Accusations

Where, following the School's Safeguarding Policy and any other advice / direction from the local safeguarding hub, a student has been proven to have made a malicious allegation against a member of staff, appropriate disciplinary sanctions will be applied. Such sanctions will take into account the nature and the impact of the allegation and may include permanent expulsion from the School.

Searching and Confiscation

See Searching and Confiscation Policy

Use of Reasonable Force

See Use of Reasonable Force Policy

All School staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline. The School will record any such use of restraint.

The Head of School and authorised staff may also use only such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs or so called 'legal highs', fireworks, indecent pornographic images or articles have been or could be used to commit an offence or cause harm.

The School records all major behavioural incidents, serious sanctions, and monitors students who have been involved in such. (See Snip in Appendix).

Ensuring Equality and Fairness of Treatment for All

Ensuring fairness and equality is also achieved through encouraging positive relationships with parents, house parents, and all staff to develop a shared approach which involves them in the implementation of the School's policies and associated procedures. Through creating an environment of positive relationships, EF Academy Oxford also ensures the needs of students and staff are met so members of the School community feel safe knowing that bullying, physical threats, or abuse are not tolerated.

All staff will ensure there is no differential application of this policy and the procedures on any grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion / belief, disability, sex (gender), sexual orientation, ethnic background, religious faith, appearance, issues in the family, ethnic or national origin or because of cultural background, linguistic background, special educational needs, or academic or sporting ability. They will also ensure the concerns of students are listened to, and appropriately addressed. All staff will ensure that provision is made for SEND students whose needs will be taken into account, and they will be treated accordingly.

A safe School community is one in which boarders behave well and develop health and respectful relationships with fellow students and staff.

Appendix

Residence Sanctions Chart:



Sanctions Chart of Consequences

Offence	1 st Offence	2 nd Offence	3 rd Offence
Buying, selling, using or being under the influence of illegal drugs.	Referral to the Head of Boarding who will make recommendations to the Head of School regarding sanctions. Students should expect to be expelled.		
Downloading and/or sharing pornographic images			
Alcohol related offence (Buying/Drinking)	1-2 weeks gating dependent on category; Email home	2 weeks gating; Email home; Behaviour agreement signed	2 weeks gating; Internal suspension; Possible expulsion
Aggressive Behaviour (Fighting/Bullying)	Lower – Detention 3hrs; Written warning Higher – Detention; Behaviour contract/ agreement signed	Lower – 1 week gating; Behaviour contract/ agreement signed Higher – 1 week gating; Final warning; Possible expulsion	Lower – 2-week gating; Final warning; possible expulsion Higher – Expulsion
Possession of an offensive weapon			
Leaving Campus after curfew			
Being in opposite sex room			
Stealing			
Repeated infringement of amber offences			
Intentional damage to property	Individualised price per item + email parents	Individualised price per item + email parents	Individualised price per item + email parents + Behaviour agreement signed
Intentionally setting off the fire alarm	£250 fine; Email home + 2 weeks detentions	£250 fine; Email home + 2 weeks detentions	£250 fine; Email home, Email home + Behaviour agreement signed.
Unacceptable Behaviour	Detention 3hrs; Email home	1 week Gating; Email home	2 weeks gating; Email home
Repeated infringement of yellow offences			
Showing disrespect/rude to staff			
Deliberately disobeying or ignoring staff			
Curfew violations (15 mins leeway)	1 st warning	2 nd warning	Detention 1.5hrs
Noise and night time disruption			
Disobeying student lounge rules			

Room Untidiness			
Cooking in bedrooms			
NB. Yellow category offences will be dealt with by way of a three-strike system and are non-exhaustive. They are reset at the beginning of each new term.			
NB. The Boarding Team will review matters weekly and where required add or amend the sanctions of these after discussion with Head of Boarding			
smoking or vaping in the room or on campus.	£100; detention + Email home	£100; 1 week gating + Email home	£100; Behaviour agreement signed + 2 weeks gating
covering up smoke detectors and/or tampering.	£200; detention + Email home	£200; 1 week gating + Email home	£200; Behaviour agreement signed + 2 weeks gating
Replacement Key	£25	£25	£25

Excerpts from the Student Handbook:

Recognition for Positive Attributes

At EF Academy we like to focus as much as possible on the positive attributes of our students and Praise points is one of the ways in which we do this. Rewards will be given through a praise system, and as part of the introduction of the House system. Individual staff members use ManageBac, school newsletters, etc. to recognise students who have demonstrated behaviour and attitudes aligned with the Learner Profile and who:

- demonstrate diligence
- show initiative
- achieve good results in test or assignments
- perform deeds to enhance the school community
- respond positively, in a variety of ways, to their peers or the school.

Incentives will be given to individual students, tutor groups and / or houses with the highest number of merit points at regular intervals throughout the year. These incentives may include, but are not limited to:

- group breakfast or lunch
- book voucher
- iTunes voucher
- curfew extension
- Tina Ticket

Rights and Responsibilities

We encourage students to be responsible for their own actions and to maintain the EF Academy Student Code of Conduct that students signed prior to arrival.

The Code of Conduct expects students to:

- treat their fellow students and staff with respect
- take care of their property and the property of EF Academy
- obey all national and local laws and school rules

If you have any questions or concerns, please speak to a staff member: we are always here to help. We believe students have rights and responsibilities, below are some examples.

Student rights	Student responsibilities
To be happy and treated with understanding regardless of race, age, religion, disability, gender and sexual orientation.	To treat others with understanding regardless of race, age, religion, disability, gender and sexual orientation.
To be treated politely and with respect.	To be polite and respectful.
To feel safe.	To ensure the safety of others.
To have their property respected.	To respect other people's property by not stealing, damaging or destroying it.
To be able to get a good night's sleep: other students will not deprive them of this through their behaviour.	To live in residence in a way that does not have a negative effect on other students' ability to rest or sleep.
To have a pleasant, clean and well-maintained residence.	To care for the residence environment and to keep it clean and tidy.
To be provided with a living environment in which they are not in any physical danger.	To tell House Parents or a member of the residence team of any potential danger on campus.

Student Infringements and Sanctions

Smoking and Open Flames

Smoking is a serious health and fire hazard, it is prohibited throughout the entire Coruit Hall campus and in the lanes surrounding, with the exception of the designated smoking area. Also prohibited are candles, incense, shisha pipes, vaping or any naked flame.

So you are aware

Research published by Cancer Research UK indicates smoking causes at least 15 different types of cancer including larynx, oesophagus, oral cavity, bladder, kidney and ovarian. Smoking and passive smoking also cause a variety of other known ill effects. If you smoke and would like to stop, the NHS Stop Smoking Services is staffed by expert advisers and provide a range of proven methods to help you. We will also support you during your quitting journey.

The NHS can give you accurate information, advice, and professional support, during the first few months you stop smoking.

www.nhs.uk/live-well/quit-smoking/
nhs-stop-smoking-services-help-you-quit/

Smoking or vaping in the room or on campus

If you are found to be smoking on campus, or if staff suspect smoking in any buildings, you will be fined £100, attend detention and an email will be sent home for a first offence, for a second offence you will also have a gating and the third time will result in a behaviour agreement being signed alongside the other sanctions.

Covering up smoke detectors and/or tampering

If you are found to cover up or tamper with smoke detectors, you will be fined £200, attend detention and an email will be sent home for a first offence, for a second offence you will also have a gating and the third time will result in a behaviour agreement being signed alongside the other sanctions. This is a serious breach of Health and Safety Regulations.

Intentionally setting off the fire alarm

If you intentionally set off the fire alarm, you will be fined £250, attend detention and an email will be sent home for a first offence, for a second offence you will also have a gating and the third time will result in a behaviour agreement being signed alongside the other sanctions. This is a serious breach of Health and Safety Regulations.

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.

We reserve the right to search your room (following the School's Searches & Confiscation Policy) without notification should we suspect that you possess any illegal drugs or related items, and will remove anything of concern according to the School's policy.

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.

This is emphatically not a definitive list, as the precise sanction will depend on the specific context of each situation. Charted in the table aside are some examples of possible infringements and sanctions to illustrate the possible scale of escalation. A copy of our sanctions chart is on page 14.

EF Academy Oxford

Attendance and Absences

Attending Lessons and Meetings

Attendance at all lessons, science practicals, scheduled meetings, etc., is compulsory. Failing to attend your classes will affect your overall attendance score and result in academic grades lower than you might have achieved had you attended lessons. Repeated failure to attend will be communicated to your parents and will result in sanctions at school. Sanctions! If you are not in class, your Pathway Manager will follow this up with you the same day as soon as possible. If you are unwell and cannot go to class you must inform your Pathway Manager before 08:30 the same morning. The overall weekly attendance for all student will be posted on the noticeboard in Cherwell each Monday. All students are expected to maintain a weekly attendance rate of at least 95%, and attend all scheduled lessons, Academic Tutorials, and Pathway Manager meetings. One-to-one meetings and Assembly do not count in the attendance percentage but absence will be treated as if a lesson had been missed in terms of sanctions. If you fail to show up for a Pathway Manager meeting, for example, this is an appointment that could have been given to another student. Keeping appointments is necessary in life and a basic courtesy, and it is important that you appreciate this.

The attendance grid for lessons: for students

Green	95% +	Well done: good attendance
Yellow	85%+	Caution: a letter will be sent to your parents by your Pathway Manager if below 90%
Red	<85%	Warning: a warning letter will be sent home and a sanction will be issued. If there is no improvement after 2 weeks, the Head of School will impose further and more severe sanctions.

Please see your Pathway Manager or Academic Tutor if you have any questions regarding attendance. It is important to remember that AUTHORISED absence may keep you 'in the green', but you will still miss hours of lessons, and this may affect your final examination performance. Please make every effort to catch up on work missed by discussing how best to do this with each subject teacher. There is a statistical correlation between the number of absences (authorised or unauthorised) and A Level / IB Diploma results. Students with lower levels of attendance achieve lower grades in their final examinations. We expect all students to attend all lessons and, as far as possible, maintain an overall attendance of 100%. There are some exceptional circumstances in which an authorised absence may be granted.

University admissions	Includes admissions tests, interviews and school-arranged practice interviews
Academic extension	Trips to university departments organised by the school
Visa or medical related issues	Medical appointments, visa appointments, police checks, etc.
Examination completion	By negotiation: to tie in with school assessments.
Bereavement of close family member	
Issues regarding military service	

All requests must be made to your Pathway Manager. You must show proof of the circumstance to receive authorisation; if you are absent for other reasons, the attendance record for that period will indicate an unauthorised absence. To apply for your absence from school to be authorised, please request a Pass from campus (and lessons etc.) through your Orah App.

Authorised Absence from Residence

If you are planning to be away from residence, you need to apply for your absence through the Orah App and then it needs to be approved by the Head of Boarding. You must apply for this pass within a reasonable amount of time prior to leaving campus. Your parents / guardians must also confirm and give the reason why you would like to be away from school (with their response via the Orah Parent App giving the permission). You must apply for this pass within a reasonable amount of time prior to leaving campus. If you are leaving the UK, you must upload a copy of your flight ticket. You must not leave campus until you have been informed that the request has been granted. Mid term and End of term travel details must be put through the Orah App. Details on how to do this are at the end of this handbook.

Please note that permission to stay out in Oxford will not be granted unless you are accompanied by their parent(s) or other senior family member.

The Head of Boarding will be involved in this process and have the right to refuse permission; they will take into account your attendance, grades, and behaviour before making a decision. If your plans change and you intend to stay on campus when you have permission to be away, you must let us know in good time and before curfew time. If you need to return to school in exceptional circumstances after curfew, you must telephone the on-call SPOC phone. It is essential that the School is aware of who is on campus when for Health & Safety and fire safety reasons. It is not acceptable to come and go during the period that you have authorisation to be somewhere else.

If you have overnight permission you may not return to campus before 7am unless in exceptional circumstances. Return to campus during the early hours of the morning will be classed as a curfew violation and sanctions will follow.

Weekends

If you are leaving the campus, including to go to the ILS campus (for meals etc.), you must sign in and out. This is very easy: you just need to tap an Orah NFC tile on the Cotuit Hall campus, the App will then ask you to enter where you are going. If you are going to the ILS campus, you can very easily sign in there, again, using an Orah NFC tile. Please note, the procedure for leaving campus at the weekends does not replace any of the other absence request processes (i.e. authorised absence from lessons, etc.).

Food and Dining

All meals will be served at the EF Language School 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

There are three different places in which food is available: the main canteen and the burger bar outside. Outside normal serving times, you can also purchase hot drinks and assorted snacks from the cafe in the canteen, as well as the vending machines.

A - Z of Student Life

Activities: Academic Extension

Every week there are activities on and off campus that relate to your university pathway, from Engineering Club to philosophy lectures in London, from 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 decide what to go to when. What is on and when, is displayed on the digital signage and presented in weekly assemblies.

Activities: Clubs and Weekend Excursions

Every week the Activities Coordinator will ask you to sign up for trips, visits, clubs, societies and sports. These will complement students' academic life to expose students to the rich cultural experiences available in Oxford, London and the rest of the UK. Clubs, including football, basketball, debate, Model United Nations and running take place each week and students have inter-school and intra-school competitions. Our Activities Coordinator in school arranges these activities and excursions and is always open to student input. The activities are displayed on the digital signage and presented in weekly assemblies.

Academic Tutoring

The Tutorial system at EF Academy Oxford is designed to support students academically and emotionally. Each student is allocated an Academic Tutor. Academic Tutors are also subject teachers. They meet with you regularly to review your progress in each subject. At this meeting, how you will achieve your target grades in each subject will be the main focus of the meeting. The aim is to decide on action points that will help you improve your 'learner status': from *developing* to *secure*; from *secure* to *beyond*. If a student is under-performing on their target grades, the Academic Tutor and the student will agree a plan to enable the student to improve and get back on track. Additionally, the Academic Tutor will contact the relevant teacher and, if necessary, the Head of Faculty. This discussion will ensure that the plan is followed, and that the student is monitored by several Faculty and staff members. The Academic Tutor will also ensure that the student is accessing the wide range of additional classes aimed at supporting those who may be struggling with aspects of their courses.

The Academic Tutor's role also involves academically stretching and challenging students who are already doing well in their studies. The fortnightly meetings may involve a discussion about how a student might achieve even more in order to access the best university placement of which they are capable. This will include getting involved in our comprehensive range of academic extension opportunities or accessing a wider range of reading around a subject. Finally, the Academic Tutor will be the first person a student will speak to if they have any problems with a subject. The regular meetings will enable the student to raise any issues of concern and this will then be followed up with the subject teacher to see if a response is needed (e.g. an issue of teaching style or individual support needed for the student). Overall, the tutor's role has been established to ensure there is a regular dialogue between the tutor and the student. Pathway Support helps ensure the student is able to achieve all they can at EF Academy Oxford and access the best university offer available to them. The Academic Tutor also leads her or his own Tutor Group as a class in the weekly Pathway Support sessions. These help students acquire key study skills and learn how to live healthily and responsibly, and to develop as a person.

Alcohol

Although the legal age for drinking alcohol in England is 18, drunken behaviour or consumption of alcohol is forbidden on campus. Breaking this rule will result in disciplinary action. We may also ask you to see a professional substance abuse counsellor.

We reserve the right to search your room (following the School's Searches & Confiscation Policy) without notification should we suspect that you possess any alcohol. We will remove anything of concern. It is against the law to purchase alcohol for anyone under the age of 18. We have 4 categories by which we decide how drunk a student is:

A - there is evidence of drinking alcohol up to:

D - a student requires significant care whilst under the influence of alcohol.

First offence

A/B - 1 weeks gaing, email home

C/D - 2 weeks gaing, email home

Second offence

Any category - 2 weeks gaing, email home, meeting with the Head of School, behaviour agreement signed.

Third offence

Any category - 2 weeks gaing, email home, internal suspension, possible expulsion.

Ambassadors

We have a group of students who are 'Ambassadors'. Ambassadors represent the School and their home country during formal events and meet with visitors to the School. It's their job to help you settle in and feel comfortable. They are good listeners and will do their best to help you with whatever you may need. Introductions will be made during the first week of school. Ambassadors play an important role in school life and are prepared to address assemblies, meet with potential students and assist staff with encouraging a high standard of student behaviour. Students who wish to be appointed as Ambassadors may apply to be considered for the role in term 2 of their first year.

Anti-bullying

EF Academy aims to establish an ethos in which all members of the community feel safe and confident and treat each other with respect. Thus, EF Academy will not tolerate bullying. If you have been subject to bullying, talk to a House Parent, Pathway Manager and/or Academic Tutor so we can take steps to address it immediately. Bullying might be a regular pattern of behaviour or a one off instance.

Bullying may take various forms, including:

- cyber, electronic communications such as email, mobile phones, text / multimedia messaging, photographs / video, online profiling, websites, social media and instant messaging with the intent to frighten, embarrass or harass. This is a clear breach of our IT Acceptable Use Policy and certainly constitutes bullying.
- Disability: because of, or focusing on, the issue of disability.
- Emotional: being unfriendly, excluding, tormenting, eg. hiding books, threatening gestures.
- Homophobic / Transphobic: because of, or focusing on, the issue of sexuality, sexual orientation or identity.
- Physical: pushing, kicking, hitting, punching or any other use of violence
- Racial / Cultural / Religious: racial, cultural or religious taunts, graffiti, gestures, etc.
- Sexual / Sexist: unwanted physical contact or sexually abusive comments.
- Verbal: name-calling, sarcasm, spreading rumours, teasing.

These examples are by no means a definitive list

Bathrooms

Please note bathrooms are communal and therefore students should leave them as they would expect to find them: clean and tidy. Some points to remember:

- paper hand towels must be put in the bin provided and not flushed down the toilet
- ladies' sanitary items must be put in the bins provided
- toilet tissue must be flushed down the toilet
- always flush the toilet after use
- music must be kept to a minimum noise level
- please do not use the bins to dispose of paper, takeaway food containers or food: use the green bins located in the bin store behind the kitchen for this kind of rubbish
- wipe clean and rinse showers and basins after use

Cleaning

Bathrooms, communal areas and common areas will be cleaned every day and your bedrooms will be cleaned once a week. However, students are responsible for keeping their own bedrooms clean and tidy (i.e. 'respectable'). If you need extra rubbish bags or a vacuum cleaner to keep your room clean, feel free to ask for them. Please note, cleaners in the residence buildings will not move any of your personal items when they clean. Cleaners will not clean any room that cannot be entered due to untidiness and room checks will take place during the week by the boarding staff. Any rooms which are unacceptably messy will gain a sanction on Orah and 3 sanctions denote a detention. Students must also help to maintain sanitary conditions in public areas. These areas include the laundry room, corridors, student lounge, kitchenettes, stairs, etc.

Cooking

In the residence buildings, a microwave, toaster, kettle and fridge are provided in designated areas; these areas are the ONLY place where cooking is allowed in Cotuit House, Brewer and Marcus Lower. You shouldn't 'cook' anything other than toast or pot noodles in these kitchenettes. Please remember you are sharing the facilities with other people and should therefore take responsibility for your own washing up and daily cleaning. Please leave all cooking areas clean and ensure that all pots, pans, cups and crockery are returned if you to them to your room. Any cooking equipment such as rice cookers, hot plates etc, found in rooms will be confiscated. Any confiscated items not claimed prior to your departure will be disposed of or donated to charity.

Cooking in the Student Lounge Kitchen

As well as the kitchenettes in the residence buildings, you can also book 'cooking time' in our main student kitchen (accessible via the Student Lounge). If you'd like to book to use this kitchen, please ask a member of the Boarding team.

Curfew

Curfew for all students is as follows:

Sunday to Thursday: 22:00

Friday & Saturday: 23:00

We recognise that occasionally students may wish to request a curfew extension, these can be granted until midnight and only at the discretion of the Boarding team. The following procedures will apply:

- all students must apply for the appropriate Pass from campus through the Orah App.
- you must apply for this pass and submit it, at least, 24 hrs. in advance of the request
- the student's parents / guardian must also confirm and give the reasons why she / he would like a curfew extension (with their response via the Orah Parent App giving the permission)
- the request must be received by the Deputy Head of Boarding for final approval
- each new request needs a new Pass
- you're only permitted one curfew extension per wk.

Please note, failure to adhere to these procedures will result in sanctions or disciplinary measures. If you've permission to stay out late, but change your mind, please let us know in advance. If you're likely to be late for curfew, you must call the SPOC phone to let us know.

Note: leaving Marcus Lower, Brewer or Cotuit House after curfew or before the previously mentioned times is not allowed. Once you are signed in for curfew you are NOT permitted to wander around the corridors. All curfew violations will be reported and sanctions will follow. If you have any questions about these procedures, please ask a House Parent or a Pathway Manager.

Damages

Any deliberate or accidental damage caused to school property as a result of foolish behaviour or vandalism will result in the student involved paying for repairs / replacement.

Dress Code

It is an expectation you dress and present yourself *in a respectful manner*. You are expected to wear neat, clean and appropriate clothing to school. Hats and caps are not permitted in classrooms unless they are worn for religious reasons.

Fire Alarms

There are multiple Fire Safety arrangements in place to keep you safe.

Fire Alarms: when the fire alarm goes off, you must leave the building immediately, regardless of the time of day or night or the weather conditions. Participation is not optional, everyone needs to evacuate when the alarm goes off.

Fire Procedures for Cotuit Hall campus

If you discover a fire:

Raise the alarm by....

- operating the nearest fire alarm point
- telling a member of staff

Go to your designated fire assembly point on the lawn in front of Cotuit House (see the evacuation plan on your room's noticeboard / other noticeboards around school for further instructions).

Fire Procedures for Cherwell

If you discover a fire:

Raise the alarm by

- operating the nearest fire alarm point
- telling a member of Staff

Go to your designated fire assembly point on Pullens Lane (see the evacuation plan on the noticeboards for further instructions).

If you hear the alarm or receive an evacuation notice in any building...

- exit immediately via the closest Fire Exit
- DO NOT stop to collect personal belongings
- go to your fire assembly point and line up in an orderly manner, activate you Orah App to indicate you are safe
- DO NOT move away from the Fire Assembly point until you are told to do so
- DO NOT re-enter the building until you are told that it is safe to do so

Light Pollution in Residence

Please ensure your curtains are closed when it is dark outside.

Maintenance

You must report any maintenance problems as soon as possible, by scanning any of the Maintenance QR code posters (they're on numerous noticeboards around school, including in your room) to report the fault. It's very easy to do! The maintenance team will only enter your room if you've logged a fault via this QR code App. A note will be left in your room by the team once the problem is fixed.

Meetings: one-to-one

- meetings are a formal and compulsory arrangement
- you will meet (on an appointment basis) with your Academic Tutor, one-to-one, every two weeks
- you will meet (on an appointment basis) with your Pathway Manager, one-to-one, every three weeks
- you will meet (on an appointment basis) with your University Guidance Counsellor, one-to-one, every term
- you must attend these meetings
- In addition to these formal meetings, you will have frequent meetings with these members of staff as well as with your teachers and House Parents.

Mobile Phones in Lessons

Mobile phones may be used in lessons only for educational purposes (e.g. translation, photographing an experiment) and only at the discretion of your teacher. All students must have a UK mobile SIM card to enable staff to contact you at any time.

ManageBac

ManageBac is our online communication portal. Your teachers will use ManageBac to contact you and you can use it to message them.

Noise Pollution

Please keep television / music at a level that does not disturb others in residence. The use of equipment such as amplifiers and drum machines, is not permitted in residence, except in designated areas. The playing of guitars, keyboards, etc. without headphones should be avoided after 21:00. Any use after curfew is prohibited. It is against the law in the UK to play music aloud outside via phones, computers or speakers. Please show due consideration to the people around you by not doing this at any time.

Noticeboards and Digital Signage

We have a number of noticeboards, on both campuses, to share important school and local information. These are located in Court House, our Cherwell teaching building, Marcus Lower residence, Brewer residences and in the Student Lounge on the Court Hall campus. It is your responsibility to check the noticeboards and to remember key information about weekly events.

Orah App

- Orah is our third party App. You need to download Orah's student app to:
- sign in / out
- opt in to trips and activities
- apply for curfew extensions
- manage off campus requests (and approvals)
 - acknowledge your safe during fire evacuations

Please note, some Orah passes (e.g. curfew extensions, weekend leave requests, absence from lessons*, etc.) will also require your parents authorisation before final approval is considered.

*only preset approvable reasons will be considered









































Technical requirements: Orah works with NFC capable devices, it's essential your mobile device supports this function, and you've a working UK phone number. If either these technical requirements are not met, students will be asked to upgrade their mobile device and / or obtain a local UK phone number.

Orah Snip:

Pastoral Categories

+ New Category

+ New Subcategory

<div><div></div></div>	<div><div></div><div>Non-attendance to wkend, trip (0)</div></div>	<div><div></div><div></div><div></div></div>
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<div><div></div></div>	<div><div></div><div>Merit (0)</div></div>	<div><div></div><div></div><div></div></div>
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<div><div></div></div>	<div><div></div><div>Bullying (log) (0)</div></div>	<div><div></div><div></div><div></div></div>
<div><div></div></div>	<div><div></div><div>Searches & Confiscations (log) (0)</div></div>	<div><div></div><div></div><div></div></div>
<div><div></div></div>	<div><div></div><div>Use of Reasonable Force (log) (0)</div></div>	<div><div></div><div></div><div></div></div>
<div><div></div></div>	<div><div></div><div>Significant illnesses (supporting Appendix B: List of records) (0)</div></div>	<div><div></div><div></div><div></div></div>