YOUR journey starts here



OXFORD International College Brighton

A NORD ANGLIA EDUCATION SCHOOL

Boarding Student and Parent Handbook 2026/2027



Welcome to OIC BRIGHTON

You are joining a community shaped by ambition, belonging and curiosity.

These values sit at the heart of everything we do. Our purpose is clear. We want you to grow into confident, thoughtful and capable young people, ready to make your mark on the world beyond school.

You have come here with ambition, your own and often that of your family too. We recognise that and we share it. OIC Brighton is an ambitious place with high expectations and a strong belief in what you can achieve. We will push you to do your best, but also support you to get there. What matters is not just your results, but the habits and character you build along the way.

Just as important is belonging. This is a diverse, international community where everyone should feel seen, valued and included. You will learn with people from different backgrounds and experiences. Take the time to understand one another, support each other and build friendships that will stay with you.

Curiosity is what drives real learning. Ask questions, get involved and try things you have not done before. Use your time here fully. Take opportunities, work hard and enjoy the process.

We want you to leave OIC Brighton with excellent outcomes, but also with the confidence and independence to take your next steps with clarity and purpose.

Liz Free

Principal

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Before you

ARRIVE



College uniform

Our college uniform is provided by Billings & Edmonds, Eton and can be ordered online or you can visit the store, where they will use their knowledge and experience to guide you through the “kitting-out” process and advise you on your child’s requirements and sizing.

Please note a full range of OICB uniform and sportswear in all sizes is kept at OICB for students to try on before buying online. Appointments to view the uniform can be made at the College reception.

We strongly suggest that uniform is purchased as soon as possible. Please find below the Uniform List for your consideration.

Please note the quantities are recommendations based on the College’s laundry cycle.

Orders can be delivered to the college for collection upon arrival.

Scan or click to order online:

Billings & Edmonds
132 High Street, Eton,
Berkshire, SL4 6AR

Scan or click to make an appointment:

Items	Quantity	Notes
Compulsory uniform (not required in Years 12 and 13)		
OICB black and/or white polo	**6**	Students may choose long- or short-sleeved, both black and white, 6 in total.
OICB full zip sweatshirt	**2**	
OICB chino trousers (regular or fitted) OR OICB skirt	**2**	The fitted style is a female cut.
White ankle socks (worn with the skirt in the Summer Term)	**6 pairs**	Can be bought elsewhere.
Black/white shoes/trainers (any)	**1 pair**	Plain black or white, can be bought elsewhere.
Name tapes	**Min. 100**	20 to be kept at the College, can be bought elsewhere.

All garments, shoes etc. should be named with peel and stick labels.

Items	Quantity	Notes
Optional uniform		
OICB rucksack	**1**	Eco grey rucksack with logo
Black gloves	**1 pair**	Any gloves
OICB jacket		
OICB beanie	**1**	
OICB baseball cap		Black or stone colour caps – can choose
Grey short socks (worn with the trousers)	**6 pairs**	Recommended
Grey long socks OR Grey opaque tights (worn with the skirt in Winter/Spring Terms)	**6 pairs**	Recommended
Compulsory sports kit (required by all year groups)		
OICB polo (regular OR fitted)	**2**	Fitted is female cut
OICB shorts OR OICB skirt	**2**	
OICB Competition House polo*		
OICB hoodie	**2**	
OICB training pants OR OICB leggings	**2**	May also be worn on some College days.
OICB games socks	**2 pairs**	Black/gold hooped
White sports socks (any)	**4 pairs**	
Sports trainers (any)	**2**	1 for indoor, 1 for outdoor
OICB kit bag	**1**	Grey gym bag with logo
Optional sports kit		
OICB base layer top	**1**	White top with logo
OICB gilet	**1**	
OICB coat	**1**	¾ length coat
Boarders only (can be purchased from anywhere)		
Sock bag	**1**	To go in wash with all underwear & socks
Any laundry bag	**1**	B&E to offer 27x 17 black linen bag
Bath towels (looped)	**1**	Optional, only if you wish to have your own towel. Towels are provided by the College
Slippers and/or sliders (any)	**1 pair**	
Home clothes	**N/a**	Please refer to the guidance from the College

All garments, shoes etc. to be named with peel and stick labels.

* Select polo in your relevant House colour: Anderson= GREY / Cori= MAROON / Jex-Blake= PURPLE / Thant= GREEN

All deliveries must be sent to this address (including takeaway):

Oxford International College Brighton
Greenways, Ovingdean
Brighton
BN2 7BA

OIC Brighton 2026-27 Extended Packing List

ESSENTIAL ITEMS

CLOTHES

- ☐ Underwear
- ☐ Socks
- ☐ Pyjamas
- ☐ Casual t-shirts
- ☐ Smart shirts /dresses
- ☐ Casual trousers / leggings
- ☐ Smart trousers / leggings
- ☐ Casual shorts / skirts
- ☐ Sweatshirts / jumpers
- ☐ Swimming trunks / costume
- ☐ Warm casual coat
- ☐ Comfy tops / sweaters
- ☐ Comfy bottoms / trousers

TOILETRIES

- ☐ Roll-on deodorant
- ☐ Toothbrush / toothpaste
- ☐ Shower gel
- ☐ Shampoo
- ☐ Hairbrush / comb
- ☐ Nail clipper / nail file
- ☐ Face wash
- ☐ Cotton buds

SHOES

- ☐ College shoes / formal shoes
- ☐ Sports trainers / sports boots
- ☐ Casual shoes / trainers
- ☐ Hiking boots

ACCESSORIES

- ☐ Electronic chargers - UK plug only (see ‘Electronic Devices’)
- ☐ Overnight bag

RECOMMENDED ITEMS

- ☐ Headphones/earphones
- ☐ Books or magazines
- ☐ Blanket or throw
- ☐ Dressing gown
- ☐ Reusable water bottle
- ☐ Favourite soft toy
- ☐ Slippers or flip flops
- ☐ Notebook/journal
- ☐ Phone or tablet
- ☐ Formal dress/suit
- ☐ Electronic cooling fan with UK-compliant plug

IF APPLICABLE

- ☐ Prescription medication
- ☐ Contact lenses + solution
- ☐ Prescription glasses
- ☐ Make-up + remover
- ☐ Headphones (if in a shared room)
- ☐ Feminine hygiene products
- ☐ Conditioner
- ☐ Hair clips + bobbles
- ☐ Other hair products (non-aerosol only, see ‘Aerosols’)
- ☐ Shaving Kit
- ☐ Earrings
- ☐ Watch

All deliveries must be sent to this address (including takeaway):

Oxford International College Brighton
Greenways, Ovingdean
Brighton
BN2 7BA

Banned items

- ✘ Air diffusers
- ✘ Aerosols*
- ✘ Candles
- ✘ Cleaning chemicals
- ✘ Electrical cooking equipment, coffee machines or refrigeration devices
- ✘ Electric scooters
- ✘ Electric heaters
- ✘ Energy drinks
- ✘ Food items without English labelling
- ✘ Games consoles
- ✘ Irons
- ✘ Knives
- ✘ Non-British Standard compliant plugs, adapters or chargers.**
- ✘ Pets
- ✘ Protein powder, creatine and pre-workout (unless approved by the College Nurse and Gym Instructor)
- ✘ Television
- ✘ Tools (unless for educational purposes and approved by the Director of Boarding)
- ✘ Unchecked medication (see page 47 for reference)
- ✘ Vapes and e-cigarettes

* Any aerosol found with either or both of the following symbols will be confiscated.



** Check for the CE or UKCA symbols to confirm compliance:

CE UKCA

Prohibited items

The College reserves the right to confiscate any such items found in your rooms or in your possession.

- ✘ Weapons including knives
- ✘ Alcohol
- ✘ Drugs including unchecked Controlled Drugs
- ✘ Stolen items
- ✘ Items that could be used to harm or commit crime
- ✘ Smoking paraphernalia including cigarettes, tobacco, cigarette papers, cigars
- ✘ Fireworks
- ✘ Pornographic images

Room searches

Trust and mutual respect are essential features of the ethos at Oxford International College, Brighton and of the interactions among members of our school community. It is nevertheless possible in any school that circumstances may arise where it is necessary to conduct a search for things which are banned under school rules or included in the DfE list of 'prohibited' items. Such a search would generally be motivated by the need to safeguard the health, safety and welfare of students and/or other members of the school community.

For more information, please ask for a copy of the College Conducting a Search – policy and procedure, written with reference to the guidance given by the DfE in the document entitled '**Searching, screening and confiscation - Advice for schools, July 2022'**.

Introducing

YOUR COLLEGE



The Best of British EDUCATION

A truly international community where every student is known and seen.

Oxford International College Brighton (OIC Brighton) is a leading independent day and boarding school for students aged 13–18, set within a stunning 80,000 square metre campus overlooking the South Downs and just minutes from the vibrant city of Brighton.

Located on England's beautiful south coast, OIC Brighton offers the very best of British education within a genuinely international environment. Students benefit from studying in the UK, immersed in British culture, history, and academic traditions, while learning alongside peers from more than 20 countries. This unique combination creates a rich educational experience that develops global perspectives, cross-cultural understanding, and lifelong friendships.

Since opening in 2023, OIC Brighton has established itself as a dynamic and ambitious learning community where students are encouraged to aim high, think independently, and embrace new opportunities. Our spacious campus provides an exceptional setting for learning and personal growth, combining the character and heritage of a traditional British boarding school with modern facilities and an innovative educational approach.

At OIC Brighton, academic success is only part of the story. We believe that students achieve their full potential when they feel a strong sense of belonging, are confident to be themselves, and are inspired to explore the world around them. Through outstanding teaching, dedicated pastoral care, enriching extracurricular opportunities, and a vibrant boarding and day school community, every student is supported to thrive both inside and outside the classroom.

We are proud to be a college where ambition is nurtured, curiosity is celebrated, and every student is known and seen as an individual. Together, these values create a community where young people develop the confidence, character, and skills to succeed at university and beyond.

A COMMUNITY OF PIONEERS

Every student at OIC Brighton belongs to one of our four Competition Houses, each named after a trailblazer who changed the world:



Jex-Blake – Named after Sophia Jex-Blake, one of the first female doctors in the UK, this house celebrates courage, resilience, and the power of challenging the status quo.



Thant – Inspired by U Thant, the first non-European UN Secretary-General, who stood for diplomacy, peace, and global cooperation.



Cori – Honours Gerty Cori, the first woman to win the Nobel Prize in Physiology or Medicine, representing excellence in science and breaking barriers.



Anderson – Named after Elizabeth Garrett Anderson, the first woman to qualify as a doctor in Britain, who became a champion for education and equality.

These houses aren’t just part of college competitions; they reflect our values and the kind of leaders we hope our students will become.

At OIC Brighton, we believe education is about more than academic success alone. Outstanding examination results and exceptional university destinations are important, but they are not the whole story. We aim to develop young people who are equipped not only to succeed at university, but to thrive in an ever-changing world.

Our community is shaped by three core values:



AMBITION

We encourage every student to set ambitious goals and to believe in their potential. Through expert teaching, personalised support and a culture of high expectations, students are empowered to achieve outcomes that reflect their aspirations and open doors to future opportunities.

CURIOSITY

Learning begins with questions. We cultivate intellectual curiosity both inside and beyond the classroom, encouraging students to explore ideas, think critically and embrace new challenges. Through our Super Curriculum, Fusion Project and enrichment opportunities, students develop the confidence to innovate, create and discover.

BELONGING

Students achieve their best when they feel valued, supported and connected. Our inclusive and caring community ensures that every student is known as an individual, with wellbeing, friendship and personal growth at the heart of the OIC Brighton experience.

The Outcome

When Ambition, Curiosity and Belonging come together, students leave OIC Brighton as more than successful learners. They leave as confident, compassionate and future-ready individuals, prepared to make a meaningful contribution to the world around them.

Our Values and Promises

Vision

Oxford International College (OIC) Brighton is characterised by:

- High standards of academic learning and personal development through our super curriculum.
- Excellence in the provision of pastoral care and in the promotion of wellbeing for all in our community.
- A culture in which students explore and develop their passions both inside and outside the classroom, becoming lifelong learners.
- The promotion of independent learning and thinking.
- A culture of integrity, positivity, respect & compassion for others and ourselves.
- A focus on securing the best opportunities and outcomes for students through a strategic Career-oriented approach.
- An evidence-based improvement culture based on regular, cumulative assessment.
- A pioneering culture of academic discovery and ambition.
- A clear and distributed model of leadership for staff and students.

Ethos

- The College is an inspiring place to be, with motivated staff, stimulating and relevant courses, and excellent facilities.
- The College is characterised by the warmth of its community, offering support and kindness in a culture of high expectations and academic ambition.
- The College is international and should enhance, explore and celebrate different cultures, practices and ideas both academically and as a community of learners.
- Our actions and words reflect integrity, positivity, respect & compassion, and a strong sense of service to self and others.
- We will support our students' individual educational needs and goals, securing the best possible opportunities and outcomes.

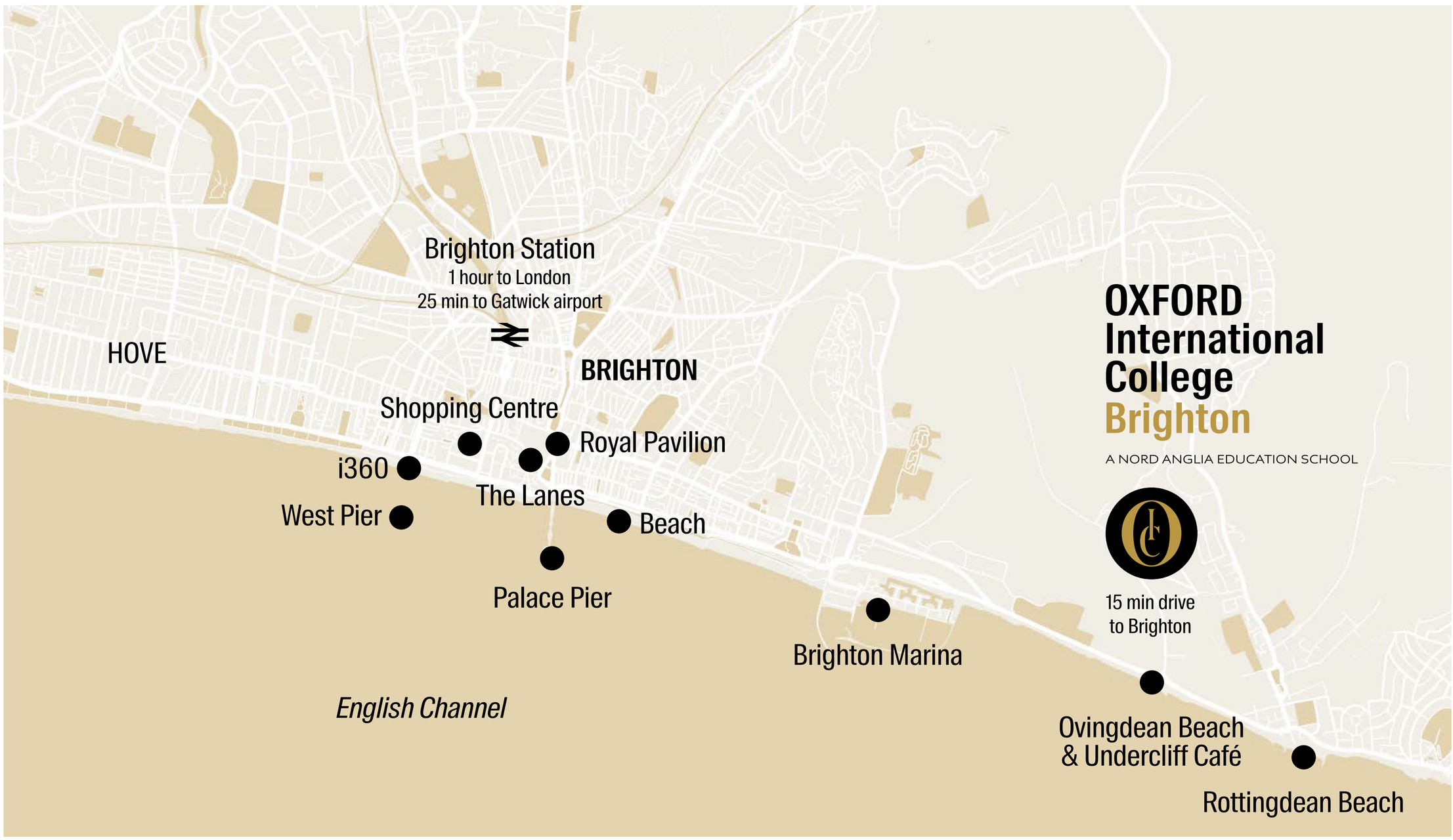
Life in Brighton

Brighton is a vibrant, welcoming seaside city – just an hour from London – that's perfect for study and personal growth. Known for its culture, history, and inclusive spirit, it offers OIC Brighton boarders a safe, inspiring place to live and learn.

Small enough to feel friendly yet packed with cafés, shops, and events, Brighton buzzes with energy. The famous Lanes, lively arts scene, and year-round festivals give students endless ways to explore.

The beach is at its heart. From the iconic pier to peaceful sunsets, it's the perfect place to unwind – just minutes from the college. Diverse and international, Brighton celebrates individuality and new ideas, helping students feel at home and confident being themselves.

At OIC Brighton, boarding life blends structure with opportunity – supporting academic success while building independence. With activities, trips, and everything the city offers on your doorstep, life here is all about balance, discovery, and unforgettable experiences.



OWN THE CROSSING

GREEN CROSS CODE

THE GREEN CROSS CODE

Cross smart. Get there safely.

1 THINK

Find the safest place to cross.
Use pedestrian crossings
whenever you can.

2 STOP

Stand back from the kerb.
Don't step into the road
until you're sure it's safe.

3 LOOK & LISTEN

Check both directions.
Listen as well as look—remember
bikes and electric vehicles can be
quieter than you expect.

4 WAIT

If traffic is coming, let it pass.
Don't assume drivers
have seen you.

5 CROSS SMART

Walk straight across.
Keep looking and listening
until you're safely on
the other side.



NO TEXT IS WORTH RISKING YOUR LIFE.

HEADS UP.
HEADPHONES OFF.
PHONE DOWN.
STAY AWARE.

Child Accident Prevention Trust

Keeping children safe
is everyone's responsibility

capt.org.uk

Always follow the WATER SAFETY CODE

Whenever you are around water:



STOP AND THINK

Take time to assess your surroundings.

Look for the dangers and always research local signs and advice.



STAY TOGETHER

When around water always go with friends or family.

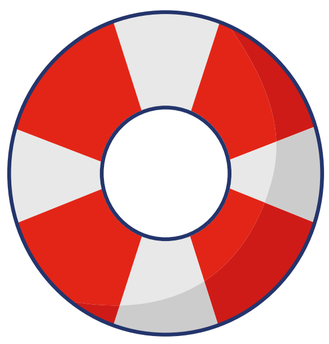
Swim at a lifeguarded venue.

In an emergency:



CALL 999

If you are at the coast, call 999 and ask for the Coastguard. Don’t enter the water to rescue.



FLOAT

Fall in or become tired - stay calm, float on your back and call for help.

Throw something that floats to somebody that has fallen in.

ROYAL LIFE SAVING SOCIETY UK

SCAN ME for more water safety information and advice.

CALENDAR

& Term dates

College Calendar

August

Mon	Tue	Wed	Thur	Fri	Sat	Sun
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

Mon	Tue	Wed	Thur	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Start / End of term · Arrivals · Holiday / Enrichment Week · Holiday / Closed · Inset day

Term and Holiday Dates

Arrival Day (all students)	**26th August 2026**
Autumn Term	**27th August - 11th December 2026**
Autumn Enrichment Week	**24th - 31st October 2026**
Winter holiday - COLLEGE CLOSED TO ALL STUDENTS	**12th December - 3rd January 2027**
Spring Term	**5th January - 12th March 2027**
Spring Enrichment Week	**13th - 20th February 2027**
Spring holiday - COLLEGE CLOSED TO ALL STUDENTS	**26th March - 10th April 2027**
Summer Term	**12th April - 25th June 2027**
Summer Enrichment Week	**29th May - 5th June 2027**
EXAM Contingency Date - ALL STUDENTS MUST REMAIN AT COLLEGE	**23rd June 2027**

UK BANK AND PUBLIC HOLIDAYS 2026-2027

Summer bank holiday - No lessons. Boarding open	**31st August 2026**
Christmas Day	**25th December 2026**
Boxing Day	**26th December 2026**
New Year’s Day	**1st January 2027**
Good Friday	**26th March 2027**
Early May bank holiday	**3rd May 2027**

Boarding LIFE

Welcome to Boarding at OICB

Boarding at OIC Brighton seeks to help students to develop holistically, both inside and out of the classroom, underpinned by exceptional pastoral care delivered by an experienced and nurturing Boarding Team. The Boarding experience uniquely equips our students for their next steps, fostering a sense of belonging whilst promoting independence and resilience.

We strive to create an open, inclusive and purposeful community in which students are encouraged to fulfil their academic and personal potential. As an international community, individual needs are accommodated and diversity is celebrated through our programme of cultural activities.

We set high expectations of our students; the Boarding routine and our support system ensure that structures are in place to allow students to meet these expectations. Wellbeing is prioritised and students are encouraged to establish a healthy study–life balance, working closely with the Boarding team, Strategy Tutor and teaching staff.

We take seriously our responsibility to care for your child and consider it a privilege to shape the next generation. Your first point of contact for any Boarding-related matters is your child's Houseparent who is best placed to find a creative solution to any issue, however small.

We look forward to welcoming you as a family to the OICB community and working closely together in the best interests of your child.



Tom Leighton
Director of Boarding



OICB Boarding Principles and Practice

Boarding at OIC Brighton is fundamental to our aims as a College.

By prioritising students' safety, health and wellbeing, we enable them to thrive academically and personally. Through inclusive, age-appropriate care, we foster positive relationships, healthy habits and personal growth, ensuring every student feels known, supported and seen as an individual.

Our shared values of Ambition, Belonging and Curiosity underpin our international community and prepare students to flourish in the future.

Boarding House facilities and amenities





Kieran Daymon
Senior Houseparent
Ainsworth House

Contact
ainsworth@oicbrighton.com
+44 (0)7477 156 162

Ainsworth House

A HOME FOR BOYS TO LIVE, LEARN AND GROW

Ainsworth House is our dedicated boys' boarding house, providing a welcoming and supportive home for students from Year 9 to Year 13. With a vertical boarding structure that brings together students across year groups, the house fosters a strong sense of community, friendship, and mentorship, where younger students benefit from the guidance of older peers and lasting bonds are formed across the college.

The house is named after William Harrison Ainsworth (1805–1882), the celebrated English historical novelist and author of Ovingdean Grange: A Tale of the South Downs, reflecting the rich heritage of the village of Ovingdean, where our campus is located.

Ainsworth House offers a mix of single and twin-occupancy en-suite bedrooms, providing students with comfortable, modern accommodation that balances privacy with the shared experience of boarding life. The house is designed to be a place where boys can feel safe, settled, and supported, whether they are joining us for the first time in Year 9 or preparing for university applications in Sixth Form.

Connected directly to the Pioneers Café and the spacious Ainsworth Common Room, the house is at the heart of student life beyond the classroom. Evenings and weekends provide opportunities to relax, socialise, take part in house activities, or simply enjoy time with friends in a comfortable and welcoming environment.

More than just a place to stay, Ainsworth House is a community where students develop independence, responsibility, and lifelong friendships while making the most of every aspect of their OIC Brighton experience.





Sumayyah Betaieb
Senior Houseparent
Turing House

Contact
turing@oicbrighton.com
+44 (0)7588 489 469

Turing House

A HOME FOR AMBITIOUS, CONFIDENT YOUNG WOMEN

Turing House is our dedicated girls' boarding house for students in Years 9 to 13. Named after Alan Turing, the brilliant mathematician and codebreaker whose work laid the foundations for modern computing, the house reflects his legacy of curiosity, resilience, and innovation. More than simply a place to live, Turing House is a vibrant and supportive community where girls are encouraged to thrive academically, socially, and personally.

As a vertical house, Turing brings together students from different year groups, creating a unique environment where older students mentor and support younger ones, and friendships develop across the age range. This structure fosters leadership, confidence, and a strong sense of belonging, helping every student feel part of a close-knit community from the moment they arrive.

The house offers a mix of single and twin-occupancy bedrooms with shared bathroom facilities, providing a comfortable and welcoming environment where students can enjoy both personal space and the companionship of living alongside friends.

As a girls-only house, Turing provides a space where students can feel at ease, build confidence, and develop meaningful friendships in a supportive environment. It is a place where girls can celebrate successes together, support one another through challenges, and enjoy all the shared experiences that make boarding life special. From movie nights, baking sessions, wellbeing activities, and cultural celebrations to shared study sessions and house competitions, there are countless opportunities to connect, relax, and create lasting memories.

Turing House boarders benefit from close pastoral care, dedicated study support, and a warm, welcoming atmosphere that feels like a home away from home. Whether working together in the evenings, unwinding with friends after a busy day, or taking part in weekend activities, students quickly become part of a community where lifelong friendships are made and every girl is encouraged to flourish.

Daily Routines: Years 9, 10 & 11

Please note that these timetables are subject to change throughout the year.

Monday-Friday	
Wake up call by staff	**07:10**
Breakfast	**07:25-08:10**
Students collect phones from Dining Hall	**07:30**
Houses close	**08:10**
Registration and announcements in Dining Hall for all students	**08:10**
Assembly/ST time	**08:20**
Form Time with Strategy Tutors	**08:30**
Transition	**08:40**
Period 1	**08:45**
Transition	**09:30**
Period 2	**09:35**
Morning break	**10:20**
Period 3	**10:35**
Transition	**11:20**
Period 4	**11:25**
Lunch	**12:10**
Period 5	**13:10**
Transition	**13:55**
Period 6	**14:00**
Afternoon break	**14:45**
Period 7	**14:55**
Transition	**15:40**
Period 8	**15:45**
Transition	**16:30**
Super Curriculum	**16:35**
Supper	**17:45 - 18:45**
House registration in Dining Hall for all students	**18:45**
Post Collection from Student Services	**19:00-19:10**
Prep Time (all Houses)	**19:15-20:15**
House duties completed*	**21:40**
Years 9 & 10 hand in all electronic devices**	**22:00**
Year 11 hand in all electronic devices**	**22:30**
In rooms and lights out	**22:30**

* *Tasks will include kitchen reset, take out bins, common room tidy.*
** *Students will be permitted to keep devices (not phones) overnight during exam periods and SCITs.*
*** *All students in rooms getting ready for next week and completing house chores.*

Wellbeing Wednesday	
Normal day until **17:30,** House duties and bedtimes the same	
Brighton Marina shuttle bus	**18:30-20:00**
House registration for all students in their Houses	**20:30**

Friday	
Offsite leave will be reviewed based on meal and lesson attendance	**17:30-21:00**
Normal routine	**until 17:30**

Saturday	
Wake up call by staff	**07:10**
Breakfast	**07:25-08:10**
Houses close	**08:10**
Registration in Dining Hall for all students	**08:10**
Academic Time	**08:30-12:30**
Lunch	**12:30-13:30**
Year 11 off-site leave	**12:30-21:00**
Registration in Dining Hall for all students	**13:30**
Years 9 & 10 off-site leave	**13:30-19:15**
Takeaway permitted	**14:00-21:00**
Supper	**17:45-18:45**
Registration in Houses all students	**19:15**
Optional in House activities	**19:30**
Kitchen duties completed	**21:40**
All Students back to Houses	**22:00**
All students in rooms and lights out	**22:30**

Sunday	
Weekly trips are offered and are compulsory for Years 9 and 10 (subject to change based on College calendar)	
Year 11 offsite leave	**9:30-19:00**
Brunch	**10:30 - 12:00**
Sign in in person at the Dining Hall	**10:30**
Takeaway permitted	**13:00-17:00**
Supper	**17:45-18:45**
Registration in Houses all students	**19:15**
Sunday reset***	**19:30 - 20:30**
House duties completed*	**21:40**
Hand in all electronic devices in common rooms**	**22:00**
In rooms and lights out	**22:15**

Daily Routines: Years 12 & 13

Please note that these timetables are subject to change throughout the year.

Monday-Friday	
Wake up call by staff	**07:10**
Breakfast	**07:25-08:10**
Students collect phones from Dining Hall	**07:30**
Houses close	**08:10**
Registration and announcements in Dining Hall for all students	**08:10**
Assembly/ST time	**08:20**
Form Time with Strategy Tutors	**08:30**
Transition	**08:40**
Period 1	**08:45**
Transition	**09:30**
Period 2	**09:35**
Morning break	**10:20**
Period 3	**10:35**
Transition	**11:20**
Period 4	**11:25**
Lunch	**12:10**
Period 5	**13:10**
Transition	**13:55**
Period 6	**14:00**
Afternoon break	**14:45**
Period 7	**14:55**
Transition	**15:40**
Period 8	**15:45**
Transition	**16:30**
Super Curriculum	**16:35**
Supper	**17:45 - 18:45**
House registration in Dining Hall for all students	**18:45**
Post Collection from Student Services	**19:00-19:10**
Prep Time (all Houses)	**19:15-20:15**
House duties completed*	**21:40**
In rooms and lights out	**22:30**

Wellbeing Wednesday	
Normal day until **17:30,** House duties and bedtimes the same	
Off-site leave	**17:30-20:30**
Brighton Marina shuttle bus	**18:30-20:00**
House registration for all students in their Houses	**20:30**

Friday	
Off-site leave	**16:30-21:00**
Normal routine	**until 17:30**

Saturday	
Wake up call by staff	**07:10**
Breakfast	**07:25-08:10**
Houses close	**08:10**
Registration in Dining Hall for all students	**08:10**
Academic Time	**08:30-12:30**
Lunch	**12:30-13:30**
Off-site leave	**12:30-21:00**
Registration in Dining Hall for all students	**13:30**
Takeaway permitted	**14:00-21:00**
Supper	**17:45-18:45**
Registration in Houses all students	**19:15**
Optional in House activities	**19:30**
Kitchen duties completed	**21:40**
All Students back to Houses	**22:00**
All students in rooms and lights out	**22:30**

Sunday	
Offsite leave	**09:30-19:00**
Brunch	**10:30 - 12:00**
Sign in in person at the Dining Hall	**10:30**
Takeaway permitted	**13:00-17:00**
Supper	**17:45-18:45**
Registration in Houses all students	**19:15**
Sunday reset**	**19:30 - 20:30**
In rooms and lights out	**22:30**

* *Tasks will include kitchen reset, take out bins, common room tidy.*
** *All students in rooms getting ready for next week and completing house chores.*

Mealtimes

A diverse and healthy menu is available to Day and Boarding students (breakfast is only available to boarders) and is compulsory for all boarders unless alternative arrangements have been made.

Provision is made for students with special educational needs or disabilities, particular religious, dietary, language or cultural needs and students who wish to fast can make arrangements with their

BREAKFAST

Cumberland Sausage Bap

Free Range Boiled Eggs

Hash Browns

Baked Beans

Grilled Tomatoes

- Porridge Station - with toppings
- Selection of Breakfast Cereals
- Yoghurt Station – with fresh fruit, purées and toppings
- Toasting Station – with deli bread, spreads and preserves

LUNCH

MAIN MEAL: Slow cooked beef meatballs in tomato sauce

VEGETARIAN MEAL: Plant based balls in tomato sauce

SIDES: Garlic bread, roasted seasonal vegetables, pasta

THAI WOK BAR: Thai chicken dish

DESSERT: Raspberry and lemon mousse

- Soup of the day with homemade bread
- Jacket potatoes with baked beans
- Plain pasta
- Pasta sauce of the day
- Salad bar

SUPPER

MAIN MEAL: Teriyaki chicken

VEGETARIAN MEAL: Mushroom teriyaki

SIDES: Jasmine rice, stir fried vegetables

THAI WOK BAR: Thai fish dish

DESSERT: Chocolate cheesecake

- Soup of the day with homemade bread
- Jacket potatoes with baked beans
- Plain pasta
- Pasta sauce of the day
- Salad bar

Food deliveries

Grocery deliveries are not permitted. Snacks can be ordered if they are non-perishable via online stores such as Amazon, but not via food couriers (delivery drivers). A small amount of fresh food may be brought back from off-site but must be stored correctly within a house fridge.

Takeaways

Meals are compulsory for all Boarders.
All students are expected to attend mealtimes where a diverse and healthy menu is available each day. Takeaways are considered treats and are not scheduled meals. Therefore takeaways are limited to promote a healthy, balanced diet.

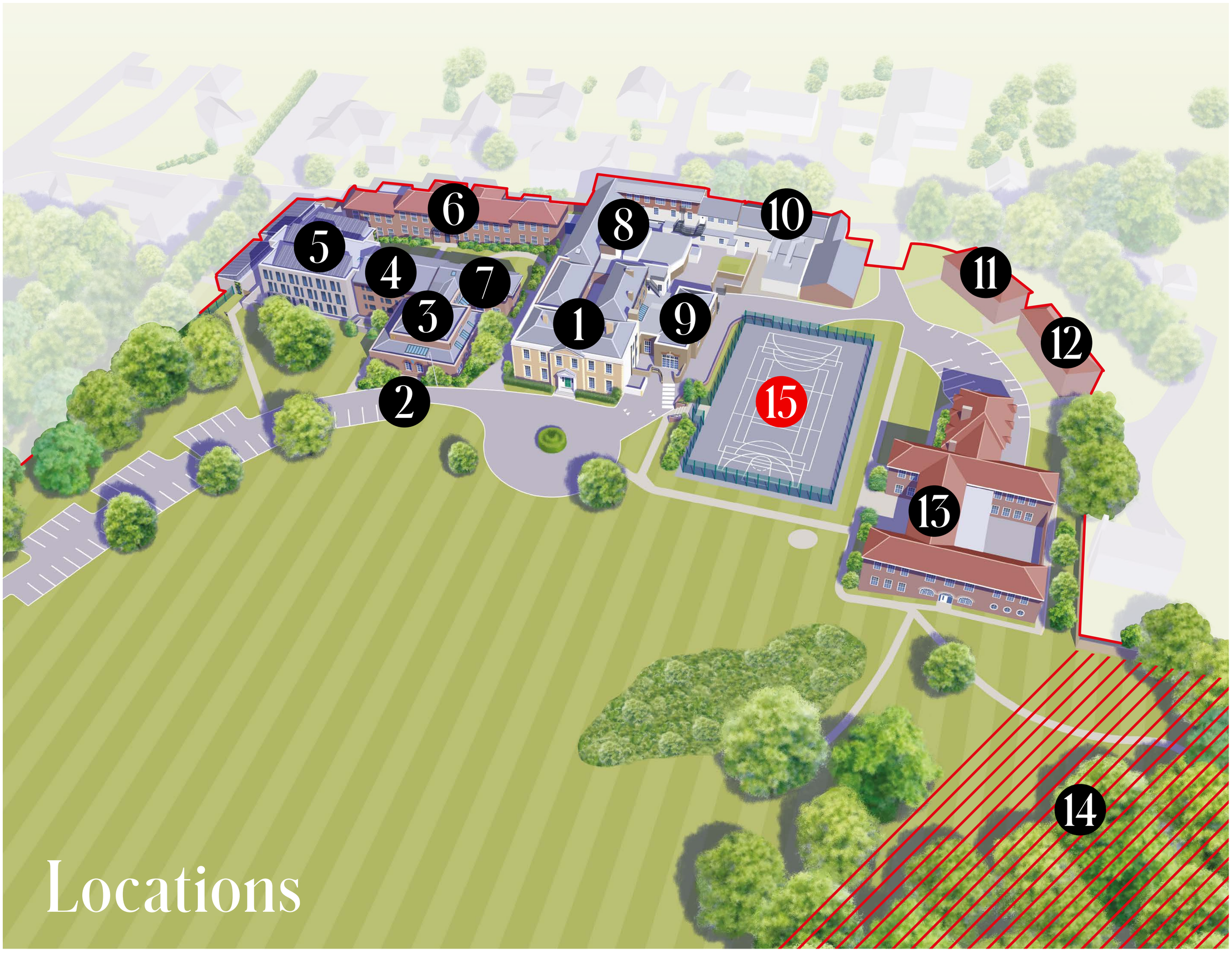
Mon - Fri	None
Saturday	14:00 - 21:00
Sunday	13:00 - 17:00

Using student FRIDGES

- All open food must be wrapped in the cling film provided or in an airtight container.
- You must name and date your food when you opened it. Labels and pens provided.
- Food will be thrown away if the label is not complete or if food is not covered or wrapped appropriately.
- Any food past its use-by-date will be thrown away, without exception.
- Cooked food (e.g. leftovers/takeaway) must be consumed within 24 hours.

Thank you for your cooperation – please speak to Boarding Staff if you have any questions.

Scan to read the government guide to food safety and hygiene



Locations

1	**Ovingdean Hall**	Main reception & Classrooms
2	**Kepler Building**	Peacock learning resource centre
3	**Pioneers Café**	Located on the top floor of the Kepler Building
4	**Gym**	Ground floor of the Kepler Building, accessed from the rear entrance
5	**Ainsworth House**	Ainsworth Boarding House
6	**Gilbert Building**	Main teaching block & Science teaching block
7	**Student Services & Medical Centre**	Access through the side entrance to the Kepler Building
8	**Ovingdean House**	Ovingdean Boarding House
9	**Pavilion Dining Hall**	Access through the side entrance to the Kepler Building
10	**Millennium Theatre**	
11	**Pryde Building**	Staff Building
12	**Roddick Building**	Staff Building
13	**Turing House**	Turing Boarding House
14	**Trim Trail**	Out of bounds outside of school hours unless supervised by staff
15	**Assembly Point**	In the event of a fire alarm, assemble here

Weekend leave out to the local Brighton area

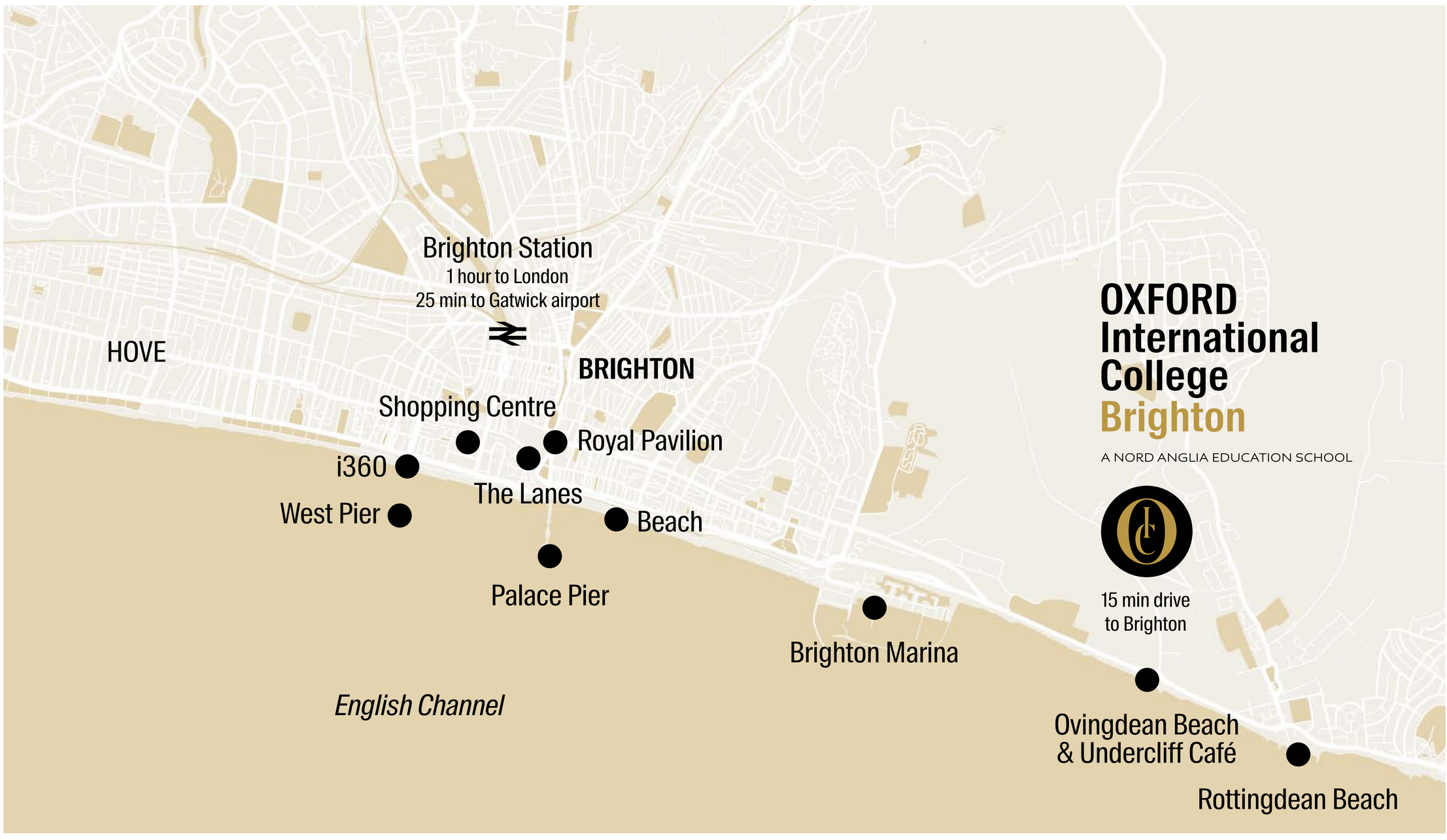
At OIC Brighton, we offer an exciting and engaging weekend and evening programme for our students, designed to make the most of both our local area and destinations further afield. This programme includes a blend of academic enrichment, team-building exercises, and creative, fun activities to keep students engaged and to enhance their boarding experience.

Planned excursions might take students to vibrant cities such as Brighton and London, coastal water sports, thrilling theme parks, the picturesque South Downs and more. These diverse activities ensure that our students not only gain valuable experiences but also enjoy their time at OIC Brighton to the fullest.

Students are welcome to explore the local Brighton area but all leave, or further travel, must have parental permission and an approved Exeat via the REACH system.

All REACH requests must be submitted with at least 24 hours' notice. Exceptional circumstances will be considered on a case-by-case basis by your Houseparent.





Boarding contacts



Tom Leighton Director of Boarding	**General** +44 300 373 3334
DirectorOB@oicbrighton.com	enquiries@oicbrighton.com





Kieran Daymon Senior Houseparent Ainsworth House	**Sumayyah Betaieb** Senior Houseparent Turing House
ainsworth@oicbrighton.com	turing@oicbrighton.com

Weekend contacts

Weekend Duty Members of Staff:

Ainsworth House	ainsworth@oicbrighton.com	+44 (0)7477 156 162
Turing House	turing@oicbrighton.com	+44 (0)7588 489 469

Alternatively, you may wish to contact the Boarding Leadership Team (see above) but please be aware these inboxes may not be monitored over the weekend.

Boarding House Rules and Regulations

Behaviour in the Boarding House should be consistent with that expected by OIC Brighton. Students are expected to treat the Boarding House as an extension of the College and should treat Boarding Staff with the same respect they would treat a teacher or other member of staff. Expectations of boarders are rightly high to ensure their safety, well-being and the creation and maintenance of a warm and caring environment. The emphasis is very much on encouraging and rewarding good behaviour and building a real community in which boarders are able to thrive as individuals.

Boarders are encouraged to develop responsibility for their own actions. As such, we work within a framework to promote positive behaviour and to keep our rules simple, straightforward and easy to follow.

- Boarders must be polite and respectful to each other and to staff.
- Boarders must remain in regular contact with the Boarding Staff.
- Boarders must follow the leave procedure depending on year group and must always be signed in with Boarding Staff in time for curfew.
- Boarders must attend all lessons, activities and registrations on time.
- Boys and girls are housed in separate houses; students should never visit the other gender's corridors, bedrooms and bathrooms.
- Boarders must use the main entrance when visiting another house and sign in with a member of Boarding Staff in person.
- Boarders must be in their own room after curfew and must keep noise to a minimum.
- Boarders must not buy (for themselves or others), use, bring, possess or share alcohol (or any prohibited items) on or off campus, regardless of their age.
- For safety and safeguarding reasons, students must not cut, shave, trim, colour, bleach, dye, or otherwise alter another student's hair, regardless of whether consent has been given. Sanctions will be applied if this takes place.
- Year 9 and 10 Boarders must hand in their electronics in the evening before bedtime.
- Common rooms will close at 22:00 during the week. Weekend timings will differ depending on evening activities in the Boarding House.
- The laundry room will shut at 22:00 for all houses. Washing must be finished by this time.
- Boarders may return to the Boarding House during breaks and after the college day finishes.
- Boarders must provide true and accurate information about their location when offsite, and update Boarding Staff immediately if this changes.
- Sixth Form Students may only use their mobile phones in House common rooms during the College Day.
- All Boarders will be expected to complete a House Duty on rota to contribute to the community.
- Boarders must not possess or use fake IDs for safeguarding reasons.

A comprehensive list of rules will be provided during induction for each Boarding House.

Student Complaints Process

Complete the online form available using this QR code, or talk / write to your House Parent or Strategy Tutor to **RAISE YOUR CONCERN**

Your House Parent, Head of Year or another member of staff will **INVESTIGATE YOUR CONCERN**

Can your concern be resolved informally?

YES

Once your **CONCERN IS RESOLVED**, a record will be made of the concern and resolution

NO

You will be invited to a **FORMAL MEETING** with the Director of Boarding to listen to your concern and try to resolve it

Can your concern be resolved at the meeting?

YES

During the meeting, a **SOLUTION** to your concern will be agreed along with an **ACTION PLAN** (with timescale) based on this solution

Once your **CONCERN IS RESOLVED,** a record will be made of the concern and resolution and there will be a **FOLLOW-UP MEETING** to check on progress

NO

Should you wish to **APPEAL THE DECISION**, you can do so by writing to the Deputy Principal Pastoral and Wellbeing so that your appeal can be investigated

You will be invited to an **APPEAL MEETING** and notified of the **OUTCOME OF YOUR APPEAL** in writing

Was your concern resolved via the appeals process?

YES

NO

Unresolved concerns will be referred to an external **INDEPENDENT PARTY**

Spiritual, Moral, Social and Cultural Development

Celebrating diversity is a key aim of the Boarding House. All schools and colleges are required to promote British Values as outlined below; this includes supporting students of all faiths and no faith.

WHAT ARE BRITISH VALUES?



- Democracy
- The rule of law
- Individual liberty
- Mutual respect
- Tolerance of those of different faiths and beliefs

PLACES OF WORSHIP

	Faith / Belief	Place of Worship	Location	Website
🌱	**Bahá'í Faith**	Brighton & Hove Bahá'í Community	Brighton & Hove	Visit
☸️	**Buddhism**	Brighton Buddhist Centre	Tichborne Street, Brighton	Visit
✝️	**Christianity (African-led / Pentecostal)**	Redeemed Christian Church of God (RCCG)	Brighton & Hove	Visit
✝️	**Christianity (Anglican)**	St Wulfran's Church	Ovingdean, Brighton	Visit
✝️	**Christianity (Anglican)**	St Peter's Church	Brighton	Visit
🕉️	**Hinduism**	Shree Swaminarayan Mandir	Portslade, Brighton	Visit
☪️	**Islam**	Brighton Mosque & Muslim Community Centre	150 Dyke Road, Brighton	Visit
✡️	**Judaism**	Brighton & Hove Jewish Community Centre (BNJC)	Hove	Visit
✝️	**Orthodox Christianity**	Greek Orthodox Church of the Holy Trinity	Hove	Visit
🕊️	**Quakerism**	Brighton Friends Meeting House	Ship Street, Brighton	Visit
🪯	**Sikhism**	Gurdwara Singh Sabha Sussex	Hove	Visit

Academic LIFE

Your FUTURE Starts Here

At OIC Brighton, we believe that education is one of the most important investments you and your family will ever make. Our role is to ensure that every student leaves us not only with outstanding qualifications, but also with the knowledge, skills, confidence, and resilience to thrive in an ever-changing world.

Through small classes, expert teaching, and personalised academic support, we create an environment where students are challenged to think critically, work independently, and develop a genuine love of learning. Every student is encouraged to set ambitious goals and is supported every step of the way in achieving them.

As part of our international community, you will learn alongside students from around the world, gaining new perspectives and developing the cultural awareness, communication skills, and global outlook that universities and employers increasingly value. These experiences help prepare students not just for their next destination, but for success in a connected and diverse global society.

Our commitment to your future extends far beyond examination results. Through university guidance, careers support, enrichment opportunities, competitions, leadership experiences, and the Super Curriculum, students are encouraged to explore their interests, discover new possibilities, and make informed decisions about their future pathways.

The outcomes achieved by our students demonstrate the value of this approach. Students secure offers from leading universities across the UK and internationally, including highly competitive destinations such as the University of Cambridge, Oxford, LSE, UCL, Imperial College London, King's College London, Warwick, Durham and many other top-ranked institutions. Offers span a wide range of disciplines including Medicine, Engineering, Computer Science, Business, Economics, Law, Architecture, Psychology, and the Biomedical Sciences. Our Year 13 students have received impressive offers across Russell Group, G5 and internationally recognised universities.

For families, this provides reassurance that an OIC Brighton education delivers genuine long-term value: exceptional teaching, personalised support, access to world-class opportunities, and a clear pathway towards ambitious university and career destinations. Most importantly, it equips students with the confidence and capability to shape successful and fulfilling futures of their own.



Christine Yabsley-Gavin
Director of Academic Operations



Adrian Price
Head of Teaching and Learning



Our Academic Programmes and Curriculum overview

Y9 CURRICULUM

All Year 9 students take mandatory classes which include core subjects (Maths, English, Sciences, Global Perspectives and the Project Qualification (PQ), Humanities (History, Geography), Arts (Art, Drama), Languages (Mandarin and/or Russian), PE and Personal Development (Careers, PSHCE, Academic Tutoring).

Maths and English are grouped by ability. All students in English study both Language and Literature. Sciences are taught separately (Biology, Chemistry, Physics).

Baseline testing is conducted to stream students and give accurate target grades, and to identify learning support needs. Year 9 students take fortnightly assessments that might include a test under timed conditions, project work or a piece of writing. They also take mid-term and end of term assessments. Assessment results are available every fortnight via Parent Portal.

Additional qualifications and academic programmes available to Year 9, both as part of the taught timetable and during the super curriculum, include: Duke of Edinburgh; LAMDA (London Academy of Music & Dramatic Art).



YEAR 10 AND YEAR 11 (TWO-YEAR IGCSE/GCSE)

Students typically take 10 IGCSE/GCSE courses. These will be assessed by a range of examination boards.

These include core subjects:

- Maths (with or without Additional Maths).
- English (First Language and Literature or Second Language).
- 3 sciences (Biology, Chemistry, Physics).

Four optional subjects are also taken at IGCSE/GCSE.
These options are selected prior to the start of Year 10.

Some students may take 1 or 2 IGCSEs/GCSEs in the summer session of Year 10 but most IGCSE/GCSE examinations will be taken in the summer session of Year 11. Some IGCSE/GCSE qualifications will include a coursework or practical component as part of the assessment; this varies by subject.

Year 10 and 11 students will take weekly SCITS (Standardised, Cumulative, Information Tests). These will normally be 45 minutes long per subject and will be rotated between subjects. Results will be reported to students the following week; results will be collated in monthly reports. Year 10 and 11 students also take mid-term and end of term assessments.

Additional qualifications and academic programmes available to Year 10, both as part of the taught timetable and during the Super Curriculum, include: Duke of Edinburgh; LAMDA (London Academy of Music & Dramatic Art); Global Perspectives; an IGCSE in their own language and a PQ (Project Qualification).



ONE YEAR GCSE PROGRAMME

Students typically take 5 IGCSEs/GCSEs. These will be assessed by a range of examination boards.

These include core subjects:

- Maths.
- English (First Language or Second Language).
- 3 sciences (Biology, Chemistry, Physics).

Year 11 students will take weekly SCITS. These will normally be 45 minutes long per subject and will be rotated between subjects. Results will be reported to students the following week; results will be collated in monthly reports. Year 11 students also take mid-term and end of term assessments.

Additional qualifications and academic programmes available to Year 11, both as part of the taught timetable and during the super curriculum, include: Duke of Edinburgh; LAMDA (London Academy of Music & Dramatic Art); an IGCSE in their own language and a PQ (Project Qualification).



YEAR 12 AND 13

Year 12 students typically take 4 subjects at AS Level. AS Levels are assessed by a range of examination boards and these examinations take place in the summer session of Year 12.

Year 13 students will take 3 or 4 A Level qualifications. These are assessed by a range of examination boards and take place in the summer session of Year 13.

SCITS take place weekly. These will normally be 1 hour long per subject and will be rotated between subjects. Results will be reported to students the following week; results will be collated in monthly reports. Year 12 and 13 students also take mid-term and end of term assessments.

Additional qualifications and academic programmes available to Year 12 and Year 13, both as part of the taught timetable and during the super curriculum, include: Global Perspectives, IELTS (International English Language Testing System), Duke of Edinburgh, LAMDA (London Academy of Music & Dramatic Art), an AS and/or A Level in their own language, university entry papers and the EPQ (Extended Project Qualification).

UNIVERSITY AND CAREER GUIDANCE

A crucial aspect, especially in the sixth form, is considering the range of options available after A-Levels. There will be lots of factors for students to consider and we have dedicated staff to help guide students to the right course in the right location. In the UK, this is done through UCAS, but there will be many students who want to study elsewhere in the world and we are here to facilitate that too.

At OIC Brighton, we offer one-to-one meetings with students to determine their aspirations and to help guide them to be successful in their applications. Visiting universities and meeting with university representatives is an important part of this process.

REVIEW

OIC Brighton students will be supported in developing excellent independent study habits, which will include reviewing work, reading around their subject and exploring beyond the syllabus. Teachers will direct independent work outside of class as follows:

YEAR 9

1–1.5 hours of independent study outside of lessons per subject:

- Preparation/pre-learning before a lesson; may include working through exam-style questions
- Finishing/reviewing notes after a lesson
- Additional reading and research
- Year 9 students take fortnightly assessments that might include a test under timed conditions, project work or a piece of writing.

YEAR 10

3 hours independent study outside of lessons per subject:

- Preparation/pre-learning before a lesson; may include working through exam-style questions
- Additional reading and research
- Finishing/reviewing notes after a lesson
- Revision for SCITS – this may be directed.

YEAR 11

3 hours independent study outside of lessons per subject:

- Preparation/pre-learning before a lesson; may include working through exam-style questions
- Finishing/reviewing notes after a lesson
- Additional reading and research
- Revision for SCITS – this may be directed.

YEAR 12

6 hours independent study outside of lessons per subject:

- Preparation/pre-learning before a lesson; may include working through exam-style questions
- Finishing/reviewing notes after a lesson
- Additional reading and research
- Revision for SCITs – this may be directed.

When setting directed tasks, teachers will be mindful of what is achievable in the time given. Students should ensure that all independent work is stored accessibly and can be viewed by their teachers.

There is no requirement for independent study tasks to be marked by the teacher as feedback will be given after SCITS. There will also be opportunities for self-assessment and peer-assessment.



Academic policies and expectations

ATTENDANCE AND PUNCTUALITY

It is both courteous and best for your learning to attend every lesson, SCITs and assessments on time. This will help you feel on top of your learning and it will enable you to feel confident in your preparation for any examinations.

There may be times when you are unwell and not able to attend your lessons. When this happens, your teachers and Strategy Tutor will develop a support plan with you to help you to catch up on any learning that you may have missed.

CLASS PARTICIPATION AND ENGAGEMENT

At OIC Brighton, we know that you will be inspired by our fantastic team of teachers to be actively involved in your learning in every lesson! Contributing to class discussions, being curious and asking questions, and sharing your insights with others is a vital way to develop as a learner, and master the skills and content of your subjects.

You are expected to be actively engaged in all of your lessons, and to complete the pre-learning and review activities that will support your preparation for your lessons. Your teachers and your Strategy Tutor will always be on hand to offer advice if you are finding some aspects of your learning to be tricky so that you can enjoy, and be fully involved, in all of your lessons.

ACADEMIC INTEGRITY AND HONESTY

It is very important that all of the work that you complete as part of your learning at OIC Brighton is your own. You should never copy, or lend to others so that they can copy, exercises or activities that are intended to display your understanding. You should also not copy and paste information directly from the internet, including AI systems. This is very important because not all of the information gathered in this way is accurate. It is also important because creating your own work means that your teacher is able to quickly and accurately assess what you might need to take you to your next steps in your learning.

When you are completing work such as IGCSE or A Level coursework, or for a Project Qualification, it is essential that you do not include material that you have not referenced correctly. You should also never use AI, websites or other software programmes to create work that you then submit as your own. This is called plagiarism and it is forbidden by the examination boards. Your teachers and strategy tutor will be able to provide you with information about how to reference your work accurately.

This does not mean that you should not discuss ideas and concepts with your peers – in fact, collaboration is an important part of learning as it helps you to have a richer understanding! We also understand the benefits that the internet and AI can bring to education, and we will work alongside you as you navigate the best way of using these systems as part of your learning.

TUTORING

Your time at OIC Brighton will be very full and busy. Your teachers will provide you with the learning experiences that help you to excel in your studies; whilst our Super Curriculum programme, Nord Anglia competitions and the opportunities afforded through cultural trips to the local area and other parts of the UK will support your preparation for applications to the top universities in the world and help you to be workplace ready. For this reason, we request that you do not seek external tutoring during term-time, including in the evenings and at weekends except by prior arrangement with the Director of Academics. This will help you to take full advantage of everything OIC Brighton has to offer you, as well as meaning that you can feel fully part of our college community. It is also very important to build in time to rest and recuperate so that you are ready to face all of your learning with strength, creativity and energy!

Your teachers and academic strategy tutor will be monitoring your progress closely alongside you and they will be able to advise you on any additional support that might be needed, which we will be able to provide for you at College.



PASTORAL / WELLBEING



Wellbeing at OICB

At OICB, we believe in the deep connection between academic progress and strong mental health and wellbeing and this focus runs through the centre of everything we do. Our rigorous academic approach is underpinned by an outstanding pastoral support system, helping students to thrive and prepare in every possible way for the next stage of their journey.

Our Vice Principal, Heads of Year, Director of Boarding and Strategy Tutors work with the students to promote a culture of self-care, respect and equality, creating an environment in which students feel fully supported and ready to take on any challenge. A focus on wellbeing is built directly into the Super Curriculum programme, with dedicated weekly sessions that promote mental and physical health in addition to those valuable, global life skills.

BRIGHTON



Like everything else we do, our five ways to wellbeing at OICB are based on data and the internationally renowned New Economics Foundation Model.

We've embedded our ROCKS programme into daily life on campus.

RELATE	**We encourage one another and create opportunities for social connections.**
OBSERVE	**We take time to notice our surroundings, taking a break from technology.**
CARE	**We give time to others, raise money for charity and are involved in our local community.**
KEEP LEARNING	**We learn new skills and develop professionally.**
STAY ACTIVE	**We take advantage of our surroundings to exercise.**

Students will be given more information on OICB ROCKS and our bespoke wellbeing programme on arrival at OICB.

Medical Provision



CLAIRE SWIFT – COLLEGE NURSE

Claire is an RGN (Registered General Nurse), qualified in 2007 at Brighton University. Claire has a range of work experience, including working as an orthopaedic nurse (including dental), gynaecology, digestive disease and ophthalmology. She has also worked in a GP practice. Although born in Brighton, Claire has lived in Saudi Arabia and Scotland, travelling with her husband while he was in the RAF. Outside work, family is important to Claire, with 2 children and 3 granddaughters.

Claire is available Monday to Friday from 08:00 - 16.00 at the fully equipped Medical Centre or through staff for minor ailments (coughs, colds, cuts etc.) and a range of over-the-counter medication and first aid equipment. She can arrange GP and hospital appointments as required.

We do not allow students to keep paracetamol, ibuprofen etc. in their rooms as it is important that we are able to monitor their health and also to ensure safety for other students. Students may access these through Claire or, in her absence, through House staff. Please be assured that as a nurse, parent and grandparent, Claire is here to care for and support your child's health needs.

Claire Swift	Medical@oicbrighton.com	

Subject: Medical information updates

Dear Parents/Guardians,

We hope you had a wonderful Spring holiday. We really appreciate working so closely with families to ensure we provide continuity of care for your child at College. Parents and Guardians play a key role in this and can support College by ensuring:

- The College Nurse is fully informed if your child has stopped, is currently taking or has changed medication.
- Students hand in ALL MEDICATION, prescription or otherwise, to staff as soon as they return on site for Nurse Claire to check.
- All medication must be handed in by students and cannot be stored in bedrooms until checked and approved by the College Nurse.
- All medical treatment updates are shared with the College Nurse so we can keep accurate records and ensure care plans are in place; this includes dental treatment, vaccinations, hospital visits, medical procedures, and mental health consultations.

As a boarding school, we must follow robust procedures from the UK Royal Pharmaceutical Society regarding the storage and administration of medication to keep everyone safe. We must avoid the possibility that a student possesses or takes any medication we are not aware of.

We take students' health and wellbeing seriously and are very well resourced with an onsite Registered Nurse and Counsellor to support students, in addition to the boarding and pastoral teams. We are very happy to arrange an online meeting to discuss any health-related concerns or matters.

Thank you for keeping us informed about any updates relating to your child's health and wellbeing by emailing medical@oicbrighton.com

Best wishes,

Tom Leighton
Director of Boarding

10 sleep tips for teens

1 Only use your bed for sleep. Don't lie on your bed outside sleep times

2 Try to go to bed and get up at about the same time every day

3 Don’t consume caffeinated drinks after 2pm

4 Eat at least two hours before bed

5 Have a relaxing pre-bed routine. Clear your thoughts, meditate

6 Take a hot bath or shower (more than 20 minutes before bedtime)

7 Try drinking a milky drink or chamomile tea before bed

8 Make your bedroom a quiet place

9 Make sure your bedroom is not too hot

10 Turn your computer off. Leave your phone out of the bedroom

WOOLCOCK
LEADERS IN BREATHING & SLEEP RESEARCH

Dr Chris Seton, Paediatric and Adolescent Sleep Physician
www.woolcock.org.au

Counselling Support



CLARE CONNELLY – HUMANISTIC COUNSELLOR

Clare is a qualified Humanistic Counsellor with a Diploma from Wealden Psychology Institute. In addition, Clare gained a Level 5 Certificate in Counselling Children and Young People with LRS Training in October 2023. She has a first-class honours degree in English Literature from Sheffield University and a Postgraduate Certificate in Secondary Education. Clare has been an English, Drama, Art and Media teacher and taught in secondary schools for over 15 years before becoming a therapist.

Since training as a counsellor, Clare has been a Bereavement Support worker for Momentum Children's Charity and she has worked with adult clients within Kent and Sussex hospices, where she offered therapeutic support to patients, carers and bereaved family members.

Recently, Clare has worked with children aged 6–18 who have experience of someone in their family with a serious illness or who are bereaved at St. Wilfrid's Hospice, Eastbourne, as the Seahorse Project Co-ordinator. She has also worked for Your Space Therapy, a local non-profit organisation, offering creative therapy in local schools in East and West Sussex.

Clare is the lead College Counsellor at Oxford International College Brighton and works Monday to Friday with students who need emotional and wellbeing support. The support is student-led and can involve creative, therapeutic activities, mind-maps, mapping activities and emotion-cards. Individuals can choose to have up to twelve sessions, with some students being offered longer-term work. Clare works alongside the College SENCo, College Nurse and the wider Pastoral Team to offer support and action-planning for students who are struggling with their mental health as well as signposting to external organisations. In addition, she is able to offer sign-posting and advice around the social, emotional and mental health needs of OIC Brighton students to parents and staff and external professionals as required.

Clare Connelly	Counselling@oicbrighton.com	

Independent Person (Advocate)



DIANA WOOLDRIDGE

If you would like to talk to someone outside the College about any of your worries or concerns, you can ring the Independent Person for OIC Brighton.

Diana Wooldridge	+44 (0)7860 353514

Help at Hand

Call us free, Monday - Friday 09:00 - 17:00

0800 528 0731



Living away from home, including in a boarding school

need help?

We offer support and advice if:
You're not getting the right support
/ You don't feel heard
/ You feel unsafe

help.team@childrenscommissioner.gov.uk

CHILDREN'S COMMISSIONER

Safeguarding and Student Services

Safeguarding

INTRODUCTION FROM THE DESIGNATED SAFEGUARDING LEAD

At OIC Brighton, the safety, wellbeing, and happiness of every student is our highest priority. As the Designated Safeguarding Lead (DSL), my role is to ensure that all students feel safe, supported, and listened to throughout their time here.

We understand that life can sometimes be challenging, and that young people and their families may need help navigating difficult situations. Whether you're experiencing changes at home, struggling with your mental health, feeling overwhelmed, or just need someone to talk to, we are here to help. No concern is ever too small.

Working closely with students, parents, guardians and a wide range of professionals, we aim to provide the right support at the right time. We also act as a link between home, College, and external agencies, making sure families can access additional support when needed. Where appropriate, we can signpost you to local services and organisations across Brighton & Hove for specialist advice and support.

Any concerns raised with us are treated with sensitivity, confidentiality, and respect. We know that every student and family can face difficult times, and we're here to offer guidance—whether it's about behaviour, family changes, bereavement, mental health, or any worries about a child's safety.

We also work closely with College staff and safeguarding partners across Brighton & Hove to create a safe, inclusive, and supportive environment where every young person can thrive, learn, and succeed.

Please don't hesitate to reach out if you have a concern about yourself, your child, or someone else. Together, we can ensure every student feels safe, valued, and empowered.

MEET THE SAFEGUARDING TEAM:



Designated Safeguarding Lead

Mr Jonno Melia

DSL@oicbrighton.com



Deputy Designated Safeguarding Lead

Liz Free

AcademicDSL@oicbrighton.com



Deputy Designated Safeguarding Lead

Tom Leighton

BoardingDSL@oicbrighton.com



Deputy Designated Safeguarding Lead

Sumayyah Betaieb

BoardingDSL@oicbrighton.com

THE NSPCC AND EXTERNAL SUPPORT

The NSPCC provides fantastic external support to children and enable anyone to report a concern, either about yourself or if you are worried about another young person.

NSPCC	The NSPCC support page is here
childline	Childline information is here.

The NSPCC runs a dedicated helpline in relation to sexual harassment/sexual abuse: 0800 136 663 or you can email help@nspcc.org.uk.

STUDENT SUPPORT AND COUNSELLING

As you navigate the exciting landscape of College life, you'll inevitably encounter moments of uncertainty, stress and self-discovery.

The College counsellor is there to support you throughout your College journey. The College Counsellor is Clare Connelly. She is knowledgeable, approachable and dedicated to helping you succeed personally and academically. She is on hand if you need a listening ear during challenging times and to offer structured support sessions alongside your College journey. If you would like to see the College Counsellor, then you can contact her at counsellor@oicbrighton.com.

HEALTH CENTRE

The College has a fully equipped medical centre on campus where the College nurse is available to support students during the college day. The College Nurse is Claire Swift who is also on the Safeguarding Team. In the evenings and at weekends, there are several staff available who are first aid trained and there is full access to the Medical Centre if required. If necessary, The Royal Sussex County Hospital is a short drive away and has a full Accident and Emergency Department.

ACADEMIC TUTORING AND STUDY SUPPORT

One of our most important aims at OIC Brighton is to help you to develop an appropriate strategic plan for your future academic journey and career. We tailor what we do to the needs of the individual student – our aim is for each individual to realise their academic, social and personal potential.

One of our strengths as a College with relatively small class sizes and a higher level of personal support is our ability to tailor the learning experience to you as an individual. You will have a Strategy tutor as well as the pastoral team within your House, and we will work very closely with you on your future aims, your progress and the actions that need to be taken to support you in achieving your goals.

SUPER

Curriculum

The Super Curriculum Programme

The Super Curriculum Programme contains a broad programme of opportunities to challenge and extend students and to enhance their chances of a successful university application by enriching their personal statements. This will allow students to develop a wide range of skills and pursue interests, both academically and beyond.

GLOBAL CAMPUS

Global Campus by Nord Anglia Education is more than just an online learning platform; it is a gateway to global citizenship, personal growth, and real-world impact. Designed to connect students across borders, it offers a unique opportunity to collaborate with peers worldwide, engage with thought leaders from institutions like MIT, and tackle challenges that matter to our planet.

At the heart of Global Campus is a commitment to developing the six Cs – the core competencies that prepare students to thrive in a rapidly changing world:

- **Critical Thinking** – Analyse, evaluate, and solve problems with clarity and confidence.
- **Curiosity** – Explore new ideas and ask bold questions about the world around you.
- **Creativity** – Innovate and express yourself through diverse projects and challenges.
- **Compassion** – Understand others, embrace diversity, and act with empathy.
- **Commitment** – Set goals, persevere, and make a lasting impact through purposeful action.
- **Collaboration** – Work together across cultures and disciplines to build solutions that matter.

Through interactive global challenges, sustainability initiatives, and expert-led experiences, students don't just learn - they lead.

They connect with the planet, with each other, and with themselves, discovering their voice and their power to make a difference.

Global Campus is where learning meets purpose. It's where students become changemakers.

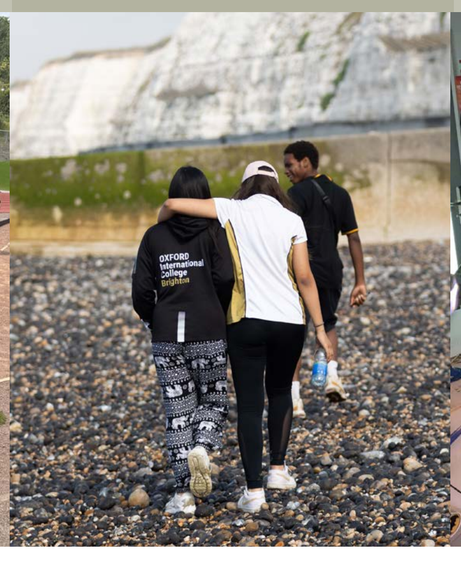


Scan the QR code
to watch a video
about our
Super Curriculum
programme or click here

Super Curriculum Sample Timetable*

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A Ambition	**Maths Enrichment Y11-13** Fab Brienza **MIT Challenge Y10-12** David Austin	**Jump Rope Y9-13** Joy Zhou **LAMDA (Public Speaking) Y9-13** Zahida Shahab **Running Club Y9-13** Sibel Latchman	**Digital Storytelling Club Y9-13** Joanna Clarke **Space Science Projects Y9-13** Gary Newport	**Chess Club Y9-13** Parisa Nejad **Boys Kickboxing Club Y9-13** Liam Mitchell **Music Practice Club Y9-13** Jamie O'Connor	**Art Club (Figure Drawing and Art Competitions) Y9-13** Karen Williames & Daniel Munoz **The Futures Lab Y9-12** Dely Alonso
B Belonging	**Basketball Y9-13** Becs Ashdown and EXT **Jewellery Making Y9-13** Fran Warren	**Brighton and Hove Albion Football Training Y9-13** B&H Albion & Becs Ashdown **Eco Club Y9-13** David Bolton **Mindfulness and Wellness Y9-13** Clare Connelly	**5-A-Side Football Y9-11** Rob Brown **Madagascar The Musical!bY9-13** Anna Landi & Anthony Evans **Tennis Y9-13** Parisa Nejad	**Board Games Club Y9-13** Nic Gibson **OICB Student Council Y9-13 (Elected)** Tom Leighton **Yoga Y9-13** Sarah Falvey (EXT.)	**Female Power Hour (Gym) Y9-13** Liam Mitchell **Volleyball Y9-13** Olivia Corley & Parisa Nejad
C Curiosity	**Psychology: Human Performance Lab Y9-13** Colin Murphy **Mandarin for Beginners Y9-11** Xing Luo **Peter Jones Tycoon Competition Y9-13** Adrian Price	**Chemistry Club Y9-13** Theresa Dougall **Research, AI & Innovation Club Y11-13** Parisa Nejad **Robotics Y11-13** David Austin	**Golf Y9-13** Aaron Ackhoff **Martial Arts: Brazilian Jiu Jitsu Y9-13** Steven Ngan **"Skooled by Kidz!" Y9-11** Christopher Herbert	**Mindful Stitching, Sewing and Crafting Y9-13** Christine Yabsley-Gavin **Model United Nations Y11-13** Tom Spencer	**DJ Club Y9-13** Next Gen Music (EXT.) **Supervised Study Y9-13**
LUNCH CLUBS	**TBC** Tbc	**TBC** Tbc	**TBC** Tbc	**TBC** Tbc	**TBC** Tbc





** This is a sample, new timetables will be released at the beginning of each term.*



Global Campus

2026–2027 – EVENTS OPEN TO ALL STUDENTS

GLOBAL STEAM CHALLENGES (MIT COLLABORATION)

- **When:** Throughout the academic year.
- **Who:** All students (age-appropriate tasks).
- **What:** Students engage in hands-on challenges inspired by MIT (Massachusetts Institute of Technology), exploring real-world problems in science, technology, engineering, arts, and mathematics.
- **Why it matters:** Builds critical thinking, creativity, and collaboration.

UNICEF GLOBAL CHALLENGE

- **When:** Ongoing.
- **Who:** All students.
- **What:** Students work on projects aligned with the UN Sustainable Development Goals, such as climate action, clean water, and education for all.
- **Why it matters:** Encourages compassion, commitment, and global awareness.

GLOBAL DEBATES & MODEL UNITED NATIONS

- **When:** Scheduled throughout the year.
- **Who:** Middle and senior students.
- **What:** Students participate in structured debates and simulations of international diplomacy.
- **Why it matters:** Develops critical thinking, curiosity, and collaboration.

VIRTUAL EXCHANGE PROJECTS

- **When:** Rolling enrolment.
- **Who:** All students.
- **What:** Students collaborate with peers from other NAE schools on cultural, environmental, and innovation-focused projects.
- **Why it matters:** Builds global perspective, teamwork, and empathy.

CREATIVE WRITING AND ART COMPETITIONS

- **When:** Seasonal (Autumn, Spring, Summer).
- **Who:** All students.
- **What:** Submit original stories, poems, or artworks on global themes.
- **Why it matters:** Encourages creativity, self-reflection, and expression.

GC EVENTS RUNNING FROM SEPTEMBER:

Art club competitions	Writing competitions
International film festival	Debating competitions
Sustainable Development Goal projects	Wellbeing challenges
MIT challenges	Chess competitions
STEAM club competitions	Coding courses
Eco Schools challenges	International days
Pen Pals	Expert talks
Book Club	Peer talks

Student-led societies

At OIC Brighton, we encourage students to grow their own interests and hobbies by creating or being involved in student-led societies. Students are provided with the opportunity to meet with the Super Curriculum team and then we can see how we can best support them to get their society up and running.

Project Qualifications

The Project Qualification is an excellent opportunity to develop your independent research skills whilst pursuing a topic of personal interest.

We offer all three levels of AQA Project Qualifications at OICB. Each qualification follows a taught course at OICB, which is compulsory, and guides you through:

- How to identify a topic and enquiry question.
- How to plan your project.
- The best ways to carry out research, monitor your project plan, and create a project outcome (e.g. an essay, research report, or an artefact with a short written report).
- How to prepare and deliver a presentation about your project.

Everyone completes a Production Log that records your journey through the Project Qualification, creates an outcome, submits a piece of writing and carries out a presentation.

Level 1 Project Qualification: completed in Year 9 as part of the core curriculum, and submitted when students are in Year 10 at OICB.

Higher Project Qualification (HPQ): completed in Year 10 and Year 11 Two Year GCSE as part of the core curriculum; submitted when students are in Year 11 at OICB.

Extended Project Qualification (EPQ): studied in Year 12 and Year 13 as an optional course; submitted in Year 13 along with completion of A Levels.

You will either have a class teacher who acts as your supervisor (Level 1 and Higher Project Qualification), or you will be allocated a supervisor from the College team (EPQ). They might not be a specialist in your subject area but that does not matter - in fact, AQA recommends that you do not have a subject specialist, as the project is to be entirely your own work! Your supervisor will meet with you regularly to discuss your work.

We do not accept projects that have had the support of a paid tutor or have been produced using Artificial Intelligence. If the College does not feel that the work is entirely your own, we are not able to submit your Project for examination.



Global Perspectives

Understanding the world from many different angles and perspectives is essential as we seek to think through solutions for big issues societies grapple with. These issues require us to be able to respond in a creative, ethical and informed way, drawing together different ideas, skills and knowledge from the different academic subjects we study. Global Perspectives is an exciting course that enables you to begin to think in this multi-disciplinary way, and we are committed to this subject being one of the core offerings at OICB.

In Year 9 and in Year 10-11 of the Two Year GCSE programme, you will follow a course of Global Perspectives leading to a GCSE qualification. This includes group projects, individual research projects and an examination.

We also offer Global Perspectives A Level as an option for students to complete across Year 12 and Year 13. This can be taken in conjunction with the EPQ and also includes a group project, individual research project and an examination. At A Level, you are able to specialise your work according to your chosen career pathway.

UCAS, University and Career Support

Thinking ahead to your possible career and university courses is one of the best things that you can do as a young person! It helps you to make sense of the hard work you will complete at GCSE and A Level, as well as giving you something exciting to focus on that is personal to you.

At OICB, we are keen that you have the opportunity to explore lots of different options that are available to you, help you to match your skills and interests to the best university course and, potentially, career area, and support you in finding the opportunities that will help you to prepare for this. You will be able to choose your career pathway and follow guided Super Curriculum and Careers talks during your time at OICB. We also arrange visits to different universities, as well as bring in universities and professionals to speak to you about opportunities, university courses and careers.

You must attend all of the Careers Sessions that are arranged for you - sometimes these are in the timetabled day, and sometimes these take place in the Super Curriculum - and you should always have a MOOC (online course) that you are completing.

We use Unifrog as a platform for you to explore different careers and university courses, and to record the activities that you complete as part of your university preparation. Your Strategy Tutor will have regular catch-up meetings with you to discuss your plans and to give you guidance, and we regularly bring in independent careers advisors for you to chat with as well.

When you move into Year 12, the amount of university preparation and guidance increases and you will have more opportunity to practice interview techniques, experience university assessment preparation and receive tailored guidance on university applications. We support students in applying to universities around the world; however, we always expect you to apply to UK universities as well through UCAS so that you maximise the choices available to you.

Student Voice

Student Voice is very important and we support students to have a say through student forums and individual feedback. This is key to identifying what they are getting the most value out of and how we can better support them going forward.

House meetings take place each week to discuss important updates and social activities, and to encourage student feedback. The College Council meets weekly to review wider strategic matters where students can make a direct impact on shaping their College experience.

IMPACT OF STUDENT VOICE 2025-2026

You said, we did:

- Reviewed and updated weekend activities schedule.
- Wellbeing Wednesday – evening leave into Brighton.
- Student choices directly input into evening menu.
- Christmas formal, Halloween and Nigerian Day of Independence celebrations.
- Review of Enrichment week programme for February 2026.
- Review of Hustings process for Student Leaders 2026-2027.
- May Bank Holiday Monday water sports – student bonding day.
- Review and extended leave on weekends.
- Review of access to electronic devices overnight to support studies.
- Student Vote on Takeaway Timings.
- Go Karting trip, Pug Café trip, house meal trips.
- Review of venue for volleyball club.
- Community car wash June 2026 which raised £329 for the Ovingdean Community Defibrillator.
- Reviewed and updated Statement of Boarding Principles and Practice June 2026.



Jonathan (Head Student)



Su (Head Student)

Appendices & Useful Documents

Code of Conduct*

AROUND THE COLLEGE I WILL:

- ✔ Behave politely and respectfully, treating others as I would wish to be treated.
- ✔ Take pride in my appearance and adhere to the College dress code, as appropriate by year group, both during lessons and for PE and sports clubs.
- ✔ Use English as the common language of our College community.
- ✔ Look after all property, whether it belongs to the College, other people, or myself
- ✔ Keep all shared areas of the College clean and tidy and follow the Dining room rotations.
- ✔ Be punctual to all college events and lessons and notify my teacher in advance if I am unable to do so.
- ✔ Communicate politely and appropriately in speech, in writing and online, never making racist, sexist, homophobic or other abusive or offensive remarks.
- ✔ Be organised in my preparation for lessons and timely completion of all homework set.
- ✔ Ensure that my online activity, both on and off-site, doesn't bring the school into disrepute.
- ✔ Adhere to the Acceptable Use Policy at all times when using the school's network.
- ✔ Leave my phone in my House (Boarder) or Locker (Day Student) between 08:20-17:30
- ✔ Follow the College dress code.
- ✔ I understand that public displays of affection make others feel uncomfortable and are not appropriate.
- ✔ Keep my bedroom clean and tidy.
- ✔ Listen to and follow staff instructions at all times.

AROUND THE COLLEGE I WILL NOT:

- ✘ Chew gum or consume energy drinks.
- ✘ Take any food or drink (other than water) into classrooms.
- ✘ Use rude or offensive language.
- ✘ Wear headphones/Airpods between 08:20-17:30.
- ✘ Seek to bypass any of the school network's security systems (e.g. using VPNs, proxy servers, or attempting to hack other users' passwords). I understand that the College reserves the right to conduct random searches of my electronic devices to keep me safe / if there is a suspicion that harmful content is present.

OUTSIDE OF THE COLLEGE I WILL:

- ✔ Be an ambassador for the College behaving at all times as good representative of OIC Brighton.
- ✔ Behave in accordance with all UK or relevant laws.
- ✔ Adhere to the guidelines regarding leaving the College site including seeking permission on REACH to comply with UKVI guidelines.
- ✔ Return punctually, or inform Boarding staff if delayed, as appropriate to my year group.
- ✔ Listen to and follow staff instructions at all times.

* This should be read in conjunction with the College Behaviour Policy

The Acceptable Use Policy Agreement

VISION

At OIC Brighton, we believe that digital technologies can be used to help you to enhance your learning. We want you to be able to employ digital technologies safely, effectively and ethically.

DIGITAL TECHNOLOGIES

This agreement includes all devices and data connected to the College network or brought onto the College campus and boarding houses. Examples of what we mean by this include:

- Any personal devices that you bring with you to College or on College trips under the College's Bring Your Own Device agreement (for example smartphones, laptops and tablets).
- College devices, whether you use them on or off-site. For example: desktop PCs, laptops, tablets, video cameras, mobile phones.
- Data on the college's network. For example SharePoint, Microsoft Teams, your Office 365 account including Outlook, any other websites or apps used on the college's network.
- Any portable storage devices, hard drives you bring with you to college or on college trips.
- The College's Wi-Fi and your college email account.

USE OF DIGITAL TECHNOLOGIES

The agreement sets out the expectations of students with regard to the use of digital technologies. By accepting this agreement you agree to the following statements:

- I will use Digital Technologies (including AI) appropriately and safely.
- I will only access the College systems and networks (including Wi-Fi) with my own username and password.
- I will not share my own or another student's name, location or other personal information with anyone or on any platform outside of those governed by the College.
- I will create a secure password that I will not share with anyone else.
- I will communicate with others respectfully. This means I will use appropriate language and ensure that my digital activity does not hurt, upset or offend anyone else.
- I will report any concerns, misuse or inappropriate material I come across to a member of staff.
- I will ask permission from a teacher before making or using any recordings of other students, visitors or staff (whether photographic, audio or video).
- I will not upload any school resources, information, recordings, or work of others outside the school network without seeking permission from a member of staff (for example on social media or any other website.)
- I will not use Digital Technology (including AI) in a sexually inappropriate way.
  I will not share any sexually inappropriate images.

I understand if I do that my parents and guardian will be contacted and the behaviour policy will apply.

- I will use Digital Technology in lessons solely for the task instructed by my teacher.
- I will ensure that my online activity, both on and off-site, doesn't bring the College into disrepute.
- I will not seek to bypass any of the College network's security systems (e.g. using VPNs, proxy servers, or attempting to hack other users' passwords).
- I will not bring any devices to college that may already have harmful content downloaded on them.
- I will not use 3G, 4G and 5G to download harmful content that will bypass the school's filtering and monitoring systems.
- I will not use any VPNs on site to bypass the school's network.
- I will make sure that if my laptop needs repairing, hardware or software, I will speak with the manufacturer / insurance or warranty companies to make sure it is rectified as soon as possible.
- I will not make any attempt at 'gaming' in any lesson. If I do, I understand my device will be confiscated, my parents will be contacted and I will receive an appropriate sanction.
- I will respect the copyright of College material.
- I will not arrange to meet with anyone I do not know offline that I have communicated with online.
- I understand that the College monitors the use of digital technologies by all users.
- I understand that if I access any inappropriate websites or content whilst at College, this will be flagged to a member of the Safeguarding team and will lead to a discussion with a member of staff.
- I understand that if I break this agreement, sanctions may be applied and my parents and guardians will be contacted.

I have read, understood, and agree to OIC Brighton's Acceptable Use Policy Agreement:

Name _____

Year Group _____

_____

Signature

OXFORD International College Brighton

A NORD ANGLIA EDUCATION SCHOOL

Oxford International College Brighton
Mobile Phone and Personal Devices Policy

POLICY INTENDED FOR: Students

CATEGORY: Pastoral Care and Student Welfare

POLICY IMPLEMENTED BY: Deputy Principal Pastoral

REVIEWED BY: Deputy Principal Pastoral

REVIEWED DATE: June 2026

NEXT REVIEW: June 2027

MOBILE PHONES AND PERSONAL DEVICES

Oxford International College (OIC) Brighton recognises both the benefits and risks associated with mobile phones and personal smart devices. Whilst technology can support communication, organisation and learning, unrestricted use of mobile phones can also create distraction, reduce face-to-face interaction, negatively affect wellbeing and present safeguarding concerns.

The College is committed to maintaining a calm, purposeful and respectful learning environment. In line with current UK Government guidance on mobile phones in schools, OIC Brighton operates a largely phone-free environment by default during the College day. This includes lessons, movement between lessons, break times and lunchtimes, particularly for students in Years 9 to 11.

Limited exceptions are permitted only where they are age-appropriate, proportionate and clearly supervised by time, location and purpose. These include specific arrangements for sixth form students, boarding students, medical or reasonable adjustment needs, and urgent safeguarding or operational circumstances. Any permitted use remains subject to this policy, the Acceptable Use Policy and the Promoting Good Behaviour Policy.

The aims of this policy are:

- To promote high standards of focus, conduct and academic engagement.
- To reduce distraction caused by notifications, messaging and social media.
- To encourage healthy relationships and positive face-to-face communication.
- To support safeguarding and online safety.
- To provide clear and consistent expectations for students, staff and parents.
- To recognise the legitimate communication needs of boarders and international families.

DEFINITION OF PERSONAL DEVICE

For the purposes of this policy, personal devices include:

- Mobile phones and smartphones.
- Smartwatches capable of messaging, calls or internet access.
- Tablets and similar connected devices.
- Earbuds or headphones where linked to phone use.
- Any other or future equivalent personal communication technology.

PRINCIPLES

- Students may bring mobile phones to College at their own risk.
- Devices remain the responsibility of the owner at all times.
- The College cannot accept responsibility for loss, theft or accidental damage unless caused by proven negligence.
- Phones must never be used to bully, intimidate, harass, film or photograph others without permission.
- Phones must not be used in toilets, changing areas, medical rooms or other private spaces.
- During examinations, phones are strictly prohibited unless specifically authorised.
- Students must comply promptly with any reasonable staff instruction regarding use or storage of devices.

COLLEGE DAY EXPECTATIONS

Unless specifically permitted below, the College campus is largely phone-free from 8.20am to 5.30pm Monday to Friday, and from 8.20am to 12.30pm on Saturdays where applicable. Phone-free means that personal devices must not be used, seen or heard during the College day, including during lessons, movement between lessons, break times and lunchtimes, unless a specific exception has been authorised.

YEARS 9 TO 11

For students in Years 9 to 11, the College day is largely phone-free by default throughout the full school day, including break times and lunchtimes.

Boarding Students:

- May collect phones from boarding staff from 7.30am for brief family communication and breakfast use.
- Must hand phones back to boarding staff between 8.10am and 8.20am.
- Phones will be stored securely by boarding staff until the end of the College day or the end of formal College commitments.
- May collect phones from boarding staff at the end of the College day in accordance with boarding routines.
- Phones are also handed in overnight in accordance with boarding routines.
- Boarding students will be able to contact parents and families in private at a suitable time for both parties, taking account of time zone differences and boarding routines.

Day Students:

- Must hand phones in at Student Services between 8.10am and 8.20am.
- Phones may be collected between 4.30pm and 5.30pm when leaving College.
- Students who remain on campus after collecting a phone must keep it out of use unless expressly authorised.

SIXTH FORM (YEARS 12 AND 13)

Sixth form students are expected to demonstrate maturity and model positive standards for younger students. Sixth form access to phones is a limited exception to the phone-free default. It is permitted only at specified times and in the designated sixth form area, and it remains subject to this policy, the Acceptable Use Policy and the Promoting Good Behaviour Policy.

Boarding Students:

- Should leave phones in boarding rooms during lessons, movement between lessons, break times and formal College commitments.
- May use phones only during lunchtime in the designated sixth form area, unless a specific exception has been authorised.
- May access phones outside this arrangement only where agreed with boarding or pastoral staff, for example for family contact across time zones, medical reasons or a safeguarding concern.

Day Students:

- Should store phones in lockers during lessons, movement between lessons, break times and formal College commitments.
- May use phones only during lunchtime in the designated sixth form area, unless a specific exception has been authorised.

ALL SIXTH FORM STUDENTS:

- Must not use phones in view of younger students during the College day.
- Must not use phones in the canteen or mixed-age communal areas during the College day.
- Must comply immediately with any staff instruction regarding appropriate use.

DESIGNATED AREAS

The Ainsworth Common Room and Turing Common Room are the designated phone-use areas for sixth form students during specified permitted times and for specific exceptions only. Other communal areas, including mixed-age common rooms, corridors, classrooms, the dining room and outdoor spaces, remain largely phone-free unless expressly authorised.

TRIPS, RESIDENTIALS AND TRAVEL

This policy also applies to College trips, residential activities, College transport, travel during the College day and activities outside the normal school day, unless the member of staff leading the activity sets a different arrangement in advance.

- Trip leaders, boarding staff or supervising staff will explain any trip-specific arrangements, including when phones may be used for travel, safety, logistics or family contact.
- Students must follow staff instructions about when phones are stored, switched off or permitted.
- Phones must never be used to photograph, film or record others without permission, or in toilets, changing areas, bedrooms, medical rooms or other private spaces.
- Where phones are permitted for travel or residential purposes, use must remain proportionate, respectful and consistent with this policy and the Acceptable Use Policy.

CONTACTING HOME DURING THE DAY

Students needing to contact home during restricted hours should report to Student Services or Main Reception, where reasonable support will be provided. Parents and guardians should contact Main Reception for daytime communication and urgent messages rather than contacting students directly.

Students, including boarders, must always be able to seek help or report online harm. Where access to a device is needed to support reporting a concern, staff will facilitate proportionate access as appropriate.

FILTERING AND MONITORING

The College uses appropriate filtering and monitoring systems in accordance with safeguarding duties and Keeping Children Safe in Education. Filtering and monitoring arrangements are reviewed regularly by the College.

This may include:

- Restriction of social media during the teaching day.
- Restriction of gaming sites during study hours.
- Age-appropriate differentiated access.
- Monitoring of College network usage.

Students must not attempt to bypass College filtering systems, including through VPN use or alternative networks.

SAFEGUARDING AND ONLINE SAFETY

Misuse of mobile phones may constitute a safeguarding concern. This includes, but is not limited to:

- Cyberbullying.
- Sharing indecent, offensive or harmful material.
- Harassment or intimidation.
- Sexting or image-based abuse.
- Online exploitation or coercion.
- Accessing extremist or harmful content.

Any concern should be reported immediately to a member of staff, House Parent, Head of Boarding or the Designated Safeguarding Lead.

SANCTIONS AND CONFISCATION

Where students breach this policy, sanctions will be applied in line with the Promoting Good Behaviour Policy. These may include:

- Reminder or warning.
- Confiscation until the end of the day.
- Confiscation for a longer fixed period.
- Parent collection of the device.
- Reflection or behaviour points.
- Loss of privileges.
- Boarding restrictions.
- Further disciplinary action for repeated or serious breaches.

Lawful confiscation will be handled in line with school powers and procedures. Refusal to hand over a phone, dishonesty, concealment or repeated non-compliance will be treated seriously.

REASONABLE ADJUSTMENTS

The College recognises that some students, including students with disabilities, SEND, medical conditions or exceptional personal circumstances, may require specific arrangements. Any adjustment should be agreed in advance with senior pastoral staff and, where relevant, the SEND, medical or boarding team.

Adjustments will be considered case by case and should be proportionate, limited to the identified need and regularly reviewed. They will normally provide the minimum level of device access necessary while maintaining the College's phone-free default.

PARENTS AND GUARDIANS

The College will publish and explain this policy to parents and guardians, including the reasons for the approach and the sanctions that may apply. Parent and guardian feedback will be considered as part of the policy review process.

Parents and guardians are asked to support the College by:

- Contacting Main Reception for urgent daytime messages.
- Reinforcing healthy digital habits at home.
- Supporting sanctions where expectations have not been met.

THE ROLE OF STAFF

Staff are expected to model the standards set out in this policy. Staff should not use personal mobile phones in front of students except where operationally necessary, for example for urgent safeguarding, medical, duty or emergency communication.

Where operational use is necessary, staff should use devices discreetly and should avoid normalising personal phone use in student areas. Staff should use College systems and devices wherever possible.

STUDENT COMMUNICATION AND INDUCTION

The expectations in this policy will be explained to students at induction, at the start of term and at appropriate intervals during the year. Students will be reminded of the reasons for the policy, the importance of respectful digital conduct and the sanctions that may apply where expectations are not met.

Students may raise practical questions or feedback about the operation of the policy through their House Parent, Strategy Tutor, Head of Year or senior pastoral staff.

RECORDING AND REVIEW

Serious breaches, safeguarding concerns or repeated misconduct may be recorded on appropriate College systems. This policy will be reviewed annually, or earlier if operational experience or statutory guidance requires.

ACCEPTABLE USE POLICY

This Mobile Phones and Personal Devices Policy should be read alongside the College Acceptable Use Policy, which applies to all digital technologies, networks and online behaviour, and operates alongside the Promoting Good Behaviour Policy as part of the College's behaviour expectations.

Where students are permitted to possess or use a mobile phone or personal device, they remain subject to the expectations set out in the Acceptable Use Policy. This includes, but is not limited to:

- Respectful and appropriate online communication.
- No cyberbullying, harassment or intimidation.
- No unauthorised photography, audio or video recording.
- No attempts to bypass College filtering or monitoring systems, including VPN use.
- No access to inappropriate, harmful or unlawful content.
- Appropriate use of AI, digital platforms and College systems.
- Protection of passwords, accounts and personal data.

Any misuse involving digital conduct may be addressed under both this policy and the Acceptable Use Policy, in addition to the College behaviour and safeguarding procedures.

OTHER RELATED POLICIES

- Promoting Good Behaviour Policy.
- Safeguarding and Child Protection Policy.
- Online Safety / Acceptable Use Policy.
- Boarding Handbook.
- Examinations Policy.

Dress Code

As a guiding principle, the dress code at OIC Brighton is intended to be comfortable and bring us together as a community. It is intended to assist in your learning. Therefore:

- Any item or habit of dress or accessory which impedes your or others' learning, e.g. by being impractical or distracting, is not allowed during the normal College day.

Whilst OIC Brighton students are encouraged to express their individuality, you should also be mindful of the effect your appearance can have on others, e.g. on visitors to the College. As students at OIC Brighton, you should take pride in your appearance, therefore:

- Clothing is expected to be clean and not torn.
- Shoes should be clean.
- Hair is expected to be neat and long hair will need to be tied up for specific educational purposes e.g. in science lessons or for sports.

DAY WEAR

YEARS 9, 10 AND 11

Normal day wear should include:

- College Polo Shirt* (black or white, long or short sleeve).
- College chino trousers or skirt* OR sports leggings or tracksuit trousers.
- College zip-up sweatshirt* OR sports hoodie.
- Plain black or white shoes or trainers. NO Crocs, sliders or flip flops.

Outdoor clothing, including the College coat, gilet, baseball cap, winter hat and scarf – should be removed in study areas and classrooms.

YEARS 12 AND 13

Students in Years 12 and 13 may wear their own clothes during the College day, and may choose to wear optional items of uniform and College sportswear.

Their clothing during the College day should:

- Be clean and presentable, not torn.
- Not feature any images or words which may cause offence.

The following items are not suitable during the College day:

- Crocs, sliders or flip flops.
- Sleeveless or strappy vests.
- Very short skirts or shorts.
- Cropped tops.

SPORTSWEAR

ALL STUDENTS (Years 9 to 13) should wear the following for games and PE lessons:

- College sports t-shirt OR house t-shirt.
- College sports leggings, tracksuit bottoms, shorts or skirt.
- College sports hoodie.
- Any trainers / suitable sports footwear.

OIC Brighton will not give permission for any students to have tattoos whilst studying at the College. Any student with an existing visible tattoo must ensure that it is not explicit or offensive in any way.

Computer hardware usage guidance

Dear Parents,

As a future-thinking college, IT literacy and digital awareness is hugely valued at OIC Brighton. As such, we will be operating a 'Bring Your Own Device' (BYOD) policy across the college. This means that students bring their own computing device to college, which they can connect to the college's Wi-Fi to take part in college work and activities.

We issue students with a 'Microsoft 365' account that grants students full access to Microsoft's productivity suite, including: Word, PowerPoint, Excel, OneNote, Teams, Outlook, and OneDrive. Our Microsoft license allows students to use either the cloud-based version of this suite operating in a browser window, or to download the full desktop suite, granting them the full functionality of the desktop applications. Microsoft 365 is used extensively throughout the college across all lessons and students are expected to make full use of these tools.

We recommend the following devices that will best allow students to get the most from our digital environment:

- For Key Stage 4 students (i.e. students up to Year 11 when they take their GCSEs), we currently recommend Microsoft's Surface Go 3, complete with keyboard type cover and stylus. (Note the Surface Go 2 may be available for less and would also be a suitable device).
- For Sixth Form students we currently recommend the Surface Pro 9. (Note the Surface Pro 8 may be available for less and would also be a suitable device).

For all students, a suitable carry case is also recommended. Further details on these devices can be found at www.microsoft.com

Of course, the nature of our BYOD policy does allow students to use alternative devices to those recommended above, and certainly there are less expensive options available. However, as a minimum the following requirements should be met:

- Windows operating system (Windows 10 or 11).
- Has a touchscreen and a stylus supporting inking.

Extensive research has shown that writing by hand engages areas of the brain associated with recall and comprehension that typing on a keyboard bypasses. Providing learners with a device that has a precise, on-screen digital pen increases their ability to:

- Produce appropriate ideas.
- Solve problems.
- Communicate and build on complex ideas.
- Make accurate inferences about information.
- Learn during note taking and knowledge creation.

Research shows that a digital pen is one of the most important components in ensuring the impact of a device for maximising learning outcomes. We hope, therefore, it will be possible for most students to have a digital pen from this September because of the benefits this brings so if you are replacing a device or upgrading, please bear this in mind.

We believe that students having access to digital devices allows them to better develop the advanced skills they will need to succeed in the globalised, knowledge-based world of today and tomorrow.

If you have any questions or would like to discuss a specific device you are considering for your child, please contact enquiries@oicbrighton.com and we will connect you with the relevant staff member.

With warmest regards,

Liz Free

Principal

Apps we use

unifrog	**UNIFROG** The universal destinations platform
SENECA	**SENECA** Online Learning & Tutoring for A Level, GCSE & KS3
SaveMyExams	**SAVE MY EXAMS** Revision Notes, Past Papers & Exam Questions
Reach	**REACH** The world's most trusted Student Life Management System
Microsoft Teams	**MICROSOFT TEAMS**
INVOLVE EDUCATION	**INVOLVE SCHOOL PORTAL**

FAQs

“Do students wear a uniform?”

In Years 9, 10, and 11, our students wear a casual uniform comprising polo shirts, chinos or a skirt, a zip-up sweatshirt, and plain shoes or trainers. This ensures everyone looks smart and tidy, feels comfortable, and is ready to tackle anything the day throws at them. Our Year 12 and 13 students can either wear their own clothes during the college day or items of uniform. For sports, students wear our bespoke college kit.

“How can I set up a bank account?”

Setting up a bank account has a few different conditions:

- You will need a bank letter from the college which proves that you are a student at OICB.
- If you are over 16, you can set up the account without an adult present.
- If you are under 16, you must have your legal guardian/parent present. A staff member cannot do this.
- If you are under 16, but your parents have a bank account with a specific bank in the UK, you can sign up without your guardian.

“What should I do if I feel unwell?”

Wherever you are on campus, regardless of the time, day or night, our staff are here for you. If you feel unwell during the college day, please speak to one of your teachers. In the evening or overnight, please tell our Boarding House Team. We have a dedicated medical centre and nurse on site. We’re also just minutes away from local GP surgeries and hospitals.

“How do you support student wellbeing?”

Student health, happiness, and wellbeing are our priority. We know how important it is to help our young people settle into college life, both socially and academically. That’s why the education we offer is underpinned by an outstanding pastoral system, which nurtures personal growth and provides the 24/7 care our students need to thrive.

Throughout your time here, you’ll be supported by a team of experts, including your Strategy Tutor, our Boarding House Team, and Counsellor. Our OICB ROCKS ‘five ways to wellbeing’ programme promotes positive emotional and physical health, too. You can also access bespoke support in our dedicated wellbeing centre.

“Will I share a room?”

We offer twin- and single-room occupancy for all Year Groups. Turing House (girls only) has shared bathrooms. Ainsworth House (boys only) has en-suite bathrooms.

“Can I choose my roommate?”

Returning students can choose 5 students they would not mind sharing a room with. We cannot guarantee you will get your number one choice, but we will do our best to make this happen. New students will be placed with a different nationality if possible, and with a student from the same year group.

“What happens if I don’t get on with my roommate?”

The first thing to do here is to speak to either your House Parent or your Strategy Tutor. They will be very happy to support you with this.

“What meals will I eat?”

Our boarders enjoy a freshly prepared breakfast, lunch, and dinner every day, which they eat together in the college’s communal dining room, The Pavilion. Our menu has been carefully crafted with wellbeing and physical health in mind, taking inspiration from different cuisines, and giving students a real home-from-home experience. This includes a creative lunch menu, which includes two main choices, as well as a street food-style option, sides, and dessert.

“Can I leave the campus?”

Yes, you can leave campus, but there are specific rules for each year group. Furthermore, whenever you leave campus, you must sign out using our Reach boarding software which will be shown to you during induction:

Year 9: Can leave campus on Sunday between 1400-1730 and must be accompanied by a staff member. We have a shuttle bus for Year 9s.

Year 10: Can go into town on Saturday and Sunday and must go in groups of three.

Year 11: Can go into town on Saturday and Sunday and must go in groups of three.

Year 12/13: Can go into town on their own on the weekend and after lessons during the week for a short period.

Students can apply to go outside of Brighton with parental permission for each request. Students should be attending all registrations on site if they have gone for a trip to Brighton.

“Do I have to leave the College over the holidays?”

Our boarding fees cover your accommodation during term time (including weekends) and enrichment weeks. Both our houses are closed during the winter (Christmas), spring (Easter), and summer holidays.

“What should I do if I feel homesick?”

Feeling homesick is normal, especially if you are boarding for the first time. We have a dedicated boarding team who are here to help. They have a wealth of experience in dealing with feelings of isolation or loneliness. We also have a fantastic counsellor who is available during the week to support students who are really struggling.

“Do I need spending money during the week?”

It would be good to have some spending money during the week for you to use at the café if you wanted to have a catch-up with a friend or grab a hot drink whilst studying.

“What do I do in the evenings?”

In the evenings you will finish Super Curriculum activities at 17:30. You will then have dinner and get ready for registration around 19:00. After that you will go into prep time which will finish around 20:15. You then have free time and can take part in activities put on by the boarding team. These can range from football to creative writing.

Years 9-10 will hand in electronic devices by 22:00, Year 11 by 22:30.

All students should then be in their own rooms and lights out at 22:30.

“Can we keep our laptops or iPads during the night?”

Yes, you can. However, if staff report that you are consistently tired in the mornings or not waking up on time, you may find that they are taken in the evening to promote good sleep habits.

“Are there restrictions on the internet?”

The college has filters on the internet to prevent access to websites that are not applicable to students. Furthermore, the internet turns off at a certain time of night. The time depends on your year group, which will be explained during induction.

“What should I do if I have difficulties with my independent study?”

If you are having difficulties with your independent study, please do the following:

- Consult with your teachers (Strategy Tutor; Boarding Houseparent or assistant; subject teacher). Get the help you need to complete your work effectively.
- Catch up on any missed work as directed by your AST. Any work considered unsatisfactory by your subject teacher should be redone within agreed timeframes. A demerit will be issued and your AST notified.
- Frequent difficulties in the completion or quality of Review will lead to further sanctions, as per the Rewards and Conduct guidelines, which may include exclusion from activities. Your parents would be notified.

“How do I choose my GCSE or A Level subjects?”

This will depend on your interests, your skills and your strategic pathway. We can offer a conversation to new joiners to help you to decide. Once you are at OICB further guidance is given about subject choice and your Strategy Tutor plays an important role in helping you to decide which subjects are best for you.

At GCSE there are some core subjects that you will need to study and then you choose your options based on the subjects you enjoy the most and are most likely to do well in.

“What are SCITS and how often will I have them?”

SCITs happen each Saturday morning most weeks in the Autumn and Spring terms for Year 10-13, with some taking place in the first part of the summer term for Year 10. They contain exam-style questions and help students to revise steadily throughout their courses and to have targeted feedback on their next steps for improvement.

“How can I get involved in the Super Curriculum activities?”

Each term the Super Curriculum programme is shared with students so that you can select your options. Your strategy tutor is able to provide guidance on which options will be good for you to choose according to your interests and strategic pathway.

“How do you support university applications?”

Extensive support is provided for university applications from Year 9. Students gain awareness of different courses, institutions and how to prepare a strategic application, with the guidance becoming more nuanced in the second half of Year 12 and in Year 13 as application deadlines draw closer. We can support students in making competitive applications to institutions worldwide.

“What is the role of a Strategy Tutor?”

The Strategy Tutor is the first point of contact for a student and parents. They oversee a student’s academic progress, personal development and strategic pathway.

“Are work experience opportunities available and what is the process for access?”

We offer immersive work experience opportunities with companies such as Biograd; however, universities value most the opportunities that a student seeks out themselves! Strategy tutors can give support, but students are encouraged to show initiative and independence as this will ultimately lead to a stronger university application.

“Do I need my own laundry detergent and will I pay a separate charge to wash my clothes?”

No, you do not pay anything extra and the college provides detergent and softener.

A QUICK GUIDE for boarders

A-Z

A AEROSOLS

Aerosols are banned on site and will be confiscated, apart from deodorant aerosols. However, we would strongly recommend the use of roll-on deodorant for ecological and health and safety reasons.

Any aerosol found with either or both of the following symbols will be confiscated.



ALCOHOL

Boarders must not buy (for themselves or others), use, bring, possess or share alcohol (or any prohibited items) on or off campus, regardless of their age.

ACCESS TO HOUSES

Access to the Boarding Houses has specific guidelines regarding access during the day. Only Sixth Form students are permitted to return to the Houses and bedrooms after 10:00 (break time) if they have a private study period. It is not possible before this time so the Domestic Team can clean rooms. Students in Years 9, 10 and 11 are not permitted to return to their bedrooms during the school day but may return to House Common areas at break time and lunch time. This privilege can be removed if there are concerns regarding behaviour, attendance or academic progress.

B BEDROOMS / AREAS

Students are allowed in each other's rooms provided a person from that room is present. This entitlement may be rescinded for individuals in certain cases. If asked to leave by a resident of that room the visitor must do so and may not return without consulting duty staff.

Mixed-gender visits are never allowed. Visitors (non-boarders) must never go to bedroom areas.

Students are NOT allowed into each other's bedrooms after bedtimes.

Parents are only allowed in student's rooms if accompanied by a member of staff.

We expect boarders to keep their rooms neat and tidy.

Candles with a naked flame are strictly not allowed in Boarding. Students may use battery-operated candles and fairy lights only.

BODY PIERCING AND TATTOOING

Under no circumstances are boarders allowed to undergo body piercing or tattooing whilst staying in Boarding. There are health issues associated with these practices and tattooing is an irreversible process. Boarding staff are therefore unwilling to agree to either. It is illegal to ink a tattoo on anyone under the age of 18. We reserve the right to ask students to remove piercings we deem unacceptable.

BOUNDARIES

Boarders are trusted to stay within the confines of the college boundaries. After lessons, boarders are free to sign out but must remain within the college bounds. On Saturday afternoons, boarders from Year 9 upwards may go to Brighton with the permission of Houseparents, once they have signed out with the Houseparent. Please note that asking permission and signing out is compulsory. It's also important that you know where you can go.

BRITISH VALUES

All schools and colleges are required to promote British values, defined as: democracy, rule of law, individual liberty, and mutual respect and acceptance of those with different faiths and beliefs. Celebrating diversity is a key aim of our Boarding House.

C

CANDLES

Candles with a naked flame are not permitted on site. Battery candles are allowed.

CARS

Boarders may not have cars or motorbikes. Boarders may not travel in the cars of day students unless permission is in place from both the driver's parent/carer and the passenger's parent/carer.

CCTV

CCTV cameras are used to ensure the safety of our students and staff.

COMPLAINTS

We take all issues of concern very seriously and would hope that they can be satisfactorily resolved at the informal stage of the College's Complaints Policy following discussions and exploring other resolutions. Whilst formal complaints are uncommon, we acknowledge that students, parents, staff, any person who has been provided with a service by the College, or a member of the public from the wider community may wish to make a formal complaint. If a concern cannot be resolved informally and a student wishes to make a complaint, they should speak to a member of staff and follow this process.
See page 32

D

DAMAGE

Boarders are responsible for any damage in their rooms and must pay for it. Other damage in the Boarding Houses will be paid for by those responsible for causing it. Any unpaid costs will be taken from the Security Deposit after the student has left the College. This includes a charge for not fully clearing bedrooms at the end of year.

DIFFUSERS AND INCENSE BURNERS

Electronic or battery diffusers or burners are not permitted on site.

DECORATIONS

Students are encouraged to decorate and personalise their rooms within the bounds of decency and good taste, ensuring no damage is caused. They are responsible for any repairs needed due to damage incurred during the year.

DRESS CODE

At OIC Brighton we have a clear uniform policy. All students in Years 9-11 are expected to wear the uniform Monday to Friday.

Sixth Form students are allowed to wear their own clothes but they must be in keeping with our dress code.

Weekend dress code should be appropriate for the location and weather. Students must adhere to the following:

- ✘ No pyjamas outside of the bedroom.
- ✘ No crocs etc.
- ✘ No strappy tops.
- ✘ No short skirts / shorts.
- ✘ No crop tops.
- ✘ No clothing with inappropriate language.

Staff have the right to send students back to their rooms to change if they feel they are not dressed appropriately.

E ELECTRICAL DEVICES

It is recommended that all electrical devices are bought in the UK - they must bear the CE or UKCA mark (see below). Students may only bring electrical devices with a UK compliant 'type G' 3-pin plug (BS1363). All student electrical devices must pass an electrical safety test at the start of the year. Students must get any new electrical devices tested that they buy throughout the year. Fairy lights are only allowed if they are LED lights or have passed the electrical safety test. These must be turned off when you are not in the bedroom. For fire safety reasons, students may only bring extension cables which are ganged and switched and only 1M in length. This means that each individual plug socket can be turned on and off. The College reserves the right to confiscate extension cables, chargers and adapters which do not meet these UK safety standards.

CE UKCA

ELECTRONIC DEVICES

The College's internet is monitored and filtered using a robust firewall which blocks inappropriate searches based on harmful content. The College can access the internet search records of students when they use the internet in College and follow up with parents/carers/students in the event of any concerns, as appropriate. To promote good sleep hygiene, Wi-Fi is turned off at bedtimes for KS4 students who have to hand in their devices which are locked away in House duty offices. Year 11 may be permitted to keep some of their devices as a privilege. Sixth Form students have the privilege of keeping their devices to support their studies and develop their study routine. In the event that a student cannot manage this privilege, then devices will be handed in at bedtime. We reserve the right to perform device searches in line with statutory guidance if there are concerns about the contents therein.

EVENING PREP TIME

All students are expected to attend an evening prep session. This is managed by our on-site academic team. Prep time runs from 19:15 until 20:15 Monday to Thursday. Students in Sixth Form can study in their rooms from 19:15 with the doors open, however this privilege can be removed if we have concerns over academic progress or behaviour.

ENGLISH SPEAKING ZONES

All staff and students must speak English in common areas of the Houses, with the exception of certain circumstances. This policy aims to promote excellent spoken English whilst respecting that everybody has the absolute human right to express him or herself, using their mother tongue.

EXEAT PROCEDURE

Students are welcome to explore the local Brighton area but all leave, or further travel, must have parental permission and an approved Exeat via the REACH system.

F FIRE ALARM PROCEDURE

Fire evacuation procedures upon hearing an alarm:

- Vacate the house immediately via the nearest exit. If at night, ensure you are clothed and wearing footwear.
- Leave your room in silence, closing the door behind you.
- You should not run but walk quickly and in silence.
- Line up in your houses and wait in silence at the assembly point: Multi Use Games Area (basketball court).
- Remain in position until dismissed by a member of staff.

Fire and emergency evacuations will take place termly and all students will be walked through evacuation procedures during induction. You must be silent throughout the evacuation and when lined up.

Please note that curling tongs/hair straighteners may set off fire alarms if left on or in excessive use.

FIRE / INTRUDER ALARMS

All Houses are fitted with systems that alert staff and students in the case of a fire or unauthorised entry. All necessary fire safety equipment is checked and maintained on a regular basis. Full House fire practices are carried out regularly and new students who join late are taken individually through the fire evacuation procedure. All students are expected to follow fire alarm protocols. Failure to do so will have serious consequences. A panic button is situated in the reception area in case of emergency.

G GUESTS (INCLUDING DAY STUDENTS)

All guests must sign in & sign out at main Reception. Guests may only visit the common-areas of the Boarding Houses and should be accompanied by a boarder at all times.

H HOUSE DUTIES

While the Boarding Houses have dedicated cleaning personnel on a daily basis, students are also expected to contribute to the cleanliness and maintenance of their House. Participating in house chores fosters a sense of respect and pride in their living environment. Responsibilities include tidying up their own room every morning, making their bed, emptying bins during the weekend, and assisting with recycling efforts, among others. These tasks contribute to the overall cleanliness and well-being of the Boarding House and instil a sense of responsibility among students.

HOUSE KITCHENS

Each House has a kitchen that students may use to prepare snacks.

- All open food must be wrapped in the cling film provided or in an airtight container.
- You must label your food with your name and the date on which it was opened. Labels and pens are provided.
- Food will be thrown away if the label is not complete or if food is not covered or wrapped appropriately.
- Any food past its use-by-date will be thrown away, without exception.
- Thank you for your cooperation – please speak to Boarding Staff if you have any questions.

HAIR

For safety and safeguarding reasons, students must not cut, shave, trim, colour, bleach, dye, or otherwise alter another student's hair, regardless of whether consent has been given. Sanctions will be applied if this takes place.

L LAUNDRY SERVICE

All students must have their own labelled laundry bag. Students are responsible for washing their clothes in the House Laundry but bedding is changed and washed weekly by the Domestic Team.

LIBRARY

Each house has a house library and a sign-out system, so please take advantage of it to fuel your love of reading!

LOST PROPERTY

Students are encouraged to use their safe for any valuable items. Students should speak to Boarding Staff if they have misplaced or lost any items. The College cannot take responsibility for human error nor replace all lost items.

M MEALTIMES

All students are expected to attend mealtimes where a diverse and healthy menu is available each day.

The menus are available online for students and parents to view.

All meals are compulsory for all Boarders unless alternative arrangements have been made with Houseparents.

Students who wish to fast can make arrangements with Houseparents.

Provision is made for students with special educational needs or disabilities, particular religious, dietary, language or cultural needs.

The Houseparent is the key point of contact and will communicate with parents and the child (and staff as required) to make the necessary arrangements.

Please talk to the catering staff about your dietary needs and any other catering requirements.

MISSING STUDENT

In the unlikely event that your child cannot be accounted for, they will be deemed ‘Absent’. We will then try and establish their whereabouts. If they cannot be located after 1 hour, they will be declared ‘Missing’ and the Principal will be notified, the Parent and Guardians will be informed and the Police contacted for further advice.

P POCKET MONEY POLICY AND PROCEDURE

Boarding guidance recommends a maximum of £50 per week. This is to be managed between student and parent, however students cannot have more than £100 in cash in their room and this must be kept in their safe at all times. See ‘Valuables’ for information on how to use your safe. Parents must inform boarding staff if their child is bringing more than £100 so that this can be locked away in the main safe. The College does not take any responsibility for unsecured cash on site.

PHONES

All students are expected to have a UK SIM card with data so they can be contacted at all times, and can contact Boarding Staff at all times, with or without Wi-Fi. If a student doesn’t have a UK SIM card or data, their leave privileges will be restricted so we can safeguard them. Information about the best value SIM cards can be found here: https://www.moneysavingexpert.com/cheap-mobile-finder/sim-only/

Years 9 -10 students will hand their phones into the duty office 15 minutes before lights out. For your safety, we will register your mobile phone number so that we can contact you in an emergency. You should also store your House contact numbers on your phone. All bedrooms have Wi-Fi to access the internet. You will need to sign an Acceptable Use Policy when you first arrive.

Digital devices may be confiscated for any student who is not meeting the expectations of the Boarding routine or if screen time becomes an issue.

S SITE SECURITY

The college is located in a very safe, rural environment but security remains a high priority at all times. The main gate is staffed from 07:00 - 23:00, 7 days per week, with the gates locked thereafter.

STUDENT WELLBEING

Personal hygiene and appearance

Taking responsibility for one's personal hygiene is a basic, but important aspect of being a boarding student. All boarders are expected to shower once a day and more often if participating in physical activity sessions. Clothes should be clean and tidy, and students are responsible for ensuring their laundry boxes are processed through the college laundry system. Students are responsible for doing their laundry, once they have been shown how to use the laundry machines. Students should maintain a neat and appropriate appearance while adhering to the college's dress code policy. This includes wearing clean and tidy clothes or attire that is suitable for the specific activity or event.

Sleep

We recognise the importance of sufficient and quality sleep for students' overall health and wellbeing. It is essential for students to establish regular sleep patterns and prioritise a restful night's sleep. To support this, we expect students to avoid using electronic devices or engaging in activities that may disrupt their sleep at night. We closely monitor and emphasise the importance of maintaining healthy sleep habits and avoiding sleep deprivation.

Healthy Nutrition

We place a strong emphasis on providing a balanced and nutritious diet to promote the wellbeing and academic performance of our students. We expect students to make conscious and healthy food choices that contribute to their overall health. We closely monitor the consumption of processed or unhealthy foods, such as fast food, sugary snacks, and high-fat snacks, ensuring that students adhere to our guidelines and regulations in these areas.

Room tidiness

Students are expected to maintain a high level of tidiness, cleanliness, and order throughout the House, and particularly with regard to their own personal spaces. Beds should be made, clothes hung up or stored correctly, personal items put away and floors left clear to assist Housekeeping staff. Whilst House Cleaners pay particular attention to cleanliness and hygiene, boarders are expected to be able to organise their belongings thoughtfully in readiness for the day's programme. Room inspections take place on a regular basis with at least one thorough inspection a week. This can involve checking all the hiding places where clothes and things are often hastily moved out of sight. Privileges will be restricted to those students who cannot meet these expectations.

Active Life

We expect students to actively participate in a wide range of opportunities provided, including physical activities, sports, involvement in college committees, engagement in arts and cultural activities, participation in events, contributions to charities, and community service. These activities are not only essential for a student's development but also contribute to fostering an active and balanced lifestyle.

SOCIAL AND PRIVATE AREAS

- All boarders may visit any of the common areas in or around any of the Boarding Houses. This is at the discretion of the Houseparent. Guests may also visit common areas but must sign in and out of buildings.
- Guests must never visit sleeping areas with the exception of parents & family members if supervised by a member of staff, and only at the start and end of the academic year to help with packing.

SMOKING

Boarders must not smoke or vape as outlined in the Boarding Behaviour Agreement.

T TAXIS

Our approved Taxi company is Streamline Taxis, Brighton: 01273 202020. www.streamlinetaxis.org
Ubers can be taken but these are classed as public transport.

TELEVISIONS

Students may not have TVs in their rooms. TVs are provided in designated areas. Games consoles are not allowed in student rooms.

V VALUABLES

All students have access to a personal safe in their bedroom which must be used to safely store all valuable items.

How to use the safe in your room

First-time setup

1. Insert batteries inside the door.
2. Press reset button (inside door).
3. Enter a 3–8 digit PIN and confirm.

LED indicators

Green = correct code/unlocked
Red = incorrect code
Warning = low battery

Daily use

Opening:

1. Enter PIN
2. Press confirm
3. Turn handle.

Closing:

1. Shut door
2. Turn handle to lock
3. Check secure.

Batteries

- Replace when low warning appears.
- Use good quality batteries.

Troubleshooting

Problem	Solution
Safe won't open	Check code, wait after lockout
No response	Replace batteries
Forgot code	Use override key and reset
Alarm sounding	Wait and re-enter correct code

Emergency key

- Use only if batteries fail or code forgotten.
- Do NOT store inside the safe.

W WELLBEING

Please refer to page 44

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