

THE  
DORSET HOUSE SCHOOL  
OF  
OCCUPATIONAL THERAPY  
OXFORD

INFORMATION, RULES AND REQUIREMENTS FOR  
STUDENTS

(Students are asked to keep this leaflet and the insets readily available and to make themselves conversant with the contents of them.)

---

The aim of the Dorset House School is to help students to achieve, in the best way possible, their purpose of becoming Occupational Therapists. Much of the success of the course is, however, dependent on the students themselves. They are expected to make full use of their time and of the opportunities available to them. Oxford has much to offer in the way of facilities for work and social and recreational activities. Students are expected to maintain a good sense of proportion and only to undertake outside engagements when they and their Tutors are satisfied that their work and study is up to date.

---

The Training Course at the Dorset House School covers *three calendar years* for all students under 24 years at the date of their Final Examination.

(For those over this age—see note <sup>1</sup>.)

The three calendar years' course is planned as follows:—

	<i>Sept. Entry</i>			<i>March Entry</i>	
	½ Sept.	} (¼ year) Probationary period (2 weeks in Hospital Practice)		Mar.	} ½ April* May June
	Oct.			July	
	Nov.			Aug.*	
	½ Dec.*			Sept. Oct.	
	Jan.	Feb.	(1½ years approx.)	Nov. Dec.*	
	Mar.	April*	In School—doing Theoretical and Practical work	Jan. Feb.	
	May	June	(3 weeks in Hospital Practice)	Mar. April*	
	July	Aug.*	Part I Examination in	May June	
	Sept.	Oct.	← November or May →	July Aug.	
	Nov.	Dec.*			
	Jan.	Feb.			
In this year all students have six weeks' holiday but this has, for obvious hospital needs, to be staggered	Mar.	April	Hospital Practice	Sept. Oct.	
	May	June	with Coaching and Lectures	Nov. Dec.	
	July	Aug.	(A Hospital Practice Tutor, appointed by the School, is based in London)	Jan. Feb.	
	Sept.	Oct.	3 months in Hospital Practice	Mar. April	
	Nov.	Dec.	† 3 months in Dorset House for Lectures, work, etc.	May June	
	Jan.	Feb.	or vice versa	July Aug.	
			A section of Part II Examination in		
			← November or May →		
	Mar.	(April)*	Final study—revision lectures and completion of practical samples	Sept. Oct.	
	May	June	Final Theoretical Exams.	Nov. Dec.*	
	July	(early part of)	← May–June or November → Final Practical Exams.		
			← July or December →		
	July } Aug. } or Aug. } Sept. } ? Oct. }		Completion of Hospital Practice necessary for the Diploma	{ Jan. Feb. ? Mar.	

\* months of vacations. † See p. 8

<sup>1</sup> For candidates over the age of twenty-four at the date of their Final Examination the requirements in number of hours of hospital practice is reduced. These candidates, while having the same courses as the younger students, are able to complete their courses by July or December respectively. Their fees, as do those of the younger students, cease at these dates, but younger students may need continuing maintenance grants for their last period of hospital practice.

## TUTORING GROUPS

Each entry of students (in March and September) is divided into three groups. Each of these has a theoretical and a practical Tutor (although all three may have the same Tutors). The Tutors see students individually about their work, interests, special leaves, etc., and have regular meetings of the Groups. The Groups may change Tutors as they progress through the course.

---

## LECTURES, DEMONSTRATIONS AND STUDY

Lectures and clinical demonstrations are given in the School, in University departments and in surrounding Hospitals. During a part of the course students are welcomed for observation in Physiotherapy departments and on Ward rounds. It is a privilege for the students to have been given access to these, and they are expected to attend *in uniform* unless instructed otherwise.

*Attendance at all lectures and demonstrations is compulsory* unless students have had special permission from their Tutors and/or the Welfare Officer to be absent.

When there is no lecture after 4 p.m. all students, resident and non-resident, are required to put in one hour's work between 4 and 7 p.m. *on the same day*. Over and above this students are expected to supplement their school work with not less than seven hours' work *each week*. As some students may wish to study in the Lecture rooms while waiting for a lecture to start, all students are expected to regard such times as silent study periods. (This is not recognized as a part of the required seven hours' work per week. Nor is more than one hour, done in not less than half-hour periods, in the lunch-hour.)

## **LIBRARIES**

The School has a well-stocked specialist Library, covering all the main subjects of the syllabus, and there is an up-to-date press-cutting section. Books from this Library are also placed in the Harberton House Library to facilitate study at the hostel.

Second- and Third-year students have the privilege of access to the Radcliffe Science Library for more extensive and advanced reading, and may apply to the Principal through their Tutors for special permission to read in other Oxford Libraries. Tickets are also obtainable for the Oxford City Library. (Particulars of Oxford Library facilities are available from students' Tutors.)

---

## **CLINICAL PRACTICE IN OCCUPATIONAL THERAPY**

Reference to this has been made in the "Plan for Training". Students of the Dorset House School are given experience in the physical and psychological fields, and only practice planned by the School is recognized for qualification through the School. The School authorities will not pass or sign for bad work done in hospital, and if reports are not satisfactory students are required to redeem them by a further period of improved practice.

After the completion of the full course at the School, further student practice can be arranged in the U.S.A., Switzerland, and France, etc. Students must have some speaking knowledge of the language of the country to which they wish to go and must be prepared to pay fares. In some cases, only, hospitality is offered. (Particulars of these facilities may be obtained from the Vice-Principal.)

---

## **BOOKS**

A list of books is enclosed. Students must obtain these themselves by the dates given, or they will be fined. Books are obtainable from Blackwell's, Broad Street, Oxford.

## MATERIALS

These are supplied by the School, but students are allowed to produce and use their own if these are considered adequate by the Instructors. Students are required to keep a record of all materials used, of prices, quantities, etc., in books supplied to them, and to help in the stock-taking each term. A charge of 2d. in the shilling is made for handling and wastage, but, as materials are purchased in bulk, the charge to the student is less than it would be with individual buying, especially as unused materials in reasonable quantities are returnable and are credited.

---

## APPARATUS AND TOOLS

Apparatus and tools are provided by the School, and a charge of 10/- a term is made for their use and maintenance. Each student is required to bring a good pair of scissors *marked with her name* (in Cash's name tape).

Apparatus and tools, especially power-driven apparatus, must not be used by students except under supervision or with the express permission of the Instructor.

---

## UNIFORM

Students are expected to keep themselves smart in the School and in Hospital and to wear their work aprons for all practical work, but never at other times.

It is not considered professional and in good taste, when on duty in uniform, to wear necklaces, bracelets, brooches, or any but "keeper" rings (in pierced ears), to use coloured or pearl nail varnish, or to have hair long or uncontrolled.

Uniform overalls must *completely* cover all that is worn underneath, i.e. at neck, sleeves and hem. If long sleeves are turned up they must be done so *flatly*—to appear as

cuffs, and not rolled. No pins or needles are to be kept in lapels or behind badges. Nothing is to be worn over the uniform except the black cardigan, and, out of doors in hospital or school, a cloak.

Plain, low heeled black (lace) shoes must be worn. Open toed or heeled sandals may not be worn at any time. If ankle socks are worn they should be grey in colour.

Uniform is worn only on the School premises, in hospital or at demonstrations. Students travelling between must remove their uniforms or cover them completely with long coats.

Slacks may not be worn in the School or in transit thereto, except in very bad weather and with special permission from Wardens or Principal. They are not to be worn when going to any hospital or University Department. Warm boots may be worn, but only if it is very cold.

In summer students are not expected to come to the School in sun frocks unless with a bolero or coatee. Uniforms may be taken off in the lunch hour if students are in the areas on the south-west side of the canteen only. In this case dresses or suitable sunsuits may be worn. If working out of doors students must have proper chairs and tables and must wear sun hats.

During attendance at professional examinations students are expected to wear dark suits or dresses if they are not wearing uniform.

---

## COMMON-ROOMS AND CLOAKROOMS

There is cloak- and common-room accommodation for first-, second- and third-year students and provision is made for keeping current handwork and books. No work may be done in the common-rooms without special permission, nor may any food be eaten there.

## HOSTELS

*Harberton House*, Harberton Mead, Pullen's Lane, Headington, accommodates fifty-three of the younger students. Particulars of this, with information and rules, are available in a separate leaflet.

*The Beeches*, a senior students' lodging house, offers accommodation for fifteen students in single and double rooms. It is particularly reserved for those who, during their period of hospital practice, have to come and go from Oxford for short periods. Application has to be made for residence here for the Dorset House quarter (see p. 3†) before other accommodation is sought.

## LODGINGS FOR NON-RESIDENT STUDENTS

Older students entering training, and students leaving the hostels may refer to the School Welfare Officer for lists of approved lodgings available, although the School does not undertake to find lodgings or flats for students. They are also advised to make contact with students leaving, or going away for hospital practice, and/or advertise in the *Oxford Mail* or *Oxford Times* (New Inn Hall Street, Oxford). It has been found that students' requirements vary considerably, which makes it impossible to allocate them to lodgings, but help is given in choosing suitable accommodation, and all particulars have to be entered in the lodgings register. All lodgings in Oxford have to be inspected by the Welfare Officer and watch is kept over all students' health and living conditions.

**RULES FOR STUDENTS NOT RESIDENT IN HARBERTON HOUSE** are printed on a separate leaflet and copies are issued to the Warden of The Beeches, to landladies and to the students themselves. These rules must be adhered to.

## LOSS OR DAMAGE TO STUDENTS' UNIFORMS AND ALL POSSESSIONS

The Governors accept no responsibility for the loss of, or damage to possessions of the students. All uniforms and

possessions must be clearly marked. Students are advised to carry their handbags with them, and those at the Hostels, to hand all valuables to the Wardens for safe keeping. All students are required to clear their lockers and drawers at the end of each term. No responsibility will be taken for anything not packed or taken away.

---

## VACATIONS

<i>First Year</i>	<i>Second and Third Year</i>
4-5 weeks in the summer	Total of 6-8 weeks per year,
2½ weeks at Christmas	i.e. rather less when students
2½ weeks at Easter	are in hospital practice

## HOURS OF WORK AND REGULAR ATTENDANCE

Students are required to attend daily for the weeks of the specified terms. Punctuality is considered an essential part of the training.

The working hours of the School are as follows:—

- 9.00 a.m. General School duties: certain students (in rota)
- By 9.20 a.m. All students must have signed the registers
- 9.30 a.m. Lectures or Craft work. (Some lectures may start at 9.15 a.m.)

There is a break of twenty minutes during the morning, and refreshments are available in the Canteen, for which a charge is made.

### Meals.

Lunch. 12.30 p.m.—1.45 p.m.

Tea. 4.05 p.m. Cup of tea (charge to non-Harberton House students)

4.30 p.m.—5.30 p.m. } Lectures or Craft work or  
5.00 p.m.—6.00 p.m. } Study

\* In the summer the School may work on Saturday morning, from 9.30 a.m. till 12 noon, and close on Friday afternoon at 3 p.m. This is arranged at the discretion of the principal.

In the winter the School works until 5.45 p.m. on Fridays and not on Saturday mornings.

\* The School authorities reserve the right, however, to require a student or students to attend for work or tutorials on Fridays and/or Saturdays in winter or summer, or at any other suitable time.

The School is open on one evening a week (in four out of five weeks) until 8.30 p.m. for certain groups, particularly those working on large apparatus, to continue supervised work.

## **SHOPPING TIME**

Students who do their own catering and cooking are allowed to leave the School at 12 noon Tuesdays, returning after lunch.

## **WEEK-ENDS**

Each student is allowed away from Oxford for a long week-end a month from Friday at 12 noon till Sunday night, and a short week-end from Saturday early a.m. till Sunday night (subject to \* above). No excuse (except on compassionate grounds) will be accepted for late attendance on the following Monday morning. The School authorities do not approve of more frequent absences from Oxford. The long week-end is on a fixed date and shown on the calendar. No long week-ends are allowed in the months of the vacations.

Time lost on a long week-end must be made up by late work till 8.30 p.m. on one Thursday evening in the same month.

All absences must be entered in the week-end book which must be signed before 12 noon on Wednesdays. The late work book must also be signed by 12 noon on Wednesdays, and must correspond with the date shown on the attendance sheet of the class concerned and with the week-end book.

Students are not allowed to stay in hotels in term-time unless they are accompanied by their parents, and the Warden or Welfare Officer has been notified of this by letter from the parents.

### ILLNESS AND ABSENCE

Students are not allowed to be absent without permission, except in the case of illness, when the authorities *must be informed immediately*. During term time, and in the case of resident students, the Wardens of the Hostels must be telephoned, Harberton House (Oxford 62371); and The Beeches (Oxford 2855); and in the case of non-resident students, the Welfare Officer (Oxford 62831/2).

If a student is unable to return to School at the end of the vacation, *the PRINCIPAL must be informed*, preferably by letter, or telegram. If by telephone—at Oxford 62831 or 62832; or at Harberton House, Oxford 62371.

There is a full-time Welfare Officer at the School, and students in lodgings, or at The Beeches, or at the School, who are unwell, must report to her *at once*. Those at Harberton House must report to the Warden on duty, unless taken ill at the School, when the Welfare Officer should be informed.

For non-resident students a medical certificate is required for any absence longer than *two days*, unless permission has been obtained from the Welfare Officer to vary this. For resident students the matter is left to the discretion of the Wardens of Harberton House and of The Beeches.

Students are reminded that any accident to a student must be reported *immediately to the School authorities only*

(telephone numbers as above) and on no account direct to the student's parents. The School authorities will then take any action necessary.

### OFFICE HOURS

Students wishing to see the Principal must put a request note in by 9.30 a.m. each day, stating, if possible, the reason for their request.

Students wishing to see the Principal's Secretary (*re* grant forms, etc.), may only do so *before* 9.20 a.m. or during break.

Students wishing to see the Tutors, may make an appointment with the Tutors' Secretary before 9.30 a.m., or during break.

The Accountant will see students before 9.20 a.m., and between 12.30 p.m. and 12.45 p.m., and 4.15 p.m. and 4.30 p.m..

Students are not allowed to leave classes and demonstrations, or any work, to visit these offices *unless they are sent for*.

### TELEPHONES

There is a students' telephone, with coin box, at Harberton House, No. Oxford 61085. There is also a telephone with coin box at The Beeches, Oxford 2855.

### TELEPHONE MESSAGES AND CORRESPONDENCE

Students are advised that only in the case of a serious emergency, such as that of illness, will telephone messages be taken for them. If students do not fill in the address lists at the end of each term, no letters can be forwarded.

---

### BICYCLES

Bicycles should be brought by students if they have them, but no responsibility can be taken for these. *Each student should have a padlock for her bicycle.*

All bicycles must be checked at the beginning of each term for road worthiness, particularly brakes, lights, reflectors and tyres.

Students must never ride more than two abreast, and then only on wide roads.

Any student breaking the Highway Code, riding without lights, riding three abreast or in a dangerous or careless manner will have her bicycle confiscated.

Bicycles may be ridden only on the main drive of the School. Students must then dismount and wheel their bicycles to the appropriate shed. Bicycles may not be pushed on any of the cross paths of the School, except to gain access to the sheds directly from the drive.

In courtesy to lecturers, students are asked not to enter or leave the School by the path nearest to the Churchill Hospital.

---

## CARS

Students may, with special permission, bring their own cars to Oxford for use in their second year, but are *not* permitted to do so during the *first year* of training.

## FOUNDER'S DAY

Students will have seen a brief account of the history of the School in the Prospectus. A fuller account has been published by the Casson Trust, set up by the Founder, Dr. Elizabeth Casson, five years before her death in 1954.

**Founder's Day** is held in the Trinity term of each year. This takes the form of an Open Day for parents and interested visitors in alternate years. In the intervening ones the event

is directed especially to the forging of closer links, through demonstrations and discussions, with allied professional groups. Students take a full share in both events.

**Founder's Day Service** is held on a chosen Sunday, also in the Trinity Term, in remembrance of our Founder and in dedication or re-dedication for the work being undertaken together. A student committee plans the service and a student choir leads the singing.

---

### **Further General Information**

#### **STUDENTS' UNION**

There is a Students' Union which elects its officers of President, Vice-President, Secretary, Assistant Secretary, Treasurer and Vice-Treasurer. The Union nominates representatives for Religious, Social and Recreational Groups, a list of whom is displayed in the Canteen and on Common-room notice boards. These are responsible for organizing events of interest to students or for giving information in regard to facilities available.

Each "year" of students elects its "Year Leader" and Group Leaders, who hold office for one term. They are responsible for maintaining liaison with the Principal, Tutors and Instructors, and for the satisfactory progress of all matters related to their groups.

Students are, by invitation, allowed to join some of the Oxford University or other Oxford Societies, Clubs, Orchestras, Choirs, etc. In their first term students are not allowed to join more than two of these, and, if afterwards, they wish to extend the number, must consult their Tutors.

#### **STUDENT AFFILIATES OF THE ASSOCIATION OF OCCUPATIONAL THERAPISTS**

The attention of the students is drawn to the fact that the professional Association, of which it is hoped they will

become members on qualification, is responsible for having "blazed the trail" in gaining recognition for the work of an Occupational Therapist, in improving standards, in establishing examinations, in negotiating salary scales and conditions of service, and in furthering the aims of Occupational Therapy in all fields. The Association's Office in London at 251 Brompton Road, London, S.W. 3, is the centre of the professional and educational work. To it members apply for information and help. There is a Members' Room and Library. The Association has Regional Branches, and runs refresher courses for its members. It publishes a monthly journal which includes articles of professional interest and a full list of vacancies.

After passing probation students are required by the School, to become Student Affiliates of the Association and to interest themselves, as far as is possible, in the broader professional issues of the day. The fee for affiliation is 7/6 for the three-year period of training.

### CONDITIONS OF ADMISSION

Students of the Dorset House School of Occupational Therapy are reminded that they have the privilege of training for a profession, and professionalism carries with it the obligation to observe a code of unimpeachable behaviour. This is even more important when the profession is one which involves the personal responsibility of the practitioner to a client. Only those who have the highest standards of integrity and behaviour can claim any right to join such a profession.

The first three months of the course are in all cases probationary, at the end of which time the School authorities reserve the right to accept or refuse any candidate for continued training. Students are required to subscribe to, and keep, the rules of the School and of the Hospitals to which they are sent for clinical training. Their agreement, signed at the end of their probation, is intended to confirm their readiness to follow the course as directed.

The School authorities otherwise reserve the right to terminate the training of a student at any time throughout the course, without refund of fees, if, by conduct, character or lack of consistency of work, she falls below the standards required to attain proper professional responsibility and integrity.

E. M. MACDONALD,  
*Principal.*

DH/D

*(This publication is the property of the School and is returnable on request.)*