

# BISHOP BURTON

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*College*

## FURTHER EDUCATION LIVING IN GUIDE 2022 / 23



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Please note that we reserve the right to make modifications to the information in this booklet as necessary. You will be notified of any changes on the noticeboard within your accommodation.

## Welcome

On behalf of the college, I would like to offer you a very warm welcome into accommodation. Your accommodation is a very important part of your college experience and we aim to provide a comfortable, safe environment and promote a spirit of community in which people can learn, work and live freely without fear of discrimination, prejudice or harassment.

Whilst living on campus you become part of a community where respect for yourself, others and your surroundings is central to all we do. Don't be afraid to ask questions and / or request help from the Student Services or the Wardening team or other members of the college staff on site if there is anything you are unsure about.

All staff are trained in safeguarding and Prevent and support British Values.

We hope you have a happy, safe and enjoyable stay in halls and wish you every success with your studies.

This booklet has been produced to provide you with a guide to living in halls of residence. Please read it carefully as it contains information needed whilst you are resident on campus.

*Bill Meredith*

Bill Meredith  
Chief Executive and Principal



## Who do I need to speak to?

**Academic Staff:** A Course Manager or Tutor would be the person to assist you with any concerns or discussions regarding your studies and will have a direct phone line, which can take messages, as well as an email address.

**Support Staff:** Will assist you in any other concerns whilst living on campus. Listed below are some useful contact numbers and email addresses.

<b>Accommodation Officer</b> Emma Hepworth	Any accommodation queries	01964 553107 emma.hepworth@bishopburton.ac.uk
<b>Attendance Office</b>	To report all absences	01964 553089 07734 543920 attendance.line@bishopburton.ac.uk
<b>Chaplain</b> Richard Parkinson	Faith and beliefs guidance and support, LGBTQA+, equality and diversity	01964 504104 richard.parkinson@bishopburton.ac.uk
<b>Duty Warden</b>	Out of hours queries / assistance (5pm - 8.15am on weekdays and all weekend)	3266 from your hall phone 01964 553000 (option 6) 07702 553935 (mobile)
<b>Estates Department</b>	Maintenance repairs and requests	01964 553025 estates@bishopburton.ac.uk
<b>Finance Office</b>	Accommodation and tuition invoice payments  Food card top ups	01964 553005/553014 finance@bishopburton.ac.uk  01964 553109
<b>Head Warden</b> Sandra Lazenby	Pastoral care, social events and discipline	01964 553016 sandra.lazenby@bishopburton.ac.uk
<b>Health and Welfare Officer</b> Loz Woodhouse	General health advice and support, counselling service access and GP / dental appointments	01964 553064 needtotalk@bishopburton.ac.uk
<b>Hospitality</b>	Dietary requirements	01964 504158
<b>IT Help Desk</b>	To report any IT issues	helpdesk@bishopburton.ac.uk
<b>Safeguarding</b>  Lead - Ann Paling  Deputy Designated Lead - Ellie Stephen	Any safeguarding concerns	01964 553006 ann.paling@bishopburton.ac.uk  01964 553077 ellie.stephen@bishopburton.ac.uk
<b>Student Finance Officers</b> Jack Woodcock Joanne Kennedy	Budgeting advice, hardship funds and bursarys	01964 553054 bursaries@bishopburton.ac.uk
<b>Student Services Team</b>	General advice and guidance for students  Vehicle registration and access	01964 553000 enquiries@bishopburton.ac.uk  01964 553050
<b>Head of Student Experience</b> Katy Langfield		01964 553154 katy.langfield@bishopburton.ac.uk

## External Contacts

<b>Alcoholics Anonymous</b>	0800 9177 650	www.alcoholics-anonymous.org.uk
<b>Beat Eating Disorders</b>	0808 801 0677	www.beateatingdisorders.org.uk
<b>Childline</b>	0800 1111	www.childline.org.uk
<b>Frank Substance Misuse</b>	0300 1236600	www.talktofrank.com
<b>Helping someone with mental health problems</b>		www.learning.cwmt.org.uk
<b>LGBT Support</b>	0300 330 0630	www.switchboard.lgbt
<b>Mental Health Foundation</b>		www.mentalhealth.org.uk
<b>Mind Mental Health Charity</b>	0300 1233 3393	www.mind.org.uk info@mind.org.uk
<b>NHS Self Help Guides</b>		web.ntw.nhs.uk/selfhelp
<b>No More Panic</b>		www.nomorepanic.co.uk
<b>Rape and Crisis Support</b>	0808 802 9999	www.rapecrisis.org.uk
<b>Samaritans</b>	116 123	www.samaritans.org
<b>Sane Helpline</b>	0300 304 7000	www.sane.org.uk
<b>Self Harming Support (Samaritans)</b>	Text 'SHOUT' to 85258	
<b>Sexual Health Clinic (Conifer House)</b>	01482 247111 or text CONIFER to 61825	conifersexhealth.co.uk
<b>Students Against Depression</b>		www.studentsagainstdepression.org

Further contacts can be found in the Health and Welfare booklet.



## Residential Support

Moving into accommodation on campus can be both exciting and challenging. We hope to make the transition process as smooth as possible when settling into your hall.

Residential services staff aim to provide support for the wellbeing of students living in halls, encouraging a spirit of community and respect that supports success in students' personal and academic lives. Staff encourage you to make decisions for yourselves by providing a reliable advice and guidance service to those who need it.

All students are expected to behave in a responsible and appropriate manner, both on and off the campus. You must abide by both your Accommodation Agreement and the college's Code of Conduct at all times. Those students who fail to uphold their legal requirements will face disciplinary action. Details of the college's disciplinary procedures can be found in the Code of Conduct and will be discussed in detail with you during your induction.

## Safeguarding

The college is committed to the safeguarding of students and as such, we have comprehensive safeguarding procedures in place. All staff at the college are trained in safeguarding and Prevent.

If you wish to have visitors to your accommodation, you must follow the procedures and instructions detailed below carefully:

All visitors (non-students) must sign in at reception during opening hours or with the Duty Warden after 5pm. Please note that your visitor will be asked for identification before access to halls is permitted.

All visitors must have departed campus by 11.30pm each evening.

Your visitor is your responsibility. You must remain with them at all times and must not permit them access to any hall except your own unless you are accompanied by a member of staff.

Non-residential students are not permitted in your hall of residence at any time.

Students aged over 18, who reside in over 18 accommodation, are permitted overnight guests but must complete a Guest Booking Form with the Duty Warden prior to their visitor entering accommodation. A fee of £10 must also be paid at the time of booking. Any unauthorised visitors found on campus after 11.30pm will be asked to leave.

Students aged under 18 are not permitted overnight guests of any age and gender at any time.

## Health and Safety

### Fire Regulations

Fire, and the prevention of it, is taken extremely seriously at college. All halls of residence are connected directly to the Humberside Fire and Rescue Service who will respond immediately when a fire alarm is activated. The Wardening team are fully trained in fire awareness and evacuation procedures and will immediately direct students to a place of safety during fire alarm activations.

Residential students will be given instruction during your induction talk on what to do in the event of a fire and methods of fire prevention within your daily lives, e.g. safe operation of toasters, microwaves, dangers of overloading sockets etc.

Candles or other naked flames, plug in air fresheners, scented oil burners and cooking equipment other than that already provided in the kitchen areas, are not permitted anywhere in halls of residence. Malicious activations of fire alarms and / or tampering with any fire safety equipment will result in disciplinary action being taken by the college and may also involve the police.

The wardens will also hold unannounced fire drills each term at varying hours of the day and night. This is to ensure that all students are familiar with the practice of evacuating halls at any time. Students who fail to comply with staff requests during these drills will face disciplinary action.

Students should take the following precautions to avoid false alarms:

- Keep en-suite bathroom doors closed when showering
- Avoid spraying perfumes or aerosols near smoke detectors
- Take care when using hair dryers, curling and straightening irons. Steam created from the use of these items can activate smoke detectors
- Ensure safe operation of toasters, microwaves etc. in the kitchen when preparing food
- Do not overload sockets
- Ensure all electrical items are PAT tested
- Do not use plug in air fresheners. These items are considered as high risk of igniting by the Fire services
- Do not use candles, joss sticks, incense sticks or other naked flames
- Smoking is strictly forbidden in halls. Under no circumstances must you smoke cigarettes, vapes or e-cigarettes anywhere other than the designated smoking areas. This is not only illegal, but is a disciplinary offence.

The college Fire Safety Policy and Accommodation Agreement stipulates that any malicious tampering or interference with any part of the fire alarm system and fire safety equipment is considered to be a very serious matter and will be dealt with in accordance with the relevant disciplinary or other procedures.

The following are examples of deliberate or reckless actions that will be regarded as breaches of policy and Accommodation Agreements:

Tampering or interfering with any of the following:

- Heat/smoke detectors
- Break glass units (call points)
- Fire extinguishers and fire blankets
- Fire alarm panels and fire door alarms
- Obstructing fire exits with personal items or other belongings (e.g. bicycles)
- Holding fire doors open with wedges or other restraints
- Removal of door closers.

**Offenders may be reported to the Fire and Police authorities and may face fines of up to £5,000.**

### Fire Safety in Kitchens

To minimise the risk of fire and avoid unnecessary fire alarm activations, follow the guidelines below:

- Pay attention to the correct use of microwaves and toasters.
- Stay with your food whilst heating / cooking
- Open the window or run the extraction fan to clear smoke
- Keep the kitchen door closed.

### Fire Doors and Closers

Fire doors, including kitchen doors, are fitted with door closers and smoke seals to prevent the spread of fire and smoke. Fire exits are alarmed and the alarm will be activated should the door be opened. All residents must comply with the following fire safety instructions:

Keep all fire doors shut – doors must never be wedged open.

Door closers are provided on all room doors (except rooms allocated for persons with disabilities). This equipment is installed to ensure doors close on their own accord which ensures that each room is protected from fire for up to 30 minutes. Door closers must never be removed, unhooked or tampered with at any time.

Please remember it is a criminal offence to tamper with any equipment placed to prevent loss of life, e.g. fire extinguishers, smoke detectors, door closers.

Regular inspections are carried out by staff and any evidence of tampering with equipment will be fully investigated and charges made for repair or replacement. Disciplinary action may also be taken against culprits.

## In the Event of a Fire

- If the alarm is not already sounding, raise the alarm by shouting "FIRE"
- Activate a red break glass point – these are located adjacent to the main door or corridor doors around the hall
- The fire alarm will usually activate on its own
- Leave the building immediately by the nearest available fire exit and go immediately to the nearest Assembly Point
- Where possible, close doors behind you to prevent the spread of fire, but do not delay in evacuating
- DO NOT lock doors
- DO NOT use lifts – lifts automatically go to the ground floor and will not operate when the alarm sounds
- DO NOT re-enter buildings until staff have informed you that it is safe to do so
- Staff will already have been alerted to the fire alarm and will take control of the situation
- Please note that that alarms are tested every Wednesday afternoon and will sound for approximately five seconds. Any longer than this, please start to evacuate.

## Security

Security on and around the campus and the safety of our students is taken very seriously. CCTV is installed around the campus and on the front door of each hall. Security personnel work 24hrs per day, as do a team of residential wardens who are contactable at all times of the day and night. A Night Warden patrols the halls of residence between 9.30pm and 5am. If you are at all concerned about any aspect of security, please contact the Warden immediately.

To minimise crime, your cooperation is essential in making sure the following basic safeguards are taken:

- All rooms must be locked when not occupied. Domestic staff, wardens and contractors will lock any unoccupied room they find open
- Do not lose your room key or lend it to any other person – lost keys will cost £100 for new locks and keys
- The amount of cash and other valuables kept in halls should be kept to a minimum
- Be alert to unknown persons around halls and report immediately any concerns to staff
- All front doors must be kept shut at all times
- Be aware of 'tailgaters' – unauthorised persons following you into your hall. Report such incidents to staff immediately.

If you are unfortunate enough to become a victim of crime, you must report the details as soon as possible to the Wardening team. If you wish to report the matter to the police, staff can assist and guide you.

## Smoking

The college campus is a no smoking area. This includes the use of vapes and e-cigarettes. Smoking is prohibited in all hostels, college buildings and the college Farm. Designated smoking shelters are available for those wishing to smoke. The disciplinary process is used for students who contravene this rule.

## Electrical Appliances

Residents are permitted to bring portable electrical appliances (except cooking equipment e.g. toasters, grills) into halls. Students are responsible for ensuring that their appliances are maintained in a safe condition. The Electrical Safety Council do not recommend buying electrical equipment from abroad for use in this country. Any resident using such equipment must have the correct adaptor and/or electrical converter. The standard domestic supply in the UK is 240 volts.

Some basic precautions can prevent fires and injury:

- Switch off electrical equipment when leaving a room, including chargers
- Avoid using multipack adaptors
- Use suitable extension sockets
- Keep trailing wires off floors to avoid tripping
- Report all electrical defects immediately to staff.

## Window Restrictors

A window restrictor is a metal bar fitted to the window to enhance safety and security, whilst allowing ventilation by opening or closing the window. The restrictor will stop the window opening beyond the point that has been determined the maximum safe opening distance; this safety device must not be removed. Regular inspections are carried out by trained staff and any evidence of tampering or removal will be fully investigated, charges made for the repair and disciplinary action may be taken.

## Reports, Requests and Queries

All repairs, damages or other concerns regarding your room must be reported as soon as possible to one of the following:

- Duty Warden
- Domestic staff (cleaner)
- Estates department.

Damage Repair Forms are available from your cleaner. These can be completed and handed in to any of the above staff / departments.

## Out of Hours

The college provides a warden service overnight and throughout the weekend. This group of staff are the first point of call for any queries, accidents, concerns or illnesses at any time of day or night. Some wardens are residential and a night warden patrols the halls during the night.

## Access to Rooms

Please note, residents must permit the college staff, or recognised contract staff of the college to enter bedrooms at any reasonable time to inspect the room and carry out works or repairs.



## A – Z Of General Information

### Academic Absence

If you are ill or unable to attend your timetabled lectures, the college must be contacted before 8.30am and your course manager and/or tutor will be informed of your absence. Failure to inform the college by 8.30am may result in registers being marked incorrectly which may also have an impact on any allowances or bursaries you may receive.

### Accommodation Agreement

Each student must have a current, signed Accommodation Agreement prior to taking up residency in halls. This agreement must be endorsed by a guarantor who must be a person aged over 18 who is willing to take over the accommodation payments should you, for any reason, fail to fulfil your financial agreement with the college.

### Advice

There is a wide range of staff available 24 hours a day, to assist you with any concerns or offer advice for a host of questions. Please contact Student Services during the day and the Warden out of office hours and at weekends.

### Alcohol

Underage drinking is not tolerated. Regular room checks of students aged under 18 take place and any alcohol found will be immediately removed and destroyed. Students aged under 18 are not permitted to be in possession of alcohol, consume alcohol on campus or return back onto campus under the influence of alcohol - disciplinary action will be taken.

The use of wristbands and hand stamps at larger social events for identification of those aged under 18 is standard practice. Staff will ask for identification from all students using the bar. We are in regular contact with local suppliers, publicans and the police in the area.

Students aged over 18 are permitted to consume alcohol in the college bar and in over 18 accommodation only. Any student found to be consuming alcohol around the campus or in restricted areas, e.g. in under 18 accommodation, will be disciplined.

### Ball Games

Ball games are not permitted within, or close to halls of residence or other buildings. There are numerous fields surround the halls where ball games can be played.

### Barbecues

Barbecues are not permitted on college grounds. Organised barbecues, as part of the activity programme, may be organised during the year.

### Bed Linen

All residents are required to provide their own bed linen, however the college does provide mattress protectors for each bed.

### Behaviour / Disciplinary Processes

You will have seen our beautiful campus and we are sure it contributed in part, to your decision to join Bishop Burton College. It is our intention to retain and ever improve the environment for all. Key to this will be a respect for the buildings, estate, livestock, environment and people working around the college. As well as the 360 residential students on site, the college has several members of staff living on campus.

The College Charter, Student Code of Conduct and College Values underline our expectations around behaviour. Processes are in place to enforce this and to manage issues should students not fulfil behavioural expectations.

The Disciplinary Procedure starts with the opportunity to clarify verbally and later in writing, any concerns with the individual. The process also provides support structures, e.g. an expectation that the individual will attend a safe driving or health talk, a study skills session etc. Everything will always be confirmed in writing to the student following such discussions and parents / guardians will be copied into such documentation if the student is under 18 years of age.

Should the behaviour continue to be unacceptable, then warnings will be issued and / or a residential suspension implemented. Formal meetings will be arranged and the requirement of engagement with the problem and ensuing improvement will be highlighted.

The disciplinary process is followed formally by all staff and the college endeavours to work with students without having to resort to formal means to get the issue dealt with. The college has found that the use of sanctions, such as a ban from social events or a ban from playing in the colleges' sports teams has an impact on student behaviour and reserves the right to use these in a range of situations.

### Suspension

Suspension of a student is not always an indication of guilt. It permits reflection time at home and may enable the student to come to terms with their responsibilities around an issue. It will also allow time for further investigations to take place. Following a suspension, students are required to meet with a senior manager to discuss the outcome of the incident. Your parent / guardian will be asked to accompany students aged under 18 to such meetings.

### Residential Suspension

As detailed in the Code of Conduct, the college can impose a Residential Suspension at any point of the disciplinary process. This involves an immediate, temporary suspension from accommodation for up to 10 days. Students may make their own arrangements to travel to college as a day student to continue with their studies. Full details can be found in the Further Education College Charter, which should be read carefully.

### Bicycles

Bicycles may be brought onto campus for use off college grounds. They must not be ridden around the campus at any time and must be kept in the designated cycle shed in the Visitors Car Park - car park 5. This rule also applies to the use of skateboards, motorised scooters, longboards and similar ridden equipment. Riding and storage of cycles in halls is not permitted due to fire regulations and any cycles found inside accommodation will be removed immediately.

### Bishop's Bar

Based in the Meadows, Bishop's Bar is open to purchase soft drinks and snacks on an evening.

### Boot Policy

In order to limit damage and dirt within all buildings and to help preserve the excellent condition of our facilities on campus, the college operates a strict policy with regards to the wearing of outdoor boots in its buildings. All students are required to remove outdoor footwear before entering any building. Boot racks are provided for storage various locations and students are instructed to carry with them an additional pair of indoor shoes for use in buildings. Boots may be carried into buildings, but must be in a bag. Disciplinary action will be taken against students who ignore this policy.

### Bullying

The college has a zero tolerance on bullying and you must report any instances to college staff immediately. Whether it is face to face or via any form of social media, i.e. Snapchat, WhatsApp, Facebook.

### Cashpoint

There is a free to use cashpoint in the foyer of the Meadows.

## Catering and Food Cards

The annual food allowance is divided into three instalments which are allocated to students on a termly basis. The food card is incorporated into the student identification card. Lost cards are charged for at a cost of £10. It should be noted that unspent balances at the end of the academic year will not be refunded and bulk purchasing of items is not permitted.

Funds can be added onto food cards (your college ID card) by debit or credit card, by either contacting the Finance Department during office hours or via the online shop.

There is something for everyone when it comes to food on campus. The college offers four individual retail outlets that are able to cater for a variety of tastes and diets. Opening and closing times of catering outlets are displayed on your accommodation noticeboard.

The Meadows, Bishop's Table and Canters are able to provide a service from early on a morning to late in the evening. There is plenty to tantalise your taste buds, from full English breakfasts, freshly prepared salads, traditional roast dinners to hot and spicy curries and Mexican fajitas. In the afternoons there is a selection of delicious muffins and cakes to go with an Americano coffee or a fruit smoothie.

Throughout the year, meal deals and promotions are available as well as themed days and evenings all served by our friendly hospitality team. There is always a selection of healthy options available to satisfy your hunger.

We are always open to new ideas and suggestions you can contact the hospitality team on ext. 4158.

Students should read carefully the Food Card Information Sheet, which is part of the Accommodation Agreement. All queries regarding this information should be directed to the Wardens or Hospitality Department.

## Chaplaincy

The college provides a Chaplain for students. Our Chaplain is very experienced in talking to students about a wide range of issues. He provides support for students of different faiths and backgrounds and works closely with the Health and Welfare team. There is also a Quiet Room for those students who require the use of such facility.

## Cleaning

### Under 18 Standard Rooms

Students are responsible for keeping their rooms clean and tidy. The condition of the room will be monitored by staff. Bathrooms and bins will be emptied once a day by cleaners, weekdays only.

### Under 18 Ensuite Rooms

Students are responsible for keeping their rooms clean and tidy. The condition of the room will be monitored by staff.

Bathrooms will be cleaned once a day by cleaners, seven days a week. Bins will be emptied once a day by cleaners, seven days a week.

### Over 18 Standard Halls

Students are responsible for keeping their rooms clean and tidy.

Bathrooms are the students' responsibility to clean after each use. Cleaning and sanitising products are supplied and are expected to be used. Personal items are not to be left in bathrooms at any time.

### Communal Areas – all halls

Students are responsible for keeping the kitchens clean and tidy. These will be checked daily (weekdays only) by the cleaners.

All under 18 rooms are entered daily. Staff will meet with students who do not maintain this standard to discuss any issues. In extreme cases, disciplinary action may be taken against students whose rooms repeatedly do not meet the

required standard of cleanliness.

## Complaints Procedure

Complaints regarding any aspect of your stay in halls should be made in writing and sent to the Assistant Principal, Safeguarding and Residential Services. Alternatively, please speak to any member of college staff who can assist you with your complaint. Further details can also be found on your accommodation noticeboard.

## Council Tax

Students are exempt from Council Tax provided they live in a property that is occupied exclusively by students. College halls are exempt from this tax.

## Damage to Property, Fixtures or Fittings

We would like all students to respect their environment and accommodation at all times. However, occasionally damage does occur either maliciously or unintentionally. The college will seek to recoup any damage costs from students. In most cases, any damage costs over £100 will be invoiced directly to the student. Costs under £100 will be deducted from the room deposit refund at the end of the academic year.

### Communal Damage

Communal damages do occur in halls and every effort is made to identify culprits. If this is not possible, costs will be shared amongst all students in the hall as per the Accommodation Agreement. Students will be informed of any costs during their termly Hall Forum meetings. Any monies for communal damage will be deducted from the room deposit at the end of the academic year.

### Individual Damage

Students who intentionally vandalise property, fixtures or fittings will be dealt with in accordance with our Disciplinary Guidelines which may result in removal from accommodation and / or the College as a whole. Culprits will also be issued with an invoice to cover any damages caused and action may also include police involvement and prosecution for Criminal Damage.

### Accidental Damage

Accidental damages do occur. In such cases, students must inform staff immediately and in most cases, disciplinary action is not taken. However, should the accidental damage be due to inappropriate behaviour, students may be disciplined in accordance with our Disciplinary Guidelines.

Where there is a cost attached to accidental damage, this may be passed on to the student who caused the damage.

## Dental Appointments

Residential students requiring the emergency dentist should contact the Health and Welfare Team who can make an appointment for you and provide transport where required. For regular dental check-ups, students are advised to contact their own dentist at home.

## Drinking Water

Drinking water fountains are provided in each hall for your convenience.

## Drugs

The use, distribution or selling of drugs is not tolerated by the college. Robust policies are in place relating to substance misuse and the college actively pursues any processes which will support the resolution of actual or suspected issues. Handling of drugs is classed as gross misconduct under the college's regulations and will result in exclusion from the college and / or police involvement.



## Electoral Register

At the start of each academic year, a list of students living in college owned accommodation is sent to the relevant local authority to enable those who are eligible to vote to do so if they wish. Anyone arriving after the start of the academic year must register directly with the relevant local authority. Details of which can be provided by Student Services or the Wardening team.

## Electricity and Gas

Residential fees include the cost of both electricity and / or gas. Residents should turn off all appliances and switches when not required.

## Email

Each enrolled student will have access to an individual college email account which should be checked regularly for updates and emails relating to college issues. Students will be expected to read and sign the policy regarding safe usage of emails during induction week at the start of the academic year.

## Emergencies

In case of emergency, please contact any member of staff. They will make the necessary arrangements if the emergency services are required to be called.

## Environmental Awareness

The college aims to be environmentally responsible in all its activities. Please support our efforts by:

- Recycling and reusing items whenever possible. A wide range of recycling bins are provided in halls and around the campus
- Switch off lights if they are not needed
- Turn televisions and stereos off when not in use
- If you are using a kettle, boil the amount of water required. You may not need to fill the kettle full every time
- Report leaking / dripping taps as soon as possible. A dripping tap can waste up to 140 litres of water a week.

These things may appear small, but if all residential students made efforts to monitor these changes, the results can be significant for the environment.

## Financial Support

One of the most frequent causes of concern for students is around money. Some students choose to ignore invoices, phone calls and messages from staff whilst others are very conscious of being in debt and do everything they can to manage it. There are many sources of additional funding available; loans, bursaries etc.

Support staff are familiar with advising students how best to proceed. Please do make contact with Student Services or our Finance department should there be any concerns and we will arrange to meet and resolve any issues.

We do impose sanctions as part of the process to recoup debt, including preventing access to accommodation and withdrawal of academic services.

## Fireworks

The storage or use of fireworks anywhere within the halls or on college property is strictly prohibited. This is in order to comply with Fire Regulations and also to minimise the chances of alarming the large amount of livestock living on campus.

## First Aid and Accidents

The college has many first aid qualified staff and all wardens maintain their First Aid at Work certificate. For assistance during office hours, dial 3130 from your hall phone which will connect you to reception staff on an emergency phone line. After 5pm and at weekends, contact the Duty Warden on 3266 or 07702 553935.

Should you be required to attend hospital and are under 18, you will be accompanied by a member of staff. Parents / guardians will be contacted in this instance.

Transport can be provided for residential students for hospital appointments. If this service is required, please contact the Health and Welfare Team in advance.

## Getting Along with other Residents

Living in the communal setting of halls can be both one of the most rewarding and challenging aspects of your time at college. To make the most of this opportunity, residents need to value and be aware of the issues that can arise through communal living.

There are often differences in upbringing, lifestyles and tolerance levels. Most of these can normally be resolved by talking through differences and learning to compromise. Staff can assist with these discussions – contact any member of the Wardening team for support and advice.

## Grounds

To maintain a litter-free environment, students are requested to use litter bins and recycling bins around the campus.

During cold weather, students are advised to take extra care as surfaces may be slippery or icy. The Estates department regularly review weather forecasts during winter months. If there is a risk of snow or ice, main footpaths and roads are gritted. Following snowfall, footpaths and roads are regularly checked and cleared as required.

## Guests

Residential students aged over 18 and who live in over 18 halls are permitted one overnight guest at any time. Guests must be also aged over 18 and must have paid the required fee and be signed in with the Duty Warden prior to them entering halls. No guest should be left unattended in any of the halls and their behaviour becomes the responsibility of the student whilst on campus. Students aged under 18 are not permitted guests at any time. Please note that non-residential students are not allowed in accommodation at any time.

## Health and Welfare

The health and welfare of our students is taken very seriously. In order to enable a student to achieve, they must be supported fully in order to be happy and healthy, both emotionally and physically. The college has wide experience



of working with students and the problems they may experience.

There is a wealth of experienced staff on campus plus access to a large network of support agencies in the community to support student's individual needs. For advice or assistance, please contact a member of staff.

The college holds a number of events through the year which provide information for students regarding healthy lifestyles and choices. These include the Lifestyles Days, sexual health talks and screenings and visits from external agencies, e.g. Teenage Cancer Trust, MIND, Citizens Advice Bureau.

There is also a weekly sexual health drop-in clinic which provides free, confidential help, information, screening and general health advice. See the posters in the halls of residence for details.

### Doctors' Appointments and Illness

The college holds blocks of appointments with the doctor's surgery on a Monday, Tuesday and Thursday mornings, for emergencies only. If you become ill at college, an appointment can be made for you at the local surgery. Students requiring an appointment must contact the Health and Welfare Team. Transport to and from the surgery will be provided by the college. See the notices on your hall noticeboard for further details. If you are ill, you must inform the college before 8.30am. The hall phone can connect you to staff members and they will inform your Course Manager or tutor of your absence. You will also be checked on in your room if you report in as being ill and offered relevant support where required. Should the illness become more serious or there are concerns around infection or contagion, arrangements will be made for you to return home.

### Counselling

The college provides a counselling service, which is available Monday to Friday. The counsellors are fully qualified, independent staff who are members of BACP (British Association for Counselling and Psychotherapy). There is a dedicated counselling room which provides an appropriate, safe environment and allows total confidentiality. Counselling sessions are arranged by the Health and Welfare Team.

### Heating

Heating systems vary as to the outdoor temperature, but are typically timed to be on between October and May.

### Identity Cards

As part of the college's safeguarding procedures, staff and students are issued with an identification card and lanyard which must be worn at all times. All visitors to campus are identified with a visitors' identity card and lanyard. Any unknown person not carrying either of the above forms of identification will be challenged by staff.

Residential student's cards are also used as their food cards and car park barrier access (where applicable).

Replacement ID cards and lanyards can be purchased from Student Services. The cost to replace a card is £10 and £5 for a replacement lanyard.

### Insurance

We advise all students to arrange insurance to cover their personal possessions, especially if you are bringing any particularly valuable items with you. The Wardens will discuss insurance with you during your Residential Welcome Event induction talk, held within the first few hours of your arrival at college.

### Internet Access

Free wi-fi is available in all halls of residence. To connect to this system you will require your college login and password which you will receive during induction. If you experience difficulty with the internet connection, please contact the warden's office. They will take appropriate action or refer the problem to the college's IT Services department.

### Inventories

Inventories of your room will take place three times a year. This is in order to ensure that your room is of an acceptable standard and will form the basis of your room deposit refund at the end of the academic year.

### Ironing Boards and Irons

Ironing boards and irons are provided on request and should be used as they are intended.

### Keys

#### Key Collection

You will be advised by letter of the date when you can move into accommodation. Before any keys are collected, you must have signed the Accommodation Agreement, paid your campus fee and first term's accommodation fee.

At the end of each term, you are required to hand in your room key when you clear your room for the holidays. Failure to do so will result in a charge of £100 being made for a new lock and keys. Room keys will not be re-distributed until the following term's accommodation fees are paid.

#### General Key Information

Residents should carry their room keys with them at all times and should take great care not to leave them lying around, even within communal areas of halls.

Individual bedroom doors should be locked at all times when the room is not in use. You must take full responsibility of your possessions and locking your room helps to keep them safe.

Residents are not permitted, at any time, to change the locks or install additional locks to their room doors.

#### Lost Keys

If you have lost your key you must report this immediately to the wardening team. A new lock and keys will be installed for you at a cost of £100.

It is possible to loan keys to students if they are locked out of their room (e.g., left keys in a friend's car and awaiting their return later that evening or if they have left their key at home). Loan keys will be charged at £15 each and will be deducted from the room deposit. This amount is not refundable. Persistent offenders will be required to discuss



their levels of responsibility around keys with the Head Warden.

## Kitchens

Kitchens / communal lounges are equipped with the a fridge, kettle, toaster and microwave.

Residents must provide their own crockery, cutlery, detergent, cleaning and drying cloths.

## Knives

Please do not bring any knives onto campus with you. We have a very strict Knife Policy in place and any sized knife, even a pen knife, will be confiscated.

## Laundry

Laundry facilities are available on campus. Payment is made via card or an app on your phone. Instructions are displayed in the laundry rooms. In the event that a machine is faulty, please report it to the Estates department as soon as possible.

## Moving Out Early

If you wish to leave before the expiry of your Accommodation Agreement, you will remain liable for your accommodation fees unless a new residential student can be found. This person must not be already resident in college halls.

There is no guarantee that the college will be able to relet your room.

## Moving Out Instructions – Holiday Periods

Holiday Periods for 2022 / 23 are as follows, the first date is the date you must vacate your room by 7pm, the second date is when you may return to your room after 2pm.

**Christmas:** 16 December 2022 - 3 January 2023  
**Easter:** 31 March 2023 - 16 April 2023  
**End of the Academic Year:** 30 June 2023

As per your Accommodation Agreement, all rooms must be vacated and cleared of personal possessions by 7pm on the last day of the term. Any personal belongings left on the property after this time will be stored and a charge made of £20 per day for this service.

The following procedure should be followed:

- Remove all personal belongings / items from your room and common areas, which should be left in a clean and tidy condition
- Dispose of unwanted food, empty all bins and remove rubbish
- Leave all inventory items designated to your room, in your room
- Turn off taps
- Turn off lights
- Close the window and door securely
- Return the key to the Warden Office before departure.

Failure to hand your key in will result in a charge of £100 for a new lock and set of keys. Unfortunately, the college has no storage facilities for students to use over the holiday period. Accommodation is not available for students during the college vacations due to repairs, maintenance and decorating and other commercial bookings taking place during these times.

## Noise

Living in halls of residence is very different to living in an average family home. All accommodation at Bishop Burton College houses a number of students and as such, a certain level of noise is to be expected. However, students are

asked to ensure that unacceptable levels of noise do not occur after 11.30pm, e.g. loud music, shouting, slamming of doors. Students must always be mindful that your next door neighbour may not want to hear your choice of music at full blast at midnight! Any student living in accommodation must remember the words "respect and consideration".

If there are any concerns regarding noise, the first point of call is the Duty Warden who will attend the hall in question and deal with any unacceptable noise. Staff do have a right to remove any music equipment if requests to keep the noise down is not adhered to. The quicker noise is reported, the faster it can be dealt with, ensuring a peaceful night for all!

## Noticeboards

Information relating to your wardens, events, activities, advice and issues relating to accommodation will be posted on the noticeboards in and around your accommodation. Please check these boards on a regular basis.

## Parking and Driving

Residential students are very welcome to bring their vehicle, moped or motorbike onto campus. The heart of the campus is pedestrianised and all student cars and bikes must be kept in the student car park. Any vehicle and its contents are left at the owner's risk. Please note that the gym car park is out of bounds for college students. The gates to the college are locked nightly at midnight. The speed limit on campus is 10mph and disciplinary action will be taken against any student found to be driving dangerously or over the speed limit. In extreme cases, the police will be notified and most certainly if the driver is found to be intoxicated through alcohol.

All student vehicles must display a valid car parking permit. These can be obtained by completing the Car Parking Permit form, which is available on the college website. From this form access will then be given to the car park barrier system allowing you to enter campus. For any queries throughout the academic year regarding car parking or vehicle access to campus, call the Transport Manager on 01964 553022.

Mopeds / scooters and motorbikes are not permitted to be stored in halls of residence. Please keep them in the student car park. The Transport department requires that all motorbikes, mopeds / scooters are registered.

Vehicle bans will apply if students do not adhere to the rules.

## PAT (Portable Appliance Testing)

All electrical items brought onto campus by residential students are required to be PAT tested. This will be carried out by trained personnel. This is charged at £2.50 per item and the cost deducted from your room deposit refund at the end of the academic year. Any items which fail the PAT test will be removed from rooms. Items which have passed the PAT test will display a sticker – please do not remove this sticker whilst in residence as this will cause staff to have items retested at a further cost to yourself.

## Personal Contact Details

Residential students are required to notify the Student Services department of any changes to their personal details, e.g. mobile phone number, address, next-of-kin details). This will enable college records to be kept up to date and details may be used in an emergency.

## Pets

The keeping of any animal, bird, fish or insect is not permitted in halls of residence. Disciplinary action will be taken against anyone found with creatures in their room.

## Post and Postal Address

Incoming student mail is distributed from the Post Room in the main building. Collection requires student identification. Outgoing mail can be posted from the Post Room.

The full postal address is:

Your Full Name

Your Hall of Residence  
Bishop Burton College  
Bishop Burton  
Beverley  
HU17 8QG

## Posters and Display Materials

Posters, photographs, decorations etc. must be confined to the noticeboards supplied. This applies to both bedroom and communal areas. Failure to comply will result in cleaning and redecoration charges being levied. No material must be displayed in windows. All material displayed must be of a suitable nature.

## Re-applying for Halls

Details on re-applying for accommodation for 2nd year students is on the college website and is available to book and secure all year round.

## Restricted Areas

There are certain areas around campus that have restricted access to students due to health and safety. Unless you have a valid reason, i.e. farm yard duties the areas around the farm and equine are out of bounds after 6pm weekdays and all weekend. You are not permitted to enter any of the woodland areas at any time. If you are unsure as to where you can walk around then please ask a member of staff.

## Room Searches

At the college we do have a "right to search" policy so please be aware that college staff will search student rooms if there appears to be a Health and Safety issue or staff become concerned for a student's welfare.

## Room Size and Variance

Due to the varied nature and age of our housing, it is difficult to give a standard room size. Generally, the rooms have ten square metres of space. All bedrooms are either carpeted or laminated and are equipped with a single bed, wardrobe, desk, desk chair, bookshelves and are central heated. Each room also has a TV aerial socket and wi-fi.

En-suite bedrooms also incorporate a shower and / or bath, wash basin and toilet.

## Rubbish

We pride ourselves on our beautiful campus and clean environment. We do believe that a pleasant, tidy campus inspires students to care for their accommodation and place of study, work harder and ultimately feel more settled and happier. Therefore all students are asked to support the staff's efforts to keep our site clean. They are expected to use litter bins provided. We sometimes use litter picking as one of the sanctions following poor behaviour.

Residents are responsible for ensuring all rubbish is placed in the bins provided within their halls. This includes in communal areas.

## Signing In and Out and Related Checks

### Under 18s

As part of our commitment to ensuring the safety and welfare of all students, all under 18 residential students have a curfew of 11.30pm every night.

We expect every under 18 student to take responsibility each night to sign a formal signing in sheet to indicate they are present in their hall. If you do not sign in and we have not got contact with you, we will ring your next-of-kin to inform them. This may well be after midnight after we have scoured the campus, asked your friends and rung mobiles. This is a really important process and we are very persistent about all students complying with this. We will use the disciplinary process if it seems that the importance is not recognised.

If students aged under 18 student wish to leave campus during the day, for example to go to the village shop, you need to sign out as being off site. This is to fulfil the National Minimum Standard's requirement that the college can account for all under 18 students at any time.

Signing out can be done by text to the warden's mobile or call to the warden's mobile or in person by visiting the Student Services office. On their return, you must sign back in. The same process applies out of office hours when students sign in and out with the Duty Warden. Spot checks are carried out to ensure compliance with this procedure. Failure to fulfil these requirements will result in disciplinary action being taken.

### Spot Checks

30% of all under 18s are spot checked every evening from 11.30pm by the wardens. This is to ensure that they are following procedures regarding signing in.

On Fridays, home spot checks are carried out on 20% of the residential under 18s who have indicated they have gone home for the weekend. This involves telephoning the home of students. Wardens will speak to parents / guardians to check that students are in fact, where they say they are going to be! Should the student not have returned home, staff will liaise with parents/guardians to locate the student. In extreme circumstances, this may also involve reporting the student as a missing person to the police.

### Late Passes

Should an under 18 student need to return to campus after 11.30pm the Duty Warden (07702 553935) requires a telephone call (staff will ring the next-of-kin back to verify the call) or an email of consent from parents / guardians. This must be given in advance of any student leaving campus and must state a time by which the student should be expected to return to campus. Wardens will contact students' next-of-kin immediately after this time should the student fail to arrive back at college. Their safety and welfare is our priority.

### Over 18s

Students aged over 18 are not required to abide by a curfew and do not have to sign in and out of campus.

## Social Activities

The college provides a programme of social and sporting activities for all residential students, the majority of which are free. All transport for offsite trips are FREE.

Details of activities can be found around the college on posters, the activities page on the college's iLearn and emails are sent to all residential students on a weekly basis advising on any activity or trip planned. We also have a Student Association Facebook page where pictures of our Halloween / Christmas / Valentine's balls etc. are promoted. Our events are very popular but we also welcome feedback and suggestions for new activities from students.

There is no reason for any student to say they have nothing to do or they didn't know!

## Student Association

The Student Association represents all students at Bishop Burton College and acts as the formal link between college staff and students. The committee consists of a variety of posts including the posts of Treasurer, Secretary, Sports' Rep, Health Rep, Under 18s Rep, Social Rep and Charities' Rep.

Students wishing to improve their CV and gain valuable experience working on a formal committee within the college may wish to join the Student Association. Information regarding this process can be found by contacting Student Services.

## Tattoo Equipment

Please do not bring any tattoo equipment with you to either use on yourself or others. You need to be over the age of 18 to get a tattoo from a qualified tattooist - so please leave this to the professionals!

## Telephones

There is a coin operated telephone on campus. In an emergency, parents / guardians can contact students by telephoning reception during office hours or the Duty Warden after 5pm and at weekends.

Each hall has its own telephone, which is for internal calls only. There is no cost to students when making calls on these telephones.

## Televisions

Televisions are provided in the kitchens / lounges of all Further Education halls of residence. Students are welcome to bring their own television for their room. If you decide to do this, please be aware that a television license will be required, the address for which will be notified to you on your arrival into halls.

## Wardens

At Bishop Burton College a team of wardens work to support you during your stay. Their role is to provide pastoral care and support and to ensure behaviour is appropriate. They will act in the interests of residential students to ensure the campus is a happy and cared for environment.

The Duty Warden is the person to contact between 5pm and 8.15am weekdays and they are joined by the Night Warden who patrols the campus all night. Their offices are in the Meadows building. All telephone numbers can also be found on the notice adjacent to each hall telephone.

The wardens hold termly Hall Forums with each hall of residence. These Hall Forums are compulsory attendance and are an important communication channel in order to not only raise any concerns or questions you have, but also receive information from the wardens.

Wardens also offer a 'kind ear' to assist with a whole range of issues or problems which may arise when staying in halls for the first time. The wardens are experienced members of staff who have seen and heard many questions and problems over the years. Do not be afraid to ask questions or raise issues with them – quite possibly they have heard it before and will be able to assist you!

## Weekends

The majority of our students do go home on a weekend so for some, the weekends may be quite quiet, however we do still have a trip every Friday evening to a local supermarket and every Saturday a day trip out whether it is to the seaside or a shopping centre.

## What to Bring

You are very welcome to bring items which makes you feel at home. Posters, TV, stereo, laptop, photos, books are all acceptable. The list which follows may assist you suggesting items you wish to bring:

- Bedding – no bedding is provided, with the exception of a new mattress protector. Please bring a bottom sheet, duvet and cover, pillows and pillowcases with you
- Towels
- Toiletries
- Medication
- Clothes hangers (and clothes!)
- Glasses / plates / cutlery if you plan to prepare snacks in your kitchen
- Laundry detergent and change for laundry machines
- TV license – do not risk a fine of up to £1000. For information, go to [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk)
- Mobile phone charger
- Food and snacks to prepare in your kitchen
- Fridge – many students prefer to have their own fridge / cooler in their room. If you do bring one, please ensure it is no larger than a table top size. Undercounter / standard sized fridges are not accepted and will be removed
- Personal possession insurance.

Please do not bring:

- Standard / large size refrigerator (unless for medication purposes and agreed in advance)
- Toaster / other cooking equipment
- Kettle
- Microwave
- Candles / joss sticks
- Furniture, e.g. inflatable chairs

This list is not exhaustive – please check with the Warden team if you are in doubt about bringing particular items.

## Tips for Living In Halls

- Be thoughtful and considerate towards your fellow residents
- Be active – get the work / life balance right – get involved in the social side of the college as much as your studies
- Be financially organised – budget. The Student Finance Officer can help you if you are struggling and there may be funds to help you
- Be honest – ask for help when you need it
- Be well – book a doctors' appointment through us – it's free and we take you there and back too! Be involved – attend termly Hall Forum meetings – it's your chance to raise any comments, queries and problems with staff about your residential experience
- Be quiet – not everyone wants to hear your choice of music at 3am in the morning thank you very much. The same applies when walking through campus late at night.
- Be prepared – see the checklist on the previous page and good luck with your packing!

Overall, enjoy it – this experience will stay with you for the rest of your life. Despite it being a new and sometimes scary time, it is also a great one!



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