



**SHUTTLEWORTH
COLLEGE**
& UNIVERSITY CENTRE
Part of The Bedford College Group



RESIDENTIAL HANDBOOK

24/25

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Please Note:

Accommodation Policy and regulation details are subject to change but were correct at the time of publication. Please check that you have the most up to date information. Additional general information about the College can be found in the Student Handbook



WELCOME TO SHUTTLEWORTH

Moving from a school to a college environment is a big step in any young person's life. Add that together with the prospect of moving away from home and it can seem daunting.

Here at Shuttleworth College our campus accommodation offers a stepping stone to independent living. This gives you the opportunity to study and enjoy the social life. All student accommodation agreements include three meals a day, for five days a week, from Munch & Mocha.

The close-knit community that quickly develops provides a safe environment for our students to make the transition from living at home.

We have developed a strong support team of staff that are available throughout the day and night to ensure the safety and welfare of our resident students.

Residential Students are encouraged to become involved in enhancement activities, and can use facilities such as the gym, sports hall and tennis courts on Campus during the evening. A gym induction is required.

We have a Fresher's team of second year students who will be waiting to welcome you into Halls of Residence. They work hard to provide lots of fun activities and events to help you settle in. This is arranged with the Duty Wardens and support team, so you get to know both staff and students.





ABOUT HALLS OF RESIDENCE

There are five halls which are split into under18, divided by gender and over18.

Bedding is not provided. You Should bring your own duvet, pillows, under blanket and sheets. There are laundry facilities for students' personal use.

Conditions- Important

When students take up a place in Halls they undertake to remain for a full academic session (September to June). Students are entitled to use the room for term time periods and are requested to clear the room at Christmas and Easter, so full room cleaning can be carried out.

Hall fees are charged in three equal termly amounts. The fees entitle students to room occupancy for term time during the academic year and weekday meals during term time. (See Catering Section for details). Included within the Fees are cleaning services, heating, hot water, lighting, academic support, 24/7 wardens and support

2024/25 HALLS FEES

Fees are for a single room with full board on weekdays.

£4900 for the academic year contract.

No refunds are available for any meals missed. Self-catering facilities are available in the residential common room at weekends.



RESIDENTIAL BURSARIES

Residential Bursaries are available for Further Education students following a full-time course of study. These are intended to provide assistance, where financial circumstances may prevent students from attending the course.

These are means tested and funds are limited so it is important to apply early. Bursary applications can be found on the college website under Student Life then Financial Support.

ACCOMMODATION POLICY

**Full Policy available on
website scan QR code
for link**



1. Consideration will be given to a student's distance from home, with preference being given to those living furthest away and those not on a bus route.
2. Where a student under 18 is offered a place in Halls, a signed statement accepting the rules, and level of supervision will be required from the parents for their son/daughter/charge before they take up residence.
3. Any student who reaches the age of 18 years whilst living in Halls will be moved to an over 18s hall if there is a room available. However, if no room is available, the student will continue in their current Hall and must still adhere to the rules and regulations of the under 18 Halls.
4. Students who have presented campus problems in the past will not normally be entitled to live in Halls again.
5. Rooms must be contracted for the study programme a student is enrolled on.
6. When the limit of supply is exceeded, names will be placed on a waiting list for the next available room.

HALLS OF RESIDENCE CATERING

Catering Services

The College catering services are available to staff, students and visitors. The colleges canteen and coffee shop Munch & Mocha serves meals, snacks and drinks throughout the day. Munch & Mocha provides three meals a day, five days a week.

Resident Students

The fees for students living in Halls of Residence includes a catering allowance for full board on weekdays.

Meal entitlement is clearly displayed at the servery but will normally consist of a main dish, dessert and a drink. However, alternative meals such as sandwiches, soup, jacket potatoes with assorted fillings may be taken if preferred.

The meal entitlement may not be used for chocolate, crisps, canned or bottled drinks, ice cream or any other confectionery items.

Dietary Requirements

A vegetarian dish is available at all meals. However, the dishes may not always be suitable for vegans. Please make Student Services aware of any dietary requirements.

Allergies and dietary requirements can be catered for, please inform Student Services of any allergies or requirements.



CAMPUS INFORMATION

The **student common room** is located between the Halls of Residence and provides a comfortable area for residential students to use in the evenings. Soft furniture, TV and a pool table are provided along with a fully fitted kitchen and dining area for those wanting to try out their culinary skills. The common room is open from 5.00pm until 11.00pm and provides a good communal area where residents can relax and socialise.

The **campus laundry** is also found in this building and has a number of automatic washers and tumble dryers.

We provide a drying room for wetsuits and equipment.

There is a **Bike Bunker** on campus. It is not permitted for cycles to be kept in bedrooms. **Students are advised to get their cycle insured** and not to bring really expensive mountain or racing bikes to College.

Living on campus gives greater access to the Learning Resources Centre, computer suites etc. It is also convenient to have the sports facilities close by including the sports hall and gym, badminton and squash courts, outdoor tennis courts, sports pitches etc.

Doctors

The College promotes the health and well-being of all students. Residential students can register with a local doctor if they wish. However if students wish to remain with their own doctor this is acceptable, this may mean the student will need to complete a temporary medical form to visit the College's local doctor or return home if requiring medical assistance.

Students can arrange a doctor's appointment through Student Services. Transport can be provided if needed to the medical centre for these appointments. Students who make their own appointment will have to provide their own transport.

First Aid

All qualified first aid staff can be contacted through the duty warden or Student Services.

Reporting Sickness

All accidents must be reported to Student Services. All other incidents that happen outside the hours of 8.30am to 5.00pm must be reported to the Duty Warden. In the event of hospital treatment being required transport will be arranged or an ambulance will be called. Transport is available for residential students for follow up appointments if required. Parents, guardians and next of kin will be notified of medical treatment provided.

Sickness must be reported to the Duty Warden/ Student Services.

Student Post

Resident students can collect their post from the Student Services. You may only collect post that is addressed to you.

Warden Team

The Duty Warden is on call from 5pm to 8.30am Monday to Friday and at a Weekend 24/7, so there is always someone on hand to contact.

Cars & Parking

Students are allowed to bring cars to College and to park in the designated areas provided, as long as they have valid insurance. Students must have a vehicle permit and display it on the windscreen.

Cars not authorised to park on the campus may be subject to a parking fine. This will also apply to cars parked inappropriately and the misuse of vehicles on the College campus. Cars must be driven with great care and consideration for pedestrians. Once parked in the designated car park students should not drive their vehicles around campus during college hours unless leaving site.

A 10 mph speed limit applies to all areas of the campus.

Most car parks are protected by CCTV cameras. The traffic flow system should be rigidly observed and students should avoid parking in areas designated for staff, visitors or customers.



Smoking & Vaping

Smoking and vaping is only permitted in designated smoking areas. These will be identified during your halls induction. Smoking in any of the college buildings will incur disciplinary action.

TV Licence

The TV Licensing Authorities have recently targeted Universities and Colleges to ensure that any television being used carries a current licence. Officers visit the Halls of Residence for spot checks and use detector vans. The rulings are, if you have your own television and use it in your own lockable bedroom, you must have a licence. The fact that it is covered by your parent's licence when the set is at home does not mean it is licensed at College. Please remember to inform the TV Licensing Authorities if you move to a different room/address, as it is the premises that are covered - not the individual.

Potable Appliance Testing (PAT)

All electrical appliances that Students bring into Halls will need to have passed a PAT. Testing will be arranged by the College and there may be a cost incurred. Sockets are limited in Halls to one double socket per room; you may wish to add a 4 way extension lead.

Insurance

You are strongly advised to take out insurance for your personal effects. It is advised that you seek advice from your home insurance, as this may insure Halls of Residence too.

Council Tax

Students in Halls of Residence are exempt from payment of Council Tax.

TELEPHONE NUMBERS

Main College **01767 626222**

Student Service **01767 626211**

Duty Warden **07375 258351**

Ofsted **0300 1231231**



THE RESIDENTS' CHARTER

Our Student Charter sets out what you can expect of us during your time with us as a student and what we expect of you. As a residential student, you must comply with the Student Charter and our residential regulations, all college policies and procedures, including the student code of conduct and the behaviour policy.

Commitment

It is our aim for the Halls of Residence to be managed efficiently and economically and to make sure you obtain the best possible value for money. To help us to achieve this we expect you to play your part by showing respect for the accommodation provided and to make use of the channels which exist for expressing your views on how the services might be improved.

What to expect from the college

- **Facilities**

Each student will be provided with a desk or work surface, drawers for clothes, wardrobe space, a study chair, a bed, mattress, blind, pin board, adequate lighting, power points and waste bin.

- **Identification**

All staff including cleaners and maintenance staff working in the Halls will wear an identifiable uniform with a visible lanyard.

- **Wellbeing and Illness**

If residential students do not turn up to lessons, they are reported to Student Services, who will then check the student's room to ensure they are safe and well. If the student is too unwell and will be unable to attend lessons for more than a day they will be asked to make arrangements to go home.

What to expect from the college... continued

- **Cleaning**

Cleaning of all communal areas, including toilets, showers, washrooms, kitchens and corridors will be carried out daily (Monday to Friday). Rooms will be cleaned once per week including dusting and vacuuming. All personal belongings need to be placed on your bed on the cleaning day allocated to your hall.

- **Maintenance**

When you report a minor defect within your room, the repair will be carried out as soon as possible, often the same day, but definitely within five working days. If the defect is major and it cannot be rectified within five days, you will be notified of the likely time scale.

- **Equipment**

It is a requirement for the Health and Safety Officer to inspect the safety of any electrical appliances in your room. We will seek to give you 24 hours notice of any inspection

- **Planned Maintenance**

Where it is necessary for maintenance work to be carried out in your room, we will seek to give you 24 hours' notice. With exception where the work is of an "emergency" nature, when we reserve the right to enter your room without prior notice.

- **Services**

If there is a failure of the heating system, electricity or water supply, we will do everything possible to have the supply restored as soon as practically possible. We will inform you of the time scale to which we are working and of any information we receive from our suppliers of services.

- **Privacy**

We will do everything possible to respect your privacy, subject to your compliance with the campus regulations. The wardens, cleaners and maintenance staff have authority to access rooms as part of their duties.

- **Complaints**

We will always listen to any complaints you may have about the residence and to respond accordingly. Written complaints should be submitted to the Student Services Manager.

NOTE: The College has an official Complaints Procedure; Scan the QR code to be taken to the complaints and feedback section of the website.



What the college expects from you

- Full co-operation with the cleaning and maintenance staff to enable them to carry out their work.
- To report a defective smoke alarm and also to report if your smoke alarm has been activated.
- To keep your room tidy and avoid any unnecessary mess in the communal areas.
- To take care of the fabric, furniture and fittings in your room so that you vacate the room in the same condition in which you occupied it (fair wear and tear excepted).
- Any accidental damage to be reported straight away to Student Services.
- No fire appliances or signage to be defaced or tampered with.
- No unreasonable Noise from you or your Visitors which might disturb other residents.
- To ensure that Your visitors respect the Facilities and regulations.
- If you are over18, to obtain permission to have overnight guests (on Friday/Saturday nights).
- To vacate Your room by the time requested and to remove all your belongings including posters, decor etc. (Drawing pins, Sellotape and blue tack are not to be used on walls or woodwork).
- To ensure that all electrical appliances meet the College's required safety standards.
- To uphold the campus regulations.

Room Occupation

When you take up your place in Halls, it is assumed you will require occupation of the room until the end of the academic session. If, for any reason, you wish to move out, or are required to move out you will be still liable for full halls payments.

FIRE REGULATIONS

We have a legal and moral responsibility to our residential students to ensure that our Halls of Residence are a safe place to live and work and that everyone within Halls has adequate means of escape in the event of the fire alarm being raised.

It is the role of the College to provide and maintain staff training for Wardens and the Facilities staff to ensure that all residents are evacuated quickly and efficiently.

All students will be made aware of the Fire Procedure and regular fire drills will take place to ensure students are clear on the evacuation procedure for their building and the location of the Emergency Assembly Points.

The College has a responsibility to ensure the following:

- An adequate means of escape is in place in the event of evacuation
- Regular liaison takes place with Fire Inspectors
- Suitable fire fighting equipment is in place
- Statutory training is provided for all staff
- Information and instruction is given to all resident students.

It is everyone's responsibility to ensure that all fire exits are kept clear from obstruction and any issues are reported to the Duty Warden.

RESIDENTIAL REGULATIONS

Failure to comply with our rules and behaviour expectations may result in disciplinary action against you and/or financial charges and/or expulsion from your course of study, suspension or eviction from the Room.

1.Damage

Students will be held responsible for the condition of their room and will be required to pay for any damage or unacceptable condition, whether caused by themselves or their guests

2.Condition of rooms

Residents are required to keep bedrooms and common rooms in a clean and tidy condition and to ensure washing up is done after use of the facilities. A charge will be made for any necessary additional cleaning. Items of furniture or equipment must not be removed from the bedrooms or common rooms.

3.Fire rules

No smoking or vaping in your Room, Common Areas, Balconies or anywhere on campus except in the designated smoking areas. Rules relating to smoking must be strictly observed by residents and their guests.

The use of candles, incense sticks and other ignited material is not permitted on grounds of Health and Safety.

Interference with fire appliances or the fire detector system or removal of any fire signage is a criminal offence. Anyone found to be responsible for such interference may face disciplinary action in line with the college's disciplinary procedure including the loss of their place in Halls and a charge. This applies to the removal of fire extinguishers from their location, the unwarranted activation of the fire detector or alarm system, and tampering with smoke alarms or wedging open fire doors, or tampering with door closers.

4.Music

Students must ensure that their music does not cause unacceptable disturbance to residents at any time. Student must not cause unreasonable noise after 10.00pm and anyone found breaking this rule may have the item confiscated.

5.PAT testing

Any item of electrical equipment brought into Halls must be correctly fused and safe to use. Only fused multi plug sockets are permitted in halls. Cooking or heating appliances may not be used in bedrooms or corridors. Students wishing to use an individual appliance in the kitchens/common rooms should seek permission from the Student Services. The maintenance team may carry out checks on electrical appliances and any item considered unsafe will be removed.

RESIDENTIAL REGULATIONS

6.Storage of large equipment

Bicycles, canoes and kayaks may not be kept in bedrooms or elsewhere within the Halls or buildings. Storage areas may be provided on request.

9.Pets

Students are not permitted to keep any animals within the Halls or elsewhere on campus.

10.Balconies

The balconies will only be open in the evenings on request, students should not attempt to access them outside of these times.

11.Estate Facilities

There are areas on the campus that are out of bounds to all students for health and safety reasons. They are: the assault course, the children's play area, reservoir, lakes, pavilion, summer house and the woodlands. Any resident found in these areas may lose their place in Halls.

12.Doors

Every student has a responsibility for security and should ensure that external and corridor doors are not wedged open in order to prevent unauthorised access. Bedroom doors and windows should be secured when students are not in their room. A charge, currently £25, will be made for the replacement of a room key if lost, and these can be requested from the Student Services.

13.Weapons

No weapons of any kind may be brought into Halls. Any student found in possession of a weapon will face disciplinary action in line with Behaviour procedure and the Police may be involved. The College is committed to safeguarding all Students on Campus and therefore do not permit Knives to be carried under any circumstances. If a student uses a knife within their course they will be provided with a Safety Knife by their course Tutors. No knives are permitted in Halls of Residence.

14.Harassment and Bullying

The College is committed to ensuring all staff and students of the College are provided with an environment in which everyone is treated with dignity and respect. We seek to prevent any behaviour which does not adhere this important principle. We wish to encourage everyone to behave appropriately at all times. All forms of harassment or inappropriate behaviour which may cause offence, whether intentional or not, will be treated seriously and dealt with through college procedures.

RESIDENTIAL REGULATIONS

15. Visitors and Guests

Visiting hours Monday-Thursday - 5pm until 10pm (one Guest per student) Students must notify wardens of their guest. Guests are not permitted within the 5 accommodation blocks. Visiting hours for the weekend - Over 18s may have a guest (one per student) provided they have booked in before 9.00pm and can only stay during the weekend Friday – Sunday 1pm. Guests not booked in by 9pm will be required to leave by 10pm. No visitors are allowed during timetabled class time, including non-residential students. The Duty Warden has the right to ask a guest to leave at anytime.

16. Drinking, Substance Abuse, Obscene Material Alcohol Policy

Students under 18 years of age must not consume alcohol at halls or of site while in our care. Over 18 students are not permitted to drink alcohol during the week on College premises. Weekend rules allow over 18 students to drink to an acceptable level (Friday after 8pm-Sunday 12pm).

The college disciplinary procedure will be implemented if there is evidence of alcohol consumption in halls that breaches the above policy. Supply of alcohol by a student who is over 18 to a student who is under 18 is also strictly forbidden. No illegal substances or obscene material is permitted on campus. If a student under 18 is found to be in possession of or consuming alcohol in halls of residence they would be subject to the college disciplinary procedure and parents/guardians will be informed. If an over 18 student is present, they will be equally responsible, and will also be subject to the college disciplinary procedure.

Shuttleworth has a zero-tolerance policy to illegal drugs of any kind. Any Student found in possession of any illegal drugs or drugs paraphernalia will be excluded and the Police may be contacted. If we have a reasonable suspicion of a students use of drugs they may also be excluded from Halls of Residence and next of kin will be notified regardless of age.

18. Signing in and out

All students must sign out when they leave and sign in when they arrive back on campus. This can be done through Student Services or via the duty warden phone. Parents of under 18 year old students are asked to sign an exemption form, which will allow their child to go in fellow students cars. Please note this procedure is designed to promote safety but the College cannot be responsible for students who choose to ignore this rule.

RESIDENTIAL REGULATIONS

20. Weekend Residence

We do not allow students under the age of 18 to stay at College over the weekend. There are some occasions where staying at the weekend is appropriate, undertaking course related duties like yards or lambing. A request to stay at the weekend should be made to Student Services at least 48hrs in advance. Then it will be decided if individual needs can be catered for and appropriate arrangements for supervision made.

21. College holidays

Half Terms, Christmas, Easter and summer holidays are not included in the Occupancy Agreement and so all students are expected to return home. No Wardens or facilities are provided during these weeks.

23. Under 18s curfew

Students who are under 18 are expected to be back in their halls for 11.00pm. Exceptions are made on College function nights, where under 18s are expected to be back at their room immediately after the function.



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01767 626232

studentservicesshuttleworth@bedford.ac.uk