



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



RESIDENTIAL HANDBOOK

25/26

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Please Note: Accommodation policies and regulations are subject to change but were accurate at the time of publication. Please ensure you have the most up-to-date information. Additional college-wide details can be found in the Student Handbook.

WELCOME TO SHUTTLEWORTH

Moving from school to college is a significant step—especially when combining that with moving away from home. At Shuttleworth College, our campus accommodation serves as a stepping stone to independent living, offering opportunities for both study and social life. All accommodation agreements include three meals per day, five days a week, served by Munch & Mocha.

A close-knit residential community helps ease this transition. We provide robust support via staff available throughout the day and night to safeguard your welfare. You are encouraged to engage in enhancement activities and may use facilities such as the sports hall, tennis courts, and gym by induction in the evenings. A team of second-year “Freshers” helps welcome new students with fun activities, supported by wardens and the wider team.



A photograph of four students sitting at a white table in a common room. A male student on the left is wearing a green JCB polo shirt and glasses. Three female students are on the right, one of whom is wearing sunglasses on her head. They are all smiling and playing with a tall stack of wooden Jenga blocks. The background shows a brown leather tufted sofa and small potted plants on a shelf.

HALLS OF RESIDENCE & FEES

There are five halls, separated by age (under-18 and over-18) and gender.

Bedding is not provided—please bring your duvet, pillow, under-blanket, and sheets. Coin-operated laundry facilities are available for personal use.

Conditions- Important

By accepting a hall place, students commit to the full academic session (September to June). Rooms must be vacated at Christmas and Easter for thorough cleaning.

Fees (2025–26)

- £5,100 per academic year (for a single room with full board on weekdays)
- Paid in three equal termly instalments or eight monthly payments
- Fees cover room occupancy (term-time), weekday meals, cleaning services, heating, hot water, lighting, academic support, and 24/7 warden support
- No refunds are available for missed meals
- Self-catering facilities are available in the common room at weekends

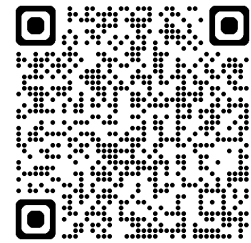
RESIDENTIAL BURSARIES

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

**Accommodation
Allocation 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. 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 (apart from Water), 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 10:50pm 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, outdoor tennis courts, and sports pitches.

Student Post

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

Cars & Parking

Students are allowed to bring cars to College but must agree to and follow the Car Usage Guidelines, once the guideline document has been signed and returned, 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. 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.

You must adhere to signposted speed limits.

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.

FIRST AID & SICKNESS

First Aid

Qualified first-aiders can be contacted through the Duty Warden or Student Services. All illnesses and accidents must be reported:

- During daytime hours (8:30 am–5:00 pm): Student Services
- Outside these hours: Duty Warden 07375 258351

Transport or ambulance will be arranged if needed
Parents/guardians will be informed of medical emergencies.

Doctors

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

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

Further information is available in the Health and Wellbeing Guide you will receive in your induction pack.

SAFEGUARDING AT SHUTTLEWORTH

The safety and wellbeing of our students is our highest priority. The Bedford College Group, of which Shuttleworth College is part, is committed to creating a secure and supportive environment where all students can learn, live, and thrive.

SAFEGUARDING & WELLBEING TEAM



Jade Green



Rosie Layton

SAFEGUARDING MANAGEMENT TEAM



Yasmine Mathu
Deputy Designated
Safeguarding Lead



Gill Rughoobee
Designated
Safeguarding Lead



Jess Leech
Executive
Safeguarding Lead

If you have any concerns, let us help. Email the team at safe@shuttleworth.ac.uk or call us on 01767 626232 available 8.30am to 5.00pm

If you are in immediate danger out of these hours, please contact the Police on 999.

If you are experiencing a mental health crisis, please contact NHS 111 option 2.



LOOK OUT FOR THE TEAM WEARING THIS BADGE ➡

**SAFEGUARDING
TEAM**

GENERAL INFORMATION

Smoking & Vaping: Allowed only in designated areas (identified during induction). Under-18s are prohibited from smoking or vaping on site. Breaches result in confiscation and parent contact.

TV Licence: You must hold a TV licence for any live television or BBC iPlayer used in your own lockable room—even if covered at home by parents'. Notify TV Licensing if your address changes.

PAT Testing: All electrical appliances must undergo Portable Appliance Testing arranged by the college (fees may apply).

Insurance: Personal items should be insured—check whether your home insurance extends to halls.

Council Tax: Halls residents are exempt.

TELEPHONE NUMBERS

Main College	01767 626222
Student Service	01767 626211
Duty Warden	07375 258351
Ofsted	0300 1231231



THE RESIDENTS' CHARTER

Our Student Charter outlines mutual expectations between residents and the college regarding conduct, care of facilities, and collaboration. 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 be identifiable by wearing 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 on the floor 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.

- **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.

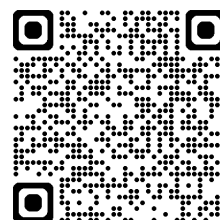
- **Privacy**

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 over 18, 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 safety

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 adhere to the noise curfew after 10.30pm 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 apart from those provided by the college. 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, farmland 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

Students under the age of 18 are not permitted to have guests on campus. Students aged 18 or over may invite guests on Friday and Saturday nights, provided that the guests are also over 18. Proof of age will be required by the Warden.

Guests are permitted on campus from 8:00pm on Friday until 12:00pm on Sunday. Students are fully responsible for the conduct of their guests and for any damage caused by them.

The Warden reserves the right to request that any guest leave the campus if they are considered unsuitable.

16. Drinking, Substance Abuse, Obscene Material Alcohol Policy

Students under 18 years of age must not consume alcohol at halls or off 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.

22. Under 18s curfew

Students who are under 18 are expected to be back in their rooms 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.

23. Under 18's personal space

Under 18's must only socialise in communal spaces. Bedrooms are reserved as personal space and should only be utilised by the person occupying the room.



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& UNIVERSITY CENTRE
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