



ASKHAM BRYAN  
COLLEGE

# Accommodation Handbook

2023 – 2024



# ACCOMMODATION HANDBOOK

Before you come to College please take time to read through this document; it is intended to help prepare you for living in College accommodation and it forms part of your contract. We also recommend that you re-read the Terms and Conditions and your Accommodation Agreement to remind yourself of your obligations whilst you are living on campus.

In this handbook you will find an overview of the facilities and support services available, as well as policies and procedures (which are detailed in the Terms and Conditions and the Residential Rules, a copy of which have been emailed to you (and your parents if you are under 18). Our aim is to ensure, as much as possible, that the accommodation is clean, safe and secure and that residential life provides a supportive environment that facilitates your learning experience. In order to play your part, please be aware that you are responsible for getting to know the policies and procedures within this handbook and the Terms and Conditions and to abide by them. As a residential student you are also responsible for adhering to the Student code of conduct and college policies; you can download a copy from [www.askham-bryan.ac.uk](http://www.askham-bryan.ac.uk).

Don't be afraid to ask questions and/or request help from the Accommodation Office, Student Services, Security or other members of the College staff on site if there is anything you are unsure about.

## MANAGEMENT OF THE ACCOMMODATION

The day-to-day management of the accommodation is the responsibility of the Accommodation Manager who, through the Housekeeping and Wardening staff, will be informed of any problems or maintenance that is required. The Accommodation team manage your application, allocation and the contract for your accommodation.

## STUDENT SERVICES TEAM

The Residential Services Manager, Residential Staff and Safeguarding Staff are responsible for the health, safety and wellbeing of students. This includes arranging enrichment activities and upholding discipline on campus. The Residential Wardens are available each evening to assist students with any problems they may face.

## SAFEGUARDING

**Please use the phone number below to let us know of any urgent safeguarding concerns that you have or alternatively email us at [bsafe@askham-bryan.ac.uk](mailto:bsafe@askham-bryan.ac.uk)**

**Safeguarding emergency 24/7 line -  
07773 312617**

## CLUBS AND ACTIVITIES

These student and staff led activities start from the first week of term so bring your kit ready to have a go. Whether you're a beginner or an expert all are welcome as College is a great chance to try something new!! We have a wide range of things going on including; Chess Club, Rugby, Archery, LGBTQ+ Society etc. We can also work together to add in any extras you'd like to be offered.



## RESIDENTIAL STAFF

All our warden team are experienced in working with young people and are the first point of call in the evenings. They are also pivotal in maintaining communication with parents and carers should they have any concerns or problems involving any student.

Their role is to monitor and supervise residential students to ensure they adhere to their residential contracts and student code of conduct. They will carry out room checks if they have concerns, room inspections to ensure room standards and cleanliness is maintained and room searches if authorised by the Residential Services Manager. Wardens aim to be professional friends that facilitate enrichment activities, promote independence, embed life and work skills whilst offering residential students help and support as required; this can include health issues, breakdown in relationships or general information, advice and guidance. **Wardens will carry out regular house and general meetings which are compulsory to attend by all residential students.**

## COUNSELLORS / STUDENT WELLBEING COORDINATOR

We are committed to supporting students with mental health concerns and actively encourage students to utilise our wellbeing service when required. This can be easily arranged by completing a self-referral form or by speaking to your course tutor or Student Services. Staff can also support with coping strategies and ways to build resilience and they will refer you as appropriate for an initial consultation with one of our Student Wellbeing staff.

## STUDENT VOICE

The Residential Warden for your 'block' will regularly seek your views on life in accommodation, and you will have the opportunity to get involved in planning events and engaging with the local community. You could even take it a step further if you're over 18 and join your Student Union. Student Unions put together social events, sports, and societies for a wide range of different hobbies and interests. They help your Student Experience Leader organise everything from weekly activities to big events like Spring Ball. They also sit in on important meetings with College/University Leaders to really push for the students' voices to be heard.

If you have problems with WiFi and IT please contact the IT service desk

By calling: **01904 772315**

by going to the **Library Help Desk** or  
by emailing

**[IT@askham-bryan.ac.uk](mailto:IT@askham-bryan.ac.uk)**



# TERM DATES

If you are studying a Further Education (FE) course you will need to completely clear your room during the Easter and Summer holiday periods; you will need to leave by 6pm on the last day of each term. Your room will be checked by a member of staff on your departure. Higher Education (HE) students may stay in their room over the half term periods but must leave for the Christmas Break.

**HOW TO GIVE NOTICE:**

You can end your Agreement with us at any point, provided you give us notice of your intention to do so. However:

- If you decide to move out of accommodation after your first 2 weeks in accommodation, but before 15th January 2024, you will be charged for accommodation up to and including 15th January 2024;
- If you decide to move out of accommodation on or after 15th January 2024, you will be liable for the balance on your Accommodation Fee for the remainder of your Period of Residence.

To avoid being liable for fees after 15th January 2024, we must receive your notice before 15th January 2024. You must email us.

It is not enough to just tell your course manager/tutor that you intend to move out. You must contact someone in the Accommodation team.

Email to send notice to – [Accommodation@askham-bryan.ac.uk](mailto:Accommodation@askham-bryan.ac.uk)

**BANK HOLIDAYS :**

You may return to your room the day before the start of a new term after 12pm. The only exception is during Bank Holiday weekends when you are required to return after 12pm on the Bank Holiday Monday

Holiday periods for 2023-2024 are as follows, the first date is the date you must vacate your room, the second date is when you may return to your room after 12pm:

October Half Term	27th October 2023 – 5th November 2023	- HE Contract end date 24th May 2024
Christmas Break	22nd December 2023 – 7th January 2024	- FE Contract end date 21st June 2024
February Half	9th February 2024 – 18th February 2024	- End of Academic Year 21st June 2024
Term Easter Break	22nd March 2024 – 7th April 2024	
May Half Term	24th May 2024 – 2nd June 2024	

# ARRIVING AT COLLEGE

Storage space is limited, so be selective when packing and shopping. Please bear in mind that you will be sharing space in the fridge and freezer with other students.

## WHAT SHOULD I BRING WITH ME?

- ✓ Bedding – sheets, duvet, pillows and covers which need to meet current fire retardant standards
- ✓ Towels, including bath mat and tea towels
  - ✓ Crockery, cutlery and pans
- ✓ Cleaning materials
  - ✓ Clothes hangers
  - ✓ Your own personal effects

## WHAT SHOULD I LEAVE AT HOME?

✗ Please **DO NOT** bring any of the following:

- ✗ Kettles
  - ✗ Toasters
  - ✗ Grills
  - ✗ Rice cookers
  - ✗ Deep fat fryers
  - ✗ Chip pans
  - ✗ Fridges and freezers
  - ✗ Sandwich toasters
  - ✗ Microwaves
  - ✗ Halogen lamps
- ✗ Candles
  - ✗ Fairy lights
  - ✗ Incense burners
  - ✗ Sunbeds
  - ✗ Heaters
  - ✗ Dartboards
  - ✗ Crowbangers
  - ✗ Washing machines and dryers
  - ✗ Paddling pools
  - ✗ Barbecues
  - ✗ Irons
- ✗ Any item that could be used as or is considered to be a weapon, including offensive weapons.
  - ✗ Ammunition
  - ✗ Illegal substances
  - ✗ Pets or animals
  - ✗ Vehicle parts
  - ✗ Knives (excluding food preparation in over 18 accommodation)
  - ✗ Large Speakers

### CAR PARTS/CHAINSAWS/PETROL OR FUEL CANS

- ✗ No car parts, battery chargers or car batteries are allowed anywhere in accommodation.
- ✗ Owing to the safety of other students in residence, chainsaws, petrol and fuel cans are also not allowed in accommodation.

If students are unsure of any items they'd like to keep at College, or have brought any items in residence by mistake, they can be handed in to Student Services for safe keeping.

# BEING A RESIDENTIAL STUDENT

The care and provision of accommodation for under 18s at the College is subject to the Social Care Common Inspection Framework (SCCIF) residential provision of Further Education Colleges and is inspected by Ofsted.

Whilst we are unable to relocate students who turn 18 during the academic year into over-18 accommodation, it is possible for those students to have the opportunity for some of the under-18 rules to be lifted from their 18th birthday. This process will be managed via a written agreement with the student. This is a privilege and the decision to lift those rules will be made by the Residential Services Manager and will be based on the student's behaviour throughout their time at college up to that point. Once granted, the privilege can also be revoked at the discretion of the Residential Services Manager.

## LEAVING CAMPUS

All students, regardless of age, are required to sign in and out.

You should sign out and back in when leaving campus and returning to campus in the evening. To do this you should scan the QR code at the exit and select "signing out" or "signing in" as appropriate.

## SIGNING OUT TO GO HOME

When leaving the block to go home you must scan the QR code located at the exit and select "going home" from the drop down menu.

**All under 18's are required to be in their accommodation by 11pm.**

## SITE SECURITY

Every evening we have on site security in addition to the wardening team to ensure the campus remains safe.

## REQUESTING WEEKEND STAYS

Under 18 Students **MUST** return home each weekend unless course commitments (Duties) or other exceptional circumstances require you to be on site. Any request to stay on site at a weekend must be made with the Residential Services Manager at least 5 days in advance.

## WINDOW LOCKS AND LATCHES

Window locks and catches must remain on at all times (bedroom and kitchen) unless in emergency. You will be charged for their replacement if they are removed or damaged. Repeated removal of window latches/restrictors will result in disciplinary action.

## SEPARATE BLOCKS

In order to adhere to the SCCIF we allocate students under the age of 18 separately from those over the age of 18 and females are allocated separately from males. Under 18 students are not allowed to mix in any other blocks even if they are the same gender. Under 18 male students are not permitted in under 18 female blocks, and vice versa. Students under the age of 18 are not permitted in the over 18 accommodation nor vice versa.

## AGE DESIGNATED BLOCKS

Please note that any student who takes up residence as an under 18 will be deemed as under 18 for that academic year regardless of whether they turn 18 during the year and as such they must abide by the under 18 rules for the whole year. In some circumstances once students turn 18 during the year, some of those rules may be relaxed, but this is at the discretion of the Residential Services Manager on an individual basis, and is dependent on student behaviour.

## SAFEGUARDING STUDENTS

There are a number of rules in place to ensure we can safeguard our students. It is important these rules are followed to allow this to happen.

## EXTERNAL VISITORS

We kindly ask that any request for a guest to stay is made a minimum of 5 days in advance and is authorised and recorded by the Residential Services Manager, Residential students remain responsible for any guest they sign in. If you would like to have a day student stay after 16.30pm (regardless of whether they are staying for a part of the evening only or overnight) we ask that you still ask that you complete a visitor request form 5 days in advance.

Students who are under 18 may sign a guest in for one night providing the guest is of the same sex and also under the age of 18.

Students who are over 18 can sign a guest in for one night as long as the guest is also over 18; proof of age may be required.

## MEDICAL SUPPORT

Should our under 18 residential students become unwell we provide transport to our local GP or hospital as required and we always notify parents. We ask all residential students to register with the local GP practice. If you are ill or have any questions or concerns

in relation to health or illness, please contact Student Services, see contact numbers on the back of this guide. If you are ill for more than 48 hours we may request you return home until fit and well.

## FOBS & ACCESS

All students must use their own fob to gain entry to accommodation blocks, please do not follow other students in without registering your own fob. You must fob in and out of the building every time. Failure to do so will mean that your fob won't let you back in the building next time you try. If there is a problem



## SMOKING AND VAPING

Smoking /vaping is not permitted on any part of the campus at any time apart from the designated smoking points.

## DRUGS

The College operates a zero tolerance to the supply, possession and use of drugs. Drugs sniffer dogs and drug testing will be carried out randomly throughout the year or if there is any suspicion of drug use.

## ALCOHOL

Students OVER the age of 18 and residing in over 18 residence only, are permitted a reasonable amount of alcohol in their room at any one time for their own consumption. Students UNDER 18 may not be in possession of alcohol:

- It is a criminal offence to supply under 18s with alcohol,
- Alcohol may not be consumed, produced or stored anywhere by students under 18.
- Underage drinking is not permitted at any time and is a criminal offence and will be treated as such.
- Students under 18 found to be under the influence of alcohol may not be allowed to stay on site. Parents/guardians will be called to collect you if necessary.



# ON CAMPUS

## LAUNDRY FACILITIES

There are laundrette facilities that you can use whilst you are living on campus. These will require a card to load money onto. Please see the accommodation team at the start of the year to pick one up. If they are not returned at the end of the academic year you will be charged a £5 replacement fee.

## CLEANING

**Under 18 student** rooms will be cleaned every week by our in-house Cleaning Team and you will be told what day this is as you arrive. Students must vacate their block at the time stated on their cleaning day. You are still responsible for keeping your room clean and tidy; the cleaners will not make your bed and everything must be off the floor of your room so that the cleaners can vacuum the carpet.

**Over 18 students** will be responsible for cleaning their own rooms themselves. Hoovers will be provided but students must bring with them their own cleaning products.

It is the responsibility of all the students on the corridor or the whole accommodation to keep kitchens and communal areas tidy; this includes washing up dirty crockery and utensils as cleaners will not wash up for you.



## DAMAGE

If damage is caused in the accommodation the Residential Services Manager will be asked to investigate. If the person responsible can be identified the cost of the repair or replacement furniture will be charged to them, or to a group of individuals in the case of communal areas. If the person who is responsible is not found then the whole block/corridor will be charged.

The College can use the security deposit you have paid to cover any unpaid debts that exist at the end of the academic year.

If the cleaners need to spend extra time cleaning up a mess that has been caused by students in accommodation, the cost of this will also be charged to the individuals responsible.

## LOST KEYS

If you lose your keys or fobs you will need to report this to the Accommodation Office immediately. Wardens do not have access to these keys. We can cancel any lost fobs so no one else can use them and create you a replacement set

**Ensuite - £5**

**Main Building - £25**

**Small Halls - £25**

**Jervaulx - £40**

If you forget your keys or fobs, you can borrow a spare set for a week. If you do not return the spare set they will be canceled and you will be charged for a replacement set.

## PPE (PERSONAL PROTECTIVE EQUIPMENT)

Lockers are provided on site for storage of PPE (£10 returnable deposit for key). PPE should not be stored in accommodation due to the risk of cross contamination. This will be dependent on course area.



## FOOTWEAR

Muddy footwear, spiked sports shoes and rollerblades must be removed before entering accommodation and eating areas.

## MAIL

Mail can be collected from Student Services from 4.15-5:15pm Monday to Thursday and 3.15 -4.15pm on Friday.

## BICYCLES

Bicycles are allowed on campus but must be stored in the bicycle sheds provided. No bikes are allowed in accommodation owing to the damage they can cause to the walls. Students riding a bicycle around campus must do so in a responsible manner having respect for other people walking around campus, using paths and roads only. It is advisable to lock your bicycle up at all times. There are 3 Bike sheds across the campus that can be used to lock and store any bicycles.

## FURNITURE

Students are not allowed to bring their own furniture, because of fire safety requirements. Please do not move the furniture in the room, it must stay where it is positioned because of health and safety, if you move the furniture you will be asked to move it back to its original position.

## ELECTRICAL EQUIPMENT

Small televisions with a licence and small stereo equipment are allowed. Please note sub woofers, large speakers and amplifiers are not permitted as they can disturb other students.

You are responsible for ensuring that your own electrical equipment is safe to use. If you require items to be PAT tested and then the college will be charge £10 per room to do this . If your equipment is found to be unsafe at any time, we have the right to remove the appliance.



# REPORTING REPAIRS



We will use the information you provide to prioritise work requests using available resources.

Where possible, a full repair or reinstatement will be completed within the priority timescale below.

Occasionally, it may be necessary to carry out a temporary repair and return later to complete the task. This may be due to awaiting parts, or the need to employ a specialist contractor. Details of any priority/ timescale change will be noted against the works order.

## HOW TO REPORT REPAIRS

All repairs should be reported using the Online portal. Information on how to find this will be in the entrance of your accommodation blocks and on Moodle.

All repairs will be dealt with as quickly as possible but some issues cannot be repaired by our own maintenance staff and we have to rely upon contractors to attend, which can take longer to arrange.



# PRIORITY EXAMPLES

## 'Emergency' priority 1 examples:

**This is an emergency situation in which there is a risk to life or there is a likelihood of catastrophic damage to College & University property. Examples include:**

- Fire, imminent risk of fire or explosion.
- Gas leaks.
- Leakage of water from plumbing or heating service not connected by local drains.
- Loss of electrical supply to a building.
- Fire alarm failure.
- Fire exit door won't open

## 'Urgent' priority 2 examples:

- Blocked Internal (sink(s)/shower(s)) wastes and drains.
- A problem affecting the security of buildings or property.
- Failure of services affecting room temperature.
- No power in room.
- Failure of services affecting water temperature in bathrooms.
- Damage to an internal door that could cause security problems.

## 'Non-Essential' priority 4 examples:

- Furniture - jobs connected with repair or purchasing furniture.
- Replacement of nameplates for room occupants.
- Painting.
- Replacement of cracked sanitary ware when the damage has not prevented use, or caused an H&S risk.
- Plaster repairs.
- Remove and replace bathroom sealant.
- Rechargeable job requests.
- Any other task that has been rearranged with the client to an agreed date.

## 'Essential' priority 3 examples:

- Loss of electrical power where other sockets still work within the room.
- Loose or missing floor tiles/paving where there is minimal safety risk.
- Replacement/repairs to sanitary ware fittings: plugs, seats, etc.
- Adjustment of door closures or floor springs.
- Repairs to joinery items: doors, window, etc, where there is no security risk.
- Re-fix loose fixtures and fittings.
- Repairs to furniture when the damage affects the functionality of the room

Priority	First response	Second response**	Priority number
Emergency	<2 hours	<5 days	1
Urgent	<24 hours	< 10 days	2
Essential	<5 days*	<15 days	3
Non-essential	Long term maintenance programme	As agreed with customer	4

\*A day is a working day and excludes weekends and public holidays.

\*\*Time to fix if a second visit is required.



# CATERING

All residential students will be issued with an ID card which doubles up as a food card to enable you to purchase food. Your weekly allowance will automatically load onto your card. Lost cards will incur a charge of £2.50, payable via the online shop, receipt to be produced to receive a new card issued by Student Services/IT.

If you have any special dietary requirements, please speak to a member of Student Services, who will then speak to the Catering Team, who will endeavour to accommodate your needs. Please be aware that our foods may contain nuts, genetically modified food and any of the 14 recognised allergens as described in 'The Food Labelling (Declaration of Allergens) (England) Regulations 2008'. Please let us know if this may affect you.

**BREAKFAST: 8am – 11am**

**LUNCH: 12pm – 2:00pm**

**DINNER: 5pm – 6:30pm**

**Weekends** - The Hive will be open between 10am-3pm for residential students to use. with the main canteen open between 4-6pm for evening service.

Muddy boots, hats, dirty overalls, and other outer work clothes must NOT be worn in the College eating areas. Students will be asked to leave if they come into these areas in their outer work clothes.

# WHAT ELSE DO I NEED TO DO?

## INSURANCE

You are responsible for arranging insurance for your own personal possessions. The College does not accept responsibility for loss of, or damage to, property brought on to College premises and shall be indemnified against any claim, by any person, in respect of injury, or loss of, or damage to property, which may arise directly, or indirectly, from the use of College premises, with the exception of those arising from the negligence of the College, its servants or agents.

## TELEVISION LICENCE

The law requires that you have a licence if you have your own personal television or if you watch TV through your computer so please arrange this before you arrive. Please check the gov.uk website for full details.

## STUDENT VEHICLES

All vehicles must be registered with the College. You must provide to the Transport & Accommodation office located in the main building or click here to fill out the form. This will allow you to park in the student car parks; you must not park anywhere else on campus, and if you park elsewhere you will be issued with a warning and asked to move your car to your designated car park.

**If you do not register your vehicle with us we reserve the right to withdraw permission for you to use or park your vehicle on campus.**

- The maximum speed allowed throughout the campus is 10mph
- Students must drive safely and responsibly at all times.
- Any student breaking these rules will not be allowed to bring their vehicle on campus.
- All vehicles are left on campus at the owner's risk.

# PERSONAL SAFETY AND SECURITY

The College has a duty to keep all students safe; therefore closed circuit television is operating in and around the accommodation.

We recommend that you always:

- Keep your room locked when you leave it. Wardening and cleaning staff will lock any doors that they find open.
- Fire doors protect escape routes from the effects of fire (smoke, gases and flames) and must not be propped open at any time.
- Keep your room keys with you. Do not leave them with anyone else.
- Report any suspicious people or incidents immediately to Student Services during the day or to the Warden team or Security Guard at night.
- Never leave anyone in your room when you are not there.



# FIRE SAFETY

✓ **Dos:**

- Know your escape route.
- Know where your fire extinguishers are
- Read your fire notice
- Respond to all fire alarms
- Close fire doors
- Sign on or off campus

✗ **Don'ts:**

- Tamper with extinguishers or fire blankets
- Cover heat or smoke detectors
- Smoke
- Burn candles
- Wedge fire doors open
- Ignore fire alarms
- Accumulate rubbish

# CODES OF PRACTICE

In order to maintain a safe and secure environment for everyone living and studying at Askham Bryan College, it is necessary to have certain recognised codes of practice which apply to all. By signing the Accommodation Agreement with the Terms and Conditions, you have agreed to abide by these Codes of Practice.

## LANYARDS

As part of the Code of Conduct and College rules students are required to wear their lanyard and ID card clearly visible and on display around their neck at all times whilst on campus.

## HEALTH AND SAFETY

Under current health and safety legislation, responsibility for safe premises and behaviour extends beyond the provider of services. You have a personal responsibility to conduct yourself in a way which does not put yourself or others in danger or interfere with safety equipment provided for the protection of all.

## FIRE SAFETY, CCTV & EQUIPMENT

Upon occupancy of your accommodation, you must familiarise yourself with the premises, escape routes, location of fire-fighting equipment, alarm systems and evacuation procedures. You must read carefully the fire regulation notices which are displayed behind the door in your bedroom. The College takes a serious view of any actions that could jeopardise the safety of staff or students. Appropriate disciplinary action will always be taken in line with the Student Disciplinary Policy. Anyone found tampering with any fire or safety equipment this including smoke detectors, will be required to pay the full costs of any damage or loss incurred. Students who misuse fire or emergency alert equipment will be fined £500. You are reminded that it is a criminal offence to interfere with any fire safety equipment.

## FIRE DRILLS

The Residential Services Manager and the Wardening Team will organise fire drills throughout the year. All students must co-operate and respond to the alarm, regardless of their awareness of whether it is a drill or a real fire. In the event of an unsatisfactory fire drill, the procedure will be repeated until all students are familiar with the evacuation procedure.

## FIRE DOORS

Fire doors must never be wedged open. Anyone found doing this will be disciplined in line with the College disciplinary procedure. Fire doors stop the spread of smoke and fire and allow people time to evacuate the building safely in the case of a fire.

## FIRE BLANKETS

These are found in the kitchens and are used to smother a fire.

## FIRE EXTINGUISHERS

There is a fire extinguisher in each kitchen and on each floor of the accommodation building. Any person or group of students using a fire extinguisher for fun, or for any purpose other than fighting a fire, will be disciplined and fined £500. If the person responsible for setting off the fire extinguisher inappropriately is not found then all the students in that accommodation will be held responsible.

# RESIDENTIAL RULES

Any breach of Residential Rules will result in disciplinary action under the College's disciplinary Policy (a copy of which can be obtained upon request) and will also be a breach of the terms and conditions of occupation.

For the purposes of these rules, reference to students over 18 means students who were 18 or over on 31st August of the year in which they enrolled for the current year of their course eg 18 or over on 31st August 2023 when enrolling onto a course for 2023-2024.

All resident students are required to comply with College policies and the student code of conduct in addition to the following rules:

- No firearms of any description including ammunition and cartridges, air rifles, BB guns or knives or anything that could be defined as a weapon is permitted in College accommodation. If any of these items are found, they will be confiscated and disciplinary action will be taken. Knives required to be used in the subject you are learning will be provided by curriculum staff. Any guns brought to site by students permitted to do so must be registered with the department and stored appropriately, in accordance with the College Firearms Policy.
- All students are **FULLY** responsible for the condition and security of their own room. Doors must be locked when leaving and keys **MUST** be kept with the occupant and not given to others. Window restrictors must **NOT** be removed and windows must **NOT** be used as a means of entry or exit to a room. Failure to comply with these rules and any damage caused to rooms will be the responsibility of the occupant and disciplinary action will be taken as necessary.
- To protect the safety of all, residential students must comply with current health and safety regulations, fire regulations and regulations on the use of electrical appliances in rooms, in addition to any other College regulations that may be notified from time to time.
- For your own safety fan heaters, electric fires, cookers, fridges, microwaves, toasters, kettles, irons and lava lamps are not permitted in student rooms. To avoid the danger of fire you must not use adapters in plug sockets. A four-gang plug extension is acceptable. You must not use or possess any appliance with an open flame (including candles). You must not interfere with any electrical or heating controls.
- Interfering with fire equipment, for example fire alarms, fire exit doors, extinguishers, fire hoses and smoke and heat sensors puts the safety of others at risk. You must not wedge fire doors open under any circumstances. Failure to comply with the above may result in prosecution for a criminal offence and is regarded as extreme misconduct under the student disciplinary procedure. As such, this may lead to your removal from accommodation.



- ONE guest may be allowed to stay one night per week per student in the student accommodation during the day or evening. This is only with the prior agreement of the Residential Services Manager or their representative. This applies even if the student attends Askham Bryan College.
- Students aged under 18 must not enter accommodation that is for students aged over 18 and vice versa. Students aged under 18 who have been allocated room in a female block must not enter a male designated block; students aged under 18 who have been allocated room in a male block must not enter a female designated block.
- Students must use the signing in and out process provided for use at evenings, during the week and weekends. Students are only allowed to stay at weekends if on yard duties. Students must alert their parent /guardian if they are due to be staying off-site and not returning for any reason, in order for them to then confirm that with us.
- It is then the responsibility of parents/guardians to confirm (via the online system provided) that their child is not staying on site for any reason (e.g. they have gone home, they are going off -site and staying with a friend or family member or in alternative accommodation elsewhere). This must be completed at least 24 hours before the day of departure from site. Further information will be provided on the processes in place on the day of arrival / enrolment at College.
- In the event that we are aware of a student that is not on campus and we have not been informed by the student of their whereabouts and / or have not had confirmation from parents / guardians that they are off-site, we will make contact with both student and parent/guardian to establish their whereabouts.
- Use of the signing in and out processes forms part of the residential rules and as such, if not adhered to, could place the student at risk of loss of their accommodation.
- Students must not on any account change rooms without the express prior written consent of the Head of Accommodation or their representative.
- Students must not disturb their neighbours with an unreasonable level of noise at any time. Please refer to the Accommodation Handbook for campus specific curfew times.
- Students are responsible for any damage that is caused to the communal areas in the accommodation. To avoid damage to furniture and decoration, bicycles must not be kept in living accommodation.
- Pets must not be kept in your room. This includes hamsters, guinea pigs, mice, fish, reptiles and birds (this list is not exhaustive).
- Students must not engage in any form of trading activity or other commercial business from their room, or permit others to do so, or do so on behalf of others.
- The television licensing authority requires that television sets must be licensed and a current licence is produced on demand, even if you watch the television programmes on your computer.
- To maintain reasonable standards of hygiene in residential accommodation students must keep their study bedroom clean and tidy. Students must not move the bed from the position in which they found it on occupation. They must not replace the curtains provided with any others. Students are also responsible for ensuring that communal areas in the hostel are kept clean and tidy. Students must allow cleaning staff access to their room to carry out their normal schedule of cleaning duties.
- Students must not alter the decor of the room or any communal areas.
- Smoking is not permitted in any student accommodation or building on campus. The smoking areas around site must be used.
- Alcohol may not be consumed, produced or stored anywhere within residential accommodation for under 18 students. Students over 18 (this only applies to students who are residing in our designated over 18 blocks)) are permitted to consume and store a reasonable amount of alcohol for personal consumption in their own room. All under 18 hostels are alcohol free and alcohol must not be supplied to students aged under 18. Students aged under 18 found to be under the influence of alcohol may not be allowed to reside on site and their parents / guardians or other named responsible person will be called to collect the student if appropriate at any time of day or night. Students found to be supplying under 18 students with alcohol will face disciplinary action and may be removed from accommodation as a result. Any student found to be in attendance at timetabled sessions under the influence of alcohol or other substances will face disciplinary action.
- The College operates a zero tolerance to supply, possession and use of drugs. Any student supplying, possessing or using drugs will face disciplinary action and may be excluded from the college.
- Interference with the operation of any security equipment, for example Salto access systems, puts at risk the security of residents and is a breach of this agreement.
- Students must vacate their rooms when directed to do so at the end of term and not return until the time and date communicated to them. These will be provided upon arrival at College.
- Failure to abide by any one of the rules stated above is a disciplinary offence and as such may result in the loss of accommodation for that student, either on a temporary or permanent basis.
- Whilst we are unable to relocate students who turn 18 during the academic year into over-18 accommodation, it is possible for those students to have the opportunity for some of the under-18 rules to be lifted from their 18th birthday. This process will be managed via a written agreement with the student. This is a privilege and the decision to lift those rules will be made by the Residential Services Manager and will be based on the student's behaviour throughout their time at college up to that point. Once granted, the privilege can also be revoked at the discretion of the Residential Services Manager.



## **USEFUL TELEPHONE NUMBERS**

Reception: 01904 772277

Safeguarding Line: 07773 312617

Security Mobile: 07387 108864

Accommodation Office: 01904 772246

Student Services: 01904 772201

**SAFEGUARDING – [bsafe@askham-bryan.ac.uk](mailto:bsafe@askham-bryan.ac.uk)**

**[Accommodation@askham-bryan.ac.uk](mailto:Accommodation@askham-bryan.ac.uk)**



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