ASKHAM BRYAN COLLEGE

Accommodation Handbook 2026-2027



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, copies 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 polices; you can download a copy from 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.

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

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

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 to ensure room standards and cleanliness is maintained and room searches if they have concerns and this will be authorised by the Residential Services Manager or Deputy Head Warden. 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 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.

TERM DATES 2026/2027

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 11th January 2027, you will be charged for accommodation up to and including 11th January 2027;

• If you decide to move out of accommodation on or after 11th January 2027, 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 11th January 2027, we must receive your notice before 11th January 2027. 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**

Can I still be in my room over non- term time?

	October Half term	Christmas Break	February Half term	Easter Break	May Half Term
FE (both under & over 18's students)	✗	✗	✗	✗	✗
HE	✓	✗	✓	✓	✗

All FE students (including over 18 FE's) must leave their room at every holiday period. HE students are able to stay in their room over the breaks apart from the Christmas period. If you are studying an FE course you may be asked to completely clear your room during half terms, Christmas & Easter. Charges of £75 per week will be incurred if you fail to remove your belongings when instructed to do so.

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 2026-2027 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	Friday 23rd October 2026- Sunday 1st November 2026
Christmas Break	Thursday 17th December 2026 – Sunday 3rd January 2027
February Half Term	Friday 5th February 2027 – Sunday 14th February 2027
Easter Break	Friday 19th March 2027 – Sunday 4th April 2027
May Half Term	Friday 28th May 2027– Sunday 6th June 2027

HE Contract end date - Friday 14th May 2027

FE Contract end date - Friday 18th June 2027

ARRIVING AT COLLEGE

Storage space is limited, so be selective when packing and shopping. You also need to remove the items in your room every half term break so please be mindful of this when packing! Please also bear in mind that you will be sharing space in the fridge and freezer with other students.

WHAT SHOULD I BRING WITH ME?

- ✓ **Bedding** – Bottom sheet, duvet, pillows and covers (have to meet current fire retardant standards)
- ✓ **Mattress topper**
- ✓ **Towels, including bath mat and tea towels**
- ✓ **Crockery, cutlery, pans**
- ✓ **Laundry Detergent**
- ✓ **Desk Lamp**
- ✓ **Clothes hangers**
- ✓ **Your own personal effects**
- ✓ **Toilet Brush** (Ensuite only)
- ✓ **Washing up liquid & sponges**
- ✓ **Table top fridge** (if you want to)

WHAT SHOULD I LEAVE AT HOME?

× Please DO NOT bring any of the following:

- × Kettles
- × Toasters
- × Grills
- × Rice cookers
- × Deep fat fryers
- × Chip pans
- × Sandwich toasters
- × Microwaves
- × Halogen lamps
- × Air Fryers
- × Any furniture including other beds frame.
- × Candles
- × Incense burners
- × Sunbeds
- × Heaters
- × Dartboards
- × Crowbangers
- × Paddling pools
- × Barbecues
- × Irons
- × Fairy lights with plugs. **LED battery ones are acceptable.**
- × Any item that could be used as or is considered to be a weapon, including offensive weapons.
- × Ammunition
- × Illegal substances
- × Vehicle parts
- × Knives (excluding food preparation Knives. Must be kept locked in cupboard)
- × Large Speakers
- × Pets or animals including skins and carcases.
- × 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.

IMPORTANT THINGS TO KNOW

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.

MOVING ACCOMMODATION WHEN YOU TURN 18

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 your fob on the door each time your enter or exit.

SIGNING OUT TO GO HOME - Under 18

Once you have your timetable, we ask that parents send an email to - Parentpermission@askham-bryan.ac.uk stating what days your child will be staying in residential accommodation. This is to ensure your child is safe and to follow safeguarding protocol.

All under 18's are required to be in their accommodation by 11pm. Over 18 students do NOT have a curfew.

SITE SECURITY

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

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 positive intervention.

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.

MEDICAL SUPPORT

Should our under 18 residential students become unwell we may provide transport to our local GP or hospital as required or ask you to make your own way. 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 you 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 with your fob or door handle. please report it to the accommodation office as soon as possible.

LOST KEYS

If you lose your keys or fobs you will need to report this to the Accommodation Office immediately if it is during office hours or to the wardens on a evening or weekend. We can cancel any lost fobs so no one else can use them and create you a replacement set.

En suite - £5
Main Building - £5
Small Halls with a physical key- £25

REPORTING ABSENCES

Attendance is expected at all lessons throughout the day. Absence from lessons is tracked and if patterns/repeated absence are seen, a meeting will be held to set targets and improve performance.

Absence should be reported on the form here: **https://shorturl.at/uOMCH** (save this page in your phone) and you should also contact the Warden phone by Whatsapp. Illness should be reported to the Wardens in every case whether it is a weekday or a weekend.



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. Please find **here** our drugs and Alcohol policy for more details.

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.

SUSTAINABILITY

Askham Bryan College is dedicated to environmental sustainability and carbon reduction. As a specialist land-based provider, we have a crucial role in promoting and achieving these goals and are in a unique position to provide technical and professional training to meet these profound challenges. We have joined the Race to Zero, a global campaign in the education sector for a Zero Carbon World, and are committed to becoming a net zero organisation and a leader in sustainability practices by 2050.

HEATING & WATER IN THE BLOCKS

Radiators in the blocks will not be on 24/7, It is usually turned on between October - May but this is dependent on the weather and is monitored closely. When the system has been turned on the timings will be as follows

6am- 9am

3pm-11pm

Hot water will be available at all times but it is worth bearing in mind that at busy times of the day the hot water tank may need a bit more time to heat up as it would do at home.

ELECTRIC CAR CHARGING PORTS

We have 12 electric vehicle charging points at our York campus located round the side of the conference hall. The electricity which we purchase is sourced from SSE Energy Solutions and is 100% renewable, sourced from wind and hydro assets. If you are planning on bringing a electric car please email **Transport@askham-bryan.ac.uk** and we can send you the details to set up an account.

REFUSABLE CUPS & WATER STATIONS

We have over 10 locations on on campus where you can fill your bottle up from a water cooler. All water in accommodation is fed from the mains and is therefore drinkable. Branded reusable cups are also available to encourage students to not use single use products.

WASTE DISPOSAL

We prioritise the reuse and recycling of all electrical and electronic waste. Separate waste contracts are in place to recycle batteries and used light bulbs and tubes. Green waste is transformed into compost and soil improver, while coffee grinds from our food outlets are used by our horticultural department or donated to students and staff for use as a fertiliser which adds organic material to soil aiding drainage and water retention.

Our waste management practices ensure that no waste goes to landfill, with waste streams separated at the source to maximize recycling opportunities. Recycling bins are conveniently located across all campuses.

REUSABLE PACKAGING BORROWING SYSTEM

All our on site catering outlets offer **FREE** reusable takeaway packaging though our Vytal partnership. Its simple to use, download the app, scan the box you use and once your done scan it back in! We have so far reduced. Between January and April of this year we have already saved 18,906 single use items.



STUDENT LIFE



EXTERNAL VISITORS

We kindly ask that any request for a guest to stay is made a minimum of 14 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 complete a visitor request form 14 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.

STUDENT LIFE

Student experience is a big part of College life – the more you get involved, the more you will benefit from the personal and social aspects of being a student at Askham Bryan.
You can enjoy off site trips, archery, go karting, Campfire nights, Cinema nights and much more! Make sure you get involved with our freshers to make new friends and finish off the year with our Spring Ball. Follow us on Instagram at **@askhambryanstudentlife** to see what we get up to during the year!

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, parent/guardian permission will be required.

ABSU
ASKHAM BRYAN STUDENT UNION

BEING A RESIDENTIAL STUDENT



NOISE IN RESIDENTIAL HALLS

All students need to be respectful and considerate of the others around them in their buildings. While it is usual to expect some noise it is expected to be kept appropriate level especially after 11pm at night. If you have any concerns about noise, you can call or text the warden number and they can come deal with the issue.

ONSITE GYM ACCESS

All residential students can use the on site gym after completing an induction with the Sports Department. Once completed, gym access will be added to your fob via the accommodation team.

Gym access is a privilege. You must not allow anyone else to enter. The gym is monitored, and users must keep the area tidy and safe, returning equipment after use. Anyone who breaks the rules may have their gym access removed.

LANYARDS

Wearing your lanyard and ID card helps staff quickly identify students on site and is an important part of keeping everyone safe. For safeguarding reasons, and in line with the Code of Conduct and College Rules, students must wear their lanyard and ID card clearly visible at all times while on campus.

CLEANING

Under 18 Student rooms will be cleaned every week by our in-house Cleaning Team, you will be told what day this is as you arrive. 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. If you are in an ensuite room your bathroom will be cleaned every week, shared bathroom facilities are cleaned daily Monday-Friday.

Over 18 students rooms will be cleaned every 4 weeks, this schedule will be emailed out at the start of the year. 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. If you are in an ensuite room your bathroom will be cleaned every 4 weeks, shared bathroom facilities are cleaned daily Monday-Friday.

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.



PARENT/GUARDIAN INFORMATION

TERM DATES:

	Must have left site by 8pm	Can return to site after 12pm
October Half Term	Friday 23rd October 2026	Sunday 1st November 2026
Christmas Break	Thursday 17th December 2026	Sunday 3rd January 2027
February Half Term	Friday 5th February 2027	Sunday 14th February 2027
Easter Break	Friday 19th March 2027	Sunday 4th April 2027
May Half term	Friday 28th May 2027	Sunday 6th June 2027

You may be asked to completely clear your room during half terms, Christmas & Easter. Charges of £75 per week will be incurred if you fail to remove your belongings when instructed to do so.

PARENT PERMISSION EMAIL:

Once you have your timetable, we ask that parents/guardians send an email to the below stating what days your child will be staying in residential accommodation.
This is to ensure your child is safe and to follow safeguarding protocol.

Parentpermission@askhambryan.ac.uk

COMING ONTO SITE:

If you are dropping off or picking a student up from site please can we ask that you stay in your vehicle and the student comes to you. Parents/guardians are **NOT** allowed to enter the blocks throughout the year apart from move in/move out day.

We do this to safeguard the students and to make sure we don't have unknown adults coming and going from the blocks.

CURFEW CHECKS:

Under 18 students must be back in their block by 11pm

Our wardening team will carry out curfew checks on students. If they are not found in their room when checked, they will be called and if they do not answer their parent/guardian will be called. Please make sure you are always contactable while students are on site and phones are not on silent.

UNDER 18 RULES:

- Under 18 students must be back in their block **by 11pm**
- **S**tudent allocated in under 18 blocks must go home at weekends unless they have course commitments, these weekends must be booked in with accommodation.
- Alcohol may not be consumed, produced or stored anywhere by students under 18.

HOW TO CONTACT US:

Please use the phone number below to let us know of any urgent safeguarding concerns that you have oralternatively email us at **bsafe@askham-bryan.ac.uk**

07773312617

If you need to contact us about any accommodtaion issues then please email **Accommodation@askham-bryan.ac.uk**

Reminder: to leave your contract you must give notice by the **11th January 2027** otherwise you are liable for the rest of the contract.

ASKHAM BRYAN COLLEGE

BEING A RESIDENTIAL STUDENT

LAUNDRY FACILITIES

There are two laundrette facilities on site which are managed by Circuit Laundry. One is behind the main ensuite blocks attached to the Glaisdale building and we also have a smaller one located in the Main Building.

Washing Prices Standard Eco Wash - **£3.20** Extra Wash - **£3.70**

Extra Wash & Rinse - **£4.20**

Drying Prices

Full cycle (60mins)- **£2.00**

Last Blast (15mins) - **£0.50**

These machines offer contact-less payments or you can download the Circuit Go App.

PPE (PERSONAL PROTECTIVE EQUIPMENT)

Lockers are provided on site for storage of PPE in departments. PPE should not be stored in accommodation due to the risk of cross contamination.

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. If you bring any visitors into the block which cause any damage it is the student who lives in that block who are responsible for the damage costs as per your contract.

The College can use the £300 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 £35 will also be charged to the individuals responsible.





FOOTWEAR

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

MAIL

Mail can be collected from Reception Monday to Friday 9am- 5pm

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 license 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. The college will PAT test all electrical equipment in September. If your equipment is found to be unsafe at any time, we have the right to remove the appliance.

REPORTING REPAIRS



HOW TO REPORT REPAIRS

All repairs should be reported using the Online portal which can be accessed here

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.

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. Damage left unreported will become the responsibility of the resident and you will be charged for it.

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.



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 program	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

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.

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 Records.

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 - 2pm**

DINNER: **5pm - 6pm**

Weekends - The Hive will be open between **10am-3pm** for residential students to use with the Shop open between **4-6pm** for evening service on a Friday and Saturday night. Sunday night service will be in the main canteen. 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.
We have changed on site how we offer takeaway packaging, the college now use a **FREE** borrowing system for their reusable packaging to reduce the amount of single use packaging we produce. Students who do not wish to use the system will have incur a 50p per item charge.

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.
- 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.
- **Keep your room keys with you. Do not leave them with anyone else.**



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**

X Donts:

- **Tamper with extinguishers or fire blankets**
- **Cover heat or smoke detectors**
- **Smoke/vape**
- **Burn candles or incense**
- **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

Wearing your lanyard and ID card helps staff quickly identify students on site and is an important part of keeping everyone safe. For safeguarding reasons, and in line with the Code of Conduct and College Rules, students must wear their lanyard and ID card clearly visible at all times while 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 positive intervention will always be taken in line with the Support for Continuing Studies 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. **CCTV is located around the college and in the stairwells and front entrances of the**

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 Support for Continuing Studies Policy. 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 Positive intervention under the College's Support for Continuing Studies 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 2026 when enrolling onto a course for 2026-2027.

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 SCS meeting will be set. 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 a positive behavior 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 a Support for Continuing Studies Policy (Students). 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 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 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.

- 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 attend a SCS meeting 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 will be invited to a SCS meeting.

- The College operates a zero tolerance to supply, possession and use of drugs. Any student supplying, possessing or using drugs will be invited to a SCS meeting 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.

- FE Students must vacate their rooms when directed to do so during half term breaks and at the end of terms and not return until the time and date communicated to them. These will be provided upon arrival at College. HE Students must vacate their rooms when directed to do in accordance with the dates set out in the Accommodation contract.

- Failure to abide by any one of the rules stated 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.

ASKHAM BRYAN COLLEGE

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

Accommodation@askham-bryan.ac.uk

ASKHAM BRYAN COLLEGE

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