



BISHOP BURTON
COLLEGE

FURTHER EDUCATION LIVING IN GUIDE 2025 / 26

We're rated Ofsted
Outstanding
for Residential Care!*

*February 2023 inspection



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

Welcome

Hello residential students, and welcome to Bishop Burton College.

The residential experience helps to create a conducive learning experience when students have a comfortable, safe, and supportive living spaces, they're better equipped to thrive academically and personally.

Living on site enhances you to be the best that you can be through accessing academic and social environments, communities of friendships, which enable you to flourish while with us.

Remember, you get out of this what you put in. Be an active student ambassador and part of the Student Association.

Make the most of your time with us, including access the resources after teaching has finished; learning resource centres, the sporting facilities and clubs, the social activities and most importantly your wardening team who will help develop you as individuals.

Student voice is import to us, so speak up, let us know how you are, make suggestions for enrichment activities supporting your journey to becoming the best you can be.

The team are driven by providing a positive experience, are highly trained in safeguarding, PREVENT Agenda and Fundamental British

Values creating a safe space without fear of bullying, discrimination, prejudice or harassment.

This booklet has been produced to provide you with a guide to living in halls of residence.

Please read it carefully as it contains information needed whilst you are a resident on campus.

Whilst living on campus you become part of a community where respect for yourself, others and your surroundings is central to all we do.

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

Most importantly, enjoy your experience with us. A Landbased campus has so much to offer.

We wish you every success with your studies.

One Team, One College
#StudentsFirst

Danny Metters
Principal & Chief Executive



What our students say...

Great fun
Have enjoyed it – met others with same interests
Made really good friendships, kitchen days are the best!
Social life – go out on a lot of trips with Cat – fun
Want to live here for the rest of my life!
Atmosphere, freedom, independence
Made really good friends, wonderful place with new experiences
You can get help
All respectful, very good college, multiple places to go for help – all so kind
Love it – be with friends – live in the middle of nowhere at home
Social life – love the activities
Really nice campus, lots of activities
Have a room after lesson, the social side, good laugh, people are nice
Good grounding for university
Has a strong community, staff are uplifting and supportive
Brilliant, freedom, treated like adults
Friends for life
Meeting people, anyone should come – good fun, go places
Make memories, great place to learn

Who do I need to speak to?

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

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

Accommodation	Accommodation queries	accommodation@bishopburton.ac.uk
Attendance Office	To report all absences	Must report your absence from class BEFORE 9am through prosol- the link you will be emailed at the start of the year
Duty Warden	Out of hours queries / assistance (5pm - 8.15am on weekdays and all weekend)	3266 from your hall phone 01964 553000 (option 6) 07702553935 (mobile)
Residential Activity Coordinator Cat Lees	Any requests/queries regarding evening/weekend activities	catherine.lees@bishopburton.ac.uk
Estates Department Mandy Backhouse Fiona Garth	Maintenance repairs and requests	01964 553025 estates@bishopburton.ac.uk mandy.backhouse@bishopburton.ac.uk fiona.garth@bishopburton.ac.uk
Finance Office	Accommodation and tuition invoice payments Food card top ups	01964 553005/553014 finance@bishopburton.ac.uk 01964 553109
Head Warden Sandra Lazenby	Pastoral care, social events and discipline	01964 553016 sandra.lazenby@bishopburton.ac.uk
Wellbeing Officer Loz Woodhouse	General health advice and support, counselling service access and GP / dental appointments	01964 553064 wellbeing@bishopburton.ac.uk
Hospitality	Dietary requirements please contact our Executive Chef, Simon	01964 553196 simon.robertson@bishopburton.ac.uk
IT Help Desk	To report any IT issues	helpdesk@bishopburton.ac.uk
Safeguarding Lead- Shelley Newton Deputy Designated Leads- Ellie Stephen Izzy Swallow	Any safeguarding concerns	01964 553050 shelley.newton@bishopburton.ac.uk 01964 553077 ellie.stephen@bishopburton.ac.uk 01964 504199 isabella.swallow@bishopburton.ac.uk
Student Finance Officers Joanne Kennedy Jess Fisher	Budgeting advice, hardship funds and bursaries	01964 553114 / 01964 553050 bursaries@bishopburton.ac.uk

Student Services Team	General advice and guidance for students Vehicle registration and access	01964 553113 enquiries@bishopburton.ac.uk
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External Contacts

Anxiety UK	Call 03444 775774 Text 07537 416905	
Beat Eating Disorders	0808 801 0711	www.beateatingdisorders.org.uk
Hope Again - Bereavement for Young People	0808 808 1677	
Let's Talk Hull	01482 247 111	www.letstalkhull.co.uk
MIND - Mental Health Charity		www.mind.org.uk
NHS Mental Health Advice		www.mind.org.uk
Papyrus Prevention of Young Suicide	Call 0800 068 4141 Text 07860 039967	
Samaritans	116 123	www.samaritans.org
Sexual Health Clinic (Conifer House)	Text 'REACHOUT' to 61825	www.conifersexhealth.co.uk
Shout Mental Health Text Support	Text 'SHOUT' to 85258	
The Centre Point - Youth Homeless Advice Line	0808 800 0661	
Young Healthy Minds		www.eastridinghealthandwellbeing.co.uk
Young Minds		www.youngminds.org.uk/young-person/my-feelings/self-harm

The Wellbeing Team have further useful contacts, so please call into the Student Services office or email them on the address above.



Residential Support

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

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

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

Safeguarding

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

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

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

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

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

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

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

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

Health and Safety

Fire Regulations

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

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

Candles or other naked flames, plug in air fresheners, scented oil burners and cooking equipment other than that already provided in the kitchen areas, are not permitted anywhere in halls of residence. Please note that the sensors in the kitchen are heat sensors and are different to the ones in a student's bedroom. Any steam/heat in the bedroom from boiling a kettle, burning toast etc will activate the fire alarm.

Malicious activations of fire alarms and / or tampering with any fire safety equipment will result in disciplinary action being taken by the College and may also involve the police.

Our fire alarms are tested weekly every Wednesday afternoon. If the alarm sounds for longer than 5 seconds, please evacuate the building.

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

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

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

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

Tampering or interfering with any of the following:

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

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

Fire Safety in Kitchens

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

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

Fire Doors and Closers

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

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

Door closers are provided on all room doors (except rooms allocated for persons with disabilities). This equipment is installed to ensure doors close on their own accord and create a "seal" around the door frame, this will protect the room and occupants for up to 30 minutes in the event of a fire. Door closers must never be removed, unhooked or tampered with at any time.

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

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

In the Event of a Fire

- If the alarm is not already sounding, raise the alarm by shouting “FIRE”.
- Activate a red break glass point – these are located adjacent to the main door or corridor doors around the hall.
- The fire alarm will usually activate on its own.
- Leave the building immediately by the nearest available fire exit and go immediately to the nearest Assembly Point.
- Where possible, close doors behind you to prevent the spread of fire, but do not delay in evacuating
- DO NOT ignore the alarm.
- DO NOT lock doors.
- DO NOT use lifts – lifts automatically go to the ground floor and will not operate when the alarm sounds.
- DO NOT re-enter buildings until staff have informed you that it is safe to do so.

Staff will already have been alerted to the fire alarm and will take control of the situation.

Please note that that alarms are tested every Wednesday afternoon and will sound for approximately five seconds. Any longer than this, please start to evacuate.

Security

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

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

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

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

Smoking

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

Electrical Appliances

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

Some basic precautions can prevent fires and injury:

- Switch off electrical equipment when leaving a room, including chargers
- Avoid using multiplug adaptors



- Use suitable extension sockets
- Keep trailing wires off floors to avoid tripping.
- Report all electrical defects immediately to staff.

Window Restrictors

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

Reports, Requests and Queries

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

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

Damage Repair Forms are available from your cleaner. These can be completed and handed in to any of the above staff / departments or email details to the relevant contacts on Page 3 of this booklet.

Out of Hours

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

Access to Rooms

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

A – Z of General Information

Academic Absence

If you are ill or unable to attend your timetabled lectures, you must notify the attendance line by 9am. You will have been sent a link to your College email address which will direct you to report your absence through your prosol account. Failure to inform the College by 9am may result in registers being marked incorrectly which may also have an impact on any allowances or bursaries you may receive.

Accommodation Agreement

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

Advice

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

Alcohol

Underage drinking is not tolerated. Regular room checks of students aged under 18 take place and any alcohol found will be immediately removed and destroyed. Students aged under 18 are not permitted to:

- Be found in the possession of alcohol
- Be in the presence of alcohol
- Be found under the influence of alcohol
- Return back onto campus under the influence of alcohol

Disciplinary action will be taken against any student who fails to adhere to the above.

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

Students aged over 18 are permitted to consume alcohol in the College bar and in over 18 accommodation. Any student found to be consuming alcohol walking around the campus or in restricted areas, e.g. in under 18 accommodation, will be disciplined and the alcohol will be confiscated. Any over 18 student who is found to be purchasing and supplying alcohol to under 18 students will also face disciplinary action.

Attendance

Your room in College accommodation is linked to your academic studies and as a residential student your attendance should be 98%. At the end of the 1st year (if here on a 2 yr course) you will be interviewed by your tutor along with the Residential Services team to review your year and also discuss your commitment to the academic side. The College will then decide if you will be accepted back as a residential student looking at attitude to learning, behaviour and attendance.

Ball Games

Ball games are not permitted within, or close to halls of residence or other buildings, this includes in your accommodation area. There are numerous fields on campus where ball games can be played so please ask a member of College staff where to go.

A high percentage of damage caused in College accommodation is from students playing with rugby/footballs, these can also activate the fire alarm if sensors are hit by a ball. Anyone found ignoring this request will have their balls confiscated – this does include the Meadows and Bishops Bar area.

Barbecues

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

Bed Linen

All residents are required to provide their own bed linen, duvet, pillows etc however the College does provide mattress protectors for each bed.

Behaviour / Disciplinary Processes

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

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

The Disciplinary Procedure starts with the opportunity to clarify verbally and later in writing, any concerns with the individual. The process also provides support structures, e.g. an expectation that the individual will attend a safe



driving or health talk, a study skills session etc. Everything will always be confirmed in writing to the student following such discussions and parents / guardians will be copied into such documentation if the student is under 18 years of age.

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

The disciplinary process is followed formally by all staff and the College endeavours to work with students without having to resort to formal means to get the issue dealt with. The College has found that the use of sanctions, such as a ban from social events or a ban from playing in the Colleges' sports teams has an impact on student behaviour and the College reserves the right to use these sanctions in a range of situations. This method can also be used if there are any issues within their academic studies i.e. low attendance, behaviour in class etc.

Can we please also remind you of any unacceptable behaviours offsite which may bring the College into disrepute. As a Bishop Burton College student you are representing the College and any complaints received from the public will be dealt with through our disciplinary process.

Suspension

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

Residential Suspension

As detailed in the Code of Conduct, the College can impose a Residential Suspension at any point of the disciplinary process. This involves an immediate, temporary suspension from accommodation for up to 10 days. During this time you will not have access to your room. Students may make their own arrangements to travel to College as a day student to continue with their studies. Full details can be found in the Further Education College Charter, which should be read carefully.

Ill Health Review

Sometimes it may be necessary for the College to request a student spends some time at home to review their current Risk Assessment due to ill health - this is not considered part of the disciplinary process. There is no appeal against this suspension but specific support both during and after the suspension will be based on an individual's need. Before students can return a meeting will be arranged with the student, parent/guardian if under 18 and relevant members of staff to update their Risk Assessment with a view for them to return into residence.

Bicycles

Bicycles may be brought onto campus for use off College grounds. They must not be ridden around the campus at any time and must be kept in the designated cycle shed in the Visitors Car Park - car park 5 - or the bike stand outside the Sports Centre. You will need to bring your own lock/chain.

This rule also applies to the use of skateboards, motorised scooters, longboards and similar ridden equipment. Riding and storage of cycles in halls is not permitted due to fire regulations and any cycles found inside accommodation will be removed immediately.

Bishop's Bar

Based in the Meadows, Bishop's Bar is the main social hub for the residential students on an evening and weekend where all students can mix and socialize. There are 2 "free to play" pool tables, a table tennis table, darts board and TVs. The bar is open and serves a selection of soft drinks and snacks. Every Monday night a variety of free activities take place in the Bar – bingo, quizzes, pool and darts tournaments etc. There is also a noticeboard which advertises what is happening that week for evening activities. You can use your food card in Bishops Bar.

Boot Policy

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

Bullying

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

Cashpoint

There is a free to use cashpoint in the foyer of the Meadows however please note that we are a cashless campus.

Catering and Food Cards

The annual food allowance is divided into three instalments which are allocated to students on a termly basis. The food card is incorporated into the student identification card. Lost cards are charged for at a cost of £10. It should be noted that unspent balances at the end of the academic year will not be refunded and bulk purchasing of items is not permitted. Any balances left on the food card from the Autumn and Spring term will be carried over but no refunds will be made on any left when you leave the College at the end of the academic year.

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

There is something for everyone when it comes to food on campus. The College offers three individual retail outlets that are able to cater for a variety of tastes and diets. Opening and closing times of catering outlets are displayed on your accommodation noticeboard. If there is nothing on the menu you like or you have any dietary requirements then please speak to the staff in the outlets, they are all very approachable and are happy to cook whatever you want – within reason!

If students are on duties and unable to attend before the outlet closes, food can be ordered for collection outside of these hours. Please ask staff for details on the process in place to pre-order food.

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

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

We are always open to new ideas and suggestion. You can contact the hospitality team on ext. 3196 from your hall phone or pop into the office and speak to one of the Hospitality managers based in the Meadows.

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

Cleaning

Please be mindful that you have come to live in College to also learn "life skills" and to look after yourself – the cleaner's main purpose is to "safeguard" the under 18 students. The majority of the time you will have the same cleaner who will get to know you, reporting not only issues with your room but also if they feel there is something "out of character" they will contact staff who will check on you to ensure all is fine. They will not make your bed, pick your clothes up off the floor and put your socks in pairs!

[Please see below -](#)

Under 18 Standard Rooms

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

Under 18 Ensuite Rooms

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

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

All under 18 rooms are entered daily, weekdays only, please note this is a safeguarding check and not to clean the room. Staff will meet with students who do not maintain this standard to discuss any issues. In extreme cases, disciplinary action may be taken against students whose rooms repeatedly do not meet the required standard of cleanliness.

Over 18 Standard Halls

Students are responsible for keeping their rooms clean and tidy.

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

Communal Areas – all halls

Students are responsible for keeping the kitchens clean and tidy and must ensure they leave the kitchen area with pots washed and food and rubbish placed in the bins. These will be checked daily (weekdays only) by the cleaners.

College Buses

The College runs 13 free bus routes Monday to Friday and residential students can use this method of transport to return home. When students enroll they will be allocated with the bus route that is nearest to their "home" drop off point – they do not deliver door to door. For example if a student lives in Harrogate they will be allocated the bus that goes to York train station, from this point the student will organise the next step home.

College Gates

To ensure the safety of the campus all gates are locked at midnight.

Council Tax

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

Damage to Property, Fixtures or Fittings

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

Communal Damage

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

Individual Damage

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

Accidental Damage

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

We are aware that for many of you this may be the first time you have lived away from home and an element of silliness may come into play when you are relaxing with your friends in your accommodation however all actions have consequences and can be an expensive action. For example the cost to replace a room door, which is a fire door, is over £400.

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

Dental Appointments

Residential students requiring the emergency dentist should contact The Wellbeing Team on wellbeing@bishopburton.ac.uk. The team will support under 18 residential students to find an appointment and will provide transport. For regular dental check-ups, students are advised to contact their own dentist at home.

Drinking Water

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

Drugs

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

Electoral Register

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

Electricity and Gas

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

Email

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

Emergencies

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

Environmental Awareness/Sustainability

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

- Recycling and reusing items whenever possible. A wide range of recycling bins are provided in halls and around the campus
- If you are thinking of throwing clothes away we have numerous "clothes swap" events throughout the year
- Switch off lights if they are not needed
- Turn all electrical items off when not in use
- If you are using a kettle, boil the amount of water required. You may not need to fill the kettle full every time
- Report leaking / dripping taps as soon as possible. A dripping tap can waste up to 140 litres of water a week.
- When vacating your room for the holiday periods, any unwanted furniture we will gladly donate to local charities and unopened food stuffs to the food banks

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

Female Hygiene

Bishop Burton College support the period poverty initiative and you will find a selection of products available in your accommodation hall and are there for you to use free of charge. If you require additional products please speak to the wardens or go to Student Services.

Financial Support

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



Should you need support and guidance around money management the Bursary Team are available to talk to; they can offer support around day-to-day money management, cooking on a budget and provide guidance around bursaries that are available to be accessed by eligible students. Please email bursaries@bishopburton.ac.uk for

The College offers free beans on toast until 10am weekdays, Free Fruit Fridays and free soup during the winter months to all College students.

Fireworks

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

First Aid and Accidents

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

In cases of emergencies which result in you being required to attend hospital and are under 18, you MUST be accompanied by a member of staff. Parents/guardians will be contacted in this instance and arrangements will be made for them to meet College staff at the hospital.

To request transport for hospital appointments please contact the Wellbeing Team on wellbeing@bishopburton.ac.uk in advance.

Getting Along with other Residents

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

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

Grounds

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

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

Guests

Residential students aged over 18 and who live in over 18 halls are permitted one overnight guest at any time. Guests must be also aged over 18 and must have paid the required fee and be signed in with the Duty Warden prior to them entering halls. No guest should be left unattended in any of the halls and their behaviour becomes the responsibility of the student whilst on campus. This is for short term visitors with a maximum of 2 days and does not allow "long term" visitors to stay in College accommodation ie for a weeks holiday.

Students aged under 18 are not permitted guests at any time.

Gym

We have an onsite gym that is free to use for all residential students, this will include some free classes. Pop into the Centre for Sports and Fitness to see their activity programme and opening hours.

Heating

Heating systems vary and are thermostat controlled so it will only come on when the outside temperature reaches a certain level. Just like home it will not be on 24/7 but will be timed to come on in the mornings and teatime until late evening when it is bedtime.

Identity Cards

As part of the College's safeguarding procedures, staff and students are issued with an identification card and lanyard which must be worn at all times. All visitors to campus are identified with a visitors' identity card and lanyard. Any unknown person not carrying either of the above forms of identification will be challenged by staff. Residential student's cards are also used as their food cards and car park barrier access (where applicable). Replacement ID cards and lanyards can be purchased from Student Services. The cost to replace a card is £10 and £5 for a replacement lanyard.

Insurance

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

Internet Access

Free wi-fi is available in all halls of residence. To connect to this system you will require your College login and password which you will receive during induction. If you experience difficulty with the internet connection, please contact the warden's office. They will take appropriate action or refer the problem to the College's IT Services department. Some game consoles may require registering through the Colleges system before it can be used, please ask the warden for advice if you find it doesn't initially work.

Inventories

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

Ironing Boards and Irons

Ironing boards and irons are provided on request and should be used as they are intended. Please ask your cleaner or the warden team.

Keys

Key Collection

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

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

General Key Information

Residents should carry their room keys with them at all times and should take great care not to leave them lying around, even within communal areas of halls. There will be times when staff/contractors enter your room and will always lock your room door when they have finished. If you have not taken your key you will be locked out until staff are available to let you back in. You could be waiting for some time. Individual bedroom doors should be locked at all times when the room is not in use. You must take full responsibility of your possessions and locking your room helps to keep them safe.

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

Lost Keys

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

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

Kitchens

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

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

It is the students responsibility to keep this area clean and to leave it how "you would wish to find it." i.e. wash all your own pots and cutlery, ensure food is not left out on the worktops with all rubbish put in the bin.

Knives

Please do not bring any knives onto campus with you. We have a very strict Knife Policy in place and any sized knife, even a pen knife, will be confiscated. Any knives you may require for your course are provided by the College and kept locked away in that curriculum area.

Lanyards

Lanyards must be worn (around the neck) at all times with your student ID card. You will be challenged by College staff if you fail to adhere to this. Lost lanyards can be purchased from the Student Services office during office hours at a cost of £5. If you leave your lanyard at home you will be given a temporary sticker badge which needs to be



worn until you return with your lanyard.

Laundry

Laundry facilities are available on campus. Payment is made via card/apple pay and instructions are displayed in the laundry rooms. In the event that a machine is faulty, please report it to the Estates department as soon as possible.

Mixing in Halls – U18/018

As we are governed by Ofsted and National Minimum Standards you must take note of the following rules that are in place to safeguard our students – these rules are in place at all times –

- Under 18 males must not enter any female accommodation
- Under 18 females must not enter any male accommodation
- Under 18 students must not enter any Over 18 accommodation
- Over 18 students must not enter any under 18 accommodation
- Any students who turn 18 whilst living in under 18 accommodation and remain there must abide by the rules of the accommodation block
-

Please note: non-residential students are not allowed in any accommodation areas.

There is signage on front doors of each halls of residence to remind students. Disciplinary action will be taken against those students who fail to adhere to these important rules.

Moving Out Early

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

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

Moving Out Instructions – Holiday Periods

Holiday Periods for 2025/26 are as follows, the first date is the date you must vacate your room by 7pm, the second date is when you may return to your room after 2pm.

Christmas: Friday 19 December 2025 – Monday 5 January 2026

Easter: Friday 27 March 2026 – Sunday 12 April 2026

College accommodation closes to all students on Thursday 25 June 2026 at 7pm

The College cannot have any residential students stay when our services are closed so **please** ensure you plan in advance with the dates stated above.

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

The following procedure should be followed:

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

- Return the key to the Warden Office before departure.

Failure to hand your key in will result in a charge of £100 for a new lock and set of keys.

Unfortunately, the College has no storage facilities for students to use over the holiday period. Accommodation is not available for students during the College vacations due to repairs, maintenance and decorating and other commercial bookings taking place during these times.

On your return after Christmas and Easter you do move back into the same room.

Noise

Living in halls of residence is very different to living in an average family home. All accommodation at Bishop Burton College houses a number of students and as such, a certain level of noise is to be expected. However, students are asked to ensure that unacceptable levels of noise do not occur after 11.30pm, e.g. loud music, shouting, slamming of doors. Students must always be mindful that your next door neighbour may not want to hear your choice of music at full blast at midnight! Any student living in accommodation must remember the words “respect and consideration”.

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

Noticeboards

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

Parking and Driving

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

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

Mopeds / scooters and motorbikes are not permitted to be stored in halls of residence. Please keep them in the student car park. The Transport department requires that all motorbikes, mopeds / scooters are registered. The use of any electric scooters, skateboards etc anywhere on campus is prohibited.

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

PAT (Portable Appliance Testing)

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

Personal Contact Details

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

Pets

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

Post and Postal Address

Incoming student mail is distributed from the Post Room in the main building. Collection requires student identification and will only accept your College ID card. Outgoing mail can be posted from the Post Room. Please note - the post room staff will not take delivery of any parcels/letters that require proof of age and will be returned back with the delivery person.

The post room is open every Monday-Thursday 8.30am-5pm, Friday 8.30am-4.30pm. It is not open on a weekend.

The full postal address is:

Your Full Name
Your Hall of Residence
Bishop Burton College
Bishop Burton
Beverley
East Yorkshire
HU17 8QG

Posters and Display Materials

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

Re-applying for Halls

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

Allocation of students into College accommodation on their return are numbers/age/gender dependent so please do not assume you will be in the “same” block/room as in the previous year - we have to utilize what accommodation we have to maximize space whilst still ensuring we are adhering to the safeguarding rules we have in place for the students.

Please note around April/May time you will be interviewed by your Course Tutor and the residential team to discuss your 1st year living in accommodation. We will discuss any issues staff have had with a student's behaviour, attendance, disciplinary record etc as this may determine as to whether you will be accepted to live in College accommodation for the 2nd year of the course.

Restricted Areas

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

Room Searches

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

Rubbish

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

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

Signing In and Out and Related Checks

Under 18s

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

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

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

Signing out can be done by text to the warden's mobile, via Whatsapp or a call to the warden's mobile, on your return back onto campus, you must sign back in.

The same process applies out of office hours when students sign in and out with the Duty Warden.

Spot checks are carried out to ensure compliance with this procedure. Failure to fulfil these requirements will result in disciplinary action being taken.

Spot Checks

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

On Thursdays and Fridays, random home spot checks are carried out on 30% of the residential under 18s who have indicated they have gone home for the weekend. This involves telephoning the home of students. Wardens will speak to parents / guardians to check that students are in fact, where they say they are going to be! Should the student not have returned home, staff will liaise with parents/guardians to locate the student. In extreme circumstances, this may also involve reporting the student as a missing person to the police.

Late Passes/Overnight Passes

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

If a student wishes to stay overnight at a friends/relatives house the NOK must give their permission to the warden team in advance – again a check will be made to verify this request.

Over 18s

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

Social Activities

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

We have a designated Activities Coordinator who organises evening activities for all our residential students, from Halloween/Christmas Balls and Pancake Making to trips Go-Karting and Paintballing.

Details of activities can be found on noticeboards in Bishops Bar and halls of residence. Emails and WhatsApp messages are sent to each student weekly informing what activities are on for that week. Our events are very popular but we also welcome feedback and suggestions for new activities from students.

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

Student Association

The Student Association represents all students at Bishop Burton College and acts as the formal link between College staff and students. The committee consists of a variety of posts including the posts of Treasurer, Secretary, LGBTQ+ Officer and Events Officer.

We will also need Student Ambassadors to help with our Open Events throughout the academic year. You will be involved in helping out with campus tours and speak with potential new students and their parents/guardians about campus life as a residential student.

Please contact Student Services for further information if you would like to become part of the Student Association.

Tattoo Equipment

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

Televisions

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

Village Residents

We are in very close proximity to the local community and you are very welcome to walk down to the village of Bishop Burton however please do respect this very pretty village and the locals. Students must not wander into areas that are not public rights of way, eg farmers fields etc

Wardens

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

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

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

Wardens also offer a 'kind ear' to assist with a whole range of issues or problems which may arise when staying in

halls for the first time. The wardens are experienced members of staff who have seen and heard many questions or raise issues with them – quite possibly they have heard it before and will be able to assist you!

Weekends

The majority of our students do go home on a weekend so for those that stay, it may be quiet, however we do still have a trip every Thursday evening to a local supermarket and can organise day trips on the Saturday if requested in advance. The Wardening service still operates as normal (rules apply 24/7) and catering outlets are open.

Wellbeing

The health and welfare of our students is taken very seriously. In order to enable a student to achieve, they must be supported fully in order to be happy and healthy, both emotionally and physically. There is a wealth of experienced staff on campus plus access to a large network of support agencies in the community to support student's individual needs. For advice or assistance, please contact a member of staff.

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

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

Doctors Appointments

GP New Patient Registration

Students must complete new patient registration forms before being able to access an appointment from Manor Road Surgery, Beverley. Forms can be accessed online from the surgery.
www.manorroadsurgery.nhs.uk

Please ensure you supply information for all the boxes on the forms. If you have any problems or require any assistance please contact The Wellbeing Team.

Booking a GP Appointment (under 18 residential students only)

The Wellbeing Team will be present at your moving in date and will provide further information on how to book doctors appointments. Those students that are under 18 must be transported and accompanied by college staff to any medical appointments.

Over 18 Students

All students over 18 are encouraged to make their own appointments and transport. If you require support in accessing the GP, completing the forms or have transport problems, please contact The Wellbeing Team.

Repeat Prescriptions

Students are asked to independently manage the reordering of their medications. Please note the surgery requests students to give 7 working days from placing a prescription order to the items being ready to collect.

If you require your prescription to be collected, please advise The Wellbeing Team – wellbeing@bishopburton.ac.uk when you have placed your order.

Counselling

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

What to Bring

You are very welcome to bring items which makes you feel at home. Posters, TV, game consoles, laptop, photos, books, a rug and battery operated fairy lights are all acceptable. The list which follows may assist you suggesting items you wish to bring:

- Bedding – no bedding is provided, with the exception of a new mattress protector. Please bring a bottom sheet, duvet and cover, pillows and pillowcases with you
- Towels
- Toiletries
- Small fan
- Medication
- Clothes hangers (and clothes!)
- Glasses / plates / cutlery if you plan to prepare snacks in your kitchen
- Laundry detergent for laundry machines
- TV license – do not risk a fine of up to £1000. For information, go to www.tvlicensing.co.uk
- Mobile phone charger
- Food and snacks to prepare in your kitchen
- Fridge – many students prefer to have their own fridge / cooler in their room. If you do bring one, please ensure it is no larger than a table top size. Undercounter / standard sized fridges are not accepted and will be removed
- Personal possession insurance.
- AA Batteries for your room safe (4)

Please DO NOT bring:

- Standard / large size refrigerator (unless for medication purposes and agreed in advance)
- Toaster
- Kettle
- Microwave
- Other cooking equipment i.e. grills, air fryers, deep fat fryers etc
- Candles / joss sticks
- Plug in Air fresheners
- Furniture, e.g. inflatable chairs
- Electric heaters
- Electric blankets
- Cubed adaptors/cable drum extension leads
- Dartboards and darts

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

Tips for Living In Halls

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

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

Please
recycle
me.

www.bishopburton.ac.uk
enquiries@bishopburton.ac.uk

Bishop Burton College
Bishop Burton
Beverley
East Yorkshire
HU17 8QG

