



**BISHOP BURTON
COLLEGE**

RESIDENTIAL INFORMATION FOR PARENTS AND GUARDIANS OF FURTHER EDUCATION STUDENTS 2025 /26

**We're rated Ofsted
Outstanding
for Residential Care!***
*February 2023 inspection



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Welcome to Bishop Burton College

We hope this information is of use to you. It includes most of the topics that we are often asked about.

For those who have never lived away from home before, living in accommodation can be quite daunting at first. We endeavour to make each student very welcome and we have an extensive induction programme which includes workshops, talks and an evening with the wardens which includes fish and chips!

Much of the information within this booklet will be discussed during the residential induction. A separate Living in Guide is produced directly for students.

Should you wish to visit the College during the academic year, please be aware that we have strict safeguarding procedures in place. Please read the Safeguarding section to familiarise yourselves with our access procedures.

We look forward to welcoming you all to the college in August.

Sandra Lazenby
Head Warden
sandra.lazenby@bishopburton.ac.uk
01964 553016



Useful Contacts

Main College Switchboard
01964 553000
Monday to Friday, 8.15am – 6.30pm

Student Services
01964 553113
Monday to Thursday, 8.30am - 5pm
Friday, 8.30am – 4.30pm

Duty Warden Mobile
07702 553935
Call 01964 553000 and choose option 6* Monday to Friday, 5pm – 8.15am, and all weekend

*Please note that this is a radio phone and may appear slower than the response you would get through a normal phone. Please be patient – you will be connected!

Who do I need to speak to?

Academic Staff: Will assist you with any concerns or discussions including holidays during term time, students struggling with work, attendance, issues around student's behaviour in class etc. They will have a direct phone line which can take messages and are also available via email.

Support Staff: Will assist with financial concerns, health matters, repairs to student's accommodation, etc. Below is a list of key staff in the support areas, numbers and email addresses.

Head Warden Sandra Lazenby	Help and advice about residential issues and accommodation	01964 553016 sandra.lazenby@bishopburton.ac.uk
Student Services	General advice – staff can signpost you to the relevant department depending on your query	01964 553113 enquiries@bishopburton.ac.uk
Wellbeing Team	Help and support during the college day, giving students access to a listening ear and a friendly chat. Assist with queries regarding GP, dentist and hospital appointments	01964 553064 wellbeing@bishopburton.ac.uk
Hospitality Department Simon Robertson	Dietary requirements	01964 553196 simon.robertson@bishopburton.ac.uk
Finance Department	Queries over tuition or accommodation invoices, plus, food card top ups.	01964 553014/ 553109

Safeguarding

The college is committed to the safeguarding of students and as such, we have comprehensive safeguarding procedures in place. All our staff are trained in Safeguarding and Prevent. You are very welcome to come to visit. If you wish to visit, please follow the guidelines below:
Access During Office Hours
Enter the College via the Village Entrance and park in car park 5. Please sign in at reception to obtain your identity pass

Access Out of Office Hours (after 5pm and at weekends)

Please inform the Duty Warden of your intention to visit campus by calling 07702 553935. They can make any necessary access arrangements for you. Please note, you may be asked to provide identification before access to halls is permitted.

We kindly ask that all visits, unless those in an emergency, are made prior to 11.30pm. This will assist with our own security procedures and reduce disturbing students who will be settling down for the evening. Please note that the college gates are locked at midnight.

Please do not enter other halls of residence other than your own child / wards' unless you are accompanied by a member of staff and ensure you are accompanied by your child/ward whilst in their accommodation area.

You are welcome to use our hospitality facilities. Please take note of the safeguarding information shown on screens and signs.

Any large student evening events, e.g., disco nights, are purely for students of Bishop Burton College.

Identification Cards and Lanyards

As part of the college's comprehensive safeguarding procedures, staff are issued with an identification card and blue staff lanyard which they will display at all times.

All visitors to campus must sign in at the college's main reception and will be issued with a photo ID visitors badge. Visitors out of college hours must contact the Duty Warden (07702 553935) to make arrangements.

All Students are issued with a college photo ID card and a lanyard at the commencement of each academic year. For security and easy identification of students, these MUST be worn at all times. The cost to replace a lanyard is £5.

Staff will challenge anyone who is not carrying their card or cannot prove their identity whilst on campus. Students are often asked for their ID when using the Learning Resource Centre and other college facilities. Residential student's cards are also used as their food card and car park barrier access (where applicable).

Wardens

The college provides a team of wardens who are available 24 hours a day. They are available to answer any questions, deal with concerns, illness and accidents as well as checking that residential students are abiding by the college's Code of Conduct. They may well call parents / guardians of under 18s should they not be able to locate a student after 11.30pm curfew.

The warden's primary task is to ensure that all residential students have a safe and happy residential experience. They will be happy to answer any questions or listen to concerns from parents / guardians. The wardens are the staff to contact if there are any home issues which you think may affect your child / ward whilst they are at College, e.g., family bereavement, changes of circumstances at home.

For safeguarding purposes, the wardens have a focus on students aged under 18, however they will also help and guide students over the age of 18 should they require their assistance.

Security and Fire Security

Security on and around the campus and the safety of our students is very important to us. CCTV is installed around the campus and on the front door of each hall. Security personnel work 24 hours a day and our team of residential wardens are contactable at all times of the day and night. A Night Warden patrols the halls of residence during the night.

Insurance

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

Fire

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 a fire alarm.

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

Students will also be advised that it is a criminal offence to tamper with any equipment placed to protect lives such as fire extinguishers, smoke detectors and door closers on fire doors. Malicious activations of fire alarms will result in disciplinary action being taken by the college, may involve the police and will incur a charge.

The wardens will 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 their hall at any time. Students who fail to comply with staff requests during these drills will face disciplinary action.

Key Collection

Students will be advised by letter of the date when they can move into accommodation. Before any keys are collected, students and parents / guardians must have signed the Accommodation Agreement and paid the first terms accommodation fee.

At the end of each term, students are required to hand in their room key and clear the room for the holidays. This is to enable the deep cleaning of all student rooms and any maintenance/repairs to be completed. We also have commercial guests who stay in college accommodation during these holiday periods. Please take note of the dates below -

Moving Out Instructions – Holiday Periods

Holiday Periods for 2025/26 are as follows, the first date is the date rooms must be vacated by 7pm, the second date is when the accommodation re-opens and students can return to their room after 2pm.

Christmas: Friday 19th December 2025 - Monday 5th January 2026
(Term starts Tuesday)
Easter: Friday 27th March 2026 – Sunday 12th April 2026
End of the Academic Year: Thursday 25th June 2026
(Dates are subject to change)

PLEASE NOTE – We cannot have residential students in accommodation when the residential provision is closed so forward planning may be required.

Rooms do not have to be vacated for the Half Term periods.

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.

Room keys will not be re-distributed until the following term's accommodation fees are paid. Students do return back into the same room after the Christmas and Easter break.

General Key Information

Students 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. Keys should not be given to anyone else.

Individual bedroom doors should be locked at all times when the room is not in use.

Residents take full responsibility for their possessions if the door is left unlocked.

Students MUST always carry their room key with them. As part of the colleges' security procedures domestic staff and contractors who may have visited the students' room through the day will automatically lock the room after they have finished and staff are not always readily available to let the student back into the accommodation/room. Residents are not permitted, at any time, to change the locks or install additional locks to their room doors.

Lost Keys

If students lose their key, this must be reported immediately to the wardening team. A new lock and keys will be installed at a cost of £100, which will be deducted from the room deposit. This is to ensure no one other authorized college staff and the student have access to their room and personal belongings.

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 students to become more responsible and organized.

This amount is not refundable. Persistent offenders will be required to discuss their levels of responsibility around keys with staff.

Any monies due for loaned or lost keys are deducted from the £250 room deposit which was paid to the college at the start of the academic year.

Vehicles

Residential students are very welcome to bring their vehicle onto campus. The student card provides access through the car park barriers. The heart of the campus is pedestrianised and all student cars must be parked in the designated student car park only. The gates to the college are locked nightly at midnight. Any vehicle and its contents are left at the owner's risk. No student cars to be parked in the gym car park.

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 under the influence.

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 can be found on the college website.

Vehicle bans will apply if students do not adhere to the rules. For any queries throughout the academic year regarding car parking or vehicle access to campus, contact the Transport Manager on 01964 553022

Students Wellbeing

At Bishop Burton College we take the health and welfare of our students very seriously. We feel that to enable a student to achieve, they must be supported to be happy and healthy, both emotionally and physically. We have wide experience of working with young people and the problems they may experience. We have a wealth of experienced staff on campus and have access to a large network of support agencies in the community to support students' individual needs.

If you or your child/ward requires advice or assistance, please do let us know and we will endeavor to help.

The college holds a number of events through the year which provide information for students regarding healthy lifestyles and choices. These include educational drop-in sessions delivered by a range of professionals which include: Drug and Alcohol Education Team, Sexual Health Team, Roads Safety Team, Community Policing Team and many more.

Doctors' and Hospital Appointments

If a residential student wishes to register with a local GP surgery, we suggest registering with Manor Road Health Centre in Beverley. We do advise our students to register especially if they are too far away from home to be collected by their NOK/guardian to see a doctor however it is not compulsory.

Any under 18 students who are registered and have booked a doctors' appointment at Manor Road Surgery will be transported to and from the appointment by college staff. This also applies to any hospital appointments. The Wellbeing team will assist students with any queries regarding any medical appointments or repeat prescriptions.

Assistance/support can also be provided to over 18 students if required.

Should the illness become more serious or there are concerns around infection or is contagious college will contact home for the student to be collected and return home to recoup before returning back into college accommodation.

Emergency Dental Appointments

Residential students requiring an appointment with an emergency dentist should contact the Wellbeing Team who can make an appointment for them and support with transport.

Emergencies and Accidents

In the event of a student being taken to hospital NOK/guardian will be contacted to make arrangements for them or a nominee to meet the student and college staff at the hospital and responsibility is then handed over to them, dependent on the outcome the college may request the student returns home for a few days to recuperate.

Counselling

The college provides a counselling service which is available Monday to Friday. Our counsellors are fully qualified, independent staff who are members of BACP (British Association for Counselling and Psychotherapy).

We have a dedicated counselling room which provides an appropriate, safe environment and allows total confidentiality. Counselling sessions are arranged by the Wellbeing Team.

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Behaviour

You will have seen our beautiful campus and it may have 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 behavioral 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. 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. In some cases, it will be necessary for the student to leave campus immediately. Parents / guardians will always be contacted in these situations. Formal meetings will be arranged at a later date and the requirement of engagement with the problem and ensuing improvement will be highlighted.

The disciplinary process is followed formally by all staff. If you wish to know more about any reported incident, then please contact the person who wrote the letter or warning. The main college switchboard will be able to put you through to them.

The college has found that the use of sanctions such as a ban from social events and not been able to represent their college sports team has an impact on student behaviour and we reserve the right to use these sanctions in a range of situations. These sanctions can also be used if the student is failing to engage in their academic studies i.e., low attendance, behaviour in class etc.

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. We positively welcome parents/guardians at such meetings for students under the age of 18.

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 ten days and will not be allowed access into their accommodation during this time. 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 by both students and parents / guardians.

Ill Health Break

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 individual 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 in residence.

Noise

Living in halls of residence is very different to living in an average family home. All accommodation at Bishop Burton College house 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 mindful that their next-door neighbour may not want to hear their 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. The Night Warden patrols the college accommodation throughout the night.

The quicker noise is reported, the faster it can be dealt with, ensuring a peaceful night for all!

Damage to Property, Fixtures and Fittings

We expect 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.

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. 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.

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.

Accidental Damage

Accidental damages do occur. In such cases, students must inform staff immediately and, in most cases, disciplinary action is not taken however the cost to repair/replace will be passed onto the student. Please note, should the accidental damage be due to inappropriate behaviour, students may be disciplined in accordance with our Disciplinary Guidelines.

A large majority of damage caused in college accommodation is accidental however it may be worth noting that each room's door is a fire door and the cost to replace is at least £400. Room doors have to pass the Fire Regulations stipulation and once they have holes, cracks, etc. they have to be replaced and cannot be repaired.

This cost will be passed onto the culprits.

Substance/Misuse Illegal Substances Substances

The use, distribution or selling of drugs (illegal or otherwise), on or offsite, is not tolerated by the college. We have robust policies 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 may result in removal from college accommodation and exclusion from the college. This also relates to any drug paraphernalia.

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. Disciplinary action will be taken against any under 18 students who are found -

- In the possession of alcohol
- In the presence of alcohol
- Under the consumption of alcohol
- Returning back onto campus under the influence of alcohol

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 and any issues are reported to the police if there are any reports of under 18's been served alcohol offsite at any public houses.

Students aged over 18 are permitted to consume alcohol in the college bar and in their over 18 accommodation only. Any student found to be consuming alcohol around the campus or in restricted areas (e.g., in under 18 accommodation), will be disciplined.

Disciplinary action will also be taken if any over 18's purchase and supply alcohol to any under 18 residential students.

Room Searches

The college has a right to search policy and staff will search student rooms if there are any concerns about a student's welfare or if there appears to be a health and safety issue.

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 includes college accommodation. 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.

This includes rugby/football boots and riding boots.

Boots may be carried into buildings, but must be in a bag. Disciplinary action will be taken against students who ignore this policy.

Litter

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 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.

Smoking

The college campus is a no-smoking area. This includes the smoking of e-cigarettes and vapes. This rule applies to hostels, college buildings and the college farm. Designated smoking shelters are available for those wishing to smoke. The disciplinary process is used for students who contravene this rule.

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

If an under 18 student wishes to leave campus during the day, for example to go to the village shop, they need to sign out as being off site. This is to fulfil the National Minimum Standard requirements that the college can account for all under 18 students at any time. Signing out is done via Student Services or by sending a text to the Duty Wardens mobile number. On their return, students must sign back in. The same process applies out of office hours when students sign in and out with the Duty Warden. Failure to fulfil these requirements will result in disciplinary action being taken.

Spot Checks

30% of all under 18s are spot checked every evening from 11.30pm by the wardens. This is to ensure that they are following procedures regarding signing in.

On Thursday and Fridays, random 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 them. In extreme circumstances, this may also involve reporting the student missing to the police.

Late Passes / Overnight Passes

Should an under 18 student need to return to campus after 11.30pm or wish to stay out overnight at a friend's / relative's house the college requires permission from their NOK/guardian in the form of an email or telephone call. Staff will ring the next-of-kin back to verify the call.

This consent must be given in advance of any student leaving campus and parents must agree a time the student is expected back onto campus if the request is for a late pass. Students will be seen fact-to-face by the warden to ensure they are back on campus. Wardens will contact students' next-of-kin at any time if they have concerns about the whereabouts of a student. Their safety and welfare are our priority.

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.

Activities

The college provides a programme of social and sporting activities for residential students, the majority of which are free. We have a designated Activity Warden who organises and facilitates activities both on and offsite.

These activities include Halloween/Christmas balls, Easter egg hunts, pumpkin carving competition, darts/pool competitions etc and trips offsite to Hull Fair, ice skating, paintballing and go karting to name just a few. We have also craft evenings and Wellbeing Walks offsite and a spot of stargazing for the quieter students who live in.

The residential students also get the opportunity to take part in activities during evenings that are hosted by different curriculum areas and gives the student the chance to experience other academic areas apart from the ones they are here to study. For example, Archery, feeding/handling the animals on the animal unit, having a go on

Bertie/Horatio (mechanical horse), Tea light/clay pottery, etc.

We also have the use of the kitchens which the Activity warden will scheduled into the weekly programme allotted nights where students can cook their own food or take part in “seasonal” activities such as Pancake making and Easter bun baking or Cake “bake offs”, Cookie making etc. (we provide the ingredients for these!)

Details of activities can be found on posters in Bishops Bar and in the accommodation areas. All residential students are sent weekly emails to their college email address and messages via WhatsApp to their mobile phones with planned activities for that week. There is no reason for any student to say they have nothing to do! Our events are very popular but we also welcome feedback and suggestions for new activities from students.

We do not timetable these activities and it is the student’s choice to get involved and the wardens are happy to assist in “nudging” those who struggle initially to “come out of their rooms” and join in.

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.

Weekends

The majority of our students do go home on a weekend so for some, the weekends may be pretty quiet. However, every Thursday evening we have a trip to a local supermarket so those students for are unable to go home can shop for their weekend supply. We can also facilitate some Saturday day trips to various locations from shopping centres to beach resorts at the student’s requests – in advance.

The wardens are still on duty and available 24/7 and the catering outlets are still open for those who stay on a weekend.

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 enrol 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.

Bishop’s Bar

This is located in the Meadows, and on an evening where the majority of students socialise whether it is to watch the current “reality” TV show or to chill and catch up with their friends. Soft drinks, hot and cold snacks can also be purchased from Bishop’s Bar. Every Monday we have quiz/bingo/games nights and have 2x free to play pool tables, a table tennis table and dart board.

Student Association

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

We will also need Student Ambassadors, for Open Events who can help out with tours and speak to potential new students and their parents/guardians about campus life as a residential student.

Money

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, e.g., loans, grants and bursaries. Support staff are very familiar with advising students how best to proceed. Please do make contact with Student Services or our Finance Department should there be any concerns and we will arrange to meet and resolve any issues.

The Bursary Team are available to talk to; they can offer support to the students around day-to-day money management, cooking on a budget, and provide guidance around bursaries that are available to access by eligible students.

We do impose sanctions as part of the process to recoup debt, including preventing access to accommodation.

Cleaning

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 will be cleaned and bins will be emptied each weekday.

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 and bins will be emptied each weekday.

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 – under 18 halls

Students are responsible for keeping the kitchens clean and tidy, washing up their own pots and disposing of rubbish/food leftovers in the appropriate bins in the kitchen. Kitchens will be checked and bins emptied every weekday.

Communal Areas – Over 18 halls

Students are responsible for keeping the kitchens clean and tidy and emptying of bins Kitchens will be checked every weekday.

The domestic staff (cleaners), for Safeguarding purposes will enter each Under 18 room daily and any issues/ concerns are reported immediately to the Wellbeing team and the Wardens. 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.

Food Cards

The annual food allowance is divided into three instalments which is 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. Balances are transferred at the end of the Autumn and Spring term only.

Please note the amount credited to the food cards at the start of each term may not be sufficient to last the whole term, it is a starting point and funds can be added to the food via the online college shop on the website or by contacting the finance office during office hours.

Attendance

As a residential student the expected attendance for their academic studies is 98 % as the room in college accommodation is linked to attending their course. At the end of the academic year staff will meet with the students individually, along with their course tutor, and review their 1st year living in. One of the contributing factors of them being accepted back as a residential student is their attendance, if this falls too low the college may not accept them back into accommodation for the second year of their course.

Re-applying for Accommodation

If the student wishes to be residential in the 2nd year of their course they would need to apply again, completing the relevant paperwork and paying the deposit fee, repeating the process again. Deposits from the previous year are usually refunded back around July less any damage, PAT testing, loan/lost keys etc hence deposits cannot be rolled over to the following year.

Allocation of rooms for returning students are dependent on numbers/age/gender and that will dictate which accommodation blocks are used for that year – it may not be the same room/block as the previous year.

What Can You Do For Us?

Firstly – keep in touch. If there are any concerns or issues which may affect your child / ward's health or welfare please tell us. We would appreciate your support when it comes to sanctions and disciplinary processes. Tell us if you change your address or phone number to ensure we can contact you in an emergency.

If you feel your child/ward maybe requires a little encouragement to join in the activities then let us know, as mentioned previously there is nothing we have not dealt with before.

Students are not only here to be educated in their academic studies but are here to learn life skills and become more independent from home so can we please ask that you encourage them to speak to staff directly if there are any issues whilst in accommodation whether it be a fallen down curtain pole or they don't know where to go to get a replacement food card please tell them to come and see us.

As a residential college we have staff on call 24 hours a day. They can pass on messages or in many cases, assist you at the time. The Principal, Danny Metters, is available to speak with parents / guardians about a range of issues or concerns if you have not been able to resolve them through the normal channels. Danny Metters can be contacted through his PA on 01964 553011.

We, and very probably, yourselves, are familiar with the unique behaviour of teenagers and acknowledge that young people may not communicate well at this stage of their lives. If you do notice changes in behaviour it will be useful to talk to us. We may also be aware of any differences in behaviour and together we can better support the student. We hope the experience at Bishop Burton College is memorable for all the right reasons and that the support the college provides enables those undertaking study to perform to their very best ability, enjoy their time with us and make lasting friendships.

Complaints

The college does have a complaints procedure if at any time you wish to make a complaint. You can do so by contacting any member of staff or emailing your complaint to comments@bishopburton.ac.uk.

A full copy of our complaint's procedure is available on request.

Feedback from our students

Comments made by our residential students about their time living in Residence...

"Incredible experience – helps you develop and mature."
"You have the freedom but support to fall onto and there is always something to do."
"Living away from home has made me become more confident and independent."
"Great atmosphere – Loved every part of it!"
"Fun living together, time of my life – amazing"
"The best life experience that gives you the chance to build a family out of friends."

And more importantly... what life skills have you learnt whilst living away from home?

- How to use a microwave
- Money management
- How to do my own washing and ironing
- Keeping my room tidy without my mum!
- Now I have the confidence to use public transport on my own
- Manage food shops

Feedback from the parents/guardians about us....

"Always helpful and caring"
"It's great to know that the residential staff caring for Oliver are professional and friendly"
"The wardens are amazing, supporting my daughter, always helpful and go the extra mile"
"Our daughter couldn't have been better supported"
"The whole team at Bishop Burton are excellent, helpful and supporting with such a positive 'can do' approach."

FAQs

"I am surprised that my son is allowed to go off campus on an evening, he is only 16"

We are neither a prison or a boarding school ... Students can go off site if they wish to however, we do have safeguarding procedures in place and systems whereby the student must sign off/on campus and be back before 11.30pm.

"Our daughter has told me that there is nothing she is interested in doing in the evenings."

We welcome feedback from students regarding the activities we provide. Students have opportunities within several forums / meetings and staff contact across the college to put forward new ideas and suggestions. All students are emailed and sent WhatsApp messages on a weekly basis with the planned activity for that week. These are not timetabled into the students "free" time it is their choice whether they wish to take part and if it's not for them, then please encourage them to come and tell us what they want to do.

"There is nothing on the menu that my son likes for his evening meal and I am concerned he is living on Pot Noodles"

All our catering staff are extremely approachable and will engage and get to know all our residential students. The student just needs to ask and the chef will listen and endeavour to cook whatever is requested – within reason! If they don't feel confident to do so at first then tell them to come and see the warden – we can then make an introduction to the catering staff.

"Why does the accommodation not have cookers/hobs in the communal kitchens?"

As you can appreciate, we have a variety of students who will be living in our accommodation areas with differing abilities and understanding when it comes to "catering" for themselves. For example, some do not realise that you cannot put metal foil in a microwave or a knife in a toaster and leave a sponge pudding in a microwave on a timer for 20 mins and then go for a shower! The risk of a serious fire in the accommodation areas are extremely high if we then add ovens/hobs to the mix.

"Why can't I send my son back to college with a few tins of alcohol – we allow it at home"

The college is governed by the National Minimum Standards, whose strict regulations and guidelines we must adhere to. Therefore, wardens police all halls of residence and enforce these rules as we are required to by law. Any student found to be in breach of these rules will be disciplined. Whatever the student is allowed to do at home is not our concern however at college your son is our responsibility and must adhere to our rules and the law.

"Why can't my daughter bring her own toaster or kettle to use in her room"

The fire sensors in individual student bedrooms are smoke detectors whereas those in the kitchen area are heat detectors. Any smoke from an accidental burnt toast or steam from a kettle will not activate the fire alarm from usage in the kitchen area whereas it will in the individual's bedroom. The disciplinary process covers those students who fail to adhere to the colleges requests with regard to Fire Regulations in communal accommodation. The college is directly connected to Humberside Fire & Rescue so they will attend.

Every precaution is made to ensure there are no false alarms – the Fire Service's time could be spent on saving lives and not attending false alarms.

"We are unsure of what the arrangements are for students who may be ill."

Out of hours, if a residential student becomes ill, their first point of call is the Duty Warden. There is a free phone in their hall which links directly to the warden's radio phone. The wardens also carry a mobile phone with them. During working hours, Student Services can be contacted. They will make the necessary arrangements to visit the student in question, pass messages onto their tutor / Wellbeing Team/ parents / guardians, deal with any problems and arrange doctor's appointments if necessary.

All telephone numbers are given to the students during their residential induction meeting and are displayed in the foyer of each hall.

“Do the students have to vacate their rooms at holiday periods?”

Yes, all rooms have to be completely emptied for the Christmas and Easter break and room keys handed in. This enables the deep clean of all our accommodation areas and for any repairs / maintenance to be carried out. We also have commercial clients staying in college accommodation out of term time.

They will move back into the same room on their return.

“We are unable return our daughter on the date shown when the accommodation re-opens after Christmas can we please drop her off the day before?”

Sorry no, the residential provision is closed ie no heating, hot water, catering, wardening service etc. We cannot have students in accommodation until we officially open.



Please
recycle
me.

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

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