

RESIDENCE RULES AND RESPONSIBILITIES FOR JUNIOR RESIDENTIAL ACCOMMODATION

Responsible:	Director
Date Reviewed:	January 2025
Review Period:	Annually
Approval Authority:	Governors
External Release:	Yes

Please read through the following rules carefully.

These rules have been established to ensure that every student enjoys a pleasant and comfortable experience at the Residence. Should you find any of the rules unclear, please feel free to seek clarification from a staff member. Violating these rules may result in disciplinary measures, which could include fines and in more serious cases, you may face eviction from the Residence and/or the programme, with no refunds for any supplements or course costs.

Room Assignments

Room assignments are handled by the **Accommodation Office** before students arrive, so it's essential to stay the bed that has been assigned to you. If you wish to change your room, please consult one of the Residence Supervisors. Please refrain from moving any furniture or fittings within the Residence. If you notice something missing or broken in your room, please notify us immediately.

Sign In / Out Register (Under 18's Only)

Whenever you arrive or leave the Residence, you must check in at the reception. Maintaining a written record of your whereabouts at all times is vital. Each evening, a staff member or night porter is available to assist with early departures and any other nighttime requests. All Junior residents are required to report to either of them and sign the "Sign In / Out Register."

Quiet Hours and Curfew Times

Curfew times are as follows:

All students are required to be **at the Residence and in their bedrooms for their curfew time**. A room check will be carried out by staff every night to ensure no students are missing.

Each morning from Monday to Friday at 8:45 am, staff will check all bedrooms to ensure students have gone to school. If you are unwell, please ensure that you tell your group leader as well as a member of staff. Quiet time is from 10:00 pm to 7:30 am; however mutual respect and consideration for others must be maintained 24 hours a day.

Under 16 Years Old	16 and 17 Years Old
Must not leave the residence unsupervised	10:00 pm

Residence Opening Times

The Residence is **closed to junior students Monday to Friday from 9:00am to 5:00pm**. During these hours, you are expected to be at School. Only students who are sick can stay at the Residence during these times. On Saturdays and Sundays the Residence is open all day.

Lost/ Stolen Property

We are not liable for the damage, theft or loss of the personal property of students or their guests. Students are advised to keep their doors locked at all times and not to leave valuables in the communal areas. Passports, flight tickets, cash and other valuables should be kept in the main Residence safe. Please be aware that anyone caught stealing in the Residence will be reported to the Police and may be expelled from the program.

Cleaning and Laundry

Your room will be cleaned once per week. Your towels and bed linen will be changed once per week by Residence staff. You are responsible for making your own bed and keeping your room and facilities neat. Please make sure that your room is always tidy to enable the cleaners to do their job properly. We provide a laundry service at the Residence. Washing, drying and delivery to your room costs £10. Please take your laundry to Reception at 5pm.

Damage

Students responsible for any damage will be required to pay for necessary repairs / replacements. If no one admits responsibility, the cost may be split equally among all the occupants of your room. Any lost room keys will be charged at £20.00.

Guests

Non-residents may visit you, but they are only allowed in the lounge and will have to report to reception on arrival. **They must not enter the dining room or your bedroom**. If your guest wishes to have dinner with you then they can pay £5.00 (subject to availability).

First Aid

In the case of accidents or injury please contact a supervisor or group leader immediately. There are staff in the Residence who are First Aid trained.

Fire Alarms

In the event of the fire alarm sounding, everyone must leave the building immediately, regardless of the time of day or weather conditions. You must not re-enter the building until a member of staff tells you that it is safe to do so. Only sound the alarm if there is a fire as it is an offence to play with safety equipment or set off the fire alarm falsely. Any student found violating the Fire Alarm Policy or playing with safety equipment (including the covering of smoke detectors within student rooms) will be immediately expelled from the residence and could face legal action from the UK fire department that will result in a large fine.

Smoking

The legal age to buy cigarettes in England is 18!! Smoking is prohibited throughout the entire building as it is against the UK law. Any student caught smoking or in possession of cigarettes will be disciplined and we will inform your parents. A fine of £100 will be charged if there is evidence that smoking has taken place in the Residence. Candles, incense sticks or any other type of open flame are strictly forbidden.

Alcohol

The legal age for drinking alcohol in England is 18. **Alcohol is not permitted in the Residence.** Disciplinary action including expulsion from the Residence and/or your course will be taken against anyone who breaks this rule.

Drugs

The possession, use, distribution or sale of drugs is illegal in England. Any student found in possession of illegal drugs will be immediately reported to the Police and expelled from the program. We reserve the right to search your room should we suspect that you may possess any illegal drugs and remove anything of concern.

