



# Accommodation Student Guide

2022-2023

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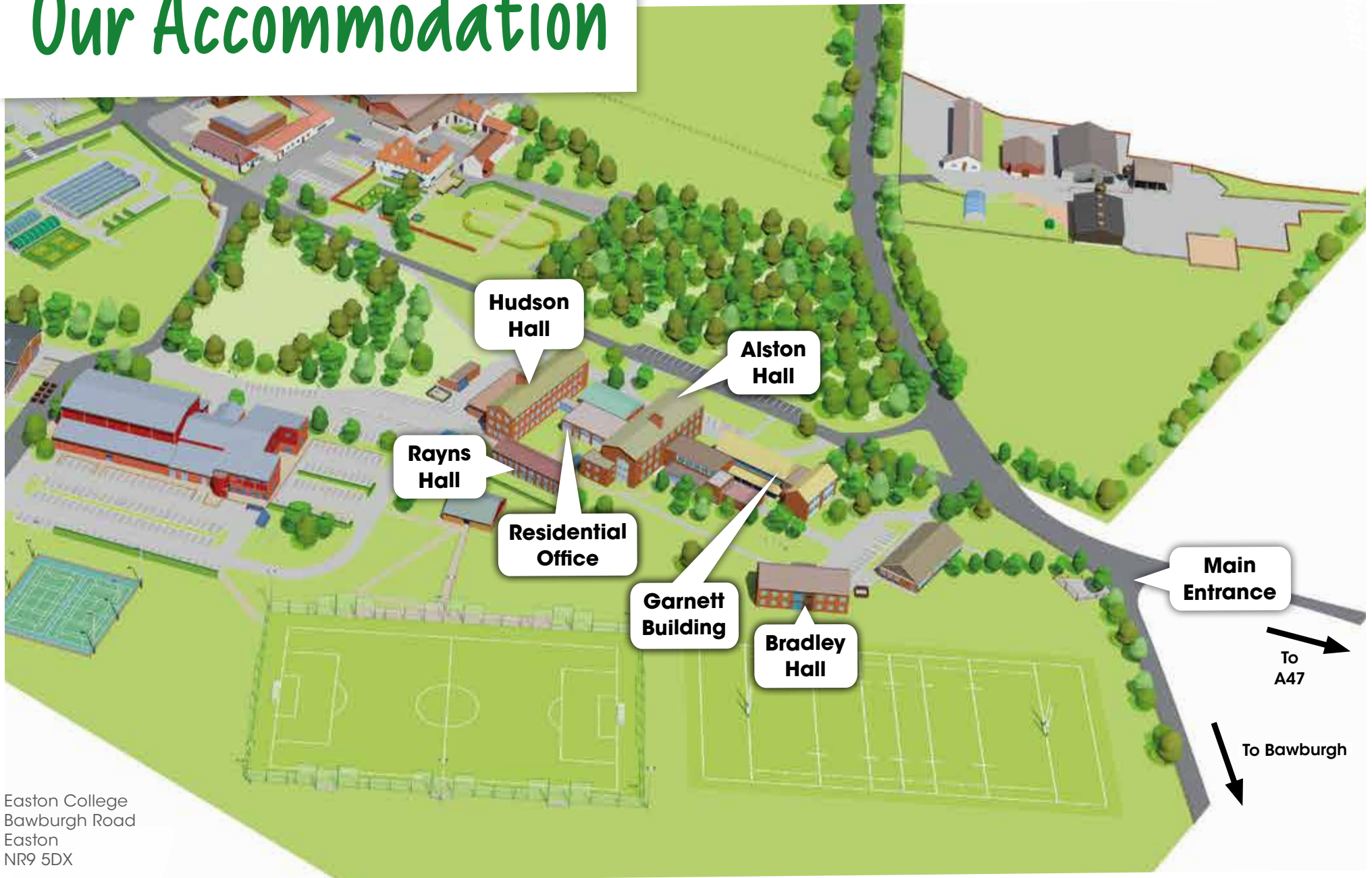
 EastonCollege



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# Our Accommodation



Easton College  
Bawburgh Road  
Easton  
NR9 5DX

Sat Nav: NR9 5DX



## Welcome

Thank you for choosing to spend your academic year living with us, we are very pleased to welcome you to your new home.

We have a lot of exciting and interesting things to explain to you about life in our residences at Easton, so please make sure you take time to read this guide. Keep it safe for future reference as it provides you with important information about rules and regulations, policies and procedures which you are expected to follow whilst living in the Student Accommodation.

We know you must be very excited about moving away from home, as well as nervous about what the year brings. We promise we will do our very best to support and look after you so that you have a positive, rewarding and beneficial experience. We will provide you with a safe and supportive environment.



# Ways of Working

Open and Informative

Respectful and Fair

Creative and Positive

Collaborative and Inclusive

Consistent and Responsible

Exemplary and Tenacious

Aspirational and Entrepreneurial

## Student Ways of Working

As a student and resident at College you will be expected to make a commitment to live and study in-line with the College's Ways of Working, which current students and staff strive to put into practice each day. Our Ways of Working are embedded into the college strategy and they have become a common language between staff and students.

**The Residential Contract you sign is a legal agreement between you and the College. Therefore it is important you read and fully understand this commitment.**

**We wish you every success for 2022-2023.**

## Overview of our accommodation

Accommodation for students is provided by Easton College. The accommodation for Further Education students is split across 4 Halls of Residences: 'Hudson' (40 Rooms), 'Alston' (40 Rooms), Bradley (22 en-suite Rooms) and 'Rayns' (20 Rooms).

All have single study bedrooms with shared toilet/bathroom facilities.

Easton College provides residence for students who are studying on land based courses or other specialist provision and are facing specific barriers to accessing college, such as travel distance and time. All students are accommodated across the 4 halls depending on age and gender. Students aged under 18 students live in separate accommodation to over 18 residents. Male and female students are also accommodated separately.

Our priority is to provide a semi-independent living-in facility to students aged 16 - 18 years old. Whilst we accept applications from students aged 18 and above, acceptance is on an individual basis and at the discretion of the Residential Welfare Leader and Residential provision and Student Services Operations Manager.

## Making an application

Applications for Halls of Residence is a separate application to academic/course applications found through the college website. If you have received an offer of a place on a course, you are not automatically guaranteed a place within the Student Accommodation.

Applications are considered on an individual basis and take into account a range of factors including; the course, travel distance and time and the holistic wellbeing and support needs of the individual young person. As part of the residential admissions process we will also consider whether we feel that the young person is ready to live away from home. We will discuss whether they have the level of maturity that will enable them to thrive living in residences and feel safe and happy.

References will be collected from parents/carers and external professionals or agencies who may be working with an individual young person when it is appropriate to do so.

## Deposit

A £200 room damage deposit is paid on completion of application, this does not guarantee accommodation.

Prior to moving in, you will have paid a £200 deposit, this will be refundable to you, when you leave providing there is no damage to your room or the common areas you have access to, your keys are returned and all fees are paid in full.

As you move in, you will complete and sign "Room Inventory agreement".

You are responsible for your own study bedroom which means that if any damage to the room or furniture occurs, whether caused by you or others, the cost of making good the damage will be charged to you. The college will use its designated contractors to carry out any necessary repair work in order to comply with health and safety requirements. You will be expected to act with respect towards College property at all times and report any damage immediately to a member of residential staff, a cleaner or the maintenance team. You are also responsible for turning off lighting / electrical equipment when not in use.

The College will be entitled to deduct from the deposit (i) any unpaid accommodation charges (ii) the cost of making good any damage or replacing lost or stolen equipment from the room or communal areas (iii) the cost of cleaning the room or communal areas if, in the opinion of the College, the standard of cleanliness has fallen below the acceptable level and no material improvement is made by the student(s) after being advised by the College to clean the room or communal areas. Any balance remaining will be repaid at the end of the academic year.

## Residential Contract

All students are required to sign a Residential Contract prior to arrival. You are required to abide by the terms and conditions set out in the contract. It is important that you read and understand them as they are a legally binding document.

## Residential Support Team

The Residential Support Team are responsible for the welfare and discipline of residential students and are supported by the Residential Student Leader.

## Residential Support Assistants

Our residential students are supported by a team of Residential Support Assistants who are available to interact and support students. They respond to emergencies, any incidents of anti-social behaviour, accompany students on trips and visits and play an active part in the activity programme. There is someone on duty during the daytime and evenings/overnight when students are living on site to help with your concerns, problems and to support you with all aspects of living in the student accommodation including your safety, welfare and well-being.

### Contact Details:

**Telephone:** 01603 731200

**Mobile:** 07500 101 552 (24 hours)

**Email:** residential@ccn.ac.uk

## Student Services:

The Student Centre offers advice and guidance for all students on progression, careers, finance and well-being and is located in the Jubilee Building.

### Opening times:

Monday - Thursday: 8.30am - 5.00pm

Friday: 8.30am - 4.30pm

**Email:** eastoninfo@ccn.ac.uk

## Key staff & contacts

Job	Name	Contact details	Role
<b>Head of Residential provision and Student Services Operations Manager</b>	Jo Riseborough	01603 731 586 Jo.Riseborough@ccn.ac.uk	Responsible for the day to day management of the Residences.
<b>Residential Student Leader</b>	Leila Lynch	01603 731 268 residential@ccn.ac.uk	The main link day to day for students living in residences.
<b>Residential Support Assistants</b>	Pip Betts Ruth Cannon Jim Tait Lee Mallott Anna Peck	07500 101 552	Residential Support Assistants work on a rota basis in Residences and offer a range of activities and support.
<b>Assistant Principal Student Services</b>	Helen Richardson-Hulme	01603 773 311 Helen.Richardson-Hulme@ccn.ac.uk	Senior manager with responsibility for Residential provision.

## Safeguarding

The college recognises our moral and statutory responsibility to safeguard and promote the welfare of all students. Everything we do at Easton College is to enhance the students experience, provide a safe and welcoming environment where you can feel respected and valued. We seek to provide a safe and supportive environment where the welfare and health and safety of students can live, learn and progress in a safe and secure environment.

### How to log a safeguarding concern:

As you enrol onto your course, you will be given a student card with your name and student number. On the reverse you will find details of how to report a safeguarding concern, the contact details and a telephone number for the Safeguarding Team.

- All college staff wear PURPLE lanyards
- Visitors wear WHITE/PINK lanyards
- All students wear BLUE lanyards,
- Anyone WITHOUT a lanyard should be challenged, if you feel safe to do so or report immediately to a member of staff.

### The Safeguarding Team:

**Sam Warner, Safeguarding Officer.**

**Email:** Sam.Warner@ccn.ac.uk

**Telephone:** 01603 732 326

**Mobile:** 07772 785 346

safeguarding@ccn.ac.uk

07795 487 645

## Wellbeing

Wellbeing Advisers, Counsellors and Mental Health Advisers are available during normal college day to offer advice and guidance for anything affecting your well-being. Student services will be able to assist you with making an appointment or you can e-mail **wellbeing@ccn.ac.uk**.

## College Counsellor

The College Counsellor Lisa-Jane Thomas works within the Student Centre to make a confidential appointment, contact **wellbeing@ccn.ac.uk**.

The Easton Wellbeing Adviser is Coral Amos.

## College Nurse

The College Nurse is available to help, advice and assist with any personal matters. To make an appointment, contact Sarah Bluett.

**Email:** sarahbluett@ccn.ac.uk **Mobile:** 07814 303 990

## Catering

If you have any specific dietary requirements or food allergies, have any suggestions and comments regarding the catering provision, food and refreshments, please do not hesitate to speak to a member of the Catering team.

Contact Phil Robinson, our Catering Manager.

**Email:** Phil.Robinson@ccn.ac.uk



# When you arrive...

## YOUR BEDROOM AND FACILITIES / FOOD & DRINK / CATERING

### Room inventory, Damage and Study Bedrooms

Before your arrival, you will sign a Residential Contract for living within the Student Accommodation/Halls of Residence. You are also issued with a Room Inventory which is completed and signed as you move into your accommodation. The Room Inventory is the official record of the condition of your room and you record anything that may be missing or damaged. Your Room Inventory will be compared with the condition of your room throughout the year and when you leave. You will be charged for any missing items/damages if these have not been previously recorded.

You must spend the night in your allocated room and not share with others, and must not swap rooms, in order that the college can fulfil its responsibility for the safety and welfare of all students living in the Student Accommodation.

As the occupant of a study bedroom it is your responsibility for making the bed and keeping the room tidy. Cleaning staff carrying out their duties are permitted to enter rooms between 9.00am and 12.00pm.

You are responsible for keeping your own room clean and tidy. Regular room checks take place to observe good personal hygiene and address any issues that may arise. Bins must be left outside your door if they need to be emptied.



### Study Rooms

Every room contains a bed and mattress, a desk, a chair, a wardrobe, a hand washbasin, plenty of storage space, curtains, waste paper basket, a single vanity mirror and light and a good size pin board. All rooms are centrally heated at no extra cost. There is access to shared bathroom with showers and/or bath and toilets on each floor.

Throughout the academic year, regular room checks take place, checking all bedrooms and communal areas within Student Accommodation. Any damage will be recorded and charged to either an individual student or divided amongst the residents as a communal charge.

### What should I bring with me?

- Bedding – pillows, pillowcases, bottom sheets, duvet, duvet covers, blankets, throws, mattress toppers.
- Towels
- Toiletries and hair-dryer
- Alarm clock
- Money for the laundry facilities
- Mini fridge
- Appropriate clothing and footwear.



### What should I leave at home?

Any item on the prohibited items list\*

- Offensive weapons -Knives (unless required for course work and are provided to you by your tutor and locked away safely), firearms, shotguns, ammunition and cartridges, power tools
- Pets
- Bicycles; These must not be brought into the building. A secured bike shed has been provided adjacent to Hudson Hall residential block and students are advised to use a secure lock. Property is left on site at the owner's risk. Please ask residential staff if you wish to use the bike shed - you will need to have your buzzer activated.
- Fireworks or any other pyrotechnics.
- Toasters, Microwaves, Cookers or any other cooking equipment and kettles.
- Furniture, seating and large items such as speakers.

It is compulsory that you do not bring any prohibited items into the Student Accommodation, if you fail to comply, you may be at risk of losing your place within residence and the Colleges Disciplinary procedures will be followed.

### What is included in your accommodation package?

- Three meals per day over 5 days
- Daily corridor cleaning and bin change
- Weekly room clean
- Free parking
- A team of Residential Support Assistants to support your needs
- A common room fitted with computers, table tennis, 50-inch TV and comfortable seating
- Facilities for clothes washing and drying
- Minibus trips and activities and enrichment opportunities throughout the week
- Wi-Fi internet access.

## Keys & collection times:

When you move into the Student Accommodation, you will be issued with a room key and a fob. These are your responsibility whilst you are living in the Student Accommodation. Please keep your room locked at all times when not occupied and you do not pass your keys to anyone else other than staff. If you lose your key or fob, you will be charged accordingly for the replacement.

- After any holiday collect between – 5:15pm & 9pm
- On a weekday collect between – 8am & 10pm
- On a weekend collect after 5:15pm Sunday
- If these times are inconvenient for you please contact the duty Residential Support Assistant.

## Signing in & Signing Out

All residential students, regardless of their age, are expected to sign out before leaving residence if they are not planning to stay off site overnight. When leaving the campus for any reason, all residents are required to sign out and sign in on their return. This is an essential procedure for our Safeguarding and Health & safety procedures. Over 18 year old students will not have to return by the curfew time – however they will be expected to record an estimated time of arrival back into residence and report to the duty Residential Support Assistant first thing the next day to be signed back in.

## Holiday periods

All rooms need to be vacated for the holiday periods. If rooms are required to be emptied, 3 weeks notice will be given.

Whilst every effort is made to respect your privacy whilst living in the student accommodation, the College reserves the right for authorised members of staff, contractors and visitors to access rooms for the following reasons:

- To clean and check the condition of College property
- Maintenance
- Health and Safety concerns
- In an emergency situation
- If staff have a cause for concern
- If there are any unauthorised visitors in the bedrooms.

To perform a search if there are any suspicions of drug/substance abuse, weapons or stolen property – the students have the right to be present during any search.

## Lanyards

As you enrol on your course, you will be issued with your student card and lanyard. You are required to wear your lanyard at all times, you will need these for obtaining access to the catering facilities. Please look after both your lanyard and card, a small charge will be made for replacements.

## Induction

All students will be required to attend a Residential Induction as part of the residential Agreement. Students will be given an induction timetable when they arrive. This provides an opportunity to go through key information, procedures and expectations, including Safeguarding.



## Food & drink

The College Refectory, situated in the Sports and Conference Centre provides three meals a day for residential students. Wherever possible, special dietary requirements will be catered for.

- Breakfast 8.00am - 9.00pm
- Lunch 12.15pm - 1.15pm
- Dinner 5.30pm - 6.30pm

There are two additional Cafes in the Jubilee Building, another in the Bacon Centre and the Bistro in the Garnet Building.

Contact Phil Robinson, our Catering Manager.

**Email:** [Phil.Robinson@ccn.ac.uk](mailto:Phil.Robinson@ccn.ac.uk)

*"The college strives to improve its catering facilities and is continuously listening to the opinions of students to improve its food options. We are pleased to promote nutritional and healthy eating and proud of the selections offered at each outlet."*



# Student support

## STUDENT WELFARE / WELL-BEING / SUPPORT / HEALTH

We strongly recommend that you register with the local Doctors Surgery, Roundwood Medical Practice when you first move into the Student Accommodation.

When there is reason to suspect a medical emergency or the possibility of an infectious condition this must be reported to the Residential Support team at the College. If they are going to be absent from any lessons, it must be first reported to the duty Residential Support Assistant and calling the absence line.

The confidentiality and rights of residential students as patients are appropriately respected. This includes the rights of a competent residential student to consent to his or her own medical treatment, without the need for parental permission or knowledge. A resident student is competent to consent to medical treatment if he or she has sufficient understanding and intelligence to understand fully what is proposed.



Local Doctors Practice is:  
**The Roundwell Medical Centre**  
Costessey  
Telephone: **01603 744 014**

All Residential Support Assistants are first aid trained.

The College Nurse is available during the week to assist with medical matters, information, advice and guidance. Email: [sarahbluett@ccn.ac.uk](mailto:sarahbluett@ccn.ac.uk)

If you are in need of emergency dentistry or optometry, it is likely that you will use the Walk-in Centre or A&E or you may wish to travel home for an appointment with your regular practitioners

# Laundry

There are coin operated Washing Machines and Dryers at the on-site laundry. You will need to bring a selection of £1, 20p and 10p coins. You need to also provide your own washing powder/tablets etc.

# Entertainment & Activities

There is a well-equipped gym within the Sports and Conference Centre which is free and available to use after the college hours. There is an initial one-off £10 fee to pay. You can play tennis in the Tennis Dome or even use the fishing lake during the season.

The Library can be found in the Jubilee Building and runs a laptop hire scheme within college hours.

There is a well-planned activity timetable which is free for your enjoyment. Activities include yoga, table tennis, football, boxercise and lots more.

Weekly trips to the supermarket and shopping trips and visits to Norwich are all available for you to enjoy.

The Common Room is a place to socialize and make friends. There is a TV, pool table, games consoles, comfy sofas with tea and toast making facilities.

# Student voice

The Students Voice is essential for us to work together, it is your opportunity to have 'your say'. It provides you with the chance to shape your year in residence, creating a positive student experience and allows the College to act and improve where possible, this would be evidenced with 'You Said – We Did' notice boards.

The College will also expect you to complete surveys on your residential experience and catering regularly throughout the academic year. There is also the opportunity to share your views and opinions with the feedback sheets that are always available.

## Student possessions & insurance

The college cannot accept responsibility for any loss or damage to resident student's property. **We advise you to take out personal contents insurance** for the duration of your stay. It is your responsibility to check that you have adequate Insurance cover. The college cannot accept responsibility for any loss or damage to resident student's property. We advise you to take out personal contents insurance for the duration of your stay.

To help maintain security within the Halls of Residence we require all residents to accept responsibility for the security and safe-keeping of the accommodation. If you enter through a locked door, you must ensure it is locked behind you and ensure your room remains locked at all times when you are not in the room.

**You must not allow** non-residents (which includes other students of the college who are not resident) into any area of the Halls of Residence unless they have been signed in as a visitor in the Residential Support Assistant visitor book.

**Residents not accepting their security responsibilities will be subject to the college disciplinary procedures and may lose their place in residence.**

Fire Doors and other entry / exit doors must not be wedged open. To do so is a breach of security and Fire Regulations and will be subject to the College disciplinary processes.

## CCTV monitoring/security patrols

All entrances to the halls of residence are covered by CCTV, along with the Common Room, Common Room entrance hall and outside of Rayns Hall.

The CCTV is only be checked for investigation purposes. CCTV is managed by the College, applications to review the CCTV should be made to the Director of Estates in the first instance. External Contractors are engaged to provide mobile patrols for the wider college and buildings.

## Electrical fittings & appliances

Residents may use electrical items in their rooms such as TVs, iPod, games consoles, hair dryers, hair straighteners, alarm clocks, lamps, mini-fridges and computers. These items will be electrically tested by college staff within the first 10 weeks of the start of the College year. Testing will take place in the first few weeks of residence and room checks will be carried out throughout the year to monitor compliance.

Overloading of socket outlets can be fused and be very dangerous. This will also be monitored to ensure appropriate multi-socket extension leads are in use, with a maximum allowance of 6 sockets per room in total. Residential staff have the authority to remove any extension leads which have more than 6 sockets/are not fused.

Students are asked to be reasonable in their use of electricity and to switch off any electric lights, or items, when they leave their study bedrooms. If electric items are found to be operating when the room is not occupied, staff members retain the right to switch them off in the occupant's absence.

You must be covered by a TV licence if you:

- Watch or record programmes as they are being shown on TV or live on an online TV service
- Download or watch BBC programmes on iPlayer - live, catch up or on demand.

This applies no matter what type of device you are using e.g. TV, laptop, mobile phone, tablet etc. See [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk)

## Attendance

The College has an expectation of 100% attendance. You must make every effort to attend all lessons. Students must report any absences to the Absence Line and inform the residential team. Any concerns regarding a student's attendance may impact on their place in residential accommodation.

## Fire precaution & drills

The warning system for the Halls of Residence within the student accommodation is a continuous siren for the section of building containing the point of fire, and an intermittent siren for the adjoining sections. On hearing either of these sirens you must leave the building immediately, switching off electrical appliances, and closing doors and windows only if it is safe to do so. Walk quickly and quietly to the designated assembly point which is the parking area in front of the Halls of Residence. Where you will respond to the roll call of attendance. **Do not re-enter the building until a staff member tells you that it is safe to return.**

On discovering a fire, operate the fire alarm by activating a glass call point, which can be found in the hallways of the Halls of Residence. Vacate the premises immediately and proceed to the assembly point.

We advise all students to familiarise themselves with the location of fire exits and call points in the Halls of Residence.

A fire drill will be carried out during your first half term, and at appropriate intervals throughout the year, to ensure that residents are aware of the correct procedures. It is important that residents react to all activations of the siren with a view to there being a genuine emergency on site and not become complacent. **Please ensure you have appropriate clothing and footwear available for such an emergency evacuation.**

Each study bedroom has been fitted with a smoke detector and alarm which must not be tampered with under any circumstances. To do so is against College policy and is also illegal and may lead to action under the college disciplinary policy – sanctions could include a period or permanent exclusion from residence.

Because of risk of fire, damage to furniture and fittings and in line with the Smoke free laws, smoking or vaping in any form in the Halls of Residence is **strictly prohibited**. The only place on campus or vaping where smoking is permitted is within the dedicated smoking shelters. Anyone found smoking in the Halls of Residence will be subject to disciplinary procedures, possibly face a period of exclusion from the accommodation.

The use of candles, tea lights, incense sticks or other items with a naked flame is **strictly prohibited**.

Misuse of any fire safety equipment or system is an offence and students will be liable for the cost of refilling fire extinguishers or repairs to alarms. Students will also be charged £50.00 for letting off a fire alarm or extinguisher as a joke or when not needed. Any student who fails to comply with the above will be subject to the college disciplinary procedures and may lose their place in residence.

To prevent accidental activation of the Fire Alarm, PLEASE DO NOT use hairspray, deodorant spray or similar under the detectors.

## Parking

You MUST register your vehicle with the Residential Staff before it can be kept on the college campus. A Student vehicle identity sticker will be issued and must be displayed on the windscreen of your vehicle. Changing your vehicle will mean a new registration must be completed. If you do not do so, this will result in you being banned from bringing the unregistered vehicle onto the College site.

**The speed limit on the college campus is 10 miles an hour at all times.**

The College has a policy that pedestrians have right of way at all times around the campus. Residential student's vehicles must be parked appropriately in the allocated student parking spaces at all times.

**Cases of poor driving or speeding on campus will lead to withdrawal of permission to keep a vehicle on the college grounds.**

## Smoking

The college has a no smoking policy. You are only permitted to smoke cigarettes in designated smoking areas. E-cigarettes must be smoked outside. You are not permitted to smoke inside any building including bedrooms or the enclosed area outside the student accommodation blocks, in teaching areas or when walking between buildings or across the college campus.

## Maintenance

Any requests for maintenance can be made through the Residential Support Assistants. Residential fault/request cards are placed in every room.

## Complaints procedure

We hope that you enjoy your stay with us and please tell a member of the team if you feel that something isn't right. We will always try to help you to resolve an issue. However, if you wish to make a complaint you can do so by completing a complaints form located in the Student Accommodation Office or speak to a member of Staff.

Contact Head of Residential Provision and Student Services Operations Manager:  
[jo.riseborough@ccn.ac.uk](mailto:jo.riseborough@ccn.ac.uk)

## Residential bursary fund & other funding

Details of bursary and other funding aid available on the website:

[www.ccn.paymystudent.com/portal](http://www.ccn.paymystudent.com/portal)

[www.easton.ac.uk/our-college/our-campus/student-accommodation](http://www.easton.ac.uk/our-college/our-campus/student-accommodation)



# Allocation & admission

## HOW WE ALLOCATE PLACES IN STUDENT ACCOMMODATION

Easton College allocate living accommodation to students on a 'postcode basis' this means students who live the furthest distance away will be given priority over students who live within a 15 mile radius of the college. Whilst we accept applications from students studying on all course levels, priority is given to students studying on Level 2 or Level 3 Land Based courses or other specialist provision that is not available locally. course who's need meet the criteria to enable safe, semi-independent living on Easton Campus.

### Terms and Conditions of Applications:

- Room priority is for students who are enrolled on or meet the criteria of a Level 2 or Level 3 course.
- Not living on a direct bus route
- Returning residential students
- Students are classed as under 18, if their 18th birthday falls after the first move in day during September.
- Admission is based on applicants individual support needs.
- Students aged 16-18 are given priority
- Students found to give false information on their application will have the application removed and deposit fully refunded.

Students who decide to live on campus and turn 18 years old after the initial move in date, will be looked after as an under 18 for the entirety of the academic year. This means students will follow the policies and procedures set out for students under the age of 18.

The college, where possible, will make reasonable adjustments and take measures to meet the needs of the students. The college cannot guarantee that the facilities available will effectively support those with significant medical needs or some other specific requirements.

# Visitors

Please note that we do not allow visitors into Student Accommodation.

Visitors are classified as anyone who is not a residential student on Easton campus. This includes non-resident students, friends, family and staff, other than designated residential staff.

### **Under no circumstances may visitors stay in the Student Accommodation /Halls of Residence overnight.**

All visitors to the Halls of Residence must report to the Residential Student Accommodation Office prior to entering the Halls of Residence – here they will be introduced to the duty residential staff and will be issued with a visitor's lanyard & badge. It is expected that the visitor/s will visibly wear this form of ID throughout their visit and will return it the Residential Student Accommodation on signing out and leaving college grounds.

Residents are responsible for the conduct of their visitors at all times. If you sign out and leave college grounds, it is expected that the signed-in visitor will return their badge and leave site. After 10.30pm you may not visit friends on other floors within the Halls of Residence. You will be restricted to your allocated floor until 8am. the following morning.

# Behaviour & expectations

## PROMOTING POSITIVE BEHAVIOUR AND RELATIONSHIPS

Each residential student will have a 'settling-in' period whilst living in the student accommodation. It is essential that your time in residence is a positive, productive experience and if it is evident that living in student accommodation is not working for you, we will make every effort to resolve any issues. We are committed to support you and recognise the importance of student's health and wellbeing in relation to living with residence. We will review each individual's circumstances, this may lead to following the college Fitness to Study policy.

You are required to maintain 100% attendance throughout the academic year. If you fail to reach this, you will be supported to address this and put on an attendance referral, the college Fitness to Study policy will be followed.

## Consideration for other residents

Creating and maintaining an effective, happy and content community relies on each individual resident. You should treat everyone with mutual respect.

This includes:

- Respecting each others belongings
- Respecting everyones right to privacy, peace and quiet
- Respecting the environment where you live, the communal areas and keeping them clean and tidy so everyone can enjoy them.

Volume levels of any audio or visual equipment should be kept at a level which will not cause annoyance to others. All noise in study bedrooms will be challenged at any time of day / night, if deemed unnecessary and a nuisance to others. Please note, it is felt that 11pm is a reasonable time after which noise levels to be at a minimum.

Ball games are restricted to the designated sports fields and not played within the carparks, built up areas, Common Room, corridors or bedrooms. This can cause damage to property and the noise levels could irritate others who live around you. Items such as skateboards, rollerblades, and scooters should not be used within the Residential Student Accommodation or anywhere deemed inappropriate for such activity. They should only be used on pavements and driveways when it is clearly safe to do so.

There is an expectation that everyone should follow the College Ways of Working Code of Conduct, you will be provided with a copy and be made familiar with the expectations during your induction week at the college.

## Drugs & alcohol

Easton College operates a **zero-tolerance policy** to illegal substances and work in partnership with Norfolk Constabulary who occasionally use the premises for training purposes.

Any residential student found, suspected of using, possessing or supplying drugs and the afore mentioned substances will immediately be subject to the college disciplinary procedures and may lose their place in residence.

Alcohol is strictly prohibited in the Residential Student Accommodation and therefore any alcohol found will be confiscated and disposed of, even if you are over 18 years of age. Disciplinary procedures will follow for those found in possession which may result in losing your place in residence.

Anyone found in possession of empty alcohol containers within their study bedroom will be subject to the College disciplinary procedures. If an over 18 student supplies an under 18 student with alcohol, the student will immediately become subject to the College disciplinary procedure and an investigation will take place. A suspension with immediate effect will be applied and the student will need to leave the college for the duration of the suspension. The police will be informed.

## Boots & outdoor footwear

In order to limit damage and dirt within all residential areas and to help preserve the our facilities on campus, we operate a new procedure with regards to the wearing of outdoor boots in all residential buildings. All residents are required to remove outdoor footwear before entering any of the student accommodation buildings. Boot racks are provided for storage in the Boot Room where you are able to leave an additional pair of shoes ready to change into. Boots may be carried into buildings, ideally in a bag.

### Individual residential living plan

All students will be assigned a 1:1 tutor to complete their IRLP. This is to support you throughout your time in residence, gives you a chance to voice problems or concerns you have to a staff member.

## Residents under 18 years of age

The college accepts a greater responsibility for those students under 18 years of age and is required to implement additional regulations.

All students under the age of 18 are expected to be in residence between 10:30pm and 8am Sunday evening to Friday morning, unless alternative arrangements have been agreed with a member of the Residential Team. Students are required to remain on their own corridors between 11pm and 7am.

When a student intends to stay off campus / leave campus beyond the curfew time or overnight, the parent/guardian must give permission and accept responsibility for the student until the student returns to the Student Welfare Office to report their return. Once consent is given it will be recorded on the Residential database and this will be referred to each time a student requests absence during curfew time or sleeping off campus overnight. The database can be amended throughout the year and is controlled via next of kin request. Staff will only accept a phone call, no other forms of consent will suffice.

If a student is off site after curfew time without notifying a member of the residential team, their next of kin will automatically be called. If all other means of contact are exhausted – duty residential staff will contact the police.

Residents under the age of 18 are not permitted to enter Bradley Hall (over 18 year old accommodation) or any over 18 accommodation corridors or blocks. Residents over the age of 18 are not permitted to enter an under 18 year old corridor, unless it was allocated to them at the beginning of their residency. Residents of all ages can socialise in the main common room.

Unauthorised absence is viewed extremely seriously by the college and students are expected to comply with the above. The nature of the campus is such that it is not possible to check every student every evening. However, regular unobtrusive spot checks are carried out and breach of these regulations will be treated as a disciplinary offence by the college.

If a student under the age of 18 is considered to be under the influence of alcohol or non-prescription/medical drugs on the College site, the next of kin will be contacted and will normally be expected to collect the student from the College immediately.

## The local area

### Post Office

Located in Easton Village. Open from 9am - 2pm on Tuesdays and Thursdays.

### You can receive post to the college:

Student Name  
Halls of Residence  
Easton College  
Easton  
Norwich  
NR9 5DX

### Supermarket

The nearest supermarket is Sainsburys, which is located approximately 1 miles from the College. We run a weekly trip to local supermarkets including Sainsburys, Tesco and Asda.

### ATM

There is a cash machine located in the Sports and Conference Centre. There is also cash machines at Sainsburys, Longwater.

### Petrol

The nearest place for petrol and diesel is Sainsburys, Longwater.

### Bus Stop

The bus stop is located on the main road in Easton Village. The most direct route into Norwich is operated by First Bus Company. The buses run approximately every half hour.

### Food Outlets

Local food outlets include the Rembrant Fish and Chip restaurant which is located in Easton village. Longwater Retail park offers lots of different shops and food outlets including Greggs, Pizza Hut and Marstons Pub/Restaurant.

### Bowling and Cinema

The closest Bowling Alley is Namco Funscape in Bowthorpe. Tel: 01603 740 730. There are cinemas at Riverside Norwich, Castle Quarter Norwich and Dereham.

# Useful contacts

## **Residential**

Mobile: 07500 101 552 Email: residential@ccn.ac.uk

## **Attendance Line**

01603 731 200

## **Student Services**

Telephone: 01603 731 259 or 731 270

## **MIND – Mental Health Advice and Support**

Telephone: 300 123 3393 Text: 86463

[www.mind.org.uk](http://www.mind.org.uk)

## **The Mix - essential support for under 25s**

08088 084 994

## **NHS Wellbeing**

Telephone: 0300 123 1503

[www.nsfst.uk](http://www.nsfst.uk)

## **MAP – Housing, benefits, sexual health and debt**

Telephone: 01603 766 994

[www.map.uk.net](http://www.map.uk.net)

## **NHS – free helpline for medical concerns**

Telephone: 111

## **NHS Walk-in Centre**

Telephone: 01603 677 500

Rouen Road, Norwich NR1 1RB

## **Roundwell Medical Centre**

Telephone: 01603 744014

**Easton College**  
Bawburgh Road  
Norwich  
Norfolk  
NR9 5DX

t: +44 (0)1603 731200  
e: eastoninfo@ccn.ac.uk

**[www.easton.ac.uk](http://www.easton.ac.uk)**

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