



BADOCK HALL



STUDENT HANDBOOK 2011-12

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Tel:++ 44 (0)117 903 2480 (weekdays 0830 - 1600 hrs)
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Introduction from the Warden

For many of you Badock Hall will be your first experience of life away from home. It is our aim to make this as memorable and enjoyable for you as possible. With a community of over 440 people it is inevitable there must be rules and procedures we need to ask you to observe.

This booklet has been designed to cover as many aspects of Hall life as possible – please read it carefully to avoid misunderstandings. By exercising common sense, consideration and respect for others and your environment, difficulties will not occur. Please do not hesitate to contact your unit Senior Resident, the Student Support Administrator or me if you have any problems – we are all here to help you.

Badock Hall has a thriving cultural, sporting and social life. I hope you will feel able to join in through your membership of the Junior Common Room. Students all have an opportunity to enhance Hall life by being elected to the JCR Committee – also a good addition to your CV in later life! Badock Hall has some excellent facilities to offer you, with a policy of constant improvement.

Please look at our website to get a flavour of Hall life.
<http://www.bristol.ac.uk/badock/>

If any questions remain unanswered, do contact us.

I look forward to meeting you and getting to know you very soon.
Mrs Françoise Evans (Warden)

The information contained in this booklet is correct at the time of printing, but the web version of the handbook should also be consulted as this is updated throughout the year.

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All University of Bristol residences are managed in compliance with Universities UK Code of Practice, a copy is available in your Hall office and full details are available at <http://www.bristol.ac.uk/accommodation/uuk/>.

Your rights and responsibilities as a tenant of the University are defined by the Student Residence Conditions which are found at <http://www.bristol.ac.uk/accommodation/ug/guide/residences/terms.html> and you should make sure that you have read them carefully. If you breach the conditions of your tenancy you may be served notice to leave your residence within 28 days. If you do not leave your residence within the given time frame the University may seek a possession order through the County Court.

1 General Information about Badock Hall

Absence

It is very important that your residence knows when you are away in case there is a fire.

Under the post pigeonholes in the Badock Hall main building reception area you will find blue forms to complete each time you intend to be away from Hall overnight. These are called Exeat Forms. Please complete a form prior to departure – should you forget, then an email to the Hall on badock-hall@bristol.ac.uk will ensure your absence is noted.

If taken ill whilst away from Hall, precluding you from returning when expected, you should email details so that we are aware of this.

Access

University staff and contractors will normally try to give 24 hours notice that access is required to a flat or bedroom, however in the case of an emergency immediate access may be necessary. The University's guidance for accessing accommodation is available at <http://www.bris.ac.uk/accommodation/usefuldocs/access.pdf> Where a repair has been requested notice that access is required will be deemed to have been given. All University staff and contractors will carry identification and residents should always ask to see it.

Accidents and Emergencies

In an emergency telephone:

University Security Services (0117) 928 7848 or (0117) 331 1223
From internal phones: 87848 or 11223

Fire, Police, Ambulance 999

First Aiders are

DAY STAFF 07:00 – 19:00	Mr Robert Warren	32490
	Mrs Kate Strong	32480
	Mrs Rita Rawlings	32485

EVENING STAFF 19:00-23:30	Deputy Warden	32472
	Duty Senior Resident (SCR) or	32491
Duty Mobile	Lower Units 1-5 and MB	07887 773 801
	Top Units 6-10 and OLA	07780 574 976

First Aid Boxes are located at:	Porters' Lodge	Old Library Pantry
	Caterer's Office	Unit 3 Staff Room
	Hall Office	Unit 7 Staff Room
	Senior Common Room	Each SR set

ALL ACCIDENTS, EMERGENCIES, DANGEROUS INCIDENTS OR SERIOUS ILLNESSES MUST BE REPORTED TO:

Weekdays: The Hall Office Tel: 32480 (internal)
 Tel: +44 (0)117 903 2480
 Email: badock-hall@bristol.ac.uk

Evenings and Weekends:

Deputy Warden: Tel: 32472 (internal)
 Tel: +44 (0) 117 903 2472
 Email: Charles.Gunter@bristol.ac.uk and badock-hall@bristol.ac.uk

For non-emergencies, assistance or advice during the evenings there is a Duty Senior Resident available as follows:

Weekday evenings between 19:00 hrs – 23:30 hrs

Weekends: The Duty Tutor 08:00hrs – 23:30hrs

After 2330hrs all evenings, or at times other than those stipulated above:

ring University Security –	(0117) 928 7848
	(0117) 331 1223
From student room extensions:	87848 or 11223

Bedrooms

Your bedroom will be supplied with a bed, mattress, desk, task lighting, chair, curtains/blind, drawers/shelving, wardrobe and waste receptacle. We do not supply bed linen, duvets or pillows

NB for reasons of safety residents are not permitted to have their own heaters or cooking equipment such as toasters or kettles for use in their bedrooms. Any such items may be taken into storage by residence staff.

On arrival you will be asked to complete a room inventory. It is vital you attend to this carefully, and report any damage or marking that exists. At the end of your stay the room will be re-evaluated based on your declaration. New burns or damage, additional markings etc will incur charges.

Cleaning

Residents are expected to maintain their accommodation including communal areas in a clean and habitable condition. Failure to observe basic standards of cleanliness and hygiene may lead to the suspension of normal cleaning services, removal of goods or material and/or the imposition of charges for additional cleaning.

Subject to the above, the cleaning provided in Badock Hall as a minimum is

Area	Frequency	Service
Halls and Stairways	One or twice a week	Wash through and dust
Kitchens	Each weekday	Wash all available surfaces and floors, empty non-recycling bins
Bathrooms>Showers/WCs	Each weekday	Clean and wash through floors
Bedrooms	Student responsibility	Staff will operate pre-notified H&S inspections, maintenance checks and response to requests for maintenance
The above are minimum actions but the Hall will endeavour to clean all communal areas such as halls and stairways each weekday, staffing permitting.		

Communications

Matters of urgency are communicated via email to residents of Badock Hall, using their allotted University of Bristol email. A PowerPoint projector in the Dining Hall is regularly used, together with the Notice Boards near the entrance door to each accommodation unit, to display information on events within Hall. The main reception notice board gives details of events within the University as a whole and transport/duty rota details. Do check regularly to keep well informed.

The Badock website provides a wealth of information about Hall and organisation as well as a bulletin board for general information. The Hall Office window board will display contact information and recommended courses of action in case of personal difficulties, illness etc.

All communications with resident students will be by the UoB email address.

If any resident would like to meet with the Warden or seeks advice during the working week, they should contact the Student Support Administrator in the Hall Office between the hours of 08:00 and 16:30 Monday to Friday.

Email Kate.Strong@bristol.ac.uk

External Line (0117) 903 2480

CALLS FROM FRIENDS AND RELATIONS

Your room telephone number will not be divulged prior to your arrival in Hall. It is up to you to distribute this information. To ring your room, outside callers must dial 0117 90 followed by the five digit number shown on your room telephone.

Example: to call a room with number 23456 outside callers dial 0117 90 23456

For security, the Hall Office will not give out your room telephone number to any enquirers. Do make sure your parents and friends are aware of this. Members of staff will not take telephone messages on behalf of students, except in cases of real home emergency.

If your telephone appears faulty, return the equipment to the Hall Office for replacement.

E-MAIL

If you do not have a PC or laptop, do not worry, the Hall computer room has available four machines with a printer. You can use these between 07:30hrs and 23:00hrs any day of the week. Print credit has to be purchased. Your University of Bristol email address will be used by the Hall Office to contact you, please check this daily. There is wi-fi connectivity on Badock campus.

FAX

There is no fax facility for students use in Hall. The nearest agencies are on Whiteladies Road, about 1 mile from Hall.

Complaints

Very occasionally students are unhappy with their accommodation or the services they are receiving. You should always try to resolve any complaint you have informally first by talking to your Senior Resident or Warden. If they cannot help you should put your complaint to the Head of Accommodation Services, Students Union or your Personal Tutor.

If your complaint is not resolved to your satisfaction you should contact the Director of Residential and Hospitality Services and if he is unable to help you can make a formal complaint to the University Secretary at student-complaints@bris.ac.uk. Further details of the formal complaints' procedure are available at <http://www.bris.ac.uk/secretary/studentrulesregs/complaints.html>

Ultimately you may take the case to the Office of the Independent Adjudicator for Higher Education, which provides an independent scheme for the review of student complaints. The OIA will consider cases only when the University's own internal complaints and appeal procedures have been exhausted. It will not intervene on matters which turn purely on academic assessment.

Further information about this scheme is available at <http://oiahe.org.uk>

Damage Deposits

Your first accommodation payment includes £200 as a damage deposit. Deductions may be made for any cleaning, repairs or replacements needed to University property, which go beyond normal wear and tear and which arise out of damage or negligence by yourself or your guests. Deductions may include administrative costs of up to £25.00. Where damage occurs in a communal area such as a kitchen it may be charged to all the occupants of a flat, corridor or block. You can appeal against any charges to the Residences Facilities Manager for your residence.

Where the costs of repair or replacement exceed £200 you will be invoiced separately. An example of charges is given below, please note that these may vary according to labour or costs involved.

Clean 1 wall	£15
Repaint 1 wall	£70
Replace 1 mattress	£80
Clean 1 carpet	£40
Replace 1 carpet	£250
Replace 1 key set	£50
Clean 1 fridge, freezer, oven or hob	£20
Clean 1 kitchen, bedroom or bathroom	£35

Electoral Registration

All students resident in University owned Halls or Houses, apart from those living at Langford, will be included in the block registration of voters in the October of each year. Students who move into or out of University owned accommodation after October in any year are responsible for ensuring their own registration. Students living in Langford accommodation are responsible for their own registration.

Electrical Equipment

All University electrical equipment is PAT tested (Portable Appliance Testing) on an annual basis□

- Any electrical appliances you bring must be British Standard approved and correctly wired□
- Electrical appliances must not be used in bathrooms and showers unless designed for that purpose
- Adaptors should have a trailing lead and must not be overloaded
- Cables should be positioned carefully and not present a trip hazard or other risk
- International students should ensure that their equipment is suitable for use in the U.K. The electricity supply in the UK is 220 – 240 v, this is different in many other countries. If you are bringing electrical items with you check the labelling it should say input: 100 or 220 to 240 v, otherwise you will need a special adaptor. It is dangerous to try to plug in an electrical item that cannot work on 220 – 240 v. Also in the UK plugs have three square shaped pins and you will need a plug adaptor.
- You must not modify or interfere with electrical equipment. Any faults, possible hazards or safety concerns should be notified to a member of staff as soon as possible
- Heaters and cooking equipment are not permitted in bedrooms and may be removed to storage

The University does not accept any liability for appliances brought in by students. Any such appliances may be inspected for safety by University staff and may be removed to storage if considered dangerous

Energy

All residents are asked to use energy responsibly. In particular to ensure that:

- All gas or electrical items are turned off when rooms are empty unless required for security. <http://www.bristol.ac.uk/environment/energy/saveenergy.html#home>

- All laptops or PCs are set to hibernate or standby. To set your computer go to the start menu, select control panel, select power options (often found in Performance and Maintenance) then select standby or hibernate.

Other suggestions for reducing your impact on the environment can be found at <http://www.bristol.ac.uk/environment/documents/green-living.pdf>

Fire

Students must familiarise themselves with the fire and safety regulations and procedures.

Please read the “Action in Case of Fire” notice in your flat or on your corridor and make sure you have familiarised yourself with fire exit routes from your room and from communal parts of the Hall.

In the event of the fire alarm sounding you must leave the building at once and assemble on the grassed area immediately below the tennis courts. Do not wait to pick up personal belongings. You are not expected to fight fires, only use extinguishers to aid your escape in an emergency.

The Residence is equipped with fire and smoke alarms, and with fire fighting equipment. This equipment must not be tampered with. There are extinguishers on every corridor and fire blankets in every pantry area.

All study bedrooms are equipped with smoke detectors and some are linked to the automatic fire alarm. These are very sensitive and are easily set off. False alarms cause disruption and annoyance to all other residents. False alarms also put lives at risk. If the fire and rescue service is dealing with a false alarm, they can't go to help those in need at a real emergency, such as a fire or road traffic collision. Please do all you can to limit false alarms. The most common cause of false fire alarms is cooking setting off corridor alarms because the kitchen door has been propped open. Malicious false alarms will result in a fixed penalty of £80 under the disciplinary regulations. If the offence is repeated the student will be in breach of his or her tenancy and will be served notice to leave the residence.

Under no circumstances must you attempt to cover or interfere with the smoke or heat detector, this endangers all the residents in the building. Any student who covers or interferes with or allows a smoke or heat detector to be covered or interfered with will be fined £100 under the disciplinary regulations. If the offence is repeated the student will be in breach of his or her tenancy and will be served notice to leave the residence.

The highest fire risks arise from cooking being left unattended or students using dirty pans especially grill pans. Where a fire or fire alarm results from students' reckless or careless behavior fines may be imposed under the disciplinary regulations.

If the alarm goes off, you must evacuate the building immediately and make sure that The Duty Manager or Duty Senior Resident is informed, so that they can deal with the matter and deactivate the alarm. Never assume it is a false alarm.

Contact numbers

Day time 07:00 – 19:00

Evenings 19:00 – 23:30

The Porters' Lodge

Duty SR either
or

Internal Extension 32490

Lower Hall 07887 773 801

Upper Hall 07780 574 976

Fire exit doors/routes must be kept free from obstruction at all times. Do not obstruct corridors and stairs. These must be clear so that in the event of a fire rapid exit from buildings is possible. This is one reason why bikes are not to be brought into buildings. Anything found to be obstructing a fire exit may be removed to storage without notice.

You must not bring any highly flammable or dangerous substance into your room or flat (including foam-filled furniture). Ensure that all rubbish (especially packing material) is disposed of promptly and properly. Do not bring any additional furniture without the permission of the Hall Accommodation Manager or hang drapes on walls/ceilings as you may be contravening fire regulations. Any items which pose a risk may be removed to storage without notice.

Fire alarms are tested on a weekly basis every Thursday morning from 11:00 hrs.

The test signal is a 7 second activation followed by silence, repeated for between 12 and 15 call points. This exercise takes approximately 50 minutes to complete. It is not necessary to evacuate during fire alarm testing.

Gardens and grounds

The gardens and grounds are maintained by the University's Grounds Services. In the case of ice or snow access will be cleared by the residence porters or grounds services as appropriate.

All outside games involving throwing, racquets, balls, Frisbees, bats etc. are prohibited within Hall grounds including the Quad where the protective walls tiling is particularly vulnerable to damage. The Downs is only 200 metres away and ideally suited for such pursuits. The only exception to this rule is tennis played within the netted court area; also basketball and netball practice sessions in the netted area.

Residents may use the barbeque installations in the quad and upper hall lawn areas.

Portable barbeques must be placed on the brick supports and not on the grass. All refuse must be placed in the appropriate re-cycling or disposal bins after any barbeque or social gathering.

Guests and visitors

You may not have overnight guests in the Accommodation except by permission of the Warden. It is very important that we know who is in the residence in case there is an emergency.

At least two working days prior to visitor arrival please complete a visitor application and hand this in to the Hall Office. These are yellow forms, available from under the post pigeonholes in Badock Hall main reception. If a visitor is found to be staying in hall and unregistered, then the overnight charge of £21 is payable by the host and the visitor will be asked to leave the campus at once.

Every resident is responsible for the conduct of his or her visitor. In the event of any damage being caused by a visitor it will be the host who will be invoiced for repairs.

Visitors under the age of 16 must be accompanied at all times; visitors under the age of 18 will be refused service in the Hall bar.

Insurance

The University does not accept responsibility for residents' personal possessions. Your first payment includes a fee for block Halls insurance, it is essential that you check that the cover provided is adequate to your needs by visiting <http://www.bristol.ac.uk/secretary/insurance/informationforstudents.html>

Owners of bicycles brought to hall must pay the appropriate additional premium to cover this on the student insurance, or ensure their home insurance will cover the bicycle. The Hall offers open bikes racks in the Quad area. Under cover spaces in more secure areas are available for rental, if required.

Kitchens and Pantries

Each pantry is supplied with a microwave cooking facility, small lader fridge,kettle and toaster. It is strongly recommended that no other electrical cooking utensils be brought to Badock Hall. If discovered such items will be removed and stored until the end of residence.

Laundry

A laundry service is not provided. A launderette can be found off the Quad under the Main Building. Each load of washing costs £1.60, with drying facilities at a charge of 50p per 10 minutes. To operate the machines for each full wash a resident will require 1x£1 coin, 3x20p coin, to dry 2x50p coin = total £2.60. No other coin combination will operate the machines.

Litter

Residents are responsible for ensuring that the grounds are kept free of litter.

Lost Keys

All student room doors require locking each time the resident leaves. If a room is found unlocked by a member of staff it will be secured. A charge of £2 is made during the working day if a member of staff has to be called to unlock a room. No admittance will be given to a locked room without a valid UoB or Badock identity card being seen.

Every door lock is unique. Should a set of student room keys be lost the replacement cost is £50. No duplicate sets are retained on site, only pass keys. Lanyards are available from the Hall Office at a cost of £1 each, these are strongly recommended to students as a means of quickly identifying their keys.

Mail

MAIL IN GENERAL

All in-coming letters should show your given name and surname clearly on the address – we will not always recognise nicknames. Items with unrecognised addressee names will be returned to sender. For added security we recommend no room number is quoted within an address.

The postal address for all students is

**Badock Hall
Stoke Park Road
BRISTOL BS9 1JQ**

Parcels and packets will be only issued from the Lodge when the addressee produces a valid University of Bristol student card or Badock Meal / Identity Card. Recorded post must be signed for. We will accept deliveries of portable size from internet purchasing. **The one exception is deliveries of food or drink.**

Letter mail received for residents will be put in the alphabetical pigeon holes, these are open 07:00hrs-19:15hrs weekdays and 09:00hrs-14:00hrs Saturdays, with parcels and special deliveries listed in the Porters' Lodge window. Parcels may be collected when members of Hall staff are available to assist. The daily post delivery is generally around 13:30 hrs. No post on Sunday.

Any items received during the vacations will be held awaiting your return. After the end of residence we will return all unclaimed mail to sender unless you make provision for forwarding mail. We do not forward parcels or letters without postage being pre-paid.

SPECIAL OCCASION DELIVERIES

Birthday cakes and flowers will be accepted only if pre-advised by family members, so that the recipient can be alerted to collect quickly.

Please note that deliveries of perishable goods and deliveries containing alcohol will be refused.

Management

All University of Bristol residences are managed in compliance with Universities UK Code of Practice, a copy is available in the Hall office and full details are available at <http://www.bristol.ac.uk/accommodation/uuk/>.

Operational Staff		Internal Telephone
Residences Manager	Mrs Lynn Powell	33389
Accommodation Manager	Mrs Rita Rawlings	32485
Accommodation Supervisor	Ms Julie Hobday	32485
Catering Manager	Mrs Linda James	32468

Pastoral Team		
Hall Warden	Mrs Françoise Evans	32480
Deputy Warden	Mr Charles Gunter	32472
Student Support Administrator	Mrs Kate Strong	32480

Meals

Badock Hall provides the following meals in term time:

Weekdays:	Breakfast	07:30 – 09:00
	Evening meal	17:30 – 19:00

Late meals can be booked in advance for collection up to 19:30hrs, weekdays only

Weekends:	Saturdays	Brunch only	11:00 – 13:00
Bank Holiday Mondays & Sundays (in term time)		Breakfast	09:30 – 10:00 (Continental style)
		Lunch	12:30 – 13:30

Meals are provided for residents only. If you have a guest wishing to dine, please purchase a meal ticket from the Hall Office in advance of their arrival. The cost will vary according to the meal/s they may wish to take. Any student whose card is misused in any way may well face disciplinary action. The card holder will be charged at a rate equal to the cost of any attempted meal fraud. Replacement meal cards cost £5 and may be obtained from the Hall Office.

Meals must be eaten only in the dining hall; no food should be taken from this area; all students are reminded not to take away food for consumption at a later time.

Medical Care

All residents are advised to register with the University's Students Health Service. Registration events will take place throughout Freshers' Week or see <http://www.bristol.ac.uk/students-health/>

Repairs

Décor and furnishings will be maintained in good order in accordance with the relevant regulations, with regular checks taken on defects. If a repair is needed you should complete a green Repairs and Defects form – to be found beneath the post pigeonholes in main reception. Once completed, a resident should hand the form to the Hall Office staff; they will ensure it reaches the Accommodation Manager the same day. Arrangements for repair will be put in hand, via the University's Building Services.

Repairs are managed and carried out by the University's Building Services who also ensure that the University complies with the Statutory Requirements of Legislation affecting the safe and efficient use of the residences. You can find out more about them at

<http://www.bristol.ac.uk/safe/Bursar/BuildingServices/sla/sla.pdf> .

Building Services aims to respond to repair requests to a timetable:

Type of Work	Target Response Time
Emergency, for example loss of water supply, major flood	Response within one hour, rectification as soon as possible but within 24 hours
Critical, for example loss of heating, cooking facilities	Response and repair commenced within 24 hours
Urgent, minor leak, blocked drain	Response and repair commenced with 5 working days
Routine for example repair to non essential furniture or kitchen equipment	A specific date will be agreed usually within 5 weeks

Rubbish and Recycling

The University encourages all students to dispose of their rubbish responsibly and recycle wherever possible.

On each corridor the University supplies re-cycling separation bins; in addition within easy reach of each unit is a re-cycling centre for larger items. In each room at Badock Hall you have a blue re-cycling bin which it is your responsibility to empty regularly separating out the contents. You also have a brown bin for any other rubbish, this will

be emptied once or twice a week by the member of accommodation staff allocated to your living area.

In the pantry there is a waste food bin that staff will empty, extra bags are left for you to use if the bin fills. In addition there is a large bin for non-recyclable rubbish. The Hall relies on all residents to support our efforts to re-cycle all possible waste and assist in keeping our carbon footprint down.

Security

Security in the residences is managed by the University's Security Services in accordance with a Service Level Agreement, further details may be found at <http://www.bristol.ac.uk/securityservices/safe/documents/hallssla2.pdf> . There are University Security patrolmen on duty throughout the night.

Storage

Badock Hall does not provide summer vacation storage for student possessions, except for residents returning for a further year living in the Hall.

Students with disabilities or special needs

There are a variety of adapted rooms available within the residences to meet the needs of most students. If you have a special requirement because of your health or disability please let Kate Strong, the Student Support Administrator, know and we will try to meet it. If you are mobility impaired please ensure that you are aware of any special arrangements that are made for your evacuation in case of fire by discussing them with Kate and the Hall Deputy Warden.

Transfers

Students wishing to transfer between residences should complete and return the transfer form which they will find on the accommodation office website. No transfers will take place during the first two weeks of term. The accommodation office will contact students if a suitable room becomes available, priority for transfers will be given to anyone who needs to transfer because of a health problem or a disability. A re-letting fee of up to £100 may be charged to cover the costs of administration, room cleaning etc.

Students wishing to transfer rooms within their own residence should contact their student support administrator. No transfers will take place during the first two weeks of term. The student support administrator will contact the student if a suitable room becomes available, priority for transfers will be given to anyone who needs to move because of a health problem or a disability. A re-letting fee of up to £20 may be charged to cover the costs of administration, room cleaning etc.

Transport

Students should avoid bringing cars to Bristol. If you do have to have a car you must have a residence car parking permit; 60 permits are available from the Student Support Administrator on a first-come-first-served basis. The cost of a permit is £150 and will only be reserved on receipt of the appropriate fee. Full application form and details are on the Badock Hall website. It should be noted that a Hall permit gives you no rights to parking either at other residences or at any other University property.

In addition to the Student Bus Service there is a service bus that currently runs from the end of Stoke Park Road into the Centre of the city every 25 minutes during the working day

Bicycles may be brought to Hall. No bicycles may be kept in corridors, communal areas and or in student rooms. There are free open bike racks mainly in the Quad. For residents wishing to book covered storage space, this costs £20 for the period of residence. The Hall has 70 spaces in three indoor areas on site, each accessed by a locked door. Bike spaces need to be pre-booked and paid for prior to arrival, to ensure availability.

Help + Support

Student Help, an online resource provided by the Students Union at <http://www.bris.ac.uk/studenthelp/>

Accommodation Office, for help with all housing related problems, at <http://www.bris.ac.uk/accommodation/>

Student Counselling, Bristol Nightline,
<http://www.bristol.ac.uk/student-counselling/>
<http://www.bristol.ac.uk/nightline/>

Student Funding Office, for help with all money problems,
<http://www.bristol.ac.uk/studentfunding/> or telephone 0117 331 7972

Section 2 Residences Local Rules

The Residences Local Rules

As well as being a tenant of the University you are also a member of your Hall or House community. Every member has a responsibility to their community in return for the benefits they receive.

The University takes its role as a good neighbour seriously. Residents in the Stoke Bishop halls are part of a wider community and have a responsibility to ensure that our neighbours are able to enjoy their homes and conduct their lives without aggravation, or disruption from our students individually, or collectively. Drunken, loud or disruptive behaviour by students in either the halls and their grounds, or in the roads and lanes surrounding the halls, such as Hollybush Lane and along the route to the bus stop on Saville Road, is viewed seriously and will result in disciplinary action being taken against any identified student, either by the Warden of his or her hall of residence, by the Senior Warden or by the Pro Vice Chancellor..

You will be expected to abide by the University's Rules and Regulations for Students which you can find at <http://www.bris.ac.uk/secretary/studentrulesregs/> as well as the Residences Code of Conduct. The main requirements are outlined below:

Bus Passes

Bus passes are for use by the student named on the card exclusively. Any student who lends his or her bus smartcard or misuses it in any other way will face disciplinary action and may have their card revoked.

Communal living

Residents are expected to respect each other and as far as is reasonable promote the well being of the community. Disciplinary Action will be taken in the case of:

- Any violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language whether expressed orally or in writing, including electronically.
- Sexual, racial or any other form of harassment, including bullying of any student or member of staff of the University, or any visitor to the University.
- Excessive noise that causes a disturbance to other residents at any time of day or night.
- Any other behaviour that causes danger or distress.
- Failure to maintain the accommodation including any communal areas in a reasonably clean condition.

Damage to or misuse of the residence or its contents

Any student who wilfully damages, or allows his or her guest to damage the residence, its grounds or its contents may be subject to disciplinary action in addition to the requirement to pay for the cost of repairs or replacement as detailed in this Handbook.

Flyposting or displaying promotional material without permission is prohibited. Students are also forbidden to promote non-University clubs (including the sale of tickets for a club whether or not at a profit) or engage in other commercial activities on residence grounds or premises. This does not apply to the sale of tickets by members of a JCR for a JCR-approved event at a club.

Drugs and Alcohol

Under the Misuse of Drugs Act, 1971, it is a criminal offence for the University knowingly to permit the use, production or supply of any controlled drugs in residences. It should be clear, therefore, that we do not condone the possession, use or supply of illicit drugs on any of its premises. In the case of drug misuse, we will take appropriate disciplinary action, which may include referral to the Police. The University makes available health information regarding drugs. If you have a problem or are concerned about drugs, you should seek advice from the Student Health Service or your GP

Whilst alcohol is not illegal and its consumption, subject to the Licensing Act, 2003, is permitted in residences, the University is concerned about the detrimental effects of excessive alcohol consumption on the overall welfare of students. In particular, we seek to discourage the inappropriate use of alcohol, particularly during the day, and the excessive consumption of alcohol during social events. The serious risk to health occasioned by the combination of drugs and alcohol is also emphasised. The University does not condone the misuse of alcohol and students who are found to be acting in an inappropriate manner under the influence of alcohol may be subject to disciplinary action. The University will take every precaution to prevent the sale of alcohol to under 18 year olds on its premises.

Any student who uses drugs or misuses alcohol will incur a disciplinary penalty which may include being required to attend a University approved drug and/or alcohol awareness course. The cost of the course will be charged to the student (£50 in 2011/12).

Fire safety

You should note that propping open fire doors, blocking access or fire exits, damage to or misuse of fire alarms, fire-fighting equipment or detectors including the covering of smoke or heat detectors will be viewed as a serious disciplinary offence. Possible penalties will include fines or referral to the Pro Vice Chancellor for formal disciplinary proceedings. In addition students who endanger other students or damage fire-fighting equipment will be referred to the Police and may face eviction.

Health and Safety

It is the intention of the University to maintain and to improve the health and safety of all its members. To this end it applies and enforces all current legal requirements together with other appropriate safety measures where reasonably applicable.

In particular residents must:

- Take reasonable care for their own Health and Safety and that of others who may be affected by their acts or omissions.
- Inform the Senior Resident, Deputy Warden, Warden or other appropriate persons of any situations that could represent a threat to the Health and Safety of residents or other users of the building.
- Seek medical advice from a General Practitioner if he/she suspects any medical condition that may be study/course related.
- Co-operate with the University to enable it to comply with any relevant statutory provisions.
- Not interfere with or misuse equipment provided for safety purposes.
- On arrival at the University, make known to their Warden or Senior Resident any circumstances or conditions that may affect their health and safety (such as disabilities, allergies or similar conditions). This will enable the student and the University to discuss and agree appropriate health and safety procedures.

Any breaches of these Health and Safety requirements may result in disciplinary action. In particular any interference with fire safety equipment or setting of false fire alarms will be treated as a serious disciplinary offence and reported to the police.

Smoking

All residences are non smoking, students must not smoke in any bedrooms or communal areas inside the residence buildings, this includes all corridors, kitchens, bathrooms, WCs, common rooms, bars, games rooms, storage areas. Anyone found smoking or allowing a guest or visitor to smoke anywhere in the residence will be subject to disciplinary action and/or prosecution under the Smoke-free legislation introduced in July 2007. Additionally the University has a Smoke Free Policy which you can find at <http://www.bristol.ac.uk/safety/policy/cop/smokingpolicy.pdf>, which all students must observe and this includes not smoking outside buildings where that might cause a nuisance.

Disciplinary Action

The Warden is authorised by the University Council to impose a penalty for any breach of the Residences' Code of Conduct. Any student in breach of the Code or guilty of any other misconduct as defined by the University's Rules and Regulations may incur one or more of the following penalties:

- A written reprimand;
- A caution, which means that no penalty is imposed, but if the student is found guilty of misconduct on a subsequent occasion in the following twelve months (or some other specified period), he or she will then be dealt with for both offences:
- A fine not exceeding £100
- The requirement to pay a reasonable sum by way of compensation for identified and quantified loss;
- The requirement to give and comply with a written undertaking as to future behaviour;
- The requirement to perform unpaid services for the University community to a maximum of 20 hours
- Exclusion, either permanently or for a specified period, from the use of a specified University service or facility (including specified residential facilities) to which the misconduct relates;
- In the case of serious misconduct referral to the Disciplinary Committee, which in addition to the penalties listed above may exclude, suspend or expel the student.
- In the case of a breach or misconduct which is also a criminal offence, referral to the police

Where the breach or misconduct is also a breach of the Terms of Residence the student(s) may be referred to the Director of Residential and Hospitality Services who may take steps to evict the student(s).

Financial penalties will be invoiced and collected and if necessary enforced in the same way as any other financial obligations of students to the University. Financial penalties imposed by Wardens may be collected by withholding all or part of a student's deposit. Any student who does not wish to be dealt with by the Warden may ask to be referred to the University Disciplinary Committee

Appeals

There is no internal appeal against the serving of a notice to leave the residence, the student has the right to defend an application for possession in the County Court.

A student on whom a disciplinary penalty is imposed under section 3.3 of these Regulations may appeal against the finding of guilt or the imposition of the penalty. Appeals must be submitted in writing to the University Secretary within seven working days of notification of the penalty. Upon receipt of the appeal, the Secretary will arrange for it to be considered by a University Officer or a member of the academic staff who is also a member of Senate or a senior administrative officer not previously associated with the case. The person considering the appeal may reject the appeal and confirm the original penalty, uphold the appeal, or refer the case to a Council Committee established under the procedures set out in the Regulations

Section 3 Local Information specific to Badock Hall

Catering and Diets

Any student requiring special dietary provision, needs to advise the Student Support Administrator to ensure that the best possible arrangement is in place from the start of residence. Prior to arrival it is equally important to alert the Hall to any food allergies.

Historical Notes

The Hall is named in honour of Sir Stanley Badock LL.D., former Pro-Chancellor and Treasurer of the University of Bristol. As a Hall of Residence it is administered under the auspices of the University, by a Hall Committee that advises the Warden. The regulations contained in the Student Rules and prospectus on Student Accommodation therefore apply to all members of Badock Hall.

The pastoral aspects of Hall life are audited by the Hall Committee. The Warden and her pastoral team are responsible for the general guidance of the student members and for helping with queries or difficulties, other than those that can be properly dealt with by the Student Support Administrator.

Health & Safety in Hall

All residents and staff jointly must comply with legal and University requirements.

Residents must take reasonable care for their own Health and Safety and that of others who may be affected. Residents should inform the Senior Resident, Deputy Warden, Warden, Tutors or other appropriate persons of any situations that could represent a threat to the Health and Safety of residents or other users of the building.

Emergency Assembly Point

The assembly point for all students, for all fire alarm activations and emergency evacuations, is **below the tennis courts behind the Main Building**.

Unit numbers are clearly displayed on the lower tennis court boundary fence; no one should leave the assembly area until a roll call has been made and the building checked for safety.

Avoiding Fire Incidents

Hall has clear guidelines to assist in Fire Prevention. Students can help us by ensuring they:

- **NEVER** burn candles, joss sticks – all naked flames are prohibited in student rooms.
- **ALWAYS** dry clothes away from the heater.
- **ALWAYS** position the bed and desk so that they are AWAY from the heater.
- **DO NOT** bring drapes or curtains into Hall.
- **ALWAYS** use the ironing board in the pantry.
- **NEVER** rest **HOT TONGS OR IRONS** on the carpets – marks are very costly!
- **NEVER** leave any cooking - toasters or the microwaves - unattended.

JCR Facilities in Hall

Art/Scenery Room

Badock has a substantial area for use as an Art Room at the foot of Unit 9. Here is room for individual workspace as well as the creation of flats and props for drama productions.

Badock Bar

We work hard to maintain the Badock Bar as one of the best in Stoke Bishop. The atmosphere is second to none, enhanced by the exceptional quality of the equipment installed.

Bar opening hours are

20:00hrs – 23:00hrs Monday to Saturday

20:00hrs – 22:30hrs on Sundays

On occasion the bar may be opened to allow residents the opportunity to enjoy a drink when a major sporting event is being televised.

All residents are bound by the current licensing laws. Student residents and their guests are expected to leave the Bar area at closing time, to allow staff to clear up.

Bar Management do not permit drink to be brought into the Bar area from outside; any users causing problems or anyone leaving the Bar taking bottles, glasses or plastic glasses will be banned from the Bar for a week. This is rigorously enforced.

The Bar staff are selected at interview from volunteers at the start of the year. Bar staff are paid and work on a rota basis. If you would like bar work or have bar management experience, ask for an application form from a Bar Manager during Fresher Week.

Badock Entertainments

Within the JCR Committee are two ents reps. They organise a variety of events throughout the year. These range from Barn Dances to open mic nights; speed dating to live bands. Most ents involve no extra charge to residents.

Computer Room

Located in the Main Building, the JCR computer room provides four PCs and a printer for use by members of Hall. If you do not bring your own PC to Hall you may still have access to the internet any time between 07:15hrs and 23:00hrs each day. Printer credit is purchased from the Social Sciences Library in Clifton.

Music Practice Room

In addition to the grand piano in the Dining Hall, available for practice at most times of the day, the Music Practice Room provides a secluded venue for musicians in Hall. The room should be booked via the Hall Office. This is available during the day only when there is no conference using the Old Library Suite. It may be used at evening and over weekends up to 23:00hrs. Musical instruments may not be played in bedrooms.

Performing Arts

There is a strong tradition of drama and music at Badock Hall. Each year at least one full theatrical production is enjoyed in Hall. The formation of bands and musical groups is encouraged with variety evenings planned throughout the year. The JCR funds partially support the cost of major productions.

CU & Worship

All Halls of Residence benefit from an active Christian Union; this meets weekly. In Stoke Bishop there is a chapel at Wills Hall, available to all who would like to take part in the weekly services. Details of services are on the main notice board in Badock Reception.

JCR (Junior Common Room)

The Badock Hall JCR Committee is elected annually from returning students and the new student intake. The election takes place in the third week of the Autumn Term. Notices are published from the start of term inviting nominations for these elections for the year 2011-12

- Election packs available from the Hall Office from Monday 3rd October to Thursday 13th October
- Nominations to Warden before 0900 on Friday 14th October
- Campaigns run from Friday 14th October
- Hustings are held in the Bar on Tuesday 18th October
- Election Days voting take place on Wed. 19th and Thurs. 20th October during Dinner service between 17:30 hrs and 19:00 hrs
- Results announced in the Bar at 21:30 hrs Thursday 20th October
- First JCR Committee Meeting Main Library 20:00hrs Monday 24th October.

Badock Hall student facilities are maintained by the JCR. From JCR subscriptions they pay for any replacements needed in pantries as well as helping computer, art, music, drama, sport and social facilities in Hall.

The JCR Committee comprises 10/11 members of Hall - the President, Vice President/Ball Chair, Secretary, Treasurer, Ents Managers (usually two), RAG and Charities Rep., Sports Rep.(1 or 2), Facilities/ Computer/Environment Rep., Publicity Rep. A member of the SCR (Senior Common Room) assists the JCR in their work.

Laundry

A laundry service is not provided in Hall. The Hall launderette is open each day in term time between 0730hrs and 2200hrs. This is located off the Quad in the lower part of Hall. Each wash cycle costs £1.60 (1x£1+3x20p) and a 10-minute drying session is 50p. Students must provide their own powder, laundry bag/basket and each student is responsible for the supervision of their laundry whilst in the launderette. A single load wash and two dries = £2.60. Change is available from the Hall Office or from Porters.

Litter

Residents are responsible for ensuring that the grounds are kept free from litter. They must put only items that can be re-cycled in the blue waste bins in their rooms and responsibly place all cans, bottles and paper in the containers provided around campus.

Lost Keys

Each student receives a key that will give access to all Accommodation Units and the Main Building between 0700 and 2330hrs; every student receives also a unique key to fit their bedroom lock. A replacement set of keys will cost £50. Loss of keys compromises Hall security and should be reported immediately to the Hall Office – or

the Porters' Lodge. If more than two sets of keys are lost during the year, the lock must be changed – at a cost of £120 to the resident concerned.

Lost Property

Any items of lost property handed in are labelled and recorded – check with the Hall Office or the Porter on duty to see if your particular item has been logged.

Maintaining a Quality Environment

The University of Bristol is a leader in environmental policies – all student residents are expected to contribute by carefully separating their personal rubbish and waste into various disposal receptacles provided near each unit. Staff will collect regularly from brown room bins, any items that cannot be re-cycled.

Energy saving is also a priority. Students are asked not to leave equipment switched on, screens on standby or lights burning when they go out for any length of time.

Hall operates a programme of continuous building improvement. The support team takes great pride in the high standards of cleanliness maintained throughout the buildings. It is therefore disappointing when decoration, fabric or the furnishings are damaged. All residents and their guests are asked to respect and take care of their surroundings, keeping pantries clear of dirty pots and utensils, shower drains clear of residual matter etc.

Many residents suffer from allergies, therefore for medical and hygienic reasons no pets at all may be kept in Hall.

Too often showers and drains become blocked. With a little thought and care this can be avoided – all users are asked to take responsibility for leaving washing facilities as clean and free from loose hair and dirt as possible; also to avoid blocking toilets please do not attempt to flush away bulky items or plastic bags – sports people should soak dirty kit in the Belfast sinks in the laundrette and not in baths.

It is hoped that all residents will respect our aims and support the Hall staff in maintaining a campus to be proud of.

BADOCK IS A NO SMOKING HALL – it is illegal to smoke in any common areas of the accommodation including kitchens, bathrooms and corridors. This ban includes smoking in any study bedrooms. If a smoke detector is found to be covered this will incur an immediate substantial fine for compromising the safety of all residents.

Noise

It is so easy to disturb other residents. Consideration must be given to those wishing to sleep or study and to the Hall's neighbours. Your radio, stereo, PC or social chatter should not be audible outside your room at any time and after 23:00hrs any amplified music/instruments must be played through headphones. Please respond at once and politely if asked to reduce the volume.

Acoustic music including drums may not to be played in student rooms at any time.

The practice room is available and can be booked each day of the week up to 23:00hrs. Between 08:00hrs and 18:00hrs on weekdays please check that no conference is in Hall before using the practice facility.

- **If amplified music causes a disturbance the musician/s will be instructed to end their session**

Performers in Hall should be aware that sound limiters operate in the Bar and Dining Hall. If your output exceeds the limit set the power is automatically shut down – Hall takes no responsibility for any damage as a result of the limiter cutting in. For this reason any person performing in Hall is required to sign a disclaimer prior to performance.

There are residential neighbours living in close proximity to all parts of the Hall. We work hard to maintain a good relationship with these neighbours and respond quickly to any complaints received about noise levels. If repeated complaints persist the students concerned may be subject to a change of accommodation.

Personal Safety & Security

All external doors are kept locked to discourage unwanted visitors. Be vigilant and do not hold doors open to allow others to ‘tailgate’ you into any building. Similarly each resident is encouraged to shut and lock their bedroom door at all times they are not in the room, keeping their keys safe with them at all times.

If a member of staff finds a student room unoccupied and unlocked during the day, the door will be secured. Summoning a Porter during the working day to unlock a door will incur a lockout charge. No entry will be permitted without sight of proof of identity – either a Badock Card or a University Student Card. The person requiring entry may have to wait whilst identity is verified, should neither of the stated forms of identity be available.

Pets & Plants

The Hall does not permit any type of live pet to be kept on the premises. No forms of horticulture may be practised in Hall.

Transport

Late night

All students are urged to ensure they hail only licensed Hackney Cabs. Some private taxi firms may not have the correct insurance to take passengers on board from the curb.

Students returning late at night must

- **keep noise low**
- **avoid disturbing other residents and neighbours**

Travel within the City

The University Student bus service provides free transport each day on a loop route into Clifton with a regular service from early morning to mid evening. The bus pass is given to each new student on arrival in hall.

The walk from Stoke Bishop to Clifton is about 35 minutes. We strongly recommend that you cross The Downs in groups, particularly in the latter part of the day or at night.

Bicycles

On campus Badock Hall has a number of internal bike stores. **No student should bring an expensive bicycle to Hall without first having obtained one of these spaces.** There are outside racks; bikes left in any outside racks require good security locks. All bikes are kept at Badock Hall at the owner’s risk.

NOTE: Bikes are NOT covered by the standard student insurance policy; this requires an additional premium to be paid. To book an internal bike space costs **£20.00 per academic session.** Students need to apply to the Hall Office at the same time as

accepting a place in Hall. Bikes cannot be kept or stored in student rooms, communal areas, corridors or stairwells.

If application is made prior to any vacation an owner without a secure space may arrange temporary storage for a vacation, in a basement – **but no bike may be left in a student room.** At the end of the year all bikes must be removed from Hall by 12th July 2012. **Bikes remaining after this date will be donated to a local charity.**

Buses

From the end of Stoke Park Road a regular local bus service No 40 travels to and from the Clifton area of the City every 20 minutes until 2230hrs each evening. A short walk away is Parry's Lane where the No 41 bus service will also take passengers into the City Centre.

To and from Bristol International Airport a 'Bristol Flyer' coach runs every 30 minutes. The nearest 'Bristol Flyer' bus stop is at the top of Blackboy Hill, some 800 metres from Badock Hall. The journey to/from the airport to Blackboy Hill is 55 minutes. The bus stop is 700 metres from Badock Hall, across The Downs. This service also stops at Bristol Temple Meads Train Station. For more information about arrival at Bristol International Airport see

www.bristolairport.co.uk

Cars – Parking at Badock Hall

Bristol is a very congested city, there is no student parking in the University precinct apart from disabled parking. Students should not bring cars to Bristol at all unless they have a residence car parking permit; limited numbers of permits are available from Badock Hall Office. **Cost of parking for the academic year is £150.00.**

The parking spaces at Badock Hall are only suitable for average sized, saloon cars or small vans. **Students may not bring luxury cars, 4x4 or camper/large vans.** The Hall reserves the right to refuse parking for an oversized vehicle. Only vehicles with Badock permits may park in the Badock Hall car parks; the permit gives no rights to parking on any other University owned property. There is no roadside parking nearby.

Motorbikes

Motor bikes may be parked at Hall, in the outside car parks only. **The permit fee is £100.00 per academic year and two motorbike owners are expected to share a standard parking space.**

Taxis

Living in Stoke Bishop, students often share taxis in and out of the City Centre. Always make sure you hire a hackney cab, properly licensed. Hall has details of recommended cab companies displayed in the Main Reception. The one-way fare is usually around £10. When you get into any taxi make a note of the company name – in case you leave any belongings in the vehicle.

Walking

IMPORTANT: FOR YOUR PERSONAL SECURITY PLEASE AVOID WALKING HOME ALONE, PARTICULARLY AFTER NIGHTFALL, ACROSS THE DOWNS PARK AREA. WHEREVER POSSIBLE, STUDENTS SHOULD WALK TO AND FROM HALL IN GROUPS.

TV & Internet

No internal TV aerial points are available in Hall. Any student using their computer as a TV receiver, or bringing a personal TV to Hall will need to hold a valid colour TV licence.

Weapons

No type of weapon or hunting device may be kept in a student room. This includes decorative knives, catapults, disabled antique weapons or any form of toxic anti-personnel spray. Items used in self-defence including laser pointers, truncheons, coshes, plus any item currently illegal according to British law will be confiscated and handed to the Police.

STANDARD CHARGES

Item		Cost
<u>Replace Room/Entry Keys</u>	No keys issued without receipt of payment	£50.00
Meal card / Formal Ticket	Supply new card / place reservation	£5.00
Visitor meals	To be pre-paid where possible	£4.00
Car Parking Permit Motorbike/Scooter	October-July (60 spaces available) This only provides parking at Badock Hall and at no other residence or UoB property	£150.00 £100.00
Bicycle Storage	80 spaces currently available	£20.00
Vacation Residence	UoB Students in Summer Vacation only	£12 per night
Guest charge stay ONLY (subject to room availability)	Per night to include bedding/towels <u>This will also apply to unregistered visitors</u>	£21 per night
Transfer of Room/Hall	Check with Hall Office	
<p>*Any student wishing to change accommodation MUST advise the Hall Office in the first instance. A move away from Halls to private accommodation will constitute a break of contract and will incur charges. Hall should be advised in writing, giving 14 days' notice of departure to the Warden.</p>		

DIRECTIONS TO BADOCK HALL

NOTE: SAT- NAV IS UNRELIABLE WITHIN ¾ MILE OF BADOCK HALL

FROM THE SOUTH WEST

M5 Northbound – Exit Junction 18 (Avonmouth) – follow signs **A4/Bristol City Centre**

- **CURRENT BRISTOL A – Z MAP BOOK PAGES (38-37 and 53-56)**
- Travel on ***dual carriageway*** (A4 Portway) 2½ miles, out of the built-up area
- Take great care to **OBSERVE THE UNUSUAL SPEED RESTRICTIONS!**
- The road curves down hill to main **traffic lights** at Sylvan Way; take left lane.
- Filter left into **Sylvan Way** when lights indicate.
- Up hill 200 metres and **RIGHT at next lights** into **Shirehampton Road.**
- Drive straight ahead for ¾ mile, downhill past **MILLHOUSE** public house on left
- Top of next hill indicate right and turn **right at mini roundabout into Druid Hill**
- Follow down Druid Hill, straight ahead 300 metres, round bend and past shops
- Now on **Stoke Hill**, take 3rd turning on left – **Stoke Park Road**
- Badock Hall main entrance is 250 metres ahead on curve in road.

DIRECTIONS FROM SOUTH WALES

- Follow **M5/M49** Eastbound - **New Severn Crossing**
- Take care not to miss the filter to **Bristol/South West as you leave the bridge.**
- Follow **M49** signs to **Bristol City Centre/A4.**
- **Please see above directions as from South West - *dual carriageway***

DIRECTIONS FROM LONDON / SOUTH / SOUTHEAST

Follow M4 to junction with M5, filter left follow signs to **SOUTH WEST (Junction 20).**
Once **southbound** on M5 – exit at **Junction 17** – sign **Bristol West/ Zoo and A4018.**

- **CURRENT BRISTOL A-Z MAP BOOK PAGES 40 AND 56**
- Follow **ZOO** signs straight ahead for 3½ miles (**Cribbs Causeway/Passage Road/Falcondale Road/Westbury Road**)
- As you see parkland on either side, move into right hand lane
- At main roundabout turn right into **Parry's Lane.**
- **AT THIS POINT TURN OFF GPS/ SATNAV**
- Continue ahead down hill for half a mile, road bends left
- At mini roundabout take left into Druid Hill.
- Ahead down hill, past shops and up Stoke Hill - 200 – 250 metres.
- 3rd turning on left turn into **Stoke Park Road.**
- **Badock Hall is 200 metres ahead on left hand side of road.**

DIRECTIONS FROM NORTH VIA M6/M5 & MIDLANDS

Follow signs on **M5** to **South West** Keep on right hand side as road splits until the M5 has gone under the M4 (**Junction 15**).

- Once **past Junction 15** on M5 – prepare to exit motorway at **Junction 17**
- Signs show **Bristol West / Zoo / A4018.**
- **CURRENT BRISTOL A-Z MAP BOOK PAGES 40 AND 56**
- Follow **ZOO** signs straight ahead for 3½ miles
(**Cribbs Causeway / Passage Road / Falcondale Road / Westbury Road**)

- As parkland develops on either side, move into right hand lane and
- At main roundabout turn right into **Parry's Lane.**
- **AT THIS POINT TURN OFF GPS/ SATNAV**
- Continue ahead down hill for half a mile, road bends left
- At mini roundabout take left into Druid Hill.
- Ahead - down hill, road curves left (shops on right), then up Stoke Hill
- 3rd turning on left turn into **Stoke Park Road.**
- **Badock Hall is 200 metres ahead on left hand side of road.**

SUNDAY 2ND OCTOBER 2011 BADOCK PORTERS WILL BE CONTROLLING THE FLOW OF TRAFFIC IN STOKE PARK ROAD, ENTERING AND LEAVING THE BADOCK HALL CAR PARKS, BETWEEN 10:00HRS TO 16:00HRS.

MAKE SURE YOU CARRY A COPY OF YOUR EMAIL CONFIRMING ARRIVAL TIME, TO SHOW TO THE PORTERS AT THE ENTRANCE TO THE GROUNDS.

PLEASE PARK WHERE REQUESTED AND OFF LOAD AS QUICKLY AS POSSIBLE, A 45 MINUTE SLOT IS ALLOCATED PER VEHICLE TO OFF LOAD AND VACATE THE CAMPUS. DO PACK IN MANAGEABLE CONTAINERS AS THERE ARE ALWAYS STAIRS TO CLIMB AND NO LIFTS AVAILABLE.

WE WILL ASK CARS BRINGING NEW RESIDENTS TO DEPART FROM THE GROUNDS PROMPTLY IN ORDER THAT LATER ARRIVALS MAY HAVE A PARKING SPACE.

PARKING SPACE LIMITATIONS

PLEASE NOTE OUR PARKING SPACES DO NOT EASILY ACCOMMODATE LARGE 4X4 VEHICLES, PEOPLE CARRIERS OR VANS AND WE CANNOT ALLOW TRAILERS ON TO THE SITE ON ARRIVAL DAY.

ACCOMMODATION FEES AND PAYMENT DATES – these figures show the total amounts to be paid including mandatory charges in the first term

All fee payments should be sent to University of Bristol Finance Income Office, Senate House, Tyndall Avenue, BRISTOL BS8 1TH

Autumn term fee* includes mandatory charges: **Insurance £15.75; JCR fee £45; Deposit £200, as well as Vacation Charge for Christmas**

Spring term fee includes the Vacation Charge for Easter, no other charges

	Whole Year Total (incl. All charges)	Autumn Term* Payment by 24.10.11	Spring Term Payment by 24.1.12	Summer Term Payment by 24.4.12
Single Room no Basin - basic	£ 5228.75	£2062.25	£1665.00	£1501.50
Single Room with Basin – basic	£ 5436.75	£2133.75	£1730.00	£1573.00
En Suite – basic	£ 6444.75	£2492.75	£2060.00	£1892.00
Shared – double room basic	£ 4348.75	£1747.25	£1375.00	£1226.50

Any student specifying a need for specially adapted facilities is charged at the standard rate for a room with basin.

The rooms adapted for mobility restricted students are larger than standard accommodation and attract an enhanced rate if taken by a resident not having specific need for the additional facilities. Apply to the Hall for details.

The preferred method of payment for accommodation fees is on line. Please get detail from the University of Bristol Accommodation Office website:

<http://www.bristol.ac.uk/online-payments/>

Please ensure that you submit the correct payment as indicated above. To avoid unnecessary communications please settle each payment by the due date shown at the head of the appropriate column.