

Churchill Hall

2011/12

Our Hall is named in honour of Sir Winston Churchill, Chancellor of the University from 1929 until his death in 1965. When it opened in 1956, the Hall comprised the newly-built I and J Houses, then isolated in a meadow, and the late-Victorian residences, Claverton, Holmes and Waltham. The newer buildings were completed in 1960. 1980 saw the opening of four new houses, M, P, Q and R.

The whole Hall is built on land sold in 1872 when the Manor House of Stoke Bishop (now Trinity Theological College) and its estate were put on the market. The Holmes lies at the centre of the University's Botanic Garden. The house was the H.Q. of the American General Staff prior to the liberation of Europe, and photographs of the Staff and a letter from Dwight D. Eisenhower can still be seen there. The grounds around the newer buildings have been the scene of some particularly interesting tree planting over the past thirty years.

The Hall Advisory Committee advises the Warden on general policy for the good government of the Hall. It consists of representatives of the University Senate and Council, of the SCR, elected representatives of the JCR, the Warden and his Deputy.

The Senior Common Room (SCR) comprises the Warden, his Deputy and the Senior Residents. They have their own Common Room situated behind the Dining Hall, and they sit on High Table at formal meals. They are here not only to keep good order, but also to advise on academic or personal problems. They all live in Hall, with one Senior Resident in each House, for which they have particular responsibility. You should feel free to approach them at any time, but each evening there is a specific Duty Senior Resident who is responsible for security and is available in case of emergency. The Duty Senior Resident's name is displayed in the Porter's Lodge window.

The Junior Common Room (JCR) comprises all the student residents of the Hall. It elects a committee which represents members' interests in the day-to-day running of the Hall and supervises the various amenities which the JCR itself provides. The Hall is run for you and partly by you; your ideas for change and development are always welcome.

The Hall Staff care for your material well-being, often under difficult circumstances, frequently working “unsocial hours”, and operating within tight budgets: they deserve your co-operation and courtesy at all times.

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.

This information 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.

Section 1 General information about Churchill Hall

Absence

It is very important that your residence knows when you are away in case there is a fire. If you are going to be absent, please fill in the appropriate form, available by the pigeon holes in the dining room, and hand it to the Student Support Administrator as well in advance as possible.

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 87848 or 112233

Fire, Police, Ambulance 999

First Aiders are Robert Mayhew, Warden
Jon Hauser, Deputy Warden
Andy Roberts, Senior Resident
Rita Rowe, Chef

First aid Boxes are located at The Porter's Lodge
Catering Office
All Senior Residents' Flats

ALL ACCIDENTS, EMERGENCIES, DANGEROUS INCIDENTS OR SERIOUS ILLNESSES MUST BE REPORTED TO THE HALL OFFICE OR TO THE DUTY SENIOR RESIDENT IMMEDIATELY.

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 in their bedrooms. Any such items may be taken into storage by residence staff.

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 Churchill as a minimum is:

Area	Frequency	Service
Halls and Stairways	Once or twice a week depending on usage	Dusted and vacuumed
Kitchens	Minimum twice a week	Cookers/microwaves, surfaces wiped, bins emptied
Bathrooms/Showers/WCs	Minimum twice a week	All areas cleaned
Bedrooms	Wastepaper bins emptied once a week. Regular pre-notified inspections	

Communications

The main notice board for information is at the top of the stairs to the dining room, please check it regularly. Urgent messages are sometimes

posted on the servery. Most key and routine communications will also be made by email. To see the Student Support Administrator or to make an appointment to see the Warden, visit the Hall Office on the first floor between 9 am and 5 pm. The Accommodation Manager's office is on the ground floor. To see the Head Chef ask at the servery.

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	£200
Replace 1 key	£20
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 24 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

The University's Sustainability Policy and Strategy may be found at <http://www.bristol.ac.uk/environment/policy/>

For information on how you can get involved see <http://www.bristol.ac.uk/environment/students>

The University is committed to reducing our carbon impact and encourages residents reduce energy and water use and participate in the various carbon reduction initiatives.

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.

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 in the car park. 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. All corridors have fire extinguishers and kitchen areas are equipped with a fire blanket.

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 porter/duty senior resident is informed, so that they can deal with the matter and deactivate the alarm. Never assume it is a false alarm.

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 inflammable 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 Tuesday. 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. Please treat the grounds with respect.

Guests and visitors

You must 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 a fire. Guests may be invited for meals when space permits, but must be booked in and paid for 24 hours in advance (breakfast £3, dinner/lunch £4); not doing so will result in a

doubled charge. Residents are responsible for guests at all times and under 16s must be accompanied at all times.

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>

Kitchens and Pantries

Refrigerators, kettles, microwaves or conventional cookers are provided in each house. These items must not be removed, and any damage to them must be reported to the Accommodation Manager. You should provide your own crockery and cutlery for use in your room; you must not remove items from the Dining Hall or Servery. For safety reasons residents are not permitted to have their own heaters or cooking equipment such as toasters or kettles in their bedrooms. Any such items may be taken into storage by residence staff.

Laundry

A laundry service is not provided, but the Hall has its own launderette on site. Tokens for the washing machines and driers can be purchased from the Porter's Lodge. When the lodge is closed see the Accommodation Manager. There are also a number of laundry and drying rooms and irons available. All laundry equipment should be treated with care. Please do not hang out laundry to dry in bedrooms or bathrooms.

Litter

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

Lost Keys/Lockouts

Please take care of your keys – lost keys mean lost security. If you should lose keys, report it at once to the Porter's Lodge, then see the Accommodation Manager to get replacements for which you will have to pay £20 for each key. Whenever you leave your room, make sure it is locked and that you have the key with you.

If you lock yourself out during the evening when the Porter's Lodge is closed, the duty Senior Resident will be able to let you into your room. After 11.30 pm contact Security.

Mail

Letters are put in alphabetical pigeon holes in the Dining Room under your surname. Parcels etc. are kept in the Porter's Lodge and a slip will be put in the appropriate pigeon hole to inform the recipient. The slip and your student ID must be produced to claim the item. You may not collect items for other residents. After the end of the summer term all mail will be returned to sender where possible.

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/> .

Student Support Administrator	Mrs Jan Archer	9033363
Accommodation Manager	Mrs Barbara Eyles	9033365
Head Chef		9033364
Porter's Lodge		9033367

Meals

The following meals are provided – times to be confirmed:

Meals are provided for residents only. If you wish to have a guest please inform the servery. Any student who lends his or her meal card or misuses it in any other way will be charged for the meals taken and may face disciplinary action.

Meals are intended to be eaten in the dining hall, students should not remove food from the dining hall.

	<u>Weekdays</u>	<u>Saturdays</u>	<u>Sundays</u>
Breakfast	7.45 – 8.30 a.m.	Brunch 9 am – 1 pm	9.00 – 9.30 a.m.
Lunch			12.15 – 1.00 p.m.
Dinner	6.00 – 7.15 p.m.		-

Your dress in the Dining Hall should be such that it gives offence neither to staff nor fellow diners. Pyjamas, dressing gowns, sportswear, swimwear, or generally dirty clothes are unacceptable. Some kind of shirt must be worn. Given the ease with which foot diseases are spread, bare feet are totally unacceptable. There are occasional formal meals when some formality of dress – jackets, ties, dresses – is expected. Alcohol should not be taken into the Dining Hall except during formal meals.

Packed meals can be provided for those who have to miss meals. Requests should be made one day in advance and before 10.00 a.m. on the lists provided in the Servery.

Food, drink and utensils must not be taken out of the Dining Hall. Staff may ask to see your meal card before serving you.

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 contact the Accommodation Manager.

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
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

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

Churchill Hall does not provide storage for student possessions.

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 the Student Support Administrator know and we will try to meet it. If you are disabled please ensure that you are aware of any special arrangements that are made for your evacuation in case of fire by discussing them with the Student Support Administrator or your Senior Resident.

Rubbish and Recycling

The University provides recycling and composting facilities for all students at their halls of residence and also at every University building.

You can recycle:

- Papers
- Cardboard
- Glass
- Tins and cans
- Plastics

- Food waste
- Clothes, shoes, bric-a-brac etc

For more information, locations of your nearest recycling facilities or to download a poster visit;

<http://www.bristol.ac.uk/environment/waste/recycling/accommodation.html>

There are two recycling areas available to students, one near the cycle sheds at the main entrance to the car park, one by the entrance to the main kitchen with containers for cardboard, glass, paper and cans. Spent batteries (from torches, handsets etc) can be given to the Porter or Accommodation Manager for proper disposal.

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 reletting 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 reletting fee of up to £20 may be charged to cover the costs of administration, room cleaning etc.

Transport

Bristol is a very congested city. The University Precinct is contained within the Kingsdown Residents Parking Scheme, therefore the majority of on-street parking in and around the Precinct is subject to local residents' residential permits, meters and/or time limits. There is also no student parking in the University Precinct car parks apart from disabled parking.

Students should avoid bringing cars to Bristol. If you do have to have a car you must have a University residence car parking permit to use in the residences car parks only - permits are available from the Student Support Administrator.

The University provides a free bus service between Stoke Bishop and the Precinct on weekdays and Stoke Bishop to Bristol Temple Meads (via the Precinct) on the weekends. Students in allocated accommodation can also use their bus pass on the other Wessex Red 'U' services free of charge - see <http://www.bristol.ac.uk/university-bus>

The University offers free bicycle safety checks at the University's Cycle Surgery. The surgery takes place on the Precinct during the term time – see <http://www.bristol.ac.uk/cycle-surgery>

Bicycles must be parked only in the bicycle shed and not on paths, against buildings or inside buildings. Thefts of bicycles are becoming increasingly common and a strong padlock and chain are advisable. Whenever you leave the cycle shed, make sure you lock it behind you.

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. 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:

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.

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, library etc. 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 Rules specific to Churchill Hall

ALLOTMENT

There are two frames situated behind F block that students are welcome to use. They are managed by the University's sustainability team and the JCR environment rep.

BAR

The bar is open daily from 8.00 p.m. – 10.30 p.m., Friday and Saturday until 11.00 p.m. It has a club licence and no off-licence. The bar is run and staffed by students, and so you can earn money by working in the bar – contact the bar team for details of how to apply.

CAR PARKING

The hall car park is private property and residents are only allowed to use this facility if they have bought and are displaying a valid parking permit. Parking bays are numbered and residents should only use the numbered bay allocated to them. Anyone who parks in the wrong bay will receive one warning and be fined thereafter. Anyone who parks without a valid permit will likewise receive one warning and be fined thereafter. Residents using the car park are expected to drive displaying due care and attention. Systematic violation of these rules regarding the use of the hall car park may lead to the removal of a resident's parking permit at the discretion of the Warden.

Permits can be purchased from the Student Support Administrator. They are not transferrable so a new permit should be requested if cars are changed during the year.

CHILDREN

Most of the stairwells in Churchill and the ponds in The Holmes garden pose considerable dangers for small children: if younger brothers or sisters visit you, please remember to take the greatest care over their safety.

CHAPEL

There is a chapel on the Stoke Bishop site. It is located at Wills Hall but is open to use by all students in the Stoke Bishop Halls of Residence.

Services are held weekly during term time – chapel service cards will be issued to the halls termly.

COMPUTER ROOM

Computer and printing facilities are available in the computer room, located on the first floor in K house. The computer room is available 24 hours a day and access is by your blue spot key. In addition, all study bedrooms are connected to the University computer network; by paying the fee to join 'Resnet', the 'Net' can be accessible from your own room. WiFi is available throughout the Hall.

THE JCR COMMON ROOM

The large room directly beneath the Dining Room – is used for events throughout the year. When not being used for an event, it is open for your use. It is equipped with comfortable lounge chairs and a big-screen projector TV. In the evening, you may move from the bar into the JCR for a quiet drink or to watch TV. The room has a partition, and half of the JCR is available for booking if you run a club or society and need to use it.

HALL STAFF – first point of contact

Student Support Administrator – Jan Archer

All student administrative matters are dealt with in the Hall Office on the first floor of the main building. The Student Support Administrator deals with all student administration and is the main point of contact for all student enquiries. Jan is available weekdays between 9 am and 5 pm (lunch 1-2 pm) and can arrange appointments with the Warden.

Accommodation Manager – Barbara Eyles

The Accommodation Manager has responsibility for the day to day running of Hall, including maintenance of the building and staff issues. Barbara is available weekdays between 9 am and 5 pm (lunch 12.30-1.30 pm).

Porters

A Porter can be found in the Lodge just inside the main entrance. Duty hours are from 7.30 am until 1.30 pm and from 5 pm until 7 pm Monday to Friday. Incoming mail is sorted in the Lodge and washing tokens can be purchased. Also, advice can be sought.

Head Chef

Any special dietary requirements can be discussed with the Head Chef – ask at the servery.

HEXAGON

The Hexagon has a pool table. Private parties may be held only in the Hexagon and only if written permission is sought (and granted) from the Warden at least three days in advance. You must make proper arrangements for its conduct and will be held responsible for your guests' behaviour, cleaning up afterwards and any damage done. A form can be obtained from the Student Support Administrator.

KEYS AND SECURITY

You will receive two keys. One key will let you into your room and the second key operates the locks on the front door of your house, the launderette, the bicycle sheds and the Hexagon. Residents in all ground floor rooms are supplied with an additional window-lock key.

Residents are advised to keep the front doors of their houses locked at all times – the Security Officer checks them on his first patrol. Students are not immune from the risk of theft, assault and vandalism. Our security provision can only be as good as the use you make of it.

LIBRARY

There is a library on the ground floor of the main building which contains a range of recreational and study books, together with seating for quiet study. The library also has WiFi. In addition, a small range of newspapers and magazines are taken.

MUSIC ROOM

A music practice room is located on the first floor of the main building. The room is used on a first-come, first-served basis and can be accessed with your blue spot key.

PETS

For health and safety reasons, pets should not be kept in Hall.

PORTER'S LODGE

Questions involving signing out, keys, luggage and mail will be dealt with at the Porter's Lodge. ID cards must be shown to obtain parcels and items which require a signature.

SOCIAL ACTIVITIES

Comedy nights, films, concerts, etc. are presented throughout the year, but your suggestions for Hall events are always welcome, especially ones in which residents themselves perform. Anyone willing to help prepare for and clear up after events – moving furniture, lights, etc. – should make themselves available when required.

SPECIAL DIETS

Whilst it is not possible to cater for personal diets, satisfactory arrangements can usually be made for special diets required for reasons of health, religion or conscience. Please speak to the Head Chef in the first week of term.

SPORTS

The nearest tennis courts and squash courts are at Wills Hall. It is not necessary to book – just report to the Porter's Lodge. Snooker can be played in the Hexagon and there is a table tennis table on the mezzanine floor in the dining room.

The Hall runs various sports teams for inter-Hall competitions. Watch the Sports Notice Board in the Main Building for information.

STUDY BEDROOMS AND FURNITURE

You will be asked to complete an inventory to show the condition of your study bedroom and its furniture before you begin your occupancy. Thereafter you will be held responsible for all damage.

If you put up posters in your room, please use Blue-tak and not adhesive tape.

Any loss or damage to walls, furniture or accessories in study bedrooms or common rooms should be reported without delay to the Accommodation Manager.

TELEPHONES

The University has fitted some study bedrooms with a telephone. There are no rental charges. Calls internal to the University can be made and received free of charge. External outgoing calls can be made by means of a Trust Phonocard which can be loaded with cash value from most debit and credit cards – details available on: trustphonocard.co.uk. A telephone will be available in corridors for those rooms not fitted with a telephone.

Incoming external calls can be received by the caller dialling 0117 90 followed by the number of your study bedroom handset. Any difficulties with the telephone service should be reported at:
www.bris.ac.uk/Depts/Bursar/Telephones/faults.html.

LUGGAGE AND SUITCASES

Can be stored in cupboards and not in your bedroom. See the cleaner in your block for details.

Hall Advisory Committee

Warden	Professor Robert Mayhew
Deputy Warden	Mr Jon Hauser
Senate & Council Reps	Dr L. S. Hart
	Professor G. Henderson
Council	Dr R. R. Clements
	Professor T Mowl
J.C.R. President	Mr Rufus Parkes
J.C.R. Vice-President	Miss Angelia Malin-Hyams

JUNIOR COMMON ROOM COMMITTEE

President	Rufus Parkes
Vice-President	Angelica Malin-Hyams
Treasurer	Daphne Walet
Bar Manager	Amy Ryder
Bar Stock Manager	Sarah Cumming
Bar Treasurer	Tom Murphy

HALL STAFF

Student Support Administrator	Mrs Jan Archer	90 33363
Accommodation Manager	Mrs Barbara Eyles	90 33365
Head Chef		90 33364

HONORARY FELLOWS

The following have been made Honorary Fellows of Churchill Hall in recognition of their service to the Hall:

Mr. John Allen	Mr. Michael Parry
Dr. A. V. J. Butler	Professor P. Parsloe
Dr. R. R. Clements	Dr John McWilliams
Mr. A. M. Graves	Professor B. Pickering
Mr. J. A. Gunn	Mr. Donald Shell
Professor P. Haggett	Professor Raymond Warren
Mr. Philip S. Maycock	Professor G Henderson
Mr Derek Smith	

TELEPHONE NUMBERS (The code for Bristol is 0117)

Hall Office	9033363
Warden	9033361
Deputy Warden	9033378
Accommodation Manager	9033365
Head Chef/kitchen	9033364
Porter's Lodge	9033367
University Switchboard	9289000
Student Health Service	3302720
Security Office	9287848
Duty Tutor's mobile	07887 708350