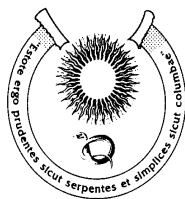


UNIVERSITY OF BRISTOL



MANOR HALL INFORMATION FOR RESIDENTS 2012/13

c/o Clifton Hill House, Lower Clifton Hill, Bristol, BS8 1BX

Student Support Administrator:	0117 903 5500	Monday to Friday 09.00 to 16.00 (answer phone outside these times)
Accommodation Manager:	0117 903 5520	Monday to Friday 09.30-17.30 (answer phone outside these times)
Handymen Porters:	0117 903 5523	Monday to Friday 07.00 to 19.30 Saturday 07.00 to 12.30
Duty Senior Resident main site:	07748 768430	Monday to Friday 19.00-23.30 Saturday 12.30-23.30 Sunday and bank holidays 10.00-23.30
Duty Senior Resident Richmond Terrace:	07824 624350	Each evening 20:00-23:30

E mail: manor-hall@bristol.ac.uk
<http://www.bris.ac.uk/manor/>

Warden: *Dr M J Crossley Evans*
Deputy Wardens: *Mr Rupert Madden-Abbott*
Ms Lisa Collins
Student Support Administrator: *Mrs Nikki Press*
Accommodation Manager: *Mr Paul Sparrow*
Residential Facilities Manager: *Mr Simon Wilde*

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WARDEN'S WELCOME

Dr M J Crossley Evans, MBE, JP, BA, PhD, FSA, FGS

Dear Resident

Welcome to Manor Hall. I hope that your time in hall will be memorable, and that, for the freshers amongst you particularly, your stay here will be the start of a very happy and fulfilling period of your life.

Please read this information in this booklet carefully before you arrive. It answers the questions most frequently asked by new residents, and will help you to settle into hall life quickly. Keep it for reference throughout your time at Manor.

If you have any further questions do not hesitate to approach your Senior Resident, the Student Support Administrator or a member of the Junior Common Room Committee. They will be happy to help.

Manor Hall is a community, and the success of any community depends upon the contribution made by its members, both individually and collectively. There will be opportunities for you to make new friends and to participate in the life of the hall but communal living imposes some restraints and you must ensure that your enjoyment does not infringe the rights and liberties of others.

The University's and hall's expectations of you as a hall resident are highlighted in this booklet. Successful communal living is a mixture of good humour, co-operation, and concern for, and willingness to help, other people.

I look forward to meeting you.

With best wishes,

M J Crossley Evans

INTRODUCTION

All University of Bristol residences are managed in compliance with the Universities UK Code of Practice. Full details are available at <http://www.bristol.ac.uk/accommodation/uuk/>.

Your Accommodation Contract

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 the hall.

Your accommodation contract applies only to you. You are not permitted to sub-let or have another person staying with you regularly but you may have an occasional overnight guest, subject to certain conditions. (See *Guests and Visitors*.)

The accommodation contract is for 40 weeks (or 38 weeks if you are allocated accommodation in Sinclair House), starting on Saturday 29 September 2012 and ending Saturday 6 July 2012 (22 June 2012 for Sinclair House). **[N.B. Arrival is a day earlier than most undergraduate halls. This is to avoid a clash with Clifton Hill House's arrival day as we will be making use of their Reception and car parking facilities.]** This includes the Christmas and Easter vacations. You do not need to vacate your room/flat in the Christmas or Easter vacations.

- **Returning to Manor Hall:** Most Bristol undergraduates in their second and subsequent years of study live in private rented accommodation. However, the University makes a limited number of places in its residences available to 'returning' students each year. Applications for these are made in the spring term. The hall especially welcomes applications from anyone interested in joining the JCR Committee or running the hall bar or hall drama.
- **Summer Vacation Letting:** the hall is normally able to offer summer vacation self catering accommodation, subject to availability. Special rates and terms and conditions apply. Details are made available in the summer term.

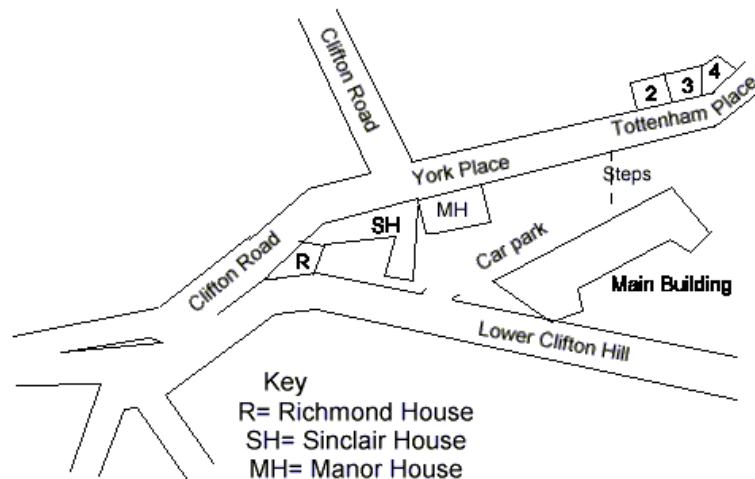
PLEASE NOTE: THE INFORMATION CONTAINED IN THIS BOOKLET WAS CORRECT AT THE TIME OF PRINTING BUT THE VERSION ON THE HALL'S WEB SITE MAY BE UPDATED DURING THE COURSE OF THE ACCOMMODATION CONTRACT. RESIDENTS WILL BE NOTIFIED OF ANY SUBSTANTIVE CHANGES.

Arriving at Manor Hall

You are expected to arrive on **Saturday 29 September 2012** between 10:00 and 16:00. See your offer of accommodation for more details of the arrangements for arrival. It is possible to arrive earlier than 29 September in certain circumstances. Please contact the Student Support Administrator for further information.

Hall Location and Site Plan

See <http://www.bris.ac.uk/manor/contact-details/how-to-find-us.html> Manor Hall's main site is located off Lower Clifton Hill, which is one-way, and entered from the top of Constitution Hill.



Manor Hall consists of the main site, which includes the main building (which is closed for refurbishment in 2012/13) and 5 adjacent annexes, (Manor House, Richmond House, 2, 3 and 4 Tottenham Place and Sinclair House), and located as shown in the plan above, and Richmond Terrace, which is located two or three minutes walk away via Clifton Road. The hall provides accommodation for 220+ students in its various buildings. (Sinclair House has 10 family and couple flats in addition to its 12 undergraduate flats.)

The closure of Manor's main building for refurbishment in 2012/13 means that Manor's residents will be looking to our neighbouring University residence, Clifton Hill House, for facilities such as the bar, Junior Common Room and library. The entrance to Clifton Hill House is located on Lower Clifton Hill opposite Richmond House and is the first building on the right as you enter the top of Lower Clifton Hill. Access to Clifton Hill House is via your UCard.

What To Bring With You

Here are some suggestions of what to bring with you.

Each student is recommended to bring a mattress cover, duvet, pillow(s), duvet covers, sheets, pillow cases (international students may purchase a bedding pack from the hall if required). Hall beds are UK standard singles measuring approximately 90cm x 190cm. You will also need to supply your own towels and clothes hangers.

You are responsible for cleaning your own study bedroom, and while some cleaning equipment is supplied by the hall (see *Cleaning*), you will need to supply items such as dusters and cleaning materials (e.g. cream cleaner) yourself.

You will need crockery, cutlery, cooking utensils and food containers for self-catering and don't forget a tea towel, washing up liquid and something to wash up with. Remember you are only cooking for one person so you do not need large quantities of cooking equipment. Keep things simple. We find large quantities of cooking equipment left unclaimed at the end of each year, some of it expensive and little used!

Storage space in the fridges and freezers in the hall kitchens is limited. Please take care not to take up more than your fair share.

What Not To Bring With You

Although most of the rooms in Manor Hall are a good size, storage space, and the number of electric sockets are limited, so try and avoid bringing too much with you. Space in kitchens is also limited so limit the amount of kitchen equipment, including electrical equipment, that you bring with you.

For reasons of safety residents are not permitted to have their own heaters or cooking equipment such as toasters, rice cookers, microwaves or kettles in their bedrooms. Any such items may be taken into storage by hall staff.

Deep fat fryers; chip pans; candles, tea lights and lanterns or similar items involving a naked flame, lit or unlit, are not permitted in the hall and will be removed if found. You must not bring any weapons, including laser pointers, or any highly inflammable or dangerous substances into your room or hall (including foam-filled furniture).

Skateboarding is not permitted in the buildings or grounds so it may be an idea to leave your board at home.

Accommodation Inventory

Your accommodation should be in good order upon your arrival and you will be asked to sign an inventory. You should check this carefully and, if there is anything missing or damaged, you should note this before signing and returning the form. Reference will be made to the inventory during the end of the accommodation contract deposit refund checks.

GENERAL INFORMATION ABOUT MANOR HALL

Absence

It is very important that we know when you are away in case there is a fire or other emergency. Let us know if you are going to be away overnight in term time by filling in an Exeat Form, available at Reception in Clifton Hill House or outside the JCR in Richmond Terrace. We will write to you towards the end of the autumn and spring terms to ask when you will be away during the vacation.

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.

Notice that access is required may be by e mail to you or to manor-residents@bristol.ac.uk or by written notice to your room, house or flat.

Please note that the hall has a contract with Southern Hygiene who visit the hall approximately every two weeks to empty sanitary bins. The hall also has a contract with Bristol City Council's Pest Control Department / Rentokil and one of their officers visits the hall monthly to look for signs of any infestation. He/she requires access to all hall kitchens. University staff or contractors will require access to all study bedrooms approximately once a month to test smoke detectors.

Accidents and Emergencies

In an emergency telephone:

University Security Services	University extension 112233 or 0117 33 11223
Fire, Police, Ambulance	999
First Aiders	As displayed
First aid Boxes are located	Reception at Clifton Hill House Accommodation Manager's Office Student Support Administrator's Office

with the Handymen Porters
with the Senior Residents

All accidents, emergencies, dangerous incidents or serious illnesses must be reported to the Student Support Administrator, Accommodation Manager or Duty Senior Resident.

In the event of an accident/dangerous incident out of staff and Duty Senior Resident hours, please contact University Security Services.

Whether or not first aid is required, all accidents and dangerous incidents in the hall's buildings and grounds must be reported to the Student Support Administrator, Accommodation Manager or Duty Senior Resident so that an accident/dangerous incident report can be made, and the cause of the accident/incident investigated.

In the event of an accident/dangerous incident out of staff and Duty Senior Resident hours please contact University Security.

Accommodation Fees

Accommodation fees may be paid in one (due by not later than **24 October 2012**) or three instalments (due by not later than **24 October 2012, 24 January 2013 and 24 April 2013** respectively) as stated on your Acceptance of Accommodation. Payment by credit or debit card (most major credit cards are accepted) or by direct debit on-line is preferred. For information on payment options and how to schedule payments in advance see:

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

You will pay with the first instalment of the fees: a damage deposit of £200; a personal possessions insurance premium of around £15; and a JCR subscription of £50.

Interest may be charged on fees not paid by the due date. If there is a delay in receiving your student loan or maintenance grant, or if you are in financial difficulty, please contact the Student Support Administrator before the due date for payment of the fees.

Bar

Manor Hall's club bar, *The Sun and Serpent*, is located in the hall's main building, which is closed for refurbishment in 2012/13. However, Manor residents will have membership of Clifton Hill House's club bar, the *Three Horses Club* instead. This is located on the lower ground floor of Clifton Hill House. Your UCard (University card) will give you access to Clifton Hill House's main entrance outside Reception hours. Take the stairs down from Reception. Please note that the bar is subject to the usual licensing laws and club rules must be strictly adhered to, including the rules relating to guests.

Bedrooms

Your study bedroom is supplied with a standard single bed with mattress (approx. 90cm x 190cm), desk, desk chair, task lighting, ResNet link point, telephone, easy chair, curtains/blind, drawers/shelving, wardrobe and waste receptacle. The hall does not supply bed linen, mattress covers, duvets or pillows. (See *What to Bring With You.*) Shared rooms contain two of most things.

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.

Study bedrooms are heated either by central heating radiator or electric heater. All rooms, with the exception of those in Richmond House and Sinclair House, have a wash basin. Richmond Terrace rooms are all en suite. The number of electric sockets in bedrooms is limited. If you use an electrical adaptor this should have a trailing lead and must not be overloaded.

Bed Linen Service for International Students

International students may purchase a bedding pack (containing a duvet, duvet cover, pillow, pillowcase and sheet) from the hall for £25. If you would like to purchase a bedding pack, these should be ordered before your arrival. Please contact the Student Support Administrator by not later than 20 September. The pack will be placed in your room for your arrival.

Bicycles – see *Transport*

Building Security

When you are not in your room, even if you are away only for a minute or two, you should lock your room door and close and secure/lock your window. This is essential if your room is on the ground or first floor. It is a good idea to draw your curtains if you are going out after dark. Some windows have been fitted with window stays which limit the amount they can open.

Unfortunately and very occasionally there are thefts from study bedrooms. These are almost always due to the doors (or windows on the lower floors) being left insecure/unlocked. Mobile phones and lap tops are particularly popular targets. Follow police advice on marking your property. It is a good idea to take back up copies of anything on your lap top or pc on a regular basis in case of loss or damage.

You should ensure that the front door to your building closes properly behind you when you enter or leave it. Do not let people you don't know follow you in. If you are suspicious of anyone alert a member of staff, the Duty Senior Resident or University Security, as appropriate.

Cars and Car Parking – see *Transport*

CCTV

CCTV is in operation in certain areas of the hall's buildings and grounds.

Cleaning

Residents are expected to maintain their accommodation, including the 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 materials and/or the imposition of charges for additional cleaning in addition to disciplinary action.

You are responsible for emptying your study bedroom's waste bin. What cannot be recycled, should be placed in the rubbish bins in the waste collection area (between Manor House and Sinclair House on the main site and in the car park to the rear of Richmond Terrace).

The hall's management will check study bedrooms for cleanliness as part of its routine health and safety checks and will charge for additional cleaning as required. Such checks will take place approximately once a term. Prior notice will be given.

Residents have access to a vacuum cleaner, broom, dustpan and brush, and mop and bucket supplied by the hall. The hall does not supply items such as dusters nor does it supply cleaning materials, such as cream cleaner.

Subject to the above, the cleaning provided in Manor Hall (excluding Sinclair House and Richmond Terrace) as a minimum in term time is:

<i>Area</i>	<i>Frequency</i>	<i>Service</i>
Halls and stairways	Weekly	Sweep and mop/vacuum floor, damp dust as required
Kitchens	2 x per week	Sweep and mop floor, wipe surfaces, clean sink(s), cooker(s) and microwave oven(s)
Baths/showers/wcs	x per week	Sweep and mop floor, clean sanitary ware, re-stock lavatory paper, damp dust as required

Study bedrooms		Residents are responsible for cleaning their own study bedrooms
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Subject to the above, the cleaning provided in Sinclair House as a minimum in term time is:

<i>Area</i>	<i>Frequency</i>	<i>Service</i>
Stairways	Weekly	Sweep
Hallways	1 x per week	Vacuum and damp dust
Kitchens	1 x per week	Sweep and mop/vacuum floor, wipe surfaces, clean sink, cooker and microwave oven.
Shower/wc	1 x per week	Sweep and mop floor, clean sanitary ware, re-stock lavatory paper, damp dust as required
Study bedrooms		Residents are responsible for cleaning their own study bedrooms

Subject to the above, the cleaning provided in Richmond Terrace as a minimum in term time is:

<i>Area</i>	<i>Frequency</i>	<i>Service</i>
Halls and stairways	Weekly	Sweep/vacuum and damp dust
Kitchens	1 x per week	Sweep and mop/vacuum floor, wipe surfaces, clean sink, cooker and microwave oven.
Study bedrooms		Residents are responsible for cleaning their own study bedrooms, including the en suite facilities

During the vacations, cleaning of the serviced areas will be as required.

In the kitchen, you are responsible for washing and putting away your own crockery, cutlery, cooking utensils and food containers, wiping down the areas that you have used, and disposing of rubbish and recycling promptly, otherwise the kitchen will become cluttered and difficult for others to use.

Please be considerate when using communal bathroom facilities and leave them as you would wish to find them.

Communications

You will be kept in touch with what is going on in the hall principally through the manor-residents@bris.ac.uk e mailing list. Your University of Bristol e mail address will automatically be added to the mailing list at the start of the

accommodation contract. Please check your University e mail account daily for information from the hall and wider University, for information about events organised by the JCR Committee, and for notices about domestic matters in the hall.

There are notice boards in the entrance hallways of the various houses and in the archway into the Sinclair House garden. Notices relevant to particular houses/flats/rooms may be displayed/delivered to individual houses/flats/rooms as necessary.

'**Report it**' slips (available at Clifton Hill House Reception and outside the JCR in Richmond Terrace) may be used to report most minor maintenance problems. For more urgent or serious problems, contact the Accommodation Manager, Duty Senior Resident or Security Services as appropriate.

If you wish to raise a pastoral or welfare issue, please approach your Senior Resident or the Student Support Administrator, or make an appointment to see the Warden through the Student Support Administrator.

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, Student Support Administrator or Warden. (Appointments to see the Warden can be made through the Student Support Administrator.) 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 Deposit

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 the house or flat. You have the right of appeal against any charge or deduction to the appropriate Residential Facilities Manager on the form available at:

<http://www.bris.ac.uk/accommodation/usefuldocs/appeals-form.doc>

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 the labour or costs involved.

Clean 1 wall	£15
Repaint 1 wall	£70
Replace 1 mattress	£80
Clean 1 carpet	£40
Replace 1 carpet	£200
Clean 1 fridge, freezer, oven or hob	£20
Clean 1 kitchen, bedroom or bathroom	£35

All charges are subject to depreciation.

You will be notified towards the end of the accommodation contract of the arrangements for the refunding of the deposit.

Drugs and Alcohol – see *The Residences Rules & Regulations*

Duty Senior Resident

In the evenings (and at weekends and on bank holidays on the main site), a Duty Senior Resident is on call. In addition to certain responsibilities for security, the Duty Senior Resident is there as a point of contact and to help with problems such as being locked out, complaints about noise, etc. and urgent maintenance issues.

The Duty Senior Resident for the main site (**mobile telephone 07748 768430**) is on duty every week day evening from 19.00, on Saturdays from 12.30, and on Sundays and bank holidays from 10.00, and remains on duty until 23.30.

The Duty Senior Resident hours for Richmond Terrace (**mobile telephone 07824 624350**) are between 20:00 and 23:30 each evening.

After 23.30, the University's Security staff are on call, telephone **0117 928 7848** (internal extension **87848**) and will deal with any lock outs, noise complaints, alarm activations, etc.

Senior Residents should not be disturbed after 23.30 (22:00 in Richmond Terrace) except in an emergency.

Electoral Registration

All students resident in University allocated accommodation, 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 into the hall 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 UK. The electricity supply in the UK is 220 – 240 v, this is different to many other countries. If you are bringing electrical items with you, check the labelling. This 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. 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, kettles 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 residents. Any such appliances may be inspected for safety by University staff and may be removed to storage if considered dangerous.

If you are unsure about the safety of any electrical appliance, please see the Handymen Porters or the Accommodation Manager.

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 its carbon impact and encourages residents to 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.

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

Fire Action

Residents must familiarise themselves with the hall's fire and safety regulations and procedures.

Please read the *Fire Action* notice in your house or flat and make sure you have familiarised yourself with fire exit routes from your room and from the communal areas of the hall, and the location of fire alarm points, fire extinguishers and fire blankets.

In the event of the fire alarm sounding you must leave the building immediately and assemble at the designated Assembly Point for the building. (See your *Fire Action* notice.) 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. Ensure that University Security Services is alerted on ext 112233 or by dialing 999.

Never assume it is a false alarm. Failure to evacuate the building when the fire alarm sounds will result in disciplinary action.

Fire Alarm Activations

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.

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. Please use kitchen extractor fans where these are provided.

If you set off the fire alarm accidentally, you must evacuate the building immediately and ensure that University Security Services is alerted.

Hall fire alarms are sounded briefly for test purposes on a weekly basis, normally on Wednesday afternoons. It is not necessary to evacuate during fire alarm testing.

Fire Safety and Fire Safety Equipment

The hall's buildings are equipped with heat and smoke alarms, and fire fighting equipment such as fire extinguishers and fire blankets. This equipment must not be tampered with. There is a smoke detector in every study bedroom – these are very sensitive and easily set off; there are fire blankets in all hall kitchens; and fire extinguishers are located nearby on corridors and stairways. There are two different types of extinguisher, pressurised water and carbon dioxide (CO₂). They are suitable for the following uses:

	Water	CO₂
Paper, wood, cloth, etc. fire	Yes	Small fires only
Petrol, oil, paint fire	No	Yes
Live electrical fire	No	Yes

If you use a fire blanket or fire extinguisher or believe one has been tampered with, please inform the Accommodation Manager **immediately**.

Under no circumstances must you attempt to cover or interfere with the smoke or heat detector, this endangers all the residents in the building. This is a disciplinary offence and the penalties are severe.

If the smoke alarm in your study bedroom goes off in error, you should inform a member of staff, the Duty Senior Resident or University Security, as appropriate, so that they can deal with the matter and deactivate the alarm if necessary.

Smoke detectors in study bedrooms will be tested approximately once a month by University staff or contractors.

Fire exit doors/routes must be kept free from obstruction at all times. Do not obstruct corridors, hallways or stairs. (Particular care should be taken in the Sinclair House flats where the alternative fire exit route is via a fire exit door from the flat kitchen or bathroom.) 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.

Fire doors serve to slow the spread of fire. Doors which are marked as fire doors should never be left propped open; this includes all kitchen doors.

You must not bring any highly inflammable or dangerous substances into the hall buildings (including foam-filled furniture). Ensure that all rubbish (especially packing material) is disposed of promptly and properly. Do not bring in any additional furniture without the permission of the hall's 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.

First Aiders and First Aid

The names of the hall's First Aiders are displayed in the hall.

First Aid boxes are held by: Reception at Clifton Hill House, the Student Support Administrator, the Handymen Porters, and by the Deputy Warden and Senior Residents.

Food Shopping

There are a number of supermarkets within easy walking distance of the hall, including Sainsburys and small Waitrose on Queen's Road, and a Tesco Express and Co-Op in Clifton village. There is a large branch of Sainsburys on Whiteladies Road.

Gardens and Grounds

The hall's gardens and grounds are maintained by the University's Grounds Services. In the case of ice or snow access will be cleared by the hall's Handymen Porters or Grounds Services staff as appropriate.

You are welcome to enjoy the gardens and grounds but please treat them with care and respect, remove all litter and keep noise levels down. Ball games, frisbee, and skateboarding are not permitted anywhere in the buildings and grounds and if found in use may be taken into storage by hall staff. Barbeques are not permitted in the grounds except with the prior permission of the Warden.

Guests and Visitors

While your accommodation contract only covers your accommodation, at the Warden's discretion, you may be permitted an occasional overnight guest, provided he/she is 16 years of age or older and provided you do not have any overnight guest to stay longer than 3 nights in any month. Residents in shared rooms should obtain the agreement of their room mate before inviting any such guests, and residents in the Sinclair House flats that of their flat mates.

Overnight guests are not permitted during the University's Christmas and Easter closures. (The dates of these will be notified to you.)

Please note overnight guests are permitted as a privilege and not as a right and, as such, any abuse (for example, failure to notify the hall of an overnight guest) may lead to a withdrawal of the privilege.

It is very important that we know who is in the residence in case there is a fire or other emergency. To register an overnight guest, complete and return an **Overnight Guest form**, available at Clifton Hill House Reception and outside the JCR in Richmond Terrace, not later than one working day before your guest's arrival. If you fail to register an overnight guest, this will result in an automatic fine of £10 per person per night.

You are responsible at all times for any overnight guests or visitors you bring into the hall and for any nuisance or damage they may cause. In the event of a fire alarm activation, you are responsible for ensuring that your guests and visitors follow the evacuation procedure and leave the building. Visitors under 16 years of age must be accompanied by an adult and supervised at all times.

The hall has a limited number of guest mattresses which residents may hire for their overnight guests. Guest mattresses may be hired from the Student

Support Administrator during office hours (9am to 4pm, Monday to Friday) at a cost of £2 per night.

Insurance

The University does not accept responsibility for residents' personal possessions. The first instalment of the accommodation fees includes a fee for block halls' personal possessions 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>

Additional cover may be purchased if required.

Junior Common Room

All residents are members of the hall's Junior Common Room or JCR. The JCR subscription (currently £50) is payable with the first instalment of your accommodation fees and helps fund a range of JCR facilities and activities throughout the year.

During the closure of the hall's main building, Manor residents will have access to the Junior Common Room (known as 'the JCR') at Clifton Hill House. Use your UCard to enter Clifton Hill House outside Reception hours. The JCR is located on the lower ground floor. Richmond Terrace also has its own small Common Room located on the ground floor, opposite the street entrance.

Manor Hall's Junior Common Room Committee is elected at the start of the summer term and Committee members will be on hand to help with the student arrival on 29 September. Elections for first year representatives on the Committee will take place early in the autumn term.

Kitchens

You will share the kitchen in your house/flat with a group of other residents. Typically kitchens are equipped with gas or electric cooker or cookers (each with four burners/hot plates, oven and a grill), a microwave oven, an electric kettle, fridges and freezers, storage cupboards, sinks, work surfaces, table(s) and chairs, recycling and waste bins, and an ironing board. Irons, toasters, etc. are not supplied.

Please be considerate when using the kitchen. Keep it clean and tidy at all times. Fridges and freezers are shared – please don't take up more than your fair share of space. Fridges and freezers are defrosted and cleaned regularly.

Notices posted on the fridges and freezers will give you ample warning of this and explain what to do.

Please do not 'borrow' other people's food or equipment without asking first. If you do borrow cooking equipment, etc. please ensure it is washed up promptly and returned in good condition to the owner.

If cooking or chatting in the kitchen late in the evening remember other people nearby may be sleeping or trying to work.

Noise, food thefts, appropriating other people's cooking equipment and failing to wash it up, and failure to clear up after cooking cause more friction in hall than anything else. Untidy kitchens cannot be cleaned properly and this can lead to poor hygiene so please tidy up after cooking and wipe down the work surfaces.

You will be notified of the day(s) on which your kitchen is due to be cleaned by hall staff. Please ensure that kitchen surfaces are clear and everything washed up and put away so that your cleaner can do her work.

Laundry

A laundry service is not provided. Residents are responsible for their own laundry.

We await final confirmation of the laundry facilities for the main site – the current laundry is located in the main building and is therefore unavailable - but it is planned to install washing machines and dryers in a number of the buildings. Richmond Terrace has a laundry room located on the ground floor just inside the entrance to flats 1-4, which is equipped with two washing machines and two dryers, costing £2 per wash and £1 per drying cycle.

Please remove your laundry from the washers/dryers promptly.

Residents should use the dryers provided to dry their laundry. Damp washing should not be placed on radiators in study bedrooms or in any of the communal areas of the hall as the radiators will not then work properly.

Library

Manor residents will have access to the Symonds Library in Clifton Hill House. This is located on the staircase to the lower ground floor from Reception. (Access to Clifton Hill House outside Reception hours is via your UCard.) Please abide by the Library's conditions of use.

Light Bulbs

Please do not attempt to change light bulbs yourself. Fill in a **'Report it'** slip (available from Reception at Clifton Hill House or outside the JCR in Richmond Terrace) and one of the Handymen Porters will attend.

Litter

Residents are responsible for ensuring that the communal areas and hall grounds are kept free of litter. We are lucky to have very attractive buildings and gardens and it would be a shame to see them littered with empty crisp packets, sweet wrappers, bottles and drink cans!

Lost Keys

Look after your keys, their loss constitutes a potential security risk for all residents. If you mislay your keys or lock them in your room, depending on the time of day, please contact Reception at Clifton Hill House, the Duty Senior Resident or University Security Services for assistance. You may be asked to show proof of identity.

If you lose your keys, please report their loss to the Accommodation Manager as soon as possible. You will normally be issued with a loan set temporarily but, if you do not find the original keys and return the loan set, you will be charged for the lost keys.

Mail and Parcels

The postal address for all residents on the main site, (i.e. excluding Richmond Terrace), irrespective of which building your room is in, is:

[Your name and room number] (for example: SH15.1 – Sinclair House
Manor Hall Flat 15, room 1)
c/o Clifton Hill House
Lower Clifton Hill
Bristol
BS8 1BX

Mail and parcels are delivered to Clifton Hill House and sorted by the Reception staff. Letters, etc. are placed in the alphabetical (by family name) pigeonholes located inside the entrance hallway to Clifton Hill House by the doors to the dining-room. Please collect your mail regularly. Tampering with mail is a disciplinary offence.

Parcels, recorded delivery letters and items of mail such as cheque books are held at Reception for collection during Reception hours. The names of residents with items of post awaiting collection will be displayed at Reception.

Please check this regularly. You will be asked to show proof of identity when you collect your parcels, etc.

The postal address for residents in Richmond Terrace is:

[Your name and room number]
33-35 Richmond Terrace
Clifton
Bristol
BS8 1AD

Mail for Richmond Terrace residents is distributed to the mail boxes next to the house's main entrance. Please collect your mail regularly. Tampering with mail is a disciplinary offence. The letter box at Richmond Terrace is relatively small. You may like to arrange for parcels and other large items to be delivered to Clifton Hill House – in this case please use the main site address as above.

When you leave hall at the end of the accommodation contract, do make sure that you update your bank, internet shopping postal addresses, etc. and friends and family with your new address. You may leave a forwarding address in the **Post Redirection Book**, which is kept at Reception in Clifton Hill House and we will forward your mail for a limited period if possible. (Please note, however, that mail cannot be forwarded to overseas addresses.) Where no forwarding address is left at the end of the accommodation contract, mail will be returned to the 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 Student Support Administrator's office and full details are available at <http://www.bristol.ac.uk/accommodation/uuk/>

The Warden is responsible for resident welfare and discipline, and chairs Manor Hall's Hall Advisory Committee. He is assisted in pastoral and other matters by the Deputy Wardens and Senior Residents, who make up the Senior Common Room. The Student Support Administrator is responsible for student support and administration and also provides administrative support to the Warden. The Accommodation Manager is responsible for the domestic running of the hall. An elected committee of residents, the Junior Common Room Committee, represents residents' interests and organises a variety of social events and activities in the hall.

Medical Care

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

The Students' Health Service is based in Hampton House Health Centre, St. Michael's Hill, Cotham, Bristol, BS6 6AU, telephone 0117 330 2720 (or 0117 330 2721 for emergencies, home visit enquiries and out of hours information).

The NHS Direct telephone service can provide 24-hour medical advice on 0845 4647.

If you are unwell and unable to attend classes or lectures it is important that you let your department know. Your department will confirm how you should go about this.

Please also let your hall Senior Resident or the Student Support Administrator know if you are unwell. If you need to be visited by a doctor, please telephone the Students' Health Service or your GP direct and inform the Student Support Administrator or the Duty Senior Resident.

Music Room

The Symonds Music Room in Clifton Hill House has a baby grand piano and is the designated area for music practice. Music practice is between 08:00 and 21:00. On occasions the room will be used for functions and will not be available for music practice. Music room bookings may be made at Clifton Hill House Reception.

Noise

Please show consideration for other trying to work or sleep at all times. The hall's quiet hours are 23:00 to 08:00. No noise should be audible outside your room between these times. Loud music or excessive noise is not acceptable at any time. When using the communal facilities in your house/flat or going out or returning after 23:00, you must take particular care not to disturb other residents.

Please do not slam doors or windows, shout in or outside the buildings or in the gardens and grounds, and shut the windows and door to your room if you are playing music or even talking in a group.

The hall is located in a residential area. When going out or returning to the hall, especially late at night, please remember to be a good neighbour and keep the level of noise down.

Please accept that you are not the best judge of how much noise you are making, and if asked, by the Duty Senior Resident or University Security personnel for example, be considerate, and reduce the level of noise.

If you are disturbed by noise, please contact the Duty Senior Resident, University Security Services, your Senior Resident, or the Student Support Administrator. Do not feel you have to tolerate noise. If you are affected others are also likely to be.

Parties and Large Social Gatherings

The hall's houses and flats are not suitable for parties or other large social gatherings and these are not permitted. The Warden may give permission for a sit-down meal for seven or more people in a kitchen. Application should be made at least seven days in advance of the proposed event.

If you would like to hire a room in Clifton Hill House for a party or gathering, please contact the Student Support Administrator in the first instance.

Personal Problems – See *Welfare: Advice, Help and Support*

Personal Safety

University Security Services staff and police give a talk on personal safety at the beginning of the autumn term. If you are out late at night, take sensible precautions: try to avoid using cash machines or walking home alone; find out about the late night bus services in advance or arrange with friends to share a taxi. You are recommended to obtain a personal alarm. These are generally available from University Security Services free of charge.

Pets

Residents may not keep pets in hall accommodation because of possible damage to the accommodation and possible nuisance to other residents.

Repairs

Décor and furnishings will be maintained in good order in accordance with the relevant regulations, with regular checks made for defects. Any faults, breakages, or items of hall furniture or equipment requiring repair or replacement, should be reported by completing a '**Report it**' slip available at Reception at Clifton Hill House or outside the JCR at Richmond Terrace. In an emergency, contact a member of staff, the Duty Senior Resident or University Security depending on the time of day.

Repairs are managed and carried out by the University's Estates Operations 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>

They aim to respond to repair requests to a timetable:

<i>Type of Work</i>	<i>Target Response Time</i>
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 within 5 working days
Routine, for example repair to non essential furniture or kitchen equipment	A specific date will be agreed usually within 5 weeks

ResNet and Freewire

The University's ResNet service provides access to the University's computer network and internet to residents living in University accommodation.

See <http://www.bristol.ac.uk/is/computing/advice/homeusers/resnet/>

It is also possible to view television programmes and make and receive telephone calls via your ResNet connection. For further information, please see the following web page:

<http://www.bristol.ac.uk/is/computing/advice/homeusers/resnet/using/freewire/>

Room Inspections

Health and safety inspections of all areas of the hall, including study bedrooms, take place approximately once per term. Residents are given prior notice of these checks.

The purpose of these checks is to identify anything which is potentially a danger either to you, to a visitor to your room or to your fellow residents, for example:

- trailing electrical cables (trip hazard)
- blocked fire exits (breach of fire safety regulations)
- candles (fire hazard)
- unauthorised furniture (potential breach of fire safety regulations)

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:

- Paper
- Cardboard
- Glass jars and bottles
- Tins and cans
- Plastics
- Food waste
- Clothes, shoes, bric-a-brac, etc.
- Batteries and toner cartridges

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

All residents have a waste bin in their study bedroom and kitchens are equipped with general waste and a number of different recycling bins, including a brown waste food caddy. Waste bin and caddy liners are supplied by the hall. (Only food waste should be placed in the waste food caddy. Any non-food items such as plastic bags will result in the food waste being rejected and going to landfill.)

Residents are responsible for taking out all rubbish and recycling materials from their house/flat to the waste collection area. On the main site, this is located between Manor House and Sinclair House, and at Richmond Terrace in the car park to the rear of the building. There are battery and toner cartridge recycling bins at Reception at Clifton Hill House.

Security Services

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. They check that the buildings are secure, deal with lock outs, etc. out of staff and Duty Senior Resident hours, and may ask you to make less noise if you are disturbing other residents or neighbours.

To contact them or report anything suspicious telephone the 24-hour Security Control Room, telephone **0117 928 7848** (internal ext. **87848**) or, in an emergency, **0117 33 11223** (internal ext. **112233**).

Shared Rooms

Manor Hall has a limited number of shared rooms and these can be a very economical option. If you are allocated a place in a shared room, please try and get to know your room mate and respect his/her space and possessions. Talk about how to organise things in a way that will suit both of you.

If your room mate moves out of the room during the accommodation contract and a suitable replacement cannot be found, you may be offered the opportunity to occupy the room on a single rate basis for the remainder of the accommodation contract.

Smoking – see *The Residences Rules & Regulations*

Sports Facilities

There are opportunities to play a wide range of sports at all levels in the University. Depending on the demand from residents, Manor Hall usually has a football team and sometimes rugby and netball teams which play both friendly matches and competitively within the University.

There is a squash court reserved for residents of Manor Hall, and one unreserved court, in the grounds of Clifton Hill House. Please observe the regulations for use. Bookings can be made at the Reception at Clifton Hill House. Your room keys will be held in exchange for the court keys.

There are two hard tennis courts nearby in Goldney Hall's grounds, the one nearer the road is reserved for residents of Manor Hall, (the other is for Goldney residents). Court bookings can be made at Clifton Hill House Reception. Please observe the regulations for use posted on the court gate.

Storage

Manor 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, however Manor Hall does not have any specially adapted rooms at present. If you have a special requirement because of your health or disability please let the hall's 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 your Senior Resident.

Telephone Service

There is a telephone in each study bedroom (and two in shared rooms). Your telephone should be marked with your telephone number. (Contact the Student Support Administrator if you are unsure about your telephone number.)

Internal calls within the University are free of charge. Outgoing external calls are by means of a **Trust Phonecard**. These cards can be loaded with a cash value from most debit and credit cards. More information and tariff details are available at <http://www.trustphonecard.co.uk/home.html>. Pre-paid phone cards may also be purchased from the Student Support Administrator.

Incoming external calls to study bedrooms are charged to the caller at the standard national rate charged by that caller's telephone call carrying company.

If your phone is faulty, please complete a '**Report it**' slip (available from Reception in Clifton Hill House or outside the JCR in Richmond Terrace) in the first instance and we will check the phone connection and handset. If the hall cannot resolve the fault, you should then report it to Telephone Services using the [fault report form](#).

Television Licence

You must also have a television licence to watch television via your lap top, pc, or smart phone including via Freewire: <http://www.bristol.ac.uk/it-services/advice/homeusers/resnet/using/freewire/>

Please note that the hall's study bedrooms do not have television aerial sockets.

Transferring to another Residence or Room

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 Manor Hall should contact the 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

Bristol is a very congested city. 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 not bring a car to Bristol and the University will take all legal measures to deter them. Any student who causes a nuisance or disturbance to the local community in using a car may be subject to disciplinary action under part 3 of the Student Rules and Regulations.

Students with a special need for a vehicle may apply to their residence for a parking permit, however parking is limited and student permits will be issued on a 'need' basis only.

- **Car and Motor Cycle Parking at Manor Hall**

We regret that, as a result of the closure of the main building for refurbishment, we are unable to offer any on-site student parking in 2012/13. There are no student parking spaces at Richmond Terrace.

- **University Bus Service**

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>

- **Bicycles and Bicycle Sheds**

Manor Hall's main bike shed will be closed during 2012/13 and on-site bike storage facilities on the main site will be very limited. If you wish to bring a bicycle with you to the hall, please contact the Student Support Administrator to check that we are able to offer you a bicycle storage space. You should not bring a bicycle to Manor Hall unless you have been allocated a bicycle storage space.

Sheffield bicycle stands are provided in covered alcoves along Richmond Terrace's entrance walkway.

Bicycles must not be brought into the buildings as this contravenes fire regulations. Any bicycle found in the buildings, including in bedrooms, will be removed. Bicycles left outside the buildings other than in designated bike storage areas are liable to be removed.

Please note that we cannot accept liability for damage or theft of bicycles while on hall premises. The problem of bicycle theft is acute and you should ensure you have adequate insurance in place – cover for bicycles is not included under the standard student personal possessions insurance policy although it is possible to purchase an extension of this cover for your bicycle - and follow police recommendations for security marking your bicycle. You are advised to invest in a good quality bicycle lock.

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>

Welfare: Advice, Help and Support

- The **Student Services website** provides links to a variety of Student Support Services offered by the University. See: <http://www.bris.ac.uk/studenthelp/>
- These include the **Student Counselling Service**, based at Hampton House, St. Michael's Hill: www.bristol.ac.uk/student-counselling/
- and the **Careers Advisory Service**, Tyndall Avenue, which provides careers advice, guidance and skills training, and coordinates information on job opportunities, both permanent and temporary, within the University and outside it. For more information see: <http://www.bristol.ac.uk/careers/>

It is never too early to start thinking about improving your skill set or working on your c.v. The Careers Advisory Service is there to help you.

- For information about accommodation options in Bristol and general help with housing related problems see the **Accommodation Office** web site: <http://www.bris.ac.uk/accommodation/>
- The **Students' Union's Just Ask** service provides free, impartial and confidential advice: <http://www.ubu.org.uk/justask/>
- The **Student Funding Office** in Senate House deals with Access to Learning Fund applications, scholarships, bursaries and awards, emergency loans, and related student financial matters, including general advice on budgeting. For more information see: <http://www.bristol.ac.uk/studentfunding/>

If you are worried about something, whether or not it is connected with your academic work, the best thing is to discuss it with someone. This could be a friend, or you may like to talk confidentially to your hall Senior Resident, the Student Support Administrator, the Warden or with your academic tutor. They will all be happy to listen and to try to help.

Other useful telephone numbers:

Duty Senior Resident (main site)	07748 768430 (mobile)
Duty Senior Resident (Richmond Terrace)	07824 624350 (mobile)
Health & Safety Office	0117 928 8780 (ext. 88780)
Police (General)	0845 456 7000

THE RESIDENCES RULES & REGULATIONS

University rules and regulations

Your rights and responsibilities as a tenant of the University are defined by the University of Bristol Residence Conditions 2012/13 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.

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 in full at <http://www.bris.ac.uk/secretary/studentrulesregs/>

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**

Candles

Candles, tea lights, lanterns or any similar item involving a naked flame are strictly prohibited in all residences and may be confiscated by any member of staff.

Cars

Students must not bring cars onto University property without a parking permit apart from on arrival or departure days. Bristol is a highly congested city and excessive car usage causes huge damage to the environment. Local transport is good and you have access to a free bus pass therefore it should not be necessary to bring a car. The University will take all legal measures available to it to prevent students bringing cars to Bristol.

In particular students parking within University property or close to the residences without permits or in such a manner as to cause a nuisance or disturbance to other residents or to our neighbours, for example by restricting access, will be subject to disciplinary action.

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 deliberately or negligently 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.

Fly posting or displaying promotional material without permission from the Warden 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.

Please note that it is our policy that residents should not drink alcohol in their rooms, or in accommodation areas of the hall such as kitchens, during the first two weeks of the accommodation contract.

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).

Emergency Room Sharing

In an emergency, which will include the need to house students who are temporarily without accommodation, any student may be required to share their room.

Fire Safety

Fire Safety is our priority and the University will treat any action that endangers our residents with the utmost severity:

- Malicious false fire 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.
- 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. Under no circumstances must you attempt to cover or interfere with the smoke or heat detector, this endangers all the residents in the building.
- Where a fire or fire alarm results from students' reckless or careless behaviour, for example leaving cooking unattended, fines will be imposed under the disciplinary regulations.
- Any student who fails to evacuate a building when required to do so will be subject to a disciplinary penalty.

- 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.
- Students who endanger other students or damage fire-fighting equipment will be referred to the Police.

In addition any student found guilty of contravening any of these provision may be required to attend a fire safety awareness course at their own expense and may be served notice to leave their accommodation.

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.

Meal Cards (Catered Halls Only)

Meal cards are for use by the student named on the card exclusively. Any student who lends his or her meal card or misuses it in any other way will face disciplinary action and may be charged for any meals consumed as a result of the misuse.

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 or any other common space. 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.

[Smokers should stand well away from doors and windows when smoking outside hall buildings.]

Disciplinary Action

The Warden is authorised by the University Council to impose a penalty for any breach of the Local Rules. Any student in breach of the Rules 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;

- A requirement to attend a specified course or programme and to pay the reasonable cost as determined at the relevant time by the University;
- 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 University of Bristol Residence Conditions 2012/13 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

WHO'S WHO IN MANOR HALL

The Warden is responsible for student welfare and discipline in the hall. He is assisted in pastoral and other matters by the Deputy Wardens and Senior Residents, who make up the Senior Common Room. The Student Support Administrator is responsible for student support and administration and also provides administrative support to the Warden. The Accommodation Manager is responsible for the domestic running of the hall. An elected committee of residents, the Junior Common Room Committee, represents residents' interests and organises a variety of social events and activities in the hall.

The Warden

The Warden is based at Goldney Hall during the main building refurbishment. Appointments to see him can be made through the Student Support Administrator.

Senior Residents

The hall's Senior Residents (many of whom are postgraduate students of the University) and Deputy Wardens each take pastoral responsibility for a group of hall residents. Your Senior Resident will introduce him/herself to you soon after your arrival and can be approached confidentially for help and advice.

In addition the Senior Residents contribute to the smooth running of the hall by dealing with issues such as noise or untidy kitchens.

Hall Senior Residents 2012/13

Name	E mail	Residence	Senior Resident to
Deputy Wardens:			
Mr Rupert Madden-Abbott BA (Bristol)	rm7088@bris.ac.uk	Sinclair House, Flat 4	Sinclair House, Flats 17-22
Ms Lisa Collins BA MA (Belfast)	lc0320@bris.ac.uk	Richmond Terrace, Flat 7	Richmond Terrace flats 1-6 and 10
Senior Residents:			
Mr Samirkumar Amin BSc (London)	sa7187@bris.ac.uk	Richmond House Room 9	Richmond House
Mr Andrew Franks MEng (Bristol)	af6536@bris.ac.uk	3 Tottenham Place, Room 4	3 Tottenham Place
Mr Ryan Lethem LLB (Leeds)	rl1595@bris.ac.uk	2 Tottenham Place, Room 4	2 Tottenham Place
Mr William McCready BA (Sussex) MA (Bristol)	wm8196@bris.ac.uk	Richmond Terrace, Flat 9c	Richmond Terrace flats 9 and 11-16
Miss Molly Niu BA (Hunan) MA (Sydney)	drxmn@bris.ac.uk	Manor House, Room 9	Manor House and Sinclair flats 14-16
Miss Mina Skelly	ms9931.2009@my.bristol	Manor House,	Manor House and

BSc (Bristol)	.ac.uk	Room 18	Sinclair flats 11-13
Mr Grant Wray	gw0667.2010@my.bristol.ac.uk	4 Tottenham Place, Room 6	4 Tottenham Place
Miss Ning Zhang BSc MEng (Fudan)	eexnz@bris.ac.uk	Richmond Terrace, Flat 8	Richmond Terrace flats 17-21

Staff

The **Student Support Administrator** is based in Clifton Hill House. Her office is 2nd door on the left in the corridor off Reception.

The **Accommodation Manager** is assisted by the hall's team of domestic assistants and is based in an office at Goldney Hall.

Two **Handymen Porters** are based in a basement room in Sinclair House. They are the members of staff you will probably see most often during your time in hall as their duties regularly take them into all the hall's buildings, including Richmond Terrace. They are very approachable and are always pleased to help if they can. They will deal with minor maintenance repairs and problems and lock outs.

A Handyman Porter is normally on duty between 07.00 and 19.30, Monday to Friday, and 07.00 to 12.30 on Saturdays.

Junior Common Room Committee (JCR Committee)

All the hall's residents, with the exception of the members of the Senior Common Room (SCR), are members of the Junior Common Room (or JCR) and pay the JCR subscription.

The JCR Committee is elected at the beginning of each summer term. The current Committee members are:

Role	Name	e-mail
President	Howard Chan	hc1355@bristol.ac.uk
Vice-President	Emily Bullman	eb1512@bristol.ac.uk
Secretary	Richard Buxton	rb0816@bristol.ac.uk
Treasurer	Danny Dixon	dd1214@bristol.ac.uk
International Reps	Charlene Jiang	yj1478@bristol.ac.uk
	Dominic Tan	kt1271@bristol.ac.uk
Ents Reps	Arti Vaghela	av1600@bristol.ac.uk
	Kees Wanders	kw1826@bristol.ac.uk
	Tom Cross	tc1890@bristol.ac.uk
	Lawrence Schofield	ls1517@bristol.ac.uk
Archivists	Sami Thompson	st0909@bristol.ac.uk
	Caitlin Edgell	ce1215@bristol.ac.uk

Sports Reps	Jeffrey Kwan Hannah Walker	hk1851@bristol.ac.uk hw1773@bristol.ac.uk
Tech Reps	Hristo Dimitrov Barney Wakeford	hd0891@bristol.ac.uk bw8376@bristol.ac.uk
Non Portfolio	Tom Belcher Stephen Pollard	tb0862@bristol.ac.uk sp1304@bristol.ac.uk

Elections for First Year Representatives take place in the middle of the autumn term.

The JCR Committee represents residents in hall affairs and organises a variety of social events through the year, including 'formals' (a dinner, followed by entertainments), a popular hall tradition. The Committee welcomes new residents at the start of the autumn term and organises a programme of fresher events. The Committee is always pleased to receive suggestions, ideas and offers of help.

HALL COMMITTEES AND SOCIETIES

Charity Committee and Hall Charities

The hall's Charity Committee raises funds for charities, (including for two charities with which the hall has had a long association – see below), and promotes charitable causes.

Membership of the Committee is open to interested residents. For further information, please contact the Student Support Administrator.

- **Dr Graham's Homes, Kalimpong, India**

The hall has had a connection with Dr Graham's Homes since the 1930s, when one of its first residents went to teach there. Dr Graham's Homes was founded in 1900 by a Church of Scotland minister who was appalled at the plight of Anglo-Indian children. His aim was to give them a home, health, security, and an education, which they could take back to their communities, spreading their knowledge and training. Today, some 400 children, mostly from the poverty-stricken streets of Calcutta, are cared for within a community which still maintains the traditions of its founder:

<http://www.drgrahamshomes.co.uk/>

- **The Heswall Disabled Children's Holiday Fund**

Amongst the activities organised by this charity is an annual residential summer camp for mentally and physically disabled children, which has taken place in the Wirral for one week each August since 1962. The week provides much-needed respite for hard-pressed parents and carers and a holiday for the boys, most of whom come from the Midlands and the North-West.

The camp is run by a number of volunteers or 'helpers'. The work is demanding, but rewarding. Manor Hall residents have been actively involved in the camp as helpers since 1985 and generally a third or more of the volunteers at the camp each year are past or present hall residents. The Camp's patron is Sir Bert Massie, CBE, LLD, former Chairman of the Disability Rights' Commission and an honorary graduate of the University.

If you wish to know more, or would be interested in helping, please contact the Warden. See: <http://www.hdchf.org.uk/>

Hall Advisory Committee

The Committee meets once a term to advise the Warden on the running of the hall. The current members are: Mr P J L Allen (Chairman), formerly Regional Director of the British Council; Emeritus Professor C S Fenton of the Department of Sociology; Mr M T Richardson, the University's Special Collections' Librarian; Mrs L E Brown; Mr R Adams; Dr G B Gray; Dr P A

Warr; the Deputy Wardens; the Student Support Administrator; and the President and other representatives of the JCR Committee.

Junior Common Room Committee – see *Who's Who in Manor Hall*

'MAD' – Manor Hall's Music & Drama Society

Whatever your interests music and drama in Manor Hall caters for all. Residents have been strutting the hall's stage since 1933.

Getting involved in a hall production is a great way of getting to know people and having fun. There is something for everyone, whether you are an actor, a musician, technical, want to try your hand at producing, or slap paint on to canvas and play around with wood! Last year's productions were *And Then There Were None* by Agatha Christie and *Road* by Jim Cartwright.

With the closure of the main building for refurbishment, we have lost our usual theatre and rehearsal room but we hope to be able to use alternative facilities at Clifton Hill House to continue our tradition of hall productions. Watch this space!

Manor Hall Association

The Manor Hall Association is an alumni organisation which works to keep old Manor Hall residents in touch, both with one another and the hall. Its activities include publishing an annual yearbook and organising regular reunion events.

The Association has a long history and was first founded in 1925 to serve one of the student hostels which Manor Hall was built to replace. It has recently been re-launched with the intention of widening its appeal to more to recent hall alumni. By working with the hall's Junior and Senior Common Rooms, the Association hopes to play an integral role in the community life of the hall.

Current members represent alumni from many decades of the hall's history and we hope that, with your support, it will go from strength to strength and continue its traditions long into the future.

Membership fees are paid triennially and cover all administrative costs associated with membership. For more information contact Senior Resident, Andrew Franks: af6536@bris.ac.uk

Manor Hall Christian Union

The hall's Christian Union (CU) leaders will be organising events and activities in Freshers' Week and throughout the year to help you settle into hall as quickly as possible and to make you feel welcome. Hall CU meets up one

evening each week for an hour or so. They can help you find a local Church that you feel comfortable with if you would like their help.

HISTORY, AND THE HALL CREST AND TIE

Manor Hall consists of the main building and seven annexes, Manor House, Richmond House, 2, 3 and 4 Tottenham Place, Sinclair House, and, a few minutes walk away, Richmond Terrace. The main building was erected between 1927 and 1932 as a women's hall of residence, partly through the generosity of the late Alderman Henry Herbert Wills, and was designed by Sir George Oatley (1863-1950), a leading neo-classical architect. When the hall opened in 1932 a number of smaller residences for women, (Belgrave House, Elton House, Heathside and Royal Park), were closed, and their residents moved to the new building. The first warden, Mrs Arthur R Skemp, the former Warden of Belgrave House, was the widow of the Professor of English killed during the Great War. The gardens were laid out by Dr Hiatt Cowells Baker in 1934 and are occasionally opened to the public.

Manor House came to the University in 1919 through the generosity of Sir George Wills (1st Bart.), and was furnished partly from funds raised by concerts given by the famous Bristol contralto, Dame Clara Butt. The building was erected close to the site of the medieval manor house, burned by Prince Rupert's men in 1643 during the siege of Bristol. Purchased by the Society of Merchant Venturers in the late 17th century the site remained ruinous for many years. In 1701 a lease for five lives was granted to Whitchurch Phippen "of the site or ruins of the Great House at Clifton heretofore burnt down, and since called the Old Castle, late in the holding of Mary Hodges". The new manor house was built in the early 18th century and extensively altered and extended in the mid-18th and 19th centuries. In the 19th century it was successively the home of the notable scientists Dr William Budd, FRS, who discovered the origins of typhoid, and Professor John Beddoes, FRS, the social anthropologist who wrote *The Races of Man*. In the 1890s the house became a school preparing young gentlemen for colonial civil service examinations and for the army and navy. The school closed in 1915, and the house became the home of The Red Maids' School, evacuated from Westbury while their buildings were used as a Red Cross Hospital during the Great War.

Richmond House is one of the oldest houses in Clifton, built between 1701-1703 on the site of the medieval manor house burned during the Civil War, which had once been the home of Richard ap Merrick. He sponsored the explorer, John Cabot, who sailed from Bristol in 1497 and discovered Newfoundland, and is now believed to have given his patronymic to name the continent of America. The house has a fine staircase, and a partly panelled room. In the 1790s the house was used as a boarding school for young gentlemen run by a Mr William Sewell, and in the early 1840s Mr and Mrs J K Bragge also ran a boys' boarding school here. Mr Bragge was one of the honorary secretaries of the Merchant Seamen's Bible Society for the Port of Bristol, formed "to promote the religious and moral improvement of our seamen". From the 1860s until the 1940s the house was the home of the

Revd Mr Smith and his large family of maiden daughters, one of whom became one of the first women on the city council (1920) and one of the first female JPs. A noted horsewoman, the site of her stables is now occupied (in part) by Sinclair House.

2, 3 and 4 Tottenham Place were built on Honeypen Hill in the 1830s as private residences, overlooking a former quarry and the overflow to Old Clifton Churchyard. The latter is known as the Strangers' Burying Ground from the number of people who travelled to Clifton and Hotwells for their health in the late 18th and early 19th centuries and died while taking the waters. It was disused after 1875 and, until recently, was the home of a family of urban foxes. The houses were named after a local resident, Ponsonby Tottenham, a relative of the then Marquess of Ely. The houses came into the University's possession in the 1940s and 1950s.

Sinclair House was built partly on the site of Holland Cottage, destroyed during the German air raids of November 1940. Opened in 1978, the house is named after the Rt. Hon. The Lady Sinclair of Cleve, who was involved in the affairs of the University for many years and served on the hall committee of Manor Hall until her death. The house consists of twelve flats for five students each, and ten ground floor flats for overseas postgraduates and their families. The British Council contributed to the project on the understanding that preference would be given to students from the Commonwealth, or to those on British Council Scholarships. Mr P J L Allen, MA, the former Regional Director of the British Council and the current Chairman of the Manor Hall Committee, oversaw the construction of Sinclair House.

Richmond Terrace

Richmond Terrace was a hotel prior to becoming a University residence. In 2006/7 the property underwent a huge refurbishment and now provides self-catered en suite accommodation for 92 students.

The Manor Hall Drama Society

The Manor Hall Drama Society was formed in October 1933. Its first production was a nativity play, *The Child in Flanders*, by Cicely Hamilton, which was performed on 8th December 1933. *Nine 'till Six*, by Aimée and Philip Stuart, 1934, called for an all female cast, but the plays in 1936 and 1938 included male roles and it became customary for these to be played by male students from Wills Hall, later from Churchill, and later still from Hiatt Baker Hall. Thereafter, with the exception of the sessions 1938/39, 1953/54 and the war years, at least one play was produced every year until March 1972.

Drama in the war years was difficult. The student residents were often without electric light or cooking facilities. One night seventeen bombs fell on the hall and garden, setting light to the west wing roof and causing a fire in the east

wing. Bridie's *Tobias and the Angel*, intended for performance in December 1940, had to be postponed until May 1941. Rehearsals for a second production of *Nine 'till Six* began in October 1944. The Victoria Rooms were the venue for all hall plays from 1945 until the Winston Theatre became available in the late 1960s.

The Society's last production in 1972 occurred at a time when interest in hall societies had diminished as other forms of entertainment became available in the Students' Union. Many people felt that the need for hall drama had come to an end, although, in 1978, Frances Agnew revived drama during her time as JCR President when *Trial by Jury* was performed in the JCR of Wills Hall. The present warden of Manor Hall took the part of the Judge, and the gentlemen of Wills sang the male parts. (Manor Hall remained a women only hall until 1978, and Wills Hall did not become mixed until 1985.)

In 1992/93, the 60th anniversary of the founding of the hall, a group of residents reformed the society. A grant and a loan of £200 each from the Alumni Foundation financed *The Shoemaker's Wonderful Wife* by Lorca. Later in the year the society branched out into light opera with a production of Burnand and Sullivan's *Cox and Box* and *Trial by Jury* by Gilbert and Sullivan. Thereafter at least one musical or play has been performed in each academic year.

In late 2000, a generous grant of £3,000 and a further loan of £3,000 from the Alumni Foundation financed the purchase of technical equipment to improve the quality of hall productions. Today, more than three quarters of a century after the initial founding of the society, productions continue to be put on within the hall by the residents for the enjoyment of members of the University, just as its founders intended that it should.

The Hall Crest

The hall crest, which is shown on the title page of the handbook, is divided into two halves. The upper half is described heraldically as "gules, a sun in splendour, or", a golden sun on a red background. The late Sir John Wills, Bart. of Langford Court, Somerset, grandson of the Sir George Wills who purchased Manor House for the University, kindly gave his permission for this motif to be taken from his family's coat of arms and used as part of the badge of the hall. (The University also took the "sun in splendour" from the coat of arms of the Wills family when it was granted its coat of arms in 1909.)

The lower half is a serpent, "nowed" or coiled. This is a grass snake, and comes from the crest of the Wolstenholme family of Neston, Co. Chester, and Liverpool. The serpent is traditionally a symbol of education, wisdom, healing and learning. The hall motto comes from Matthew X, 16 (in the Vulgate version of St. Jerome), "Estote ergo prudentes sicut serpentes, et simplices sicut columbae", (be as wise as serpents and as innocent as doves).

The Hall Tie

The hall tie has the golden sun of the Wills family placed on a red background. The red is the shade known as Bristol or "Bristowe" red, chosen by the founders of the University for the hoods of all Bristol graduates. "Bristowe Red" is supposed to recall the famous dye used in Mediaeval Bristol, but in fact Sir Isambard Owen, the Vice Chancellor from 1909 to 1921, took the shade from a band of limestone in the Avon Gorge. The Nonesuch or Flower of Bristowe (*lychnis chalcedonica*) is reputed to have been introduced to Bristol by the Crusaders. Its colour is to be found in the University's coat of arms and is lighter in colour than the red of the hall tie.

Hall ties may be purchased from the Student Support Administrator.

FIRE ACTION

ANY PERSON DISCOVERING A FIRE:

1. Sound the alarm.
2. Dial 112233 (0117 33 112233) to call the Fire Brigade.

Location: State name of building or annexe at

Manor Hall, Lower Clifton Hill, Bristol

or

33-35 Richmond Terrace, Clifton, Bristol

3. Leave the building via the nearest exit.
4. Use extinguisher to aid escape.

ON HEARING THE FIRE ALARM:

5. Leave the building.
6. Close all doors behind you.
7. Report to the Assembly Point.

Do Not Take Risks. Do Not Use The Lift. Do Not Return To The Building For Any Reason Until Authorised To Do So.

* * * * *

Assembly points:

Manor House	on the grass below Manor House's terrace
Richmond House	in Sinclair House garden
Sinclair House	in Sinclair House garden
Tottenham Place	on the pavement opposite Tottenham Place
Richmond Terrace	Hanover Lane – across the road from the main entrance, to the left
Clifton Hill House	when using the communal facilities at Clifton Hill House, the floodlit area in Fry Garden