



PLUMPTON COLLEGE

RESIDENTIAL WELCOME HANDBOOK 2017/18

THIS HANDBOOK BELONGS TO

NAME

COURSE





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WELCOME

Welcome to Plumpton College Residency. Whether you are a new resident or a returning student, please take 10 minutes to read through the enclosed information, so that our expectations of you this year do not come as a surprise. The 'Terms and Conditions of Residency' are also important and form the basis of our agreement with you.

Student Services is manned 24 hours a day. If you need to speak to someone in person, please visit between 8:30am- 10:00pm. Outside of these times, a member of the team will be available but you may need to reach them through the intercom facility.

Contact for Student Services:

Telephone number: [01273 892085](tel:01273892085)

E-mail: studentservices@plumpton.ac.uk



Hopefully you like your new room and you are settling in well. Please find some key points below about your room:

- A copy of the inventory for your room will be given to you when you move in. If you notice anything in the room which doesn't appear on the inventory you must inform student services by email.
- Please don't put anything on the walls other than on the pin boards provided.
- Please do not change rooms with others. Room changes must be requested through the Residential Coordinator.
- Each student is individually responsible for their room. Your room will be cleaned once a week and your bin will be emptied on weekdays. Your room should be kept tidy. The college reserves the right to enter the room at any time for room checking and maintenance issues.
- Please look after your keys. They are security coded and are expensive for us to replace. If you lose a key we can either give you a replacement or change the lock for you. A replacement key costs £20 and a replacement lock £50. To guarantee security we would recommend that locks are changed, however, the duty warden will ask you to state which action you wish to take should you lose a key.
- Please do not dismantle the door closer device fitted to your bedroom door. Doors are to stop fires from spreading and it is a legal requirement to keep them closed. You will face disciplinary action if you tamper with the door closer device.
- It's important that you carry your residential I.D card with you at all times. You will need this to get in and out of the hostels and in the dining room to claim your meals. If you lose your card please tell us. Replacement cards are charged at £5 each. Your residential I.D card is only to be used by yourself. This is to ensure your safety and the safety of other residing at the college. If we find that you have shared your card with others you may face disciplinary actions.
- If you have any maintenance problems please email Student Services: studentservices@plumpton.ac.uk

All property brought onto the college sites remains entirely at the owner's risk. We strongly advise that you get personal contents insurance for the belongings that you keep in your room and that you ensure that your doors and windows are kept locked when you are not in your room.

The hostel corridor doors are protected at all times with the card lock system to prevent unauthorised intruders into the residential areas.

Your electrical equipment must be tested by a qualified electrician, and proof of this test must be supplied to Student Services. Equipment which has not been tested cannot be used on college property. Where students are found with untested equipment it will be confiscated until a test can be arranged.

At the beginning of term there will be an electrician on site who will visit each room and test any item that does not have a valid test sticker on it. Items that fail the test will be removed and stored in Student Services. A charge of £2 is made for each item tested.



We check on your well-being daily. If you do not attend your first lecture/ practical of the day, student services will be informed by your tutor as a concern for your whereabouts.

If you are ill you should report to the Student Services Office. This should be at 8.30am if you think that you are too sick to attend your classes. Please note that students on routines are expected to inform the yard/farm at the start of routines if they are sick. The yard/farm manager may then excuse you from the routines at their discretion.

Repeated failure to attend your scheduled routines and classes will result in you attending a review meeting with a member of Student Services to discuss whether you are using your residential place to its best academic advantage, or whether it would be better utilised by someone else instead.

If you are not attending your lesson for any reason you must inform the attendance hotline via phone call, text or email. Please note that by notifying Student Services this does not constitute informing the attendance hotline.

Attendance Contact:

Number: [01273 892100](tel:01273892100)

Mobile: [07860004267](tel:07860004267)

Email: away@plumpton.ac.uk

Resident students should register with our local doctor in Lewes (you should have already received and completed your registration forms). The College will provide transport to the local surgery. Please come to Student Services to arrange an appointment. With the exception of emergencies, appointments can only be made on Tuesdays and Thursdays before 8.30am.

We recommend that you remain registered with your dentist in your home town and arrange appointments during vacation periods. All cases of illness or injury concerning resident students should be brought to the attention of the Student Services Office, or the Duty Warden.

The College has no provision for the long term care of sick resident students. Where a student is deemed to require a high level of care, or is a contagious risk to others, then they will be asked to contact their parents and go home until recovered.

Local contact details for Doctor/ Hospital:

School Hill Medical Practice

School Hill House,
33 High Street,
Lewes, BN7 2LU
[01273 480888](tel:01273480888)

Lewes Victoria Hospital

Nevill Road,
Lewes, BN7 1PE
[01273 474153](tel:01273474153)

Princess Royal Hospital

Lewes Road,
Haywards Heath,
West Sussex, RH16 4EX
[01444 441881](tel:01444441881)



Tampering with fire detection equipment is a disciplinary offence for which the police can also prosecute you.

The fire detection equipment and extinguishers are there to protect you and keep you all safe in the event of a fire. It will be viewed extremely seriously if students interfere with these measures and put the safety of others at risk.

This would include but not exclusively:

- Covering smoke detectors
- Keeping fire doors wedged open
- Breaking break-glass panels
- Letting off fire extinguishers

FIRE EVACUATION PROCEDURE

Please note that the fire alarm is tested every Friday morning at 08.25hrs. It will sound for a short burst. You do not have to evacuate on hearing this, unless it continues to ring for more than 15 seconds, in which case it might be a real fire, so it is essential that you evacuate the building.

On all other occasions when the fire alarm goes off everyone must:

- Vacate the buildings immediately.
- Stay calm, don't run. Make your way to the nearest exit.
- Go to the fire assembly point positioned outside the sports hall.
- Even if the alarm is turned off, you may not re-enter the building until given permission by a warden.

Drugs

Classified drugs, A, B, C, including cannabis as well as "legal" highs are not allowed on the college premises, and students found in possession or under the influence of these substances will be subject to college disciplinary procedure, suspension and possible loss of their place in the residential hostels. The College also reserves the right to inform the police.

Smoking

Smoking is only allowed in the designated smoking shelters. There are many dotted around the site, please use them. If you are unsure where they are please ask. Smoking in other areas or in college vehicles is strictly prohibited. This applies to all students, visitors, contractors, guests and members of staff. Failure to comply with the smoke free laws is a criminal offence.

Alcohol

Alcohol is banned from all accommodation areas. We will contact parents if we feel that alcohol is compromising the safety and welfare of any student aged under 18.

Students should not turn up to lessons under the influence of alcohol and we reserve the right to breathalyse students to determine their fitness to participate on their course. Being under the influence of alcohol is not a mitigating factor during disciplinary investigations.

Over 18 students may buy alcoholic beverages from the common room bar. There are also a number of local pubs in Plumpton Green.

Candles and joss sticks

Candles and joss sticks are not allowed due to fire risks. These items will be confiscated if found. This also includes incense.

Overnight guests

No guests are allowed in hostel areas. Where non-residents are found staying overnight on campus, the resident whose room it is may be subject to disciplinary procedures.

There's so much going on at Plumpton. With Brighton on our doorstep, you'll have so much to choose from. If you're looking to take part in sports and activities at Plumpton, we've got loads of options for you. You'll enjoy our packed social calendar which includes lots of different activities throughout the year. This could include trips to the cinema, ice skating or bowling. Plus our big event of the year, our Summer Ball is definitely one not to miss.

You'll be able to enjoy all of our fantastic facilities at Plumpton. Discover a new hobby or improve your skills. We've got lots of opportunities for you to try including badminton, cricket, hockey, netball, rugby, watersports and many more. Or how about trying our fantastic indoor climbing wall? You'll also be able to relax in our common rooms too. We've got a bar with pool table plus large screen TVs that play films and music for you to enjoy.

If you have any suggestions regarding evening/weekend activities. Please share your ideas with the Student Services team.



THE POACHER'S ARMS

Our Common Room bar is licensed the same as any pub. Only over 18s will be served and any alcohol bought must be consumed at the bar. Regardless of age no student is allowed to bring alcohol on site. This means that alcohol is not to be stored in bedrooms, cars or any other part of the College. If it's found it will be confiscated and poured away and disciplinary action taken.

You will need official identification to be served alcohol at the bar, for example passport or driving licence.

After the bar closes, the Common Room is open at the discretion of the Student Services Officer. Where behaviour is noisy or disruptive, or where the Common Room is unreasonably messy it will be closed for the remainder of the night.

YOUNG FARMS CLUB

Tuesday evenings at the College is Young Farmers night. Any student from Plumpton College can be involved with Plumpton College Young Farmers' Club. There are many activities and events that you can take part in, including scuba diving, laser quest and cooking as well as practicing towards stock judging, domestic type competitions.

There is an annual membership fee of £10.00 to join the Young Farmers Club. The fee covers you for Insurance on all YFC activities and also membership to Sussex Federation of YFC.

LOCAL PLACES TO VISIT

Plumpton Green

Plumpton Green is a village 40 minute walk away which has local pubs and a small corner shop. There is also a train station with direct links to London.

Lewes

In Lewes you will find the doctors, emergency dentist and the minor injuries unit. There are also multiple pubs and restaurants as well as a cinema and leisure facilities, and large Tesco, Waitrose and Aldi.

The town's most important annual event is the Lewes Bonfire celebrations on the 5th November, Guy Fawkes Night. In Lewes this event not only marks the date of the uncovering of the Gunpowder Plot in 1605, but also commemorates the memory of the seventeen Protestant martyrs burnt at the stake for their faith during the Marian Persecutions. The celebrations, which controversially involve burning an effigy of Pope Paul V, who was pope during the martyrdoms, are the largest and most famous bonfire night celebrations in the country.

Brighton

Brighton is a half hour drive away, with direct trains from Lewes. Here you will find Churchill Square shopping centre, the historical lanes with great shops and coffee shops and many restaurants to suit all tastes. Brighton also has a great nightlife with clubs open every single night and events happening through the year. Brighton Marina is also close by and hosts a range of great restaurants, Cineworld, bowling complex, and a large Asda.



IMPORTANT TELEPHONE NUMBERS AND EMAIL ADDRESSES

SERVICE	NAME	NUMBER	EMAIL
STUDENT SERVICES	Victor Briceno Tatiana Melgar-Jennings	01273 892085	studentservices@plumpton.ac.uk
STUDENT UNION	Kitty Tucker	01273 892059	Kitty.tucker@plumpton.ac.uk
SAFEGUARDING OFFICER	Jo Cruttenden James Hibbert	01273 892115 01273 892037	Jo.Cruttenden@plumpton.ac.uk James.hibbert@plumpton.ac.uk
SAMARITANS		116 123	jo@samaritans.org
COUNSELLING SERVICE	Via Student Services	01273 892085	studentservices@plumpton.ac.uk
CHILD LINE		0800 1111	Website – Childline.org.uk
COLLEGE NURSE	Claire Wilson	01273 513441 Ext. 120	Kcht.SH-HWLH@nhs.net
COLLEGE CHAPLAIN	Via Student Services	01273 892085	Studentservices@plumpton.ac.uk



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www.plumpton.ac.uk

Plumpton College, Ditchling Road, Plumpton, East Sussex BN7 3AE
01273 890 454 | enquiries@plumpton.ac.uk