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PLUMPTON  
COLLEGE

# RESIDENTIAL WELCOME HANDBOOK

THIS HANDBOOK BELONGS TO

NAME .....

COURSE .....





- 5. Welcome
- 6. Your Room
- 7. Property & Possessions
- 8. Attendance & Tutorials
- 9. Medical Arrangements
- 10. Fire Detection Equipment  
Fire Evacuation Procedure
- 10/ 11. Drugs, Alcohol, Smoking and other Residential Rules
  - Drugs
  - Smoking
  - Alcohol
  - Candles and Joss Sticks
  - Overnight guests
- 12. Student Life
- 14. Student Life
  - Student Cafes, Dining Room and Bar
  - Young Farms Club
  - Local Places to Visit
- 16. Important Phone Numbers





## 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. A copy of this document can be found on the Plumpton College website.

Student Services is manned 24 hours a day. If you need to speak with a member of staff and the office door is closed, please use the intercom facility located outside the office to request assistance.

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

E-mail: [residential@plumpton.ac.uk](mailto:residential@plumpton.ac.uk)



## YOUR ROOM

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 via email at [natalie.wright@plumpton.ac.uk](mailto:natalie.wright@plumpton.ac.uk).
- 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. This amount will be deducted from your room deposit at the end of the academic year. 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 Residential team: [residential@plumpton.ac.uk](mailto:residential@plumpton.ac.uk)

## PROPERTY & POSSESSIONS

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 £2.50 is made for each item tested. This charge will be deducted from your deposit at the end of the academic year.



## ATTENDANCE &amp; TUTORIALS

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 The Student Services Team 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**      Mobile: **07860004267**      Email: **away@plumpton.ac.uk**

## TUTORIALS

Residential tutorials are offered termly to help ensure that you are settling in well to residency and getting the most from your time with us.

Tutorials aim to provide extra support and assistance with both personal and academic concerns, as well as allowing us to further assess and improve our residential provision.

You will be notified of any up and coming tutorials via invitation through your Plumpton online account. Attached to this invitation will be a tutorial form. This form must be completed prior to your tutorial. If for any reason you are unable to attend your allotted tutorial slot, please email the residential coordinator directly to request a different time/date.

Please note, if you would like to discuss any concerns prior to your allocated slot, please approach any member of the Residential team at any time. We aim to provide an open door service for all students and will make time to discuss any worries you may have in the hope to assist with relieving these concerns. However, if you would prefer a scheduled tutorial, please email the Residential team at [residential@plumpton.ac.uk](mailto:residential@plumpton.ac.uk) and state the desired date that you would like the tutorial to take place.

Resident students are advised to register with our local doctor. Registration forms can be collected found at [www.midsussexhealthcare.co.uk](http://www.midsussexhealthcare.co.uk). 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 local GPs and hospitals:****Mid Sussex Health Care**

Lewes Road  
Ditchling  
BN6 8TT  
**01273 834388**

**Lewes Victoria Hospital**

Nevill Road  
Lewes  
BN7 1PE  
**01273 474153**

**Princess Royal Hospital**

Lewes Road  
Haywards Heath  
RH16 4EX  
**01444 441881**



# FIRE DETECTION EQUIPMENT

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

The fire detection equipment and extinguishers are in place to help protect you and others in the event of a fire. If a student is found to be interfering with these measures, a disciplinary action will be enforced.

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 9:00. 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, SMOKING, ALCOHOL AND OTHER RESIDENTIAL RULES

### Drugs

Drug Paraphernalia, classified drugs, A, B, C, including cannabis, CBD and other psychoactive substances, are not allowed on the college premises, students found in possession or under the influence of these substances will be subject to college disciplinary procedure, which could result in suspension and possible removal from residency. The College also reserves the right to inform the police. Please read your residential terms and conditions for further information regarding our drug policies.

### 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.

# DRUGS, ALCOHOL, SMOKING & OTHER RESIDENTIAL RULES

### Alcohol

Alcohol is usually only permitted in the licensed areas within the College. However, for term 1 we will be launching a trial period which will allow for over 18 students (residing in an over 18 block only) to responsibly consume alcohol within their rooms. If students are found to be drinking irresponsibly, the decision to allow alcohol to be consumed by over 18 students within their rooms will be revoked.

Below is a table which outlines both permitted and non-permitted alcoholic beverages. Any alcohol found in rooms of over 18 students that fall under a non-permitted item, will be confiscated and disposed of.

Types of Alcohol	Permitted
Wine	Yes
Spirits	No
Beers/ Ales/ Ciders 5% ABV	Yes
Beers/ Ales/ Ciders 5% ABV +	No

Students should not attempt to provide alcohol to any under 18 students. If a student is found to have supplied alcohol to an under 18 student, this will result in disciplinary action, with the risk of suspension or exclusion from residency.

If a member of staff discover alcohol in the possession of an under 18 student, the alcohol will be confiscated and disposed of. Parents will be called immediately and asked to collect their son/daughter the same day or night. Further disciplinary action will be enforced on the students return to college.

Students are expected to be fit to participate in lessons and as such must not drink alcohol during the day as this could pose a considerable risk, especially when working with animals and machinery. We reserve the right to breathalyse students to determine their fitness to participate on their course. Plumpton strongly encourages responsible drinking at all times. Students must be aware of the legal implications and dangers of being over the limit the following morning. Operating machinery or driving agricultural vehicles is illegal whilst under the influence of alcohol. Students failing to adhere to this will face police involvement, potential loss of license, and removal from course and residence.

Over 18 students may purchase alcohol from the common room bar. Due to our bar area being a licensed premises, only alcohol purchased in the bar may be consumed in the bar common room. All privately purchased alcohol must remain in the over 18 rooms and consumed there.

### 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.



# STUDENT LIFE

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.

## STUDENT CAFES, DINING ROOM & BAR

Our bar is licensed the same as any pub. Only over 18s will be served and any alcohol bought must be consumed at the bar. 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.

The Dining Room provides a daily service of hot and cold meals, our chefs use our own farm reared beef, lamb and pork and we serve a varied menu of freshly cooked and nutritious meals including vegetarian options three times a day.

At the weekend, the dining room offers a more relaxed service for our residential students with a light breakfast service and a brunch menu at lunchtime and an early evening meal.

We have two cafes on campus that serve light snacks, sandwiches and paninis, barista style coffees, cold drinks and confectionary. We also have a number of vending machines supplying hot and cold drinks and confectionary available in the student common rooms.

### OPENING TIMES

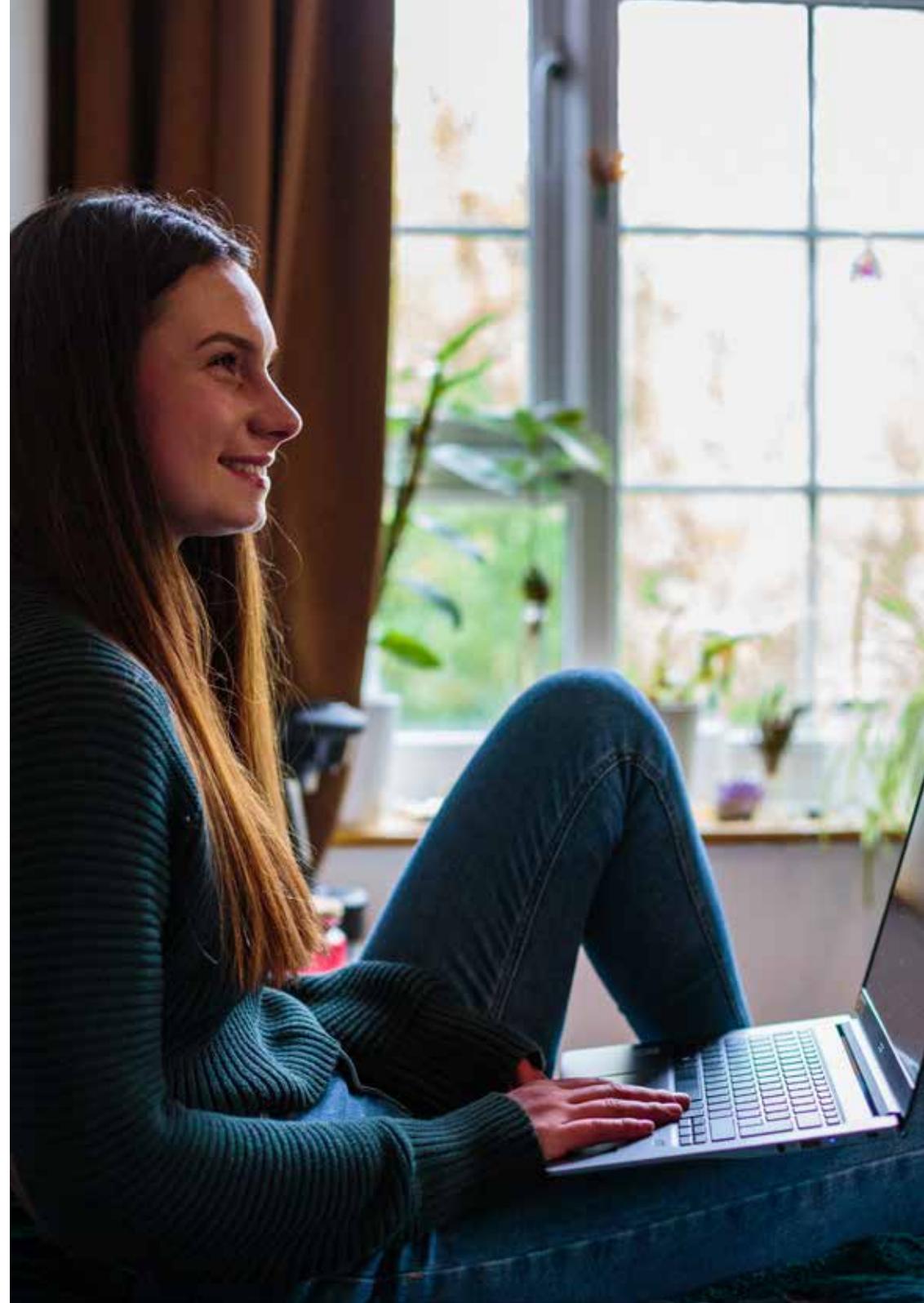
#### DINING ROOM (Mon - Fri)

Breakfast 8.00 - 8.45	Lunch 12.00 - 13.30	Dinner (under 18) 17.00 - 17.30
		Dinner (over 18) 17.45 - 18.15

#### DINING ROOM (Sat - Sun)

Breakfast 8.30 - 9.15	Lunch (under 18) 12.00 - 12.30	Dinner (under 18) 17.00 - 17.30
	Lunch (over 18) 12.45 - 13.15	Dinner (over 18) 17.45 - 18.15

Please note that dinner will be served from 17.00 - 17.30. All students may go up for second portions after 17.30. The canteen will close at 17.45.



# STUDENT LIFE

CAFES (Mon - Fri)

Potting Shed 8.30 - 3.30 Common Room 8.30 - 4.00

If you have any dietary needs or allergens a member of our catering team will be able to advise and help you with the range of dishes being served on our menu.

Likewise, if you have any comments or suggestions on the catering service, please speak to a member of our catering team.

## SAVING EVENING MEALS

If for any reason you wish to save an evening meal, please email our catering team at [catering@plumpton.ac.uk](mailto:catering@plumpton.ac.uk). Please be aware that all requests must be sent via email before 5pm. After this time our catering team will not have access to their emails so will be unable to log your request.

## YOUNG FARMERS 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 restaurant's 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 Rebecca King	01273 892085	studentservices@plumpton.ac.uk
STUDENTS' UNION	Kitty Tucker	01273 892085	su@plumpton.ac.uk
SAFEGUARDING OFFICER	Sarah Bolland Tracey Tourle	01273 892115 01273 892037	sarah.bolland@plumpton.ac.uk tracey.tourle@plumpton.ac.uk
RESIDENTIAL COORDINATOR	Natalie Wright	01273 892935	natalie.wright@plumpton.ac.uk
CATERING	Tim Hook	ext 2245	tim.hook@plumpton.ac.uk
SAMARITANS		116 123	jo@samaritans.org
STUDENT WELLBEING TEAM			studentwellbeing@plumpton.ac.uk
CHILD LINE		0800 1111	Website: childline.org.uk
COLLEGE CHAPLAIN	Via Tracy Tourle	01273 892085	studentservices@plumpton.ac.uk
SPORTS & ENRICHMENT INTERN	Raluca Maidment	01273 892085	sportsandenrichmen@plumpton.ac.uk
RAPE CRISIS LINE		08088 029999	Website: rapecrisis.org.uk

Find us on Facebook, Instagram and Twitter @plumptoncollege

Find us on TikTok @plumpton.college

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