



**Grantham College**

[www.grantham.ac.uk](http://www.grantham.ac.uk)

# ACCOMMODATION GUIDE

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## PARENTS/CARERS



# WELCOME



Welcome to Grantham College and to the College accommodation guide. We hope that you will enjoy your time here and living on site. All of the accommodation staff will be more than happy to help you with any problem at all. Nothing is too trivial to ask us about, if it's bothering you, it's bothering us!

## Useful Telephone numbers:

Grantham College

**01476 400200**

Accommodation Office

**01476 565476**

Sedgwick Hall Public Pay Phone

**01476 574481**

Accommodation Mobile

**07850 507203**

## Available On-site Accommodation

Sedgwick Hall - 49 ensuite study bedrooms with shared kitchen and living facilities available to students aged between 16-19 years on full-time FE programmes – there are a limited number of rooms suitable for physically disabled students. Sedgwick Mews - 3 houses of 6 bedrooms with shared bathroom, living and kitchen facilities available to HE Students and FE students who are 18 years or older on 1st September in the year they start their course.

## The Team



### Student Life Manager

Sarah High



### Halls Supervisor

Bernadette Wray



### Halls Supervisor

Gordon Fisher



### Halls Supervisor

Angel Szeto



### Halls Supervisor

Jo Ingle



### Halls Supervisor

David Madalsaar

## Accommodation staff on site

Monday - Friday (24 hours)

8.30am - 5.00pm

**Student Life Manager/ Accommodation Co-ordinator/  
Halls Supervisor**

5.00pm - 10.00pm Evening

10.00pm - 7.00am Night

**Halls Supervisor**

Saturday/Sunday (24 hours)

**Halls Supervisor**

7.00am - 8.30am

**College Security Staff/ Student Life Manager/  
Accommodation Co-ordinator**



### **Facilities**

Students are allocated a shared kitchen with electric cookers, fridges and freezers, microwave, kettle and toaster. Each student has a lockable cupboard. No cooking utensils, crockery or cutlery are provided - students must provide their own. These can be purchased cheaply locally - accommodation staff will be pleased to help. Dining table, chairs, sofas and TV are provided in each dining area. Each double glazed and centrally heated bedroom contains a single bed, fitted wardrobe, desk, chair, bookcase, TV connection and Internet connection. Mattress cover, duvet, pillow and one change of bedding is provided, but many students prefer to bring their own.

### **Cleaning**

All common areas are cleaned daily, Monday - Friday, this includes bathrooms in Sedgwick Mews. En-suite bathrooms in Sedgwick Hall are cleaned weekly. Students are responsible for cleaning their own bedrooms, washing up their own dishes and are required to leave kitchens in a clean state after use. Fridges and freezers are checked and cleaned by accommodation staff and out-of-date food disposed of. Coin operated laundry facilities, ironing boards and irons are available in Sedgwick Hall.

### **Electrical Equipment**

Mini fridges, televisions (for which a licence must be purchased), computer equipment, hair dryers and straighteners are permissible in rooms. All must be PAT tested for safety on arrival at College and a charge will be made. Kettles are not permitted in bedrooms. All rooms have computer ports, including Internet access. This is maintained by the College Computer Services

Department and there is a charge of £75 per annum for this, which must be paid by all students.

### **Sedgwick Hall**

Sedgwick Hall has high level security locks to the main entrance, corridors, room doors and windows. Replacement of lost keys and electronic fobs are charged at £30 each. We recognise that this is a student's home but also take our role as in loco parentis very seriously.

Students leaving the Halls are required to sign out, with an indication of their destination, and sign in on returning. Students must return to Sedgwick Hall by 11.00pm Sunday - Thursday night inclusive.

Friday and Saturday nights students under 18 must return to Sedgwick Hall by 11.00pm unless you have signed the appropriate permission slip for them to stay later. Notice of any variation should be in writing or e-mail to the Student Life Manager.

Accommodation staff may grant extensions to these curfews under exceptional circumstances.

All visitors must leave by 11.00pm, overnight visitors are allowed by prior arrangement only. A charge may be levied for this.

Overnight absences must be notified to accommodation staff. Parents will be contacted if students are not in their rooms as expected.

### **Sedgwick Mews**

In recognition of the age of these students, curfews are not applied. However, we will require notification

of overnight absences and overnight visitors for fire regulation purposes.

### Medical Information

All accommodation staff are First Aid qualified. All students can register with a local doctor, forms will be provided by the Student Life Manager. Emergency dental treatment only can be provided locally, students are advised to retain their current dental practitioner for routine treatment. Grantham Hospital has an Accident & Emergency Department. Unwell students are regularly checked by accommodation staff and helped to get to the doctor's or local hospital if necessary. Please inform us if there are any specific medical conditions we need to know about. All students are required to complete a Health and Emergency Contact form. The accommodation staff will report any accident or injury to a student under the age of 18 to you; this will only apply to those over 18 if deemed serious enough for an accident form to be completed. Any illness or injury requiring a GP or hospital visit or an ambulance will be reported regardless of age.

### Fire Drills

Fire drills are carried out routinely to ensure that students are made aware of what they should do in

the event of a fire.

### Insurance

Students are responsible for insuring their own personal belongings. College insurance covers does not cover personal belongings.

### Local Amenities

Students will be provided with a full list of local, social and sporting facilities with contact details.

### Banking

All of the main banks and building societies can be found in Grantham town centre. Students will be given assistance to open bank accounts if needed.

### Praise and Complaints

Comments should be directed to the Assistant Principal in the first instance. Formal praise or complaints should be sent to the College Principal. If matters are not resolved to your satisfaction, they may be referred to OFSTED. Please feel free to contact any member of staff at any time, we are always happy to talk to you on any issue.



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