

## **PRINCIPLES AND PRACTICES OF OUR ACCOMMODATION AT GRANTHAM COLLEGE**

We employ a set of values which underpins our work. These are:-

- Put the students first;
- Deliver the highest quality in all that we do;
- Promote a fair, open and respectful culture.

Living in residential accommodation at Grantham College has many advantages. It provides opportunities for students to access the curriculum and extended activities that support their outcomes for learning, whilst enabling them to live independently and develop the skills required to prepare them for adult life.

We provide 24/7 support to our students. This includes creating the right environment for our students to thrive. It is really important for the students to consider the College as their home during the academic year. Regular meetings with students either on a one to one basis or as part of a group take place regularly where feedback is gathered in order to continually develop the learning experience for our students. Feedback regarding students' views and updates on the accommodation is shared with both Senior Leadership and Governor meetings.

Students are supported by established policies and procedures which are effectively delivered and reviewed, ensuring our students progress in both social and academic contexts.

### **Safeguarding**

Security is of high importance to the College. Access into the Halls or Houses is restricted to residents, their guests and appropriate staff members.

If a student has any concerns regarding safety or security, he/she must contact the Accommodation Officer on duty by contacting the Accommodation mobile, telephone number 07850 507203, or by visiting the office. Details of the contact telephone number are displayed on entrance doors, in the kitchens and also given out as part of the welcome briefing and in the welcome pack. The College has a safeguarding team who can be contacted 24/7.

### **Pastoral Care**

The wider team comprises of:-

- Vice Principal – HR & Student Services;
- Student Services Manager;
- Student Finance and Accommodation Co-ordinator;
- Accommodation Officers;
- Student Mentors;
- Mental Health & Wellbeing Advisor & Counsellor;
- Chaplains;
- Curriculum teams including Managers and lecturers;
- Coaching team for Table Tennis and Football;
- Health & Safety Advisor;
- Estates;
- CCSS.

The Accommodation staff are on-site 24/7.

### **Residential facilities**

The accommodation comprises of:

- Sedgwick Hall - which consists of 49 ensuite study bedrooms, available to students aged between 16-19 years on full-time FE programmes. Some of the rooms may be shared and there are a limited number of rooms suitable for physically disabled students. Each corridor has 6 - 8 bedrooms with a shared kitchen and living facilities. There is a communal area which has a TV (including access to Netflix), bean bags and a pool table.
- Sedgewick 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 1<sup>st</sup> September in the year they start their course.

A mattress cover, duvet, pillow and one change of bedding can be provided, but many students prefer to bring their own.

During the students' stay, the accommodation will be classed as the students' home. They will have the same rights to privacy they would enjoy in their own home. College staff will only enter rooms in an emergency, for regular inspections, health and safety check or with the student's prior permission. The College does what it can to separate students under the age of 18 years old from those aged 18 and above, and males and females. However, it is sometimes necessary to mix ages and females and males in corridors. Risks will be carefully considered beforehand.

All students receive a full introduction briefing at the start of their stay.

### **Welfare**

Cooking facilities are available in each of the kitchens in each corridor in halls and in the houses. Kitchens are equipped with electric cookers, fridges and freezers, microwave, kettle and toaster so students can prepare hot drinks and main meals. The Refectory counter on the College site is open from 8.30am - 3.30pm for breakfast, lunch, drinks and snacks with a wide variety of meals and snacks cooked to order at competitive prices. Vending machines are in operation throughout the day for drinks and snacks.

Students are required to complete medical consent forms alerting staff to any medical conditions and associated medicines to manage this. Should a student fall ill, students have access to medical advice either by dialling 999 in emergencies, NHS 111 service or by GP. Telephone contact details are provided at induction and are on display in Sedgwick Hall. All Accommodation Officers are first aid trained.

Student records are stored securely in the Accommodation Office.

### **Cleaning**

All common areas are cleaned daily, Monday – Friday, this includes kitchens and bathrooms in Sedgewick Mews. Ensuite 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 and ironing facilities are available in Sedgwick Hall.

### **Enrichment Activities**

There is a regular monthly programme of activities for residential students. These 'Accommodation socials' are widely advertised throughout the accommodation.

### **Application Procedure**

Students wishing to apply for a place in our accommodation are forwarded an application pack which consists of:

1. Covering letter
2. Student Licence
3. Accommodation Application Form
4. Halls of Residence Booklet
5. Late permission slip
6. Network access agreement
7. Personal details form
8. Medical history form and family doctor registration card

We request that the Student Licence and Accommodation Application Form are completed and returned to the College as soon as possible. Items 5 - 8 can be completed and brought with the student on their arrival date.

Students on the first year of their course will be given preference. Second year students will be placed on a waiting list.