

2022-23

Moulton
COLLEGE

Residents' Handbook

MOULTON RESIDENCES



moulton.ac.uk    

Contents

Welcome	3	Social Life on Campus	25
<hr/>		<ul style="list-style-type: none">• Social life on campus• Transport• The local area	<hr/>
Student Support	4	Regulations for Residents	29
<ul style="list-style-type: none">• Support available to students• Residential Warden Team• Our Residential Management Team		<ul style="list-style-type: none">• Misconduct & consequences• Noise in residence• Under-18s visiting the Holcot accommodation• Fines	<hr/>
<hr/>		Frequently Asked Questions	34
Moving in	8		
<ul style="list-style-type: none">• What to bring with you• What not to bring with you• Moving in day• Room inventory & damage			
<hr/>			
Daily Events, Facilities & Services	13		
<ul style="list-style-type: none">• Meals & food facilities• Other facilities & services			
<hr/>			
Health & Safety	18		
<ul style="list-style-type: none">• Illness & medication• Fire safety• Personal safety & security• Room keys/access cards• Drugs & alcohol• Visitors			

Scan the QR code to find out more information



Welcome

to Moulton College Halls of Residence

We hope that this handbook will help you to understand what to expect from us and what is expected of you, as a resident, when you move into accommodation at Moulton.

Our aim is to provide you with a safe and supportive residential environment where you can develop as an independent person and be successful in your studies. We also want to make sure you have fun too, and receive a fantastic student experience.

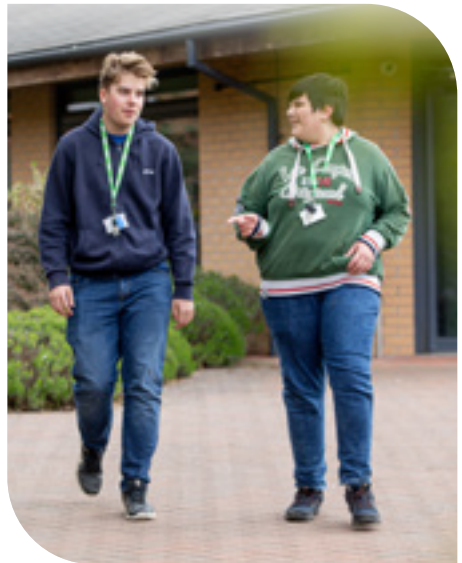
We have a dedicated Residential Experience Officer who provides a range of social and enrichment activities to improve and enhance your student experience.

If you need to access any documents mentioned within this handbook, you can do so via Moodle. Just login using your student details.

Whilst there's a lot of information in this handbook, please ensure you read it through. There's important information about Student Regulations (page 29) and your residential contract which you'll need to read and fully understand. Any questions though, please contact us.

If you have any questions or concerns about your stay please don't hesitate to contact any member of the Student Support Team. We're here to help.

We wish you every success for the academic year, and hope you enjoy your stay.



Student Support

IN THIS SECTION

- Support available to students
- Residential Warden Team
- Our Residential Management Team



Student Support

Overall management of Student Support lies with the Vice Principal of Curriculum who works closely with the Student Support Manager to develop and improve Student Support services.

At Moulton, we take our Safeguarding responsibilities very seriously and looking after the welfare of our students is our top priority. Living away from home for the first time can be a daunting experience but as a resident at Moulton College there is always someone to talk to.

Please don't feel that you cannot talk to a member of staff or fellow student if you are having trouble settling in or missing home.



If you'd like an informal chat with our Student Support Team about how you're feeling, give us a call on 07388 967514.



Residential Warden Team

A team available to assist you out of office hours.

The Moulton residences are supported by a team of Residential Student Wardens who are available out of office hours to assist you. You might have a query, or need us to respond to an emergency or any incidences of anti-social behaviour (late night noise and disruption etc). Whatever it is, our Wardens can help.

Who should I contact outside of the Warden duty hours?

Any general queries regarding residential services should be directed to the Student Support Office on:

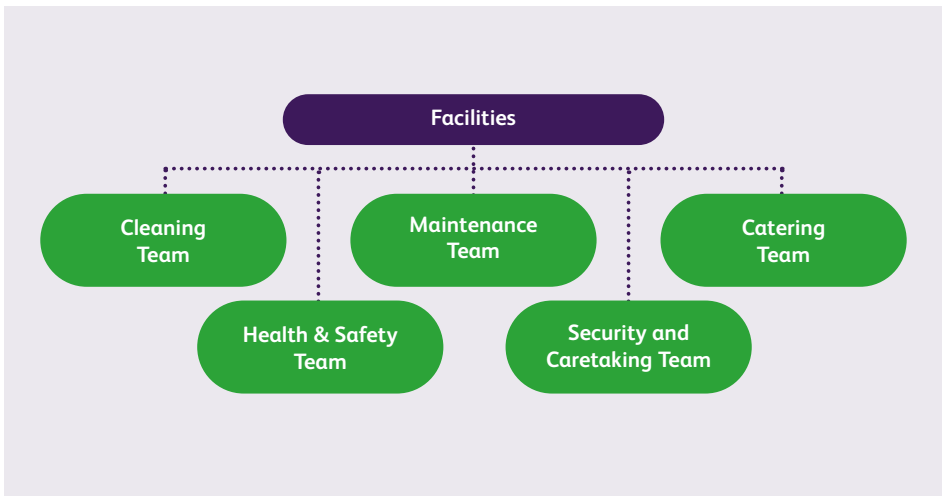
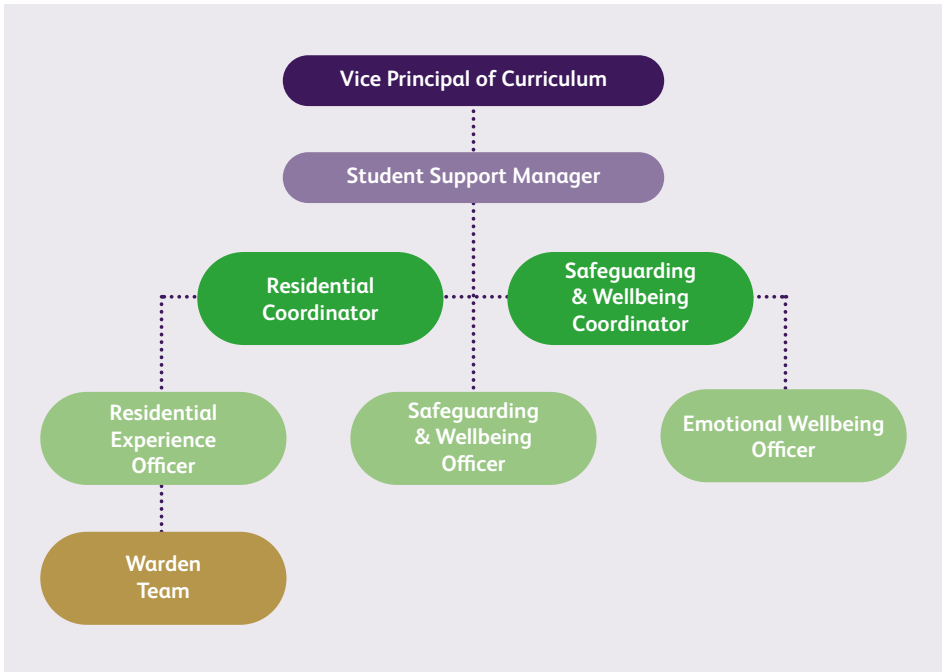
☎ 01604 491131 or

✉ student.support@moulton.ac.uk between 8.30am and 5.30pm, Monday to Friday.

You can contact the Duty Warden on:

☎ 07388 967514

Our Residential Management Team



Moving in

IN THIS SECTION

- What to bring with you...
- What not to bring with you...
- Moving in day
- Room inventory & damage

Before you arrive

What to bring with you...

✓ Essential items

- Crockery, cutlery and cooking utensils (pots and pans, etc.) for students over the age of 18 who are not on a catering package
- Money for food/drinks
- Towels
- Toiletries
- Money for the laundry, to buy stationery etc.
- Any medication you may need (please note down any medication on your medical form and remember that we are unable to issue any pain relief medication, i.e. paracetamol, so you may wish to bring some with you)
- Bedding (pillows, pillow covers, single duvet, single duvet cover and 3ft bottom sheet – a mattress protector is provided)

✓ Optional Items

- Cars and motorcycles – permission to bring a car or motor vehicle on site must be sought by completing a 'Permission to Bring a Motor Vehicle to College' form. Contact student.support@moulton.ac.uk and a member of the Team will send this to you.
- Bicycles – please note that bicycles must not be stored within the residential blocks. Bike racks are located in the car park for you to use.
- 2ft x 2ft mini fridge* – although a fridge is provided in each common room you may wish to bring a mini fridge for your room
- Computer or laptop*
- Games consoles*

- TV* – it is recommended that you do not bring televisions which are larger than 28" as most room layouts do not safely accommodate such sizes. If a large TV is unsafely stored, you will be asked to remove it.



Remember

If you bring your own television or device that allows you to watch TV (including some hand-held devices and laptops), you need a television licence. Even if your parents have a licence at your home address, you must still purchase a licence for your room in residence (concessions may be available for students). Failure to do so could result in a £1,000 fine as detector vans do occasionally visit the area.

Need a TV License?

Find out more online at
www.tvlicensing.co.uk
or call **0300 790 6131**

* All items over 12 months old must be PAT tested. This will be carried out at the start of term after completing a PAT Test form on arrival.

What not to bring with you...



What should I leave at home?

You must **NOT** bring the following onsite.

- Cooking appliances such as toastie makers and grills
- Weapons – knives/blades, BB guns, paint and air activated weapons, shotguns/ rifles, crossbows, sling-shots, catapults and non-domestic knives and any other item deemed to be a weapon by Moulton College
- Recreational drugs and other controlled substances, including new psychoactive substances (including nitrous oxide and CBD products) or associated paraphernalia
- Candles and incense / joss sticks
- Fireworks
- Sunbeds / UV Tanning equipment
- Car parts and fuel cans
- Weight training and gym equipment (only hand-held weights are permitted in rooms)
- Darts
- Chainsaws
- Subwoofers, large speakers and amplifiers
- Furniture
- BBQs
- Portable heaters
- Pets – no pets or animals of any type are to be kept in residences. Should you wish to bring a horse with you, please speak with a member of the equine staff about livery.
- Electric Scooters
- LED strip lights
- Plug in air fresheners

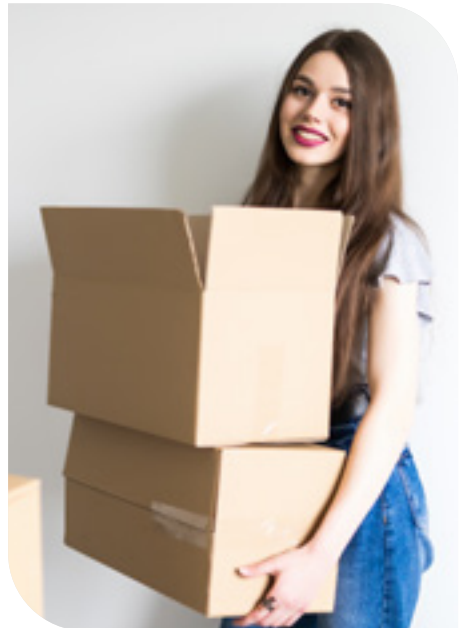
Moving in day

Moving in is always the exciting bit!

It's a chance to meet your future peers and make friends for life! There will be the opportunity to pay any outstanding fees, settle in and get acquainted to your new home! An event will take place on your first evening run by Student Support. They'll run through a few ground rules and there's plenty of opportunity to ask questions if you have any.



You will be notified of the time you should arrive on campus. Keep an eye on your emails.



Room inventory & damage

Prior to moving in you will have paid caution money. This will be refunded to you when you leave providing there is:

- no damage to your room or the common areas that you have access to
- your keys are returned
- all fees are paid in full.

When you first move into your room you will complete and sign a room inventory form to state the condition of the room. When you move out at the end of the year your room will be checked against this form. Any damage that has occurred (other than reasonable wear and tear) will be charged for.

Where damage occurs in a common area and it has not been possible to identify the guilty parties, the cost of the repair will be shared equally between all the students who have access to that particular common area. To reduce the risk of communal damage occurring, it is vital that you ensure you do not prop security doors open.

You are responsible for any visitors to your room and for ensuring that your room is secured when you are not present. As such you are responsible for any damage that occurs in your room.

Where a charge equates to more than £50 per student it will be invoiced as soon as the cost of rectifying the damage has been established. This ensures that caution money is still available should further substantial damage occur later in the year.

Where a charge equates to less than £50 per student the charge will be recorded and then deducted from each student's caution money at the end of the academic year with any balance then returned to the student.

The table on the next page shows examples of the fees that may be charged for damaged, lost or tampered with items.



Room inventory & damage: example charges

ITEM	COST
Lost keys	£15 <i>per key</i>
Student card*	£2
Misuse of a fire extinguisher (including removing tags)	£100
Tampering with a detector e.g. sock over detector	£100
Damaged security access door	From £1,000
Damaged fire door	From £400
Damaged smoke detector	From £300
Damaged light fitting	From £100
Damaged bean bag (small)	From £90
Damaged bean bag (large)	From £140
Damaged low sofa chair	From £120
Damaged dining chairs	From £80
Damaged microwave	From £50
Damaged kettle	From £20
Damaged mattress	From £90
Damaged desk chair	From £30
Damaged curtains/blind	From £120 <i>per set</i>
Damaged wardrobe	From £250
Additional cleaning	£10 per hour <i>plus chemicals and hire of equipment</i>
Decorating	At cost
Damaged carpet	At cost

* Please note that you must wear your ID card at all times around the campus. If you misplace your card you will need to purchase a new one from the Learning Hub immediately.

Daily Events, Facilities & Services

IN THIS SECTION

- Meals & food facilities
- Other facilities & services

Meals & food facilities

Residents over the age of 18 who are in self-catered accommodation have fully-fitted kitchens in their blocks.

If you have purchased a catering package you are entitled to breakfast and dinner seven days per week (during term time). Residents under the age of 18 are provided with half-board accommodation, which entitles you to breakfast and dinner seven days per week (during term time). Meals will be served in the Dining Suite at Main Site at the times stated below.

Meal times

Breakfast

- Monday - Friday: 7am-9am
- Weekends: 10am-10.30am

Dinner

- Monday - Thursday: 5.30pm-7pm
- Friday: 5.30pm-6.30pm
- Weekends: 5pm-5.30pm

If you have any special dietary requirements please contact Hotel Services to discuss your specific needs.



Students who are entitled to meals are required to show their student cards to the Duty Warden. The Wardens record meal attendance and students under the age of 18 who do not attend dinner and do not notify Student Support that they are eating elsewhere, will be contacted to ensure they have eaten and are not missing meals.

Snacks and lunch may be purchased from the cafeterias at Pitsford and Holcot Centres and also the Dining Suite at the Main site.. There is a College Shop in the Social Centre in addition to vending machines around campus. Pizzas, nachos and snacks are available to purchase from the Loft bar from Sunday to Wednesday evenings.

You are not allowed into the Dining Suite in overalls, work boots, other form of industry specific personal protective equipment (PPE) or in a dirty state. This is for health and safety and hygiene reasons. You are also not permitted to wear pyjamas, nightwear, hats or hoods in the Dining Suite. If you attempt to enter whilst inappropriately dressed you will be asked to go back to your room to change.

Other facilities & services

Shop

There is a shop based in the College Social Centre. The shop sells a variety of snacks, food, stationery and cleaning products at very reasonable prices. Shop opening times are 8.30am to 4pm, Monday to Friday. Times are subject to change throughout the year. There is also a Cooperative store and a pharmacy in Moulton village.

Internet Access

As a resident you will receive free access to the internet via our Wi-Fi network. You will be given the access code for this upon your arrival. Please keep a copy of this safe as you may need it if you purchase new devices during your stay.

By using the College Wi-Fi, you are expected to follow a set of regulations to keep yourself and the College systems safe. Details of these can be found on Moodle.



Laundrette

There are coin-operated machines and dryers in the on-site laundry located behind Rowan block. It is advisable to bring a few spare £1 and 20p coins in order to do your washing each week. Washing powder/tablets can be purchased from the shop in the Social Centre.

Cleaning

Cleaning services are provided as part of the residential fees. Bedrooms and bathrooms are cleaned once per week and there will be a notice in your bedroom advising you of your cleaning day. Between Monday and Friday, the common areas are cleaned. You are requested to aid the cleaning team by emptying your bedroom bin into the kitchen bin, by keeping the facilities tidy and fit for use and by keeping the floor clear so vacuuming can take place. Students in designated over-18 blocks are requested to aid the cleaning team by emptying your bedroom bin into the kitchen bin.

If the cleaners are unable to clean your room as it is too untidy, you may be charged for a deep clean of the room. Residents whose rooms are persistently left in an untidy and unacceptable state may be subject to disciplinary action and ultimately may be asked to leave residence if standards are not improved.



**Free wifi access
for all residents**

Smoking

There are designated smoking areas at each centre. Smoking outside of these areas is not permitted and will result in disciplinary action which may include a fine being issued. At the Moulton Centre the smoking area is adjacent to the Social Centre.

Parking

If you wish to have a car on campus you will need to bring valid insurance and MOT documents and a current driving licence to register the car on site. You will then be issued with a car pass which can be affixed to the inside of the car window and will need to be clearly displayed in the lower right hand side of your windshield to be visible to security. This will allow you to park in the main Holcot Centre car park. Your permit will be valid for one academic year or until you change your vehicle. Failure to adhere to parking or driving regulations may result in your permit being withdrawn.

Maintenance

If something in your room or block is not working as it should, please report this directly to our Facilities Management team via fm@moulton.ac.uk. This will then be reported through to the maintenance team who will investigate the matter.

Insurance

We encourage all students to take out contents insurance for their belongings in their room. Please ensure that you have adequate cover for your belongings.

Post

Student mail should be addressed as below and can be picked up from the post trays in the Residential Team's Office after 12 noon, Monday to Friday.

Student name

Block name and room number

Moulton College, West Street, Moulton,
Northampton NN3 7RR



Room checks

Regular checks of your room are carried out to ensure that it is being kept to an acceptable standard and to identify any health and safety concerns.

The members of staff carrying out the check will knock and announce themselves before entering the room.

You will be notified if you need to take any action to bring your room up to standard and you will be given a deadline to do this by.



Lock outs

Where any member of staff finds a bedroom door unlocked they will always lock it and so you must ensure that you carry your keys and student card with you at all times.

Our procedure for dealing with students who have forgotten or lost keys or their access card and cannot gain access to their block or room is dependent on the time of day. New access cards can be purchased from the Learning Resource Centre and new keys can be purchased from Hotel Services.

Monday to Friday 8.30am – 3pm

The student should visit the Student Support Office to speak with a member of staff. If the student is at fault for losing or forgetting their key card they may either purchase a new card / set of keys or wait to be given access to their room after 3pm

All other times

The student should contact the Duty Warden to request access to their room.

Please note that we reserve the right to issue a £25 fine where a student repeatedly has to be let into their accommodation as they have not taken their card with them when they have left their room or they have misplaced it.



You must ensure that you carry your keys and student card with you at all times.

Health & Safety

IN THIS SECTION

- Illness & medication
- Fire safety
- Personal safety & security
- Room keys/access cards
- Drugs & alcohol
- Visitors



Illness & medication

Illness

We strongly recommend that you register with Moulton Surgery when you first move in. This will make it much easier for you to see a doctor should you become unwell during your time at College.

Moulton Surgery can be contacted on 01604 644126

Moulton Surgery Opening Times

**Monday, Tuesday,
Wednesday and Friday**

8am-6.30pm

Thursday

8am-8pm

Saturday

8am-11.15am

Medication in Residence

If you have or develop a medical condition requiring you to take prescription or non-prescription medication, you must inform the College.

Residential students are expected to be able to independently administer their own medication and store this securely in their room.

If a student sharing a room is taking medication, we advise that you should store this securely in your lockable cupboard. This is especially important if it is controlled medication.

In cases where the medication requires refrigeration we'd advise you to bring a lockable fridge to keep in your room.

In the event that you need to take medication via injection, you will need to provide your own sharps box for your room. It is your responsibility to provide and maintain the sharps box.

Fire safety

When you first move into your accommodation you must familiarise yourself with the escape routes, the alarm systems and the evacuation procedures.



You must read carefully the fire regulation notices which are displayed in all bedrooms.

The College takes a very serious view of any actions that could jeopardise the safety of students or staff. Appropriate disciplinary action will be taken in line with disciplinary procedures set out in the Code of Conduct.

Anyone found tampering with any fire or safety equipment will be required to pay the full costs of any damage or loss incurred. You are reminded that it is a criminal offence to interfere with any fire safety equipment under the Health and Safety at Work Act 1974.

You must ensure your own safety and that of others at all times and if in any doubt raise the alarm, vacate the building and contact a member of staff.

Fire drills

Fire drills will be scheduled throughout the year. Please co-operate and respond to the alarm. When an alarm sounds you must report to the designated area as reported on the Fire Regulation notices displayed in each room. Any student who fails to evacuate within a reasonable time frame will be subjected to disciplinary action.

Fire doors

Fire doors dramatically increase the amount of time it takes for smoke and fire to spread through a building and so they have a vital role to play in allowing you to escape from a building. **Fire doors cannot do their job if they are wedged open.** Anyone found to be wedging fire doors open will be severely dealt with in line with the College's disciplinary procedure.

All bedroom doors are fire doors. If any damage is caused to a fire door, the whole door has to be replaced as the damage may reduce its effectiveness. Please be aware that the cost of these fire doors is significantly more than a standard door you would find in a normal house and you will be charged the full cost if your door needs to be replaced.

IMPORTANT - When showering you must make sure that your bathroom door is closed and your extractor fan is on. If you shower with your door open the steam will activate the bedroom smoke detector.



Fire blankets

Fire blankets are found in the kitchens. These are used to smother a fire. If it has been necessary to use a fire blanket please advise Student Support so that a replacement can be provided. If you are deemed to have been negligent in your practices leading to the fire you may be charged for replacement.

Fire extinguishers

Each block has access to two types of fire extinguishers: water and carbon dioxide. **You should only use fire equipment to fight a fire if you are trained to do so.**

Any person or group of students using a fire extinguisher for fun or for any purpose other than fighting a fire will be disciplined and fined. This includes removing the tags from the extinguishers. If the person responsible is not identified then all students in that block will be held responsible.

Smoke and heat detectors

All bedrooms and corridors are fitted with smoke detectors. All kitchens are fitted with heat detectors rather than a smoke detector.



GOOD TO KNOW

If you wedge your kitchen fire door open the smoke will travel into the corridor and set the smoke detector off. If smoke is created when you are cooking, please open a window rather than the kitchen door.



IMPORTANT

Between 5.30pm - 7.30am, Monday to Friday, weekends and bank holidays, the fire systems at Moulton College are directly connected to the local fire station. Two fire engines are automatically dispatched to the residences. Even if we are notified by a student that they set the alarms off by burning some toast or by showering with their door open, we cannot cancel the fire engines. Northamptonshire Fire and Rescue Service reserve the right to charge Moulton College for responding to a false alarm. If the College receives a bill, the cost will be passed onto the student responsible. If an individual or a group of students cannot be identified, the cost will be shared between all students who reside in the block.

Personal safety & security

Moulton College is a very safe campus with extensive security systems in place. To ensure that risks are minimised we ask that you:

- Lock your bedroom door when you leave it and take your keys and access card with you. If cleaning or wardening staff find a door unlocked they will always lock it.
- Do not prop open block or corridor doors. Remember that if damage is caused in your block and we cannot identify who is responsible, we will share the cost between all residents who reside in the block. You have a responsibility to ensure your block is kept secure so if you find a door propped open please close it.
- Do not let people you do not know into your block.
- Report any suspicious people or activity to a member of staff.
- Report any loss of room keys or access cards immediately so that appropriate security measures can be taken.

Room keys / access cards

- If you forget or lose your student ID card you will need to get a new one printed immediately as you must wear your ID at all times around the campus. The cost of a new card is £2.
- Remember to bring your card and keys with you when you return to the residences after a weekend or holiday.
- Do not give your keys or card to anyone else.
- Do not allow anyone to enter your room without you being present. You are responsible for any damage or incidents which occur to your room even if you were not present at the time.



REMEMBER

Your room keys and student access card are your responsibility. If you lose either, you will need to pay for a replacement.

Alcohol

Residents under the age of 18 must not purchase or consume alcohol on the College premises. Alcohol must also not be brought onto College premises.

Any alcohol found in the residences will be disposed of and parents/guardians will be informed. If you are under the age of 18 and found to be under the influence of alcohol, parents/guardians may be contacted to collect you immediately regardless of the time of day or night. If your parent/guardian is unable to collect you, we may arrange for a taxi to take the you home and the cost will be recharged.

The College has a breathalyser that may be used to determine if any student under the age of 18 has consumed alcohol and is in breach of the rules outlined above. Refusal to be breathalysed will be seen as an admittance of guilt and appropriate disciplinary action will be taken.

Students aged over-18 are permitted to consume alcohol in their blocks provided they are not residing in under-18s accommodation. If you're over-18 you're also able to consume alcohol purchased from the Loft Bar, in The Loft. The consumption of alcohol anywhere else on College campus is prohibited.

Drugs

We have a zero tolerance approach to drug use on campus.

Students found on campus in possession of, or under the influence of the following will face disciplinary action and will likely be asked to leave residency:

- Recreational drugs
- Other controlled substances
- Prescription medication (which has not been subscribed to you)
- New psychoactive substances, previously known as legal highs (including CBD products)

We also do not permit drugs paraphernalia.

Attendance

As a resident student it is expected that you will have a high attendance rate as you do not have to travel into College.

The Student Support Team will monitor your attendance record on a weekly basis. Where attendance drops below 90% you will be required to attend a meeting with the Student Support Manager/Residential Coordinator and your Course Manager to discuss your reasons for absence. If you have a low level of attendance and you are showing a poor commitment to your course, you may be asked to leave residences. Please note that if you are in receipt of a residential bursary you are at risk of your bursary being revoked if your attendance drops below 85%.

Visitors

In order for a non-resident to visit the residences or be on site after the college day, they need to be on the approved visitors list.

If you would like your friend to be able to visit you, you need to escort them to the Residential Team's office where they will be asked to present photographic ID. If your friend is a current student of the college, we can use the information on ProMonitor for this purpose. All visitors will also need to complete a personal details form which asks them to provide next of kin information.

Once a visitor is on the approved visitor list they need to visit the Residential Team's office each time they visit so that they can be signed in and issued with a visitor lanyard. It is not necessary for them to provide photo ID each time they visit.

All visitors must be signed in as soon as they come onto site and they must sign out by 10.30pm.

Visitors must be 16 or over, unless accompanied by the parent/guardian of the resident.

You must accompany your visitor at all times and they must not be left in your room when you are not present. You are responsible for any damage caused by your visitors. If residents fail to follow the procedure set out above they may lose the privilege of having visitors.

Where parents/guardians are visiting site to collect or drop off their child, it is not necessary for them to sign in. However if they are planning to stay for more than 1 hour then they need to follow this procedure.



Social Life on Campus

IN THIS SECTION

- Social life on campus
- Transport
- The local area



Social life on campus

We want every student to have a great experience whilst at Moulton and we work hard to create a fun and enjoyable social programme. We hope you will take the opportunities available to get involved in a wide range of social activities and to make lifelong friendships during your time in residence.

Moulton Life

We offer a wide range of social and community activities for both resident and non-resident students. Previous events have included:

- Christmas/Summer Ball
- Sports activity events
- Quiz nights
- Karaoke
- Paintball trip
- Bowling
- Guest speakers

We aim to make sure all students get the most out of the College experience. You will learn more about Moulton Life during your induction.

If you have any ideas for events, or would like more information on how to get involved with Moulton Life, call into the Residential Team's office.

Residential Representatives – get involved!

Our Residential Representatives come together every few weeks to feedback their views on their experience and help assist the College in planning events and activities. You will learn more about how you can get involved during your induction.

The local area



- Bus stop
- Theatre
- Church
- Pharmacy
- Hairdressers
- Co-op Convenience Shop
- Doctor's Surgery
- Book Exchange



Transport

If you want to get out and about and explore Northampton, there are bus routes from the centre of Moulton village.

Bus numbers 10 and 10X will take you into Northampton from the bus stop outside the Co-op.

Visit traveline.info for further details.

Whilst Moulton village itself is quiet with a few shops and local businesses, there is lots you can get involved with outside of the village if you're looking for something different. The following websites may be useful.

Northampton

- **What's on in Northampton:**
www.northampton.gov.uk/whatson
- **Visit Northamptonshire:**
www.visitnorthamptonshire.co.uk
- **The Grosvenor Shopping Centre:**
www.grosvenorshoppingcentre.co.uk
- **Cinemas:**
www.myvue.com
www.cineworld.co.uk/cinemas/northampton
- **Bowling:**
www.tenpin.co.uk
- **Theatre:**
www.royalalderingate.co.uk
- **Northampton Saints Rugby:**
www.northamptonssaints.co.uk
- **Northampton Town Football Club:** www.ntfc.co.uk
- **Skate Park:**
www.bit.ly/SkatePk
- **Museum:**
www.northampton.gov.uk/museums
- **Swimming:**
www.trilogyleisure.co.uk
- **Pinnacle Climbing Wall:**
www.thepinnaclecentre.co.uk
- **Sailing:**
www.northamptonssailingclub.org
- **Clay Pigeon Shooting:**
northamptonshootingground.com
- **Northants Young Farmers:**
www.northantsyfc.btck.co.uk
- **Trampoline Park:**
www.boosttrampolineparks.co.uk
- **Karting:**
www.teamworkskarting.com/venues/northampton
- **Moulton Leisure Centre**
www.everyoneactive.com/centre/moulton-leisure-centre/

Country Parks and Walks

- **Country Parks:**
www.bit.ly/CtryPk
- **Pitsford Water Park:**
www.bit.ly/PitsWP
- **Abington Park:**
www.northampton.gov.uk/abingtonpark
- **The Racecourse:**
www.northampton.gov.uk/racecourse
- **Delapre Park:**
www.bit.ly/DelPark
- **Billing Aquadrome:**
www.billingaquadrome.com/things-to-do
- **Stanwick Lakes:**
www.stanwicklakes.org.uk

A Little Further Afield

- **The CentreMK:**
www.centremk.com
- **Milton Keynes Tourist Information:**
www.destinationmiltonkeynes.co.uk
- **Indoor Snow Slopes:**
www.xscape.co.uk
- **Milton Keynes Theatre:**
www.atgtickets.com/venues/milton-keynes-theatre
- **Paintball:**
www.paintballgames.co.uk/paintball-milton-keynes-centre
- **Silverstone Race Track:**
www.silverstone.co.uk
- **Wicksteed Park:**
www.wicksteedpark.co.uk
- **Whipsnade Zoo:**
www.whipsnade.co.uk
- **Woburn Safari Park:**
www.woburnsafari.co.uk

Regulations for Residents

IN THIS SECTION

- Misconduct & consequences
- Noise in residence
- Under-18s visiting the Holcot accommodation
- Fines

A copy of the Student Code of Conduct and Resident Student Regulations will be given to you on or prior to arrival. You are expected to read and sign in agreement to these rules before keys are given out. Breaches of the Student Code of Conduct or the Residential Regulations can result in disciplinary action.

These regulations should be read in conjunction with the Policy for Student Conduct and Performance.

Although each incident of misconduct is individually investigated, we wish to ensure that we are consistent in our approach to discipline. We have created the following disciplinary chart to illustrate the likely consequences of certain types of misconduct.

Level of Misconduct	Disciplinary Issues <i>(example breaches, this list is not exhaustive)</i>	Consequences
<p>Stage 0</p> <p>Performance Alert</p> <p>Issued by: Any staff with a role in supervising students</p>	<ul style="list-style-type: none"> • Littering • Spitting • Minor noise disturbance • Driving/parking an unregistered car on campus or parking in an unauthorised location • Lying to staff • Smoking outside of the designated smoking areas • Inappropriate language • Being let into a block after 11pm (discretionary) 	<ul style="list-style-type: none"> • Verbal warning • Conduct alert recorded on student record until departure <p>Possible Sanctions:</p> <ul style="list-style-type: none"> • £25 fine • Litter picking • Specific targets relating to offence
<p>Stage 1</p> <p>Cause for Concern</p> <p>Issued by: Residential Co-ordinator / Course Manager</p>	<ul style="list-style-type: none"> • Not complying with reasonable instructions from a member of staff • Low level anti-social behaviour • Low level bullying • Having an overnight guest in your room • Failure to identify yourself to a member of staff / failure to wear ID card • Minor breach of health and safety • Keeping a pet in the blocks / your room • Allowing an under-18 student to enter the over-18 Holcot accommodation • Accessing inappropriate material on the IT network • Demonstrating a lack of commitment to your study programme 	<ul style="list-style-type: none"> • Cause for Concern meeting • Recorded on student record until departure • Stage 1 Conduct Action Plan <p>Possible Sanctions:</p> <ul style="list-style-type: none"> • £50 fine • Specific targets relating to offence

Level of Misconduct	Disciplinary Issues <i>(example breaches, this list is not exhaustive)</i>	Consequences
<p>Stage 2</p> <p>Formal Warning</p> <p>Issued by: Residential Co-ordinator / Course Manager</p>	<ul style="list-style-type: none"> Received an unacceptable number of Stage 1 warnings or failure to complete Stage 1 actions Persistent bullying Behaviour or language that offends or may be discriminatory in its nature In possession of alcohol in an under-18 block or around the campus (O18) The use or possession of controlled drugs, solvent abuse or new psychoactive substances (including nitrous oxide) on any part of the campus Health & Safety breaches that may impact on the safety of others Disrespectful attitude towards staff Not exiting a building on hearing the fire alarm 	<ul style="list-style-type: none"> Formal meeting Recorded on student record until departure Stage 2 Conduct Action Plan <p>Possible Sanctions:</p> <ul style="list-style-type: none"> £75 fine Specific targets relating to offence Suspension from residence
<p>Stage 3</p> <p>Final Warning</p> <p>Issued by: Head of School</p>	<ul style="list-style-type: none"> Failure to complete Stage 2 actions Serious or persistent bullying (including cyber bullying) Serious verbal abuse, harassment or discriminatory behaviour towards others Deliberate Health & Safety breaches that impact on the safety of others Theft Deliberate vandalism Over-18 students promoting under age consumption of alcohol The exchange or selling of controlled drugs, solvent abuse or new psychoactive substances on any part of the campus Reckless or dangerous behaviour 	<ul style="list-style-type: none"> Final written warning Recorded on student record until departure Meeting with student and Director of Quality Improvement and Student Support <p>Possible Sanctions:</p> <ul style="list-style-type: none"> £100 fine Specific targets relating to offence Vehicle banned from campus Suspension from College and/or accommodation Exclusion from College and/or accommodation



Noise in residence

Although some noise is to be expected when living in a communal block it is unfair to disturb others late at night.

Some students live on-site to enable them to carry out specific early morning / late evening commercial experience or gym sessions as part of their course. We therefore ask that general noise is kept at a reasonable level during the day and early evening and all noise kept to an absolute minimum after midnight.

If you find you are being disturbed by late night noise after midnight please call the Duty Warden confidentially on 07388 967514 and they will speak with those responsible. Staff are unable to resolve problems if they are not notified that they are happening.

Please be respectful of others and consider that some students may wish to study or they may not wish to be subjected to your choice of entertainment.

Fines

Unfortunately there are times when residents behave in a way that contradicts our residential regulations.

We will always try and work with residents to try and resolve any issues but there may be occasions when we have to charge or fine individuals for this behaviour.

Students will be notified of the fine in writing and given 14 days to make payment. It will not be possible for fines to be deducted from the damage deposit held.

Fines collected will go to the nominated charities which are chosen by the student body each year.



Residents Under the Age of 18

Where an educational establishment provides accommodation for students under the age of 18 there is a statutory and a moral duty to ensure that these students are safeguarded.

As such we have implemented additional regulations for residents under the age of 18, which are set out below:

Creating a safe environment

We have a team of Wardens who work on a rota basis, seven days a week, to ensure the welfare and safety of all our students. The Warden Team has a particular responsibility towards the care of our residential students with an emphasis on students under the age of 18 years. Two wardens are on duty at any one time, with a member of the senior management team on call 24 hours a day to support this Team.

The site has 24/7 security with CCTV coverage in and around the main accommodation areas.

If you are a resident student under the age of 18, each evening the Duty Wardens will check your presence on campus and ensure you are safe. If you do not attend your evening meal and you have not advised Student Support that you have made alternative arrangements, you and/or your parents/guardians will be contacted. If you cannot be contacted by telephone or found in your room and you do not have

permission to be absent, you will be deemed as missing. The Duty Wardens will make every effort to locate absent students but should they not be found the Wardens will follow the Missing Student Procedures and take the following steps:

- Your parent/guardians will be contacted. The Wardens will advise them that you cannot be found on campus and are missing.
- The Wardens will then liaise with your parents/guardians and external agencies such as the Police may be contacted.





Leaving campus and signing out procedures

If a resident is leaving campus it is essential that they sign in and out through the use of the signing in and out form. This can be found on Moodle and via the QR codes in your block and room. Students under the age of 18 must be back in their residential blocks by 11pm each evening. If you are under the age of 18 and intend to be absent from campus after 11pm (including at weekends, during study weeks and if you leave before the last day of a term) we will need written permission from your parent/guardian before you leave (by 5pm) and this permission will need to be emailed to resident.permission@moulton.ac.uk.

Signing in and out is necessary in addition to parents/guardians granting written permission. This is as the written permission from your parents/guardians will state the date you will leave and return whereas signing out and in tells us the exact time of your departure and return. This ensures that in the event of an emergency, we have an accurate record of who is and is not on campus. Failure to adhere to these procedures will result in disciplinary action.

Over-18 accommodation

Residents who are under the age of 18 are not permitted to enter any accommodation which is designated for students over the age of 18.

Students who are over the age of 18 are permitted to visit students who are under the age of 18 who have invited them into their blocks. Students over the age of 18 who visit under 18s must abide by all the rules of these residences. Students over the age of 18 who visit must vacate by 11pm.



Information for Parents of Residents Under the Age of 18

All parents of residents under the age of 18 must read and sign a copy of the Parent Contract which is issued as a separate document.

At Moulton College we take our safeguarding responsibilities very seriously. As all residents under the age of 18 must be back in their residential blocks by 11pm each evening, it is necessary for you to grant written permission if your son or daughter wishes to be absent from College overnight. This can be by letter, or email. This includes if they leave for study days, weekends and study weeks.

Written permission will need to provide the following information:

- When the student will be leaving campus
- When the student is due back
- The subject of the email should be the student's full name, followed by the word 'absence'.

Email example

Subject: John Smith – Absence

Dear Student Support,
I give my permission for John Smith to be absent from College this coming weekend. I will collect John from College at approximately 6pm on Friday and return him at about 4pm on Sunday. I will ensure he signs out and back in when he returns.

We request that permission emails are sent by 5pm on the day the student departs and we will accept them up to one week in advance. Written permission should be emailed to resident.permission@moulton.ac.uk.

Even though you may plan for your son/daughter to be absent from campus every weekend, we are unable to accept one email from you at the start of the year giving permission for a student to be absent over consecutive weekends. This is as plans can change and if we were to record a student as being absent over a particular weekend and the student remained on campus, we would not know they were onsite and we would be unable to safeguard them.

If a student under the age of 18 has permission to be offsite overnight they must sign out and not return to residence until 7am the following morning. They must sign back in on their return.

If you are going to be leaving the country at any time whilst your son/daughter is in residence, please ensure you provide us with the contact details of a UK based guardian who we can approach in the event of an emergency.



Residents turning 18 during the year

Where students turn 18 during the academic year they can request to move to a designated over-18 block. However this will be subject to availability and it is likely that room moves will only be processed at the end of each term. Where a student moves to a designated over-18 block during the year, they will continue to pay the room rate for which they are contracted and they will therefore remain eligible for half-board accommodation.

Students who wish to remain in their original accommodation will be permitted to do so for the remainder of the academic year.

When a student turns 18 and they are residing in an under-18 block, a risk assessment is carried out to identify the risks and the control measures that need to be put into place to ensure that our residents under the age of 18 are safeguarded. The student will receive a copy of the risk assessment which outlines the rules they need to abide by whilst they are residing in an under-18 residence.

Students who turn 18 during the year are not permitted to keep or consume alcohol in their bedroom or anywhere in their block. They are only permitted to consume alcohol in the College bar or in a designated over-18 block.

Frequently Asked Questions

Here are some of the questions we get asked regularly. If you have any additional questions please do not hesitate to contact the Student Support Team on 01604 491131.



How can I pay my accommodation fees?

Fees can be paid via the College website or by calling the Finance Office on 01604 491131. You may also pay by cheque made payable to 'Moulton College'. Fees are due before the start of each term and keys are not issued for the term until residency fees have been paid.



Do I need to pay a deposit?

Yes. A non-refundable deposit of £200 secures your room application and this will become your Caution Money (damage deposit). This will be returned to you at the end of the academic year, less any damages that occur in halls of residence.

Where damage is attributed to an individual or a block, the cost of rectifying this damage is invoiced as soon as possible after the damage has occurred and the reparation/replacement costs are known. This ensures that any discrepancies are handled immediately and also that a sufficient amount of Caution Money is in place for the remainder of the year and to insure the College against losses.



What is included in my accommodation fee?

All our accommodation is en-suite and all blocks have access to a kitchen which has a fridge/freezer, microwave, oven and hobs, kettle, iron and ironing board.

If you have purchased a catering package you are entitled to breakfast and dinner seven days per week (during term time). Meals will be served in the Dining Suite at Main Site.

All residents automatically become members of the onsite gym.

The residency fee includes the provision of water, gas and electricity. All residents will also have access to the College's wireless network 'MC Residence'. The password will be made available to you on the day you take up residency.

Rooms are cleaned once each week and bins are emptied daily. We ask that rooms are kept clean and tidy to allow cleaning staff in to Hoover on your allocated day. Failure to do so could result in disciplinary action.



Can I view my room before term starts?

Unfortunately, we are unable to allow new students to view their allocated accommodation prior to their arrival in September. However, you may look round an example room during a residential tour at any of our Open Events which are advertised on our website: www.moulton.ac.uk



What if I get homesick?

Missing home or feeling homesick is nothing to be ashamed about. Most of our students are living away from home for the first time so you will not be alone. If you would like to talk to someone, pop into the Residential Team's office or talk with your Course Manager. Out of hours you can also call the Duty Warden.



Will I be living with people from my course?

Rooms are allocated on a number of factors. Your room will be in an age appropriate block and you will be living with a variety of different people from different courses. This will give you the opportunity to build your social skills and have something other than your course to talk about! There will usually be someone from a similar course to you in your block.



I am sharing a room, what if we don't get on with each other?

When allocated shared accommodation, we will look at the age of the occupants and the course of study they have chosen. We endeavour to put you with someone on a similar course so you will have something in common. If occupants of a twin room do not get along together we will attempt to resolve any issues. Moving students to alternative accommodation is always a last resort and is not always possible.



Can I have a guest stay over?

Although guests may visit your room during the day and the evenings, all guests must leave site by 10.30pm.

Please note guests must be signed in and out at the Residential Teams Office.



What is there to do in the evenings and weekends?

The Residential Warden Team are on hand to ensure you are never bored. We have a gym on campus that you are automatically a member of and we also book the Sports Hall for your use on a regular basis. We organise events in the Loft Bar and the Barn in the Social Centre. Recent events include a Christmas ball, bubble football, an X-Box competition and a scavenger hunt. These events are advertised on your block notice boards as well as on the Social Calendar which can be found in your room on arrival. If you have any ideas for events or clubs/societies please speak with the Warden Team. Higher Education students have full access to the facilities at the University of Northampton, including its Student Union and associated clubs and societies.

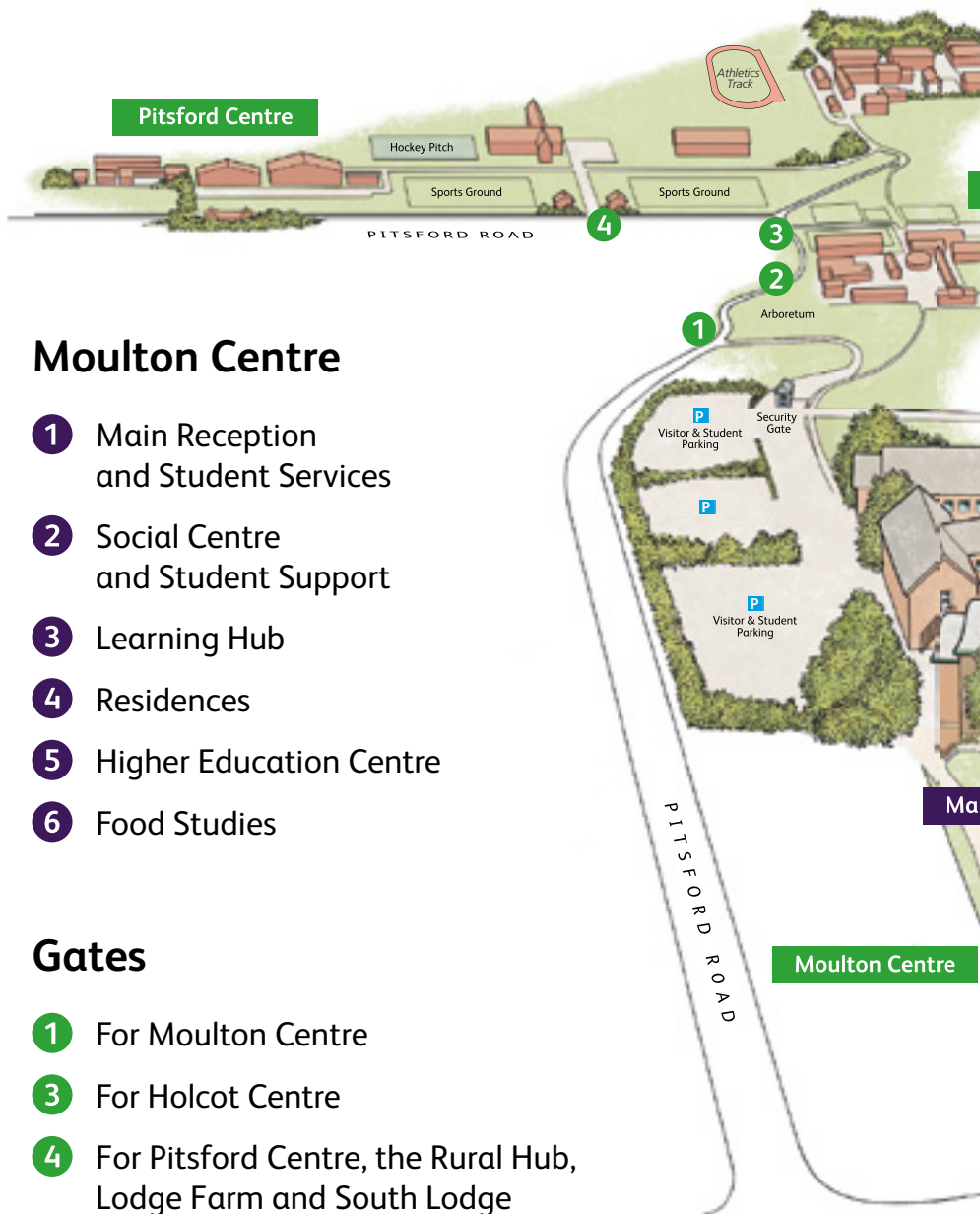
The College is only five miles from the centre of Northampton which has a wide variety of shops, bars, restaurants and theatres/cinemas. There are also regular train services from Northampton to Milton Keynes, Birmingham and London.



Can I put up posters in my room?

You may put posters on the noticeboard provided in your room. Posters must not be put up elsewhere in your room as the adhesive can cause damage to paintwork etc. Any damage will be charged to the student. Staff reserve the right to remove any posters they deem to be inappropriate or distasteful.





Pitsford Centre

PITSFORD ROAD

Athletics Track

Hockey Pitch

Sports Ground

Sports Ground

3

2

Arboretum

1

Visitor & Student Parking

Security Gate

P

P

Visitor & Student Parking

PITSFORD ROAD

Moulton Centre

Moulton Centre

- 1 Main Reception and Student Services
- 2 Social Centre and Student Support
- 3 Learning Hub
- 4 Residences
- 5 Higher Education Centre
- 6 Food Studies

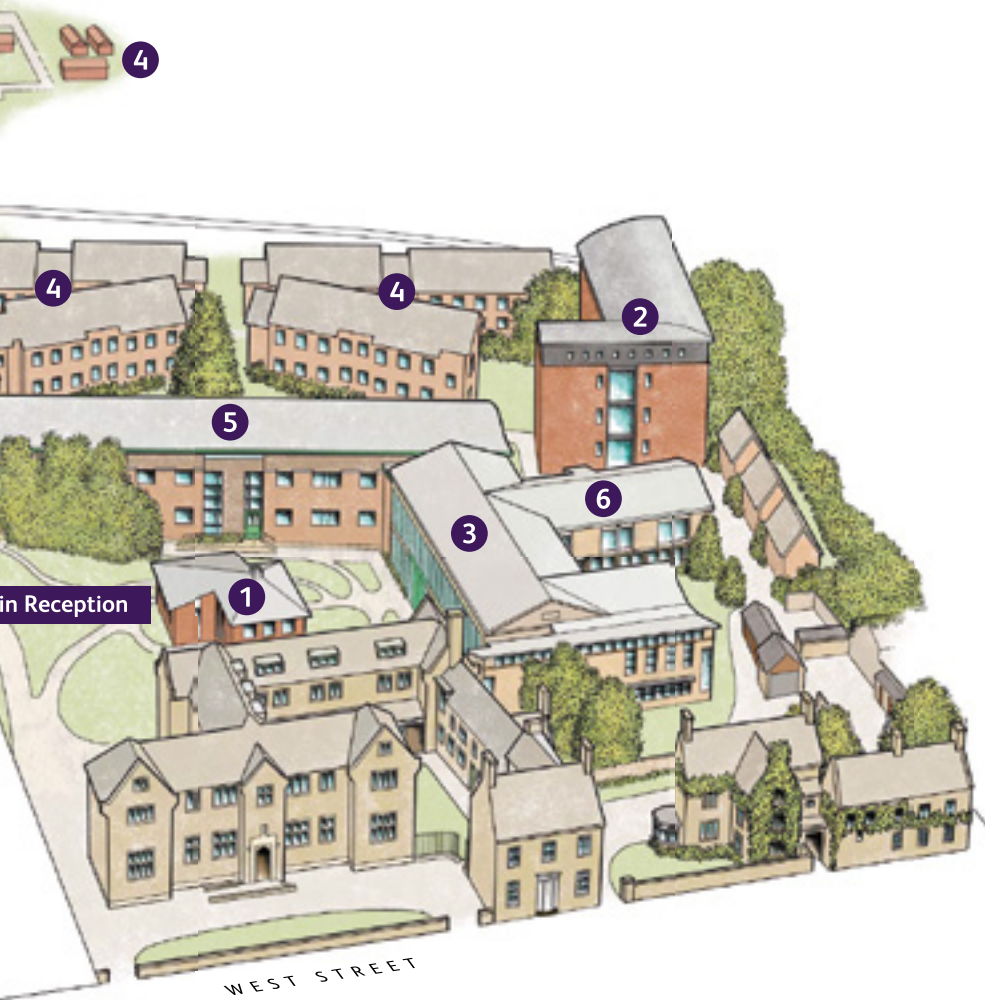
Gates

- 1 For Moulton Centre
- 3 For Holcot Centre
- 4 For Pitsford Centre, the Rural Hub, Lodge Farm and South Lodge

Lodge Farm

Management Centre

Holcot Centre



Main Reception

WEST STREET

Important contacts

Main College number

☎ 01604 491131

Night Warden

☎ 07388 967514

Moulton Surgery

☎ 01604 644126

Facilities Management team

✉ fm@moulton.ac.uk

West Street, Moulton,
Northamptonshire, NN3 7RR

☎ 01604 491131

moulton.ac.uk    

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