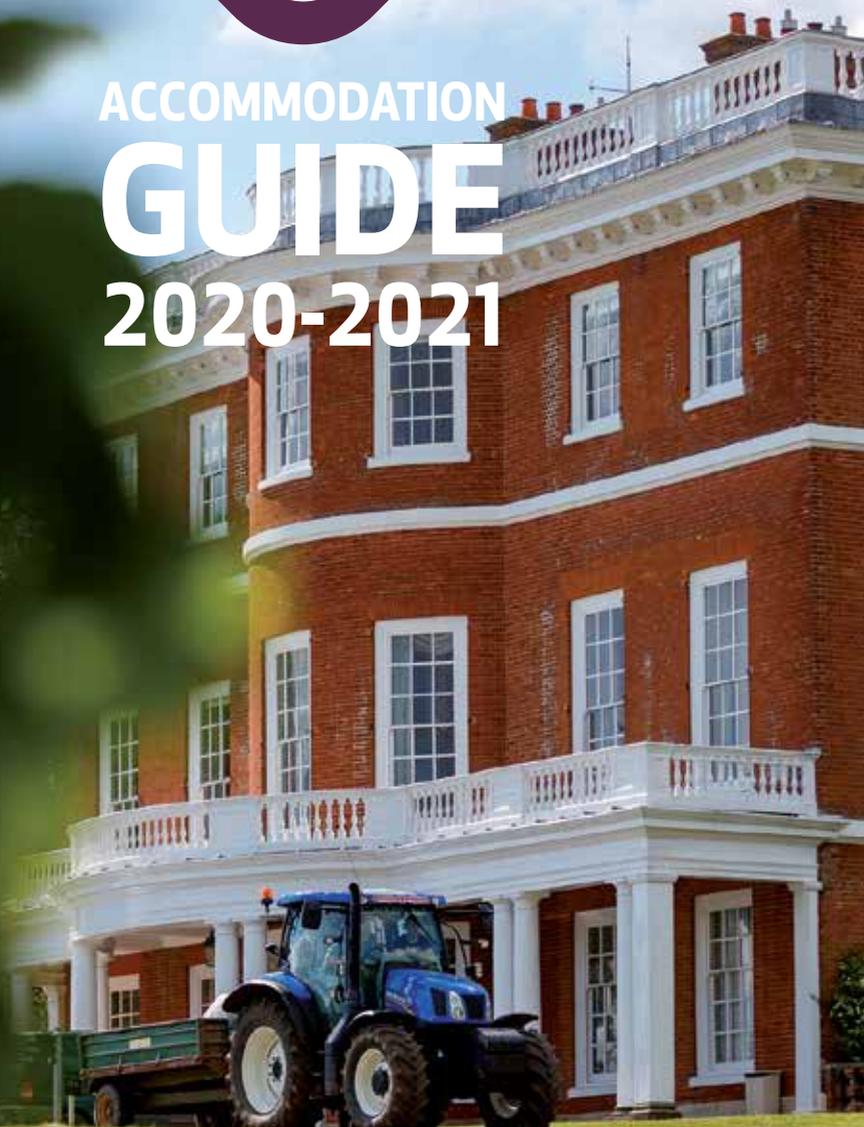




BICTON
COLLEGE

ACCOMMODATION
GUIDE
2020-2021



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INTRODUCTION

We are delighted that you have chosen Bicton College as your place of learning during the next stage in your education.

This guide is designed to provide essential information for residential students and their parents, guardians and carers.

Living at Bicton College has many advantages, especially if a student is living away from home for the first time. Students will have great opportunities to meet new friends and learn some important independent living skills.

College staff are close at hand. Students live near all of the College facilities such as lecture rooms, computer suites, library, social areas and sports facilities. Food is provided in the College dining room.

To ensure all students enjoy residential life, we set high standards of behaviour and expect all young people to take their responsibilities seriously to help them develop as young adults.

The role of parents/guardians/carers is crucial. The interest you show and the continuing support you provide is an essential part of our successful partnership. We look forward to working with you so your daughter, son or ward get the very best experience from their time here as a residential student. Working together we hope to ensure that each student enjoys their time at College and that they maximise the opportunities offered at Bicton College.

I sincerely hope that your time here is successful, both academically and socially. Please do not hesitate to talk to College staff if you need any help.

Esther Edwards
Head of Learner Services, The Cornwall College Group



LIVING IN BICTON COLLEGE ACCOMMODATION



You will be part of a community within the College. This community is made up of a variety of ages, backgrounds, interests and students who are on a range of courses.

There is a dedicated Residential Services Team including a team of four wardens on duty 24/7 who are here primarily to support and look out for your safety and well-being. They are here to ensure you enjoy and receive an enriching experience, as well as overseeing health and safety, and of behaviour expected, in the residential halls. Each block has its own designated warden who holds regular block meetings to discuss any issues and ideas for entertainment and activities and carry out regular room checks.

Please direct any concerns to any of the duty wardens. You will soon get to know them very well and find out how they can help you. The wardens are first aid trained and highly experienced at working with young people. Please don't be afraid to approach them if you have a problem or concern e.g. if you are worried that someone is being bullied or if there is too much noise in your hall. If they are unable to help you with a specific problem, they will be able to signpost you to the available support. The staff within Residential Services are highly committed and aim to enhance the quality of the student experience at Bicton College. Residential Services will do their best to help with any problems that you may have. You can get advice and guidance on any of the following issues:

- Financial Support & Advice
- First Aid
- Care Plans
- Medicines
- Contraceptives & Sexual Health
- General Advice & Guidance
- Counselling Referral
- Accommodation Issues
- Lost Property & Lost Keys or Fobs
- Damages or Faults in your room
- Sport and Recreation
- Social Activities
- Substance Abuse
- Student Shop

If Residential Services can't help, they can find someone who can. If you can't find anyone in the office, they will always have a mobile phone with them.

Warden's Mobile: 07977 148270

By participating in activities, and having fun, you can win prizes, awards and opportunities by using our reward points system.

SUPPORT & HELP

At some point during the year you may need some extra help and support.

The Residential Services Team are available for all students for a chat or advice. If we cannot provide the advice or support needed we can help find out who can or access support from outside the College. We also have a visiting external counsellor.

There may also be a time when you need more than just a chat or advice. A Care Plan sets out how we work with outside agencies and yourself to resolve problems.

The Care Plan will enable us to:

- Have a multi-department approach to care provision
- Use systematic planning, recording and reviewing
- Involve the student in the creation and review of the Care Plan
- We also work with parents/carers for any additional needs required for the Care Plan
- Have a flexible service provision, responding to any changing needs
- Ensure a proactive approach is taken to offering support.



Useful Numbers

Residential Services
01395 562320

Residential Services Emergency No
and Out of Hours
07977 148270

Learning Support
01395 562406

Residential Bursaries
01395 562393

MEDICAL & WELFARE

Resident students are advised to register with our local GP practice at Budleigh Salterton for the duration of their stay in accommodation (this can be done on registration day or through Residential Services) they will be best placed to offer students the most accessible care and treatment.

The Residential Services Team can make appointments for students under 18 and take them to the surgery. We have a surgery here on site once a week. Unfortunately due to the high volume of residential students we are unable to manage any routine hospital or dental appointments, these will need to be made either outside of term time or if made within term time transport will be the responsibility of parent/guardian/student. Over 18s are required to arrange their own transport for all medical appointments.

Whether under or over 18, if you have a medical emergency any time during the day or night it should be reported to a member of the Residential Services Team.

Should you require any form of medication this can be kept securely in a locked cupboard in the Residential Services Office if required.

Some prescription medicines are controlled under the Misuse of Drugs legislation (and subsequent amendments). These medicines are called controlled medicines or controlled drugs. Any 'controlled medication' must be kept in the Residential Services Office. Should this be required please discuss this further with any member of the team. Any medication kept with the Residential Team needs to be kept in the original packaging with clear labeling. Pill boxes will not be accepted.

Reporting Absence

You must tell Residential Staff or get a message to them if you are absent from class or ill whilst at College.

You must also phone the absence line on 01395 562314 if you are unable to attend college.

All Wardens are trained College First Aiders.



PLACES TO EAT

Full-board residential students are provided with the opportunity to have three meals a day (Mon-Fri) for the number of days they board. Two meals are provided at weekends with a more relaxed brunch and dinner served. Students studying university courses have a self-catering option.

Meals are included in the price of the accommodation. Each morning there is a choice of:

- Cereals
- Toast & Preserves
- Full English Breakfast
- Fruit
- (Continental only on Wednesdays)

At lunchtime there is a choice of:

- Hot/Cold Meal
- Salad Bar
- Baguette and Sandwich Bar

Dinners are much the same with a choice of:

- Hot/Cold Meal
- Salad Bar
- Jacket Potatoes

If you have specific dietary needs, our catering team will do their utmost to accommodate you. The Catering Manager and Chef request that if you have a specific food allergy then you should send a list of foods you are allergic to with your application or inform the Residential Services Team so that menus can be adapted as soon as possible.

Useful Numbers

Catering Manager
01395 562396



Guidance

You must present your ID card to the catering staff at each meal time otherwise you may not be served.



WHAT TO BRING

All of the rooms provided by the College are fully furnished and come with the following items:

- Desk
- Notice board
- Wardrobe
- Chair
- Small cupboard
- Single bed

Students may like to bring items to make the room more homely. We ask students not to use blue tack or sellotape on walls as it leaves greasy marks. Please use white tack, which can be purchased from our on site shop. There are a number of electrical points in each room for items such as hairdryers and laptops. Care must be taken not to overload the electrical points.

Students should bring at the minimum:

- Single Duvet & Sheet
- Pillow/s
- Towels
- Personal toiletry items
- Personal medication
- Alarm clock
- Crockery and cutlery for any snacks in blocks

To make it homely:

- Posters (of appropriate nature only)
- TV or Stereo
- Computer/Laptop

Students should not bring:

Items that will cause a disturbance to others or that could be linked to illegal activities. These might include:

- Non Prescription Drugs (including psychoactive substances or drug paraphernalia)
- Knives or any other type of offensive weapons
- Alcohol (see further information on page 19)
- Pets.

Leisure Equipment

Students are asked not to bring or store leisure equipment in the residential blocks as they can damage the fabric of the building and decoration. Bikes should be locked in the bike racks in the main quad adjacent to the dining room. Equipment stored in inappropriate places will be removed and confiscated for a period of not less than a week. Persistent offenders will lose the right to keep or store equipment on campus. Items that cannot be stored in the Halls of Residence are:

- Kayaks
- Canoes
- Bikes
- Mountain Boards
- Surf Boards
- Weights & Weightlifting equipment.

Also prohibited on health & safety grounds are:

- Camping Gas Bottles
- Camping Stoves
- Lighter Fuel
- Joss Sticks
- Candles
- Oil Burners
- Items covered by our Weapons Policy
- Or any other item that is flammable or a source of ignition.

HOLIDAY PERIODS

All students must vacate their rooms during the holiday periods as you are only charged for academic weeks.

This may also include your belongings as rooms are often used over the holiday periods for commercial bookings. We can offer storage of your belongings for £20 a week. On occasion you may be able to leave your belongings in your room during the half term if your room is not required for commercial use. The Residential Services office will endeavour to inform you at least 3 weeks in advance if you are able to leave your belongings in your room.

You will be required to leave site by 7pm on the last day before holidays and return to campus after 3pm on the day before College starts again. On the last day of the academic year you will be required to leave site by 5pm taking all your belongings with you.



Guidance

Students should leave their room clean and tidy, to facilitate a deep clean during breaks. Where the rooms require extra cleaning a charge of £50 will be made.

REPORTING FAULTS

It is inevitable that the blocks and bedrooms suffer from wear and tear during the course of the year. If you accidentally break something then let the Residential Services Team know as soon as you can.

The onus is on you to look after the blocks and report faults before they become major issues.

You can report faults to the staff in the Residential Services Office or by logging the fault yourselves at <http://logajob.cornwall.ac.uk>

Our maintenance team prioritise items to be fixed in order of importance; this ensures that safety & security items are dealt with promptly. Damage beyond normal wear and tear in any particular block is the responsibility of those living there, even if damage is carried out by visitors to the residential block; your visitors are your responsibility.

Any costs related to damage will be split between the relevant occupants unless the individual responsible can be identified. Malicious damage will be repaired at the College's convenience. There will be regular damage checks undertaken by the Residential Services Team and any prohibited items found will be confiscated and given back when you go home. Any alcohol found in U18 rooms will be disposed of as per the Alcohol Policy. Any spirits also found in over 18s rooms will be disposed of as per the Alcohol Policy.

COMMUNAL AREAS

As with any group of people living together and sharing facilities, there needs to be a level of joint responsibility for its condition and the behaviour in it, particularly the communal areas such as common rooms, kitchens, boot rooms, corridors, stairwells and laundry rooms. The furniture provided in the blocks is for the benefit of all. Tables and chairs must not be moved to an individual's room or other accommodation blocks. Persistent offenders will be sanctioned as the moving of furniture deprives and inconveniences other students. To minimise any financial and disciplinary action, the blocks must be kept secure and if damage does occur it must be reported as soon as possible. If damage is not reported and no-one comes forward to take responsibility then the whole block will be invoiced for the repairs. All of the common rooms provided by the College are fully furnished and come with the following equipment:

- Table
- Chairs
- Fridge
- Freezer
- Microwave
- Kettle

Guidance

All residential students living in a particular block will be responsible for what goes on within it. The onus is on the residential student to assist staff in investigating incidents and damage within the blocks. Students must not act or behave, in a way that causes a health or safety risk to others on campus; this may result in disciplinary action.

HOUSEKEEPING

As well as gaining your qualification here at Bicton College we also encourage you to develop various life skills. As a residential student we encourage you to keep the blocks clean and tidy. In particular you will be responsible for cleaning your bedroom, bathrooms and ensuring that communal areas are clean, tidy and in a fit and liveable state. The communal areas will be cleaned regularly Monday-Friday. Staff will conduct regular room inspections on the cleanliness of your room and further support will be offered as necessary. If standards fall below an acceptable level the College reserves the right to carry out a room clean on the residents behalf at a cost of £50 per clean. If students do not maintain a tidy clean room the College has the right to remove an individual from residence.

It is a joint responsibility of all residents to keep the kitchen/common room areas tidy and in a hygienic state. It is your responsibility to wash up items immediately after use. Should cleaners be unable to gain access to the sinks because of unwashed items, these items will be removed. If kitchens / common rooms are persistently found in an unacceptable state disciplinary action may be taken. A block charge may also apply if additional cleaning is required to return the area to an acceptable condition.

Basic cleaning equipment is kept in the kitchen for use by students who use that kitchen. It is the students' responsibility to purchase other items and keep the equipment e.g. microwaves, clean. Damaged or lost equipment will be charged to the appropriate students. Cleaning staff will clean the facilities but students are also required to keep the following communal facilities clean to the following standards:

Kitchen

- Refrigerators and freezers must be cleaned inside and out.
- Floors thoroughly clean and remove all grease. Any spillages should be cleaned up.
- Rubbish recycling and waste bins must be emptied regularly and kept clean.
- Sinks/drainers - please keep clean and clear
- Hobs must be thoroughly cleaned.

Shower rooms

- Sinks and shower cubicles must all be cleaned (including taps). Do not use an abrasive cleaner as this can damage the surface. Use products which remove limescale. In halls where there is a hair trap in the shower, it must be cleaned.
- Toilets - clean the bowl and seat thoroughly and behind and underneath. Remove all limescale and staining with a specialist cleaner.

Hallways, Staircases and Landings

- It is the responsibility of all residents to ensure that these areas are kept clean and tidy.
- No personal belongings are allowed to be left in hallways, landings, stairs or foyers.

General

- All carpets should be vacuumed, on a regular basis. Burns and stains are not considered fair wear and tear and will be treated as damage.



Guidance

Students who have TVs, stereos, radios, computers and musical instruments, which persistently lead to complaints will be requested to remove such equipment from the campus at the direction of the Residential Services Team.

Residential Services Team may confiscate items in the short term to assist with providing a quiet campus.

Noise should be reduced between 10:30pm-8am.

ANTISOCIAL NOISE

All individuals must respect the rights of others to a life free of excessive noise and disturbance. If you are making too much noise and you are asked to reduce it, by other students or staff, you must do so immediately. Failure to do so may result in disciplinary action. Shouting, talking loudly, door slamming and general selfish behaviour late at night can disturb those wanting to sleep.

If you listen to loud music late at night please use a set of headphones. The campus needs to be quiet after 10.30pm. The atmosphere must be conducive to sleep and late night study, this means that noise must not be heard outside rooms or communal areas. Please note that it is a civil offence to cause unreasonable noise after 11pm.

You will be advised by the Residential Services Team if you are making too much noise. If you come back onto campus late at night, we ask that you think of others and be quiet. If you come back by taxi late at night you need to request that you be dropped outside the Reception entrance and not outside the accommodation entrances.

At the end of any social functions at the College, you must leave quietly and settle down in your block quickly. Excessive noise and disturbance after such events could jeopardise future social activities and result in disciplinary action.

VISITORS

While we allow residential students to have visitors we do require that the following rules are adhered to.

- No visitors are allowed in blocks between 10.30pm and 8.00am including other residential students.
- All visitors must be registered with the Residential Services Office on arrival, failure to do so will result in them being asked to leave.
- Registered visitors are permitted to stay until 10.30pm
- Only current Cornwall College students are allowed into the residential blocks as visitors. (U18 students are not allowed in any over 18 blocks)
- Non College visitors are allowed to visit within communal areas ONLY and not allowed in residential areas unless prearranged and agreed with residential staff.
- Parent/Guardians must also sign in and may be asked for ID, parent/guardians must not walk through residential areas without identification.
- The behaviour and conduct of the visitor is the responsibility of the host, including costs due to damage caused to college property.

Breach of any of the above may result in a ban on future visitors and or other sanctions.

OVERNIGHT VISITORS

- Overnight visitors must be registered by 8pm on the night of stay and authority must be given by the Wardens before an overnight stay can be agreed. Visitors that have not been registered will be asked to leave the campus.
- Overnight visitors must be within the same age range, either under or over 18 and a student at the College. Parental permission (from both parties) is required for students under 18
- The College charges a £5 administration fee for overnight visitors, which is to be paid in the Residential Services Office when they register.
- Students are permitted ONE overnight visitor per student per night to a maximum of TWO stays during Monday to Friday.
- Duty Students must register as a residential duty student
- Breach of any of the above may result in a ban on future visitors and or other sanctions.

Guidance

Any visitor may be asked to leave the College premises by an authorised member of the Safeguarding or Warden teams for any of the following reasons:

- Verbal or physical abuse or other unacceptable behaviour towards another student or member of staff because of their differences such as - race, sexual orientation or disability
- Physical damage or any other acts of vandalism to the premises
- Excessive or persistent noise
- Drunk and/or disorderly behaviour including overstaying their welcome and refusing to leave when asked to do so
- Causing a nuisance in any other building other than the one they are invited into
- Inappropriate dress which might cause offence
- Found in restricted areas of the campus
- Failure to accept and comply with any reasonable request by a member of the warden team
- Where their acts may endanger others' safety and security
- Not following any fire regulations
- Ignoring the College's Health and Safety policies and procedures which may lead to injury or accident.

Where there is any suspicion of anything illegal being carried out by the visitor, then the matter will be put into the hands of the local Police

EVENING & WEEKEND ACTIVITIES

The following activities are just some that are available in the evenings and at weekends. Some are available at any time, others are available at timed slots. Keep up to date with what is going on, when and where through our monthly activities calendar which is widely available throughout the College.

- Pool
- Darts
- Table Tennis
- Shopping trips
- Nights out
- Bowling trips
- Cinema trips
- Bar Quiz
- On site gym (induction required)
- Swimming
- Beach trips
- Film nights
- Pamper nights
- Football

For students living in residence the Residential Services Team is the first point of contact for any student queries or problems that you may be facing.



FIRE ALARMS

When fire alarms go off in the blocks we ask that you leave immediately and gather at the named assembly point.

College staff will attend to the alarm as a matter of urgency.

You are asked to behave in a responsible manner and follow instructions from staff and the emergency services promptly. It is for everyone's safety that cooperation is given in emergency situations whether they are false alarms or for real.

There will be a fire drill each term, you will be notified of the week that it is due to take place but not on which day.

The use of candles, joss sticks, heating appliances etc. are banned under College regulations, the College reserves the right to remove such articles from a student's room.

Disciplinary action and a minimum £50 charge will be made for any student found to be setting off or damaging fire equipment. This includes covering up of fire detectors in accommodation.

The equipment is installed for your safety.

Guidance

Students who ignore fire alarms, hinder staff or emergency services in the course of their duties during emergency situations, will face disciplinary action.

Students must not re-enter a block until advised by staff.



SIGNING IN & OUT

Under 18

Students under the age of 18 may not leave the campus at any time without signing out and handing their keys in, unless accompanied by a member of staff.

If signing out, parental permission will be obtained by Residential Services Team if under 18.

If you wish to leave the campus you may do so by using the following method.

Go to the Residential Services Office and ask to sign out providing the following information:

- Where you are going
- When you plan to be back
- Your keys
- The staff will then sign you out.

On your return you must see the staff in the Residential Services Office who will sign you back in and return your keys.

Curfew

Under 18 students are not allowed to sign out after **10pm** and must have returned by **10.50pm**. The block curfew will be enforced at **11pm** Sunday to Thursday and **11.30pm** Friday and Saturday, If you do not return by the time stated we may have to phone either parents/guardians or the Police. You are only permitted to leave your block after curfew for a fire alarm or an emergency.

Over 18

Students aged over 18, who are on a 3 and 4 night accommodation package must hand their keys in at the end of each week. Students on a 5 night package are not required to do this. ALL students must hand their keys back in at the end of each half term.

Guidance

If Residential Services staff cannot ascertain the whereabouts of a residential under 18 student when completing the night checks they are required to inform parents.

This will often be after midnight; you can help to minimise these calls by reminding your son/daughter to sign out.



UNDER 18

Supplementary Regulations for Students under 18 years of age.

At Bicton College we pride ourselves on the care we provide to our students. Parents and guardians will be pleased to hear that the care of the students follows government standards and is monitored by Ofsted. Below is an extract from our latest Ofsted assessment:

“Students receive good quality care and support from a dedicated team that has students well-being at the heart of its practice” Ofsted (Dec 2018).”

On reaching your 18th birthday you will need to move into an over 18 accommodation block; this may not always be possible straight away and if you turn 18 within academic year you may be required to remain in your under 18 room and adhere to the under 18 rules in that block until a bed is available in an over 18 block. No under 18s are permitted to enter any over 18 block.

Guidance

Every evening the Residential Services Team will check students' presence and safety within blocks. Regular spot checks will also be carried out on those under 18 year old students who do have permission to be off campus.

If a student is found to be missing every effort will be made to locate them. In the event of a student not being found, the following steps will be taken:

- Initially the Parent/Guardian will be called and advised that their son/ daughter/ward is missing.
- If the parent/guardian is not available or if the parent is non co-operative, the police will be called to report the student missing.

Under 18 students may not sign out after 10pm and must have returned by 10.50pm. The block curfew will be enforced at 11pm Sunday to Thursday and 11.30pm Friday and Saturday.

Students failing to follow these guidelines could be liable to disciplinary action and/ or removal from residential accommodation.

TVs & ELECTRICAL

You are responsible for having a television licence for any device you bring to College; you are not covered by the TV licence at your home address. If you are found without a licence you will be liable for a £1000 fine. The College cannot take any responsibility for action taken against you by the licensing authorities. Visit www.tvlicensing.co.uk for more information.

In accordance with College Policy all electrical equipment brought onto campus requires to be PAT tested, we will instruct an external company to complete this task within the first half term.

The Health and Safety Advisor, campus staff or any member of the Residential Services Team has authority to remove any items of equipment which are considered unsafe or overloading the existing sockets.

Please note: Additional items such as kettles, toasters, grills, microwaves, heating appliances, cookers, fridges/freezers (other than mini fridges) are prohibited within accommodation.

Guidance

Students must hold a valid TV licence for any television or computer that receives the broadcast signal.

As with other equipment that makes noise, if a TV is repeatedly the cause of a complaint the College may ask students to remove it from the residential blocks.

INSURANCE

You are responsible for securing and insuring your personal property.

The College is not responsible for the loss or theft of personal possessions; where this does occur it is your responsibility to report such incidents to the police as well as inform the Residential Services staff who will help as much as they can reasonably do so.

Please keep your room locked at all times. Failure to do so may put your possessions at risk.



LAUNDERETTE

The launderette is provided for the use of resident students only.

There are five industrial washers and dryers. Non-resident students are not permitted access to the launderette.

Please use the machines carefully and try not to overload them; if you are in any doubt about how to use them, ask a member of the Residential Services Team who will be happy to instruct you.

Soap powder can be purchased from the small shop located in the Residential Services Office.

Return within plenty of time to ensure that you allow others to use the machines. This can sometimes lead to other students removing the laundry and items going missing. Leave your washing unattended at your own risk.

Please note the Laundry is locked after curfew.

Guidance

As with other College property, students found misusing or damaging other students laundry will be subject to disciplinary action.

KEYS & FOBS

The residence blocks are secured with electronic door locks and CCTV cameras are also used to ensure that the welfare of students is paramount.

These have been placed to maintain the privacy of students wherever possible. Their role is to ensure that students' safety and security is upheld at all times.

Your electronic key fob records your in/out history, accessed through a computer in the Residential Services Office.

The key fob provides access to your residence block, but not into any of the other blocks; they also have a feature to stop you passing your fob to friends through the windows.

Guidance

Keys and fobs cost £25 to replace when lost. Fobs record students log in/out history.



SMOKING

You are advised to not smoke but should you wish to, smoking (this includes any e-cigarettes and vaping) is banned in all parts of the residences including rooms, common rooms, stairways and corridors. There is one dedicated smoking shelter available for you to use. This is the only place in which you can smoke.

A proportion of the proceeds from any fines will be used for the benefit of the rest of the residential community.

Where there is evidence of smoking i.e. ashtrays, cigarette stubs, burn marks etc. in rooms and common areas, you will also be liable for any repairs to damage caused to College property as well as disciplinary action being taken.

Where possible Stop Smoking workshops will be available for anyone that requests it and will also be available at Freshers' Fair.

Continual warnings or breaches will incur further disciplinary action being taken; ultimately you could be removed from residence.

Guidance

Smoking is now banned in public places: a £10 fine or community service will be levied on any individual found to be smoking anywhere but the designated area or if evidence is found of smoking (e.g. ashtrays, cigarette stubs in accommodation).

It is illegal to purchase cigarettes under the age of 18 years old.

ALCOHOL

In a residential environment with a large proportion of young people, the College has a clear responsibility to all students, both over and under 18 years old.

Although as an adult over 18s are legally able to consume alcohol, as a residential student we insist that anyone consuming alcohol does so responsibly. This means that you take precautions with your drinking so that it does not harm yourself, your family, or society at large including the residential community. It also means not getting drunk and not letting alcohol control your life or your relationships. The consumption of alcohol on site is not permitted before 5pm Monday-Friday and alcohol must only be consumed in the designated areas inside students' accommodation. Alcohol must not be consumed in any external areas. Alcohol can only be consumed by students aged over 18 in their social area in their own block or by over 18 students in the bar area. Alcohol in blocks must be under 20% ABV. This is to minimise alcohol related disturbances and maintain a safe healthy campus.

The recommended safe limit of alcohol for adults is 14 units per week, spread out through the week, with at least two alcohol-free days a week. Alcopops typically contain at least one unit. Two small (125ml) glasses of wine are three units and a pint of normal strength lager or cider contains two units. There is no official safe limit for under 18s.

When using the bar on campus you will need to show your ID card to bar staff or Residential Services Staff upon request. No drink may be served unless you can prove you are over 18 years old. Over 18 students may not purchase alcohol for any under 18 students and could forfeit their right to drink in the bar and disciplinary action, if they do so.

Anti-social behaviour, particularly where it has an adverse effect on others and where alcohol is a factor will NOT be tolerated. We reserve the right to restrict the consumption of alcohol for over 18s if deemed necessary.

The College reserves the right to remove from blocks any student who cannot function in a responsible manner.

DRUGS

You are responsible for what happens in your room. You must ensure that you do not let any illegal drugs or psychoactive substances/legal highs come into your room, even if you do not intend to use them as you will be liable to disciplinary action.

If there is a suspicion of the use of either Class A or B controlled substances being used on or off site whilst resident at college the Police may be informed.

If any student needs advice and guidance with drugs they can seek confidential information from any member of staff in the Residential Services Office.

We have a zero tolerance regarding the use of drugs and non-prescription drugs; any student to be found either in possession of or using non-prescription drugs or in possession of any drug paraphernalia risks losing their place at College.

Guidance

Written warnings will be issued for underage drinking or for over 18s found to be drinking on campus other than the student bar or social area in their own blocks. A £50 charge will be payable by all students found in breach of this rule.

Parents will also be contacted and if deemed necessary, parents will be asked to collect the student.

Guidance

The use, sharing, gifting, or dealing of controlled drugs and legal highs is deemed by the College as a serious breach of College regulations.

The College reserves the right to immediately suspend and discipline an individual from residence and/or College.

In all cases of students under 18, parents / guardians will be informed. Association with a drugs incident will result in a reinforcement of the drugs policy and rules being made which will be noted on the student's file. Further detail is available in the student disciplinary procedure.

STUDENT VEHICLES

Vehicles may be used and parked on the campus provided they are registered in reception.

You will need to complete a vehicle registration form and comply with the regulations listed on that form.

Forms are available in reception; failure to register a car may result in disciplinary action. If you change your vehicle during your time at College, you must complete a new form.

Please note:

- Students are reminded that their vehicle must be parked within appropriately marked bays. Parking on any grass verge is not permitted.
- Students must keep to the signed speed limits and give priority to pedestrians, animals and site vehicles. Students found speeding or driving in a dangerous manner may have their vehicle banned from site.

Abandoned vehicles will be disposed of and all costs charged to the registered owner.

Guidance

The speed limit on the drive is 20mph. The speed limit around the College buildings is 10mph. Students found speeding or driving in a dangerous manner may have their vehicle banned from site.

STUDENT POST

When you receive post it is delivered to the main reception during weekdays only; this is then picked up and taken to the Residential Services Office where the Residential Services Team will deliver to you daily or you can collect.

Parcels and recorded deliveries are kept in main reception and in the Residential Services Office to be collected by students. There is a post-box by the car park opposite the gym.

If you would like post sent to you then please make sure that the address is correct as below:

Your Full Name
Resident Student
Room No. & Block Name
Residential Services
Bicton College
East Budleigh
Budleigh Salterton
EX9 7BY

Outside of term time and whenever possible student post will be forwarded to your out-of-term time address.

USEFUL NUMBERS

Bicton College

Learner Support Coordinator	01395 562406
Reception/Main Switchboard	01395 562300
Residential Bursaries	01395 562393
Residential Services & Accommodation	01395 562320
Residential Services and Evening Wardens (Emergencies only and outside of normal office hours)	07977 148270
Student Absence Line	01395 562314
Student Services - transport/funding	01395 562393

Other Useful Numbers

Budleigh Salterton Medical Centre	01395 441212
Travel Line	08712 002233





CONTACT US

Accommodation

Maxine Bentley
Residential Team Lead
Bicton College
East Budleigh
Budleigh Salterton
Devon
EX9 7BY

Tel: 01395 562320

Residential Bursaries

Lena Welch
Bursary and Residential Officer
Bicton College
East Budleigh
Budleigh Salterton
Devon
EX9 7BY

Tel: 01395 562393

For general enquiries about courses please contact:

Customer Services
Bicton College
East Budleigh
Budleigh Salterton
Devon
EX9 7BY

Tel: 01395 562400

Email: customer.services@bicton.ac.uk

Website: www.bicton.ac.uk