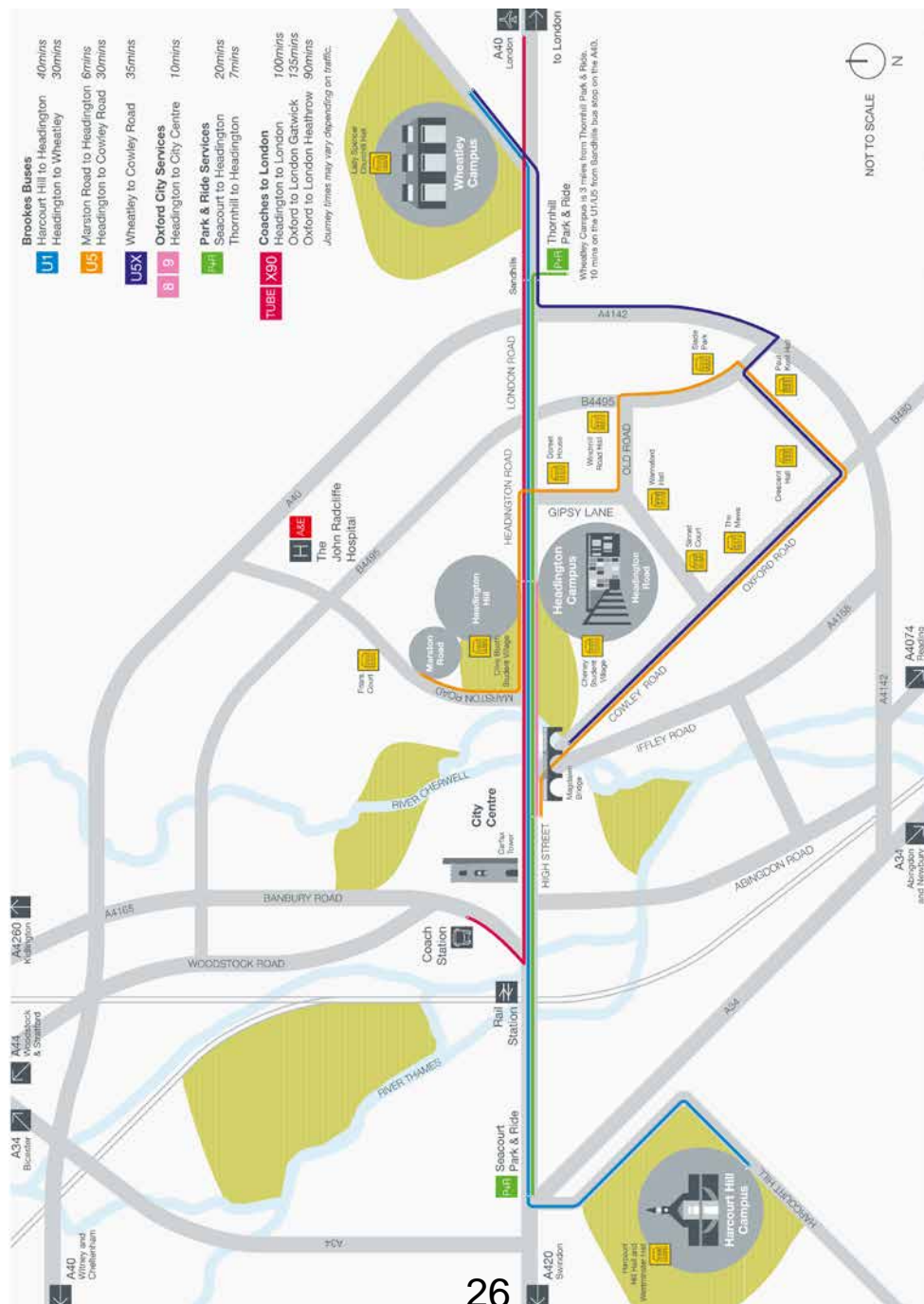


HALLS OF RESIDENCE INFORMATION 2016/17





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UUK/Guild HE Code of Practice for the Management of Student Housing

Oxford Brookes University halls of residence and accommodation services comply with the Code of Practice; every hall office holds a compliance folder which is available for you to look at if you wish.

Further information on the Code can be found at: www.universitiesuk.ac.uk/aboutus/AssociatedOrganisations/Partnerships/ACOP/Pages/default.aspx

Hospitality Services are committed to providing a professional and friendly service that values you as an individual.



WELCOME FROM THE RESIDENCE MANAGEMENT TEAM



Welcome to Oxford Brookes University.

We hope you enjoy your stay in our halls of residence. Your hall is your new home for the coming academic year. Most students will live in halls for their first year of study, but there is the option to continue to live in halls in further years too. Each hall has a manager who is responsible for the day-to-day operation of the site and a range of other staff as well as a warden team.

For most, halls are an exciting place where you can create a vibrant community and make friendships which last for a lifetime. Communal living is a new experience for many students, and most manage the change extremely well. This booklet is designed to help you settle into your new community and tell you about the support available to you.

We strive to provide secure and affordable accommodation for our students living in halls. We offer support and information throughout your university career, and our staff are always willing to help you, especially if you are living away from home for the first time.

We aim to make your experience at Oxford Brookes an enjoyable one. If you feel we are not meeting your expectations please tell us.

Constructive feedback, compliments, comments and criticism help us to provide the services that students require; so get involved, this is your community.

We look forward to welcoming you to your hall.
Residence Managers

ABOUT YOUR HALL

Our halls of residence are all a little different. They vary in size, location, on-site facilities and the arrangement of rooms. Depending on which hall you are living in, if you are in a study bedroom you will be part of a flat, corridor or block where you will share a kitchen/living room and maybe bathroom facilities too. Studio flats are self-contained units. They all produce vibrant and diverse communities, and give students a great opportunity to meet a wide variety of people.

Staff and wardens

There are a range of staff who work in our halls of residence. They are all here to help you if you have any problems. Each hall is managed by a Residence Manager. The size of the team they work with will vary depending on the size of the hall. Large halls have large teams while smaller halls have smaller teams. In addition to the Residence Manager there will be Assistant Residence Managers, Residence Support Assistants, Administrative Assistants, domestic staff, security staff and Hall Wardens. We also have a Residences Liaison Officer and Residence Community Officer who work across all sites to improve communications and provide social events.

Our regular hall staff work in the hall offices while they are open. Out of hours the Hall Wardens are available if you have any questions or concerns, and overnight there are security staff on call.

Hall Wardens are either members of Oxford Brookes staff or students in their second, third or fourth year who live in halls and are there to provide pastoral support and advice to student residents, as well as working in the hall office in the evenings and at weekends. Wardens are also Disciplinary Officers and have a responsibility to ensure that residents are adhering to the Hall and University Regulations.

They also organise social events and can provide information about Oxford in general. You will get to meet your warden team when you move in, and

their details will be available in your flat if you need to contact them.

If you decide that you would be interested in becoming a warden in future years please email **RCO@brookes.ac.uk** for more details and an application pack.

Your bedroom

Your bedroom is your home for your time in halls. It's your personal space within your flat or corridor. It's where you live, keep your belongings and study.

Your bedroom will have the following furniture and fixtures in it when you arrive:

- bed-base and mattress
- mattress protector
- desk and desk chair
- reading lamp
- book shelves
- wardrobe
- waste bin
- bedside cabinet
- curtains

There will also be a vacuum cleaner provided for your flat and we expect you to keep your room clean and tidy. There are pinboards for posters etc. so please don't pin or stick items to the walls. If you damage the walls with drawing pins or blutac you will cover the cost of repair. You are responsible for your room. When you arrive we will give you an inventory form to complete, please do so and hand it in at the hall office.

NOTE: We don't provide bedding in the rooms. You need to bring your own bed linen. Alternatively you can buy it from your hall at arrival, or buy a bedding pack before you arrive from the shop in your StarRez account.

The kitchen

Most of our halls are self-catered, so each flat or corridor will have its own kitchen. All residents share the space for cooking and socialising. Storage is limited for each resident, so try not to bring too much with you.

Each kitchen has

- a cooker
- a microwave
- kettle
- fridge/freezer

You will be expected to keep the kitchen tidy. If you are living in a studio flat at Westminster your kitchen will have

- a small fridge/freezer
- cooker
- microwave
- kettle.

Please refer to <https://www.brookes.ac.uk/Documents/Studying-at-Brookes/Accommodation---What-to-bring/> for a list of items to bring, and those you should leave at home.



Fridges and freezers

Your kitchen will have standard fridges and freezers shared by the flat/corridor. You may have less space for chilled and frozen food storage than you are used to. It can be better to wait until you arrive to buy groceries, instead of arriving with more than you can store.

Bike storage

Each hall has an area to store bikes. The type of storage varies by hall and we recommend buying a good lock. It's advised to have a D-lock on the frame and a cable lock elsewhere on the bicycle.

Smoking

There is no smoking permitted within the internal areas of any halls of residence or within 5 metres of any building. This includes e-cigarettes. You can read the University's Smoking Policy at www.brookes.ac.uk/services/hr/health_safety/no_smoking.html

Endsleigh Insurance

Basic contents insurance is provided by Endsleigh Insurance as part of your accommodation package. The insurance provided covers some of the items in your room for theft, fire and flood risk. To check what's covered please visit

https://www.endsleigh.co.uk/personal/home-insurance/review-student-cover/?agent=12329&utm_source=uma&utm_medium=partners&utm_campaign=block_halls_certs_may_2015

and enter the policy number HH1212 or Institution 'Oxford Brookes' in the search boxes.

Laptops, tablets and phones are not covered if you take them outside of your room. You may wish to consider taking out additional cover to protect these items. Endsleigh offer some packages to extend your basic cover these items and other gadgets. Go to www.Endsleigh.co.uk/reviewcover for more information

LIVING IN YOUR ACCOMMODATION

Arriving

Arrivals weekend is a busy time, so we stagger arrival times to prevent bottlenecks. The table below lists what time we recommend you arrive. It is sorted by the first letter of your surname.

SURNAME	SATURDAY 17 SEPTEMBER	SUNDAY 18 SEPTEMBER
A-C	10.00-11.15am	10.00-11.15am
D-G	11.15am-12.30pm	11.15am-12.30pm
H-L	12.30-1.45pm	12.30-1.45pm
M-P	1.45-3.00pm	1.45-3.00pm
R-S	3.00-4.15pm	3.00-4.15pm
T-Z	4.15-6.00pm	4.15-6.00pm

Please note that if you are going to be living in Clive Booth Student Village you will be able to book your arrival time online. Details are available in your hall e-induction.

If you can't make your time slot we recommend you arrive between 10am and 6pm on the Saturday or Sunday. If you need to arrive outside these times, make arrangements in advance. You should contact the hall office using details on page 19. Not all hall offices are staffed 24 hours, so it is important that you contact them to make special arrangements.

If you are coming from overseas and will arrive a few days before arrivals weekend you can move into your hall room up to a week early provided it is an Oxford Brookes University managed hall. We will charge you for the additional days. Please email accomm@brookes.ac.uk to arrange this. If you

are going to be living in Cheney Student Village you will not be able to arrive in your room early. If you are going to be living in a third party hall you will need to discuss arrangements with the hall directly.

At arrivals weekend, the hall offices issue keys, and will be extremely busy. We ask that only the licence holder (the student) arrive at reception to check in.

Mail

If your mail is properly addressed it will be delivered to your post box in halls. Hall staff will, at their discretion, sign for packages that do not fit into your post box but please note they are signing only to confirm the package has been received.

Oversized packages are delivered to halls at your own risk. It is now possible to get parcels from Amazon delivered to local shops or the brass lockers in the John Henry Brookes building.

You will be notified via your Oxford Brookes email address that a package is awaiting collection from your hall office. Please collect your packages during the times that your hall specify (you will need to show photographic ID). The length of time the hall office will hold your package varies from hall to hall.

Hall staff reserve the right to refuse/dispose of any package that is giving off any noxious fumes or is suspected to contain substances that are illegal or may pose a risk to health and/or safety. Packages not collected within 7 days will be donated to a local charity.

Data and phone lines

There is a network access point in every bedroom which allows you to connect to the wired University network; subject to the relevant rules and regulations. Once you have enrolled on your course and have your student number, you will be able to use this. This service is included with your hall fees.

Although it does not form part of your contractual agreement there is complimentary Wi-Fi in all halls. Information about getting online can be found in the leaflet in your 'Residents' Information Pack' in your kitchen, or by visiting the IT website www.brookes.ac.uk/obis.



Mobile Phones

Most students use mobile phones. Please note that there are areas of poor signal strength in some of our halls. This is beyond the control of the University, and signal strength may vary between service providers.

Telephones in-hall

Unless you have a medical condition which requires you to have a phone line in your room, our halls no longer have landlines. If you don't want to use your mobile phone to make calls, we recommend you use Voice over Internet Protocol (VoIP) services instead. This is a way of using voice communication over the internet, rather than a conventional landline network. You can use the University network to access these types of services (for example Skype

or Google Talk etc.) and can use it to contact halls staff if you need to.

Once you are able to access our internet networks, you can set up a service using one of the available providers. Please note that you might need to purchase a microphone or headset if your computer, tablet etc. does not have them.

The advantages of these systems are:

- Free installation and calls using the software application
- Competitive rates when calling landline or mobile telephones
- Easy to install and use (more information will be provided in your welcome folder)
- You can use it on smart phones, laptops, tablets etc.
- VoIP providers can also assign you with a number so that other people can contact you using a landline telephone.

Vacation arrangements

Your contract is continuous from arrivals weekend until you leave in the summer. This means you can stay in your room throughout the Christmas and Easter vacations. If you don't want to live in hall you can still leave all of your possessions in your room. If you go home for the holidays you will need to tell us for security and safety purposes. Please complete the vacation form that's available in your hall.

Most hall contracts end at the start of June. If you need to stay in Oxford over the summer vacation, we do have a limited number of hall rooms available that you can book. These are available on a first-come first-served basis.

Students are not allowed to rent out their rooms directly to anyone else. This is called subletting and is illegal and a breach of the Hall Regulations. Any room swaps must be organised through the Accommodation Bureau. The accommodation is provided as single accommodation, unless otherwise stated. This means that you are unable to co-habit in a room.

When you leave

At the end of your Licence to Occupy you will be required to permanently leave your room (usually by 10am) and return your room keys in person to the hall office. If you are leaving early you will need to contact your hall office.

You must leave your room and the communal areas of your flat clean and tidy. All furniture and items must be left as they were when you arrived and any food removed from cupboards and fridges. Missing or damaged items are charged to you for replacement (see page 21). Please ensure that you hand in your room key to the hall office when you leave.

At the end of your Licence to Occupy, any belongings which are left in your room will be stored for two weeks and we will try to contact you. If after two weeks we have not had any contact from you, then we will send the items to a charity shop or they will be disposed of. If you have contacted us and cannot collect your belongings within two weeks, there will be a storage charge until you can collect them. We cannot store your items for longer than four weeks however, and after this time they will be disposed of.

Cost of living

It's a good idea to learn to budget before you come to university. It can be a shock when come to university and experience the cost of living for the first time. The following is just a guide to what your weekly expenditure is likely to be. The great news about living in halls is that your utility bills, insurance, internet and most of your bus travel are already included in your hall fees. If you are in a catered hall most of your food is included too.

The table details the **average weekly expenditure** for living costs beyond hall fees and those items that are included in your hall fees.

ITEM	COST
Laundry costs	£6-9
Telephone/mobile bills	£10
Transport (in addition to BROOKESBus travel)	£10
Food (for non-catered students)	£50
Household goods (toiletries, cleaning products etc)	£10
Leisure, sport and hobbies	£35
Other expenses (clothes, haircuts, gifts etc)	£30
Total weekly expenditure	£145

Some people may be able to spend less in some areas. It's always worth shopping around and looking for deals and vouchers to reduce your expenditure. Buying food as a flat can be much more economical than everybody buying their own food every week.

There are some costs you may incur that are monthly costs, such as a TV Licence (if you bring a TV with you). If you extend your contents insurance to cover specific items, this will also be on top of these costs. Some courses also have expenditure associated with them – like fine art, where you will need to buy paper and art materials. Your department should be able to give you accurate study costs information.

With accommodation fees included, it is likely you will be spending around £300 per week to live while you are at University. This will vary depending on which hall you are living in and what you are studying. It's useful to keep a close eye on your spending and your bank account. If you do struggle to afford to live while you are at University our financial aid office may be able to help you www.brookes.ac.uk/studying-at-brookes/finance/financial-aid/.

LIVING IN OXFORD

Oxford is a great city to be a student. With two large universities the city caters well for 18 – 29 year olds who make up roughly a third of the city's population.

Oxford Brookes' main Headington Campus is in East Oxford, a short bus ride from the city centre and close to the Cowley Road, which is the heart of the student community. The Cowley Road has lots of bars, restaurants pubs and clubs as well as great music and cultural venues and independent shops. Lots of our students also live in the Cowley Road area if they chose to move out of halls in their continuing years.

Oxford has lots of cultural attractions. We have the Ashmolean, the Pitt Rivers Museum and the National History Museum to explore. There is the Modern Art Oxford gallery where lots of our students' work is exhibited. We have exciting theatre, dance and stage shows at the New Theatre, the Pegasus Theatre and the Oxford Playhouse. Oxford Castle is a great place to visit plus we have loads of music events. There's the Common People festival every year in South Park (right next to our Headington Campus), The Oxford Folk Festival, the Cowley Road Carnival in July, and May Day events across the city from sunrise onwards.

Oxford is an amazing place to eat. Many great restaurants and cafes are on the Cowley Road, but you can also find great food in the city centre, Summertown and in the Covered Market. There's also lots you can do outside. Oxford is a very green city with lots of parks and two rivers. Blenheim Palace is just outside the city. We're also very close to the lovely South Oxfordshire countryside and the Cotswolds.



ENVIRONMENTAL IMPACT & RECYCLING

There is scientific consensus that human activities have contributed to climate change. The University would like all residents and staff to play their part in reducing this impact. We collaborate with local and national charities during the year to support their fundraising from donations of unwanted items and food. This has been very successful at reducing waste, increasing recycling and supporting the community.

Heating

The University is bound by legislation and an approved Code of Practice which determines the temperature levels within its buildings. Halls of residence heating is controlled centrally. The thermostat switches radiators off once a flat reaches the required temperature. If you have no heating, it may be that the flat may have reached this pre-set temperature. Please note that the University turns off central heating from June until the Autumn.

Bicycles

A free Bike Doctor service is offered during semester time at all campuses. The Bike Doctor provides students and staff with while-you-wait bicycle repairs (or you can leave your bike with the Bike Doctor for collection later in the day).

There are discounts for Students with a valid ID card in some bike shops. Please visit www.easit.org.uk/cycle for details.

The Oxonbike bike hire scheme is available from several points on the Headington Campus. For more information on the above please refer to www.brookes.ac.uk/cycling.

Please remember to take your bike with you at the end of your stay as all left bikes are donated to charity.

BROOKESbus

All Oxford Brookes students are eligible to apply for a BROOKESkey. This is a travel card that offers discount on trips to London and the airports as well as £1 fares on buses around Oxford. Students can keep the card for the duration of their course.

Additionally Oxford Brookes students living in halls and all undergraduate students paying full fees have an Inclusive Travel Pass added to their BROOKESkey which allows travel on BROOKESbuses for no charge and is valid until the end of the academic year. Please visit <https://brookes.oxfordkey.co.uk/smart-card/register/> to register for your key. If you have any questions please contact transport@brookes.ac.uk



Car club

Oxford Brookes has a car club which allows you to hire a car when you need it. For terms and conditions please visit www.brookes.ac.uk/carclub.

How you can help

Students at Oxford Brookes University can make a positive impact on saving energy by

- turning down radiators when a room is warm enough, including kitchens and corridors
- closing windows which are left open (also important for security reasons)
- switching off lights when not in use
- turning the tap off when brushing teeth
- using a plug in the sink and not letting hot water pour away
- taking quick showers
- switching off radios, laptops, computers and TVs when not in use.

Our halls of residence use around £800,000 worth of energy each year and these costs are included within everybody's rent. It is important that we all 'do our bit' to reduce energy use so that the University can use some of this money to support student activities in other areas.



Recycling

Residents are required to remove all of the rubbish from their flat and take it to the refuse collection point on daily. Clear instructions and collection point locations are provided on the notice boards and in resident information packs in your kitchen.

Please read the notices above the bins to ensure that you put the correct materials into the recycling containers. Rubbish such as banana skins could contaminate the whole load, and therefore would be sent to landfill instead of being recycled.

Halls also operate a re-use scheme. When students leave halls, they can donate items for future students to re-use or send to charities. Please contact the hall office for more information.

We also work with Oxford Food Bank. Students can donate unwanted canned or packaged food or toiletries at the end of their stay. This means food is not going to landfill and local people benefit.



HEALTH & SAFETY

General maintenance

Your bedroom may require maintenance during your stay in halls. If you have maintenance issues in your room you can report them through the Residents' Information Portal. If you are resident in Cheney Student Village please report maintenance issues to reception. Please give as much information as you can i.e. location and description of fault. This will ensure that work can be done as soon as possible. For emergencies (e.g. water leaks, or electrical problems) please contact on-call staff.

Planned maintenance occurs through the year, such as; fire alarm testing, water testing, shower head descaling, gutter cleaning, grounds maintenance. We will notify you when access is required to your room.

Fire alarms

All halls undertake statutory fire alarm testing on a weekly basis between Monday and Friday (except bank holidays). The actual dates, locations and times of testing will be advertised/circulated at each hall in September. If you hear the fire alarm outside of these advertised times you must evacuate the building to the nearest Assembly Point. We recommend you establish a safe route out of the building and to the nearest Fire Assembly Point when you arrive at your hall.

Safety in halls

Oxford Brookes takes Health and Safety very seriously and as a result we have a regime of internal and external inspections and protocols. The following information is provided so that you are aware of what the University is doing and understand these issues. If you have any questions or concerns please contact your Residence Manager.

Asbestos

In some older halls you may find small stickers which indicate that asbestos is present. Please don't be alarmed by this. Asbestos was a standard building material during the 1960s and the vast majority of buildings of this age will have low levels of asbestos. Asbestos is not dangerous providing it is not disturbed.

Oxford Brookes arranges for an independent survey to be completed on an annual basis and have placed these stickers to ensure that maintenance engineers know where it is and can work safely. If you would like more information on this subject please go to www.brookes.ac.uk/services/hr/health_safety/docs/obuhsn35.html

Legionella control

You may have heard of Legionella Disease but you might not be aware of what it is. It is a disease caused by bacteria that can be found in natural water sources e.g. water systems in offices, academic buildings, residential accommodation and houses.

You can become infected by inhaling bacteria in aerosol form. Oxford Brookes University has policies and procedures in place to manage risk from contamination in accordance with the current legislation and good practice. Site risk assessments are completed and an approved specialist water treatment company is appointed to undertake the necessary monitoring and maintenance activities.

What this means for you, is that periodically we will need access to your room or flat to monitor the quality of the water. We will always give you notice when this is going to happen and as is possible we will avoid exam periods.

PERSONAL SAFETY

We want you to enjoy your time living in halls and we also want you to be safe and secure during your entire student journey. Oxford is a very safe city, and while the vast majority of students do not experience crime during their time here, unfortunately some do. We take security very seriously. All halls have security staff cover and all student rooms have window locks. We also work closely with our Police Community Support Officers (PCSOs) and the local police to ensure that we have done all that we can to make our students safe.

Unfortunately despite all the measures we take, some students will come into contact with crime. The following gives an overview of what steps you can take to reduce the likelihood of this happening to you. Please make sure you read it carefully, and make sure you report any suspicious activity to the hall staff, PCSOs, security staff or the police.



Personal property

You should register your property on www.immobalise.com when you come to University. This means it may be more likely to be returned to you if it is stolen and recovered by the police. We provide basic contents insurance as part of your hall contract. Please check this carefully to see if all of your items are covered. If they are not you can purchase extensions to this cover, or you may be able to have your property covered by your parents' home contents insurance.

There are tools that you can install on your smartphone, tablet or laptop to help track it if it is stolen. If you have an Apple product there are built in tools you can activate. Many android phones and tablets also have built in tracking programmes, or this functionality is part of downloadable security apps.

If you have a windows tablet or laptop you can download programmes such as Prey <https://preyproject.com/> (this also works on Android and Apple products). Additionally security software now frequently includes tracking.

None of these products are endorsed by or supported by Oxford Brookes Information Systems. There are lots of options available and we recommend you research which one meets your needs.

If you bring a bike with you to Oxford we recommend that it isn't a particularly expensive model and that you always use two locks, one on the frame and one on a wheel. There is dedicated bike storage at our halls, and on our campuses.

In your hall

Generally students living in halls of residence experience lower rates of crime than students in privately rented accommodation. You should not be complacent however. The location of halls are advertised and well known. Criminals sometimes target halls of residence for their activity, especially at the start of term. Here are a few tips to help keep you and your room safer:

- Keep money, keys and electronic items (laptops, tablets phones etc.) out of sight when you are not in your room
- When you leave your room make sure your windows and door are properly closed and locked – this includes if you leave your room to go into your flat kitchen or shared bathroom
- If there are any problems with your door, windows or locks report them immediately
- Report the loss of any keys immediately
- Report any suspicious activity immediately
- Challenge anybody on site who you do not recognise. Staff will be able to show you their staff card and we will always give you 24 hours' notice if we need access to your room
- Don't let anybody tailgate you into a locked building (i.e. follow in immediately behind you) and make sure all doors close behind you
- Don't prop doors open
- If you see any criminal activity being carried out report it to the police or security immediately. Details will be in your kitchen packs and on notice boards.

Out and about

Oxford has Purple Flag status (https://www.atcm.org/programmes/purple_flag/WelcometoPurpleFlag) which means that our city is considered safe. We still recommend that you take extra precautions to ensure your safety when you are out and about. For example:

- When you go out, make sure you tell somebody where you are going
- Try not to carry a lot of cash on you or display expensive personal items that can make you a more attractive target for crime
- At night try to travel as a group rather than on your own
- Avoid short cuts or unlit areas after dark
- Be vigilant at cash points (ATMs) and don't be distracted when using them. Make sure you don't carry your PIN on you
- Don't accept lifts or share taxis with people you don't know
- Remember that if you don't have money to get home you can always use the Brookes Safety Bus (<http://www.brookesunion.org.uk/safetybus>)
- Keep an eye on your drink, and those of the people you are with when you are in bars or clubs. Do not accept drinks from strangers, especially if you have not watched their preparation
- If you are threatened or cornered then scream, shout or use a personal alarm to draw attention to yourself
- If somebody tries to grab your bag, let them take it. Your safety is more important than your possessions
- Report any incident to the police or security immediately
- Keep an eye out for your friends. If you think somebody might be in trouble, see if you can help

Illegal or unsafe behaviour

The University recognises that drugs, alcohol and other substances play a part in the lives of some individuals. Please note that the University does have a *Substance Misuse Policy* which states that:

“The University does not tolerate substance misuse or the possession and selling of illegal drugs on any of its premises. This includes individual student rooms in University Halls of Residence and in premises managed on behalf of the University by a third party, such as privately-managed halls of residence or University properties off-campus.”

In addition to any criminal consequences of drug use, students are subject to disciplinary action if they are found to be in possession of illegal substances. This can have repercussions for a student's future at the University and future employment prospects.

While alcohol is not illegal, it is a substance that can be misused and drinking to excess can have significant health consequences. Alcohol can make you behave out of character and also dulls the senses. This can mean you are less alert and aware of dangers. The current guidelines are that adults should not drink more than 14 units of alcohol a week – which is 7 pints of ordinary strength beer/lager, 14 small pub measures of wine or 14 single measures of spirits. For more information on staying safe when drinking alcohol, please visit <https://www.drinkaware.co.uk/advice/staying-safe-while-drinking/how-to-stay-safe-at-uni/>

All students at Oxford Brookes must comply with the *Student Conduct Regulations*. These Regulations include references to how students impact the safety and security of students, staff and other individuals while they are at Oxford Brookes. Further to any criminal proceedings a student may become party to, if you breach these Regulations you will be subject to disciplinary action from the University and your future at the University may be affected.

It is important that you understand how your actions can impact on other people. The University will not tolerate threatening behaviour, physical assault, bullying or sexual assault.

Sexual assault is any act of a sexual nature where consent has not been obtained. For more information about consent, have a look at the Thames Valley Police Consent is Everything video (www.thamesvalley.police.uk/crime-prevention/keeping-safe/consent-is-everything.htm). Understanding consent is important for everybody's safety and wellbeing and it is worth remembering that most sexual assault takes place within pre-existing relationships – whether these relationships are with people you are dating, people you are friends with, acquaintances or people you meet during a night out.

If you are the victim of any attack or assault, please talk to a member of hall staff or Hall Warden immediately, who will support you and give you guidance on the next steps. You can also gain professional help and support for any issue through Wellbeing – 01865 484650 www.brookes.ac.uk/students/wellbeing/. You can be assured that if you report any attack or assault to staff in your Hall or in the University, this will be treated in the strictest confidence.



FREQUENTLY ASKED QUESTIONS

1 *How will the flats be mixed?*

Accommodation is allocated via a random computer allocation system, so your room could be on any floor, and facing any direction. Flats are mixed, and will be made up of students who are of different genders, cultures and studying different courses. The only exception to this is those students who have longer contracts due to course requirements who are generally housed together.

2 *Will the accommodation be with undergraduates or postgraduates?*

Where possible, students who have requested postgraduate or mature undergraduate accommodation will be allocated within postgraduate blocks. If a student moves out during the year and we have students wanting accommodation then this room could be filled with an undergraduate or postgraduate student.

3 *How much will it cost to do my laundry?*

The laundry costs £2.20 for a wash and £1 for the dryer.

4 *Am I allowed to bring a TV?*

Yes, televisions are allowed. You will be required to have a TV licence and the signal can vary in halls, so an internal aerial may be needed.

5 *Are guests allowed to stay?*

Yes guests can stay in your room after the first two weeks of semester. They can stay for three out of seven nights and need to be registered at the hall. Please be aware that if they bring a car they will need to park at one of the Park and Rides.



SUPERMARKET LOCATIONS

Larger supermarkets

Asda

London Road, Wheatley
Oxford, OX33 1YX

Sainsburys

Heyford Hill, Littlemore
Oxford, OX4 4XR

Sainsburys

Unit 1, The John Allen Centre,
Between Towns Road,
Cowley, Oxford, OX4 3JP

Tesco

Unit 7, Oxford Retail Park,
Cowley, Oxford, OX4 6XJ

Headington

Sainsburys

98 London Rd
Oxford, Headington
Oxford OX3 9AJ

Tesco

83/83a London Rd
Oxford, Headington
Oxford OX3 9AJ

The Cooperative

152 London Rd,
Oxford OX3 9ED

Waitrose

9-11, Old High Street
Oxford, OX3 9JT

Cowley Road

Tesco Metro

159 – 161 Cowley Road
Oxford OX4 1UT
0845 677 9520

Uhuru Wholefoods

48 Cowley Road, Iffley
Oxford, OX4 1HZ
01865 248249

Tahmid Stores

53 Cowley Road
Oxford OX4 1HP
01865 203202

Sainsburys Local

134b Cowley Road
Oxford OX4 1JH
01865 448330

Baltic Food

88 Cowley Road, Iffley
Oxford OX4 1JB
01865 248774

Simply Fresh

236 – 239 Cowley Road, Iffley
Oxford OX4 1UH
01865 200600



USEFUL CONTACTS

Wellbeing Services

Mon – Thu 9am – 5pm

Friday 9am – 4.30pm

01865 484650

wellbeing-recpt@brookes.ac.uk

Disability

01865 484653

disabilitysupport@brookes.ac.uk

International Students Advice Team

01865 484581

isat@brookes.ac.uk

Medical Centre

Mon – Fri 8.30am – 6pm

01865 483193

Out of hours 01865 242334

medical.centre@brookes.ac.uk

Safety Bus

Mon – Sat 9pm – 3am

Sun 9pm – 1am

07714 445050

Student Finance

Tuition Fees: 01865 483088

Hall Fees: 01865 483866

finance-fees@brookes.ac.uk

Students' Union

Advice centre: 01865 484770

su.advice@brookes.ac.uk

Executive Office: 01865 484750

Facilities

24 hour telephone number: 01865 483060

Harcourt: 01865 486585

Headington: 01865 483060

Wheatley: 01865 485853

Accommodation Bureau

01865 484660

accomm@brookes.ac.uk

Cheney Student Village

24 hours: 01865 325380

Clive Booth Student Village

24 hours: 01865 485013

Crescent Hall

24 hours: 01865 482850

Westminster Hall and Harcourt Hill Hall

24 hours: 01865 485403

Lady Spencer Churchill Hall

24 hours: 01865 485795

Thames Street

Day time: 01865 201 611

Out of hours: 07442504151

Paul Kent Hall

24 hours: 01865 482994

Warneford Hall

24 hours: 01865 485602



HALL CONTACT DETAILS

Cheney Student Village

General Manager – Karen Snaith
Cheney Lane, Headington, Oxford
OX3 0BD (blocks A – K)
OX3 0BF (blocks L – U)
01865 325380
oxford-helpdesk@upp-ltd.com

Clive Booth Student Village

Operations Manager – Gary Carter
Office Manager – Joanna Doyle
John Garne Way, Marston, Oxford
OX3 0FE (blocks A/C/K/L)
OX3 0FF (blocks B/F – J)
OX3 0FN (blocks N – S)
OX3 0FW (blocks T – X)
OX3 0FN (blocks A – E PG)
OX3 0FP (blocks F – K PG)
01865 485013
cbsv@brookes.ac.uk

Crescent Hall

Residence Manager – Chrissy Knight
Crescent Road, Temple Cowley, Oxford, OX4 2NS
01865 482850
crescent-hall@brookes.ac.uk

Lady Spencer Churchill

Residence Manager – Calum Beatt
Wheatley Campus, Oxford, OX33 1HX
01865 485795
lsc-hall@brookes.ac.uk

Paul Kent

Residence Manager – Juliette Ashton
James Wolfe Road, Oxford, OX4 2WA
01865 482994
paulkent-hall@brookes.ac.uk

Thames Street

Residence Manager –
3 Thames Street
Oxford Brookes University
OX1 1EQ
01865 201 611
thamesstreet@brookes.ac.uk

Westminster Hall and Harcourt Hill Hall

Residence Manager – Ann Chase
Harcourt Campus, Botley, Oxford
OX2 9GJ (blocks A.B)
OX2 9GL (block C)
OX2 9GN (block D)
OX2 9GP (blocks E/F)
OX2 9GQ (blocks G – I)
OX2 9GR (blocks J – L)
01865 485403
Harcourt-hall@brookes.ac.uk

Warneford Hall

Residence Manager – Berta Dominguez De La Torre
Roosevelt Drive, Headington, Oxford, OX3 7XA
01865 485602
warneford-hall@brookes.ac.uk



GUIDELINES ON DAMAGES

We hope that we will never need to charge you for anything additional while you are staying in halls, but unfortunately sometimes damage to University property occurs and we need to recover the cost from those responsible.

Replacement costs vary depending on the specification of the damaged item, the hall and the nature of the damage. Each hall varies slightly (for example different window size will impact on the cost of curtains). We have listed the average of the most common charges below, but a comprehensive list can be downloaded at www.brookes.ac.uk/Documents/Studying-at-Brookes/ReplacementCosts/

Replacement keys/keycards/fobs	£5.00-£25.00
Replacement mattress from around	£100.00
Replacement study chair around	£65.00
Cleaning charges – ensuite bathroom	£42.00
bedroom	£42.00
Repainting walls to cover blu tac marks from	£50.00 per wall
Replacement vacuum cleaner	around £130.00
Replacement kitchen chair	£46.28

These charges reflect the actual costs, agreed service charges and VAT

Oxford Brookes reserves the right to amend these charges in line with costs that are incurred.





If you really enjoy living in halls in your first year, the good news is that you can carry on living in halls for your entire degree if you want.

We set aside specific halls and rooms in specific hall blocks only for continuing students. There is a choice of ensuite, non-ensuite, catered and self-catered rooms or studio flats available. Booking open in early February and we will email you to tell you the exact date and what's on offer nearer the time. You will then log into your StarRez account to see what's available and book a room.

You can live either on your own, or you can book a room in the same flat as your friends and continue to enjoy all of the convenience and value of halls living as you progress through your course.



Where external websites have been referenced, these have been provided for information only and Oxford Brookes University cannot accept responsibility for their accuracy.

All information correct at time of publication.

Oxford Brookes is committed to the principle of equality. Our policies and practices promote equality of opportunity for all who study, work and visit our community. We seek to make the university an inclusive place to work and study and welcome applications from all sections of the community and from people at all stages of their life. To find out more see www.brookes.ac.uk/services/hr/eod or contact the HR Team & Business Partnership Manager (Equal Opportunity and Diversity) +44 (0) 1865 485929.

To obtain a large-print copy of this publication or to enquire about other formats, please contact +44 (0) 1865 484848 or email query@brookes.ac.uk.

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