

Top tips for a safe and enjoyable time throughout your stay:

Get to know the Halls Team. Each team member is friendly and approachable. We are based in the Halls Administration office. Please feel free to pop in to say hello

It is a good idea to put important telephone numbers into your phone, for example Duty Supervisors, and Security in an emergency (you can contact Halls and Duty Supervisor on 0191 427 3655 and halls admin office is 0191 427 3666)

- ✓ Keep safe, keep valuables out of sight, always close your windows and lock your door when your room is unoccupied.
- ✓ Respect staff and your fellow students. We are all here to help you, please don't hesitate to speak to a member of team.
- ✓ Most importantly, enjoy yourself and embrace Halls life.

✓ Halls Payments

- ✓ Payments are taken on arrival 28 days in advance and every 28 days thereafter. Please complete the debit card details on the form and we will debit it automatically, every 28 days. Please ensure there are enough funds in your account to cover the 28 days costs.

1st Instalment - pay first 28 days on arrival

2nd Instalment and beyond – will be due on the 29th day for example, if you arrive on the 01/09/2023 you will pay your first 28 days which will take you to and including 28/09/2023. Next payment will be due 29/09/2023, this will be due on a rolling 28 days until you come to the end of your stay.

• Check in Point – Halls Security/Administration Office

Your check in point is at the Halls security office. You can contact the team on 0191 427 3655. The halls team will deal with all enquiries during your time in halls and should be treated as your first point of contact if you have questions about your room, payments, hall maintenance or catering.

• IT & Internet

Wi-Fi is available in all of our halls, at no extra cost. We would also recommend bringing your own ethernet cable if you wish to boost your connection even further.

• Maintenance

If you encounter any maintenance issues in your room, even if it is just a dripping tap or a blown light bulb, you need to report this with via the Halls admin Team in person or via email on dwh@stc.ac.uk.

• **Laundry**

Washing and drying clothes is really easy. You will need to download the Circuit Laundry app, add credit to your account, and simply scan the QR code to begin your wash. Laundry rooms are cleaned daily on weekdays, and you can see when machines are free by visiting the Circuit website here. If you need to contact Circuit directly, you can phone them on 0800 092 4068.

• **Health and Wellbeing**

Should you be feeling unwell please speak to a member of the halls team. We can make an appointment with a doctor or dentist.

We also have a college Counselling service which is highly confidential. If you wish to book an appointment with the college Counsellor please call 0191 427 3773 to arrange an appointment.

• **Cleaning**

Rooms will be cleaned on a rotational basis. You need to keep your room reasonably tidy and remember to take out your personal rubbish to the designated refuse and recycling area. Remember to clean up spillages and wash up and put crockery and cutlery away. A vacuum is available to borrow from a designated area at your hall.

• **Bedding**

You can bring your own bedding to your new room with you to make your room more homely. Bedding packs are available to purchase via the halls admin office if you need one.

• **Decoration**

Bringing personal items and decorations can help to make your room feel a lot more like home. You may wish to bring photographs of family and friends, plants and ornaments, and extra cushions or blankets for your bed. Please refrain from using anything that may leave a mark on your wall to secure items. This includes blu tack, tape, or anything else that may cause damage. If there is damage found to your room, the repair costs may fall to you.

• **Post and Parcels**

All post and parcels can be addressed to the following address. Remember to your name and room number:
Dr Winterbottom Halls of Residence
Grosvenor Road
South Shields

• **Key Cards**

Please make sure you always keep your key safe and on your person at all times. If you lose your key at any point, please report this to any halls member of staff as soon as possible. You can purchase a new key for £5, this will be added to your account. If you go off campus for holidays or weekends you will need to return your key to the halls security.

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• Meal Plan

We offer 2 options for the catered plan.

Option 1 – Catered £8.10 per day to spend or **option 2** – Catered £4.05 per day.

Depending which meal plan you opt for, you can spend your balance at all college eateries. The £8.10 per day is designed for a breakfast and lunch or breakfast and evening meal. Any balance at the end of the day will be lost, so we do recommend you spend it.

Under 18's must go on the £8.10 meal plan for the first 4 weeks. If you wish to opt out you must attend a cooking workshop organised via the catering team at the college. Please speak to a member of the halls team to discuss.

• Kitchen Items

You only need to bring a few essentials to supplement your daily meals. This may include a mug to make hot drinks, pots, pans, cutlery, and plates for snacks.

• Departures

You must vacate your room by 10:00am on the day of departure. If you wish to have a late check out, please discuss this with the halls team. Please ensure your room is left in a clear state, all rubbish deposited in bins and fridge is emptied. Keys should be returned to Security.

• Parking

There is a carpark adjacent to the halls office. Please note this is on a first come, first served basis. Please note, cars parked on site are left at your own risk.

• Bike Storage

If you are bringing your bike with you, you will find bike storage facilities around the halls – just remember to bring your own lock. Please note that bikes are left at your own risk and are not covered by insurance.

• Some items are prohibited in our halls. Please do not bring:

- Candles, Incense Sticks or burners
- Cooking appliances e.g. rice cookers, air fryers
- Electric or gas heaters
- Anything that may cause harm to yourself or others, including any form of weapon, chemicals, or fireworks

If we find an item that is prohibited in your room, we will send you an email to ask you to remove it from your room within 24 Hours, if you fail to do this, we will remove the item and keep it for you until the end of term.

Conveniently situated within the College Campus, our Halls of Residence combines catered accommodation with easy access. Dr Winterbottom Hall is located quite centrally, with Metro access within walking distance, and regular bus services available to Newcastle, Sunderland, Durham and other local attractions.



- Free Gym membership for every resident
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- Free Wi-Fi
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- All utility bills included
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- Free onsite secure parking is available.
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- A member of Staff & Management are available 24 hours a day to assist students and provide support where required.
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- All rooms are centrally heated and equipped with wash hand basins. **Standard Rooms** - Communal showers and toilets are located on each floor. **Ensuite Rooms** - have their own showers and toilets.
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- If you opt for non-catered in a Standard block there are minimal cooking facilities – microwave, toaster and fridge (no cookers/ovens are available)
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- General facilities include common rooms (with TV, microwave and kettle), a Common Room with Netflix, Pool Table, X-Box, after hours study rooms (with whiteboard, large desks and computers) and a computer suite (with 24 hour access).
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- Residents are required to provide their own duvets, pillows, bed linen, towels and toiletries. Bedding packs are available to purchase at the Halls.
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- Our laundry room is equipped with App operated washing and drying facilities.
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- Standard and Ensuite Catered Rooms - include the cost of the accommodation

Fees for August 2024 - Residents staying for 4 weeks, or more, will be required to pay their first 28 days rent within 48 hours of arrival at the Halls.

With the exception of short courses the **MINIMUM STAY FOR CADETS IS 4 WEEKS.**

Senior Residents, in general, are able to negotiate flexible periods of residence to suit their study needs.

Food allowances will be placed on student cards at midnight each night, the balance will roll between Mondays to Friday, after Friday your balance will then reset to zero.

There are no married quarters and no discounts for 5 night stays.

August 2024 Fees - Room Type	Monthly (28 days)	Weekly Rate	Daily Food Rate
Standard Non Catered	£392.00	£98.00	
Standard Room (£4.05 food allowance Mon - Fri)	£473.00	118.25	£4.05 Mon - Fri Only
Standard (£8.10 food allowance Mon - Fri)	£554.00	£138.50	£8.10 Mon - Fri Only
Ensuite Non Catered	£518.00	£129.50	
Ensuite Room (£4.05 food allowance Mon - Fri)	£599.00	£149.75	£4.05 Mon - Fri Only
Ensuite (£8.10 food allowance Mon - Fri)	£680.00	£170.00	£8.10 Mon - Fri Only
U18 Standard Room (£8.10 food allowance Mon - Fri) (£15 Shopping Voucher for Saturday & Sunday)	£586.00	146.50	£8.10 Mon - Fri Only (£15 Voucher Each weekend)

*The above tariff costs only apply if you are signing up for the minimum duration of a term or the duration of your short course.

If you are attending a full-time course and you intend to stay less than 28 days, then a higher tariff will apply i.e.:

£25 per night - Standard Room Non Catered

£30 per night - En-Suite Room Non Catered

Please note - U18 Marine Residents are required to be on a meal plan Monday to Friday and will receive a Food Shopping Voucher and cooking classes for weekend catering.

*Subject to availability limited number of room type. Management reserve the right to re-allocate En-suite rooms.

N.B. Minimum stays applies, unless on short course or exams.

Accounts are payable 4 weekly in advance.

Residents are required to provide their own bedding, towels and toiletries – bedding packs are available to purchase at £30.00. They can be purchased on arrival at the Halls.

Residents staying for 4 weeks, or more, will be required to pay their first 28 days rent within 48 hours of arrival at the Halls.

FURTHER ENQUIRIES

To make a booking please complete the Booking Form below and email it to **dwh@stc.ac.uk**

Booking form – 2024 / 2025

Dr Winterbottom Halls of Residence

Room (Office Use Only)		Booking No: Office Use Only		
Arrival Date		Departure Date		Number of Nights
Please Specify Room Type:				
Course Title		Name of Employer/Sponsor		
Family Name				
First Name/s				
Date of Birth:		Age		Male/ Female
Home Address				
Postcode:		Country (Overseas Only)		
Tel No:		Mobile		
Email:				
Next of Kin:			Relationship:	
Address (if different)				
Tel No:		Mobile		
Email:				
Do you have any Medical Conditions we should be aware of: YES NOD				
Monthly Accommodation Fees to be Paid By (Please Tick): Residents staying for 4 weeks, or more, will be required to pay their first 28 days rent within 48 hours of arrival at the Halls.				
Accommodation Fees <input type="checkbox"/> <input type="checkbox"/> Self Company*				
*Written confirmation would need to be provided				
I have been advised how to access the Handbook online, I have received the Terms & Conditions of Residence & agree to be bound by their contents. I agree to the halls retaining my bond if I decide leave the halls before the departure date given without 4 weeks' notice.				
Arrival Date				

Signature	
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