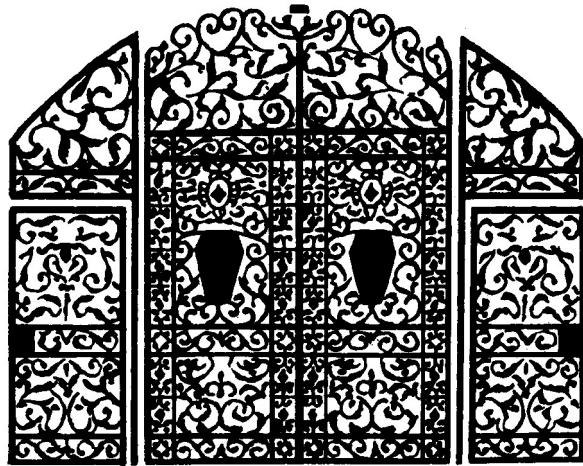


NEWNHAM COLLEGE CAMBRIDGE

ADMISSIONS OFFICE



VISITORS TO NEWNHAM COLLEGE

We are always happy to welcome visitors to Newnham College, whether you are attending an Open Day, visiting with a group from your school/college, or just coming to look round.

We hope that this booklet will provide you with some useful information in preparation for your visit.

Admissions Office
Newnham College
Cambridge
CB3 9DF

Tel: 01223 335783
Fax: 01223 357898
Email: adm@newn.cam.ac.uk

What we offer

- An annual programme of **Open Days**

For details of specific events, please see our website:

<http://www.newn.cam.ac.uk/joining-newnham/undergraduate-admissions/open-days-events>

If you live a long way from Cambridge, we may be able to provide overnight accommodation on a B&B basis the night before/after an Open Day – contact the Admissions Office for more information.

Note: we regret that we are unable to offer accommodation to students under 16.

- **Visits for school/college groups**

Year 10 and above, accompanied by teachers. Our schools liaison work is mainly focused on Year 12 students, and we can provide more targeted programmes for this year group.

- **Individual visits** for prospective applicants – to arrange a date/time, please contact the Admissions Office (contact details on cover).

What we do to prepare for your visit

- **Programme:** we will prepare a structured programme for school/college visits, which can often be tailor-made to your requirements if we have sufficient warning.
- **Catering:** small groups (maximum 20) may be able to have lunch in the College; please ask at the time of booking your visit
- **Health and safety:** we will carry out our own risk assessment (and you should do this too!)
- **Student helpers:** undergraduates helping with Open Days and school visits will be briefed in relation to the risk issues associated with activities they are involved in.

What you need to do before your visit

Before a school/college visit:

- Agree the programme for the visit with our Schools Liaison Officer (SLO): make sure any changes (e.g. to number of visitors) are discussed with her as far in advance as possible.
- Carry out risk assessment (see above).
- Obtain parents'/guardians' consent for the visit (a sample form is on page 8).
- For overnight visits, students will be asked to agree to a code of behaviour.
- We recommend a staff/student ratio of at least one teacher to every ten pupils.
- See checklist on page 9.

Before an Open Day/individual visit:

- Booking is required for all Open Days, either via the online booking form on the website, or by contacting the Admissions Office.

If you book a place on an Open Day and later find you are unable to attend, please let us know – we often have a waiting list and can offer your place to another student.

- Individual visits can also be booked through the Admissions Office. If you would just like to look round the College and do not need to meet any of the Admissions team, you are welcome to pick up a self-guided tour leaflet at the Porters' Lodge.
- Obtain parents'/guardians' consent for overnight stays (a sample form is on page 8 – a consent form **must** be returned to the College for individual overnight visits).

For all visits:

- Inform the SLO or the Admissions Office in advance of any special needs (e.g. access, dietary requirements, medical conditions). We will do our best to accommodate such needs. Please bring any relevant information with you (contact numbers of parents/carers, pertinent medical details).
- For day visits, visitors are asked to bring comfortable walking shoes, a raincoat/umbrella, and some money for their own use.
- For residential visits visitors are asked to bring the necessary personal items – bedding and towels will be provided.

Some essential information about Newnham College

Accidents/emergencies

- The College Porters and other first-aid trained staff will be able to offer help during an emergency. The Porters' Lodge telephone number is: 01223 335700. There are white emergency phones located around the corridors which will connect you with the Porters' Lodge. The Porters will be able to give out the telephone numbers of the Senior Tutor and the Admissions Tutor if necessary.
- Newnham College staff will not dispense medication, but will provide help in contacting medical services (CAMDoc, emergency services) if necessary.
- Food will be labelled, but allergy sufferers are responsible for their own safety.

Fire precautions

- Candles and tea-lights (any naked flames) are not permitted in the bedrooms.
- There is an **“In case of fire”** notice on the wall in every room: please read these fire instructions and make sure you know how to find the nearest fire escape route.

The fire bells are tested every Tuesday between 2.00 - 2.30pm and the alarm will sound for around 5-10 seconds. There is no need to evacuate at this time, however should the bells continue to ring, please immediately leave your room and go to your assembly point.

- If you discover a fire, raise the alarm by smashing the nearest red break-glass point and inform the Porters' Lodge (telephone number: 01223 335700). There are white emergency phones located around the corridors which will connect you with the Porters' Lodge.
- Do not put yourself in danger by attempting to tackle the fire.
- If you hear the **continuous fire alarm**, leave the building and report to your **assembly point**.
- If you hear an **intermittent fire alarm** you do not need to evacuate immediately – this is a pre-warning. Follow the instructions on the “In case of fire” notice.

Security

Newnham College provides security of the main College Buildings through regular patrols by the Porters. The Porters are always available and should be contacted immediately if there are concerns about safety (see above).

Police checks

- Newnham College is a Higher Education Institution. It is therefore not possible to ensure that all the staff and students visitors come into contact with have had CRB checks.
- The Admissions Tutor, the Schools Liaison Officer and the Admissions Coordinator are CRB-checked.
- Undergraduate helpers are not generally CRB-checked, but will have been given a clear Code of Practice and will have been asked to familiarise themselves with the Newnham Child Protection Policy (available on request).

A few ground rules!

Accompanying adults

We expect accompanying teachers/LA coordinators to take part in time-tabled activities (lectures, workshops, talks, Newnham and Cambridge tours) and not to leave students in the sole care of Newnham staff or undergraduate volunteers.

In the case of residential visits, teachers/LA coordinators will also be in charge during the night, and should be contactable (by their students and by Newnham staff) at all times.

Unaccompanied visitors

If your daughter books a room on an individual basis, this is done entirely along the lines of a B&B visit. The College does not supervise individual visitors.

Smoking policy

A smoke-free policy operates throughout the College.

Illegal use of alcohol & other substances

The College will be warned of the presence of underage students on campus and they will not be allowed to purchase alcohol in the student bar (if open). The illegal use of alcohol and other substances is forbidden.

Fire fighting equipment

Misuse of fire fighting equipment will incur a fine of up to £250.

NEWNHAM COLLEGE
CAMBRIDGE CB3 9DF

**PARENTAL CONSENT FORM:
VISITORS ATTENDING NEWNHAM ADMISSIONS EVENTS**

I, _____ (please use capitals), the parent/guardian (please delete as appropriate) of _____ (please use capitals) hereby give my consent to my daughter's visit to Newnham College.

- If my daughter visits as part of a school group, I understand that she will be supervised by the accompanying teacher(s), and that Newnham College has carried out a risk assessment for school visits.
- If my daughter visits on her own, I understand that this visit is made on a B&B basis only and that Newnham College staff will not supervise my daughter during her stay. I understand that Newnham College has a risk assessment in place for individual visits.

My contact details are as follows:

Address:

Telephone number: _____ Mobile number: _____

Signature: _____ Date: _____

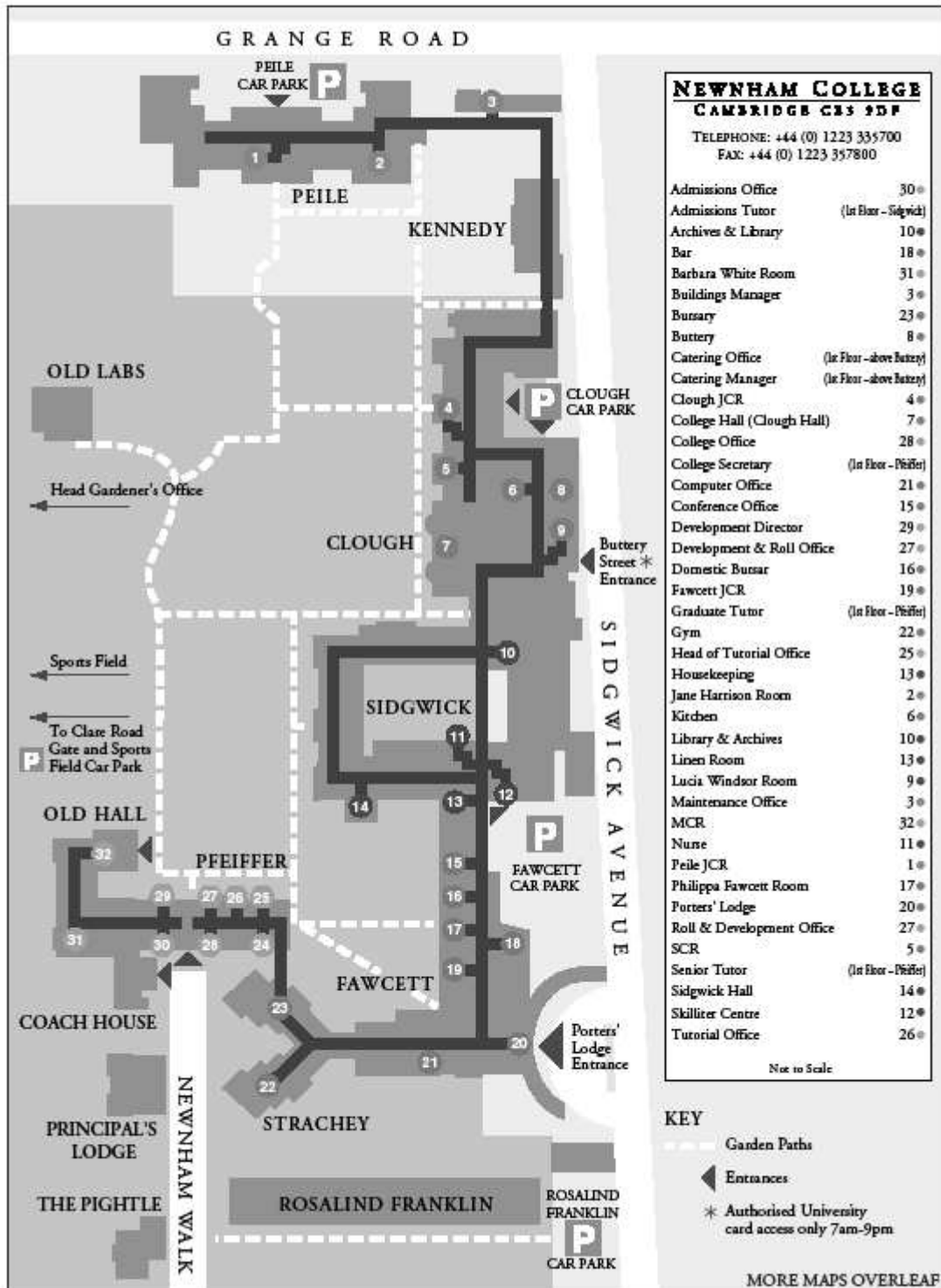
Checklist for school/college group visits

We think you might find this checklist useful when preparing for your visit to Newnham College.

When undertaking our own risk assessment, we will assume that you have done items 4 and 5.

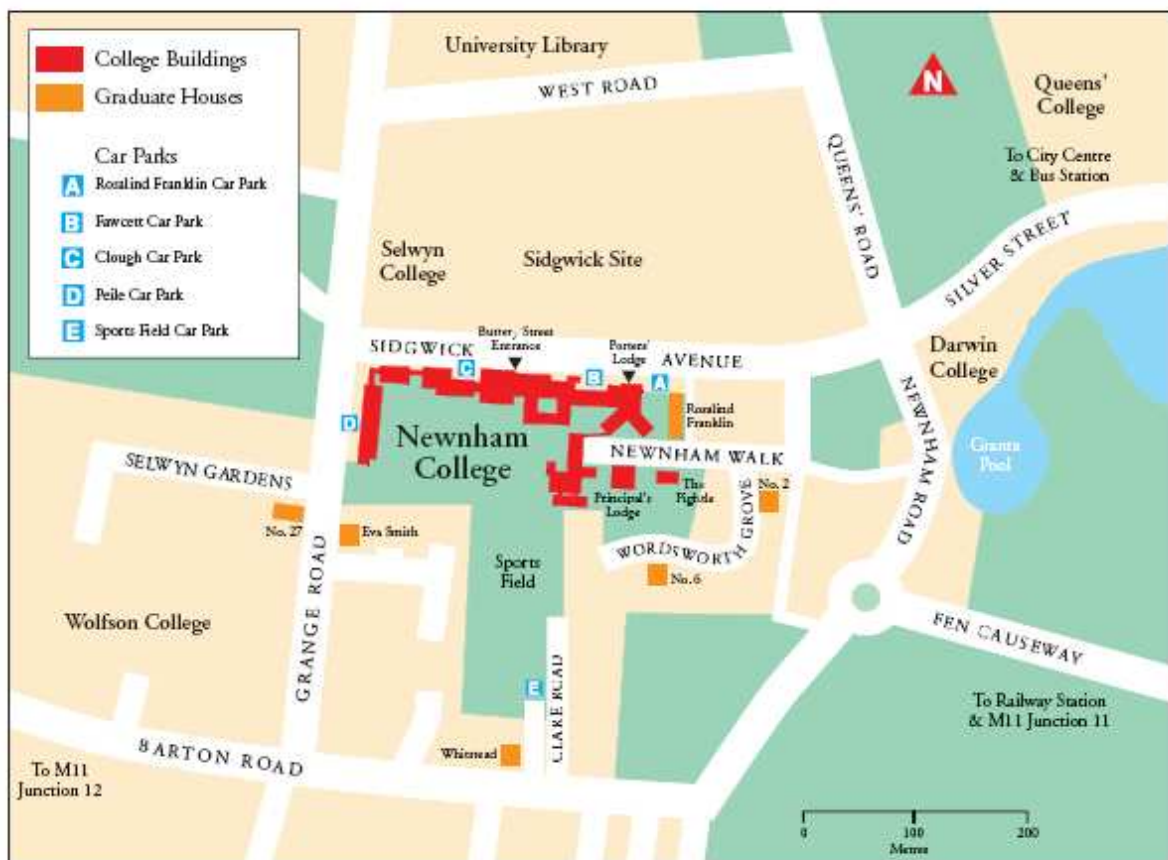
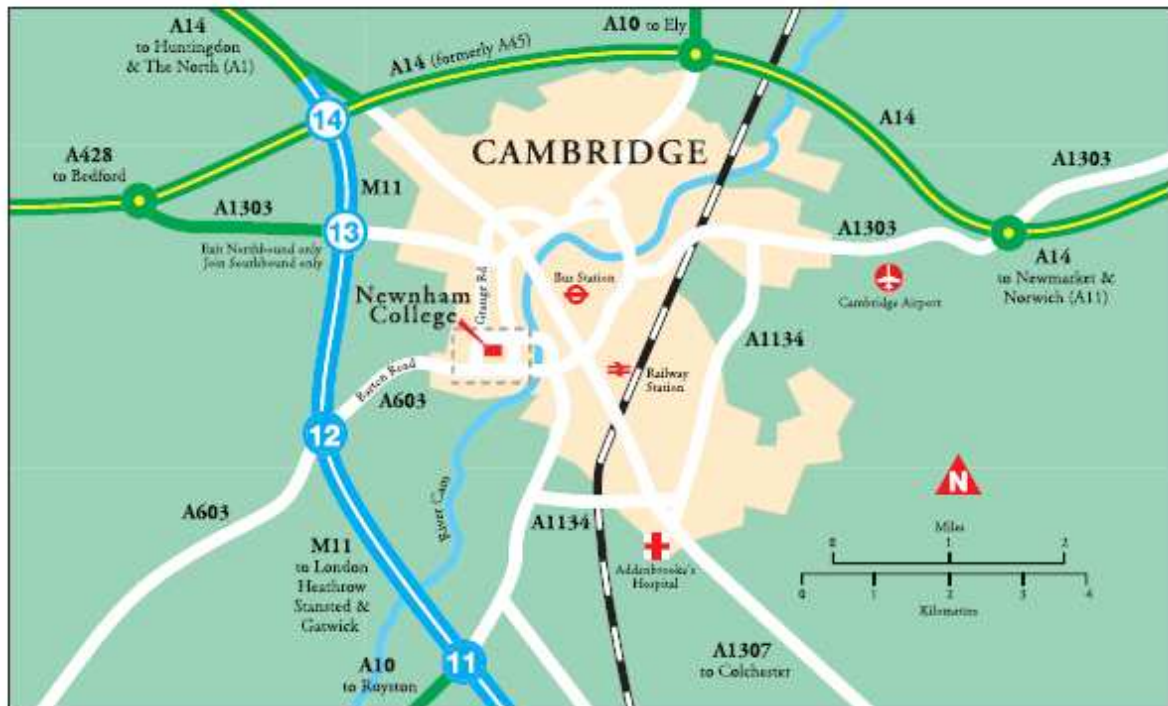
To do	Timescale	
1. Agree numbers and programme (including catering, if applicable) with SLO/Admissions Office.	As early as possible, but at least two weeks before visit	<input type="checkbox"/>
2. Inform SLO/Admissions Office of any special needs (access, diet, medical conditions)	As early as possible, but at least two weeks before visit	<input type="checkbox"/>
3. Provide SLO/Admissions Office with the name and contact details of the person responsible for the group on behalf of the school/college.	As early as possible, but at least two weeks before visit	<input type="checkbox"/>
4. Carry out risk assessment for visit	Depends on school/college requirements	<input type="checkbox"/>
5. Obtain parents'/guardians' consent	Depends on school/college requirements	<input type="checkbox"/>
6. [Overnight visits only] Obtain students' signatures on Code of Behaviour form and return to SLO/Admissions Office	Two weeks before visit	<input type="checkbox"/>
7. Provide SLO/Admissions Office with list of names of participants	Two weeks before residential visits [For one-day or shorter programmes, can be brought on day of visit]	<input type="checkbox"/>

NEWNHAM COLLEGE MAP



NEWNHAM COLLEGE CAMBRIDGE CB3 9DF Porters Lodge: 01223 335700 Conference Office: 01223 335803

ROUTES GUIDE AND STREET MAP



NEWNHAM COLLEGE CAMBRIDGE CB3 9DF. Porters Lodge: 01223 335700 Conference Office: 01223 335803