Student Handbook 2019-2020

We hope you find your time at Newnham to be an enriching educational experience. A place where you will develop both personally and academically. This is an A – Z guide of everything you need to know about living in College.

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A

Arrival and Parking

- If for a particular reason you need to come up early you must get permission from the Tutorial and Admissions Office. Please email: tutorial.office@newn.cam.ac.uk
- Please go to the Porters' Lodge (on Sidgwick Avenue, CB3 9DF) to collect your room key and/or University Card and the lockable storage keys for your room, get directions to your room and be shown where to collect mail from your pigeonhole.
- There is no on-site parking for students, other than those who have written permission to have a vehicle whilst at Cambridge. You may park to unload your luggage – you must then move the car to allow other students to do the same. Please ask the Porters where to park.

B

Bank cards

- Please keep your bank cards in a safe place.
- If you leave them in an unlocked room and they are stolen from it, the Bank may regard this as invalidating (to a greater or lesser extent) the arrangement under which you hold the cards. This could mean the loss of a substantial sum of money.
- We therefore advise you to keep your room locked when you are not in it, even if you have just gone down the corridor to put the kettle on!
- Opportunist thieves are a problem in all colleges and the only way to protect your property is to keep it locked up.
- When going into the town centre, do not leave your purse or handbag unattended.

Bar

- The College has a student-run bar; look out for more details when you arrive.

Bathrooms / Shower Rooms / Toilets

- There are communal bathrooms, shower rooms and toilets on each floor.
- Please bring a bathrobe and some slippers as the corridors can be a little chilly in the winter.
- The rooms in the Dorothy Garrod Building are all en-suite.
BBQ

- The gas BBQ is located on the edge of the sportsfield at the end closest to the main gardens.

- The BBQ can be booked for use in Michaelmas, Lent and Summer terms, but not the Exam term (Easter Term). Hours of use are between 12noon and 8pm or dusk, whichever is earlier. The sportsfield must be cleared by 8.30pm or 30 minutes after sunset, respectively.

- During Easter term, the BBQ will be available for use between the end of the exams (so the Saturday after the last day of exams) and General Admission, between the hours of 12noon and 8pm. The sportsfield must be cleared by 8.30pm.

- Note that there will be occasional days where the BBQ cannot be booked for use (e.g. Graduation day). These days will be blanked out on the booking system.

- Please “book” the BBQ using the online room booking system: http://apps.newn.cam.ac.uk/ofms-newn/rbs/

- The key needed to operate the BBQ can be signed out from the Porters’ Lodge and must be returned immediately after use.

- The Newnham student who makes the booking will be the person in charge of the BBQ for that session. They must remain at the BBQ throughout, ensure the area is left clean, and personally return the key to the Porters’ Lodge. Up to 12 people (including the Newnham student who made the booking) can attend each BBQ session.

- Use the key to turn the gas off to the hot plate in the event of food catching alight in case burning gets out of control. Be warned the hot plate gets VERY HOT (obviously!).

- You must clean the hot plate when you are finished. Wait for the BBQ hot plate to cool down before cleaning it. You should use a non-scratch cloth to clean the hot plate. If necessary, use washing up liquid to clean the hot plate and to remove any food stains from the sides etc. A cleaning fee will be charged if the BBQ is not cleaned properly after use. If you find the BBQ in an unfit state and you have to clean it before you use it, take a photograph and report this to the Porters when you return the key. You should leave the BBQ in the state you would like to find it.

- ALL rubbish should be taken with you and disposed appropriately; the nearest bin store is located in the Coach House courtyard (behind Old Hall).

- Loud music must not be played on the sportsfield - the College Noise regulations will apply.

- No glass bottles or containers are allowed. This is important for health and safety reasons – broken glass and sports activities on the sportsfield do not mix.

- The garden team will check the gas level on a weekly basis during the BBQ season.
• Any damage or faults with the equipment must be reported by email to the Head Gardener head.gardener@newn.cam.ac.uk or the Porters’ Lodge if out of normal office hours.

**Bedlinen**

When you arrive, you will find that your bed has been made with:

- 1 x mattress protector
- 1 x bottom sheet
- 1 x duvet
- 1 x duvet cover
- 2 x pillows
- 2 x pillow protectors
- 2 x pillowcases
- 1 x bath towel

Each week you can exchange dirty items for clean in the Linen Room (see **Linen Room** below). The beds are all single beds, except those in the Dorothy Garrod Building bedrooms and some of the Graduate Houses, which have double size bed linen. If you have any doubt which size bed your room has before you arrive, please contact the Head Housekeeper: Head.HK@newn.cam.ac.uk

**Belongings**

- We strongly advise you not to bring too much equipment with you. Undergraduate rooms are used for conference visitors and admissions interviews during the vacations and you will only have one small area of Lockable Storage (see **Lockable Storage** below) in which to store items (conference income subsidises student rents).
- Please do not bring trunks - we do not have a trunk store and we find the trunks are too heavy to move around the College as we do not have lifts in all the buildings.
- The College does provide some basic insurance cover for personal possessions (see **Insurance** below).

**Behaviour**

All Newnham College students are responsible for following the Rules of Behaviour, listed in full here: **Rules of Behaviour**. The Rules of Behaviour are intended to support all members of the College community.
The Rules of Behaviour state, among other things, that students must not

- engage or attempt to engage in physical misconduct, sexual misconduct or abusive behaviour
- damage or misappropriate property
- endanger the health and safety of anyone
- forge, falsify or improperly use information to gain or attempt to gain a personal advantage
- engage in violent or anti-social behaviour
- behave abusively

Not knowing or forgetting about the rules or their consequences is not a justification for not following them. Newnham College students are also responsible for following the University’s Rules of Behaviour.

**Bicycles**

- Make sure you register your bicycle online at (you will need your raven password) [https://apps.newn.cam.ac.uk/v2/bike/](https://apps.newn.cam.ac.uk/v2/bike/)
- A marking kit may be borrowed from the Porters’ Lodge.
- Make sure you wear a helmet - safety first!
- The police carry out random street checks during term, so make sure you have working lights.
- Bike theft is a problem in Cambridge, so you should get a decent lock (or two locks) for your bike.
- If your bike is expensive make sure that it is insured.
- If your bike is lost or stolen, tell the police and the Porters' Lodge (get a crime number). The police will tell the student if a bike is found but will keep it at the police station for only 28 days after which it will be disposed of.
- At the end of the Easter Term, bikes should be taken home if possible - any which remain do so entirely at the owner's risk.
- Bikes should be parked neatly in a cycle shed or cycle rack. Any which obstruct other users may be cut free and moved without compensation.
- A bicycle pump is available at the Porters' Lodge.
- The bike must display the appropriate coloured tag to indicate that it is a current bike (see Bicycle Cull below)
Bicycle Cull

- At the end of each Academic Year the College carries out a Bicycle Cull to remove any untagged bicycles. More information will be sent via email at the time.

Buttery / Iris Café (Catering)
• The Buttery found in the centre of the College in Clough serves a wide selection of hot, cold, vegetarian and vegan food.

• If you have any favourite meals that you would like the College Chefs to create, email the Executive Chef and ask! Email chef@newn.cam.ac.uk

• The Iris Café/Bar is located in the Dorothy Garrod Building, offering a selection of barista coffee, hot and cold breakfast options, speciality teas, smoothies, “grab and go” food, cakes, pastries and savoury snacks.

• Contact Details - getting in touch with the Catering Team:
  The Catering Operations Manager is Daniel Rabaca: catman@newn.cam.ac.uk
  The Deputy Catering Manager is Ash Catley: cat@newn.cam.ac.uk
  The Executive Chef is Rob King: chef@newn.cam.ac.uk

• The Buttery and Iris Café are open all the year round except for short periods of closure at Christmas and Easter, and a short period during the Long Vacation. Opening and closure times are advertised well in advance
• Payment in the Buttery and Iris Café:
  Items are priced individually, and payment is either by cash, debit or credit card, or by using your University Card which gets added to your College Bill (for Buttery only). Students must carry their University card for identification.

• Food labelling and allergies:
  In the Buttery food is labelled on menus and at the point of sale. In the Iris Café, individual items are not labelled, and you are reminded to ask about any ingredients before purchasing any items.

  Please remember to carry your medication (Adrenaline Auto-Injectors) if you have a food allergy and inform the College Nurse.
• Buttery and Iris Café do's and don’ts:
  Do wear shoes - broken glass can cause nasty cuts.
  Do ask for compostable crockery and cutlery if you wish to take food out.
  There may be a charge for these items and so instead you can bring our own containers in which to take food away.
  Please do not remove crockery or cutlery from the Buttery or Iris Café.
  Do use the comments book for praise and complaints.

C

CamSIS
• CamSIS is Cambridge’s system for handling student information, records and transactions, from initial contact and application all the way through to graduation. It is a single shared system, with one record per student.
• All transactions, processing and updates to the student’s record are either carried out directly in CamSIS by University and College staff, the students themselves, or are downloaded into CamSIS by external organisations. This makes maintenance of the record simple and straightforward and ensures the accuracy and integrity of the information.
• Please keep your information up to date with your email, phone and address.

Candles
• Candles, tea-lights, incense burners or anything else that has a naked flame is forbidden in all College bedrooms and kitchens. We do not allow candles even for decorative purposes in student rooms. The only exceptions are in the College Hall, the Principal’s Dining Room and Pavilion Meeting Room.
• See below for more information on the College Fire Regulations and Precautions

Cars
• Very few students have permission to keep a car or motorbike in Cambridge.
• Parking at Graduate Houses is for staff only (as arranged by Porters).
• You must apply in the first instance to the Tutorial & Admissions Office, who will assess your eligibility.
CCTV and Access Control

- The College operates both CCTV and Access Control within its grounds.
- Copies of the Policy Documents are available on the College Intranet or from the Domestic Bursar.

Cleaning

- At Newnham the students clean their own rooms and so you should bring your own cleaning products and cloths and a tea towel to do your drying up in the communal kitchens.
- In the en-suite rooms in the Dorothy Garrod Building, bedlinen will be stripped, and fresh linen left on the bed, and the en-suite shower room cleaned weekly.
- If you need any advice or information, please ask in the Housekeeping Dept.
- The kitchens, bathrooms, toilets, corridors and stairs are cleaned by the Housekeeping Staff (Monday to Friday only).
- There is a list in the kitchen explaining the responsibilities of students and of the housekeeping staff in keeping the kitchens clean. There is a cleaning cupboard with equipment for student use on each floor of each Hall.
- Please don’t leave vacuum cleaners lying around but return them to their cupboard after use. "Homeless Hoovers are a Health Hazard" and then get stolen or damaged.
- If you have any concerns about the cleaning in your area, please contact the Head Housekeeper.

Code of practice for student accommodation

- Newnham College is registered under ANUK/Unipol [The Accreditation Network UK] and has adopted their code of practice for the management of student housing.
• This code of practice for the Higher Education sector may be found at https://www.nationalcode.org/Handlers/Download.ashx?IDMF=8ecc93e6-3779-4490-bdc0-c21fc704f9f1
• Any student having concerns about the standards laid out therein should feel able to approach the relevant Head of Department or the Domestic Bursar.

College Bill

• Each undergraduate student receives a College Bill at the start of each term.
• Postgraduate students will receive their first College Bill before matriculation.
• This College Bill will contain the following: a charge in advance for that term’s rent, KFC (Kitchen Fixed Charge), BPMP (Buttery Pre-paid Meal Plan) and fees (if applicable), charges from the previous term for Buttery use, Formal Hall bookings, printing, and other miscellaneous items.
• The College Bill will be due for payment within two weeks of issue, although of course we are sympathetic to individual circumstances in the event of late payment (in such cases please visit your tutor).
• Bills should be paid by bank transfer – we cannot accept payments by cash or credit/debit cards.

College Closure Periods

• The College is normally closed for about a week over Christmas. During this closure there is no Catering or Housekeeping service, and the only access is through the Porters’ Lodge (ring the bell at the front door). The Library will normally be closed.
• The Sidgwick computer room will remain open (via card access).
• Depending on how Easter falls in relation to the start of the Easter Term, the College is normally closed from Good Friday to Easter Monday inclusive. During this time there is no Catering nor Housekeeping and access is via the Porters’ Lodge.
• The normal time of summer closure is the week starting or ending with the August Bank Holiday.
• The Porters’ Lodge will remain operation 24/7 during the closure periods but will be often single-staffed.
**College Counsellor**

- The College Counsellor (Elrika Erasmus CPsychol., AFBPsS.) is based in the Health Centre (on the ground floor in the Pfeiffer Building, next to Old Hall).
- During term time the College Counsellor is in College Monday 9:00 to 16:00 and Thursday 9:00 to 15:00.
- Outside of term time the College Counsellor is available on most Mondays except in August, and over the Christmas and Easter Vacations.
- Appointments has to be booked in advance via email counselord@newn.cam.ac.uk
- If you require urgent assistance, please dial 111 option 2
- The central University Counselling Services is also free for students and can be contacted via https://www.counselling.cam.ac.uk/
College Nurse

- The College Nurse (Anne Schumann) is based in the Health Centre (on the ground floor in the Pfeiffer Building, next to Old Hall) and will help you to register with the local GP (Doctors) Surgery in Newnham Walk.

- The Health Clinic opening hours are:
  Monday 09.30 – 12.30
  Tuesday 09.30 – 12.30
  Wednesday 12.00 – 15.00 (drop in sessions, no need to book)
  Thursday 15.30 – 17.30
  Friday 12.00 – 15.00

- Appointments can be booked online via moodle: https://www.vle.cam.ac.uk/mod/scheduler/view.php?id=5577522

- The College Nurse is available outside these hours for visiting ill students confined to their rooms, or by prior arrangement. There will be NO Surgery on Saturday or Sunday (a.m. or p.m.).

- The Porters’ Lodge will call the Nurse on request when a real emergency occurs outside these hours. If you need urgent medical help you may find it more appropriate to go immediately to Addenbrooke’s Hospital Accident Service, consult your own GP.

- If you require urgent medical care when the GP Surgery is closed, please dial 111.

NHS 111 Service offers health advice 24 hours a day; telephone 111

- https://111.nhs.uk/?utm_source=nhsuk&utm_campaign=nhs_services&utm_content=nhs_11
The "Out-of-Hours" Service for Cambridgeshire is provided by Herts Urgent Care
(HUC). It is based at Addenbrooke’s Hospital, next to the Accident & Emergency
Department and can only be accessed by dialling 111.

Accident & Emergency Service - Addenbrookes Hospital

- This very busy service is available for emergency cases such as injury or illness that is
  acute and poses immediate risk to a person’s life or suspected broken bones, road
  traffic accidents, severe wounds requiring stitching, suspected heart attacks and other
  life-threatening conditions which need immediate medical attention.
- To help the NHS manage resources properly, please do not use A&E unless it is for
  an emergency.
- Your GP Surgery or Urgent Care Service can deal with any problems that are non-
  emergency including minor ailments such as bumps and bruises, bites and stings, cuts
  and grazes etc. You will be seen much more quickly than if you go to A&E.

**In a genuine emergency you should call 999. Chest pains and / or shortness of
breath constitute an emergency.**

Let the Porters’ Lodge know if you call an ambulance. They are all trained first aiders and
can help direct paramedics if required.
Contact Details

Porters’ Lodge (open 24/7)
Newnham College, Sidgwick Avenue,
Cambridge, CB3 9DF
01223 335 700

College Counsellor
Ms Elrika Erasmus
counsellor@newn.cam.ac.uk

Domestic Bursar
Miss Wendy Evans
01223 335 801
domestic.bursar@newn.cam.ac.uk

Head Housekeeper
Mrs Sheana Yardy
01223 330 474
head.hk@newn.cam.ac.uk

Head Porter
Mr Bob Watson
01223 330 487
head.porter@newn.cam.ac.uk

Conference Manager
Ms Mel Searle
01223 763 959
conference@newn.cam.ac.uk

Maintenance Department
Mr Andy Kite
01223 335 802
maintenance@newn.cam.ac.uk

Catering Operations Manager
Mr Daniel Rabaca
01223 335 707
catman@newn.cam.ac.uk

Head Gardener
Ms Lottie Collis
01223 335 777
head.gardener@newn.cam.ac.uk

College Accountant
Mr Graham Gale
01223 335 786
Graham.Gale@newn.cam.ac.uk

Librarian
Deborah Hodder
01223 335 740
librarian@newn.cam.ac.uk

Tutorial & Admissions Office
Ms Esme Page
01223 335 783
esme.page@newn.cam.ac.uk

Student Accounts
Hazel Rayment
01223 335 722
fees@newnham.cam.ac.uk

IT Department
Helpdesk
01223 330 488
helpdesk@newn.cam.ac.uk

College Nurse
Mrs Anne Schumann
01223 335 705
(See College Nurse above)
Cooking

- There are student communal kitchens on each floor in each hall (and one main kitchen in each graduate house) equipped with a cooker and or a microwave, hob, fridge and sink. All the kitchens have a communal fridge(s) available.
- The graduate houses are provided with both fridges and freezers.
- If you wish to have your own fridge in your room, you can bring one with you but it must be AA rated and conform to the British Standard and it will be electrically tested (see PAT Testing below).
- We recommend that first-year students do not bring fridges until they see that their room is big enough to accommodate one.
- The Housekeeping Department will ensure the fridges/freezers in the communal areas are clean at the start of each term and then during term it is up to the students who share the fridges/freezers to keep them clean.
- Please bring your own crockery, cutlery, pots and pans and tea-towels.
- Please bring your own kettle and toaster – everything else is provided.
- No cooking is allowed in the student rooms, this includes the use of a toaster (which is likely to set the smoke alarm off), portable hobs / burners, rice cookers, sandwich toasters, portable electric grill unit and deep fat fryers (this is not an exhaustive list).

Decorating your room

- Do not use blutac, whitetac, plastitac, sellotape, masking tape or anything else to fix items directly to walls. Sorry - you'll be charged at the end of each term for the damage if you do this.
- Most of our rooms have picture rails and each room is supplied with some picture hooks to start you off.
- Every room has a pin-board, so you'll need drawing pins for that.
- You don’t need to bring your own curtains, lampshades or blinds - the College supplies these items which comply with fire regulations.
Domestic Bursary

- The Domestic Bursary is located on the ground floor of Dorothy Garrod Building G36.
- The office is open **Monday - Friday between 8.00 am and 4.30 pm.**
- The Domestic Bursar: 01223 335 801 or email: domestic.bursar@newn.cam.ac.uk

E

Electrical Equipment

- All appliances should conform to a British Standard and all electrical appliances and items should only be used with a standard UK specific insulated plug.
- If you are coming from overseas you are advised to bring the minimum of electrical equipment because it may not conform; this applies to leads adaptors and plugs as much as to appliances. Using too many electrical appliances at once can cause a fault and trip the electric meter in your room.
- UK connector adaptors, for mobile phones, laptops, iPads etc. can be purchased online from an Apple Store or Amazon (but be aware of cheap imitations – these have been known to catch fire).
- If you have a television in your room, you will need to purchase a TV licence for it.
• Student kitchens are provided with some cooking appliances. Please do NOT bring microwaves or hobs.

• It is recommended that students from overseas (including Europe) do not bring items such as rice cookers; these are easily purchased in the UK. (Please note that rice cookers and other cooking equipment including toasters, electric hob / plates and deep fat fryers must NOT be used in your rooms – only use in the kitchens).

• College and student equipment will be tested by an electrician. You will be given notice of this portable appliance testing (see below for **PAT testing**).

• The pictures below show a UK British Standard power socket, plugs and extension lead.
• Below is a sample of plugs and extension leads which are NOT permitted for use in Newnham College. For fire safety any electrical items fitted with these plugs will be removed if found in a student’s room.
Fairtrade Produce

- The College has Fairtrade College Status and a Fairtrade Policy.
- The Catering Department promotes Fairtrade produce and tries to source as much daily produce as possible locally, subject to reasonable availability.
- Where at all practical, we actively encourage the use of fresh seasonal ingredients.
- The intention of the Catering Department is to encourage social responsibility and to demonstrate our genuine commitment to the use of Fairtrade, sustainable and local produce.
- All areas of the Catering Department currently offer a daily provision of Fairtrade coffee, tea, hot chocolate, orange & apple juice as well as Divine Chocolate Bars, Geo Health Bars and bananas.
- The Catering Department will also organise Fairtrade Butterly events and holds Fairtrade Formal Hall each term - watch the notice boards for more information.

Feasts, Formal Halls and other College Events

The College Feast

- This is an event for new undergraduates and takes place in College Hall at 7.30 pm on the first Tuesday of Full Michaelmas Term.
- Freshers will meet their Directors of Studies beforehand at a drinks party starting at 6.30 pm. There is a sung grace before the meal.
- Gowns must be worn.
- Guests may not be invited to this event (but there are plenty of other events to which you can invite guests).
The Graduate Feast

- This is an event for new graduates and takes place in College Hall at 7.30 pm on the second Tuesday of Full Michaelmas Term.
- The MCR Committee and Graduate award holders are also invited.
  A pre-dinner drinks party is held from 6.30 pm. There is a sung grace before the meal.
- Gowns must be worn.
- Guests may not be invited to this event (but there are plenty of other events to which you can invite guests).

Formal Halls and Subject Formal Halls

- Formal Halls and Subject Formal Halls are held throughout each term. Watch out for more information when you arrive.
- Gowns are worn.
- Guests may be invited to Formal Halls but cannot attend Subject Formal Halls.
- One bottle of wine may be taken into the Hall per two people (£1 corkage fee).
- If you wish to sit with a group you must arrive by 7.00 pm to ensure seating, the doors close at 7.30 pm and guests cannot enter late or without their host.
- No drinking games are allowed.
Governing Body Dinner

- Junior members who attend Governing Body are invited to the dinner following the meetings.
- Gowns are worn.
- Guests may not be invited.

Graduate Supper

- Graduate suppers are informal and taken on a self-service basis in College Hall on Tuesdays in Full Term. There are normally eight in each term and the dates are announced in advance.
- Senior Members often sign in and these suppers provide a good opportunity to meet and talk with them.
- All members of the MCR may attend Tuesday suppers (graduates; affiliates of the MCR; affiliated and mature undergraduates). Members of the MCR who are paying a fee (College or affiliation fee) may take supper without payment.
- Graduates beyond their terms (and who no longer pay the College fee) and ERASMUS students (who may be affiliated to the MCR without paying a fee) will be billed for the meals they take in a termly bill. There is a charge for supper for these members.
- Gowns are not worn.
- MCR members may invite guests but must sign them in and will be billed for their guests' meals.

Commem - Commemoration of Benefactors

- Commem, which normally takes place during the Easter vacation, is the main formal occasion for Roll Members (former students of the College) to be invited back to the College. Special invitations are sent to those 10, 25 and 50 years from matriculation. Members of the JCR and MCR Committees are invited.
- At the end of the dinner there are speeches, introduced by the President of the JCR proposing a toast to the Queen.
- Gowns are worn.
- Guests may not be invited.
Lodge Seminars
- From time to time the Principal hosts seminars in Lloyd Lodge with renowned guest speakers - watch the noticeboards and Newnham News for more information.

Halfway Hall
- At Halfway Hall, second years, and appropriate affiliated students, mark the midpoint of their undergraduate career.
- Undergraduates on four-year courses are also invited; although technically they are not at the midway point, many of their friends will be.
- Gowns are worn.
- Guests may not be invited.

Pudding Seminars
- Pudding seminars are held on most Fridays during Full Term; they start at 1.15pm and finish by 2pm. Coffee, tea and cake is served. All members of the College may attend.
No gowns are worn. Undergraduate, Postgraduate students and Senior Members are invited to give a ten-minute presentation on their research, followed by questions from the floor.

Fines
The College occasionally has to impose fines as shown below:

For taking food or drink into the Computer Rooms (Sidgwick Computer Room or the Library Computer Room)
- First offence - a warning
- Second offence - £5 fine
- Third offence - £10 fine
- Fourth offence - deactivation of card for a month so that during that period it will no longer open the Computer Room doors.

For taking unauthorised persons into the Computer Centre / Library
- First offence - a warning
- Second offence - £10 fine
- Third offence - £15 fine
- Fourth offence - deactivation of card for a month, see above.
Misuse of firefighting equipment, fire detection heads, break glasses, fire evacuation chairs and propping open fire doors

- Up to £250, possible disciplinary and/or criminal prosecution.

Misuse of University Card or Keys

- £50 fine for misuse of your University Card or Key, for example, giving your card or key to someone to use to gain late night access, or to purchase food in the Buttery, or to give another individual access to the secure Pigeonhole room; or leaving keys or card for a friend to gain access to your room.

- If you need to borrow a spare key or card to gain access to your room, you will be asked to return this immediately. Failure to return the Porters’ spare key or card after signing it out will incur a fine, the amount of which will be notified to you depending on the cost to the College to replace the specific key(s)/card you have.

Late completion of mandatory forms

- Reminder issued - £3 per day fine to £25 maximum.

Fire Regulations and Precautions

- A detailed fire training session will be held at the compulsory Health and Safety Training morning, for which you will receive separate information.

- Fire Drills will take place during October each year and further drills will be announced throughout the year.

- The Fire Bells in the main College are tested every Tuesday afternoon between 2pm and 3pm; and between 11am and 12noon on Wednesday mornings in the graduate houses - if the bells continue to ring for more than five seconds it is safe to assume it is a genuine fire and so you should evacuate.

- In the main buildings we have two alarm sounds: an intermittent alarm (pre-alarm) and a continuous alarm (evacuation alarm).

- In each hall / house we ask for a “House and Hall Rep” – these volunteers are vital to enable the College to maintain a safe environment in each house.

- The JCR and MCR Committees will be asking for volunteers for these key roles.
YOU SHOULD KNOW

1. You should know where YOUR TWO QUICKEST ROUTES OUT OF THE BUILDING are;
2. You should know where YOUR ASSEMBLY POINT is;
3. House & Hall Reps: be prepared to take the roll call in the event of an evacuation.

IF YOU DISCOVER A FIRE

1. RAISE THE ALARM by smashing the nearest break-glass
2. ROUSE YOUR NEIGHBOURS on your way out of the building
3. LEAVE THE BUILDING QUICKLY
4. COLLECT THE “GRAB BAG” on your way out of the building
5. REPORT TO THE ASSEMBLY POINT and get your name taken off the nominal roll
6. DO NOT USE LIFTS AS A MEANS OF ESCAPE
7. DO NOT OPEN A DOOR IF THE HANDLE FEELS HOT
8. INFORM THE PORTERS’ LODGE IMMEDIATELY of the fire and its location.

IF YOU HEAR THE CONTINUOUS FIRE ALARM

1. SHUT WINDOWS AND DOORS
2. ROUSE YOUR NEIGHBOURS on your way out of the building
3. LEAVE THE BUILDING QUICKLY
4. COLLECT THE “GRAB BAG” on your way out of the building
5. REPORT TO THE ASSEMBLY POINT and get your name taken off the nominal roll
6. DO NOT USE LIFTS AS A MEANS OF ESCAPE
7. DO NOT OPEN A DOOR IF THE HANDLE FEELS HOT.

IF YOU HEAR THE INTERMITTENT FIRE ALARM

1. You do not need to evacuate immediately - However you MUST NOT WALK between any of the buildings
2. If you wish to leave your own building, you must travel through the GARDEN
3. If the alarm changes from an intermittent to be continuous ring you MUST EVACUATE IMMEDIATELY and go to your ASSEMBLY POINT.
Fire Grab Bags:

- Fire Grab Bags are located near the **main** fire exit in each building.
- Each Grab Bag is marked with the building the pack is intended for.
- Please familiarise yourself with where the Fire Grab Bag for your area is located when you are walking around.

**Action to take**

- On hearing an alarm sound and an evacuation commencing, the **first** person to exit the building is to take the fire grab bag with them.
- Break open the seals and remove the clipboard and pen.
- Attached to the clipboard is a fire nominal roll log (register / list of residents) for your building. Please start to tick off students / guests as they exit. You should do this until relieved by your area’s nominated fire rep, a Porter, member of staff or the emergency services.
- There are other items that may be useful during an evacuation contained in the bag, there is also a list in the bag of what these items are. If any are missing / broken or used during the evacuation, then please report this to the Porters’ Lodge.

Fire Evacuation Chairs:

- There are fire evacuation chairs in the Dorothy Garrod Building and the Library.
- Members of staff have been trained in the use of them and are to be used in conjunction with any Personal Emergency Evacuation Plans (PEEPs) for those individuals with accessibility needs.
First Aid

- All the College Porters are fully qualified first aiders; many members of staff are also fully qualified first aiders.
- If you require assistance, please ring the Porters’ Lodge on 01223 335 700.
- If you need to dial 999 for an ambulance to attend the College, please inform the Duty Porter as they may need to direct the ambulance service.
- There are basic first aid boxes in the student kitchens in the graduate houses and a main bag of equipment at the Porters’ Lodge along with a defibrillator.
- See College Nurse above.

Furniture

- Please do not bring any furniture or remove any items from your room when you arrive, unless you have the written permission of the Head Housekeeper. Only furniture that has the correct flame retardancy labels will be allowed in College rooms.
- If you have been given permission to bring some items of furniture with you, you will have to remove the furniture at the end of each term unless you are on a Continual Licence (see Room Licence below) so that the room can be used for other guests.
- An inventory of all items provided in your room is provided for every room - please check this when you arrive and return a signed copy to the Housekeeping Office Ground Floor Fawcett - G21. (See Inventory below).
G

Guests

- Guests are allowed into College without restriction between 7.00 am and 12 midnight, but after 11.00 pm entrance to College is through the Porters' Lodge only.
- From midnight until 7.00 am the Porters' Lodge front door is card access only (although a Porter will be on duty to deal with any visitors) and a guest entering College must either be accompanied by a member of the College or met by her at the Porters' Lodge.
- Members of the College are free to leave or return to College at any time.
- Because of potential noise and security problems, only three guests from outside may be accompanied into College by any one Newnham student after midnight, and not more than six people should gather in one room after 11.30 pm.
- For security reasons, it is preferable for guests leaving College after midnight to be accompanied to the Porters' Lodge or provided with a note from their hostess.
- If a student does not escort her guest to the Porters' Lodge or provide a note, she must ask him/her to give the hostess's name and Hall to the Porter on duty; this provides a means of checking that a person leaving College is not an intruding stranger.
- A guest may stay overnight in a student's room for a maximum number of three nights in a week running from Monday to Monday.
- In exceptional cases such guests may be allowed to stay for longer, but Tutorial permission must be obtained from the Tutorial & Admissions Office, who may contact your Tutor.
- The presence of a guest should not cause nuisance to neighbours or inconvenience them in their use of College facilities.
- A visitor who is not a guest of a member of College must leave College before midnight.
- Children (under 16) may not come as guests.
- The Porter or other staff members of the College may require a guest or a visitor causing disturbance or nuisance to leave the premises.

Guest Rooms

- Guest Rooms are available for College guests (for example, previous members of the College, or to members of your family, or friends who wish to visit).
- All guests staying overnight in a College Guest Room must be over the age of 16.
- There are no family rooms available.
• For more information on the College Guest Rooms and for bookings please contact the Head Housekeeper.

Gym

The College has a gym on the third floor of the Dorothy Garrod Building. Individuals can enrol on a Gym induction session, which are held at the start of each quarter of the academic year with one of the trainers by registering here (you will need your Raven Password): http://apps.newn.cam.ac.uk/v1/gym

Heating

• The heating in the main College undergraduate buildings (Old Hall, Fawcett, Sidgwick, Clough, Kennedy and Peile), the Dorothy Garrod Building (DGB) and also the Rosalind Franklin Building (RFB) are controlled by a Building Management System (which is computerised) and is set to come on between 6.00 am – 11.00 am and then 3.30 pm – 11:15 pm.
• The heating in the graduate houses and flats in Grange Gardens are controlled by local time clocks which are set from 6.00 am – 12 midnight with temperature sensor control interruptions during the day if the house maintains a temperature 21 degrees C.
• The heating in all the buildings will only come on if the outside temperature is below the set point; it will go off again if the general building temperature rises to 21 degrees C.
• The heating water temperature in the radiators is controlled by outside air temperature i.e. colder days have the warmer radiator temperatures.
• Please note that in the Dorothy Garrod Building most of the student rooms have a heating system called a thermostirt (so there is no radiator).

When to report a problem to maintenance:
• If you find your radiator has two different temperatures, for example, it is hot at the bottom and cold at the top, then it probably needs bleeding.
• If you find your radiator is cold to touch when the people in surrounding rooms have hot radiators.
• If you have more than one radiator and one is hot and the other is cold.
• Please email all maintenance issues to maintenance using the online maintenance tracking system: https://app.casc.cam.ac.uk/rms_live/

When NOT to report a problem to maintenance:
• If your radiators are HOT to touch but the room still feels cold – sorry but the room is probably colder due to the size of the room, height of the ceiling, the number of windows and its orientation, for example, north facing rooms are colder than south facing. In these circumstances there is nothing that maintenance can do to improve the heat level in the radiators, and you will just need to boost the temperature with the portable electric heater.

Housekeeping Office
• The Housekeeping Office is located in Fawcett Ground Floor.
• The Housekeeping Office is open Monday - Friday 8.00 am – 4.00 pm
• The Head Housekeeper is Sheana Yardy: head.hk@newn.cam.ac.uk
• The Deputy Head Housekeeper is Caterina Jones: Caterina.Jones@newn.cam.ac.uk
I

Insurance

- The College provides you with basic cover for the items in your rooms during your individual Licence Period only (see below for Licence Period).
- To check your cover click on the following link:
  https://www.endsleigh.co.uk/student/your-student-cover/?HHRef=HH1696
- If you decide to take out your own insurance, you should satisfy yourself that it is offering the appropriate form of cover, for example, some companies will not pay compensation for items stolen from your room unless there is physical evidence that your room has been broken into.

Internet Access and Wi-Fi

- All student rooms and public areas have Wi-Fi to link you into the College network.
- Please email all IT issues to the IT Department using the online tracking system: helpdesk@newn.cam.ac.uk

Inventory

When you arrive, you will find your bedroom clean and the bed made. On the bed will be a copy of your Room Inventory. This inventory covers all the items in your room and describes the state of the room, for example, any pre-existing marks on the carpet or walls. You need to check the inventory and then sign and return it to the Housekeeping Office.

K

Kitchen Fixed Charge and Buttery Pre-paid Meal Plan

The Kitchen Fixed Charge (KFC) is a fee that Newnham students pay, alongside their rent, as part of being a member of the College. The Buttery Pre-paid Meal Plan (BPMP) is an amount that you commit to spending in the Buttery each academic year. Under the Newnham KFC / BPMP scheme, you choose one of 5 options, depending on what will be best value for you. The links to the following documents explains how to choose your KFC / BPMP option.
Information on the KFC for Undergraduates:

Information on the KFC and BPMP for Postgraduates:

L
Laundry and drying facilities

• On the main College site there are three large laundries with industrial coin-operated machines (washers and driers). These are located on Peile Ground Floor opposite the Jane Harrison Room, Sidgwick Ground Floor (near G29) and in the basement of the Dorothy Garrod Building. There are also machines on the first floor in Old Hall. These laundries are serviced by an external contractor and the JCR are responsible for these machines.

• In each graduate house there is a washing machine and a tumble dryer – these are domestic machines and not coin operated. The cost of these is included in the graduate rent. For the Graduates in RFB, the laundry is located in Block A on the ground floor.

• All the College washing machines use liquid detergent (or washing detergent capsules that you put directly into the machine drums), rather than powder which can create blockages.

License Periods

• The Licence Period is the period of time for which you have been allocated a bedroom at Newnham.

• For undergraduates there are two licence periods available: the termly licence, or the continuous licence which includes the Christmas and Easter Vacations; more information is available from the Tutorial & Admissions Office (see Room Licence below).
The undergraduate termly licence dates for 2019-2020:

MT: Saturday 5 October 2019 (noon) to Saturday 14 December 2019 (noon) (10 weeks)

LT: Saturday 11 January 2020 (noon) to Saturday 21 March 2020 (noon) (10 weeks)

ET: Saturday 11 April 2020 (noon) to Saturday 20 June 2020 (noon) (10 weeks)

For Finalists: Saturday 11 April 2020 (noon) to Saturday 27 June 2020 (noon) (11 weeks)

The undergraduate continuous Licence for 2019-2020:

Saturday 5 October 2019 (noon) to Saturday 20 June 2020 (noon) (37 weeks)

For Finalists: Saturday 5 October 2019 (noon) to Saturday 27 June 2020 (noon) (38 weeks)

The graduate Licence Period for 2019-2020:

Monday 30 September 2019 (noon) to Monday 21 September 2020 (noon) (51 weeks)

Library

The College Library is in Sidgwick (entrance is on the corridor that runs from the Porter’s Lodge towards the Buttery).

The College Library is available 7 days a week for College members from 6.30 am - 01.45 am in Full Term and 6.30 am - 11.45 pm in the Christmas and Long Vacations (apart from the Christmas closed period). It is a lovely building to work in, with a variety of desks and
study spaces. In addition to books and self-issue borrowing terminals, the Library has
general interest material, an IT suite, a group study room, and printing and dissertation-
binding facilities.

Library induction tours are held for new students in the first weeks of Michaelmas Term.
If you can’t make a scheduled tour, just contact library staff or email
librarian@newn.cam.ac.uk to arrange another time. Once you’ve had your library tour,
your University card will be enabled for door access during the hours above. (Before
you’ve had your tour, you can use the library during staffed hours 9.00 am – 1.00 pm;
2.00 pm – 5.00 pm Monday - Friday).

Library staff will help you make the most of library resources in College and the wider
university, so don’t hesitate to ask them for help. More information and contact details
are available on the College library webpages: http://www.newn.cam.ac.uk/about/library/

Light Bulbs
The Housekeeping Office (Monday to Friday 8.00 am and 4.00 pm) holds a stock of light
bulbs (take the old bulb with you to exchange). The Porters’ Lodge also have an
emergency stock for when Housekeeping is closed.

Linen Room
• The College has a linen room (ground floor of Sidgwick Hall): here you can exchange
dirty linen for clean on a weekly basis.
• The opening hours are during Term Time:
  - 8.00 am and 10.30 am Monday, Tuesday, Thursday, Friday
  - 1.00 pm and 2.30 pm Wednesday
• At the end of term, the Linen Room will have extra opening times - so please check
your “Going Down” information sheet in the RMS online system (see RMS below).
• Extra blankets may be obtained from the Linen Room.

Lost and found property
• Report lost property immediately to the Porters’ Lodge.
• If you find property, please take it to the Porters’ Lodge.
• If you lose your University Card, please go to the Tutorial & Admissions Office.
M

Maintenance Reporting

The College has the facility to report and track your maintenance issues on-line.

Either:

Go to the home page of the main College website and search for Maintenance Reporting

Or:

1. Go to https://app.casc.cam.ac.uk/rms_live/
2. You will then be asked to log on.
3. Choose the “click here to login via Raven” option. For this you will need your Raven Password.

For external students please email the Domestic Bursar: domestic.bursar@newn.cam.ac.uk

It is quite straightforward, there are instructions on each page, but basically this is all you need to do: -

• Once you are logged on, from the drop-down menu click on report a problem
• You will now see a page asking for the location of the problem.
• You can type something like “Clou” (i.e. for Clough), click on find location.
• A table of all floors and rooms will show, click on selection room and then click on select a problem.
• Any further information on the matter being reported can be typed into the Further Details box.
• You can store the above link in your favourites list; alternatively, this link is also available on the College’s intranet pages.
• You will not be able to access the intranet without a Raven password, so if you do not have a Raven password, now may be the opportunity to obtain one. http://www.ucs.cam.ac.uk/docs/faq/raven/n5
• Your request may require a member of the College Staff or an external appointed contractor to enter your room. We will aim to respond quickly to your request and we shall assume that you are happy for a maintenance operative to visit your room during the working day [Monday to Friday: 9am – 5pm] unless you state otherwise in the appropriate section of the proforma – then an appointment will be made.
• Please remember to inform your housemates if you have reported an issue, to tell them that a member of the Maintenance Department or external contractor will attend unannounced to deal with the issue (unless an appointment was made).

IMPORTANT – Reporting Maintenance Issues out of office hours:
If you are reporting a serious issue, for example, a flood or gas leak, please ring the Porters’ Lodge immediately for assistance. If you are reporting an issue online out of office hours, please note that this system is only viewed during office hours so if your problem needs urgent attention, for example in the evening or the weekend, please ring the Porters’ Lodge to report your maintenance issue.

Maintenance Response Times
• Some repairs are more urgent than others. The Maintenance Department will aim to deal with any request within 7 working days of receipt.
• Please do not repeat the same request within this period. Floods of repeat requests hold up work rather than hurrying it along. The priorities assigned to repairs of different types are as follows:
  - Water or gas leaks;
  - Matters affecting the security of student rooms or the safety of the occupant, for instance a student affected because the lock of her room is broken;
  - Problems affecting the privacy of the occupant (e.g. a broken curtain rail);
  - Heating, whether gas or electricity;
  - Problems inhibiting the student’s study (e.g. a broken tabletop or central light pendant).

Entry to Rooms
• There will be occasions when the Porters, Housekeeping or Maintenance staff or outside contractors will need to enter your room to undertake emergency or regular maintenance work; they will have College identification.
• Normally notice will be given in advance of a visit but there will be occasions when this is not possible and so your co-operation would be appreciated.
• All students are informed of their visits, via an email.
• Please give your full co-operation to ensure that all necessary works are undertaken.
Music and Music Practice Rooms

- The Old Labs Main Space and Music Practice Room One are booked through the Conference and Events Co-Ordinator.
- Practice Room Two and Practice Room Three are booked on a first come first served basis at the Porters Lodge.

Music – general rules

- No musical instrument may be played except during music hours (see below).
- The use of radios, ipods, stereos etc. is not limited to music hours but they must be played with the volume low enough to ensure that they can be heard in the owner's room only - especially in hot weather when windows may be open.
- The music practice rooms are not limited to music hours but they should not be used after 11.00pm.

Music Hours (in student rooms)

- Monday to Friday: 8.00 am - 10 am and 1.00 pm - 7.00 pm
- Saturday: 8.00 am - 10 am and 1.00 pm - 9.00 pm
- Sunday: 9.00 am - 9.00 pm

Pianos & harpsichord

- The College has three grand pianos, which may be booked for serious practice, in College Dining Hall, the Old Labs Main Space and the Old Labs Music Room.
- Any Newnham student wishing to use the grand pianos should first contact the President of the Raleigh Music Society.
- Lists of those with permission to use the pianos and to whom keys may be issued will be kept by the Porters' Lodge.
- In the Easter Term, priority will be given to those studying for the Music Tripos (only available after exams periods are completed).
- The College also owns a harpsichord. Anyone wishing to use this should contact the President of the Raleigh Music Society.
Music practice & concerts in College Hall

- Newnham music students, and performing members of Newnham Music Society, may use the College Hall for music practice as long as no inconvenience is caused to the Catering Staff and the room is booked in advance through the Conference Office.
- If the Hall is locked, the key may be obtained from the Porters' Lodge; the key will not be handed out unless the Hall has been booked in advance with the Conference Office (and is shown on the room booking diary at the Porters' Lodge).
- After the practice please replace chairs and tables, switch off all lights, lock up and return the key to the Porters' Lodge.

Music practice in the Old Labs Main Space & Old Labs music practice rooms

- Music hours in the Old Labs are 9.00am to 9.30pm. The key is not given out after 9.00pm. Obviously if there is an event taking place in the Old Labs main space then the music can continue on until 10pm (extensions are allowed during a May Ball or June Event).
- The Bosendorfer Grand Piano and the Harpsichord are kept locked in the Practice Room. Anyone wishing to use either instrument should contact the President of the Music Society.
- Only those people whose names appear on the list in the Porters' Lodge will be given the key to unlock the appropriate instrument.
- Anyone wishing to book the main space in the Old Labs should contact the Conference Office (Fawcett Ground Floor).
### Out Students – Undergraduates

- Please sign and return your Certificate of Residence at the end of each term to the Tutorial & Admissions Office.
- Please sign in and out at the Porters' Lodge at the beginning and end of each term. This applies to those on continuous licences too (see Room Licences below).
- Please sign the exeat book at the Porters' Lodge when you spend a night or two away from Cambridge during term, in case it is necessary to contact you urgently.
- Tell your Tutor when you are going to be resident in Cambridge outside Full Term. This avoids a delay if anyone in College wishes to contact you during the vacation.
- Come into College at least once a week to collect mail from your pigeonhole.
- Check the information on Tutorial and Directors of Studies' noticeboards, this enables you not to miss such things as deadlines for interviews, grant applications and so on.
- If you wish to change your lodgings, you should notify the Tutorial & Admissions Office of the new address as soon as you finalise arrangements.
- You should maintain your contact details via CamSIS self-service (see CamSIS above).

### Out Students – Graduates

- Please sign in and out at the Porters' Lodge on your arrival in Cambridge and upon your departure.
- Come into College at least once a week to collect mail from your pigeonhole.
- Come in and dine at the weekly Graduate Supper (remember to book).
- Come in and use the facilities in the College MCR.
- Check the information on Tutorial and Directors’ of Studies' noticeboards, this enables you not to miss such things as deadlines for interviews, grant applications and so on.
- If you wish to change your lodgings, you should notify the Tutorial & Admissions Office of the new address as soon as you finalise arrangements.
- You should maintain your contact details via CamSIS self-service (see CamSIS above).

### International Students

- International Students should please refer to the following information:
  
  [https://www.internationalstudents.cam.ac.uk/](https://www.internationalstudents.cam.ac.uk/)
• The following passport holders are required to register with the police after they collect their Biometric Residence Permit (BRP) in the UK and also update their details as required: Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China, Colombia, Cuba, Egypt, Georgia, Hong Kong SAR, Iran, Iraq, Israel, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Libya, Moldova, Morocco, North Korea, Oman, Palestine, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, United Arab Emirates, Ukraine, Uzbekistan, Yemen, Stateless or travelling on a non-national document (i.e. Travel Document).

• Further information can be found on the International Student Team website:
  https://www.internationalstudents.cam.ac.uk/tier-4-responsibilities/police-registration

P

Parties

• Parties or social gatherings are defined as a gathering of six or more people (six was used as that was the maximum number of people that could comfortably meet in a student room without disturbing their neighbours). These may be held in a meeting room, the bar or the gardens - permission is required.

• The College has a new “Party Room” in the basement of the Dorothy Garrod Building (the capacity is for 40 students). Please “book” using the online room booking system: http://apps.newn.cam.ac.uk/ofms-newn/rbs/

• Parties in other function rooms are booked via the Conference and Events Co-Ordinator.

• The Newnham student booking a room, or part of the garden, for a party must be present throughout and must accept total responsibility for the event.

• Music played at parties must not exceed 90 decibels when measured at the open door into the room.

• The Duty Porters have been instructed not to hand out the key to a party room before the time given on the online booking form / room booking diary from the Conference and Events Co-Ordinator. Students booking rooms should therefore allow a reasonable setting up time before the start of the party.

• All evening functions within basement College Party Room must end promptly at 12 midnight (10.30 pm on a Sunday night).
• All evening functions in other parts of the College must end promptly at 10.30 pm (9.00 pm for garden parties) and guests should be asked to leave quietly and be out of the college by 10.45 pm.

• The key or access card to the room must be returned to the Porters' Lodge by 12.15 am otherwise the party organiser will be charged.

• Decorations and direction signs must not be put up on walls or doors using drawing pins, nails, sellotape, blu-tak or other adhesives.

• The use of dry ice and/or smoke machines at any party in any room is absolutely forbidden as these substances trigger the fire alarms.

• Please make sure that toilets in the vicinity of party rooms are left clean at the end of the evening.

• Crockery, cutlery or glassware is not available for hire from the College Catering Department for self-catering functions, but the JCR has a hire scheme.

• Any clearing up should be carried out as quietly as possible. Brooms, mops and buckets for floor cleaning can be found in the nearest cleaning cupboard or collected from the Housekeepers during the day before the party.

• Rooms should be clean and tidy by 8.00 am the following morning, so that they can be prepared for the bookings made for that day.

• In the exceptional case of the room being needed at 9.00 am the day after, you will be notified that all clearing up must be done immediately after the party.

• Get a party permission slip from the Conference Office (Fawcett G19 Ground Floor) and to see whether the room or part of the garden you require is free. The Office is open Monday to Friday 8.00am till 4.00pm.

• Please go in person to discuss the booking rather than writing or emailing as it is much better to discuss your requirements.

• When booking you will be asked for a returnable deposit for cover any possible damages.

• During the Easter Term (the exam term) no parties are allowed.

**PAT (Portable Appliance Testing)**

• Your rent includes basic Portable Appliance Testing.

• There will be an administration charge of £5 for each appliance which fails the test; this charge covers retesting & minor repairs.
• Items that fail the test or that do not have the correct UK plug will be removed from
the student room by the testing electrician, or any authorised member of the College
staff who may enter a student room (or kitchen) and observe that an incorrect plug
or adapter is being used.

• Appliances which fail the test will be taken to the Buildings Manager. A note or an
email to the owner will advise the reason for removal of the item and what action is
recommended. In some instances it may be possible to replace a non-conforming plug.

• A charge of £5 would apply for changing a plug or for small repairs; owners will be
asked to sign an agreement to the recommended action.

• For those items that fail to comply to UK standards and where a student refuses to
have the appliance modified to meet the UK standard, the item(s) will be stored in the
College and returned to the student either when her course is finished, or when the
student removes the item from the College premises.

• Please note that fridges which fail the test must be disposed of according to Health and
Safety regulations. This is likely to incur a substantial extra charge.

Pets

• No pets of any kind are allowed (including goldfish) for health & safety reasons.

• There are a number of local cats that are very friendly and pop in and out of the
College gardens. Check out the Newnham College Facebook and Instagram accounts
for more information about “Nellie” who is always hanging around looking for back
rubs near the bike shed close to the Dorothy Garrod Building. Please don’t feed her
as she has a home nearby! https://www.facebook.com/NewnhamCollege
https://www.instagram.com/newnhamcollege/
Pigeonholes / Post / Deliveries

- Please check your pigeonhole in the Porters' Lodge daily for any mail and or notices.
- Large packages or large letters will be kept at the Porters' Lodge and an email asking you to collect them will be sent to you.
- Please bring your University Card with you when you come to pick items up from the Lodge, as a means of identification.
- Please ensure that you know where the email notification states that the item is located within the Porters' Lodge.
- Your mail is normally forwarded to your home address during vacations. If you wish mail to be forwarded to another address or to be held in College, please update your mailing address on CamSIS. **This is only available to UK addresses.**
- The Porters' Lodge is happy to receive "signed for" deliveries for students, staff and Fellows. Recently, however, a number of couriers have requested that the receiving Porters provide not only personal ID and but also personal proof of date of birth before accepting parcels (which in such cases typically contain alcohol or other adult items). After review with the Bursar and Senior Tutor, we have decided that deliveries which do not accept the signature of a uniformed porter in a Porters’ Lodge as adequate will be refused and returned to sender. Please be aware of this when making online purchases.
- There is limited storage for deliveries at the Porters' Lodge - please inform the Lodge if you are expecting an urgent or large delivery.
- Deliveries direct to student rooms are not permitted, for security reasons.
- The Porters' Lodge cannot accept deliveries of perishable food, for Food Hygiene reasons.
Porters’ Lodge

- The Porters’ Lodge is located on Sidgwick Avenue (CB3 9DF) and is open 24 hours a day, 7 days a week.
- You can ring the Porters’ Lodge on 01223 335 700
- Porters are a good source of College and local information, so feel free to test their knowledge!

Recycling and Rubbish (Undergraduate Kitchens)

In the undergraduate student kitchens, there are two bins:

1. A bin with a **BLACK binliner** which will be for food waste and anything else that cannot go into the mixed recycling bin as shown below:
2. A bin with a **CLEAR or PURPLE binliner** which will be for the following items:
   - Glass bottles and jars (any colour)
   - Plastic and tetra packs (but not sandwich wrappers or cling film)
   - Metal
   - Paper & magazines
   - Cardboard
If you are in any doubt about what to put into the new mixed recycling bins (with the CLEAR binliner) then put your rubbish into the BLACK binliner bin, otherwise you might contaminate the whole bag which will then have to go into the general waste and will go into landfill.

Recycling and Rubbish (Graduate Kitchens in RFB & Grange Garden Flats (GGFs) and in the Graduate Houses)

**IN RFB and GGFs:** students are responsible for moving their rubbish and recycling from the kitchens to the bin stores; usually the students in each block / flat draw up a rota for this. In the kitchen there are 2 bins:

1. There is a bin with a **black binliner** which will be for food waste and anything else that cannot go into the “mixed recycling” bin as shown below:

2. There is a bin with a **clear binliner** which will be for “mixed recycling” the following items:
   - Glass bottles and jars (any colour)
   - Plastic and tetra packs (but not sandwich wrappers or cling film)
   - Metal
   - Paper & magazines
   - Cardboard

3. The graduates then take the **black** bags to the general waste bins (big blue skip bins) and the **clear** bags to go into the **purple** bins located outside the properties.

If you are in any doubt about what to put into the mixed recycling bins (with the CLEAR binliner) then put your rubbish into the BLACK binliner bin, otherwise you might “contaminate” the whole bag which will then have to go into the general waste and will go into landfill.

**IN THE GRADUATE HOUSES:** these properties are classed by the City Council as “domestic” and therefore do not have the “mixed recycling” facility available. The students in these houses usually arrange their own recycling system and then take the rubbish out to the various wheelie bins found just outside the properties. Please see the local notices and posters in each house explaining the system adopted by that house.
**Room Allocation (Postgraduates only)**

- Newnham Postgraduates are allocated rooms by the Tutorial & Admissions Office.

**Room Ballot – (Undergraduates only)**

- Newnham undergraduates going into their 2nd and 3rd years take part in a Room Ballot.
- The Room Ballot takes place during the Lent Term for the following academic year.
- The Tutorial & Admissions Office gives the Hall Liaison & Admin Officer (a member of the JCR Committee) a list of all the 1st year students who should be in the Room Ballot in a suitable form to be cut up and drawn from a hat.
- The Hall Officer does the draw and lets the Tutorial & Admissions Office have the resulting list.
- All students returning after intermission will be inserted into the signing list at approximately the same level that they were the previous year.
- Affiliated students going into their 2nd year have the same arrangements as other students in their year.
- The only College society officer to have a designated room is the President of the JCR.
- There are some small rooms that entitle their present occupants to move towards the top of the second year Ballot - please consult the Tutorial & Admissions Office for the current list of rooms in that category.
- All Modern Linguists and Asian and Middle Eastern Studies students spending the current academic year abroad have previously selected their rooms.
- Other students entering their 4th year do not take part in the Ballot but may opt to be considered for a room if one is available.
- Some students are able to “squat” in their room for the next academic year. Information is given out prior to the Room Ballot taking place.
- Many Newnham students display a plan on their door showing the layout of their room to enable those picking to have a better understanding of the layout.
- Further information on the rooms is available in a folder which the JCR Committee will make available.
- Further information is given out prior to the Room Ballot taking place.
Room Bookings (meeting rooms)

- Students can book the College meeting / function rooms via the Conference and Events Office (either in person or via email conference@newn.cam.ac.uk).
- Students are advised to book a room at least one full week in advance (as rooms get booked early).
- Please carefully consider all the equipment and catering you may require before making the booking, as last-minute changes may not be possible.
- The Newnham student booking the meeting room must be present throughout the event / meeting and must accept total responsibility for the event.
- All evening functions within the College must end promptly at 10.30pm and be out of the College by 10.45pm (except in the basement Party Room – see Parties above).
- Any charge associated with your room booking will be explained to you by the Events Co-Ordinator.
- Most Public Rooms are booked via the Conference Office however there are some exceptions shown below:
  - The JCRs are booked via a JCR online system: click on the following link and select student rooms booking http://itservices.newn.cam.ac.uk/
  - The MCR is booked via the MCR Committee
  - The Bar is booked via the JCR Ents Officers and Conference Office
  - The Group Training Room in the Library is booked via the Library Office

Room Licences

- Room Licences are issued by the Tutorial & Admissions Office and are your Assured Tenancy Agreement. Upon receipt please read the licence carefully.
- Two copies are issued; you should sign both returning the colour copy to the Tutorial & Admissions Office and keeping the white copy for your records.

Room Management System (RMS)

- The College uses a room management system (RMS) to administer coming up and going down forms and reporting maintenance issues.
Signing in and out

- The signing list is used for several purposes. It is the basis of the Fire List, records residence for University purposes and is used by the Bursary for billing.
- At the beginning of term, you must sign in. Those living in College accommodation will receive their keys (door, window and lockage storage).
- At the end of term, you must sign out. If you live in College accommodation you will bring your keys back and you will also be asked about forwarding mail.
- If you are away overnight during term, you must sign the exeat/redit book at the Porters’ Lodge.
- If you stay in College during the vacation, you may be asked to move rooms.
- When you move, take the keys to your own room to the Lodge and sign out; sign in on the vacation residence form.

Safety and Security

- The Domestic Bursar is the College Fire, Health and Safety Officer. The College also has a Safety Committee which meets termly. The College has a detailed set of policies, procedures, codes of practice and inspections to ensure it is a safe and secure environment for all members of, and visitors to the College.
- Any students who are concerned about the safety or security of the site, including the grounds and car parks, should contact the Domestic Bursar via email at domestic.bursar@newn.cam.ac.uk
- For more information on student wellbeing https://www.studentwellbeing.admin.cam.ac.uk

Smoking

- The College has a Smoke Free Policy; a copy is shown on the College website. **No smoking is permitted in any College buildings or student rooms.** There are designated smoking areas around the College. Please see the Smoke Free Policy or ask the Porters for the location of these designated areas.
Sports

- The College has a brand-new high-tech gym, a sportsfield on site and three tennis courts (netball nets are erected on one court during the season).

- The sportsfield may be booked via the Head Gardener: head.gardener@newn.cam.ac.uk

- Members of both the JCR and MCR are allowed to use the gym but must first undertake an induction - watch the noticeboards in the Porters’ Lodge for more information.

- Once you have completed your gym induction your University Card will be programmed to open the gym door.

- There are tennis courts available for use - ask at the Porters’ Lodge.

Storage during the vacation periods (undergraduates only)

Lockable Storage

- Each room should have some lockable storage - this is shown on your room inventory (which will be in your rooms when you arrive).

- This lockable storage can be used during the Christmas and Easter vacations only.
• Please check your lockable storage at the beginning of the Michaelmas Term - if this lockable storage doesn't lock let Maintenance know immediately (using the RMS) so that it can be repaired in good time for the vacation.

• Also please inform to the Porters so that any keys that do not work can be removed and discarded.

• All belongings must be taken home during the Long Vacation.

**Storage for Overseas Undergraduate Students during the vacation periods**

• The JCR International Officer and the MCR International Officer arrange storage for overseas students during the vacation periods. They will get in touch prior to the vacation periods to confirm the arrangements with those students entitled to store items during the vacations.

**Additional Storage**

• If you need to store more belongings over the vacation than you are allowed to keep in your room, you may contact your JCR Hall Liaison Officer.

• The JCR Hall Liaison Officer can also put you in touch with a storage company - if several Newnham students share that storage, the cost comes down.

**Telephone**

• There are no public telephone boxes in College – please see the Porters if you require assistance.

**TV Licence**

• Each resident is responsible for purchasing a TV licence for their room if applicable. For information on whether you require a licence please visit: [http://www.tvlicensing.co.uk/check-if-you-need-one](http://www.tvlicensing.co.uk/check-if-you-need-one)

**University Card**

• You will be issued with a University Card – this card will be programmed to allow you to purchase items in the Buttery, access various doors/gates and also to take library books out of the library (once you have been inducted and given a tour).
• If you lose your card, please email the Tutorial & Admissions Office who will cancel your old card and organise a replacement; and see the Porters for a temporary card.

• Under no circumstances are you to give or lend your card for someone else to use (see Fines above).

W

Window and Window Restrictors and dangers to young children

• The 70 perimeter bedrooms windows on the 1st and 2nd floors of the Dorothy Garrod Building have restrictors installed to allow an opening of up to 15 cm. The College has also installed window catches on students’ windows on the first floor and above in all our other buildings. These will allow casement windows to be opened 20 cm wide, and will allow the bottom pane of a sash window to be pulled up 20 cm. (The top page of a sash window will still be able to be pulled fully down.)

• The College acknowledges that the 15cm and 20 cm aperture distance does not comply with the 10 cm aperture distance guidance in Approved Documents K (Building Control Regulations). However, the Building Control Inspector has stated that they are satisfied with the 20 cm aperture on the 1st & 2nd floors windows provided that the College is aware of the deviation and provides a management strategy for this.

• The College management strategy is that no children under the age of 5 should be left unsupervised in any of our rooms on the 1st or 2nd floor and the College does not allow any residents under the age of 16 to stay in our student or guest rooms.

If you have any questions which have not been addressed in this A – Z, please do feel free to contact me directly on the email address shown below.

I look forward to seeing you at the start of term.

Wendy Evans
Domestic Bursar

Email: domestic.bursar@newn.cam.ac.uk