

Residents' Handbook

Moulton COLLEGE

2024/25



Holcot Residences

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Scan the QR code to find out more information



Welcome to Moulton College Halls of Residence

We hope that this handbook will help you to understand what to expect from us and what is expected of you, as a resident, when you move into accommodation at Moulton.

Our aim is to provide you with a safe and supportive residential environment where you can develop as an independent person and be successful in your studies. We also want to make sure you have fun too, and receive a fantastic student experience.

We have a dedicated Residential Experience Officer who provides a range of social and enrichment activities to improve and enhance your student experience.

If you need to access any documents mentioned within this handbook, you can do so via Moodle. Just login using your student details.

Whilst there's a lot of information in this handbook, please ensure you read it through. There's important information about Student Regulations (page 29) and your residential contract which you'll need to read and fully understand. Any questions though, please contact us.

If you have any questions or concerns about your stay please don't hesitate to contact any member of the Residential Team. We're here to help.

We wish you every success for the academic year, and hope you enjoy your stay.



Student Support

IN THIS SECTION

- Support available to students
- Residential Support Team
- Our Residential Management Team



Student Support

Overall management of Student Support lies with the Vice Principal who works closely with the Director of SEND and Student Experience Residential Coordinator and Safeguarding & Wellbeing Coordinators to develop and improve Student Support services.

At Moulton, we take our Safeguarding responsibilities very seriously and looking after the welfare of our students is our top priority. Living away from home for the first time can be a daunting experience but as a resident at Moulton College there is always someone to talk to.

Please don't feel that you cannot talk to a member of staff or fellow student if you are having trouble settling in or missing home.



If you'd like an informal chat with our Residential Team about how you're feeling, give us a call on 07388 967514.



Residential Support Team

A team available to assist you out of office hours.


The Holcot residences are supported by a team of Residential Support Officers who are available out of office hours to assist you. You might have a query, or need us to respond to an emergency or any incidences of anti-social behaviour (late night noise and disruption etc). Whatever it is, our Support Officers can help.


For our Holcot residences, Support Officers are available from 5.30pm- 8.30am Monday to Friday, and all day Saturday and Sunday.

You can contact the duty Residential Support Officer on:
 **07388 967514**

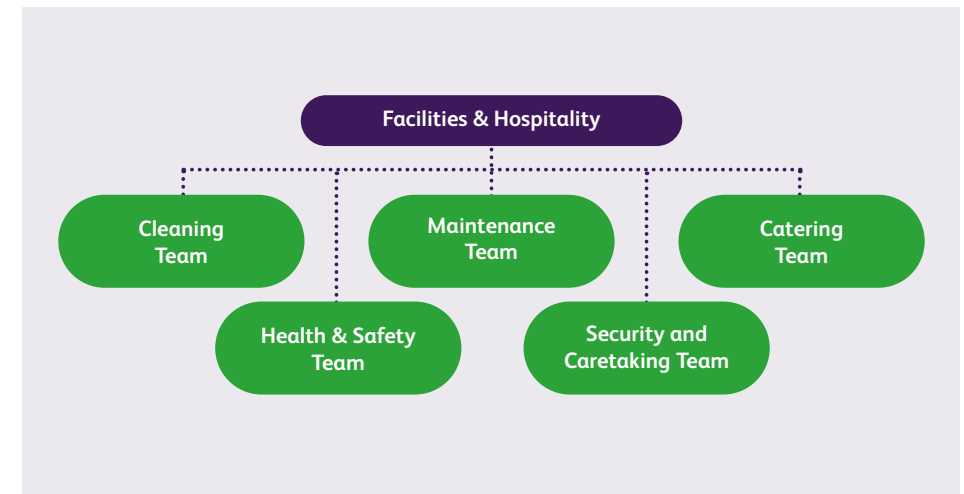
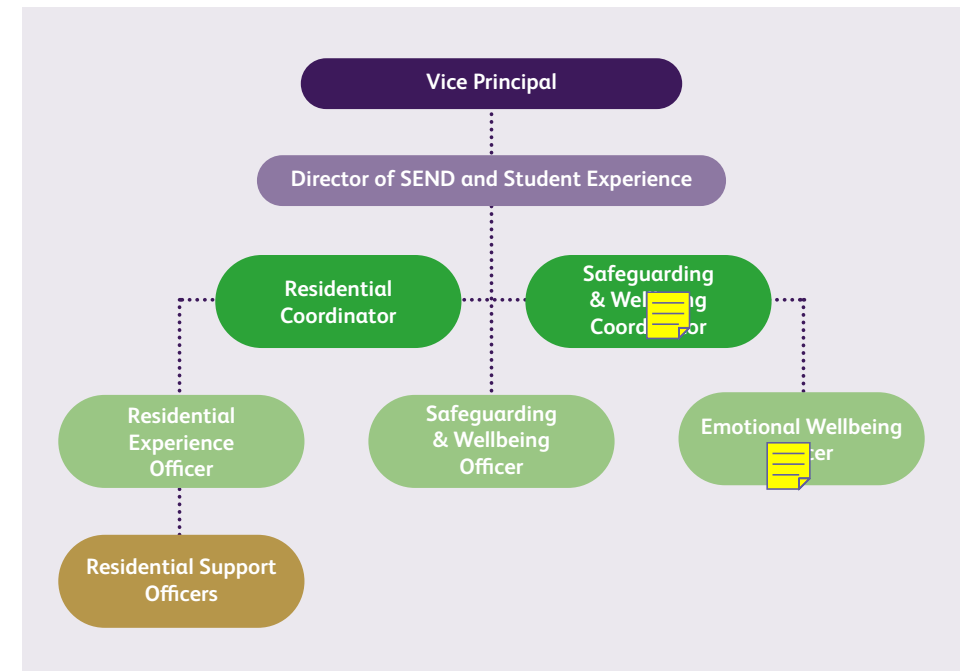
Who should I contact outside of the Residential Support Office duty hours?

Any general queries regarding residential services should be directed to the Residential Team's Office on:

 01604 491131 or

 student.support@moulton.ac.uk between 8.30am and 5.30pm, Monday to Friday.

Our Residential Management Team



Moving in

IN THIS SECTION

- What to bring with you...
- What not to bring with you...
- Moving in day
- Room inventory & damage

Before you arrive

What to bring with you...

✔ Essential items

- Crockery and cutlery
- Cooking utensils (pots and pans, etc.)
- Money for food/drinks
- Towels
- Toiletries
- Money for the laundry, to buy stationery etc.
- Any medication you may need (please note down any medication on your medical form and remember that we are unable to issue any pain relief medication, i.e. paracetamol, so you may wish to bring some with you)
- Bedding (pillows, pillow covers, single duvet, single duvet cover and 3ft bottom sheet – a mattress protector is provided)
- Coat hangers

✔ Optional Items

- Cars and motorcycles – permission to bring a car or motor vehicle on site must be sought by completing a 'Permission to Bring a Motor Vehicle to College' form. Contact student.support@moulton.ac.uk and a member of the Team will send this to you.
- Bicycles – please note that bicycles must not be stored within the residential blocks. Bike racks are located in the car park for you to use.
- 2ft x 2ft mini fridge* – although a fridge is provided in each common room you may wish to bring a mini fridge for your room
- Computer or laptop*
- Games consoles*

- Pets – no pets or animals of any type are to be kept in residences. Should you wish to bring a horse with you, please speak with a member of the equine staff about livery
- TV* – it is recommended that you do not bring televisions which are larger than 28" as most room layouts do not safely accommodate such sizes. If a large TV is unsafely stored, you will be asked to remove it.



Remember

If you bring your own television or device that allows you to watch TV (including some hand-held devices and laptops), you need a television licence. Even if your parents have a licence at your home address, you must still purchase a licence for your room in residence (concessions may be available for students). Failure to do so could result in a £1,000 fine as detector vans do occasionally visit the area.

Need a TV License?

Find out more online at www.tvlicensing.co.uk or call **0300 790 6131**

* All items over 12 months old must be PAT tested. This will be carried out at the start of term after completing a PAT Test form on arrival.

What not to bring with you...

What should I leave at home?

You must **NOT** bring the following onsite.

- Cooking appliances such as air fryers, toastie makers and grills
- Weapons – knives/blades, BB guns, paint and air activated weapons, shotguns/ rifles, crossbows, sling-shots, catapults and non-domestic knives and any other item deemed to be a weapon by Moulton College
- Recreational drugs and other controlled substances, including new psychoactive substances (including nitrous oxide and CBD products) or associated paraphernalia
- Candles and incense / joss sticks
- Fireworks
- Sunbeds / UV Tanning equipment
- Car parts and fuel cans
- Weight training and gym equipment (only hand-held weights are permitted in rooms)
- Darts
- Chainsaws
- Subwoofers, large speakers and amplifiers
- Furniture
- BBQs
- Portable heaters
- Electric Scooters
- LED strip lights
- Plug in air fresheners
- Pets – no pets or animals of any type are to be kept in residences. Should you wish to bring a horse with you, please speak with a member of the equine staff about livery.

Moving in day

Moving in is always the exciting bit!

It's a chance to meet your future peers and make friends for life! There will be the opportunity to pay any outstanding fees, settle in and get acquainted to your new home! An event will take place on your first evening run by the Residential Team. They'll run through a few ground rules and there's plenty of opportunity to ask questions if you have any.



You will be notified of the time you should arrive on campus. Keep an eye on your emails.



Room inventory & damage

Prior to moving in you will have paid caution money. This will be refunded to you when you leave providing there is:

- no damage to your room or the common areas that you have access to
- your keys are returned
- all fees are paid in full.

When you first move into your room you will complete and sign a room inventory form to state the condition of the room. When you move out at the end of the year your room will be checked against this form. Any damage that has occurred (other than reasonable wear and tear) will be charged for.

Where damage occurs in a common area and it has not been possible to identify the guilty parties, the cost of the repair will be shared equally between all the students who have access to that particular common area. To reduce the risk of communal damage occurring, it is vital that you ensure you do not prop security doors open.

You are responsible for any visitors to your room and for ensuring that your room is secured when you are not present. As such you are responsible for any damage that occurs in your room.

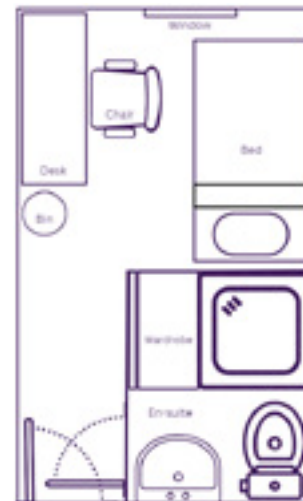
Where a charge equates to more than £100 per student it will be invoiced as soon as the cost of rectifying the damage has been established. This ensures that caution money is still available should further substantial damage occur later in the year.

Where a charge equates to less than £100 per student the charge will be recorded and then deducted from each student's caution money at the end of the academic year with any balance then returned to the student.

The table on the next page shows examples of the fees that may be charged for damaged, lost or tampered with items.

Room layouts

Single room



Double room



Room inventory & damage: example charges

ITEM	COST
Lost keys	£20 <i>per key</i>
Student card*	£2
Misuse of a fire extinguisher (including removing tags)	£100
Tampering with a detector e.g. sock over detector	£100
Damaged security access door	From £1,000
Damaged fire door	From £400
Damaged smoke detector	From £300
Damaged light fitting	From £100
Damaged low sofa chair	From £120
Damaged dining chairs	From £80
Damaged microwave	From £50
Damaged kettle	From £20
Damaged mattress	From £90
Damaged desk chair	From £30
Damaged curtains/blind	From £120 <i>per set</i>
Damaged wardrobe	From £250
Additional cleaning	£10 per hour <i>plus chemicals and hire of equipment</i>
Decorating	At cost
Damaged carpet	At cost
Disposal of belongings left in room	£10 - £30 per bag plus labour
Disposal of large amounts of waste left in room or kitchen	£10 - £30 per bag plus labour
Replacement lock following non-return of key	From £100

* Please note that you must wear your ID card at all times around the campus. If you misplace your card you will need to purchase a new one from the Learning Hub immediately.

Events, Facilities & Services

Daily Events, Facilities & Services

IN THIS SECTION

- Meals & food facilities
- Other facilities & services



Meals & food facilities

Holcot residents are provided with self-catered accommodation and have fully-fitted kitchens in their blocks.

If you have purchased a catering package you are entitled to breakfast and dinner seven days per week (during term time). Meals will be served in the Canteen on the Moulton Site, also known as Main Site, at the times stated below.

Meal times

Breakfast

- Monday - Friday: 7am-9am
- Weekends: 10am-10.30am

Dinner

- Monday - Thursday: 5.30pm-7pm
- Friday: 5.30pm-6.30pm
- Weekends: 5pm-5.30pm

If you have any special dietary requirements please contact Hotel Services to discuss your specific needs.

If you have not purchased a catering package you are still welcome to visit the Canteen and purchase meals at the times outlined.

Snacks and lunch may be purchased from the cafeterias at Pitsford and Holcot Centres and also the Canteen at Main site. There is a College Shop in the Social Centre in addition to vending machines around campus.

Pizzas are available to purchase from the Loft bar at the top of the Social Centre from Sunday to Thursday evenings.

You are not allowed into the Canteen in overalls, work boots, other forms of industry-specific personal protective equipment (PPE) or in a dirty state. This is for health and Safety, bio security and hygiene reasons. You are also not permitted to wear pyjamas or nightwear in the canteen. If you attempt to enter whilst inappropriately dressed you will be asked to go back to your room to change.

Other facilities & services

Shop

There is a shop based in the College Social Centre. The shop sells a variety of snacks, food, stationery and cleaning products at very reasonable prices. Shop opening times are 8.30am - 4pm, Monday to Friday. Times are subject to change throughout the year. There is also a Co-op store and a pharmacy in Moulton village.

Internet Access

As a resident you will receive free access to the internet via our Wi-Fi network. You will be given the access code for this on your arrival. Please keep a copy of this safe as you may need it if you purchase new devices during your stay.

By using the College Wi-Fi, you are expected to follow a set of regulations to keep yourself and the College systems safe. Details of these can be found on Moodle.



Laundrette

There are coin-operated machines and dryers in the on-site laundry located between Barley and Clover blocks. It is advisable to bring a few spare £1 and 20p coins in order to do your washing each week. Washing powder/tablets can be purchased from the shop in the Social Centre.

Cleaning

Cleaning services are provided as part of the residential fees. Bedrooms and bathrooms are cleaned once per week and there will be a notice in your bedroom advising you of your cleaning day. Between Monday and Friday, the common areas are cleaned. You are requested to aid the cleaning team by emptying your bedroom bin into the kitchen bin, keeping the facilities tidy and ensuring the floor is kept clear so vacuuming can take place.

If the cleaners are unable to clean your room as it is too untidy, you may be charged for a deep clean of the room. Residents whose rooms are persistently left in an untidy and unacceptable state may be subject to disciplinary action and ultimately may be asked to leave residence if standards are not improved.



Free Wi-Fi access for all residents

Smoking

There are designated smoking areas at each centre. Smoking outside of these areas is not permitted and will result in disciplinary action which may include a fine being issued. At the Holcot Centre the smoking area is to the left of Barley block (next to the disabled parking).

Parking

If you wish to have a car on campus you will need to bring valid insurance and MOT documents and a current driving licence to register the car on site. You will then be issued with a car pass which can be affixed to the inside of the car window and will need to be clearly displayed in the lower right hand side of your windshield to be visible to security. This will allow you to park in the main Holcot Centre car park. Your permit will be valid for one academic year or until you change your vehicle. Failure to adhere to parking or driving regulations may result in your permit being withdrawn.

Maintenance

If something in your room or block is not working as it should, please report this using the QR code in your room or directly to our Facilities team via fm@moulton.ac.uk. This will then be reported through to the maintenance team who will investigate the matter.

Insurance

We encourage all students to take out contents insurance for their belongings in their room. Please ensure that you have adequate cover for your belongings.

Post

Student mail should be addressed as below and can be picked up from the post trays in the Residential Team's Office after 12 noon, Monday to Friday.

Student name
Block name and room number
Moulton College, West Street, Moulton,
Northampton NN3 7RR



Room checks

Regular checks of your room are carried out to ensure that it is being kept to an acceptable standard and to identify any health and safety concerns.

The members of staff carrying out the check will knock and announce themselves before entering the room.

You will be notified if you need to take any action to bring your room up to standard and you will be given a deadline to do this by.



You must ensure that you carry your keys and student card with you at all times.



Lock outs

Where any member of staff finds a bedroom door unlocked they will always lock it and so you must ensure that you carry your keys and student card with you at all times.

If you forget or lose your keys and/or access cards, in the first instance you should chat to our Residential Support Team. New access cards/ keys can be purchased.

Please note that we reserve the right to issue a £25 fine where a student repeatedly has to be let into their accommodation due to forgetting or losing their access card/keys.

Health & Safety

IN THIS SECTION

- Illness & medication
- Fire safety
- Personal safety & security
- Room keys/access cards
- Drugs & alcohol
- Visitors



Illness & medication

Illness

We strongly recommend that you register with Moulton Surgery when you first move in. This will make it much easier for you to see a doctor should you become unwell during your time at College.

Moulton Surgery can be contacted on 01604 644126

Moulton Surgery Opening Times

Monday, Tuesday, Wednesday and Friday

8am-6.30pm

Thursday

8am-8pm

Saturday

8am-11.15am

Medication in Residence

If you have or develop a medical condition requiring you to take prescription or non-prescription medication, you must inform the College.

Residential students are expected to be able to independently administer their own medication and store this securely in their room.

If a student sharing a room is taking medication, we advise that you should store this securely in your lockable cupboard. This is especially important if it is controlled medication.

In cases where the medication requires refrigeration we'd advise you to bring a lockable fridge to keep in your room.

In the event that you need to take medication via injection, you will need to provide your own sharps box for your room. It is your responsibility to provide and maintain the sharps box.

Fire safety

When you first move into your accommodation you must familiarise yourself with the escape routes, the alarm systems and the evacuation procedures.



You must read carefully the fire regulation notices which are displayed in all bedrooms.

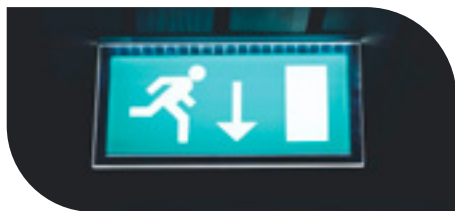
The College takes a very serious view of any actions that could jeopardise the safety of students or staff. Appropriate disciplinary action will be taken in line with disciplinary procedures set out in the Code of Conduct.

Anyone found tampering with any fire or safety equipment will be required to pay the full costs of any damage or loss incurred. You are reminded that it is a criminal offence to interfere with any fire safety equipment under the Health and Safety at Work Act 1974.

You must ensure your own safety and that of others at all times and if in any doubt raise the alarm, vacate the building and contact a member of staff.

Fire drills

Fire drills will be scheduled throughout the year. Please co-operate and respond to the alarm. When an alarm sounds you must report to the designated area as reported on the Fire Regulation notices displayed in each room. Any student who fails to evacuate within a reasonable time frame will be subjected to disciplinary action.



Room Layout

You may be tempted to change your room layout by moving your bed or desk configuration in your room. Please refrain from doing so as the Fire Service has been provide plans of how rooms are arranged for emergency evacuations.

Fire doors

Fire doors dramatically increase the amount of time it takes for smoke and fire to spread through a building and so they have a vital role to play in allowing you to escape from a building. **Fire doors cannot do their job if they are wedged open.** Anyone found to be wedging fire doors open will be severely dealt with in line with the College's disciplinary procedure.

All bedroom doors are fire doors. If any damage is caused to a fire door, the whole door has to be replaced as the damage may reduce its effectiveness. Please be aware that the cost of these fire doors is significantly more than a standard door you would find in a normal house and you will be charged the full cost if your door needs to be replaced.

IMPORTANT - When showering you must make sure that your bathroom door is closed and your extractor fan is on. If you shower with your door open the steam will activate the bedroom smoke detector.

Fire blankets

Fire blankets are found in the kitchens. These are used to smother a fire. If it has been necessary to use a fire blanket please advise the Residential Team so that a replacement can be provided. If you are deemed to have been negligent in your practices leading to the fire you may be charged for replacement.

Fire extinguishers

Each block has access to two types of fire extinguishers: water and carbon dioxide. **You should only use fire equipment to fight a fire if you are trained to do so.**

Any person or group of students using a fire extinguisher for fun or for any purpose other than fighting a fire will be disciplined and fined. This includes removing the tags from the extinguishers. If the person responsible is not identified then all students in that block will be held responsible.

Smoke and heat detectors

All bedrooms and corridors are fitted with smoke detectors. All kitchens are fitted with heat detectors rather than a smoke detector.



GOOD TO KNOW

If you wedge your kitchen fire door open the smoke will travel into the corridor and set the smoke detector off. If smoke is created when you are cooking, please open a window rather than the kitchen door.



IMPORTANT

Between 5.30pm - 7.30am, Monday to Friday, weekends and bank holidays, the fire systems at Moulton College are directly connected to the local fire station. Two fire engines are automatically dispatched to the residences. Even if we are notified by a student that they set the alarms off by burning some toast or by showering with their door open, we cannot cancel the fire engines. Northamptonshire Fire and Rescue Service reserve the right to charge Moulton College for responding to a false alarm. If the College receives a bill, the cost will be passed onto the student responsible. If an individual or a group of students cannot be identified, the cost will be shared between all students who reside in the block.

Personal safety & security

Moulton College is a very safe campus with extensive security systems in place. To ensure that risks are minimised we ask that you:

- Lock your bedroom door when you leave it and take your keys and access card with you. If cleaning staff or Support Officers find a door unlocked they will always lock it.
- Do not prop open block or corridor doors. Remember that if damage is caused in your block and we cannot identify who is responsible, we will share the cost between all residents who reside in the block. You have a responsibility to ensure your block is kept secure so if you find a door propped open please close it.
- Do not let people you do not know into your block.
- Report any suspicious people or activity to a member of staff.
- Report any loss of room keys or access cards immediately so that appropriate security measures can be taken.

Room keys / access cards

- If you forget or lose your student ID card you will need to get a new one printed immediately as you must wear your ID at all times around the campus. The cost of a new card is £2.
- Remember to bring your card and keys with you when you return to the residences after a weekend or holiday.
- Do not give your keys or card to anyone else.
- Do not allow anyone to enter your room without you being present. You are responsible for any damage or incidents which occur to your room even if you were not present at the time.



REMEMBER

Your room keys and student access card are your responsibility. If you lose either, you will need to pay for a replacement.



Drugs & alcohol

We have a zero tolerance approach to drug use on campus, alcohol is only permitted in designated over-18 blocks.

Students found in possession of, or under the influence of recreational drugs, other controlled substances, prescription medication which has not been prescribed, or new psychoactive substances (previously known as legal highs) including CBD products, will face disciplinary action. We also do not permit drugs paraphernalia.

If you're involved in this, or any of the above, it is possible that you'll be asked to leave residence.

Alcohol is only permitted in designated over-18 blocks or in the College Loft or Barn. Alcohol is not permitted anywhere else on the College grounds or Estate, including in the under-18 residences on Main site.

Students aged over 18 found consuming alcohol elsewhere on campus will be asked to stop and hand over their alcohol, which will be disposed of.

It is an offence for students over the age of 18 to buy or attempt to buy alcohol for students under the age of 18. Any student found to be supplying alcohol to under-18s will face disciplinary action.

Visitors

Visitors are permitted in the residences until 11pm each evening but must not be on site after this time and overnight unless the following procedure is followed:

- You have a maximum of one overnight guest per week
- You obtain permission from a Residential Support Officer by submitting a Guest Request Form at least 24 hours before your guest is due to arrive. Once permission has been granted, you will be issued a permission slip which your guest must carry with them at all times. If they do not have this to prove they are entitled to stay, they will be asked to leave.
- You notify the other students in your block that you will be having an overnight guest
- Guests sleep in your bedroom and not in communal areas
- Your guest familiarises themselves with what to do in case of fire alarm activation
- You accompany your visitor at all times and ensure they are not left in your room when you are not present.

As per your residential agreement, you are responsible for your guest's behaviour and therefore you should inform them of the residential rules. If you fail to do this and your guest breaches any Health and Safety guidelines or they breach the residential regulations, you may be banned from having future guests and you may be disciplined.

Complaints from fellow residents regarding your guest's unacceptable behaviour could result in your guest being asked to leave immediately.

To ensure that we can meet our safeguarding obligations, persons under the age of 18 are not permitted to visit the Holcot Residences. This includes students who live in the under-18 residences at Main site.

PLEASE NOTE

Overnight guests are not permitted during the move-in weekend or during the first week of the academic year.



Social Life on Campus

Social Life on Campus

IN THIS SECTION

- Social life on campus
- Transport
- The local area



Social life on campus

We want every student to have a great experience whilst at Moulton and we work hard to create a fun and enjoyable social programme. We hope you will take the opportunities available to get involved in a wide range of social activities and to make lifelong friendships during your time in residence.

Moulton Life

We offer a wide range of social and community activities for both resident and non-resident students. Previous events have included:

- Christmas/Summer Ball
- Sports activity events
- Quiz nights
- Karaoke
- Paintball trip
- Bowling
- Guest speakers

We aim to make sure all students get the most out of the College experience. You will learn more about Moulton Life during your induction.

If you have any ideas for events, or would like more information on how to get involved with Moulton Life, call into the Residential Team's office.

Residential Representatives – get involved!

Our Residential Representatives come together every few weeks to feedback their views on their experience and help assist the College in planning events and activities. You will learn more about how you can get involved during your induction.

The local area



- Bus stop
- Theatre
- Church
- Pharmacy
- Hairdressers
- Co-op Convenience Shop
- Doctor's Surgery
- Book Exchange



Transport

If you want to get out and about and explore Northampton, there are bus routes from the centre of Moulton village.

Bus numbers 10 and 10X will take you into Northampton from the bus stop outside the Co-op.

Visit traveline.info for further details.

Whilst Moulton village itself is quiet with a few shops and local businesses, there is lots you can get involved with outside of the village if you're looking for something different. The following websites may be useful.

Northampton

- **Visit Northamptonshire:**
www.visitnorthamptonshire.co.uk
- **The Grosvenor Shopping Centre:**
www.grosvenorshoppingcentre.co.uk
- **Cinemas:**
www.myvue.com
www.cineworld.co.uk/cinemas/northampton/
- **Bowling:**
www.tenpin.co.uk
- **Theatre:**
www.royalandderrngate.co.uk
- **Northampton Saints Rugby:**
www.northamptonssaints.co.uk
- **Northampton Town Football Club:** www.ntfc.co.uk
- **Skate Park:**
www.skateparks.co.uk/northamptonshire/
- **Museum:**
www.northampton.gov.uk/museums
- **Swimming:**
www.trilogyleisure.co.uk
- **Pinnacle Climbing Wall:**
www.thepinnaclecentre.co.uk
- **Sailing:**
www.northamptonssailingclub.org
- **Clay Pigeon Shooting:**
northamptonshootingground.com
- **Northants Young Farmers:**
www.northants-yfc.org.uk
- **Trampoline Park:**
www.boosttrampolineparks.co.uk
- **Karting:**
www.teamworkskarting.com/venues/northampton
- **Moulton Leisure Centre**
www.everyoneactive.com/centre/moulton-leisure-centre/

Country Parks and Walks

- **Country Parks:**
www.bit.ly/CtryPk
- **Abington Park:**
www.northampton.gov.uk/abingtonpark
- **Delapre Park:**
www.delapreabbey.org
- **Billing Aquadrome:**
www.billingaquadrome.com/things-to-do
- **Stanwick Lakes:**
www.stanwicklakes.org.uk

A Little Further Afield

- **The CentreMK:**
www.centremk.com
- **Milton Keynes Tourist Information:**
www.destinationmiltonkeynes.co.uk
- **Indoor Snow Slopes:**
www.xscape.co.uk
- **Milton Keynes Theatre:**
www.atgtickets.com/venues/milton-keynes-theatre
- **Paintball:**
www.paintballgames.co.uk/paintball-milton-keynes-centre
- **Silverstone Race Track:**
www.silverstone.co.uk
- **Wicksteed Park:**
www.wicksteedpark.co.uk
- **Whipsnade Zoo:**
www.whipsnade.co.uk
- **Woburn Safari Park:**
www.woburnsafari.co.uk

Regulations

Regulations for Residents

IN THIS SECTION

- Misconduct & consequences
- Noise in residence
- Under-18s visiting the Holcot accommodation
- Fines

A copy of the Student Code of Conduct and Resident Student Regulations will be given to you on or prior to arrival. You are expected to read and sign in agreement to these rules before keys are given out. Breaches of the Student Code of Conduct or the Residential Regulations can result in disciplinary action.

These regulations should be read in conjunction with the Policy for Student Conduct and Performance.

Although each incident of misconduct is individually investigated, we wish to ensure that we are consistent in our approach to discipline. We have created the following disciplinary chart to illustrate the likely consequences of certain types of misconduct.

Level of Misconduct	Disciplinary Issues <i>(example breaches, this list is not exhaustive)</i>	Consequences
<p>Stage 0</p> <p>Performance Alert</p> <p>Issued by: Any staff with a role in supervising students</p>	<ul style="list-style-type: none"> Littering Spitting Minor noise disturbance Driving/parking an unregistered car on campus or parking in an unauthorised location Lying to staff Smoking outside of the designated smoking areas Inappropriate language Being let into a block after 11pm (discretionary) 	<ul style="list-style-type: none"> Verbal warning Conduct alert recorded on student record until departure <p>Possible Sanctions:</p> <ul style="list-style-type: none"> £25 fine Litter picking Specific targets relating to offence
<p>Stage 1</p> <p>Cause for Concern</p> <p>Issued by: Residential Co-ordinator / Course Manager</p>	<ul style="list-style-type: none"> Not complying with reasonable instructions from a member of staff Low level anti-social behaviour Low level bullying Having an overnight guest in your room Failure to identify yourself to a member of staff / failure to wear ID card Minor breach of health and safety Keeping a pet in the blocks / your room Allowing an under-18 student to enter the over-18 Holcot accommodation Accessing inappropriate material on the IT network Demonstrating a lack of commitment to your study programme 	<ul style="list-style-type: none"> Cause for Concern meeting Recorded on student record until departure Stage 1 Conduct Action Plan <p>Possible Sanctions:</p> <ul style="list-style-type: none"> £50 fine Specific targets relating to offence

Level of Misconduct	Disciplinary Issues <i>(example breaches, this list is not exhaustive)</i>	Consequences
<p>Stage 2</p> <p>Formal Warning</p> <p>Issued by: Residential Co-ordinator / Course Manager</p>	<ul style="list-style-type: none"> Received an unacceptable number of Stage 1 warnings or failure to complete Stage 1 actions Persistent bullying Behaviour or language that offends or may be discriminatory in its nature In possession of alcohol in an under-18 block or around the campus (O18) The use or possession of controlled drugs, solvent abuse or new psychoactive substances (including nitrous oxide) on any part of the campus Health & Safety breaches that may impact on the safety of others Disrespectful attitude towards staff Not exiting a building on hearing the fire alarm 	<ul style="list-style-type: none"> Formal meeting Recorded on student record until departure Stage 2 Conduct Action Plan <p>Possible Sanctions:</p> <ul style="list-style-type: none"> £75 fine Specific targets relating to offence Suspension from residence
<p>Stage 3</p> <p>Final Warning</p> <p>Issued by: Head of School</p>	<ul style="list-style-type: none"> Failure to complete Stage 2 actions Serious or persistent bullying (including cyber bullying) Serious verbal abuse, harassment or discriminatory behaviour towards others Deliberate Health & Safety breaches that impact on the safety of others Theft Deliberate vandalism Over-18 students promoting under age consumption of alcohol The exchange or selling of controlled drugs, solvent abuse or new psychoactive substances on any part of the campus Reckless or dangerous behaviour Retaining keys and accessing rooms outside of licence agreement. 	<ul style="list-style-type: none"> Final written warning Recorded on student record until departure Meeting with student and Head of School <p>Possible Sanctions:</p> <ul style="list-style-type: none"> £100 fine Specific targets relating to offence Vehicle banned from campus Suspension from College and/or accommodation Exclusion from College and/or accommodation



Noise in residence

Although some noise is to be expected when living in a communal block it is unfair to disturb others late at night.

Some students live on-site to enable them to carry out specific early morning / late evening commercial experience or gym sessions as part of their course. We therefore ask that general noise is kept at a reasonable level during the day and early evening and all noise kept to an absolute minimum after midnight.

If you find you are being disturbed by late night noise after midnight please call the Duty Residential Support Officer confidentially on 07388 967514 and they will speak with those responsible. Staff are unable to resolve problems if they are not notified that they are happening.

Please be respectful of others and consider that some students may wish to study or they may not wish to be subjected to your choice of entertainment.



Under-18s visiting the Holcot accommodation

To ensure that we are able to adhere to our safeguarding responsibilities, Moulton site residents who are under the age of 18 are not permitted to enter the Holcot residences, which are designated for students over the age of 18.

As a Holcot resident you are permitted to visit students in under-18 Moulton residences but you must abide by the rules of these residences, which include not consuming alcohol. And you must vacate by 11pm each evening.

You will face disciplinary action if you are found to have allowed an under-18 student access to the Holcot accommodation blocks.

Fines

Unfortunately there are times when residents behave in a way that contradicts our residential regulations.

We will always try and work with residents to try and resolve any issues but there may be occasions when we have to charge or fine individuals for this behaviour.

Students will be notified of the fine in writing and given 14 days to make payment. It will not be possible for fines to be deducted from the damage deposit held.

Fines collected will go to the nominated charities which are chosen by the student body each year.



Frequently Asked Questions

Here are some of the questions we get asked regularly. If you have any additional questions please do not hesitate to contact the Student Support Team on 01604 491131.



How can I pay my accommodation fees?

Fees can be paid via the College website or by calling the Finance Office on 01604 491131. You may also pay by cheque made payable to 'Moulton College'. Fees are due before the start of each term and keys are not issued for the term until residency fees have been paid.



Do I need to pay a deposit?

Yes. A non-refundable deposit of £250 secures your room application and this will become your Caution Money (damage deposit). This will be returned to you at the end of the academic year, less any damages that occur in halls of residence.

Where damage is attributed to an individual or a block, the cost of rectifying this damage is invoiced as soon as possible after the damage has occurred and the reparation/replacement costs are known. This ensures that any discrepancies are handled immediately and also that a sufficient amount of Caution Money is in place for the remainder of the year and to insure the College against losses.



What is included in my accommodation fee?

All our accommodation is en-suite and all blocks have access to a kitchen which has a fridge/freezer, microwave, oven and hobs, kettle, iron and ironing board.

If you have purchased a catering package you are entitled to breakfast and dinner seven days per week (during term time). Meals will be served in the Dining Suite at Main Site.

The residency fee includes the provision of water, gas and electricity. All residents will also have access to the College's wireless network 'MC Residence'. The password will be made available to you on the day you take up residency.

Rooms are cleaned once each week and bins are emptied daily. We ask that rooms are kept clean and tidy to allow cleaning staff in to Hoover on your allocated day. Failure to do so could result in disciplinary action.

Can I view my room before term starts?

Unfortunately, we are unable to allow new students to view their allocated accommodation prior to their arrival in September. However, you may look round an example room during a residential tour at any of our Open Events which are advertised on our website: www.moulton.ac.uk

What if I get homesick?

Missing home or feeling homesick is nothing to be ashamed about. Most of our students are living away from home for the first time so you will not be alone. If you would like to talk to someone, pop into the Residential Team's office or talk with your Course Manager. Out of hours you can also call the Duty Residential Support Officer.

What is there to do in the evenings and weekends?

The Residential Support Team are on hand to ensure you are never bored. We organise events in the Loft Bar and the Barn in the Social Centre. Recent events include a Christmas ball, bubble football, an

X-Box competition and a scavenger hunt. These events are advertised on your block notice boards as well as on the Social Calendar which can be found in your room on arrival.

If you have any ideas for events or clubs/societies please speak with the Residential Support Team. Higher Education students have full access to the facilities at the University of Northampton, including its Student Union and associated clubs and societies.

The College is only five miles from the centre of Northampton which has a wide variety of shops, bars, restaurants and theatres/cinemas. There are also regular train services from Northampton to Milton Keynes, Birmingham and London.

Can I put up posters in my room?

You may put posters on the noticeboard provided in your room. Posters must not be put up elsewhere in your room as the adhesive can cause damage to paintwork etc. Any damage will be charged to the student. Staff reserve the right to remove any posters they deem to be inappropriate or distasteful.

Will I be living with people from my course?

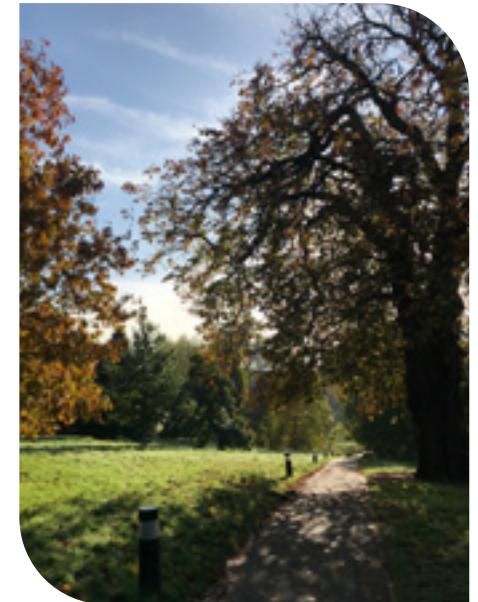
Rooms are allocated on a number of factors. Your room will be in an age appropriate block and you will be living with a variety of different people from different courses. This will give you the opportunity to build your social skills and have something other than your course to talk about! There will usually be someone from a similar course to you in your block.

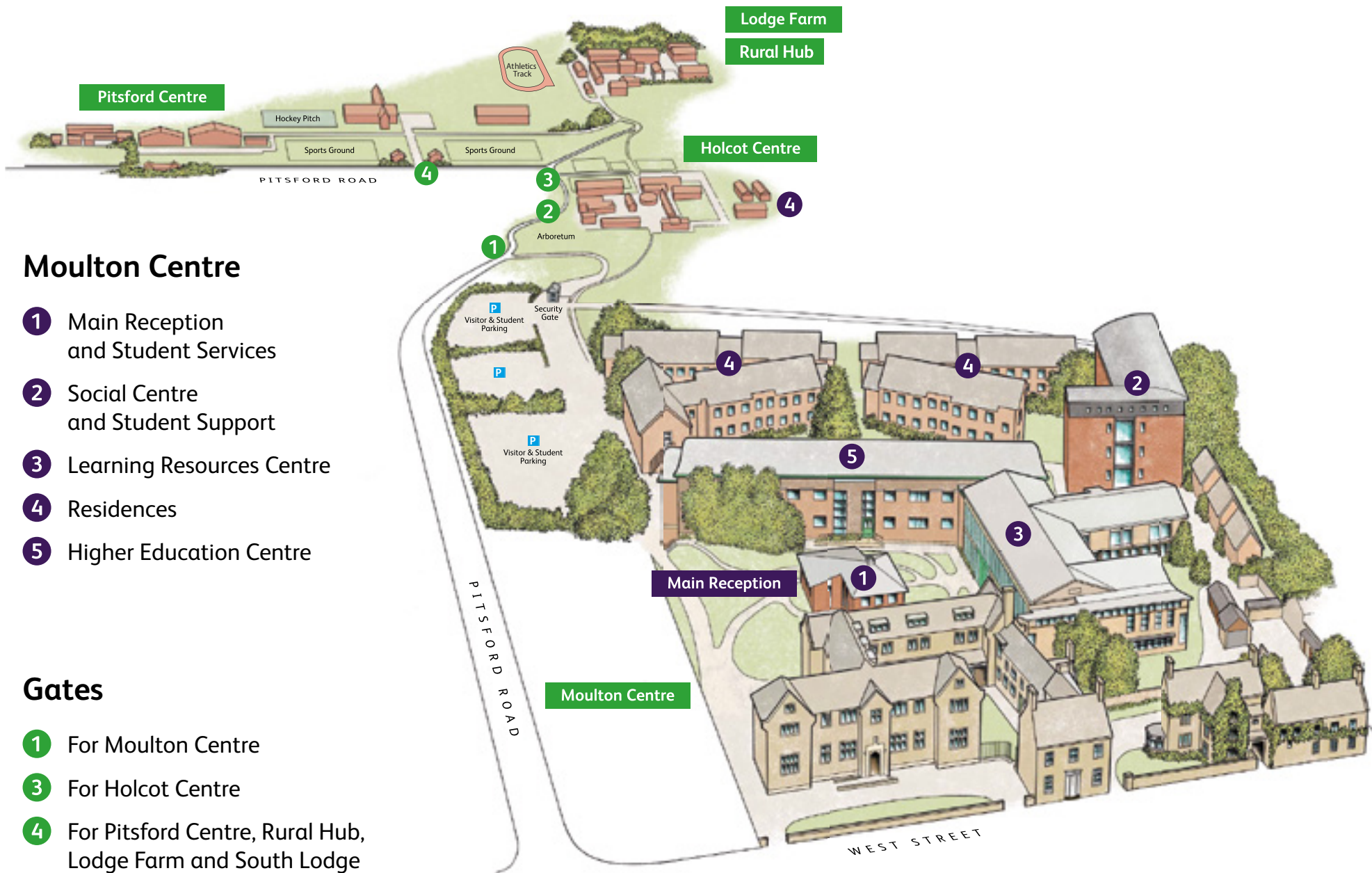
I am sharing a room, what if we don't get on with each other?

When allocated shared accommodation, we will look at the age of the occupants and the course of study they have chosen. We endeavour to put you with someone on a similar course so you will have something in common. If occupants of a twin room do not get along together we will attempt to resolve any issues. Moving students to alternative accommodation is always a last resort and is not always possible.

If I leave Residence early, will I get a refund?

Students sign a contract for the full academic year and are not entitled to a refund if they leave residence early. However, special cases will be considered on a case-by-case basis. If you believe your situation warrants an exception, please contact the residence team for further assistance.





Moulton Centre


- 1 Main Reception and Student Services
- 2 Social Centre and Student Support
- 3 Learning Resources Centre
- 4 Residences
- 5 Higher Education Centre

Gates


- 1 For Moulton Centre
- 3 For Holcot Centre
- 4 For Pitsford Centre, Rural Hub, Lodge Farm and South Lodge

Important contacts

Main College number

 01604 491131

Night Support Officer

 07388 967514


Moulton Surgery

 01604 644126

Facilities Management team

 fm@moulton.ac.uk

West Street, Moulton,
Northamptonshire, NN3 7RR

 01604 491131

moulton.ac.uk     

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