**ST. JOHN'S COLLEGE, OXFORD**

**DOMESTIC ARRANGEMENTS 2017/2018**

The following pages outline some guidelines and rules for graduates and undergraduates using the Domestic facilities in College. We aim to maintain this as a convenient and pleasant place to stay. Please help us by showing respect for your neighbours, College staff and College property.

**COLLEGE ACCOMMODATION**

**All rooms in College and all external areas are non-smoking,** except for thedesignated outdoor smoking areas which are provided in the College grounds. ***This rule is strictly enforced and any infringements are considered to be a Decanal matter and will be referred to the Senior Dean.*** Details of the smoking areas are available in the College policy on smoking, which can be found on the College website <https://www.sjc.ox.ac.uk/discover/about-college/legal/college-policies/>

The College provides accommodation for all its undergraduates and all first year graduate students (who apply for housing by the deadline of 31 July). Rooms will be allocated by the Domestic Office to First year undergraduates and graduates and in subsequent years a ballot system is operated by the JCR and MCR Committees - but please be aware that accommodation is not guaranteed to graduates beyond their first year. In general, rooms will be allocated to all first year students without consideration of gender. If you have a specific reason for wishing to deviate from this policy, please let us know; while we will do our best to offer a suitable alternative, College cannot guarantee a single-sex environment to any student.

There are also a limited number of flats available for those students who are **living full-time with a partner** (i.e. both parties must live in the flat as their sole accommodation) and/or with children. Flats are NOT available for friends to share and where there is more than one bedroom this cannot be rented out or otherwise used by the tenant to earn money. Flats will be allocated by the Domestic Office to students for their first year, on a first come first served basis, but for all subsequent years of study, a ballot system is operated by the MCR Committee. Students with children/dependants will not be expected to enter the ballot system and will be guaranteed their accommodation for the first three years of their study. Undergraduate students who wish to live full-time with a partner should approach the Domestic Office separately.

Couples’ accommodation is provided on the understanding that a student remains a full-time student of the College for the full current Academic Year. If, during the tenancy year, the student’s personal circumstances change (eg they are no longer living full-time with a partner or are expecting a baby), they must inform the Domestic Office.

If a student suspends or is suspended, or (in the case of graduates) completes their course of study or is given Leave to Supplicate, **it is expected that they will vacate their accommodation immediately.** In the case of flats, it may be possible to permit students to remain during a period of suspension from study or following completion of their course if this is before the end of the Academic Year, but they will be asked to pay the full market rent for that period. Certain conditions may also be attached to accommodation provided to non-fee paying graduate students in their fourth and subsequent years.

**Room rents and termly charge:** The charge for accommodation will be:

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| --- | --- | --- |
| Grade A++ room | £1087.86 per term | £18.44 per day |
| Grade A+ room | £1067.82 per term | £18.10 per day |
| Grade A room | £1052.03 per term | £17.83 per day |
| Grade A- room | £1042.31 per term | £17.67 per day |
| Grade B room | £ 1009.51per term | £17.11 per day |
| Grade B- room | £ 990.68 per term | £16.79 per day |
| Grade C+ room | £ 942.69 per term | £15.98 per day |
| Grade C room | £ 934.19 per term | £15.83 per day |
| Grade C- room | £ 925.08 per term | £15.68 per day |

|  |  |
| --- | --- |
| One-bedroom flats | £593 per month |
| Two-bedroom flats (except Observatory Street) | £730 per month |
| Two-bedroom flats in Observatory Street | £712 per month |
| Three-bedroom flat in St John Street | £867 per month |

Undergraduates and graduates occupying rooms (but not flats) will be subject to a termly charge relating to the general provision of services; at present this is £214.

The College has adopted the Universities UK Code of Practice for the Management of Student Housing, details of which can be found at

<http://www.universitiesuk.ac.uk/policy-and-analysis/reports/Documents/2016/accommodation-code-of-practice.pdf> All undergraduates and graduates occupying College rooms are required to sign a licence to occupy, which they will receive on arrival. Any complaints concerning accommodation should be directed to the **Domestic Office** and, if they cannot be resolved, will be passed to the Domestic and Conference Manager for further investigation.

**Occupancy rules**: Undergraduate and graduate students are expected to occupy the rooms allocated to them for the whole Academic Year, whether they have selected rooms through the ballot system or have been allocated them. Should they decide not to take up residence, then 4 weeks’ notice must be given before the start of Michaelmas full term, otherwise the College will hold them liable for any financial loss, up to a maximum of four weeks’ rent. Normally, rooms may only be vacated at the end of full term. If, during an academic year, an occupant wishes to vacate their accommodation, they must give two weeks’ notice in writing before the end of full term.

Should an occupant vacate his or her accommodation during full term, no rent rebate will be paid by the College.At least two weeks' notice of final departure from a room must be given to the Domestic Office in writing. No charge will be made for any period subsequent to the expiry date of the required notice, but an occupant who leaves without notice will continue to be liable for charges until such notice is given.

**Undergraduates** are required to leave their rooms at the end of each term. If students need to remain in residence beyond the end of term, they MUST apply for vacation residence. Where the request to remain is for **academic reasons**, it is also possible to apply for a vacation grant to cover the cost of the room (which will be charged at the usual room rate for that room), up to a maximum of 21 days per academic year. Application forms for vacation residence and for vacation grant can be found on the College website in 4th Week of each term and all students will receive an email from the College Office outlining the procedure for applying. **If residence is permitted, most students will be required to clear their current room completely and move to a temporary room. College reserves the right to move any student with vacation residence to a temporary room.**

On departure at the end of each term, rooms must be completely cleared of **ALL** possessions – this includes the contents of all cupboards/chests of drawers, under the bed etc. Kitchen cupboards should be cleared of any perishable items and Kitchen drawers should be cleared of all personal items. Fridges and freezers (including communal ones in kitchens) should be emptied EVERY vacation to allow them to be defrosted and cleaned, regardless of whether students have vacation residence and are remaining in their termly accommodation.

Nothing should be left in corridors or on landings or in communal areas, nor left in the room with a note asking the Scout not to dispose of it. **Any items left after a student has departed will be disposed of IMMEDIATELY and A DISCRETIONARY MINIMUM charge OF £50 will be made to the student. THIS may BE INCREASED where college is charged an additional fee for disposal of LARGE OR ELECTRICAL ITEMS.**

If a student is away for a very short period during the College **close-down** period at Christmas or Easter, students MAY request to leave their belongings in the room (at their own risk) but permission must be sought **in advance from the Domestic Office** via the vacation residence form, and the room will still be charged for at the usual daily rate.

***When you vacate your room at the end of term, return your room key to the Lodge and ensure that your key is signed in by a Porter, and that you receive an appropriate key receipt. In any case where a key receipt is missing and you cannot produce your copy, you will be charged for that room.***

Any new student arriving before Thursday of 0th Week of Michaelmas Term will be charged each day for their accommodation, at the corresponding rate for that room.

**Graduates** occupying rooms in College will be credited on their invoice (known in Oxford as battels) at the end of each term for any days spent out of residence for that term, up to a maximum of 4 consecutive weeks. This is a discretionary arrangement and abuse of the system may result in credits not being given. Graduates will be charged by the day for occupancy of their rooms in the vacation. Key receipts must be obtained at the Lodge, both on leaving and on returning to residence. ***No credit will be given unless* *supported by key receipts!*** In the event of an extended absence of more than 4 weeks during term time, graduates are required to clear their rooms and put their belongings into storage, unless special permission for extended absence has been requested via the Domestic Office and granted by the Senior Dean. Failure to clear the room without such permission will result in a room charge. The 4-week maximum does not operate during vacations.

All Graduates in College rooms must vacate (if they do not have a College room for the following academic year) or move to their new College room by **10am on Thursday 13th September 2018***; no exceptions can be made!* If your course ends before this date then you will be expected to vacate at the end of your course.

**Care of rooms and furnishings**: Students are expected to keep their rooms in a reasonable state of tidiness at all times, and Scouts (cleaning staff) will expect to be able to carry out their duties in each room every weekday morning (details of their duties are on the College website - <http://www.sjc.ox.ac.uk/3747/Cleaning%20DutiesMT2011.pdf.download>). Students must allow domestic staff access **at least twice during the working week** for the purpose of cleaning and maintenance of the facilities. If a student puts their “Do Not Disturb” sign on their door for 3 consecutive days, the Scout will enter the room on the third day, whether or not the sign is out. Students are asked to co-operate with their Scout to help them to maintain the cleanliness of College rooms. If a Scout finds a student room door unlocked and the student not in the room, they will lock it for security reasons. In cases of emergency, or where a maintenance issue has been reported, staff will need to enter a student room **without appointment** and regardless of whether or not they are in the room at the time. Walls and woodwork must not be marked or damaged *(blue/white tack, sellotape and drawing pins should not be used for fixing anything to walls or ceilings)*. Carpet tiles must not be taken up or curtains taken down. **College furniture, beds and bedding must not be removed from rooms or swapped with other rooms**. Damage to furniture or the fabric of the room should be reported to the Domestic Office immediately (it is in your interest to let us know of any damage, especially if it happened before your occupancy of the room). The repair of any damage caused may be charged to the individual. In rooms where picture rails are inadequate or non-existent, a few small picture hooks will be fixed in suitable places, on request, by the College. Apply to the Domestic Stores Department for this and for routine maintenance (replacement of light bulbs, minor repairs etc.). ***Please note,* *candles are prohibited from all College rooms, regardless of whether or not they are being used.***

**Furnishing of rooms**: The College is responsible for the provision of adequate furnishing in its rooms. In exceptional circumstances, these furnishings may be supplemented by the introduction of personal furniture, provided that there is sufficient space in the room – **no College furniture can be displaced from the room as a result.**

Permission must be obtained from the Domestic Office to keep any personal items of furniture in your room; items should be registeredon the attached form.

If not easily portable, it may be possible to leave these **registered** items in your College room over the Christmas and Easter vacations **only** (i.e. **NOT during the summer vacation when all personal items must be removed and taken home**), but the College cannot take responsibility for accidental damage to items left in this way, and items of high value will not be accepted. Any **unregistered** items found in rooms during vacations will be removed and may be disposed of.

Any personal furnishings such as chairs, sofas etc. **must** have the original fire safety label attached to them and **must** comply with current fire safety standards.

**Students cannot have their own bed or mattress in College except in cases of extreme medical need and only when supported by a doctor’s letter or medical certificate**. It is necessary for any student with such a medical need to first liaise with the College’s Disability Co-ordinator (Elaine Eastgate in the College Office), who will determine whether College is required to make this adjustment in order to assist a student in the course of their studies. Specific arrangements must then be made with the Domestic Office in advance of the purchase of any such bed or mattress.

Spare beds/mattresses for students’ visitors are not permitted except for air mattresses, which must be deflated and stored when not in use. It is expected that students will only use these mattresses occasionally and not for regular visitors.

**Bed Linen**: All bed linen is provided: 2 pillows, 1 duvet, 1 mattress cover, 2 pillowcases, 1 duvet cover, one sheet and in some rooms, a bedspread. Your Scout will provide clean bed linen every two weeks. This should be changed as soon as possible and dirty linen left by your waste bin for your Scout to collect.

**Electrical appliances**: UK voltage is 240V and plugs have 3 square pins. Students must ensure that they use appliances which operate at this voltage. Occupants must not alter or extend any of the electrical fittings in the College. Do not connect any equipment, other than lights, to lighting circuits.  Un-fused adapters and extension leads are not to be used.  Personal domestic equipment brought to College and used by students is the responsibility of the individual.  Students are advised to maintain their equipment in a safe condition, ensuring that correct rated fuses are used and plugs are to British Standard BS 1363. Leads and connectors are to be in good condition, not worn, perished, split, twisted or stretched.  If in any doubt, speak to the Works Department, who will be able to offer advice.

If a student’s personal electrical appliances have a visible defect, College reserves the right to advise the student to have it repaired or have it disposed of. In the event that the student does not comply, College reserves the right to have the item removed if its further use is considered to be dangerous.

A small refrigerator is provided in all rooms. It is your responsibility to ensure that this is kept clean and that it is emptied completely when vacating the room at the end of each term.

*Note:* **ALL ELECTRICITY** used in student rooms (other than the overhead lighting) is charged for, **including booster heating** (see “Heating” below). Room meters are read at the beginning and end of each term and a charge is made to the student per term using the readings taken. For information, here is a short list of typical useage for various electrical items:

100w light bulb 1 unit = 10 hours

20w low energy bulb 1 unit = 50 hours

2kw fan heater 2 units = 1 hour of heat

Colour TV 1 unit = 6-9 hours of use

Heated towel rail, Kendrew rooms 5 units per day (approx. 320 units per term)

The unit price of electricity to be charged in the year 2017/2018 is 13 pence per unit. The College provides the first £6.50 of electricity used per term free of charge and this adjustment is included on your battels bill.

**Heating**: Background heating is provided by the College. The guaranteed daytime temperature in student bedrooms, during the periods when the heating is switched on, is 18oC. (Please note that it is the custom in College for heating to be switched on for the start of Michaelmas Term and switched off before the start of Trinity Term.) If you think your room does not maintain this temperature, you should immediately request a check on the temperature at the Domestic Office. **No adjustment to battels can be made at a later date unless monitoring has been requested during term**. All student bedrooms contain additional metered booster heaters and the electricity used by these is charged to the occupant. It is the responsibility of every student to **check their booster heater at the start of each term**, to ensure that it has not been turned on over the vacation by a guest/other student occupant, and it is their responsibility to turn it off if they do not wish to be charged for its electricity useage. If you are in doubt about which is your booster heater, please speak to the Works Department for clarification ([works@sjc.ox.ac.uk](mailto:works@sjc.ox.ac.uk)).

Night storage heaters are provided in some rooms for background heating. They should not be covered, since this can cause damage. If this should happen, the College reserves the right to charge the occupant of the room with the cost of repair.

Cooking appliances, *including toasters,* may only be used in kitchens. Microwave ovens are provided in those kitchens where there is enough space. Many of the kitchens have limited space *so* ***please do not bring your own microwave or any other large cooking devices e.g. rice cookers, slow cookers, grills, toasted sandwich makers etc.*** as these cannot be stored in your room when not in use.Care must also be taken not to overload electrical circuits with additional appliances. Failure of a fuse must be reported to the Lodge or your Scout immediately. Breach of these instructions is *extremely dangerous* and is therefore treated as a **fineable offence**.

Ironing is not permitted in student rooms and should be done only in the laundry rooms, where an iron and ironing board are provided. **Wet washing should not be hung in rooms to dry**, because of the condensation this causes, nor in stairwells or out of windows.

**Televisions:** You need a **TV Licence** to watch or record programmes on any channel as they are being shown, on TV or live on an online TV service. As from 1 September 2016 you need to be covered by a TV Licence to download or watch BBC programmes on demand, including catch up TV, on BBC iPlayer. This applies to any device and provider you use. To obtain a Licence please call 0300 790 6079 or visit the website at [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk) The College's television licence does not cover students.

**Laundry**: Washing machines and driers are available for use in the laundry rooms in the basements of staircases N3 (North Quad) and TW3 (Sir Thomas White Quad), Middleton Hall, the Garden Quad (this will be unavailable during Michaelmas Term 2017 due to building works) and Kendrew Quad. (*Note:* sheets and duvet covers are supplied and laundered by the College.) The machines are operated by Smart Cards (uniquely coded to each College), which are available from a pay station at the Main Lodge and which can be topped up with cash in units of £5 or £10. Refunds cannot be made on cards with credit remaining at the end of term, nor can the cards be “sold” back to College. The current laundry charge to junior members is £1.30 per wash and £1.30 per dry. However, College is in the process of negotiating with a new supplier and so these costs may change during the coming year. College will endeavour to keep the charges to students as low as possible.

Any problems with the machines or with the operation of the card should be reported in the first instance to the Domestic Stores Department.

**Window cleaning:** Window cleaners will be on the College premises during Easter and Summer vacations. It is not possible to predict the precise days when they will be cleaning on your staircase, but you should be aware of their possible presence during these vacations.

**Guest rooms**: The College provides two twin-bedded en-suite guest rooms for use by students’ visitors; these should be booked by the student in person at the Lodge. The charge for guests of current students is £21.50 per person per night, inclusive of breakfast and VAT and this charge has to go on the student’s battels (termly invoice). Please cancel any unwanted bookings in good time, as the rooms are in high demand. **Nobody under the age of 16 is permitted to stay in a guest room or any other College room, including student rooms.**

In some circumstances you may wish to accommodate a guest in your room. The following rules apply:

1. No individual guest can be accommodated in a student’s room for more than two consecutive nights without the prior permission of a Junior Dean. However, permission will not be granted for periods longer than 7 consecutive nights and only in very exceptional circumstances (for example student illness). For stays of longer than 7 consecutive nights and/or in an emergency situation, permission should be sought directly from the Domestic Office.
2. The College must be informed about any guest staying in a student room. Please do this by sending an email with your room number and the date/s of the stay to [overnight@sjc.ox.ac.uk](mailto:overnight@sjc.ox.ac.uk) .This is essential to ensure that guests can be accounted for in case of fire or other hazard/emergency.
3. Occupants are not permitted to arrange for the use of their rooms by other persons in their absence, except by prior agreement with the Domestic Office and this will only be considered in exceptional circumstances.

Failure to abide by these rules may render the occupant liable to extra charges or loss of the room.

**Security**: Do not be misled into thinking that this environment is free from the risks of modern life. Incidents of theft and intrusion are relatively common. You should be alert and take suitable precautions. **Do not give or lend your room key or fob to anyone**. When leaving your room, even for a short period, make sure that you *lock your door*. Most rooms in College are fitted with a security chain and peephole on the door – these are for your security and the security chain should not be used to hold the door open while you are out of your room. If a Scout finds a student room door unlocked, they will lock it. A coded digital tag is provided for access to the College after the closing of the main gates at 11pm. This must not be used to admit any person other than a member of the College or authorised guests. When entering any College premise, students need to ensure that no unauthorised person is tailgating them. If a student has any concerns about somebody following them through a gate or door and/or they do not feel confident to turn them away, please contact the Lodge immediately.

Gates and doors must *never* be propped open. Loss of any keys/tags must be reported to the Lodge immediately. Failure to notify loss of a key/tag, or keeping a key/tag in one’s own possession and not returning it promptly at the stipulated time, may be regarded as an offence.

An automatic charge of £50 per key set is made for the loss of keys or fobs.

Other charges which may be applied are:

* spare keys issued by Lodge and returned within 24 hours – no charge
* spare keys issued by Lodge and returned more than 24 hours later but within 48 hours - £25
* spare keys issued by the Lodge and returned more than 48 hours later - £40
* main set of room keys not returned to the Lodge at the end of term (or vacation residence) and still not returned within 14 days - £50 (even if keys are subsequently returned at a later date)

**Insurance**: The College undertakes no responsibility for the property of students resident in College accommodation - this includes bicycles kept in College bike racks.  However, the College has agreed to arrange block insurance cover on behalf of all students resident in College accommodation, at a cost of £7.47, which will be added to your battels for Michaelmas Term. This cover is only valid while students are in residence and covers only those students living in accommodation provided by College, it does not cover those living privately. Those living in College-supplied couples’ accommodation should note that only the St John’s student is covered and not their partner.

The policy is with Endsleigh Insurance and **it is your responsibility to ensure that you are aware of the benefits and restrictions of this insurance cover**, **especially with regard to bicycles.** These can be found at http://[**www.endsleigh.co.uk/reviewcove**r](http://www.endsleigh.co.uk/reviewcover). You will need to enter the HH number, HH1222, and/or St John’s College, Oxford as the accommodation provider.

In the event of a claim, students can submit this online at [www.endsleigh.co.uk/claim-centre](http://www.endsleigh.co.uk/claim-centre) (under Home and Possessions Policies) or by calling 0844 472 2507, quoting HH1222. You will need the address of your accommodation, if you know it, but for new students this will be St. John's College, Oxford.

The policy is between you and the insurance company, not the College, and any claims will be between you and Endsleigh Insurance.  You can arrange top up cover (e.g. for bicycles not kept in College bike storage/musical instruments etc.) direct with Endsleigh if required, via their website <https://www.endsleigh.co.uk/>.

It is recommended that students with bicycles follow the cycle security guidelines outlined in this article on the University website <http://www.ox.ac.uk/staff/news-listing/2016-12-05-bike-security> More detailed information can be obtained once you have your College single sign on credentials, by following this link <https://www1.admin.ox.ac.uk/ouss/cra/cyclesecurity/>

**Storage**: The College maintains storage areas in the basement of TW Quad staircase 4, Garden Quad (not available during Michaelmas Term/Christmas Vacation 2017 due to building works), 29 Museum Road and Kendrew Quad. College storage is for use **only** by current members of College for their own personal possessions and is **not** for use by friends of members. It cannot be used over the summer vacation by students who have finished, or by students who have not yet arrived to take up their course of study at St John’s.

Opening times will be posted at the Domestic Stores Office at the start and end of each term and are restricted to office hours and weekdays.The College does not hold itself responsible either for items placed in stores or for articles left, inadvertently or not, in student rooms. Items left in storage and not collected by Week 2 of Term will be disposed of, unless a prior arrangement has been made with the Domestic Stores Manager.

UK-based students are requested to take as many of their belongings home as possible so that there is sufficient storage for non-UK students. Items for storage must be in strong containers (eg plastic boxes, suitcases etc). Items are accepted on a first come first served basis and at the discretion of the Stores Department; College is under no obligation to store items which it deems to be inappropriate or too large. PLEASE DO NOT LEAVE IT TO THE LAST MINUTE TO BRING YOUR THINGS TO STORAGE; if it is full you will have to take your things home with you.

Furniture and other large items CANNOT be put into College storage, as space is severely limited. Items of high value (eg televisions, computers, musical instruments, bikes etc) will not be accepted. Furniture will not be accepted, including chairs, clothes storage hangers, clothes drying airers (which are not permitted in student rooms anyway…), oars, large mirrors or anything else which is too large to fit onto the racking.

**Landings/staircases**: please note, belongings must never be stored or left at any time on staircases or landings. Anything left in these areas is liable tobe disposed of without warning and **if necessary a MINIMUM charge OF £50 will be made to the student.**

**Bicycles*:*** bicycles may not be parked anywhere in College except in the designated bicycle sheds/areas provided and should not be locked to railings. No bicycles can be kept inside any College buildings, including on landings or in student rooms. Unclaimed and unidentified bicycles left in College bike racks will be disposed of periodically.

The University has useful information about bike security on their website, as well as information about how students can purchase bike lights and D locks at a discounted rate. <http://www.ox.ac.uk/staff/news-listing/2016-12-05-bike-security>

**Parking**: There is no parking available in College for students or their visitors. Returning or departing students may collect a permit from the Lodge which allows 40 minutes’ parking in St. Giles on the double yellow lines. It must be correctly filled in and displayed in the car.

**Environmental policy**: The College has an environmental policy which includes mixed recycling. Green bins are provided in all student rooms for mixed recycling (paper, cardboard, plastic bottles but **NOT** glass). The green bins are emptied by your Scout approximately twice a week. Mixed recycling bins are also provided in some kitchens and external houses. Further information can be obtained from the JCR Environment and Ethics Officer.

**Pets**: No animals may be brought into or kept in College, except assistance dogs.

**Ball Games and Frisbee:** The playing of ball games, frisbee and similar games is not permitted in any of the College's open spaces or gardens, except for the playing of croquet on the Croquet Lawn, which is located between the back of TW Quad and the MCR building.

**College Buildings**: Climbing on any part of the College fabric, including walls, balconies, parapets and roofs, is strictly prohibited and any breach of these rules is considered a Decanal matter and will be referred to the Senior Dean. In the case of TW rooms on the top floor, security devices have been fitted to the balcony doors and must not be tampered with in any way. Any student found to have tampered with any such security devices will be reported to the Senior Dean and may also be liable for a charge for any repair.

**MEALS and CATERING**

**Breakfast** is served in Hall on a cafeteria system (8.00-9.00am, Monday-Saturday, 9.00- 9.40am on Sunday). The need to clear and clean the Hall means that the finishing times are precise. The minimum charge of approx £1.12 provides tea or coffee with toast and jam; a cooked breakfast is available with individually priced items (£2.90 is a representative charge).

**Lunch** is served every day in Hall on a cafeteria system (12.30–1.30pm). A wide range of dishes is available and £2.90 is again a representative charge for a modest lunch. A hot lunch is also available in the Kendrew Café from 12-2pm.

**Dinner** is served in Hall. There are usually two sittings - the *first sitting*, at 6.15-6.45pm, is an informal 2-course meal, with a cafeteria system and menu. The *second sitting* (familiarly known as Formal Hall) begins at 7.15pm, with arrival expected by 7pm. This is a traditional part of College life for both Senior and Junior Members, with a more substantial 3-course meal served (waiter service); wine and other drinks may be ordered from the Buttery. Details of days when Formal Hall is available will be circulated/posted weekly by the Catering Office. Gowns are worn (over appropriate smart-casual clothing). The College is keen to maintain this occasion as a pleasurable and distinctive part of living in this community.

The charges for these meals will be as follows:

*First sitting* £3.87

*Formal Hall* £4.15

When taking meals in Hall, students are expected to dress and behave appropriately. Students should not wear night clothes to meals. Intoxicated and/or abusive behaviour will not be tolerated and will be reported to the Senior Dean.

**Booking for dinner**: this is done online. A paper copy of the instructions will be available to all Freshers (1st year students) on arrival. Booking must be done by **11am** for that day's dinner, whether the first sitting or Formal Hall. Wine can be ordered at lunch-time for that evening’s Formal Hall. *(For both sittings, food will be served only to those who have booked on; attempts to attend dinners not booked for may be reported to the Dean; meals booked and not taken will be charged for.)*

**Payment**: Breakfast, lunch and dinner are paid for by a pre-paid charge card (your University ID card, which you will receive on arrival). Credit can be added to the card in the Buttery (the back of the Hall), in the Bar, the Kendrew Café or the Accounts Office (room 23 in the Bursary). Please note that guests are required to pay VAT on meals.

**Guests for meals**: You are welcome to bring guests to dinner and they can also be booked on through the online system. Space prohibits us from allowing more than a **total** of 9 guests for the first sitting and 5 guests for Formal Hall, so students wishing to bring in a guest should book up in plenty of time! The JCR and MCR arrange Special Guest Nights, usually once or twice a term; prices of these are negotiated on each occasion. You will be held responsible for your guest’s behaviour. Do not book in guests without knowing their names. It is not expected that students will bring in the same guest for lunch or dinner more than twice per week.

**Other items/services available at the Buttery**: (open 8am-2pm and 6-8pm). Soft drinks, bread, butter and sundries (including College note-paper, postcards and stationery items) may be purchased, subject to availability. Glasses can be supplied only for use with drinks purchased here. In addition to wines held in stock, certain wines can be specially ordered from the order list.

**College Bar**: This is situated in TW Quad. It is open from 6-11pm Mondays-Saturdays (last call is at 10.30pm), closed on Sundays. Only items purchased in the Bar may be consumed on the premises. This includes drinks left over from dinner in Hall.

**Kendrew Quad Cafe:**  Light snacks, drinks and home-made cakes can be purchased from 10am - 3.30pm Monday through Saturday, while a choice of hot meal, soup or a vegetarian meal is available from 12-2pm A coffee machine is available to purchase coffee when the serving area is shut.

The seating area is open from 8am-11pm, but can be shut at any time at the discretion of the Duty Porter. The Cafe may be closed at short notice at 3.30pm or earlier if required for an event. Please note that no alcohol is to be taken into this area. Students occasionally use this area for informal study, but they should **NOT** leave their books and possessions behind when they leave.

**Booking Rooms for Events**: Some College rooms (for example Prestwich and Larkin Rooms at the bottom of the TW Quad) may be booked by students for functions. This should be done by contacting [conferences@sjc.ox.ac.uk](mailto:conferences@sjc.ox.ac.uk) and any functions that require catering must be booked at least seven days in advance.

**Kitchens and utensils**: In many parts of the College, shared cooking facilities are available to students. A kettle, toaster and microwave oven are provided in every kitchen where there is enough space to use and store them safely. The kitchens are intended to allow students to supplement the catering provided by the College (or to allow for particular dietary needs) and were not designed for the cooking of large meals. Please remember that the kitchens are much in demand and should be **left tidy at all times for other users** – this includes doing the washing up as you go along. Kitchens, including ovens, are cleaned during vacations by the cleaner, but it is the responsibility of the students using the kitchens ***to keep them clean and tidy at all times***. Excessively dirty or untidy kitchens will be closed and only reopened at the discretion of the Domestic and Conference Manager. Because of the possibility of theft, kitchens should always be kept locked when not in use. In the interests of safety, *active cookers, microwave ovens, toasters and kettles must never be left unattended, even briefly. Fire doors should never be propped open, especially not while cooking as this can (a) set off smoke detectors but much more importantly (b) can aid the quick spread of fire.*

Students are expected to supply their own cooking utensils, cutlery, glassware and dishes and to clean and remove them from communal kitchens after use. Any articles borrowed from the Buttery should be signed for and returned clean.

**Vacations**: When possible, a catering service will be maintained during periods of the vacation when the College is still open. Details of any changes to arrangements will be emailed and/or posted up during vacations by the Catering Office.

**Post:** It is prohibited to operate any business or similar from any of the College premises or to use any of the College’s postal addresses for these purposes and/or as a Registered Office.

Space in the Lodge is extremely limited so any large items that will not fit into a pigeonhole should NOT be delivered to College; students should use one of the numerous click and collect points in town, 2 of which are in St Giles. As a guideline, sizes which will be accepted at the Lodge are: typical shoe or boot box, soft parcels 50cmx50cm, hard boxes 50cm long x 30cm high. Anything which will not fit into a pigeonhole will NOT be signed for by the Porters. Porters have been instructed not to sign for, or accept, any deliveries of food or wine for Junior Members.  If students order food or wine online they must be **present at the Lodge at the time of the delivery** to accept receipt of their order, otherwise it will be turned away by the Porters. Please note this does not apply to those students with medical requirements who have first made special arrangements with the Lodge Manager/Deputy Lodge Manager.

**BATTELS**

Invoices (known in Oxford as battels) for each term will be sent to all students by email at the beginning of each term, except the final battels bill for students leaving College permanently, which will be emailed towards the end of August. Battels should be paid within one week of their receipt, preferably by bank transfer. The Finance Bursar is authorised to charge interest on money owed. Anyone who has concerns about paying battels on time should contact Michelle Murray in the Finance Office (room 23 in the Bursary, staircase N7) in the first instance, or by emailing [battels@sjc.ox.ac.uk](mailto:battels@sjc.ox.ac.uk)

**HEALTH, SAFETY and WELFARE**

If you are new to the UK, this is a very useful website about how the medical system in the UK works <https://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Health-and-healthcare>

If you or anyone you are with has a real medical emergency and you think an ambulance or paramedic is needed, you should immediately call the Emergency Services yourself (**9-999** from a College landline **999** from any other standard landline or **112** from a mobile phone) – these calls are free.

You should also immediately inform the Lodge that you have done so, telling them where the patient is and what the problem is, so that they’re aware of where to send the ambulance if it arrives at the main Lodge.

Alternatively, if you think that there is time, you can ask the Lodge to send a Porter over to the patient; the Porter can then call an ambulance and stay with the patient until it arrives.

Whatever the situation, it is **VERY IMPORTANT** that whoever calls the ambulance is with the patient at the time, as the Emergency Services operator will have questions about the patient which must be answered while the ambulance/paramedic is en-route. You should not leave the patient alone in this situation and you should leave the door unlocked to assist the NHS staff to gain entry.

If you are in any doubt about whether you or a friend actually needs an ambulance, the Porters are all trained in First Aid and are a good first point of call.

There is also an NHS Helpline called NHS Direct, which you can call for non-emergencies and for advice about whether or not you should see a GP or call for an ambulance. The number is **111** and this is a link to a website for further information about this service. <http://www.nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcareservices/Pages/NHS-111.aspx>

Students are encouraged to register with the College Medical Officer, Dr Debbie Waller, who has a surgery at 19 Beaumont Street daily by appointment (01865 240501). Students who do NOT register with the College Medical Officer must inform the Lodge Manager of the name and address of their doctor.

The College Nurse, Mrs Vivienne Davies, is on duty to deal with minor ailments in the Dispensary (Staircase N5) from 8.30-10.30am weekdays only during full term. See the welfare page on the College website for information on health-related matters <https://www.sjc.ox.ac.uk/college-life/health-and-welfare/>

**Dental Services**: Studental, Oxford Brookes University, Headington Campus; Telephone 01865 689997; e-mail: [reception@studental.co.uk](mailto:reception@studental.co.uk); hours Monday-Friday, 8.00 a.m. to 6.00 p.m. Students are offered NHS treatment; please note that students do not necessarily qualify for free treatment, most students aged 19 or older will need to apply for a HC2 certificate (application form available from Studental) in order to receive free treatment and must bring proof of their exemption to their first appointment.  For further information, please see [www.studental.co.uk](http://www.studental.co.uk).

A statement of the College's Health and Safety Policy is displayed on notice boards and is available on the College website <https://www.sjc.ox.ac.uk/discover/about-college/legal/college-policies/>

Each room contains a notice of "Fire Instructions", which must be studied and obeyed. It should be clearly displayed at all times.

**RESPONSIBILITIES**

The Domestic Bursar is the Fellow of the College responsible for catering, accommodation, furnishing and cleaning of the College, and for the staff who are concerned with these activities. The JCR and MCR Committees are also very much concerned with the smooth running of these aspects of College life. The JCR Domestic Officers until the end of Michaelmas Term 2017 are Sophie Wardlaw and Lucy Huntsman and the Vice-President of the MCR is Anthony Payne.

The administration of all these functions is the responsibility of Corinna Dahnke. She and her assistants, Nadine Hainge and Mags Robertson, have offices in rooms 28 and 29 on the top floor of the Bursary, entrance via N7 staircase, email ([*domestic.secretary@sjc.ox.ac.uk*](mailto:domestic.secretary@sjc.ox.ac.uk)), telephone 01865 277323. They will be happy to deal with any domestic difficulties which may arise. The Domestic Stores Office ([stores.management@sjc.ox.ac.uk](mailto:stores.management@sjc.ox.ac.uk)) is located in the passage between North and TW Quads. The IT Officers ([it-support@sjc.ox.ac.uk](mailto:it-support@sjc.ox.ac.uk)) have an office on the ground floor of the Bursary, room 1 in N7 staircase.

The Housekeeping Manager, Mr Daniel Epih ([domestic.supervisor@sjc.ox.ac.uk](mailto:domestic.supervisor@sjc.ox.ac.uk)), who is in charge of all cleaning staff (known as Scouts), also has an office on the ground floor of the Bursary, room 4 in Staircase N7.

The Academic Administrator, Mrs Eileen Marston (Bursary staircase N7, first floor, room 12), or other members of the College Office will be pleased to help with any academic matters. For many small queries, however, you will find that the Porters or your Scout are the best way to get information quickly.

Mark Cannon Corinna Dahnke

Domestic Bursar Domestic and Conference Manager

August 2017

**ST. JOHN'S COLLEGE**

**REGISTRATION OF PERSONAL FURNITURE**

The College provides adequate furnishing in all of its rooms. In exceptional circumstances these furnishings may be supplemented by students' personal furniture, **provided that there is sufficient space in the room – no College furniture can be removed. Any chairs, sofas etc. must have the original fire safety labels attached to them and must comply with current fire safety standards**. Permission must first be obtained from the Domestic Office by completion of this form. This applies to both graduates and undergraduates.

Items of furniture for which such permission has been granted may also, if not easily portable, be left in student rooms over the Christmas and Easter vacations. **Please note that no items may be left in College during the Summer Vacation and such items should not be left for the next occupant**. The College cannot take responsibility for accidental damage to items left over the vacations, and items of high value should not be put forward for such registration. Items left without registration will be removed and may be disposed of.

Domestic Bursar

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REGISTRATION OF PERSONAL FURNITURE

NAME.......................................................................................................

ROOM.......................................................................................................

PERSONAL FURNITURE (INCLUDING ITEMS WHICH CANNOT BE REMOVED OVER CHRISTMAS OR EASTER VACATION):

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SIGNATURE OF DOMESTIC AND CONFERENCE MANAGER

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