



Higher Education

Accommodation Student Guide 2026-2027



EastonCollege



@easton_college



Easton College



**EASTON
COLLEGE**

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Welcome

Thank you for choosing to spend your academic year living with us, we are very pleased to welcome you to your new home.

We have a lot of exciting and interesting things to explain to you about life in our residences at Easton, so please make sure you take time to read this guide. Keep it safe for future reference as it provides you with important information about rules and regulations, policies and procedures which you are expected to follow whilst living in the Student Accommodation.

We know you must all be very excited about moving away from home, as well as nervous about what the year brings. We promise we will do our very best to support and look after you so that you have a positive, rewarding and beneficial experience. We will provide you with a safe and supportive environment.



Ways of Working

Kind and
Curious



Open and
Informative



Respectful
and Fair



Collaborative
and Inclusive



Consistent and
Responsible



Student Ways of Working

As a student and resident at college you will be expected to make a commitment to live and study in-line with the college's Ways of Working, which current students and staff strive to put into practice each day. Our Ways of Working are embedded into the college strategy and they have become a common language between staff and students.

The Residential Contract you sign is a legal agreement between you and the college. Therefore it is important you read and fully understand this commitment.

We wish you every success for 2026-2027.

Higher Education Student Accommodation

We provide one block of accommodation for Degree and Higher Education students.

Bradley Hall

We offer an excellent well-maintained en-suite facility in Bradley Hall. With an en-suite for each room, this standard of accommodation is perfect for those requiring a more 'live in' feel to their experience. Bradley Hall contains two large open plan sitting and kitchen areas.

Our accommodation has single study bedrooms. Although meals may be purchased from college catering outlets during term times, rooms are let on a self-catering basis for the academic year.

Making an application

Applications for Halls of Residence is a separate application to academic/course applications found through the college website. If you have received an offer of a place on a course, you are not automatically guaranteed a place within the Student Accommodation.

Deposit

A £200 room damage deposit is paid on completion of application, this does not guarantee accommodation.

Prior to moving in, you will have paid a £200 deposit, this will be refundable to you, when you leave providing there is no damage to your room or the common areas you have access to, your keys are returned and all fees are paid in full.

As you move in, you will complete and sign "Room Inventory Agreement."

You are responsible for your own study bedroom which means that if any damage to the room or furniture occurs, whether caused by you or others, the cost of making good the damage will be charged to you. The college will use its designated contractors to carry out any necessary repair work in order to comply with health and safety requirements. You will be expected to act with respect towards college property at all times and report any damage immediately to a member of residential staff, a cleaner or the maintenance team. You are also responsible for turning off lighting / electrical equipment when not in use.

The college will be entitled to deduct from the deposit (i) any unpaid accommodation charges (ii) the cost of making good any damage or replacing lost or stolen equipment from the room or communal areas (iii) the cost of cleaning the room or communal areas if, in the opinion of the college, the standard of cleanliness has fallen below the acceptable level and no material improvement is made by the student(s) after being advised by the college to clean the room or communal areas. Any balance remaining will be repaid at the end of the academic year.

Residential contract

All students are required to sign a residential contract prior to arrival. You are required to abide with the terms and conditions set out in the contract. It is important that you read and understand them as they are a legally binding document.

Residential Support Team

The Residential Support Team are responsible for the welfare and discipline of residential students and are led by the Residential Student Leader.

Residential Support Assistants

Our residential students are supported by a team of Residential Support Assistants who are available to interact and support students. They respond to emergencies, any incidents of anti-social behaviour, accompany students on trips and visits and play an active part in the activity programme. There is someone on duty during the daytime and evenings/overnight when students are living on site. to help with your concerns, problems and to support you with all aspects of living in the student accommodation including your safety, welfare and wellbeing.

Contact details:

Telephone: 01603 731200

Mobile: 07500101552 (24 hours)

Email: residential@ccn.ac.uk

Student Services

The Student Centre offers advice and guidance for all students on progression, careers, finance and well-being and is located in the Jubilee Building.

Opening times:

Monday - Thursday: 8.30am - 5pm

Friday: 8.30am - 4.30pm

Email: eastoninfo@ccn.ac.uk

Key staff and contacts

Job	Name	Contact details	Role
Head of Residential provision and Student Services Operations Manager	Jo Riseborough	01603 731586 Jo.Riseborough@ccn.ac.uk	Responsible for the day to day management of the Residences.
Residential Support Assistants	Dylan Roddy Lee Mallott Anna Clark Anna Peck	07500101552	Residential Assistants work on a rota basis in Residences and offer a range of activities and support.
Assistant Principal Student Services	Matt Scott	01603 773311 Mathew.Scott@ccn.ac.uk	Senior manager with responsibility for Residential provision.

Safeguarding

The college recognises our moral and statutory responsibility to safeguard and promote the welfare of all students. Everything we do at Easton College is to enhance the students experience, provide a safe and welcoming environment where you can feel respected and valued. We seek to provide a safe and supportive environment where the welfare and health and safety of students can live, learn and progress in a safe and secure environment.

How to log a safeguarding concern:

As you enrol onto your course, you will be given a student card with your name and student number. On the reverse you will find details of how to report a safeguarding concern, the contact details and a telephone number for the Safeguarding Team.

- All college staff wear purple lanyards
- Visitors wear white/pink lanyards
- All students wear coloured lanyards which change each academic year
- Anyone WITHOUT a lanyard should be challenged, if you feel safe to do so or report immediately to a member of staff.

The Safeguarding Team:

Sam Warner, Safeguarding Officer.

Email: Sam.Warner@ccn.ac.uk

Telephone: 01603 732326

Mobile: 07772785 46

safeguarding@ccn.ac.uk

07795487645

Wellbeing

Wellbeing advisers, counsellors and mental health advisers are available during normal college day to offer advice and guidance for anything affecting your wellbeing. Student Services will be able to assist you with making an appointment or you can email wellbeing@ccn.ac.uk.

Feeling unwell?

If you are feeling unwell whilst staying in residence in the first instance you will need to contact the Residential team via the residential mobile; 07500101552. There is a member of the residential team available 24/7. If you feel that you are unable to attend lessons, you will need to contact the college absence line on 01603 77331.

College Counsellor

The college counsellor Lisa-Jane Thomas works within the Student Centre to make a confidential appointment, contact wellbeing@ccn.ac.uk.

College Nurse

The college nurse is available to help, advice and assist with any personal matters. To make an appointment, contact Sarah Bluett.

Email: sarahbluett@ccn.ac.uk Mobile: 07814 303 990

Catering

If you have any specific dietary requirements or food allergies, have any suggestions and comments regarding the catering provision, food and refreshments, please do not hesitate to speak to a member of the catering team. Contact Phil Robinson, our Catering Manager via email at Phil.Robinson@ccn.ac.uk

When you arrive

Room inventory, damage and study bedrooms

Before your arrival, you will sign a Residential Contract for living within the Student Accommodation/Halls of Residence. You are also issued with a Room Inventory which is completed and signed as you move into your accommodation. The Room Inventory is the official record of the condition of your room and you record anything that may be missing or damaged. Your Room Inventory will be compared with the condition of your room throughout the year and when you leave. You will be charged for any missing items/damages if these have not been previously recorded.

You must spend the night in your allocated room and not share with others, and must not swap rooms, in order that the college can fulfil its responsibility for the safety and welfare of all students living in the Student Accommodation.

As the occupant of a study bedroom it is your responsibility for making the bed and keeping the room tidy. Cleaning staff carrying out their duties are permitted to enter rooms between 9am and 12pm.

You are responsible for keeping your own room clean and tidy. Regular room checks occur to ensure good personal hygiene and address any issues that may arise. All rubbish must be disposed of in the correct waste area.



Study Rooms

Every room contains a bed and mattress, a desk, a chair, a wardrobe, plenty of storage space, curtains, waste paper basket, a single vanity mirror and light and a good size pin board. All rooms are centrally heated at no extra cost. All rooms have an en-suite bathroom with shower.

What should I bring with me?

- Bedding – pillows, pillowcases, bottom sheets, duvet, duvet covers, blankets, throws, mattress toppers.
- Towels
- Toiletries and hairdryer
- Alarm clock
- Money for the laundry facilities
- Mini fridge
- Appropriate clothing and footwear
- Crockery, cutlery, cooking equipment etc as you are self-catering.



What should I leave at home?

Any item on the prohibited items list*

- Offensive weapons -Knives (unless required for course work and are provided to you by your tutor and locked away safely), firearms, shotguns, ammunition and cartridges, power tools
- Pets
- Bicycles; These must not be brought into the building. A secured bike shed has been provided adjacent to Hudson Hall residential block and students are advised to use a secure lock. Property is left on site at the owner's risk. Please ask residential staff if you wish to use the bike shed - you will need to have your buzzer activated.
- Fireworks or any other pyrotechnics.
- Toasters, microwaves, cookers or any other cooking equipment and kettles.
- Furniture, seating and large items such as speakers.

It is compulsory that you do not bring any prohibited items into the Student Accommodation, if you fail to comply, you may be at risk of losing your place within residence and the college's Disciplinary procedures will be followed.

What is included in your accommodation package?

- Daily corridor cleaning and bin change
- Free parking
- A team of Residential Support Assistants to support your needs
- A common room fitted with TV and comfortable seating
- Facilities for clothes washing and drying
- Wi-Fi internet access.

Keys and collection times

When you move into the Student Accommodation, you will be issued with a room key and a fob. These are your responsibility whilst you are living in the Student Accommodation. Please keep your room locked at all times when not occupied and you do not pass your keys to anyone else other than staff. If you lose your key or fob, you will be charged accordingly for the replacement.

- After any holiday collect between – 5.15pm and 9pm
- On a weekday collect between – 8am and 10pm
- On a weekend collect after 5.15pm Sunday
- If these times are inconvenient for you please contact the Residential Team on the mobile or visit the office.

Holiday periods

All rooms need to be vacated for the winter break.

Whilst every effort is made to respect your privacy whilst living in the student accommodation, the college reserves the right for authorised members of staff, contractors and visitors to access rooms for the following reasons:

- To clean and check the condition of college property
- Maintenance
- Health and Safety concerns
- In an emergency situation
- If staff have a cause for concern
- If there are any unauthorised visitors in the bedrooms

To perform a search if there are any suspicions of drug/substance abuse, weapons or stolen property – the students have the right to be present during any search.

Lanyards

As you enrol on your course, you will be issued with your student card and lanyard. You are required to wear your lanyard at all times, you will need these for obtaining access to the catering facilities. Please look after both your lanyard and card, a small charge will be made for replacements.

Accommodation checks

Throughout the academic year, members of staff are responsible for checking all bedrooms and communal spaces in the student accommodation area. Any damages will be recorded and charged to an individual student or divided amongst the residents as a communal charge.



Food and drink

The college Refectory, situated in the Sports Centre. Wherever possible, special dietary requirements will be catered for.

There are two additional Cafes in the Jubilee Building, another in the Bacon Centre and the Bistro in the Garnet Building.

Contact Phil Robinson, our Catering Manager.

Email: Phil.Robinson@ccn.ac.uk

"The college strives to improve its catering facilities and is continuously listening to the opinions of students to improve its food options. We are pleased to promote nutritional and healthy eating and proud of the selections offered at each outlet."



Student Support

We strongly recommend that you register with the local doctors surgery, Roundwood Medical Practice, when you first move into the Student Accommodation.

When there is reason to suspect a medical emergency or the possibility of an infectious condition this must be reported to the Residential Support team at the college.

The confidentiality and rights of residential students as patients are appropriately respected. This includes the rights of a competent residential student to consent to his or her own medical treatment. A resident student is competent to consent to medical treatment if he or she has sufficient understanding and intelligence to understand fully what is proposed.



Local doctors practice is:
The Roundwell Medical Centre
Costessey
Telephone: 01603 744014

All Residential Support Assistants are first aid trained.

The college nurse is available during the week to assist with medical matters, information, advice and guidance. Email: sarahbluett@ccn.ac.uk

If you are in need of emergency dentistry or optometry, it is likely that you will use the Walk-in Centre or A&E or you may wish to travel home for an appointment with your regular practitioners

Laundry

There are washing machines and dryers at the on-site laundry. You need to provide your own washing powder/tablets etc.

Enrichment

There is a well-equipped gym within the Sports Centre which is available to use after the college hours. There is an initial one-off £10 fee to pay. You can play tennis in the Tennis Dome or even use the fishing lake during the season.

Student voice

Student Voice is essential for us to work together, it is your opportunity to have 'your say'. It provides you with the chance to shape your year in residence, creating a positive student experience and allows the college to act and improve where possible, this would be evidenced with 'You Said - We Did' notice boards.

The college will also expect you to complete surveys on your residential experience and catering regularly throughout the academic year. There is also the opportunity to share your views and opinions with the feedback sheets that are always available.

Students possessions and insurance

It is your responsibility to check that you have adequate insurance cover. The college cannot accept responsibility for any loss or damage to resident student's property. We advise you to take out personal contents insurance for the duration of your stay.

To help maintain security within the Halls of Residence we require all residents to accept responsibility for the security and safe-keeping of the accommodation. If you enter through a locked door, you must ensure it is locked behind you and ensure your room remains locked at all times when you are not in the room.

You must not allow non-residents (which includes other students of the college who are not resident) into any area of the Halls of Residence unless they have been signed in as a visitor in the Student Accommodation Office visitor book.

Residents not accepting their security responsibilities will be subject to the college disciplinary procedures and may lose their place in residence.

Fire Doors and other entry / exit doors must not be wedged open. To do so is a breach of security and Fire Regulations and will be subject to the college disciplinary processes.

CCTV monitoring/security patrols

All entrances to the halls of residence are covered by CCTV.

The CCTV is only be checked for investigation purposes. CCTV is managed by the college, applications to review the CCTV should be made to the Director of Estates in the first instance. External contractors are engaged to provide mobile patrols for the wider college and buildings.

Electrical fittings and appliances

Residents may use electrical items in their rooms such as TVs, iPod, games consoles, hair dryers, hair straighteners, alarm clocks, lamps, mini-fridges and computers. These items will be electrically tested by college staff within the first 10 weeks of the start of the college year. Testing will take place in the first few weeks of residence and room checks will be carried out throughout the year to monitor compliance.

Overloading of socket outlets can be fused and be very dangerous. This will also be monitored to ensure appropriate multi-socket extension leads are in use, with a maximum allowance of 6 sockets per room in total. Residential staff have the authority to remove any extension leads which have more than six sockets/are not fused.

Students are asked to be reasonable in their use of electricity and to switch off any electric lights, or items, when they leave their study bedrooms. If electric items are found to be operating when the room is not occupied, staff members retain the right to switch them off in the occupant's absence.

You must be covered by a TV licence if you:

- Watch or record programmes as they are being shown on TV or live on an online TV service
- Download or watch BBC programmes on iPlayer - live, catch up or on demand.

This applies no matter what type of device you are using e.g. TV, laptop, mobile phone, tablet etc. See www.tvlicensing.co.uk

Fire precaution and drills

The warning system for the Halls of Residence within the student accommodation is a continuous siren for the section of building containing the point of fire, and an intermittent siren for the adjoining sections. On hearing either of these sirens you must leave the building immediately, switching off electrical appliances, and closing doors and windows only if it is safe to do so. Walk quickly and quietly to the designated assembly point which is the parking area in front of the Halls of Residence. Where you will respond to the roll call of attendance. Do not re-enter the building until a staff member tells you that it is safe to return.

On discovering a fire, operate the fire alarm by activating a glass call point, which can be found in the hallways of the Halls of Residence. Vacate the premises immediately and proceed to the assembly point. We advise all students to familiarise themselves with the location of fire exits and call points in the Halls of Residence.

A fire drill will be carried out during your first half term, and at appropriate intervals throughout the year, to ensure that residents are aware of the correct procedures. It is important that residents react to all activations of the siren with a view to there being a genuine emergency on site and not become complacent. Please ensure you have appropriate clothing and footwear available for such an emergency evacuation.

Each study bedroom has been fitted with a smoke detector and alarm which must not be tampered with under any circumstances. To do so is against college policy and is also illegal and may lead to action under the college disciplinary policy – sanctions could include a period or permanent exclusion from residence.

Because of risk of fire, damage to furniture and fittings and in line with the Smoke free laws, smoking or vaping in any form in the Halls of Residence is strictly prohibited. The only place on campus or vaping where smoking is permitted is within the dedicated smoking shelters. Anyone found smoking in the Halls of Residence will be subject to disciplinary procedures, possibly face a period of exclusion from the accommodation.

The use of candles, tea lights, incense sticks or other items with a naked flame is strictly prohibited.

Misuse of any fire safety equipment or system is an offence and students will be liable for the cost of refilling fire extinguishers or repairs to alarms. Students will also be charged £50 for letting off a fire alarm or extinguisher as a joke or when not needed. Any student who fails to comply with the above will be subject to the college disciplinary procedures and may lose their place in residence.

To prevent accidental activation of the Fire Alarm, PLEASE DO NOT use hairspray, deodorant spray or similar under the detectors.

Smoking

The college has a no smoking policy. You are only permitted to smoke, including e-cigarettes in designated smoking areas. E-cigarettes can only be used outside. You are not permitted to smoke inside any building, including bedrooms, or outside the accommodation blocks, in teaching areas or when walking between buildings or across the college campus,

Parking

You must register your vehicle with the Residential Staff before it can be kept on the college campus. A Student vehicle identity sticker will be issued and must be displayed on the windscreen of your vehicle. Changing your vehicle will mean a new registration must be completed. If you do not do so, this will result in you being banned from bringing the unregistered vehicle onto the college site.

The speed limit on the college campus is 10 miles an hour at all times. The college has a policy that pedestrians have right of way at all times around the campus. Residential student's vehicles must be parked appropriately in the allocated student parking spaces at all times.

Cases of poor driving or speeding on campus will lead to withdrawal of permission to keep a vehicle on the college grounds. Please do not park in disabled parking spaces unless you are registered to do so.

Maintenance

Any requests for maintenance can be made through the residential team.

Complaints procedure

If you wish to make a complaint you can do so by completing a complaints form located in the Student Accommodation Office or speak to a member of Staff.

Contact Head of Residential Provision and Student Services Operations
Manager: jo.riseborough@ccn.ac.uk

Visitors and under-18s visiting HE accommodation

Easton College is a further education college, where our cohort is mainly 16 to 18-year-old young people. We do not allow visitors into our Student Accommodation. If you would like to discuss with us, please contact Jo Riseborough, Head of Residential Provision.

Allocation and admission

The college, where possible, will make reasonable adjustments and take measures to meet the needs of the students. The college cannot guarantee that the facilities available will effectively support those with significant medical needs or some other specific requirements.

Consideration for other residents

Creating and maintaining an effective, happy and content community relies on each individual resident. You should treat everyone with mutual respect.

This includes:

- Respecting each others belongings.
- Respecting everyone's right to privacy, peace and quiet.
- Respecting the environment where you live, the communal areas and keeping them clean and tidy so everyone can enjoy them.

Volume levels of any audio or visual equipment should be kept at a level which will not cause annoyance to others. All noise in study bedrooms will be challenged at any time of day / night, if deemed unnecessary and a nuisance to others. Please note, it is felt that 10.30pm is a reasonable time after which noise levels to be at a minimum.

Ball games are restricted to the designated sports fields and not played within the car parks, built up areas, Common Room, corridors or bedrooms. This can cause damage to property and the noise levels could irritate others who live around you.

Items such as skateboards, rollerblades, and scooters should not be used within the Residential Student Accommodation or anywhere deemed inappropriate for such activity. They should only be used on pavements and driveways when it is clearly safe to do so.

There is an expectation that everyone should follow the college Ways of Working. You will be provided with a copy and made familiar with the expectations during your induction week at the college.

Behaviour and expectations

Each residential student will have a 'settling-in' period whilst living in the student accommodation. It is essential that your time in residence is a positive, productive experience and if it is evident that living in student accommodation is not working for you, we will make every effort to resolve any issues. We are committed to support you and recognise the importance of student's health and wellbeing in relation to living with residence.

There is an expectation that everyone should follow the college Ways of Working code of conduct, you will be provided with a copy and be made familiar with the expectations during your induction week at the college.

Drugs and alcohol

Easton College operates a **zero-tolerance policy** to illegal substances and work in partnership with Norfolk Constabulary who occasionally use the premises for training purposes.

Any residential student found, suspected of using, possessing or supplying drugs and the afore mentioned substances will immediately be subject to the college disciplinary procedures and may lose their place in residence.

The consumption of alcoholic beverages during the working day is discouraged. Students under the age of 18 are not permitted to purchase, be in possession of, or consume alcohol on college property. Students or guests over the age of 18 who purchase alcohol for under-age students will be subject to disciplinary procedures. All accommodation blocks designated for under-18 students are alcohol free zones. All of college accommodation is alcohol free at all times. this applies to all college students including those who are over 18 years old.

Returning students and progression

As a residential student, you will need to reapply each year to live in Halls of Residences. No place is guaranteed, and every application is considered on its merits and with full consideration of the individual student's previous behaviour, both in Halls and on their course. The college takes a holistic view of behaviour and that poor behaviour may result in you not being accepted back.

Boots and outdoor footwear

In order to limit damage and dirt within all residential areas and to help preserve the our facilities on campus, we operate a procedure with regards to the wearing of outdoor boots in all residential buildings. All residents are required to remove outdoor footwear before entering any of the student accommodation buildings. Boot racks are provided for storage in the Boot Room where you are able to leave an additional pair of shoes ready to change into. Boots may be carried into buildings, ideally in a bag.

The local area

Post Office

Located in Easton Village. Open from 9am - 2pm on Tuesdays and Thursdays.

You can receive post to the college:

Student Name
Halls of Residence
Easton College
Easton
Norwich
NR9 5DX

Supermarket

The nearest supermarket is Sainsburys, which is located approximately 1 mile from the college. We run a weekly trip to local supermarkets including Sainsburys, Tesco and Asda.

ATM

There is a cash machine located in the Sports Centre. There is also a cash machine at Sainsburys, Longwater.

Petrol

The nearest place for petrol and diesel is Sainsburys, Longwater.

Bus Stop

The bus stop is located on the main road in Easton Village. The most direct route into Norwich is operated by First Bus Company. The buses run approximately every half hour.

Food Outlets

Local food outlets include the Rembrant Fish and Chip restaurant which is located in Easton village. Longwater Retail park offers lots of different shops and food outlets including Greggs, Pizza Hut and Marstons Pub/Restaurant. You will also find The Bell in Marlingford and the Kings Head in Bawburgh.

Bowling and Cinema

The closest Bowling Alley is Namco Funscape in Bowthorpe. Tel: 01603 740730. There are cinemas at Riverside Norwich, Castle Quarter Norwich and Dereham.

Useful contacts

Residential

Mobile: 07500101552 Email: residential@ccn.ac.uk

Attendance Line

01603 731200

Student Services

Telephone: 01603 731259 or 731270

MIND - Mental Health Advice and Support

Telephone: 300 123 3393 Text: 86463
www.mind.org.uk

NHS Wellbeing

Telephone: 0300 123 1503
www.nsf.uk

MAP - Housing, benefits, sexual health and debt

Telephone: 01603 766994
www.map.uk.net

NHS - free helpline for medical concerns

Telephone: 111

NHS Walk-in Centre

Telephone: 01603 677500
Rouen Road, Norwich NR1 1RB

Roundwell Medical Centre

Telephone: 01603 744014

Easton College
Bawburgh Road
Norwich
Norfolk
NR9 5DX

t: +44 (0)1603 731200
e: eastoninfo@ccn.ac.uk

www.easton.ac.uk

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