



Rules and Responsibilities – Junior Residential Accommodation

Please read through the following rules carefully. The rules are designed to ensure that all students have a pleasant and enjoyable stay at the Residence. If you have difficulty understanding them, please ask a member of staff for an explanation. If these rules are broken, you will be subject to disciplinary action. Disciplinary action may involve fines being imposed and more serious matters could lead to your eviction from the Residence and or the ETC program without refund of any supplements or course fees.

Room Assignments

Rooms are allocated by the ETC Accommodation Office prior to students' arrival and it is important that you stay in the bed that has been allocated to you. If you wish to change your room, please speak to one of the ETC Residence Supervisors. Please do not move furniture or fittings in the Residence. If something is missing from your room, or if something is broken, please inform us immediately.

Sign In / Out Register (Under 18's Only)

Whenever you arrive or leave the Residence you **must report to the reception**. It is vital that we keep a written record of where you are at all times. A Residence Tutor is on duty every night to facilitate early departures and other requests that may arise during the night. Please also note that there is a night porter every night from 5:00 pm to 10:30 pm. All Junior residents must report to the night porter and sign the "Sign In / Out Register".

Quiet Hours and Curfew Times

Curfew times are as follows:

Under 16 Years Old	16 and 17 Years Old
Must not leave the residence unsupervised	10:00 pm

All students must be **at the Residence and in their bedrooms at their curfew time**. Every night a room check will be carried out by staff to ensure no students are missing.

Every morning from Monday to Friday at 8:45 am, staff will check all bedrooms to ensure students have gone to school. If you are unwell, please make sure you tell your group leader and a member of staff. Quiet time is from 10:00 pm to 7:30 am; however mutual respect and consideration for others must be maintained 24 hours a day.

Residence Opening Times

The Residence is **closed to junior students Monday to Friday from 9:00am to 4:00pm**. During these hours, you are expected to be at School. Only students who are sick can stay at the Residence during these times. On Saturdays and Sundays the Residence is open all day.

Loss/ Stolen Property

We are not liable for the damage, theft or loss of the personal property of students or their guests. Students are advised to keep their doors locked at all times and not to leave valuables in the communal areas. Passports, flight tickets, cash and other valuables should be kept in the main Residence safe. Please be aware that anyone caught stealing in the Residence will be reported to the Police and may be expelled from the ETC program.

Cleaning and Laundry

Your room will be cleaned once per week. Your towels and bed linen will be changed once per week by Residence staff. You are responsible for making your own bed and keeping your room and facilities neat. Please make sure that your room is always tidy to enable the chambermaids to do their job properly. We



provide a laundry service at the Residence. If you need to get your clothes washed please contact one of the ETC Supervisors.

Damage

Students responsible for any damage will be required to pay for necessary repairs/ replacements. If no one admits responsibility, the cost may be split equally among all the occupants of your room. Any lost room keys will be charged at £20.00.

Guests

Non-residents may visit you, but they are only allowed in the lounge and will have to report to reception on arrival. **They must not enter the dining room or your bedroom.** If your guest wishes to have dinner with you then they can pay £5.00 (subject to availability).

First Aid

In the case of accidents or injury please contact a supervisor or leader immediately. There are staff in the residence who are trained in First Aid.

Fire Alarms

In the event of the fire alarm sounding, everyone must leave the building immediately, regardless of the time of day or weather conditions. You must not re-enter the building until a member of staff tells you that it is safe to do so. Only sound the alarm if there is a fire as it is an offence to play with safety equipment or set off the fire alarm falsely. Any student found violating the Fire Alarm Policy or playing with safety equipment (including the covering of smoke detectors within student rooms) will be immediately expelled from the residence and could face legal action from the UK fire department that will result in a large fine.

Smoking

The legal age to buy cigarettes in England is 18!! Smoking is prohibited throughout the entire building as it is against the UK law. Any student caught smoking or in possession of cigarettes will be disciplined and we will inform your parents. A fine of £100 will be charged if there is evidence that smoking has taken place in the Residence. Candles, incense sticks or any other type of open flame are strictly forbidden.

Alcohol

The legal age for drinking alcohol in England is 18. **Alcohol is not permitted in the Residence.** Disciplinary action including expulsion from the Residence and/or your course will be taken against anyone who breaks this rule.

Drugs

The possession, use, distribution or sale of drugs is illegal in England. Any student found in possession of illegal drugs will be immediately reported to the Police and expelled from the ETC program. We reserve the right to search your room should we suspect that you may possess any illegal drugs and remove anything of concern.