



Student Handbook

2020 to 2021

WELCOME

Welcome to Newbattle Abbey College. We pride ourselves in our supportive learning community, welcoming students of all ages. We are a small college, where staff and students get to know each other very well. We know that returning to learning can be challenging. You may have to balance home and personal commitments with your studies. Staff are always there to support you with any issues you may have.

Former students tell us that Newbattle has been a life-changing experience for them. We hope it will be a rewarding one for you too. We place strong emphasis on academic and personal development and the welfare of all of our students. We hope that you will settle in quickly and have a successful and enjoyable experience.

Marian Docherty

Principal

OUR VISION

OUR MISSION

OUR VALUES

VISION Scotland's Life Changing College

MISSION To be a national residential learning community that:

- ❖ promotes lifelong learning
- ❖ raises aspirations
- ❖ supports learners in transition
- ❖ enables learners to change their lives

VALUES In the delivery of our mission we will:

- ❖ empower individuals
- ❖ promote quality
- ❖ act with integrity and mutual respect
- ❖ promote equality and diversity

Newbattle Abbey College is committed to the active pursuit of challenging discrimination, advancing equality and celebrating diversity.

Important Information in Relation to Covid 19 Guidelines.

Measures required to reduce risk from COVID-19

To reduce risk to students and staff, Newbattle Abbey College advises you to take the following measures.

Please ensure you.....



observe the physical distancing (>2m) policy to minimise the risk of direct transmission between individuals



wash your hands for 20 seconds to minimise the risk of indirect transmission from individuals touching surfaces



use the hand sanitising stations at entrances to the building



ensure that you don't exceed the room capacity



walk in single file and keep to the left when using corridors, walkways and stairs



bring a suitable face mask, where physical distancing is difficult (e.g. moving around the building) you will be asked to wear this



bring your own pen and paper to complete any written task



listen and follow safety guidelines given to you by staff - these have been introduced to reduce the risk of coronavirus transmission



do not come into college if you or any of your household are showing any of the common symptoms of COVID-19 (see below)

Coronavirus and route of transmission

The most common symptoms of COVID-19, the illness caused by coronavirus, are:

- Recent onset of a new, continuous cough and/or
- High temperature
- Shortness of breath

Other symptoms are less common e.g. headache, flu-like symptoms, sore throat, but may still arise.

Measures required to reduce risk from COVID-19

To reduce risk to students and staff, Newbattle Abbey College advises you to take the following measures.

Please ensure you.....



observe the physical distancing (>2m) policy to minimise the risk of direct transmission between individuals



wash your hands for 20 seconds to minimise the risk of indirect transmission from individuals touching surfaces



use the hand sanitising stations in the residency



ensure that you don't exceed the room capacity i.e. only **one** person per bedroom



adhere to the 'strictly no visitors' policy until Phase 3 is over



inform the Sub-wardens or a member of staff immediately if you are showing any of the common symptoms of COVID-19 (see below).

Coronavirus and route of transmission

The most common symptoms of COVID-19, the illness caused by coronavirus, are:

- Recent onset of a new, continuous cough and/or
- High temperature
- Shortness of breath

Other symptoms are less common e.g. headache, flu-like symptoms, sore throat, but may still arise.

The purpose of this handbook is to guide you through your time at Newbattle Abbey College and make it as rewarding as possible. There are three sections:

❖ **Academic**

- Term dates and class times
- Staff contact details
- Student Code of Conduct
- Policies and Procedures
 - Attendance and absence
 - Assessments
 - Classroom etiquette
 - Complaints
 - Data protection and GDPR
 - Disciplinary
 - Health & Safety including Safeguarding
 - ICT
 - Plagiarism
- Guidance
- Support for Learning
- Library and Resources

❖ **Useful Information**

- Alumni Association
- Catering
- Childcare
- Deposits
- Finance
- Parking
- Recycling
- Security
- Student Representative Council
- Local Services and Information Noticeboards

❖ **Residential**

- Catering
- Cleaning
- Deposits
- Guests
- Laundry
- Lease
- Health & Safety for Residential Students
 - Equipment
 - Insurances
 - Medical care
 - Noise
 - Out of Hours Staff Contact Information
 - Pets/animals

❖ **Full Staff Listings and contact numbers**

Academic Information

Term dates

Semester 1

Induction Week – 7-11 September 2020

Semester 1 commences – 7 September 2020

Reading Week 1 – 19- 23 October 2020

Christmas Break – Tuesday, 22 December 2020

Classes resume – Wednesday, 6 January 2021

Semester ends – 29 January 2021

Semester 2

Semester 2 commences – 1 February 2021

Reading Week 2 – 8 - 12 February 2021

Easter Break - 5 April 2020

Classes resume - 19 April 2020

Remediation week – 14 – 18 June 2021

Semester ends – Friday, 18 June 2021

Staff Contact Details

Please note all the teaching staff work on a part time basis with the exception of the Rural Skills Tutor. You can contact your tutors via email or there is an internal phone in Room 206 which has a list of numbers and the days the tutors are in college. There is also a copy at Reception.

You will find full staff contact details at the end of this handbook (see Appendix 1)

Student Code of Conduct

Before you start your course you should:

- make sure that you have obtained sufficient information and advice about the level and content of your chosen course
- make sure that you can commit the necessary effort to ensure your best chance of success
- provide the college with complete and accurate information to enable you to enrol and, if eligible, apply for financial support

What we expect of you

- We expect that you show respect for the opportunity given to you.
- We expect 100% attendance.
- We expect you to display high standards of behaviour and self-discipline.
- We expect that you show respect towards your fellow students, staff and visitors.
- We expect you to commit to your studies, work hard and achieve your potential.
- We expect you to use your unique skills and talents to help build a positive affirming learning community.

As a student you should:

- attend 100% of your course
- take time to read your Student Handbook with the relevant policies and procedures
- behave in a way that would be entirely acceptable within any formal environment, for example in the workplace
- treat all visitors, staff and other students with courtesy and respect
- be aware that absenteeism, authorised or unauthorised, will seriously affect your ability to achieve your qualification
- make sure that you attend on time and keep staff fully informed if you are absent
- restrict eating or drinking to appropriate designated areas
- comply with the college Smoking Policy
- not use personal music players and internet chat rooms in a classroom whilst under instruction
- switch mobile phones off in classrooms and only use them in designated areas
- avoid language or actions that may cause offence, such as swearing and behaving disruptively or in a discriminatory manner
- wear appropriate dress that is safe, fit for purpose and does not cause offence
- respect college facilities, property and its environment, avoiding damage, inconsiderate disposal of litter, or disposal of gum, careless driving or parking, and disturbing other residents
- actively participate in class groups and in all learning opportunities in order to get the greatest advantage out of your time at college
- put in as much extra effort as is required for you to make good progress

- Keep track of your own progress and, if you have concerns or difficulties, contact your Guidance Tutor, Support for Learning Tutor or Curriculum Manager as soon as possible
- Keep the college informed of changes to personal details for example, change of address, change of surname etc.
- Try not to let problems and issues get you down. Contact your Class Tutor, Guidance Tutor or Curriculum Manager if you have a problem. All staff are there to help and have wide experience of students in similar circumstances to you.
- Pay particular attention to assessment instructions being aware that you are assessed entirely on your own work and that any use of the work of others is a very serious breach of discipline.
- Be aware of the college's Student Disciplinary Policy and Procedures. Ensure that you avoid all actions constituting disciplinary offence, including theft, violence, malicious damage, deception, intimidation or misuse of drink, use or sale of illegal drugs on college premises or its environs, all of which offences may lead to dismissal from the college.

Policies and Procedures

The College has a range of policies and procedures in place for the safety and wellbeing of all staff and students. Students need to be aware of the range of college policies and procedures that impact on them and their time at Newbattle Abbey College.

The full list of associated documents can be found in the Student portal on Sharepoint in the College Policies and Procedures folder or on the Newbattle Abbey College website

www.newbattleabbeycollege.ac.uk

The following are key policies and procedures for students which you should familiarise yourselves with.

- **Attendance and absence**
This is an important policy for students as it also contains the forms for absence requests and sickness absence reporting which are also available as separate documents or from reception.
- **Assessments**
Another important policy for students as it outlines the process for assessment, resist and special arrangements. It also links to the **Appeals procedure** and the **Malpractice in Assessment and Moderation Policy**. This policy discusses plagiarism.
- **Classroom etiquette** - Class Tutors will mutually agree ground rules for classroom etiquette within each class group. Food and drink is not permitted in the ICT Rooms.
- **Complaints** - if a student wishes to make a complaint the guidance for doing so can be found in the FE Complaints Procedure

- **Data protection and General Data Protection Regulation (GDPR)**
The college has a Data Protection policy and operates within the guidance of the Data Protection Act and GDPR guidance. The college is registered as a data user with the Information Commissioner's Office.

All students study SQA accredited units and it is important you understand how SQA use your data as well. Full details of the SQA Privacy Statement can be found at <https://www.sqa.org.uk/sqa/45397.html>

Then go to the section Learner/Candidate where you will find the full privacy statement about what information SQA collect, why and who it is shared with. It will also tell you what your rights are, how to complain and who to contact.

- **Disciplinary**
The college expects all students to observe the rules and regulations detailed in the Student Code of Conduct (see page). Students who breach these regulations may be subject to disciplinary action. The student Disciplinary Policy can be found
- **Health & Safety**
 - **Alcohol** - There are no licensed bar facilities within the college. Students are permitted to consume alcohol within the college but are requested to drink in moderation and respect other residents (see Student Code of Conduct). Drinking is not permitted in the Residential Block Courtyard and no alcohol is allowed in public places.
 - **Drugs** - Illegal substances are forbidden on the college premises. Should any student be found to be in possession of such substances on the college premises or property, the Police will be informed and the student will be subject to disciplinary action.
 - **Smoking** is prohibited throughout the college buildings and Residential Block with no exceptions. This includes electronic and vapour cigarettes. This policy applies to all employees, students, consultants, contractors and visitors. There are two designated smoking areas, one hut at the end of the student parking area and one in the corner of the courtyard away from doors and windows. Cigarette butts must be disposed of in a safe and socially acceptable manner. See the college Smoking Policy for further details.

- **Accidents and Emergencies**

Type of Incident	Action
Emergency accident *	<ul style="list-style-type: none"> • Dial 999 giving details of the nature of the injury, the name of the casualty, and the nearest access point to the casualty. • Inform reception Staff or a Sub-warden • Make an entry in the accident book which is held in reception
Non-emergency accident/incident	<ul style="list-style-type: none"> • Dial 101 to report crime and other concerns that do not require an emergency response. For example Your car has been stolen, your property has been damaged, you suspect drug use or dealing in your neighbourhood
Fire **	<ul style="list-style-type: none"> • Break the glass on the nearest fire call point • Call the Fire and Rescue Service on 999 • Evacuate the building by the closest safe exit • Do not stop to collect your belongings • Fire assembly point for the college is the front car park area.
First Aid	<p>Students are advised to bring their own medical supplies for minor ailments e.g. painkillers, plasters, antiseptic and other personal first aid items. A defibrillator is available on the first floor next to the Library. First aid boxes are available at the following locations</p> <ul style="list-style-type: none"> • Reception • Kitchen • Student Kitchen

* Serious incidents must be reported immediately to the Principal or a member of the Senior Management Team

** Should you or any guests feel that assistance would be required to evacuate the building in the event of a fire, you must inform college staff of your concern when you sign your lease or guests register.

- **Safeguarding** - the college responsibilities to ensure children, young people and vulnerable adults are protected under current laws and guidelines. The College also has a Corporate Parenting Strategy and recognises 'Prevent' responsibilities.

- **ICT**

All students will be issued a college email address. This is the method by which all important college notices are sent and the way your tutors keep in touch with you. Students will be asked to sign an ICT User's Agreement at the start of their course in line with the Policy.

There are two ICT rooms available for students to use and a dedicated ICT classroom.

- **Plagiarism** (see assessment)

Guidance

All students will be allocated a guidance tutor to support them with academic work, college, university or work applications. They will also refer to Support for Learning. The guidance tutors for 2020-2021 are

Paul Connachan Rural Skills
Hugh Cullen SWAP Group 1
Alice Gritti SWAP - Primary Education
Neil Hargraves SWAP Group 2
Yulia Lukyanova QMU Associate Degree

Support for Learning

The Support for Learning staff can offer the following support

- Assist and advise on specialist equipment to support your learning. (laptops, voice recorders and some specialist software are available)
- Advice on special arrangements for assignments and assessment is also available
- Assistance with academic study skills and planning
- Referral to the college counselling service

Note all of the above arrangements are based on individual student needs

- Other useful contact information

Citizen's Advice Bureau 8 Buccleuch Street, Dalkeith. Tel 0131 660 1636.

www.cas.org.uk/bureaux/dalkeith-and-district-citizens-advice-bureau

Samaritans in Scotland - Tel:116 123

www.samaritans.org/scotland/how-we-can-help/contact-samaritan/

Edinburgh Student Nightline - Tel: 0131 557 4444

<https://ednightline.com/>

Library and Resource Room

The Main College Library is located on the 1st floor and is open for students from 8am to 6:00 pm. Books can be taken out but loan slips should be completed. They can be found on the table as you walk into the library. Wifi can also be accessed.

Please respect this quiet space and return books/prospectuses and other information leaflets to their shelves.

The Resource Room is located on the 2nd floor and has recommended books selected by your tutors. It is another quiet space to work. Many resources recommended by your tutors may be online.

Useful Information

- **Alumni Association**
The Newbattle Alumni Association is an organisation for former students. If you would like further information on the Association and its activities contact staff in Reception or go to www.newbattleabbeycollege.ac.uk
- **Catering for all students**

The Dining Room is open Monday to Friday

8.00am - 11.30am for Teas/Coffees/Snacks

12.30pm to 1.00pm for Lunch (weekly menus and costs are posted on Sharepoint)

12.30pm-3.30pm Teas/Coffees

Residential students see section in Residential Information

NOTE: ALL non-residential students and their guests must pay for all meals and drinks

Vending machines serving hot and cold drinks and snacks are located in the Crypt and in the Residential Block. Drinking water coolers are available in the Dining Room, Rural Skills Unit, the student kitchen in the residential block and kitchen near Classrooms 202 and 201 on the second floor. **Unfortunately, during the current restrictions these items are not available.**

Cups, plates and cutlery must not be removed from the Dining Room.

Students will be provided with reusable mugs with lids at Induction. Additional/replacement mugs can be purchased from Catering at a cost of £5.00.

- **Childcare**
Regrettably, the college is unable to offer childcare facilities on the campus. A list of local childcare facilities and child minders is available from:
Midlothian Childcare Information Service Tel: 0131 271 3754
www.midlothian.gov.uk/info/851/early_learning_nurseries_and_childcare/135/your_childcare_and_early_learning_options

Scottish Families Information Service www.scottishfamilies.gov.uk/

- **Deposits**

- Residential Students - £100 is payable and will be deducted from the bursary payment or via an alternative system. This sum shall be held in security of any sums due by the student at the end of their studies at Newbattle in respect of lost keys, fobs, breakages, unreturned equipment/ library books, outstanding accounts or any other charges or outlays due by the student to the college. The deposit will be refunded by mid July 2021 once all course equipment, keys, fobs etc. have been returned and room inspections carried out in the residences.
- Non Residential Students -a £5 deposit will be taken for a key fob during induction week. The deposit will be returned when the key fob is returned on completion of your course.
- Lockers are available for a £5 deposit. Locker keys are available from Reception. The deposit will be refunded once the key is returned at the end of the course.

- **Finance**

Tuition fees will be paid for students meeting residency criteria. Further Education Bursaries are available to eligible students enrolled on the following courses

- Access to Arts & Social Science
- Access to Primary Education
- Preparation for FE
- Rural Skills

The amount received depends on individual circumstances and whether students are residential or non-residential. Students will receive a monthly payment schedule. Students on these courses are not eligible for SAAS funding.

Students on the Associate Degree programme (HNC) students should apply through SAAS to access funding. For more info contact www.saas.gov.uk

- **Parking**

Cars - parking is available for staff, students and visitors. It should be noted that cars parked on the college site are at the owner's risk and the college does not accept liability for damage to, or theft of, vehicles parked on site. Staff, students and visitors will be expected to observe the site speed limit.

The area directly in front of Block C is the designated student parking area. Parking in front of the main reception area is reserved for visitors and staff only at all times. Parking in the disabled bays is for disabled badge owners only and must not be used for casual parking. Please check with the Facilities Manager for advice on any parking enquiries.

Motor Cycles - Please ensure you have the means to make your motor cycle secure when not in use. Motor cycles must not be ridden on pedestrian paths. For the benefit of the college community we would prefer that engine noise be kept to a minimum and any necessary repairs carried out in a discreet area way from college building.

Bicycles -Please ensure you have the means to make your bike secure when not in use. For the safety of the college community bikes should be stored in an area that will not obstruct access to and from the building.

- **Recycling**

Recycling facilities are available throughout the college with coloured bins designating the different waste products accepted. Please ensure you use the correct bins as the Local Authority will not uplift if not sorted correctly.

- **Security**

Everyone needs to be aware of security within the residency and the main college building and estate. **All students and staff are issued with ID badges which should be carried at all times.** If you are aware of any suspicious circumstances, please report this immediately to

- Reception Staff from 8.30am to 5.00pm
- Residential sub-wardens 07437 342910 or 07766 424374

Students are asked to ensure that all doors between the courtyard and residences are kept closed at all times. The doors to the residential and college buildings are locked. You will be given fob to access **both areas.** **The main college building is also locked and alarmed between midnight and 0730hrs.**

If the alarm is triggered there will be a Police response.

Useful telephone numbers out with college

- Dalkeith Police Station, Newbattle Road, Dalkeith Tel: 0131 663 2855
- Lothian & Borders Police HQ Tel: 0131 311 3131
- Non-emergencies Tel: 101
- Crimestoppers Tel: 0800 555 111

For safety reasons, the following areas are out of bounds to students:

- Boiler House
- College Kitchen/Kitchen Offices
- Kitchen Corridor (except in the case of fire)
- College Business Park (except for access to the Rural Skills Unit)

- **Student Representative Council**

Newbattle has a Student Representative Council (SRC), which is elected by students. Regular meetings with the college staff provide the opportunity to discuss issues and share ideas to improve college facilities and future planning. They also arrange social events for students and some of the officer hold posts on college committees. The SRC Noticeboard is near the Dining Room.

- **Local Services**

(further information is located on the noticeboards by the Dining Room)

- Transport Links
- Banks
- Building Societies
- Supermarkets
- Sport Facilities
- Places of worship
- Health services

Information for Residential Students

Please note that incense burners and candles are not permitted in any area of the accommodation block

- **Catering**

Meals will be provided at the following times:

Breakfast	Monday to Friday: 8.00am - 8.45am. Continental style Saturday and Sunday breakfast is provided on a self-catering basis in the student kitchen.
Lunch	Monday to Friday: 12.30pm - 1.00pm. There will be no lunch service Saturday and Sunday.
Evening Meal	Monday to Sunday: 5.30pm - 6.00pm. To avoid waste you must inform catering staff if you require an evening meal on a Saturday and Sunday. Also if you are out of the college during term time and will miss meal service(s), please advise the catering staff in advance.

- **Cleaning**

- Bin liners are supplied for your room bin on a regular basis.
- Regularly empty the contents of your waste paper bin into the large bins located on the 2nd and 3rd floors adjacent to the doors which lead to the stairwells.
- Rooms are inspected on the first Wednesday of every month for health and safety and housekeeping purposes, unless otherwise informed.
- If your room is found to be in an unacceptable state and potentially a risk to your or others health and wellbeing, you will be notified and given **three days** to bring it back to a clean condition. Your room will then be re-inspected. In the event that you fail to do so, housekeeping staff will be instructed to clean the room at your expense. The cost for your room to be cleaned will be £24, which will be invoiced and deducted from your bursary payment.
- The cleaning and management of the student residential kitchen is the responsibility of residential students.

- **Change of Room**

In exceptional circumstances a room change will be considered by the Curriculum Manager. If the vacated room is not left in the same condition as when you arrived, a charge to clean or repair will be incurred by you.

- **Deposits - see useful information section**
- **Guests**

Guests to visit but again for health, safety and security reasons, all visitors to the college must be signed in and out in the Visitors' Book located in the reception area.

- Non-resident guest meals. You are welcome to invite guests for lunch or an evening meal provided adequate notice is given. Please see reception staff for details regarding pre-booking and payment for meals for guests.
- Guests should leave college premises by 23.30hrs. Exceptions to this rule are when students are granted official permission for guests to stay overnight and when guests attend special events and occasions organised by the college for the benefit of all students. Bookings should be made via Reception using a booking form for one guest at a time.
 - B&B, en-suite room: £22 + VAT per night
 - Accommodation only en-suite room: £18 + VAT per night
- You are personally responsible for the conduct of your guests for the duration of their stay in college.
- It is important that the peace and well-being of the college community is maintained.
- The Principal, or appointed representative, has the right to ask any guest to leave immediately if his/her behaviour is unacceptable.
- **Health & Safety for Residential Students**
 - **Equipment** - You may use your own electrical appliances within the Residential Block. However,
 - all appliances used on the college premises must be correctly fused and have undergone a current PAT testing.
 - The use of electrical extensions in student flats is not permitted.
 - The college reserves the right to remove appliances that do not conform to the required standards.
 - The use of heating and cooking appliances is not permitted in the study bedrooms.
 - College equipment in all communal areas must not be removed from these areas.
 - Laptops/phones/hair straighteners must not be left charging in rooms unsupervised or laid on beds or carpets they must be placed on solid surfaces whilst charging.
 - The use of candles or incense burners is not permitted.
 - **TV Licences**

- You may wish to have a television in your study bedroom but if you do, you must purchase a personal individual TV licence.
- The college TV licence does not cover personal TVs. TV licences can be purchased from the local Post Office or online at www.tvlicensing.co.uk
- Please note that the college cannot permit the installation of aerials, satellite dishes or cabling and all personal TVs must have an indoor aerial.
- **Banned Equipment** -Certain items of sporting equipment must not be used or stored on the college campus. T
 - including air guns, sporting knives, crossbows, swords and weapons of any sort
 - compressed gases, inflammable substances and very bulky equipment which might impede evacuation in an emergency.

If you are in any doubt about the use or storage of any item of equipment, you should seek approval from the Facilities Manager

- **Insurances**
The college does not accept responsibility for your property and personal effects, including motor vehicles, bicycles in the college buildings or grounds. You are advised to insure personal belongings and property for the duration of your stay. You may be able to extend your normal household insurance to cover loss or damage to personal and other effects.
- **Medical care**
To register with a practice in the area you will need to call Practitioner Services where they will allocate a practice by letter. The Contact number is 0345 300 1024 (option 4).
<http://psd.sct.nhs.uk/>
If you are ill and cannot attend class you must inform Reception staff and your Guidance Tutor (see Academic section attendance and absence)
- **Noise**
 - Residents are asked to respect fellow students at all times. In particular, great care must be taken at times when other residents may be expected to be studying or sleeping. This is particularly important during examination periods.
 - Radios, televisions and music etc should be played with discretion and never in public rooms or outdoors.
 - The volume must be kept at a minimal level. Loud music is not permitted after 11.00pm.
 - Complaints about excessive noise or anti-social behaviour should be reported, in the first instance, to one of the college Sub Wardens. If the problem is not resolved

satisfactorily, the matter will be referred to the Curriculum Manager.

- Residents who cause disturbance will be subject to disciplinary action. Refer to 'Student Code of Conduct' at the beginning of this handbook.
- **Out of Hours Staff Contact Information** see Security in Useful Information
- **Pets/animals**
You are not allowed to keep animals/pets on the college premises, unless agreed by senior management.
- **Holidays**
 - The college closes for two weeks over the Christmas holidays.
 - You will need to make alternative arrangements for accommodation. Please ensure that you do this well in advance of the holiday.
 - You will be required to leave your room by 11am on Tuesday, 22 December 2020 and can return after 5.00pm on Tuesday, 5 January 2021 (breakfast on 6 January 2021 will be the first meal).
 - College campus to be vacated by 12 noon.
 - During the spring break and Reading Weeks the college will remain open and your board and accommodation will be provided as normal. **Please refer to your lease for details.**
 - At the end of the academic year Friday 18 June 2021 you will be required to make arrangements to remove all your possessions.
 - College is unable to store person possessions.
 - Any items left will be disposed of and you will be charged for their disposal.
 - A room inspection will take place before the end of your course.
 - Keys and communal door fobs must be handed and signed back in at reception before leaving. Failure to do so will affect the return of your deposit.
 - College campus to be vacated by 12 noon Friday 18 June 2021
- **Laundry**
 - Washing machines and clothes drying machines are available in the residential block.
 - Instructions for use must be carefully followed.
 - Tokens to operate these machines can be purchased from Reception, Monday to Friday, 9.00am to 5.00pm at £1 per token per wash and £1 per token per dry. You are permitted 2 free tokens per week.
- **Lease** - a copy of the lease is attached to this handbook (see Appendix 2)
- **List of what to bring** (see Appendix 3)

Staff Contacts

<u>Name</u>	<u>Position</u>	<u>Extension</u>	<u>Mobile</u>
Senior Management			
Marian Docherty	Principal		
Sandra Grieve	Depute Principal		
Joyce Clark	Business & Resources Manager		
Administration			
Jackie Kane	Administration Supervisor / Secretary to the Board	231 232	
Julie Mackie	Administration Assistant	201	
Kate Melvin	Administration Assistant	201	
Jennifer Swan	Administration Assistant	257	
Michelle Kerr	Book Keeper	232	
Miriam Southam	Events Co-ordinator / Admin Assistant	219	
Donna Mackie	Curriculum Marketing / Admin Assistant	215	
Pauline King	HR Admin Assistant	232	
Gordon Wilson	ICT Support Services Technician	252	
George Currie	Facilities Manager	212	
Academic			
Paul Lennon	Curriculum Manager	220	
Paul Connachan	Tutor - Rural Skills	241	
Hugh Cullen	Tutor - Politics / ICT	233	
Neil Hargraves	Tutor - History & Philosophy	233	
Yulia Lukyanova	Tutor - Sociology	233	
Alice Gritti	Tutor - Psychology	233	
Trisha Stefanovic	Tutor - Literature & Comms	216	
Michel Byrne	Tutor - Celtic Studies	227	
Neil MacGregor	Tutor - Celtic Studies	227	
Rona Lawson	Tutor - Celtic Studies	227	
Gerry Jankowski	Tutor - Mathematics	227	
Mairi Jimenez	Tutor Mathematics	233	
Morag Kerr	Support for Learning	233	
Cheryl Robson	Support for Learning	230	
Norman Williamson	Support Rural Skills	230 241	
Catering			
Stuart Capperauld	Catering Manager	213	
Tom Notman	Catering Supervisor	213	
Housekeeping			
Fran Smith	Domestic Team Leader	224	
Sub Wardens			
Andrew Ramsay			07831 820386
Paul Marshall			07766 424374

STUDENT ACCOMMODATION AT NEWBATTLE ABBEY COLLEGE

We, Newbattle Abbey College, a company incorporated under the Companies Acts with Company Number SC262968 and having our registered office at Newbattle Abbey College, Dalkeith, Midlothian, EH22 3LL acting as agents for the Trustees of Newbattle Abbey College (hereafter called "the Landlord") hereby offer to lease to you (hereafter called "the Tenant") a Room situated in the Residential Block including the heritable fittings and fixtures therein and thereon (all hereinafter call "the Premises") together with the furniture and effects in the premises conform to the Inventory annexed hereto ("the Inventory"). The conditions of this offer are:

1 Period of Lease

1.1 The lease shall endure a period of thirty nine weeks, being for the periods from 1700hrs on 6 September 2020 the date of entry") to 1100hrs on 22 December 2020 inclusive, 1700hrs on 5 January 2021 to 1100hrs on 18 June 2021 inclusive.

1.2 For the avoidance of doubt, the Tenant shall remove from and leave vacant the Premises, for the period from 1100hrs 22 December 2020 to 1700hrs 5 January 2021.

1.3 The Tenant shall not be entitled to any refund of rent for any period during which he does not occupy the Premises.

2 Rent

2.1 The Rent shall be £118.89 per week and will be deducted from bursary payment.

2.2 If any instalment of rent shall be in arrears for seven days after, the same shall become due (whether legally demanded or not) or if the Tenant shall commit a breach of any of the conditions contained in this offer, then and in any such case, it shall be lawful for the Landlords by notice to the tenant to bring this lease to an end forthwith and to repossess the Premises, subject to the provision of sections 4, 5 and 6 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1985 but without prejudice to an reserving any right of action or remedy by the Landlord in respect of any previous breach of any of the obligations of the Tenant hereunder.

3 Contents of the Premises

3.1 At or prior to the date of entry an Inventory of the contents of the Premises will be drawn up and signed by both parties. At termination of the lease, the Inventory will be checked and similarly signed.

3.2 The Tenant will be responsible for any damages to or loss of any of the contents of the Premises as may be evidenced by the Inventory at termination.

4 Occupation

The Tenant will occupy the Premises as residential accommodation for a student in full-time study and will not do anything which might vitiate any insurance cover taken out by the Landlord in respect of the Premises or increase the premium thereon.

5 Assignment and Sub-Letting

The lease will not be assigned by the Tenant and the Tenant will not sub-let, charge or part with possession of the Premises or any part thereof. The Tenant will not take in any lodgers or boarders.

6 Maintenance of Premises

6.1 The Tenant accepts the Premises in their present condition as being in good and habitable condition and repair and undertakes to maintain them in like condition. (Door locks must not be changed).

6.2 The Tenant shall not drive any nails or drawing pins into the walls or interfere in any way with the decoration or fixtures of the Premises or make any alterations or additions thereto without first obtaining the Landlord's permission in writing. In relation to fire and the insurance cover against this risk the Tenant will not use any heating or cooking appliances other than those supplied by the College.

6.3 The Tenant will be responsible for the expense of having the Premises cleaned after them if, in the reasonable opinion of the Landlord they are not left in a satisfactory condition.

7 Nuisance

The Tenant will not do, suffer or permit anything in or on the Premises that may be or may become a nuisance or cause damage to the property of the Landlord or the occupiers of any neighbouring properties.

8 Animals

The tenant will not keep any dog, cat or other animal in the Premises or the grounds.

9 Landlord's Obligation

The Landlord will keep the Premises wind and watertight and will keep the Premises (and the contents thereof) insured against fire and such other risks as the Landlord shall from time to time decide. Any property belonging to the Tenant which is brought into the Premises will not be covered by the Landlord's insurance.

10 Landlord's Inspection and Viewing

The Tenant will allow the Landlord or the Landlord's employees, workmen or agents to inspect the Premises periodically during the lease on the Landlord giving the Tenant forty eight hours' notice and will provide facilities for the carrying out of any repairs or alterations or fire, health and safety inspections, to the premises which the Landlord may reasonably consider to be necessary. The Tenant will also allow access without notice in the case of essential repairs being required to avoid adverse damage to surrounding fabric and facilities.

11 Residential Student Handbook

The Tenant will comply with the whole terms of the Residential Student Handbook applicable to the Premises and the building of which they form part from time to time. The Tenant must comply at all times with College Health and Safety and Fire regulations.

12 Type of Tenancy

The Tenant acknowledges that the Premises are let to the Tenant as a student pursuing a course of study at Newbattle Abbey College, and that the lease is not an assured tenancy in terms of Section 12 of the Housing (Scotland) Act 1988, and Schedule 4 of that Act. In addition, in the event of the Tenant ceasing to be a student of Newbattle Abbey College the Landlord may recover possession of the Premises in accordance with Section 2 (1) (c) of the Rent (Scotland) Act 1984 and Case 14 of Schedule 2 of that Act and also in accordance with the Housing (Scotland) Act 1988.

Signed by:

(on behalf of the Landlord)

Designation: Business & Resource Manager Date:

I (insert name) accept the foregoing offer on the terms and conditions therein provided.

Student: Date:

Witness: Date:

Newbattle Abbey College Inventory of Student Study Bedroom

Description of room content (if applicable)	Tick (✓) if agree	Comment if disagree
One single bed in serviceable condition		
One desk in serviceable condition		
One hard chair in serviceable condition		
One soft chair in serviceable condition (Ground floor rooms only)		
One Wardrobe in serviceable condition		
Windows and Curtains in serviceable condition		
Sink in serviceable condition		
Floor covering in serviceable condition		
Wall coverings and windows in serviceable condition		
One shelf over sink in serviceable condition (where applicable)		
Paintwork in serviceable condition		
Ceiling light in serviceable condition		
Ceiling in serviceable condition		
Soft furnishing including: Duvet, pillows, mattress protector, blanket (students must provide their own sheets and duvet covers)		

Signed:

Room No.

Date:

(Return signed copy to Administration & keep a copy for your own records)

Residential Students - Suggested Items to Bring

- Personal Items (clothing and toiletries)
- Personal first aid items (including medication if required - it is recommended you register with a local GP - see section in Residential Information for Medical Care)
- Mugs, plates and a minimal amount of cutlery for personal use
- Towels
- Bed linen (duvet cover, sheets and pillow cases)
- Stationery including paper, pencils, coloured pencils, eraser, pens, ruler, ring binders etc.

There are kettles and fridges on each floor of the Residential Wing in the utility rooms. Irons and ironing boards are also available. You will be responsible for laundering your own bed linen and towels. Throws are available on request.

NOTES

NOTES