

ACCOMMODATION HANDBOOK

ON SITE AT TRINITY



TRINITY COLLEGE
UNIVERSITY of OXFORD

We would like to offer you a very warm welcome to Trinity College Oxford and to take this opportunity to wish you an enjoyable and safe stay with us.

Trinity is a supportive community where students are encouraged to mix together, learn to respect one another's needs and enjoy a varied student and living experience.

This handbook is designed to provide you with as much information as possible and to ensure that you have a safe and happy year.



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UUK Code of Practice: Your right to a quality home

Where you live is one of the most important part of your university or college experience, especially in your first year. So, it's reassuring to know that when you move away from home for the first time, the Student Accommodation Code is there to protect your rights to a safe, good quality place to live. The Student Accommodation Code has been developed by Universities UK and GuildHE to make sure you get the best out of your time living in university or college accommodation: www.thesac.org.uk



Your College Team

- **Accommodation Office**
Your first port of call for any issues with your accommodation.
Phone: 01865 279877
Email: accommodation@trinity.ox.ac.uk
- **Porters Lodge**
Open 24/7 the lodge are the welcoming face of Trinity and can help with any of your daily questions. They also have first aid training
Phone: 01865 279900
Email: lodge@trinity.ox.ac.uk
- **Maintenance**
Phone: 01865 279921
Email: maintenance@trinity.ox.ac.uk
- **Dining Hall**
Meals are available (term time) Breakfast, Brunch, Lunch, Dinner, Guest Night sign up via www2.trinity.ox.ac.uk
Phone: 01865 279902
Email: scr.steward@trinity.ox.ac.uk

Your Rent



This is charged and paid through your **Battels**. Battels is the name given to the student account that is managed by the Bursary and to which fees, accommodation, utilities (electricity, gas) and other expenditure of each member of the College are charged. The battels bill for each term must be paid in full before taking up residence the following term or before midday on Friday of 0th Week, whichever is earlier.

For all students occupying College accommodation, a damage deposit is made on battels at the beginning of the academic year and is refundable, subject to a condition survey, during the Long Vacation following the end of the academic year

So long as you comply with the terms of your tenancy you will not be charged anything extra. However, circumstances may result in added charges to your battels

Range of typical things that will incur extra charges:

Need for Carpet clean, Deep Clean hourly rate, Deep Oven clean, Repainting,

Door, Lock, Furniture or Window damage.

(refer to the [College Handbook](#) and your License Agreement for full details)





GETTING SET UP & SETTLED IN

Inventory

Complete and submit the checklist (this will have been sent to you by email from the Accommodation Office).

Connecting to WiFi

Wireless networking is available across the College campus. To contact the IT Helpdesk please email support@trinity.ox.ac.uk

Insurance

We provide insurance, please confirm your cover by registering with My Endsleigh.
www.trinity.ox.ac.uk/accommodation

Post & Parcels

These will be delivered to the Lodge where you will have your own personal 'Pigeon hole' for mail. Please pick up your parcels promptly, you will be emailed to be alerted of parcels arrival.

Keys & Locks

Keep your key safe. If you lose your key, please report this to the Lodge immediately. Replacements for lost keys will be charged at £15.50.

The gate on Broad Street is the main point of access to Trinity and is closed in the early evening to keep the College secure. Your fob is then required to open it from outside so students should not leave the College without their fobs. Please don't share or lend your keys to anyone else – this is really important for the security of everyone in the college.

Security

The Lodge is staffed 24 hours a day and should be the first port of call for any issues. There is also a Night Porter that you can call so you should be able to reach someone at any time.

Also be aware that there is CCTV throughout the college.

Your Bicycle

There are plenty of bicycle racks in college. You must register your bicycle in the Lodge on arrival for security reasons; the University also runs a cycle registration scheme as theft of bicycles is common in Oxford. Please visit the Lodge and talk to the Porters.

Registering to Vote

Don't forget that if you wish to vote you will need to register on the Electoral Register which you can do by going to the Oxford City Council website.

TV Licence

Make sure to set up your TV Licence in order to avoid a possible fine. Please visit the TV Licence website for further information at tvlicensing.co.uk

Fire

Take a minute or two to familiarise yourself with your fire escapes, evacuation routes and any fire equipment in your room & the communal areas. Fire Alarms are tested weekly.

Repairs

If you find something that needs fixing then please report it by contacting either the Accommodation Office or Maintenance. You can do this by popping in to the office or completing an online form on the Intranet <https://intranet.trinity.ox.ac.uk/students> (see QR code on page 15).

Out of hours – if the issue is urgent then please call the Lodge.

Target Maintenance Response Times	Target Standards of Service
Emergency Repairs – When there is a danger to property or persons, major leaks or flooding, insecure windows or doors, being locked out, complete loss of electrical supply.	4 hours
Urgent Repairs – Include loss of heating or hot water (upgraded to three hours for vulnerable groups), minor plumbing leaks, blockages to appliances, sinks or drains.	24 hours
Routine reactive repairs – For example, adjusting doors, clearing/leaking guttering, minor internal repairs.	21 days

(Pest Control: Occasionally, vermin and insects may be detected within buildings. Please contact the Accommodation office as soon as you suspect an issue).



FIRE (a little bit more because it's important!)

Fire Safety

If you detect a Fire call 999 and immediately vacate the building. If you hear a Fire alarm and it sounds continuously, immediately evacuate the building – your assembly point is shown on the notice on the back of your bedroom door.

Each room has a fire alarm system. Smoke detectors are sensitive so please be careful when cooking.

If you are in need of a Personal Emergency Evacuation Plan (PEEP) then please contact Wellbeing as one of your first actions upon moving in.

If you are unsure if this applies to you at any time during your residency then a good way to assess this yourself is:

- Do you think you would have difficulty leaving the building within three minutes? If so, you may require a PEEP.
- Can you move to the staircase easily if the fire alarm sounds?
- Can you go down the stairs easily and quickly without help?

If you answer no to one of these questions, please contact the Wellbeing Office to discuss your PEEP. (wellbeing@trinity.ox.ac.uk)

Fire Prevention

For your safety and that of others:

- Don't dry clothes on electric heaters
- Ensure that the correct plugs are used
- Avoid overloading sockets
- Report damaged or frayed cables
- Keep the Oven & Hob clean
- Do not leave unattended food on the hob
- Don't smoke in the building
- Don't use candles or incense
- No cooking equipment anywhere but the kitchen.
- In order to comply with Fire Safety Regulations, personal belongings should not be left in corridors or blocking Fire exits
- If fire equipment or the fire alarms are misused in any way you will be charged for either the replacement cost or for the repair.
- The college reserves the right to remove any electrical appliances considered to be unsafe or causing a nuisance



Fire Safety

Each property has an alarm system installed that is serviced.

- Do not cover or tamper with smoke alarms
- Keep fire doors shut, do not prop them open
- Fire Blankets are in each kitchen
- Keep fire escape routes clear
- Fire notices are displayed about the property – read them



FACILITIES

Your Room

You should have in your room: Bed, Mattress, Mattress protector, Duvet, Pillow, Bin, Desk & Chair, Lamp, Fridge, Wardrobe, Curtains. You must provide your own bed linen.

Access to rooms

For us to be able to clean your rooms, Trinity staff will require access (cleaning schedules should be displayed in your staircase and you will get to know your Scouts, who do the cleaning, well). There may be other occasions, such as if you have a maintenance issue or for us to carry out fire or safety checks, when we will also need access to your room. Please be assured that whoever enters your room will always be a member of Trinity staff or an appointed contractor.

Throughout your stay there will be times when we need to carry out regular reviews to check the general condition of rooms and to identify any faults, on these occasions prior written notice of 7 days will normally be given (except in emergencies or for visits to make a repair that you have reported

to us). We appreciated your understanding on these occasions and will endeavour to keep the disruption to you and your studies to a minimum.

Decorating

We want you to make yourself at home in your room, however we ask that you don't hang pictures or put up shelves. Repainting your room is also not permitted. If you are unsure of what you are allowed to do as far as decoration goes then have a chat to your Scout, they can be a fount of knowledge!

We also ask, for fire and safety reasons, that you don't bring any of your own furnishings (including Bean bags).

Window Restrictors

These are fitted in all the rooms as a safety measure to reduce the risk of falling from a height and (where on the ground floor) to improve the security for you and your fellow housemates – so they must not be tampered with, please don't try to remove them. If you find that a window restrictor is damaged, please contact the Maintenance Office immediately.



Heating

In some of the rooms in Garden Quad we are trialling a new heating system called 'EcoSync' which allows you to control the heating in your room from your phone – you will find a QR code in your room which takes you to the App. Check it out, it's amazing the amount of control this can give you!

This exciting development is part of our continued commitment to reducing our impact on the environment and contributing to our sustainability targets – heating is a huge contributor to our environmental impact so your support in reducing this is appreciated.

Generally, if you can get into the habit of turning off your lights, computer, heating, radio etc when you go out this would be a great positive help.

Showers & Toilets

If you share showers and toilets on your Staircase, please be considerate of others who will be using the facilities. Taking a shower, you can think about restricting the time you spend in the shower to help save water, just 1 minute less can save 4,000 pints of water a year.

Scouts

You will be seeing your Scouts every day so make sure when you first meet them to introduce yourselves, ask their names and have a chat.

They will clean your room every morning some time

after 9am but you should still take proper care of your room yourself. If you have any concerns, you can always chat to your Scout and they will point you in the right direction.

Communal spaces will also be cleaned by a Scout but you will be expected to pitch in with recycling your own rubbish and definitely cleaning up after yourself in the kitchens.

(Scouts are overseen by the Housekeeping Supervisors who can be located in Dolphin Yard if you have any queries housekeeping@trinity.ox.ac.uk)

Bins & Recycling

Here at Trinity, we aim to promote sustainability in all that we do and are committed to reducing our environmental impact, you can help with this so 'THINK GREEN' – Recycling bins are provided in your room – please take advantage of this and ensure that you use the correct bin.

Laundry

The Laundry facilities are situated in the Levine Building (site No 480 226) or Staircase 7 (site No 439 244). You'll need to pay for use of these via an App.

Laundry Facilities are supplied by Circuit Laundry. Faults should be reported directly to them 0800 0924 068 quoting the Site No & machine No.

www.circuit.co.uk

CIRCUIT

WASHING GUIDE

- 01- ADD DETERGENT** Into the drum
- 02- LOAD WASHER** Up to three quarters full
- 03- MAKE PAYMENT**
- 04- SELECT CYCLE** Superwash or Superwash plus for a longer cycle
- 05- PRESS START** You'll see the cycle time
- 06- CYCLE FINISH** Wait 30 seconds for the door lock to release

DO NOT OVERLOAD MACHINES

DRYING GUIDE

- 01- LOAD DRYER** Up to three quarters full
- 02- CLEAN LINT FILTER** It'll help dry clothes quicker (saving you time and money)
- 03- MAKE PAYMENT**
- 04- SELECT CYCLE**
- 05- PRESS START** You'll see the cycle time
- 06- UNLOAD QUICKLY** So nobody else will remove your load

DO NOT OVERLOAD MACHINES

! ALWAYS CHECK THE LABEL FOR THE CORRECT TEMPERATURE TO USE

DO YOU NEED ONLINE SUPPORT?

VISIT OUR WEBSITE
CIRCUIT.CO.UK

STILL NEED A HAND?
0800 092 4068

LET'S GET STARTED

USE THE APP

- 1** DOWNLOAD THE CIRCUIT PLUS APP TO YOUR DEVICE.
- 2** SET UP AN ACCOUNT BY REGISTERING YOUR EMAIL ADDRESS AND CREATING A PASSWORD, OR CHECK OUT AS A GUEST
- 3** TOP UP YOUR ACCOUNT USING PAYPAL OR FREEDOMPAY, OR CHECK OUT AS A GUEST
- 4** NOW YOU ARE READY TO DO YOUR LAUNDRY

USE A LAUNDRY CARD

- 1** MAKE SURE YOU HAVE A CIRCUIT LAUNDRY CARD
- 2** VISIT CIRCUIT.CO.UK AND FOLLOW INSTRUCTIONS ONLINE TO TOP-UP
- 3** TAKE YOUR LAUNDRY CARD AND TOP-UP CODE TO THE TOP-UP MACHINE
- 4** ACTIVATE YOUR CREDIT USING THE TOP-UP MACHINE

CIRCUIT

CIRCUIT . CO . UK
0800 092 4068

Kitchens

Where they are located:

The JCR Kitchen is in ST3, MCR Kitchen is ST2, College Student Kitchen SC7

There are also Pantries (which have kettles and Microwaves for use) on ST5, ST14 & ST18

The kitchens in the Levine Building are for use of the residents of the Levine building only.

Try to remember that kitchens are a shared space and a happy kitchen and fellow students means you should be

- Keeping all surfaces clear and clean – including the dining table and worktops
- Washing up dirty kitchen items when you have used them. The Scouts will clean the kitchen each day but won't do your washing up!

- Ensuring all personal items are stored in your kitchen cupboards, fridge or room
- Keeping your fridges clean, disposing of any out-of-date items

A healthy diet can have a really positive impact on your energy levels. As tempting as it may be to eat lots of take-out, a healthy, balanced diet is essential.

Do not leave your cooking unattended and do not use pans filled with deep oil for frying. Feel free to store your food in the fridges and cupboards provided.

Oven & Hob – Our hobs are Induction Hobs so you will need to have an 'Induction pan' for them to work.



Safe Use of Appliances

SAFE USE OF YOUR OVEN & HOB

- To turn the oven & hob on press the switch situated on the wall beside them, then turn on the oven or hob to the desired setting as recommended by temperature or cooking guides. **You must use an induction pan in order for the hob to function.**
- **Do not** leave the oven or hob unattended when in use.
- If fitted, switch on the extractor fan when using your cooker and keep the kitchen door closed.
- Take care when removing food from the oven. **Always** use an oven glove or tongs when using the oven or grill.
- **Do not** lean over the hob when it is on and never store anything on top of the oven.
- **Deep fat fryers and chip pans are strictly forbidden, due to the risk of fire they pose.**
- Take **great care** when heating fats and oils as they will ignite if they become too hot. **Do not** leave oil / fat in the grill pan or pour fat down the sink.
- **Always** turn the power off at the socket after use. When the cooker has cooled, wipe with a damp cloth.
- The cleanliness of the kitchen will be checked by staff on a regular basis. An unclean oven is the most common cause of fire alarm activation and fires.

SAFE USE OF YOUR KETTLE

- Position the kettle safely on a stable surface away from heat and wet conditions.
- Fill the kettle through the lid or spout. To open the lid, press the release button.
- Ensure the kettle is filled between the Min and Max mark. **Do not overfill the kettle.**
- Plug into the socket using **dry hands**.
- Press the on/off switch to boil. The kettle is on when the switch is lit.
- Once boiled the kettle will switch off and the light will go out automatically. The kettle can be switched off manually at any time.
- When cleaning your kettle disconnect from the socket and allow it to cool down.
- **Do not** immerse any part of the kettle in water and ensure that all connection switches and sockets are kept dry.
- Clean with a soft damp cloth using detergent if necessary for minor stains.
- Do not use abrasive cleaners as these can damage the surface of the kettle.

SAFE USE OF YOUR MICROWAVE

- **Do not** place objects on top of the unit or cover the ventilation slots.
- **Do not** put anything metallic (containers, wire ties, foil or crockery with metal decoration) in to the microwave.
- **Do not** put flammable material into the microwave. Always remove packaging from ready meals in accordance with instructions.
- To cook; press the door release handle, place the food on the rotating turntable and close the door. Using the power button set the desired power level and timer.
- The microwave is operating when the light comes on and the turntable starts rotating. To stop temporarily, open the door. To stop permanently set the timer to zero.
- Monitor the microwave whilst in use, particularly when using disposable containers.
- Be careful when removing food from the microwave – it will be hot. Use oven gloves.
- If defrosting food, set the power to defrost then set the timer remembering that defrosting takes longer than cooking. Turn the food at least once. Meat is defrosted once a fork or skewer can be easily pushed through the centre.
- If smoke or a fire occurs in the microwave leave the door closed; switch off the power, cover with a fire blanket and notify Reception immediately.

Always report any damage or faults to the Lodge. NEVER leave your cooking unattended!

Sockets

In the UK sockets operate on 230 volts/50 hertz, if you are coming from abroad ensure that you use a good quality transformer. Please don't overload your adaptors / extensions and if you notice any charring or smell burning then unplug immediately. Multi adaptors are not permitted.

Unsafe appliances can be removed by Trinity Staff.

(PAT tests are carried out on college supplied electrical goods every 12 months).

Some Extra Rules or Policies...

Guests

You are welcome to have a guest stay in your room, but only for a maximum of 3 nights in a row. Please also be aware that you are responsible for the actions and behaviour of your guests while they are here.

If you would like to book a Guest room during term time, please contact accommodation@trinity.ox.ac.uk

If you wish to book a Guest room in the vacation period, please contact conference@trinity.ox.ac.uk

Smoking

There is a strict no smoking policy in all our properties. If you or your guests have been found to have been smoking this will be reported to the Dean and you will face disciplinary action.

There are smoking areas in Dolphin Yard and in the Library Quad, please use these.

Noise

This is one of the biggest issues to affect the other students you are living with – TOP TIP, if you can hear your music or TV outside your room, so can everyone else!

So please remember that you have neighbours. Here are some other tips to help you be considerate:

- Use headphones or turn the volume down
- You can reduce the effect of noise from your TV and stereo by moving them away from neighbours' walls
- Raise your speakers off the floor
- Be respectful if someone asks you to turn down your TV or music
- Don't slam doors and when returning to your room, especially late at night, do so quietly
- If someone is noisy, ask them politely to be quiet; if you don't get the response you want, or feel uncomfortable about approaching them, contact Accommodation or Wellbeing
- If there is an on-going noise problem, tell your Junior Dean or Accommodation.

Noise should be kept to a minimum between the hours of 10pm and 7am.



Snow & Ice

Please take extra care when you are out about if the weather turns cold and icy. The college will endeavour to grit pathways within the grounds as soon as possible.

If you would like more information about the College's bad weather policy do get in touch with the Accommodation office

Behaviour Breaches and penalties

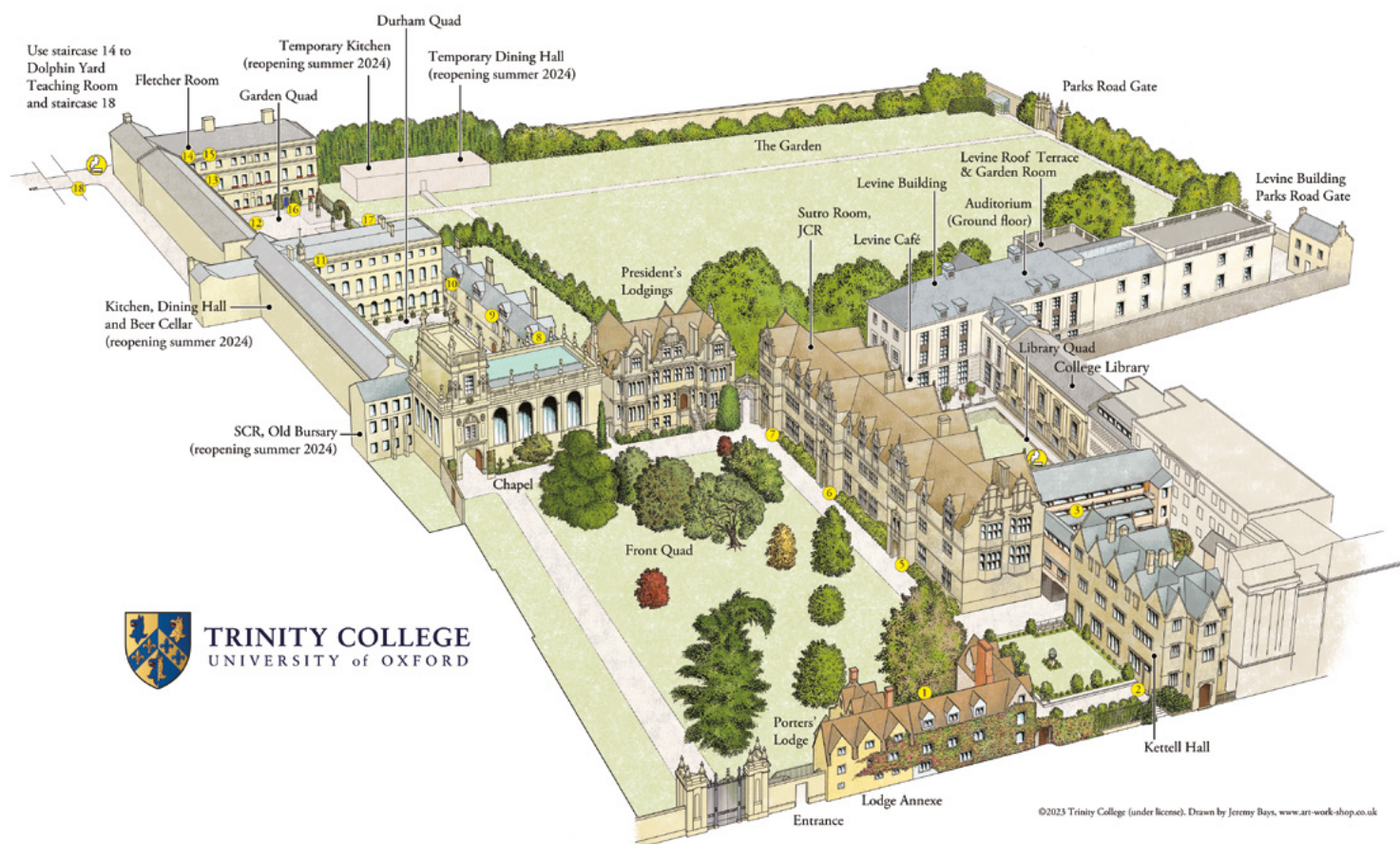
If you take a look at your 'Student Handbook & Regulations' you will find in detail the College's code of conduct and its regulations & penalties.

We want to ensure that everyone living here is safe, comfortable and free from disruptions or discrimination.

We are committed to fostering an environment in which everyone engages positively with each other and treats others with respect, dignity and care. The Dean and Junior Deans will deal with any disciplinary actions for unacceptable behaviour.



RESIDENTIAL LIFE



Onsite you will find:

Dining Hall

The Dining hall is open 7 days a week in term time. Make sure to take your Bod Card with you to pay.

You can find the opening hours for the Dining hall / Meal times on the Intranet.

For formal hall you must sign up before 10am on the day (12noon of the previous day for Guest Night). <https://www2.trinity.ox.ac.uk>

Meal times may occasionally change or there will be

a special event – look out for emails from the SCR/ Hall Steward which will give notice of this.

We are super proud of our catering, both food and service and aim for the highest standards. You will be able to always find a range of dietary choices and consideration of allergies.

(A bit of a dress code for dining!! No pyjamas, sports clothes or phones in the dining room and gowns should be worn for Formal dinners)

Café

The Levine Building has a lovely new Café that is open every day during term time, selling hot and cold drinks, cakes, sandwiches and snacks. The perfect place to relax, do some work & meet with friends.

Bar

Our unique bar is situated in the Cellar (ST11)

Library

We have fantastic librarians who are more than happy to help. The War Memorial Library in Library Quad provides a variety of study spaces and is accessible 24/7, exclusively for Trinity College members. The study spaces also offer free printing, computer access and lockers.

Gym

The College gym is located in Dolphin Yard and is free for the use by any member of the Trinity community (staff and students). Taking time to use the gym facilities is a great way to help with your study / life balance. All students will be required to have an induction before they are able to use the gym, please contact accommodation@trinity.ox.ac.uk to arrange this.

Chapel

The Chapel is a Church of England Chapel and the College Chaplain is ordained as an Anglican. We also host services conducted by the Roman Catholic chaplains and welcome others to use this holy space. A multi-faith prayer room is available in College (ST8) for anyone who wishes to use it. The Chaplain also oversees the Organ Scholars and the Chapel Choir providing regular services in term time and conducting special services to mark important college events

De Jager Auditorium in the Levine Building

This newly built, amazing theatre space has a packed program of interesting events throughout the year. Details of what's on can be found on the website: www.trinity.ox.ac.uk/levine-building

Gardens

We love our large gardens and lawns. Perfect in the good weather for relaxing and getting outside in the sun. They are here for you to take advantage of and enjoy but there are one or two rules that should be remembered for the enjoyment of all.

Walking through the wildflowers or the flower beds is, of course, not allowed (and nor is it allowed to walk on the lawns on the Front Quad or Durham Quad).

You can enjoy a game of croquet but no other ball games are permitted, sunrays are the only thing you should be catching.

BBQ's are not allowed and if you have a drink outside please don't tip any excess onto the lawns. Feel free to contact the Head Gardener if you would like to plan an activity involving the lawns or gardens (or if you would like to know more about their rules and policies) – if you would like to plan an event of any size using the gardens then it is the Events team you should get in touch with conference@trinity.ox.ac.uk

Music Rooms

Any Trinity student (you don't have to be studying Music) can book the practice rooms in the Levine Building and slots to use pianos in other locations around College – this can be done via the Intranet.

Other things to book

Teaching rooms -These can be booked by any student via the Lodge.

Tennis Courts or Punts – Please ask at the Lodge for details of how to book a slot





SUPPORT

Wellbeing

The new Wellbeing Hub is located in the Cottage between Staircase 1 & the Lodge; alongside the College Nurse, GP, On-site Counsellor and the Academic Support and Development Lecturer. Look for their flag! Individual hours vary but as a team they are available every day during term-time – so pop in, send an email to wellbeing@trinity.ox.ac.uk or use the [Intranet](#) to make an appointment – no issue too big or too small.

Chaplin

Joshua Brocklesby

Email: joshua.brocklesby@trinity.ox.ac.uk

The Chaplain offers pastoral care for the whole College community, covering staff, students, fellows and alumni. He is there for people of all faiths and none. Please be in contact with him if you would like a chat, want to know more about Chapel and services, or would like more information about faith provision within College.

Nurse

The College Nurse provides daily clinics on-site at the Wellbeing Hub during term-time and appointments can be booked via the [Intranet](#). Trinity students can see the GPs on-site in their term-time clinics every Friday morning at the Wellbeing Hub

The nurse works as a link between the College, the College Doctor and Summertown Health Centre.

Email: pml.trinitynurse@nhs.net

Dean & Junior Deans

The College Dean is responsible for ensuring good conduct of all students within the college and is the non-academic disciplinary officer. The Dean and Junior Deans are here to ensure students are respectful of each other and the College community and are observing our community guidelines; so, do get in touch with them if you are having an issue. They will take into consideration all factors around any complaint or concern.

College Parents & Siblings

When you first start at Trinity you will usually be assigned two or three college parents (second year students) and a college sibling (a fellow first year!) who are here to support you and help you to settle in to college life. Getting to know each other is a great way to build friendships and grow your friendship circles.

Lodge

Affectionately known as the Plodge, the Lodge is always staffed 24/7 and the Porters are here to help at any time. If they can't help you, they will find someone who can or they will be able to point you in the right direction. They are a friendly bunch and genuinely want to help.

Tips on getting on with your 'housemates'

Living at College and moving away from home can be exciting, but it can also be a little daunting and often confusing or overwhelming when settling into your new homelife and studies.

One thing you will need to navigate is sharing your living space with a number of new people. It is important to remember that for a lot of you this is all new, it will take time to settle in and that everyone is experiencing the same new start.

We know that having fun is part of College life, but you must respect the right of your fellow neighbours to have a quiet, clean and safe place to live. For most people, living communally is an exciting experience which leads to making lifelong friends.

You should treat people the way you would like to be treated and respect their right to be different. Therefore, always behave with respect and consideration.

Remember that friendships take time to develop but do also take the opportunity in the first few days to introduce yourself and reach out to those that you are living with or near. If you don't connect with somebody, understand that that's OK and move on, the most important thing is that you are happy and healthy.

If you are having any issues settling in or with your neighbours, please feel free to contact Wellbeing.

Top Tips

Some simple tips which will help you live with other people:

- Do not use foul and abusive language – some people find it offensive
- If you want to borrow something, ask! Do not use other residents' possessions without permission
- You should always respect the privacy of other students
- Noise is one of the biggest annoyances – Be respectful if someone asks you to turn things down, people's lives and studies can be seriously affected by noise disruption.
- Embrace the diversity and differences of others.

Moving Out

What to Do When You Leave

We hope you will have enjoyed staying with us here at Trinity. All we ask when you move out is that you leave your room as you found it: clean, undamaged, and empty of all personal belongings.

Take a look at the 'Moving Out Checklist' on the Intranet.

If your room is messy or dirty after you have returned your keys to the lodge, you may be charged for the cost of cleaning and waste removal. A quick wipe down of all surfaces should do the trick. Pop all your rubbish in a bin and recycle anything that you are able to.

Each year, students leave behind some of their personal belongings. Any property found in the rooms will be disposed of so please take care to double check that you've packed everything that you'd like to take with you. We don't hold on to left property. (If you have items that you no longer want or need, why not donate them there are plenty of charity shops close by)!

Remember that your kitchen cupboards, fridge, and freezer space need to be cleaned too.

You absolutely must vacate your accommodation and return your keys to the Lodge by 10am on the day you are moving out.

If you and your belongings are being collected by car they are allowed to park onsite for 20 minutes to load up your belongings, if you are staying any longer, maybe for a day out in Oxford, then you must park elsewhere outside the college (the Westgate is close by).

Vacations

Students are able to store personal items in the lockable storage space in their rooms during the Christmas and Easter Vac only.

If you would like to arrange to stay in accommodation over the Christmas and Easter Vacations then please submit any requests to stay by the end of 4th Week by contacting the Accommodation office.

YOUR 'YELLOW PAGES'

Health:

- **Doctor** – Sign up to your local doctor at Summertown Health Centre
www.summertownhealthcentre.co.uk/trinity-registration-form-1
- **Hospital** – John Radcliffe, Headley Way, Headington, Oxford OX3 9DU (0300 304 7777)
- **Emergency** – call the Porters lodge (01865 279900) or 999
- **Urgent** – call 111 for urgent advice, appointments, dental, pharmacy
- **College Nurse** –
Email: pml.trinitynurse@nhs.net
Phone: 01865 279915

Mental Health:

- **Trinity Wellbeing office** –
open week days (01865 279896 or 01865 279895)
Email: wellbeing@trinity.ox.ac.uk
- **College Counsellor** –
Jonathan Totman
Email: jonathan.totman@admin.ox.ac.uk
- **Crisis** – Oxford Safe Haven
01865 903 037
- **Samaritans** –
Phone: 116 123
Email: jo@samaritans.org
- **OSARCC** –
Phone: 0800 783 6294
Text: 07537 432 442
Email: support@osarcc.org.uk

Student Wellbeing & Support:

- **Wellbeing Office** (in the Wellbeing Hub, located in the Cottage)
- **College Nurse**
- **College Chaplain:**
joshua.brocklesby@trinity.ox.ac.uk
- **Academic Support and Development Lecturer:** jennie-james.strawbridge@trinity.ox.ac.uk

Student Advice Service:

- advice@OUSU.ox.ac.uk
- www.oxfordsu.org/advice-wellbeing

Financial Aid:

- **College Hardship Funds**
Please contact the college accountant for details.
Email: nasera.cummings@trinity.ox.ac.uk
Phone: 01865 279897

Insurance:

- **Visit the Trinity College Website** –
Study-Living at Trinity-Accommodation
www.trinity.ox.ac.uk/accommodation
Here you can confirm your cover with Endsleigh Insurance

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We value your feedback:

Get in touch with the Accommodation Team at any time
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