

Accommodation Services

Useful Information for Students with Families

We are aware that moving your family to a new country and environment can be very stressful and we will endeavour to help make the transition as straightforward as possible for you all. We hope the following information will be of assistance to you in your new surroundings and helpful in settling you and your family into your new home. Further information can be found in the Terms and Conditions Booklet which can be found on the website

www.ncl.ac.uk/accommodation/university/bowden-court/#facilities

General Information

Bedding

To make things more comfortable for you, your beds will be made up for your arrival.

Electricity Supply

It is your responsibility to arrange connection of the electricity supply to your flat, it is not included in your rent. You will need to register with your electricity supplier, the Allocations Team based in King's Gate can help you with this. At the end of your tenancy you must also contact your electricity supplier with your final meter reading and they will provide you with your final account.

Water supply

The Customer Services Team at your reception will contact Northumbrian Water at the start of your tenancy. At the end of your tenancy you must contact [Northumbrian Water](http://www.northumbrianwater.co.uk) to provide them with your final meter reading.

Council Tax

Council Tax - students are exempt for paying council tax, exemption forms can be collected from Level 2, King's Gate if you are an undergraduate student and from your Graduate School if you are a postgraduate student. However, if anyone in the household is working, even part time they will be liable to pay council tax. Further details can be found online at www.newcastle.gov.uk.

Satellite TV

Televisions are not provided within the accommodation. The facility to access satellite television is installed in all flats. It may need to be connected, if so, please inform reception as an Estates electrician will have to carry out the connection. You will require your own receiver to enable you to receive your chosen channels. To receive the basic English channels without Satellite TV, there is an aerial/antenna which should be plugged into the aerial socket. If you require any maintenance to your satellite dish or aerial/antenna please inform reception. If the problem lies with University equipment we will pay the invoice, however, if the problem lies with your own equipment you will be liable for the cost. If you would like to pay for and receive Sky TV please contact www.sky.com to set up an account and to decide which package you would prefer.

Laundry Facilities

A washing machine is supplied in your flat for your personal use, however there are large washing machines and driers available in the laundry which is situated behind reception. You will be issued with a key for the laundry which will give you 24 hour access.

Schools

You may also need to organise childcare or schools for your children. Newcastle City Council will have details of local childcare facilities and schools on their website www.newcastle.gov.uk under Education and Learning. Local schools will operate either a two or three tier system, please find below details of the tiers:

Two Tier

Nursery 3-4 years old Primary 4-11 years old Secondary 11-16 years old

Three Tier

Nursery 3-4 years old First 4-9yrs old Middle 9-13 years old High 13-16 years old

Infants and children

Whilst on University premises, as a parent or guardian you are responsible for the safety and supervision of your children at all times. For helpful advice, tips and support, visit the NSPCC website: www.nspcc.org.uk/keeping-children-safe/

There is also a **'No Ball Games'** policy on site, we would be grateful if your children adhered to this policy to avoid accidents and for their personal safety. Please ensure your children are familiar with basic road safety particularly when riding bicycles. The playground on site is for children aged 4-7 years, children must be supervised at all times.

The University is not responsible for any damage to vehicles parked on site, therefore we would appreciate children not playing near parked cars as damage may occur and also small children may not be seen by drivers entering the car park. We discourage children playing in the area to the right of block 33 as this area backs on to local residents, many of whom are elderly and require peace and quiet.

Newcastle University Union Societies

There are some great societies and events which take place in and around Newcastle which you and your family can get involved in, why not take a look what's happening and get involved with! www.nusu.co.uk/getinvolved/societies/a-z/fullatoz and www.getintonewcastle.co.uk

Travel Options

Car Parking

Free parking is available on site. Please call at Reception to register your vehicle details and collect a free permit to display on your windscreen.

Bus Travel

For information on local bus routes visit www.nexus.org.uk

Metro Travel

The Metro system are trains that run above and below ground, they are very regular and the Metro station (South Gosforth) is a few minutes' walk from Bowsden Court. The station most convenient for campus is the Haymarket which is four stops from South Gosforth. You can purchase your student Metro card at the Haymarket station.

Children under five travel free on all public transport in Tyne and Wear.

Children between 5 and 15 can apply for an Under 16 Pop Card,

www.nexus.org.uk/concessions/under-16s

Cycle

There is a safe direct recommended route between South Gosforth and Newcastle City Centre, [Getting around | Newcastle City Council](#)

Safety Issues

Window locks

Window locks must remain attached to windows at all times as this is a Health and Safety issue. Please ensure this is adhered to in the interest of your family's safety. Windows are fitted with restrictors to prevent over-opening and these must not be removed at any time. This would be dealt with under the Universities disciplinary procedure and if found to have been tampered with, this could lead to a fine of £50.

Prams, pushchairs and bikes

We would be grateful if you would call in to reception to have your items marked with your flat details to enable staff to keep this information on file at reception. You will be issued with a key for the designated point of storage. Items will need to be in the designated areas to avoid hazards. Your staircase is a fire exit and must be kept clear at all times. As this is a Health and Safety requirement please ensure the above is adhered to as this is for your family's safety and also other residents. Should items be found on the staircase this would come under the Universities disciplinary procedure and could lead to a fine of £50. Please refer to your Terms and Conditions for further information, www.ncl.ac.uk/accommodation/useful-information/#terms&conditions

Who to Contact

We hope you enjoy your stay at Bowsden Court. If we can be of any further assistance please contact a member of staff. In the first instance during office hours please contact Reception in person or telephone 0191 213 5664, if you require any information or you have any maintenance requests.

If you have any housekeeping queries or damage/fine queries please contact the Assistant Residence Managers:

Michelle Ridley 0191 2085474 email michelle.ridley@ncl.ac.uk and

Alec Hughes 0191 2083025 email alec.hughes@ncl.ac.uk

If you have any queries relating to tenancies, extensions of stay, payment of rent please contact Accommodation Services, located in King's Gate on campus, telephone 0191 208 3333 or online at www.ncl.ac.uk/accommodation/contact/#services

Site Manager Dianne Wilson can be contacted on 0191 2082091 or dianne.wilson@ncl.ac.uk

Further information is available in your Conditions of Tenancy handbook, www.ncl.ac.uk/accommodation/useful-information/#terms&conditions

