

Mansion SW3 - KSS Student Rules

KSS provides staff support to students living in its student residence accommodation at Mansion SW3. Students living in KSS accommodation must abide by the following rules:

Students must be considerate of other residents and staff at all times and must help to maintain a peaceful environment in the residence.

Houseparents will monitor student behaviour and will enforce the Student Rules.

KSS will not tolerate violence or aggression towards staff or other residents.

KSS reserves the right to exclude from the residence any student whose conduct is deemed by KSS to be unsatisfactory. Exclusion or departure from the college will result in forfeiture of the student's accommodation place.

If a student is excluded on disciplinary grounds accommodation fees and deposit will not be refunded.

General

Students must be reachable at all times in case staff need to contact them.

Students must provide house parents with up-to-date mobile phone and email details.

Students must always carry the houseparents' telephone number and email details with them in case they need to communicate with staff.

Students are required to sign the register on entering or leaving the residence.

Students are responsible for their own personal possessions, especially when using communal areas.

Fire Alarm: If the fire alarm sounds you should immediately evacuate the building by exiting down the stairwells (**do not use the lifts**). Residents should read the fire evacuation notice which is posted in each room. The fire alarm is tested every **Tuesday at 2 pm**.

Residents responsible for improperly activating alarms whether intentionally or not (including false alarms) may face fines and/or disciplinary action.

Maintenance & Cleanliness

Damage Deposit: All students are required to pay a refundable damage deposit at the outset from which damages may be deducted. However any significant damage and/or fines incurred by the student may be separately billed and require prompt settlement.

Students must keep their rooms clean and tidy at all times; houseparents will carry out weekly room inspections for which students must be present. If the student's room is not kept clean, a cleaner will be hired and a fee of £15/hour will be taken from the student's damage deposit.

Students should make every effort to keep their rooms and furniture free from damage. Any damage must be reported to staff within 24 hours. The student/parent will be liable for damage caused.

All other maintenance issues must be reported following the instructions provided on arrival.

Students may personalise their rooms but must not affix posters etc. to walls, light candles, use incense, or oil-based items, or any other item that may cause damage to the room or furniture.

Electrical appliances may only be installed with the express permission of houseparents and must undergo prior "PAT-testing" to ensure safety.

Students must not keep any pets, animals, birds, etc. in the residence.

Communal areas, e.g. kitchens/lounges

You must ensure that you respect the need for proper standards of cleanliness in the shared areas. All items (appliances, utensils and furniture), except food, are for shared use. Surfaces must be clean and clear for food preparation and all items cleaned at the time of use. Dirty dishes and rubbish must not be left in the shared areas.

Always ensure to leave blinds and windows open when cooking to avoid excessive smoke.

Curfews / Timekeeping

Between curfew and 8am all students are expected to remain within the KSS supervised floors.

Students have a curfew of 10pm Sunday to Thursday night and 11pm on Friday & Saturday night. Students must be on the KSS supervised floors by curfew and their presence confirmed in person by a houseparent in order to complete the overnight register.

Quiet Hours: To create a community of learning and relaxation, the residence has specific hours set aside for study and sleep.

Quiet hours begin at 10:00pm nightly and end at 8:00am, Sunday through Thursday.

On Friday and Saturday, quiet hours begin at 12:00 midnight and end at 8:00am the following morning.

If a student is unavoidably delayed and may be late returning in time for curfew, they must contact a houseparent at the earliest opportunity to inform them and give an expected time of arrival.

In the event of any student not reporting in by curfew, houseparents may contact the student's guardian and/or parents, and in extreme circumstances the police may also be alerted.

Students seeking permission to return late or to stay elsewhere overnight must have their parent or guardian submit a written request to the houseparents.

Requests should be received in advance and permission granted before any plans are made.

Requests will be considered by houseparents on an individual basis.

A request once granted may be retracted if houseparents decide it is necessary.

Building Access

Card Key - The Vingcard provides you with access into the building, as well as your room and kitchen. It is also used to activate the electricity in your room. Students are responsible for keeping these keys safe and must report a lost key immediately. There is a replacement charge of £25 for lost, misplaced or broken cards. Students locked out of their rooms who require a replacement key or to be allowed access must contact houseparents or security staff. You will be asked to show a photo ID. This is for your protection.

Students must never give their key to another person and keys should not be stored with any reference to the student's room number.

Each student's room is for their own personal use, students must not allow guests into their rooms without express permission from a houseparent. Fellow KSS residents may only enter another student's room with their permission. Houseparents reserve the right to monitor student behaviour and the visiting student(s) must comply with any request by a houseparent to leave the room.

Student rooms are separated by gender, students must not visit the room of another student of the opposite gender, e.g. girls may not enter a boy's room, boys may not enter a girl's room.

Daytime - Non-resident guests i.e. individuals who do not live on KSS supervised floors, are not permitted to visit student rooms. Non-resident guests are required to sign in and leave a photo ID at

reception and must be approved by a houseparent before access.

Guests must be collected in the ground floor lobby and must remain in the communal areas of the building. Guests may not be left in the building without their host being present.

Overnight - Non-resident guests must leave the building by curfew or when asked to do so by staff. It is the student's responsibility to stay with their guest and they are responsible for their guest's behaviour at all times while in the residence.

If you do not make arrangements with houseparents in advance, your guest will be asked to leave at curfew and will not be allowed to return until 8:00am. You must make arrangements at a hotel or hostel in London, to avoid your guest being turned out of the building and left without overnight accommodation. The staff will strictly enforce these policies, so it is essential you make advance arrangements for any guests.

Drugs, alcohol, and cigarettes

No Smoking - The building has a strict 'no smoking' policy. It is imperative that you do not breach this policy as smoking in the building triggers the alarm and automatically summons the Fire Brigade. Students found smoking or with evidence that they have been smoking in the building will be responsible for charges incurred as a result and can be fined up to £400, receive sanctions and may face removal from the residence. Electronic cigarettes are not allowed on the premises.

Alcohol - Students must not bring alcohol into the residence nor consume alcohol on the premises. If any student is found in possession of such, it will be confiscated.

Students involved will be responsible for all charges incurred for additional cleaning and/or damage to the building and its contents.

Individuals found to be responsible will be sanctioned and could face removal from the residence.

Parents, guardians and the college may also be notified.

Drugs - Under no circumstances should illegal drugs of any kind be allowed into or used within the confines of the building or adjacent properties. Any persons found to be in possession of, using, or distributing illegal substances at Mansion SW3 will be subject to disciplinary procedures and an investigation involving parents, guardians, the college and potentially the Police.

In the event of any student being involved with illegal substances they are liable to be permanently excluded from the accommodation and the college. In such circumstances, the student may additionally face police action and be required to leave the accommodation immediately.

Illness & attendance

Houseparents must be informed of any prescription medication the student is required to take. This information will be held confidentially and an assessment will take place to ensure the medication is stored safely. Students must report any illness or allergies to staff before arrival and inform staff of any changes. Students are required to register with a local doctor (GP) on arrival in London and their NHS number and doctor's contact details given to staff.

Students must report illness or injury to a houseparent straight away and must contact a houseparent by 8.30am if they think they may be too unwell to attend college that day.

Student Declaration

I hereby certify that I have read & understood the House Rules and I will obey these rules throughout my time in the Accommodation. I understand that if I do not obey the rules I may be asked to leave the Accommodation with no refund of fees.

Signature:

Date:

Staff Declaration

I hereby certify that I have explained the House Rules to this student who has read & understood them.

Signature:

Date: