



Wolfson College
Cambridge



Accommodation Guide 2023-24

Notice of works: Please note that the College is planning to refurbish and degasify its kitchen in 2024. The work is currently scheduled to start in January and continue for 9-12 months. There will be a temporary kitchen for this period, in the Betty Wu Garden, next to the Lee Hall. We anticipate that there may be some noise disturbance in the early stage of the work that may affect some rooms close to the site. Residents in a series of affected rooms will therefore receive a 15% discount to their rent bill during Lent Term 2024. Affected rooms will be clearly marked in the online accommodation portal, so students can choose whether or not to apply for these rooms. Please note that it is not possible to change rooms during the College year.

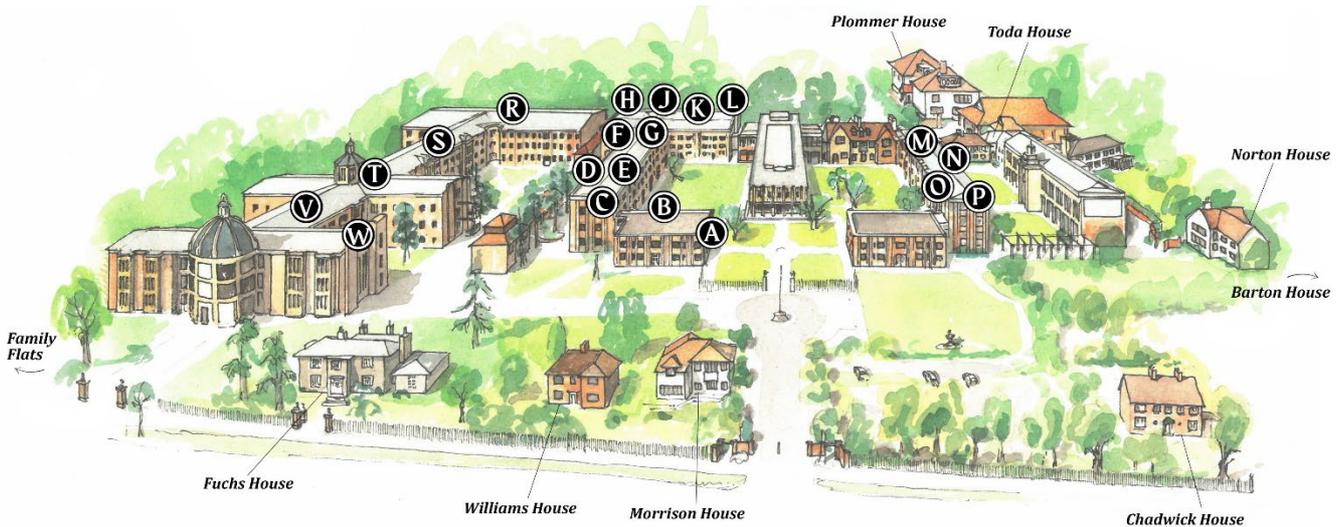
Contents

1.	Accommodation at Wolfson College	3
1.1	Prices	3
1.2	Couples, Families and Council Tax	4
1.3	Termly licence versus period licence	4
1.4	Insurance	5
1.5	Internet Access	5
1.6	Definitions	5
1.7	Security	5
1.8	Fire Safety	6
2.	The Houses	7
2.1	Williams House	8
2.2	Chadwick House	8
2.3	Barton House	9
2.4	Norton House	9
2.5	Plommer House	10
3.	East Court & Toda House	10
3.1	East Court (M, N, O, P staircases)	11
3.2	Toda House	12
4.	West Court	13
4.1	Alborada Building - A block	13
4.2	C, D, E, F, G staircases	14
4.3	H, J, K, L staircases	15
5.	The Western Field	16
5.1	R block	17
5.2	S block	17
5.3	T block	18
5.4	V block	18
6.	Family Flats	19
7.	The Rules	20
8.	Green and Sustainability Issues	22
9.	Accreditation Network UK	22
	Appendix A: The College site	23
	Appendix B: Room Licences	24
	B1 Termly Licence	24
	B2 Period Licence	28
	Appendix C: Smoking Policy	31
	Appendix D : Students' Contents Insurance	34

1. Accommodation at Wolfson College

There are 409 units of accommodation at Wolfson, mainly for single occupation but some for those with partners, accommodating 429 people in total. Additionally, there are five family flats, with two bedrooms each.

The accommodation units are divided across staircases and blocks (which are demarcated by letter) and houses across the College site. Please see Appendix A for the full College site map.



Watercolour painting © Thomas Davies 2012

1.1 Prices – Accommodation and Bedding

Accommodation

The cost of renting a room at Wolfson College includes the following: electricity, gas, water, and consumables such as toilet paper. It does not include bedding (please see below). Housekeeping, Maintenance and Network access/wi-fi are provided across the whole site, not just the accommodation, and their provision does not form part of the rent. It is however a condition of living on site that, where Housekeeping is operating normally, they are allowed access to your room on a weekly basis to carry out basic cleaning duties. In addition to these services, the College provides a basic free level of insurance to those in accommodation which may be extended at personal cost and is further explained in 1.4 and in Appendix D.

When comparing the room rents at Wolfson with alternative accommodation in Cambridge, please bear in mind what is included in the price. The cost of utilities such as gas and electricity is often extra in private accommodation and can be considerable. When comparing prices with other Cambridge colleges, computer network access is often charged as an extra. Wolfson does not charge a Kitchen Fixed Charge or a Minimum Meals Charge, which many colleges do and the free insurance cover is a valuable extra. The length of the termly licence (27 weeks) is also particularly favorable as it means that if you have no requirement to stay over the vacation, you do not need to pay.

As a student, you will not be liable to pay the local Cambridge City Council Tax but please note that non-student partners in College couples and family flats may need to.

There are seven price bands - all prices are per week and are subject to annual increases:

Price 1	£131.25	70 units	Single study bedrooms with shared bathroom facilities (including small rooms in the houses)
Price 2	£150.15	61 units	Small single study bedrooms with ensuite bathroom facilities and one room with shared facilities in Barton House

Price 3	£169.75	250 units	Standard single study bedrooms with ensuite bathroom; Standard room forming part of a shared set (two study bedrooms sharing bathroom facilities and a kitchen); Standard single study bedrooms in the houses
Price 4	£210.35	8 units	Self-contained single studio flats and large single study bedrooms in Barton House
Price 5	£234.15	5 units	Couples only - large bedrooms in houses
Price 6	£292.60	3 units	Couples only - self-contained double studio flats
Price 7	£317.80	17 units	Couples and families only – 12 one bedroom and 5 two bedroom self-contained flats with bathroom, kitchen and sitting/eating area.

With the exception of one room in Chadwick House and the shared sets (which share their bathroom facilities), all rooms, whether ensuite or not, have their own washbasin.

Some rooms are suitable for students with particular physical needs. Please contact the Deputy Senior Tutor (deputy-senior-tutor@wolfson.cam.ac.uk) at your earliest convenience if you have any disabilities or accessibility requirements.

Bedding

Bedding is not provided in Wolfson student accommodation. If you will not be bringing your own bedding, you can buy a bedding pack from the College to be in your room on arrival. Please select the appropriate option on the accommodation form when applying.

A bedding pack for a single bed costs £45.00 and consists of a duvet and duvet cover, two pillows with allergy free filling, two pillowcases and one sheet.

A bedding pack for a double bed (king size) costs £65.00 and consists of a duvet and duvet cover, four pillows with allergy free filling, four pillowcases and one sheet.

Please note that the prices quoted for bedding packs are subject to change subject to supply.

1.2 Couples, Families and Council Tax

Couples

The options for couples are:

Price 5, 6 and 7 accommodation i.e. large rooms in houses, double studio flats in J Block and Plommer House and large double flats in S or T Blocks. Please note that the rooms in houses do not have private facilities but share the facilities of the house. All couples' accommodation has king-size double beds.

In addition to the rooms above, but only where both residents are Wolfson students, the Price 3 shared sets in R and S Blocks can be adjusted to create a flat. In such cases, the College would move the two single beds into one bedroom to create a double bed, leaving the other bedroom as a separate study.

Families

There are five two-bedroom Family Flats which are suitable for an individual or couple plus one or two young children. Only one partner needs to be a current Wolfson student. The price in 2023-24 is £317.80 per week. See section 6 of this Guide for further detail on this accommodation.

The College does not provide cleaning in the family flats but a termly check is undertaken by arrangement.

Council Tax

Please note that non-student partners in College flats (both couples and family) may be liable for payment of Council Tax and it is the responsibility of the occupants to ensure any requirements are met.

1.3 Termly licence versus period licence

A termly licence gives residence for Full Term plus the preceding weekend and the Friday night at the end of term (plus an additional week in Easter Term). Outside of these dates, your room must be completely vacated.

Dates of Full Term 2023-2024:	Dates for termly licences 2023-2024:	Length
3 October to 1 December 2023 (Michaelmas)	30 September to 2 December 2023	9 weeks
16 January to 15 March 2024 (Lent)	13 January to 16 March 2024	9 weeks
23 April to 14 June 2024 (Easter)	20 April to 22 June 2024	9 weeks

The period licences run for either 9 months (until 30 June 2024) or 12 months (until 21 September 2024). PhD students (including MRes, CPGS, PhD Probationary) can only have a period licence while undergraduate and Masters students can have any type of licence. The five houses covered in section 2 of this Guide, the flats in J, S and T and the Family Flats are only available on a period licence. Period licences are not available in V block.

A termly licence is ideal for undergraduate (BA) courses and some Masters courses as it is just for the University term. The room must be completely vacated at the end of term as, during the vacation, it will be used by other guests and part-time students. There is storage available for returning students to leave belongings on site over the vacations. V block only allows termly licences while termly licences are not available in the five houses covered in section 2 of this Guide, the flats in J, S and T Blocks or the Family Flats.

If you have a termly licence, you are committed to paying for the entire term, and cannot end your licence mid-term. If you have a period licence, you can end your licence by giving one month's notice.

Accommodation under any licence type is not available before 30th September unless you have a pre-sessional/orientation course, your academic course requires you to arrive earlier or exceptional travel arrangements necessitate an early arrival.

The dates of your course will help decide which type of licence is best for you – it is not usually possible to change the type of licence once issued so please ensure you understand the differences before choosing. Additional nights are not guaranteed under a termly licence due to other bookings – this is especially true over the Easter vacation.

See Appendix B for examples of termly and period licences.

Termly Licences

If you have a termly licence, you must remove all your possessions, including your bedding, from your room and from your cupboard, fridge and freezer in your kitchen at the end of the term as your room will be occupied by someone else during the vacation.

1.4 Insurance

The College recognises that many students do not have adequate insurance for their personal possessions. The College has therefore taken out an insurance policy on behalf of, and for the benefit of, those Wolfson students who rent a room in College. Details of the current policy are given in Appendix D, although this is subject to change. You should look at this carefully and decide if the level of insurance cover is suitable for your needs as, upon additional payment, you have the option to increase the level of cover on, for example, your laptop, computer or bicycle. You do not have the option to opt out of the insurance as the basic insurance covers all rooms and is free of charge to all residents.

1.5 Internet access

Personal wireless routers are not allowed in College accommodation. The College provides excellent WiFi coverage throughout the whole site, and the use of personal wireless routers by individuals affects the use of the College WiFi network for their neighbours. The College reserves the right to remove personal wireless routers found in College accommodation.

1.6 Definitions

Floors

In the UK, the ground level rooms are referred to as being on the ground floor of a building and the next floor up is the 'first floor'. A two-storey building will therefore have a ground floor and a first floor. No building in Wolfson has more than three storeys, i.e. ground floor, first floor and second floor.

Ensuite

An ensuite room is a bedroom with its own self-contained toilet and shower as a separate room.

Studio Flat and Flat

A studio flat has a bedroom, a kitchen and a bathroom whilst double flats have a separate study/living room.

1.7 Security

Keys, Doors and Windows

On arrival, you will be issued with a key to your room. This key will also operate the external door of the building in which your room is located. You should lock your door at all times – even when nearby in a kitchen or bathroom. Opportunist thieves operate in Cambridge just as in any city and laptops, phones and tablets are particularly vulnerable to theft.

It is very important that you do not prop the entrance door to any building open – by doing so you would be compromising the security of the building as a whole. By keeping ground floor entrances locked, you are greatly reducing the chances of theft and enhancing your own personal security.

Windows in rooms on ground level should not be left open when the room is empty and should be closed upon leaving a room. All residents are advised to consider closing their windows when leaving their rooms in case of bad weather.

Gates and CCTV

CCTV cameras are used throughout the College site for your security, and CCTV footage is monitored regularly by the Porters who have the overall responsibility for security in the College.

The gates at the Selwyn Gardens entrance are locked at night and at weekends and entry is by your University card.

1.8 Fire Safety

With a large population living in close proximity on a small site, there is always a real risk of fire. All residents must play their part in minimising this risk.

Here are some rules to which you must adhere:

- never leave cooking unattended in a kitchen
- do not use cooking equipment in your room
- do not leave heated hair devices (straighteners, curlers, tongs) unattended
- do not use unsafe or untested electrical equipment and do not overload electrical sockets
- you must only use adapters that meet UK specification and are fused (see below left)
- do not store combustible materials, including piles of paper
- do not use naked flames e.g. candles
- do not smoke in any room and do not disable, tamper with or cover up smoke or heat detectors
- do not leave items in corridors or stairways
- keep all fire doors closed at all times, especially kitchen doors (never wedge them open)
- do not tamper with fire safety equipment (extinguishers, fire blankets)
- please report anything that looks unsafe or hazardous to the Porters

*The correct adapter
is on sale at the
Porters' Lodge for £4.00*



*Do not disable,
tamper with or cover up
smoke or heat detectors*

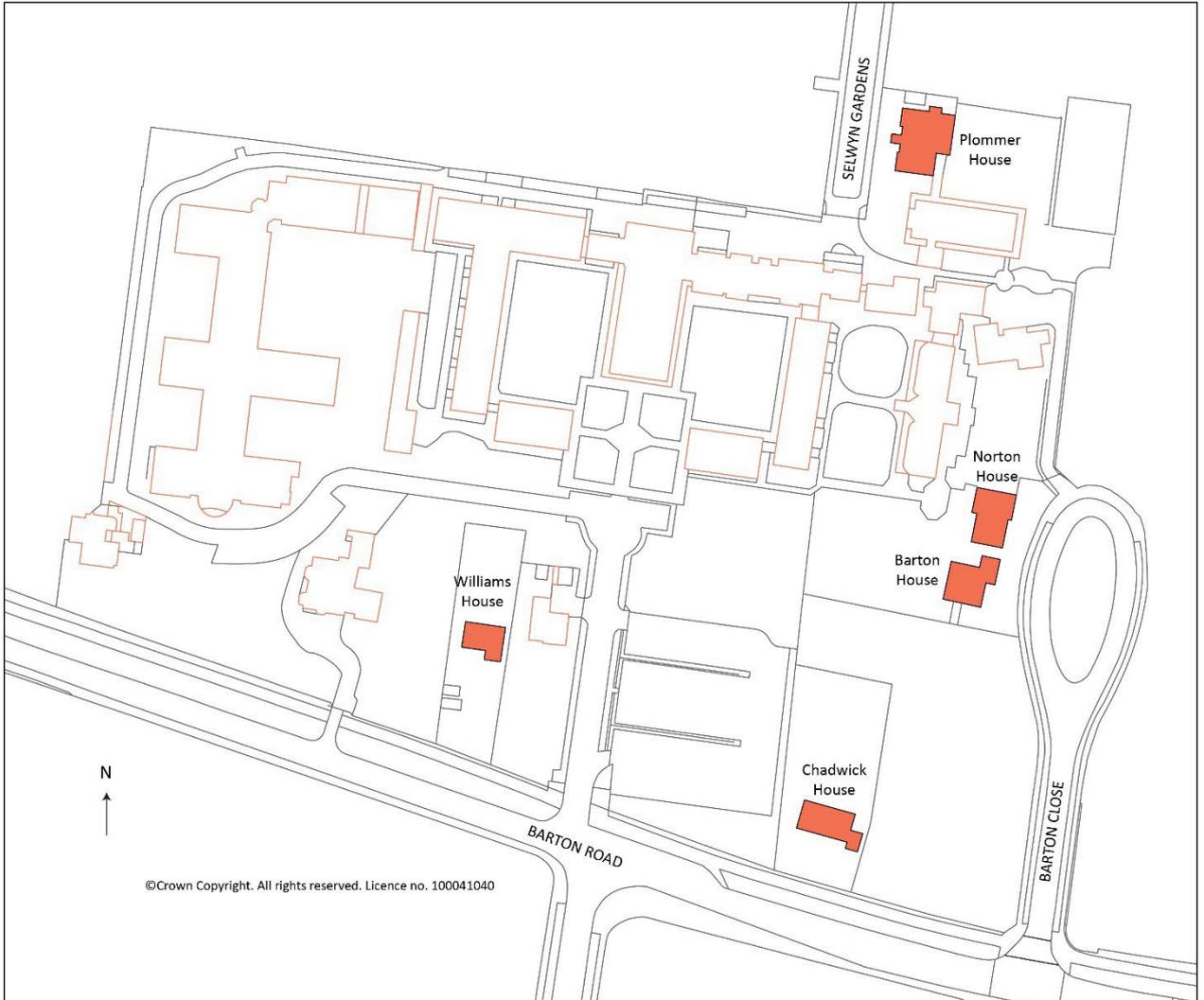


2. The Houses

There are five former domestic houses in Wolfson, as shown on the plan below, which have been adapted for student accommodation:

Williams House and Chadwick House on the Barton Road side;
Barton House and Norton House on the Barton Close side;
Plommer House on the Selwyn Gardens side

Only period licences are available in these houses – accommodation is not available on a termly licence.



2.1 Williams House

This house was named after the late Professor Sir David Williams, President of Wolfson College 1980- 1992. It has six bedrooms, two on the ground floor and four on the first floor, as follows:



Ground floor

Room WH1 Price 5 (double accommodation for a couple)
Room WH2 Price 3

First floor

Room WH3 Price 3
Room WH4 Price 1
Room WH5 Price 3
Room WH6 Price 1

On the ground floor there is a kitchen and a shower room with toilet; and on the first floor there is a toilet and a bathroom. All rooms have their own wash-basin.

2.2 Chadwick House

This house was named after the Reverend Professor Owen Chadwick, the Chair of the Trustees of University College, as Wolfson College was known from its foundation in 1965 until being re-named Wolfson College in 1973. It has six bedrooms, two on the ground floor and four on the first floor, as follows:



Ground floor

Room CH1 Price 5 (double accommodation for a couple)
Room CH2 Price 3

First floor

Room CH3 Price 3
Room CH4 Price 3
Room CH5 Price 3
Room CH6 Price 1 (this room has no wash-basin)

On the ground floor there is a kitchen, a toilet, and a bathroom with bath, shower and toilet. On the first floor there is a toilet and a bathroom. All rooms have their own wash-basin, except CH6.

2.3 Barton House

This house became available for student accommodation for the first time in 2011. It is named after the village of Barton, which lies to the west of the College and which gives its name to Barton Road and Barton Close, which act as the south and east boundaries of the College's site. It can be accessed either from the College site or from Barton Close. It has six bedrooms, two on the ground floor and four on the first floor as follows:



Ground floor

Room BH1 Price 4
Room BH2 Price 3

First floor

Room BH3 Price 4
Room BH4 Price 3
Room BH5 Price 2
Room BH6 Price 3

On the ground floor there is a kitchen, a dining room, a toilet and a shower room with toilet. On the first floor there is a toilet, a bathroom with bath and shower, and a bathroom with bath and toilet. All rooms have their own wash-basin. On the first floor there is also a small room, which is for general use as a study.

Students are not permitted to park cars in Barton Close.

2.4 Norton House

This house was named after Frederick Norton, one of the first Fellows of the College. It can be entered either from the College site or from Barton Close. It has eight bedrooms, four on the ground floor and four on the first floor, as follows:



Ground floor

Room NH1 Price 5 (double accommodation for a couple)
Room NH2 Price 1
Room NH3 Price 3
Room NH4 Price 3

First floor

Room NH5 Price 5 (double accommodation for a couple)
Room NH6 Price 1
Room NH7 Price 3 (with own ensuite facilities)
Room NH8 Price 1

On the ground floor there is a kitchen, a shower, and a toilet. On the first floor there is a toilet, a bathroom and a shower room with toilet. All rooms have their own wash-basin.

Students are not allowed to park cars in Barton Close.

2.5 Plommer House

This house was named after Dr Hugh Plommer, a founding Fellow of the College. The ground floor rooms are administrative and are used as offices and meeting rooms. There are seven rooms for accommodation on the first and second floors, as follows:



First floor

Room PH1	Price 3
Room PH2	Price 3
Room PH3	Price 3
Room PH4	Price 6 (flat for a couple)

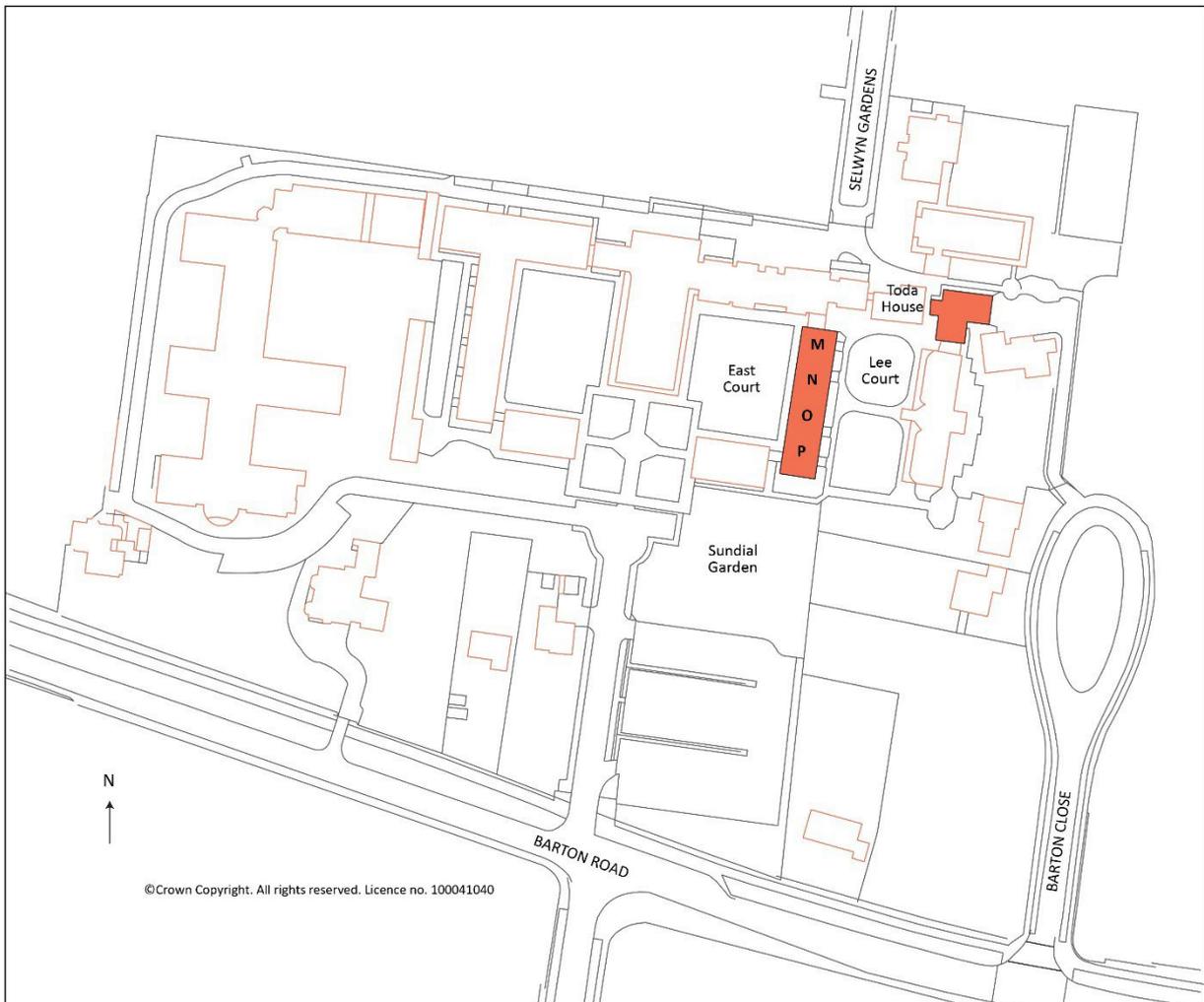
Second floor

Room PH5	Price 3
Room PH6	Price 5 (double accommodation for a couple)
Room PH7	Price 3

On the first floor there is a kitchen and a bathroom with toilet. On the second floor there is another kitchen and a second bathroom with toilet but it should be noted that the shower is not full height. All rooms have their own wash-basin. PH4 is a studio flat for a couple, with a large bed-sitting room, a kitchen and a bathroom.

3. East Court & Toda House

On the eastern side of the College there are two purpose-built accommodation blocks, as shown on this plan:



3.1 East Court (M, N, O, P staircases)



This building, which was fully refurbished in 2015, is designed along the typical Cambridge model of 'staircases'. Each letter is a separate staircase that does not inter-connect with its neighbouring staircase. Each staircase in this building has two entrances, one into East Court and one into Lee Court. Half the rooms have a view of East Court and half have a view of Lee Court.

M staircase

There are 11 small ensuite rooms. Rooms 1, 4, 6, 7, 8, 11 face East Court and rooms 2, 3, 5, 9, 10 face Lee Court. All rooms are Price 2.

Ground floor

M1 to M4

First floor

M5 to M7

Second floor

M8 to M11

There is a kitchen on the first floor. Although all the rooms are ensuite, there is also a bathroom with toilet on the second floor.

N staircase

There is a mixture of small ensuite rooms, standard ensuite rooms and single studio flats.

Ground floor

N1 Price 2

N2 & N3 Price 4

First floor

N4 & N5 Price 3

N6 & N7 Price 4

Second floor

N8 & N9 Price 2

N10 & N11 Price 4

Facing East Court: Rooms 3, 4, 7, 8, 10

Facing Lee Court: Rooms 1, 2, 5, 6, 9, 11

Although each room or flat has its own bathroom facilities, there is also a bathroom (without toilet) on the second floor. There is a kitchen on the ground floor.

O staircase

There are 12 study bedrooms and four small ensuite rooms, as follows:

Ground floor

O1 Price 2
O2 to O5 Price 1
O6 Price 2

First floor

O7 to O10 Price 1

Second floor

O11 Price 2
O12 to O15 Price 1
O16 Price 2

Facing East Court: Rooms 1, 2, 3, 7, 8, 11, 12, 13

Facing Lee Court: Rooms 4, 5, 6, 9, 10, 14, 15, 16

On the ground floor there is a shower room with toilet.

On the first floor there are two kitchens, a shower room (with no toilet), and a toilet.

On the second floor there is bathroom with toilet, and a toilet.

P staircase

There are 11 small ensuite rooms as follows:

Ground floor

P1 to P3 Price 2

First floor

P4 to P7 Price 2

Second floor

P8 to P11 Price 2

Facing East Court: Rooms 1, 4, 9

Facing Lee Court: Rooms 3, 5, 10

Facing Sundial Garden: Rooms 2, 6, 7, 8, 11

There is a kitchen on the ground floor. Although all the rooms are ensuite, there is also a bathroom with toilet on the second floor.

3.2 Toda House

Toda House was built in 1993 with funding from the Toda Corporation of Japan. There are 10 standard size ensuite rooms, all Price 3 as follows:



Ground floor

TH1 to TH4

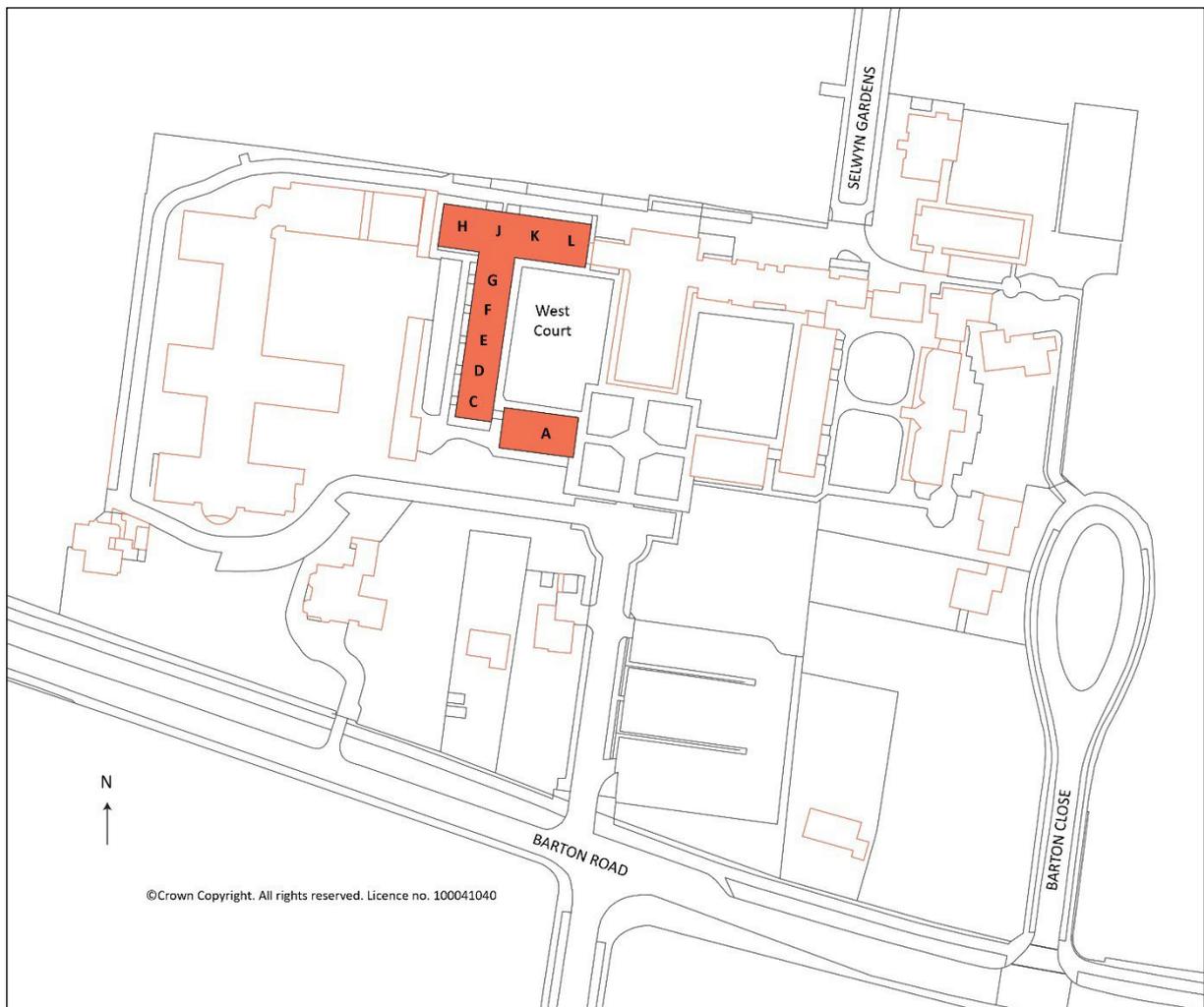
First floor

TH5 to TH10

There is a kitchen on the ground floor.

4. West Court

There are accommodation blocks on three sides of West Court, as below:



4.1 The Alborada Building - A block



The Alborada building is a two-storey building at the front of the College, with A block on the ground floor and B block on the first floor. The A floor contains student accommodation while B floor contains flats for use by Academic Visitors.

There are 9 study bedrooms, A1 to A9, all Price 1.

There is a kitchen and three shower rooms with toilets.

4.2 C, D, E, F, G staircases



This building, which was fully refurbished in 2016 and 2017, is designed along the typical Cambridge model of 'staircases'. Each letter is a separate staircase, which does not inter-connect with its neighbouring staircase. Each staircase in this building has two entrances, one facing West Court and one facing the Western Field. Half the rooms face West Court and half face the Western Field.

The layout for each staircase is as follows:

C staircase

Ground floor

Room 1	Price 1 (facing West Court)
Rooms 2 & 3	Price 1 (facing Barton Road)
Room 4	Price 1 (facing Western Field)
Shared	Shower room with toilet

First floor

Room 5	Price 1 (facing West Court)
Room 6	Price 1 (facing Barton Road)
Room 7	Price 1 (facing Western Field)
Shared	Kitchen for the staircase; Shower room with toilet

Second floor

Rooms 8 & 9	Price 1 (facing Barton Road)
Room 10	Price 2 (small ensuite; facing West Court)
Room 11	Price 2 (small ensuite; facing Western Field)
Shared	Bathroom with toilet

D staircase (all small ensuites)

Ground floor

Rooms 1 & 2	Price 2 (facing West Court)
Rooms 3 & 4	Price 2 (facing Western Field)

First floor

Room 5	Price 2 (facing West Court)
Rooms 6 & 7	Price 2 (facing Western Field)
Shared	Kitchen for the staircase

Second floor

Room 8	Price 2 (facing the Western Field)
Room 9	Price 2 (facing West Court)
Room 10	Price 2 (facing West Court)
Room 11	Price 2 (facing Western Field)
Shared	Bathroom with toilet

E, F, G staircases

Ground floor

Rooms 1 & 2	Price 2 (facing West Court)
Rooms 3 & 4	Price 2 (facing Western Field)
Shared	Shower room with toilet

First floor

Room 5	Price 1 (facing West Court)
Rooms 6 & 7	Price 1 (facing Western Field)
Shared	Kitchen for the staircase; Shower room with toilet

Second floor

Room 8	Price 1 (facing Western Field)
Room 9	Price 1 (facing West Court)
Room 10	Price 2 (small ensuite; facing West Court)
Room 11	Price 2 (small ensuite; facing Western Field)
Shared	Bathroom with toilet

4.3 H, J, K, L staircases



This building is designed along the typical Cambridge model of 'staircases'. Each letter is a separate staircase, which does not inter-connect with its neighbouring staircase. J staircase was fully refurbished in the summer of 2018. Each staircase in this building has two entrances, one facing inwards (West Court / Western Field), one facing outwards to the back of the College; and therefore half the rooms face inwards and half outwards. The layout for K and L staircases is the same, and H and J staircases are each different, as follows:

Ground floor

Rooms 1 & 2 Price 3 (facing Western Field)
 Room 3 Price 3 (facing back)
 Shared Kitchen for the staircase

First floor

Rooms 4 & 7 Price 3 (facing back)
 Rooms 5 & 6 Price 3 (facing Western Field)
 Shared Bathroom (no toilet)

Second floor

Rooms 8 & 11 Price 3 (facing back)
 Rooms 9 & 10 Price 3 (facing Western Field)

J staircase

Ground floor

J1 Price 1 (facing Western Field)
 J2 to J5 Price 1 (facing back)
 Shared Bathroom with toilet;
 shower room with toilet

First floor

J7 Price 1 (facing Western Field)
 J8 to J12 Price 1 (facing back)
 J13 Price 1 (facing West Court)
 Shared Kitchen for the staircase;
 two shower rooms with toilets;
 separate toilet

Second floor

J14 Price 1 (facing Western Field)
 J15 to J19 Price 1 (facing back)
 J20 Price 1 (facing West Court)
 Shared two shower rooms with toilet

J21 Price 6 (double studio flat; facing Western Field; no termly licences)
 J22 Price 6 (double studio flat; facing West Court; no termly licences)

K & L staircases

Ground floor

Rooms 1 & 3 Price 3 (facing back)
 Rooms 2 & 4 Price 3 (facing West Court)

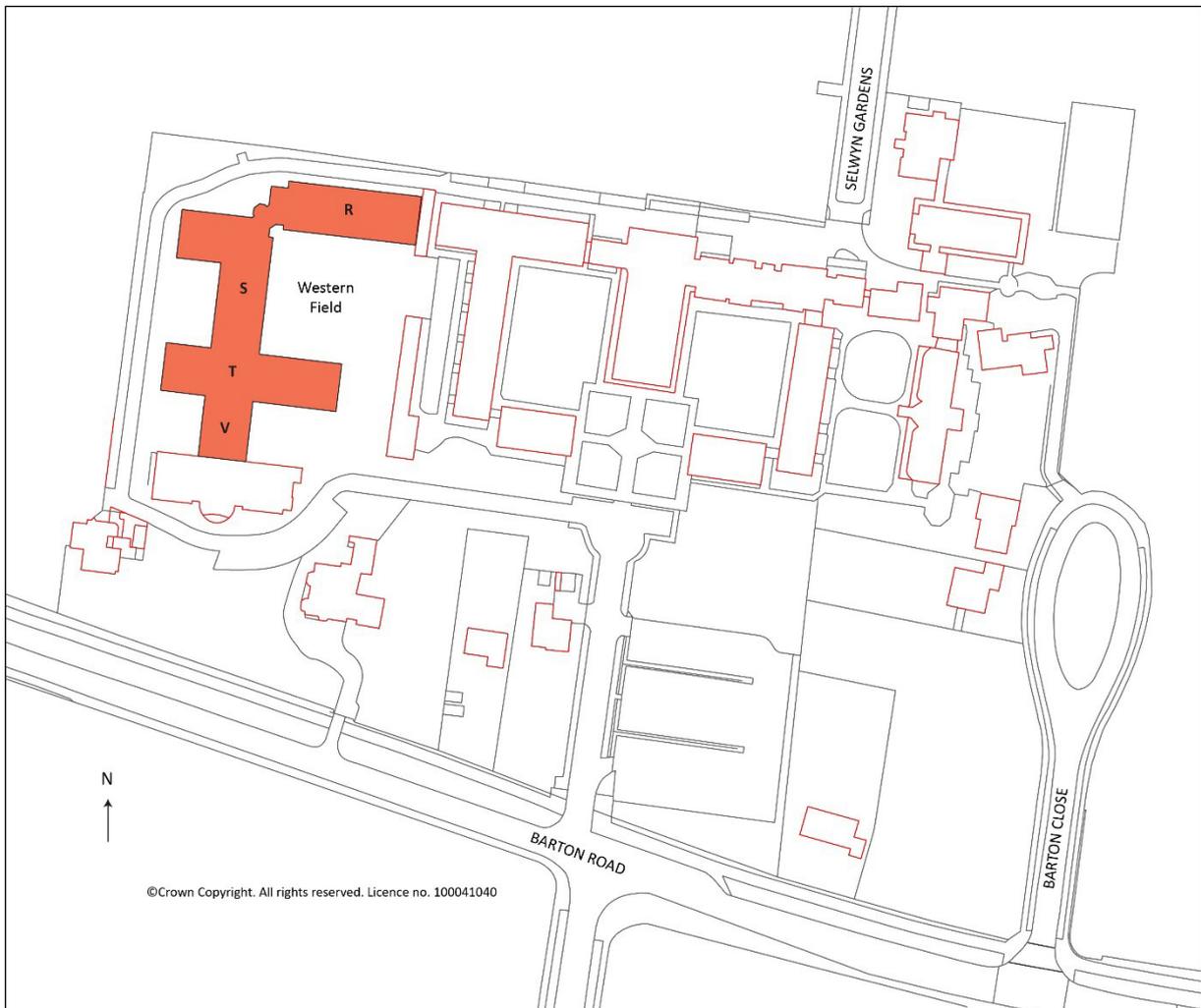
First floor

Room 5 Price 3 (facing back)
 Rooms 6 & 7 Price 3 (facing West Court)
 Shared Kitchen for the staircase;
 bathroom (no toilet)

Second floor

Rooms 8 & 11 Price 3 (facing back)
 Rooms 9 & 10 Price 3 (facing West Court)

5. The Western Field



Unlike the older blocks C to P, which follow the traditional Cambridge 'staircase' model, the newer blocks R to V have horizontal corridors as well as vertical stairways, making it possible to walk through R, S, T and V Blocks without having to go outside.

5.1 R block



The even-numbered rooms face inwards into the Western Field, and the odd-numbered rooms face outwards to the back of the College. There is a lift in R block.

All rooms in R Block are Price 3

Ground floor

R100a/b, R101a/b and R102a/b (shared sets)
R103 to R114
Shared kitchen

First floor

R200a/b, R201a/b and R202a/b (shared sets)
R203 to R216
Shared kitchen

Second floor

R300a/b, R301a/b and R302a/b (shared sets)
R303 to R316
Shared kitchen

5.2 S block



The even-numbered rooms/sets face inwards into the Western Field; and the flats and the odd-numbered rooms/sets face outwards to the western boundary of the College.

Termly licences are not available in the six double flats SF1-SF6.

All single occupation rooms in S Block are Price 3

Ground floor

SF1 & SF2 (double flats) Price 7
S100a/b, S102a/b, S104a/b, S105a/b, S106a/b, S107a/b and S109a/b (shared sets)
S101, S103, S108, S110, S111 and S113 (there is no S112)
Shared kitchen and bathroom with toilet

First floor

SF3 & SF4 (double flats) Price 7
S200 to S219
Shared kitchen and bathroom with toilet

Second floor

SF5 & SF6 (double flats) Price 7
S300a/b, S301a/b, S302a/b, S303a/b, S304a/b, S305a/b, S306a/b, S307a/b (shared sets)
S308 to S311
Shared kitchen and bathroom with toilet

5.3 T block



Unlike S block and V block, which run north to south, T block runs east to west. The majority of the rooms either face north into the Western Field or face south towards the Chancellor's Centre and Fuchs House; while some rooms are at the back of the building towards the western boundary of the College. An impressive octagon divides the 'inner' rooms from those towards the western boundary.

Rooms T101, T201 and T301 and all the flats are at the back of the building. All other rooms are on the inner side of the building, where even-numbered rooms face north and odd-numbered rooms face south. Termly licences are not available in the six double flats TF1-TF6. All single occupation rooms are Price 3.

Ground floor

TF1 & TF2 (double flats) Price 7
 T101 to T115 (there is no T102 or T103)
 Shared kitchen and bathroom with toilet

First floor

TF3 & TF4 (double flats) Price 7
 T201 to T215
 Shared kitchen and bathroom with toilet

Second floor

TF5 & TF6 (double flats) Price 7
 T301 to T315
 Shared kitchen and bathroom with toilet

5.4 V block



Only termly licences are available in V block – no period licences. All rooms are Price 3 ensuite.

Ground floor

V101 to V108
 These rooms share the kitchen on the first floor

First floor

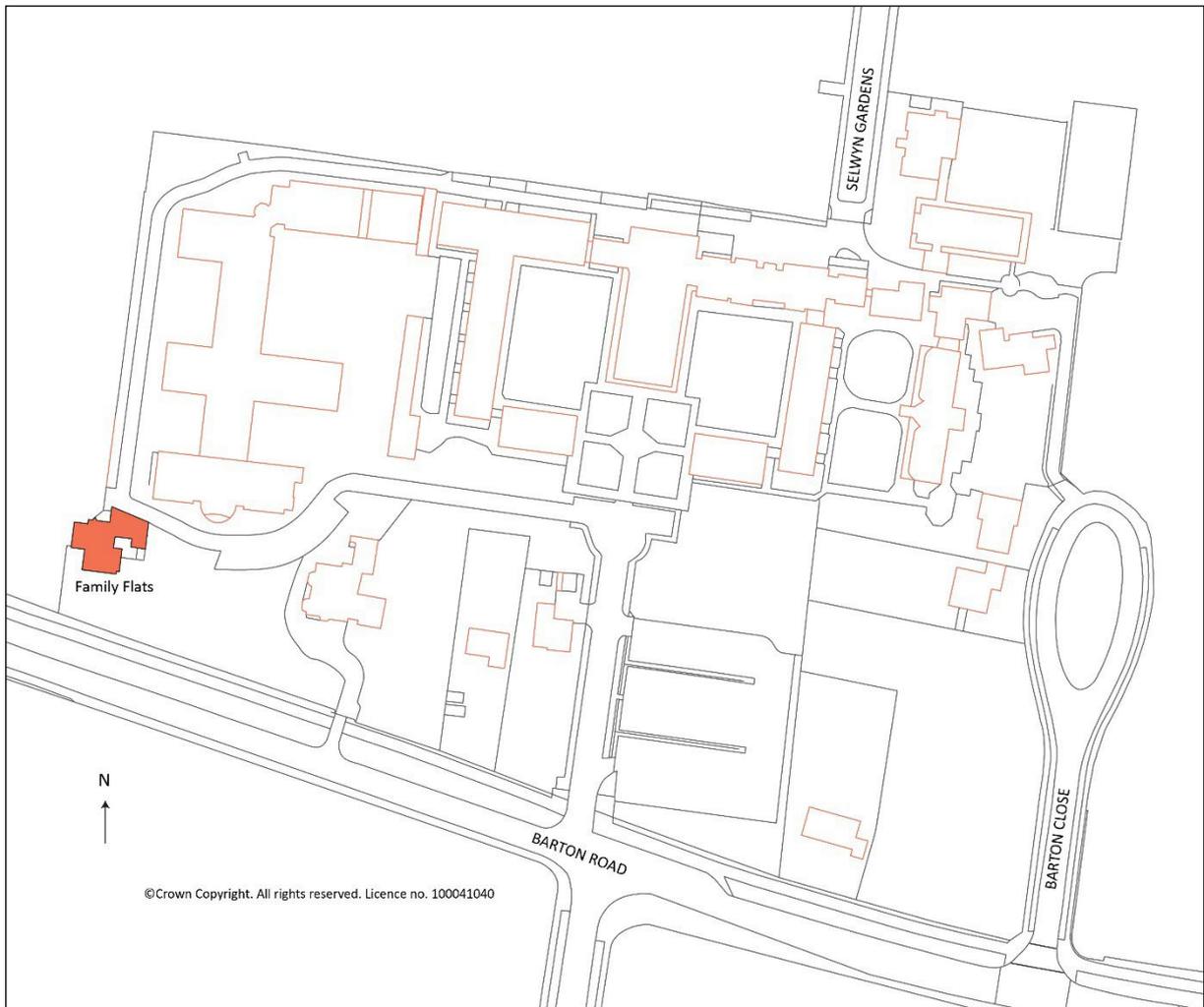
V201 to V210 (there is no V203)
 Shared Kitchen (shared with the ground floor)

Second floor

V301 to V310 (there is no V303)
 Shared kitchen

6. Family Flats

There are five family flats in the south-west corner of the College, as shown here:



Each flat comprises a large double bedroom, a small bedroom, a living/dining room, a kitchen and a bathroom. In the small bedroom you can have either a single bed or two bunk beds. There is a shared laundry room with washing machine and dryer and a garden with a children's swing.

Flats 1 and 2 are on the ground floor, and flats 3 and 4 are on the first floor. Flat 5 is split over the two floors with the entrance hall and a study on the ground floor.

The rent for a family flat in 2023-24 is £317.80 per week. As the Family Flats are considered to be self-contained accommodation, cleaning is not provided by the College. A termly inspection to ensure the flat is being kept in good order will be carried out by the College.

Council Tax may be payable by any non-student residents; it is the responsibility of the occupants to pay this if necessary.

Termly licences are not available in the Family Flats – only period licences.

7. The Rules

Furniture & Furnishings

You may not bring your own furniture or curtains into your room. Furniture and curtains provided by the College cannot be removed from your room.

All rooms have curtains and are fully carpeted. Beds have mattresses and a mattress protector fitted. You may purchase a bedding pack (see Page 4) or bring your own bedding. There are self-service laundries with washing machines and tumble dryers. Crockery, cutlery, cooking utensils and towels are not provided by the College.

Please be aware that you should not attach items to the walls of your rooms. Furthermore, any damage caused by the use of tape or blu/white tack may result in a redecoration charge being applied. You should also note that no items (shoes, luggage, boxes etc.) are to be left outside rooms on landings and stairwells. These types of obstruction can impede evacuation in an emergency and corridors should remain clear at all times.

Heating

Central heating is provided in all College living areas from October (sometimes September) through to April (sometimes May). Please do not have the radiator on when your windows are open. Please turn your radiator down, or off, when you are away from your room.

Electrical items

Certain models of small table top fridges and freezers are allowed (see below) but other electrical appliances, such as electric fires, electric fan heaters, non-approved fridges, cookers, rice cookers, toasters, kettles, coffee machines, hobs, microwave ovens, fairy lights, and humidifiers etc. are not allowed for safety reasons. If such items are found, they will be removed from your room by College Staff. The use of non-UK adapters is not permitted; these will be removed immediately by College staff and disposed of. The use of multiple sockets is only allowed for computers and computer-related items (such as a printer). All portable electrical appliances should have a current Portable Appliance Test (PAT) certificate which the student is required to provide. If you are in doubt about electrical loading, please check with the Clerk of Works first. To help Wolfson College's sustainability, please remember to switch off all lights and unplug all chargers when not required and not to leave appliances in stand-by mode.

The College reserves the right to remove any electrical equipment or adapters from a resident's room if they are considered unsafe. This is often necessary for electrical equipment from outside the UK which does not conform to UK safety standards or which may have different safety standards that will not work with our electrical systems. For example, if electrical equipment is not correctly wired, fused or earthed it may not comply with our legal safety obligations, and may be dangerous because of the incompatibility of the electrical safeguards. If in doubt, please check with the Clerk of Works.

'Fridges/freezers in College accommodation

Any 'fridge or freezer in College accommodation must be table-top type with dimensions of no more than 50cm tall, 50cm wide and 50cm depth.

It must be sited on top of a table or desk (not on the floor) and within a tray of some kind to limit damage caused by leakage. It must also be sited to conform to specific manufacturer's instructions.

Please note, for students on termly licences, bedrooms are used by other residents in vacations. The item should therefore be left clean and empty and will be at the owner's risk. The College will not take responsibility for damage to or storage of such items.

By having a 'fridge or freezer in their College bedroom, the student is agreeing that at the end of their residence, they will remove the item/s or arrange for it to be taken by another student. If any such item is left in vacated accommodation, a £25 charge per item will be made to cover disposal.

Cleaning

Residents are responsible for keeping their rooms and communal areas, especially kitchens, clean and tidy by washing up their dishes, making their beds and keeping cookers clean and free of food. Cleaning materials and equipment are provided free of charge and additional cleaning of shared areas within accommodation blocks and houses (kitchens, bathrooms, stairways) is provided by the College's Housekeeping Team. Residents are obliged to allow access to their rooms for Housekeeping to undertake a weekly general clean. Exceptional circumstances may mean that College services such as cleaning are withdrawn from residential areas for the safety of residents and staff.

Keys

You will receive one room key on arrival. There is a charge for providing a duplicate key if the original is lost.

Giving notice of vacating a room

Residents with a period licence must give a minimum of one month's notice if they wish to vacate a room. Anyone with a period licence vacating a room without due notice (one month) will be charged.

If you have a termly licence, you are committed to paying for the entire term once it has started and cannot end your licence mid-term.

Vacating a room

When you vacate a room (including at the end of term if on a termly licence), you must clear it of all possessions and any rubbish. If you leave it in a state that requires Wolfson College staff to clear it, you will be charged an amount at the discretion of the Bursar. Late departures from rooms (beyond 10am on the date of booked departure) will be charged a £30 administration fee.

Changing rooms

Normally a change of room is not permitted. If you have a specific reason for wanting to move, you should speak to your Tutor who may authorise it for specific reasons.

Damage

Any damage to rooms will have to be paid for by the occupant(s). If damage to rooms or staircases is not traceable to individuals, costs may be charged equally among all residents on that staircase.

Cooking

Please note that cooking is only allowed in the designated kitchen for your room. Cooking in your room is not allowed. You should never leave cooking unattended. Please make sure to switch off cookers and kettles at the switch on the wall.

Smoking

Smoking is not permitted in any building in Wolfson College. Please refer to the Smoking Policy (Appendix C).

Candles etc

Please note that you are not permitted to use any lighted candles, joss sticks or other naked flames of any kind in the accommodation.

Washing

Washing must not be dried anywhere in the accommodation apart from in the designated laundry facilities.

Guests

You are allowed occasional overnight guests. No guest can stay for more than three nights in any seven and you cannot have guests for more than ten nights in any month. For Fire Safety reasons, all overnight guests must be registered at the Porters' Lodge.

Noise

Communal living brings with it responsibility. Students are expected to behave with consideration towards others, and not to create undue noise. This means being particularly careful not to disturb other residents by, for example, the playing of music or talking loudly after 22:00. Music must not be audible in other students' rooms at any time.

Bicycles

You cannot keep a bicycle (including folding bicycles) in your room. If you have a particularly valuable bicycle, which you would like to store securely, please ask the Porters.

E-Scoters

E-Scoters are not permitted to be ridden on college property at any time, whether by a Wolfson College member or a guest. E-Scoters are only permitted onto Wolfson College property to be stored in the cycle racks, they are not permitted into any buildings, either to be ridden or stored and cannot be charged on Wolfson College property.

Fire alarms and fire drills

You must always respond to a fire alarm by leaving the building and reporting to your designated fire assembly point the location of which will be set out on the back of the door into your room. There will be at least one fire drill in the course of the year, which is a legal requirement.

Tampering with Fire Safety equipment (such as extinguishers), fire detection equipment (such as by placing plastic covers over smoke/heat detector heads) contravenes the Fire Safety regulations. If you tamper with any of this equipment, the College may cancel your licence agreement and you will be removed from College accommodation.

Internet access

Personal wireless routers are not allowed in College accommodation. The College provides excellent WiFi coverage throughout the whole site, and the use of personal wireless routers by individuals affects the use of the College WiFi network for their neighbours. The College reserves the right to remove personal wireless routers found in College accommodation.

8. Green and Sustainable Issues

In past years Wolfson College has been making great strides in becoming a more Green and sustainable college. We rank high in the official **Cambridge University Environmental Consulting Society (CUECS)** Green League Table and have become a visible presence in the sustainability debate, both at College and University level.

We invite as many of you as possible to get involved and become informed.

You can contact your Green Officer anytime at:
wcsa-greenofficer@wolfson.cam.ac.uk or visit
www.wcsa.wolfson.cam.ac.uk/index.php/green

Recycling in your room

To help you recycle items from your room, a green bag-for-life is in every room/flat in College. You can use it to carry your recycling to the kitchen or it can be collected from your room once a week by housekeeping. **Please note that these bags should never leave your accommodation building or be used for any other purpose. The bags remain the property of Wolfson College.**

9. Accreditation Network UK

Under the terms of the Housing Act 2004, Wolfson College is required to be licensed either with an approved Code of Standards (typically UUK or ANUK/Unipol) or with the local authority. Wolfson is licensed with ANUK (Accreditation Network UK).

ANUK has overall responsibility for administering the Code of Practice. This includes: maintaining a list of all institutions signed up to the Code, and all buildings within those institutions covered by the Code; liaising with other bodies over areas where the Code is only applicable in parts; and periodically reviewing the Code. This review will be undertaken by a standing committee representing relevant stakeholder groups, including University management, students and specialist professions (e.g. facilities managers, maintenance etc). In this task, they will take note of significant complaints made by students concerning non-observance, other breaches noted by internal or external audits, and reports from bodies such as the Office of the Independent Adjudicator. If necessary, the committee may undertake further investigation, and then issue remedial proposals. In extreme cases, the committee may decide that a higher educational institution is no longer compliant with the Code, at which stage responsibility may pass to an alternate body, such as the Local Authority, to impose changes.

In registering with the ANUK Code of Practice, the College undertakes that:

- all the accommodation registered with ANUK meets the standards and accords with the procedures set out in the Code;
- an appropriate complaints procedure is in place, integrated into normal College practices with a procedure for reporting back to ANUK on any significant complaints relating to the Code;
- auditors will consider the College's management of its student accommodation in relation to the Code, advising HEFCE and ANUK as appropriate.



For further details on ANUK, visit: www.anuk.org.uk

Appendix B: Room Licences

B1 Termly Licence



WOLFSON COLLEGE CAMBRIDGE

ACCOMMODATION LICENCE (Termly Licence)

1. Particulars

- 1.1 Date of this Licence :
- 1.2 The Owner : The President and Fellows of Wolfson College in the University of Cambridge
- 1.3 The Licensee :
- 1.4 The Owner permits the Licensee to occupy the Property set out in 1.5, or such other Property as the College may from time to time allocate for the Licensee's occupation.
- 1.5 The Property : Room number:
Building:
Wolfson College, Cambridge
- 1.6 Licence Periods : MICHAELMAS TERM:
Start date:
End date:

LENT TERM:
Start date:
End date:

EASTER TERM:
Start date:
End date:
- 1.7 Accommodation Charge: £ X (per week). Accommodation is charged per night. The rate quoted will be divided by seven to obtain a nightly charge then multiplied by the actual number of nights in the periods above.
- The Accommodation Charge is payable quarterly within fourteen days of the presentation of an account by the Owner unless otherwise agreed in writing. If payment is not made within such period, interest will be charged on late payment overdue for 14 days or more. Interest will be charged at the Bank of England's base rate +3%. Any debts still outstanding after 28 days will be referred to the Senior Tutor.

- 1.8 Notice Period : The Licensee is obliged to pay for a whole term and cannot give notice to terminate this Licence before the end of a term. If the Licensee leaves before the end of a term, the Licensee will be charged in full for the whole term.
- 1.9 Contents : All items now at the Property which remain the property of the Owner.

2. Definitions and Interpretation

- 2.1 A reference to the Property includes reference to any part or parts of the Property, including the communal facilities in the Building in which the Property is located, and to the Contents of the Property.
- 2.2 Where two or more persons comprise the Licensee, agreements on their part shall be joint and several.

3. The Agreement

- 3.1 The Licensee may only occupy the Property while he or she is a student who is pursuing a course of study provided by the Owner or by the University of Cambridge, and for the Licence Periods only or for such other periods as may be agreed by the Owner. This Agreement shall immediately terminate if the Licensee shall cease to pursue such course of study or if he or she shall cease to pay the Owner's fees for such a course of study or if he or she shall be rusticated or sent down by the Owner.
- 3.2 The Owner reserves the right to transfer the Licensee to a different property or other accommodation, which may or may not be owned or managed by the Owner, where reasonably required by the Owner on giving reasonable prior written notice (except in the case of emergency) to the Licensee. This right may be exercised by the Owner in circumstances including, but not limited to, where the Owner considers a transfer is required in the interests of the comfort, safety, and convenience of the Licensee or of other residents, or in the event of essential maintenance or disciplinary proceedings (including as a precautionary measure before the start or conclusion of any proceedings).
- 3.3 The Licensee is entitled throughout this Licence to use all communal facilities within the Building including the most convenient bathroom and kitchen but excluding any room not designated for communal use provided that all of the restrictions and requirements in this Licence apply equally to the communal facilities.

4. The Licensee's Obligations

The Licensee agrees with the Owner as follows:

- 4.1 To pay the Accommodation Charge payable as set out in clause 1.7 above.
- 4.2 Not to use the Property in such a way as to cause damage to it or to the Contents or to cause annoyance or danger to other Licensees or neighbours and without prejudice to the generality of the foregoing not to overload or misuse any services supplying the Property.
- 4.3 Not to smoke in the Property. Not to use any naked flame in the Property. Not to cook in the Property or in any part of the Building other than that provided specifically for the purpose of cooking. Not to use any cooking equipment other than that provided in the Building. Not to bring into the Property an electric heater or any other heating device.
- 4.4 Not to damage or remove any of the Contents in or from the Property and not to bring into the Property any additional furniture or fittings without the prior written approval of the Owner. Not to keep a bicycle in the Property.
- 4.5 Not to carry out any decoration, maintenance or alterations to the Property, without the prior written approval of the Owner.
- 4.6 Not to carry on any trade or business in the Property and to use the Property only for residential purposes.

- 4.7 To observe all statutory or other obligations relating to his or her occupation of the Property and in particular to pay local and other taxes where failure to pay such taxes would result in the Owner being liable to pay such taxes, if appropriate, and to obtain an appropriate licence for viewing any television channels in the Property.
- 4.8 To observe and comply with the Rules and Fire Safety requirements (set out in the Guide to Accommodation for Students 2023-24) which shall be deemed to be incorporated into this Agreement and any other reasonable instructions regarding the Licensee's occupation of the Property issued by the Owner from time to time. In addition, with respect to the importance of minimising the risk of infection for all residents, the Licensee acknowledges his or her responsibility to behave in a way that minimises the risk of infection and undertakes to keep up to date and follow all relevant public health guidance issued by the government, the University and the Owner.
- 4.9 Not to keep any pets in the Property other than a guide dog for which the prior written approval of the Owner has been given.
- 4.10 To deliver up the Property at the end of each Licence Period clean, tidy and in accordance with the foregoing stipulations, reimbursing the Owner for the cost of making good any damage where necessary and for the replacement of any of the Owner's fixtures and fittings furniture or effects or Contents broken, lost, damaged or destroyed during these Licence Periods or the Licensee's occupancy whichever is the longer.
- 4.11 To allow unrestricted access to the Building for the Owner's representatives, any staff of the Owner, Licensees of other parts of the Building or others so entitled and to permit the Owner or its agents to enter the Property at all reasonable times for the purposes of inspecting the Property or carrying out works to the Property or allowing prospective Licensees or tenants to view the Property.

5 The Owner's Obligations

- 5.1 The Owner agrees with the Licensee to insure the Property and the Contents against loss or damage by fire and all the other risks usually covered by a normal comprehensive policy. For the avoidance of doubt the Licensee should be aware that such insurance does not cover his or her own possessions.

6. Alienation

- 6.1 The Licensee agrees with the Owner not to assign, underlet, share or part with possession of the Property or the Contents or any part or parts thereof save that non-paying guests are permitted to share occupation of the Property for not more than three nights in any consecutive seven up to a maximum of ten nights in a calendar month.

7. Forfeiture

- 7.1 If the Licensee is in breach of any terms or conditions of this Licence the Owner may terminate this Licence and remove the Licensee from the Property.

8. Tenant Fees Act 2019

- 8.1 Wolfson College complies with the [new guidance](#) that came into force on 1st June 2019.

SIGNED

SIGNED

on behalf of the Owner _____

by the Licensee _____



ACCOMMODATION LICENCE (Period Licence)

1. Particulars

- 1.1 Date of this Licence :
- 1.2 The Owner : The President and Fellows of Wolfson College in the University of Cambridge
- 1.3 The Licensee :
- 1.4 The Owner permits the Licensee to occupy the Property set out in 1.5, or such other Property as the College may from time to time allocate for the Licensee's occupation.
- 1.5 The Property : Room number:
Building:
Wolfson College, Cambridge
- 1.6 Licence Period : Start date:
End date:
- 1.7 Accommodation Charge: £ X (per week). Accommodation is charged per night. The rate quoted will be divided by seven to obtain a nightly charge then multiplied by the actual number of nights in accommodation.
- The Accommodation Charge is payable quarterly within fourteen days of the presentation of an account by the Owner unless otherwise agreed in writing. If payment is not made within such period, interest will be charged on late payment overdue for 14 days or more. Interest will be charged at the Bank of England's base rate +3%.
- Any debts still outstanding after 28 days will be referred to the Senior Tutor.
- 1.8 Notice Period : If the Licensee wishes to terminate this Licence, the Licensee must give a minimum of one month's notice. The Licensee will be charged in full during such notice period.
- 1.9 Contents : All items now at the Property which remain the property of the Owner.

2. Definitions and Interpretation

- 2.1 A reference to the Property includes reference to any part or parts of the Property, including the communal facilities in the Building in which the Property is located, and to the Contents of the Property.
- 2.2 Where two or more persons comprise the Licensee, agreements on their part shall be joint and several.

3. The Agreement

- 3.1 The Licensee may only occupy the Property while he or she is a student who is pursuing a course of study provided by the Owner or by the University of Cambridge, and for the Licence Period only or for such other period as may be agreed by the Owner. This Agreement shall immediately terminate if the Licensee shall cease to pursue such course of study or if he or she shall cease to pay the Owner's fees for such a course of study or if he or she shall be rusticated or sent down by the Owner.
- 3.2 The Owner reserves the right to transfer the Licensee to a different property or other accommodation, which may or may not be owned or managed by the Owner, where reasonably required by the Owner on giving reasonable prior written notice (except in the case of emergency) to the Licensee. This right may be exercised by the Owner in circumstances including, but not limited to, where the Owner considers a transfer is required in the interests of the comfort, safety, and convenience of the Licensee or of other residents, or in the event of essential maintenance or disciplinary proceedings (including as a precautionary measure before the start or conclusion of any proceedings).
- 3.3 The Licensee is entitled throughout this Licence to use all communal facilities within the Building including the most convenient bathroom and kitchen but excluding any room not designated for communal use provided that all of the restrictions and requirements in this Licence apply equally to the communal facilities.

4. The Licensee's Obligations

The Licensee agrees with the Owner as follows:

- 4.1 To pay the Accommodation Charge payable as set out in clause 1.7 above.
- 4.2 Not to use the Property in such a way as to cause damage to it or to the Contents or to cause annoyance or danger to other Licensees or neighbours and without prejudice to the generality of the foregoing not to overload or misuse any services supplying the Property.
- 4.3 Not to smoke in the Property. Not to use any naked flame in the Property. Not to cook in the Property or in any part of the Building other than that provided specifically for the purpose of cooking. Not to use any cooking equipment other than that provided in the Building. Not to bring into the Property an electric heater or any other heating device.
- 4.4 Not to damage or remove any of the Contents in or from the Property and not to bring into the Property any additional furniture or fittings without the prior written approval of the Owner. Not to keep a bicycle in the Property.
- 4.5 Not to carry out any decoration, maintenance or alterations to the Property, without the prior written approval of the Owner.
- 4.6 Not to carry on any trade or business in the Property and to use the Property only for residential purposes.
- 4.7 To observe all statutory or other obligations relating to his or her occupation of the Property and in particular to pay local and other taxes where failure to pay such taxes would result in the Owner

being liable to pay such taxes, if appropriate, and to obtain an appropriate licence for viewing any television channels in the Property.

- 4.8 To observe and comply with the Rules and Fire Safety requirements (set out in the Guide to Accommodation for Students 2023-24) which shall be deemed to be incorporated into this Agreement and any other reasonable instructions regarding the Licensee's occupation of the Property issued by the Owner from time to time. In addition, with respect to the importance of minimising the risk of infection for all residents, the Licensee acknowledges his or her responsibility to behave in a way that minimises the risk of infection and undertakes to keep up to date and follow all relevant public health guidance issued by the government, the University and the Owner.
- 4.9 Not to keep any pets in the Property other than a guide dog for which the prior written approval of the Owner has been given.
- 4.10 To deliver up the Property at the end of the Licence Period clean, tidy and in accordance with the foregoing stipulations, reimbursing the Owner for the cost of making good any damage where necessary and for the replacement of any of the Owner's fixtures and fittings furniture or effects or Contents broken, lost, damaged or destroyed during this Licence Period or the Licensee's occupancy whichever is the longer.
- 4.11 To allow unrestricted access to the Building for the Owner's representatives, any staff of the Owner, Licensees of other parts of the Building or others so entitled and to permit the Owner or its agents to enter the Property at all reasonable times for the purposes of inspecting the Property or carrying out works to the Property or allowing prospective Licensees or tenants to view the Property.

5 The Owner's Obligations

- 5.1 The Owner agrees with the Licensee to insure the Property and the Contents against loss or damage by fire and all the other risks usually covered by a normal comprehensive policy. For the avoidance of doubt the Licensee should be aware that such insurance does not cover his or her own possessions.

6. Alienation

- 6.1 The Licensee agrees with the Owner not to assign, underlet, share or part with possession of the Property or the Contents or any part or parts thereof save that non-paying guests are permitted to share occupation of the Property for not more than three nights in any consecutive seven up to a maximum of ten nights in a calendar month.

7. Forfeiture

- 7.1 If the Licensee is in breach of any terms or conditions of this Licence the Owner may terminate this Licence and remove the Licensee from the Property.

8. Tenant Fees Act 2019

- 8.1 Wolfson College complies with the [new guidance](#) that came into force on 1st June 2019.

SIGNED

on behalf of the Owner _____

SIGNED

by the Licensee _____

Appendix C: Smoking Policy

SMOKING POLICY



WOLFSON COLLEGE CAMBRIDGE

Introduction

Wolfson College aims to provide an environment which is safe, which minimises any risks to health and which makes adequate arrangements for the welfare of our employees, residents, students and visitors whilst they are at Wolfson College.

Those who smoke endanger not only themselves but also others who do not smoke, through passive smoking. Passive smoking - breathing in other people's tobacco smoke - has been shown to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and minor conditions. Inhaling other people's tobacco smoke is both a health hazard and a welfare issue. In addition, smoking can constitute a fire risk.

Wolfson College has adopted the following policy concerning smoking within the College and its grounds. This policy sets out how we intend to manage smoking within our environment.

Scope of this policy

This policy applies to all employees, residents, Fellows, students and visitors regardless of seniority, and whether or not their environment is shared with others.

Aims of this policy

This policy seeks to guarantee to non-smokers the right to air that is free of tobacco smoke, while also taking account of the needs of those who do smoke.

Legal background

The following pieces of legislation apply to this policy:

- The Health Act 2006 and the Smoke-free (Premises and Enforcement) Regulations 2006
- The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006
- The Smoke Free Premises etc. (Wales) Regulations 2007.

In addition, employers have a common law duty to provide a safe place and system of work under the Health and Safety at Work etc. Act 1974 (HASAWA).

Definitions

Section 1 of the Health Act 2006 defines smoking as "smoking tobacco or anything which contains tobacco or smoking any other substance" and states that "smoking includes being in possession of lit tobacco or of anything lit which contains tobacco, or being in possession of any other lit substance in a form in which it could be smoked".

"Enclosed" means premises that have a ceiling or roof, and (excluding doors, windows and passageways) are wholly enclosed whether permanently or temporarily. Tents and marquees are therefore included.

Areas where smoking is prohibited

Smoking is prohibited in any enclosed area on our premises. This includes the Porters' Lodge and entrances, corridors, stairs and lifts, meeting rooms, rest rooms and toilets, as well as outside areas that are not designated as smoking areas.

Areas where smoking is allowed

Designated external smoking areas are provided as follows:

- 1) The graveled area at the rear of Fuchs House (where the benches are located, not against the wall of the house)
- 2) The graveled area by the railings between Front Court and the Sundial Garden, to the right of the Jack King Building (this 'smoking area' is not to be used by employees and workers)

In many organisations and businesses, those who smoke do so just outside the entrances and exits to the premises. We believe that this does not present a professional image. Employees and workers are therefore not permitted to smoke in the following areas: in front of the main entrance, around the back gate on Selwyn Gardens or at the designated smoking area located on the graveled area by the railings between Front Court and the Sundial Garden, to the right of the Jack King Building.

Those who need to smoke may do so within the designated areas. Employees are only permitted to smoke during any recognised rest period or lunch break. Employees who smoke will not be allowed longer or more frequent breaks than their non-smoking colleagues and use of the smoking areas is not to interfere with normal job performance.

Smoking areas will be kept clean and those using these areas are expected to keep them tidy and to dispose of any rubbish appropriately. Receptacles are provided for the disposal of cigarette ends and other waste smoking materials. There are two litter/ash bins located at the entrances to College on the main driveway and just inside Selwyn Gardens gate and one located between the rear of the Gym and W Block. These bins are for smokers to stub out their cigarettes on their way into College. The locations of these particular bins are not to be considered as designated smoking areas. There are litter/ash bins located at the three 'Areas where smoking is allowed', as detailed above. Cigarettes, cigars and pipes must be extinguished using the receptacles provided and smokers should ensure that there is no risk of fire. These areas will be monitored to ensure an acceptable standard of cleanliness and adherence to safety.

Visitors, contractors and temporary staff

Visitors, customers, suppliers, contractors and temporary staff are expected to comply with this policy. Employees and Students meeting visitors from outside the College, or responsible for temporary staff or contractors, are required politely to explain our policy and to ensure such people comply with it.

Assistance to those who smoke

We recognise that passive smoking adversely affects the health of everyone. Whilst smoking is a personal choice we are concerned where people smoke and the effect that smoking in these locations has on non-smokers.

However, it is recognised that this policy will impact on smokers' lives and that some smokers may wish to reduce or give up smoking but may have difficulty in doing so. Some details of where to obtain advice and guidance on giving up smoking are listed below:

Quit line: 0800 002 200

NHS smoking helpline: 0800 169 0 169 and from their website: <http://www.gosmokefree.co.uk>

Electronic cigarettes

Electronic cigarettes ('e-cigarettes') are battery-powered products that use heat to release a visible vapour that contains liquid nicotine that is inhaled by the user. They are designed to replicate smoking behaviour without the use of tobacco, and some look very similar to conventional cigarettes. However, the use of these would not be classed as "smoking" according to the legal definition of this.

Whilst e-cigarettes may help some smokers to give up, guidance from the British Medical Association states that there is a lack of evidence about the health risks that they pose to the individual using them and those in close proximity. Additionally, we are concerned that electronic cigarettes may create the impression that smoking is accepted within the workplace, and we also have concerns that it is difficult to differentiate visually between e-cigarettes and normal cigarettes at a distance.

The use of electronic cigarettes is also banned within our premises. To allow those who choose to use e-cigarettes in an area free from those smoking 'regular' cigarettes, we have designated an area adjacent to the Lee Hall as a 'vaping' area. This 'vaping' area is not to be used by those smoking 'regular' cigarettes.

Enforcement of this policy

Smoking in an area other than those designated as a smoking area will be regarded as general misconduct and will be dealt with in accordance with the College's disciplinary procedures.

Implementation, monitoring and review of this policy

The Health & Safety Committee has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices. Employees will be consulted about any proposed changes via the Staff Communication & Consultation Committee, and adequate notice given of these.



// A howden company

Certificate of insurance

Wolfson College, Cambridge

Policy number: HH1635

Policy date: 1st October 2022 to 30th September 2023



You must, at all times, take steps to prevent accidents, loss and damage.

Key benefits – what's covered?

Your items are covered inside your room against fire, flood, and theft up to the following amounts:

Core room cover	Limit
Total student room contents cover	£10,000
Disabled students room contents cover	£11,000
Single article limit (unless outlined separately)	£1,250
Computer equipment (eg. desktops, laptops, tablets)	£2,000
Portable computer equipment outside	£500
Computer accessories	£150
Mobile phone (forced entry only)	£750
Audio equipment, DVD & video players, computer consoles, and equipment for the accompanying section	£1,000
Computer games, CDs, DVDs, videos & records	£600
Photographic equipment	£1,000
Sports equipment	£1,000
Musical instruments	£1,000
Clothing (single article limit)	£350
Valuables including jewellery & watches	£1,000
Unspecified personal possessions outside	£250
Credit/debit card fraud (forced entry only)	£500
University property on loan	£500
Library books	Unlimited
Rented household goods	£1,250
Contact lenses	£150

(Additional benefits on next page)

Key exclusions – what's not covered:

- Accidental damage
- Mobile phones outside the room that exceed UPP limit of £250
- Musical instruments and any other items outside the room unless outlined above



Additional benefits

Limit

3

Theft of student's contents whilst in direct transit between university/college	£500 per bag
Theft from halls of residence communal area following forcible and violent entry	£1,000
Theft from halls of residence communal area without forcible and violent entry	£500
Loss of damage resulting from fire or flood to the student's personal belongings from the halls of residence communal area	£500
Theft from any other property outside policy terms (following forcible and violent entry)	£500
Clothing damage by faulty laundry equipment	£300
Food spoilage (loss of food from fridge/freezers)	£100
Replacement locks and keys (following damage resulting from burglary)	£350
Personal accident cover	£50,000
Permanent total disablement as a result of an accident	£50,000
Accidental death or permanent total disablement of parent or guardian	£5,000
Bike cover	£500
Liabilities	
Tenants liability cover	£5,000
Damage to public service equipment (water, electricity, gas meters)	£150
Personal liability	£1m

Excesses

(the first amount you will have to pay for each and every claim):

Limit

Room contents and bicycles	£25
Laptops and tablets	£50
Money and credit cards	£25
Frozen food	£10
Liabilities and Personal accident benefits	£25

How to make a claim:

To make a claim download the My Endsleigh App at www.my.endsleigh.co.uk/signup or submit a claims form at **Zurich Insurance - Property Claims Portal - Home**

Bike – theft and damage from designated cycle storage on campus

What is covered:

We will cover Theft or physical damage from a designated cycle storage on campus occurring within the United Kingdom to Bicycles (including fixed Bicycle Accessories) belonging to the Insured Person.

What is not covered:

- ◁ Any amount in excess of the limit shown on the Certificate of Insurance.
- ◁ Accidental loss.
- ◁ Theft or damage, unless stored in an officially designated cycle storage on College campus.
- ◁ Bicycles that the Insured Person has loaned or rented (unless the Insured Person has been made responsible under the terms of a formal loan or rental agreement).
- ◁ Theft or damage to tyres unless the Bicycle is lost or damaged at the same time.
- ◁ Battery Powered Bikes (E-Bikes)

How we use your information

This section explains how Endsleigh Insurance Services Limited will deal with your personal information.

Your accommodation provider passes personal information (including your name, date of birth and course details) on to us for the following purposes:

- i. When you are added to this insurance policy, to confirm your residence at the property insured and, where necessary, for other purposes including the verification of claims; and
- ii. So that we can use this information, together with other data, to refine the quotes we provide, ensuring that you will get insurance quotations where prices and cover have been designed specifically for students. We keep the information collected and the extent of processing to a minimum to meet this legitimate business purpose.

Endsleigh will not process your personal information for marketing purposes without your consent.

To find out more:

To find out more about how we use your information, please read our privacy policy at endsleigh.co.uk/privacy or contact us:

email: privacy@endsleigh.co.uk

write to: Data Protection Officer,
Endsleigh Insurance Services Limited, Shurdington Road,
Cheltenham, GL51
4UE

About our services

This Certificate of Insurance contains the key features of your insurance policy. It does not contain the full terms and conditions, which can be found in your policy wording. It is particularly important that you read the sections on key exclusions, key limitations and any additional terms applying to your policy.

Any information we provide you with does not constitute advice or a personal recommendation and you agree to make your own choice about how to proceed. We may ask you questions to narrow the selection of products we will provide further information on. We work with a single insurer to provide your insurance.

This insurance meets the needs and demands of someone wishing to protect their possessions. As with any insurance, it does not cover all situations, so please check what is and is not covered by the policy to make sure it meets your requirements. Endsleigh does not charge a fee for its services in respect of this policy.

This insurance policy is arranged by Endsleigh Insurance Services Ltd registered in England No. 856706. Endsleigh Insurance Services Limited is an insurance intermediary acting on behalf of the insurer. We are authorised and regulated by the Financial Conduct Authority. Our Financial Services Register number is 304295 <https://fca.org.uk/register>. Our principal place of business is at Shurdington Road, Cheltenham, GL51 4UE. Endsleigh Insurance Services Limited is owned by Endsleigh Limited which is a member of the A-Plan group of companies. National Union of Students (United Kingdom) also has an interest in Endsleigh Limited.

Your Endsleigh Block Accommodation Insurance is underwritten by Zurich Insurance plc. Zurich House, Ballsbridge Park, Dublin 4, Ireland. Zurich Insurance plc is authorised by the Central Bank of Ireland and authorised and subject to limited regulation by the Financial Conduct Authority. Details about the extent of Zurich Insurance plc's regulation by the Financial Conduct Authority are available from us on request. FCA Register Number 203093.