



**Student Information
and Facilities**

2009-2010

Term Dates 2009-2010

Induction 11th September 2009

Autumn Term 21st September – 18th December 2009

Half Term 26th – 30th October 2009
Reading Week 14th – 18th December 2009

Spring Term 11th January 2010 – 26th March 2010

Half Term 15th – 19th February 2010
Easter School 12th – 17th April 2010

Summer Term 19th April 2010 – 9th July 2010

Half Term 24th – 28th May 2010
Reading Week 5th – 9th July 2010

MA Semesters

Semester 1 21st September 2009 – 12th February 2010

Half Term 26th – 30th October 2009
Easter School 12th – 17th April 2010

Semester 2 22nd February 2010 – 9th July 2010

Half Term 24th – 28th May 2010
Reading Week 5th – 9th July 2010

Wesley College, College Park Drive,
Henbury Road, Bristol BS10 7QD

Tele: 0117 959 1200, Fax: 0117 950 1277

e-mail: admin@wesley-college-bristol.ac.uk (main office)

Academicadmin@wesley-college-bristol.ac.uk (academic office)

Web site: www.wesley-college-bristol.ac.uk

Introduction to Wesley College

We hope that your preparations for your arrival in Bristol are going well. This booklet is designed to help you with some of the 'nuts and bolts' of life here. It should be particularly useful as you arrive and help you settle in to the area.



WELCOME

Accommodation

The college has some residential accommodation for students.



Study Bedrooms

In the main building we have single students and double rooms, although these are not suitable for children. They are let on a self catering basis and kitchen and laundry facilities are available. Bedding and towels will be provided. Study Bedrooms must be vacated at the end of the summer term to facilitate their use for conference groups. Students who bring a television to college need to have their own TV license.

For the 2009/2010 academic year the cost of a Study Bedroom is £90.00 per week. Rents are due termly in advance and are to be paid before the start of each term.

Internet access can be set up from your study bedroom at a cost of £30.00 per term.

A deposit of 2 weeks rent is required. This is repayable on vacation, less any charges for damage above fair wear and tear or unpaid service charges.

Frances Greeves House

Is an on-site block of 23 one and two-bedroom flats that are suitable for students with partners and those with small families. These flats are let unfurnished

For the academic year 2009-2010 costs are:

1 Bed flat	£370 pcm
2 Bed flat	£425 pcm



Rents are payable monthly in advance by Standing Order. In case of difficulty you should see the Bursar or the Principal.

A deposit of one month's rent per flat is required. This is repayable on vacation, less any charges for damages above fair wear and tear or unpaid service charges.

Council Tax – no Council Tax is payable in College accommodation occupied by students.

Water Charges – there is no separate charge for water rates – this is included in the accommodation charge.

You are responsible for your own TV Licence, there is no satellite signal, however you can receive Freeview.

Maintenance/Faults – can reported by email – maintenance@wesley-college-brisol.ac.uk or in the maintenance book held at reception in the main building.

Post – in addition to the post collection point in Frances Greeves House there is also a point outside the Epworth Room in the main building and this needs to be checked periodically.

Frances Greeves House postal code is BS10 7FG.

Moving into a Flat

When moving into a flat within Frances Greeves House you will need to contact the supplier to inform them of the date you move in. You are responsible for charges of the gas and electricity suppliers, the meters can be found in the cupboards either side of the main foyer. Read the meters yourself and advise the company of the reading. You will need to do this immediately.



When moving out of a flat you will also need to contact the utility companies to let them know the date that you are moving out, read your meters on your last day and inform the companies as well as the college.



Also, if you wish to have a telephone in your flat you should contact either BT or Telewest or a supplier of your choice

BT Customer Services 0800 800 150
Telewest Customer Service 0845 1420 000

Additional notes for Ministerial/Diaconal/Foundation students

If you are taking a two year course of study and living in one of the flats you may continue to occupy the flat throughout the summer vacation. In the year you are due to leave the college you may stay on until you are due to move into circuit in August. The date of vacation must be in accordance with CPD, (usually 2nd Monday in August), and needs to be agreed with the Bursar.

Accommodation charges are payable each quarter. You will be billed at the start of September, December, March and June for payments on the 1st October, January, April and July respectively. Quarterly charges for 2009/2010 are:

1 Bed flat	£ 855 per quarter
2 Bed flat	£ 975 per quarter

Budgeting on a stipend/grant can be very difficult and should you need advice or help in this area you should speak to your tutor in the first instance. In exceptional circumstances the college holds a modest student hardship fund.

Fire Procedures

Each room/flat has a set of Fire Procedures, which you should familiarise yourself with on arrival. There will be a weekly fire alarm test, that will last no longer than 15 seconds. If the alarm sounds continuously you must evacuate the building. There will be up to 4 evacuation drills during the course of the year.

Lockers

Lockers are available, in the common room adjacent to the lift on the 1st floor, for the use of non-residential students. Keys can be obtained from the College Secretary on payment of a security deposit of £5.

Library

A Library Guide will be issued to all students on induction. Students on courses at Wesley College may also apply to use the libraries of our Federation partners, Trinity College and Bristol Baptist College.



The Library is open and manned Monday to Thursday 9.00 – 5.00 and Friday 9.00 to 4.00. Access outside those hours is by use of a security code, and these extended times are indicated in the Library Guide and also posted on the library door. The library is locked overnight, and is always closed on Bank Holidays.

In addition to the main working collection, the library houses a Resource Collection of books and multi-media material particularly aimed at supporting practical ministry. Items from this collection can be borrowed by members of Methodist Churches within the Bristol District.

Bookshop

A bookshop operates alongside the library, and books not in stock can be ordered (often with next day delivery). Agreements with some of the leading publishers in the field of religion and theology allow us to offer a

discount on many titles. Searches for out of print texts are undertaken. Cards and other gifts are also stocked.

The shop is currently staffed only two mornings a week, but access is possible at any other time of the working week on request.

College Staff

Academic:	Principal	Jonathan Pye
	Director of Programmes	John Emmett
	Biblical Studies Tutor	Peter Hatton
	Methodist Tutor	Jacky Quarmby
	Chaplain	Peter Phillips
Administration:	Bursar	David Tucker
	College Secretary	Jayne Giltrow
	Librarian	Mike Brealey
	Academic Secretary	Barbara Bowden
	Receptionist	Linda Greene
Conference:	General Manager	Roger Spours
	Catering Manager	Kerry Giles

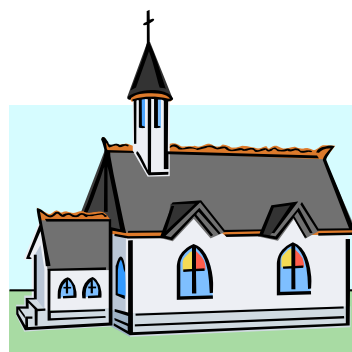
College Community Worship

Morning Prayers at 8.50am in the small Chapel in the Headingley Building

Evening Prayers at 5.00pm in the Headingley Building

Weekly Eucharist Service – Wednesday at 1.15pm in Headingley Building (or Federation Eucharist at 7.00pm – venues vary approximately once per term).

Holy Communion – Friday at 8.30am in the Chapel. All Students and their families are welcome at Quiet Days, (held termly) and to all College and Federation Services.



Community Life

Coffee is available from the restaurant throughout the day and use of the common room is available for students and staff exclusively. Lunch is usually eaten together after prayers, you can bring your own into the dining room. The restaurant is subsidised for Wesley College students and staff.

Community Meetings

Notices are shared informally each week – see the notice board outside the common room for the day and time. Each term a formal Community Meeting is held, to which all members of the community are encouraged to attend.

General Facilities

Internet Access and E-mail Facilities

Wesley College Students wishing to make use of the College computers, have internet access and their own college e-mail address should complete the registration form and declaration available from Reception. Please sign in the book in the computer room the 1st floor for the number of pages printed. You will be charged in the same way as photocopies. Wi Fi access is available in the Library and Headingley Building – an access code is available from the Bursar.

Wesley College Reception Services

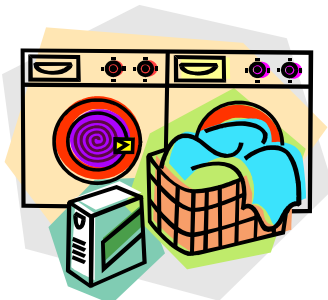
Stamps are available at the main College Reception. You are also able to leave outgoing post at Reception. You will find incoming post in pigeon holes outside the Epworth Room in the main building. You are encouraged to check these regularly. Problems with your flat/room can be entered into the Maintenance and Housekeepers books held at Reception or by email, maintenance@wesley-college-bristol.ac.uk.

Photocopying/Printing

There is a photocopier for student use on the first floor in the locker room next to the lift and a printer in the student computer room. Please sign the books for the number of copies made. You will be billed termly for photocopying and printing on College computers. If you wish to pay as you go this can be done at Reception.

Single sided black & white copies	@ £ 0.10	each
Double sided black & white copies	@ £ 0.14	each
Single sided colour copies	@ £ 0.17	each
Double sided colour copies	@ £ 0.27	each

Laundry



For the residents of the main building there are laundry facilities on the 2nd floor west wing, costing £2.00 for a wash and £1.50 to dry each load.

For the residents of Frances Greeves House there is a drying area with rotary dryers next to the football field.

Guest Rooms

There are a number of guest bedrooms within the main building, which, subject to availability, may be booked for the use of visitors. Information on the cost and availability can be obtained from Reception.

Meals

The Restaurant is open to all to buy breakfast, lunch, evening meal, drinks and snacks.

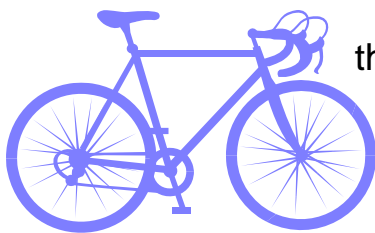
Opening times are:

Breakfast	7.30am to 10.00am	(7 days a week)
Lunch	12.00pm to 2.00pm	(7 days a week)
Dinner	5.30pm to 7.00pm	(Monday – Friday)



Payphone available outside the restaurant in the main building.

Bicycles



Bicycles may be stored in a padlocked shed at the rear of the main building. Children's bikes, outdoor toys and garden furniture may be stored in the lockable shed (code as FGH entry code), between FGH and the play area (on the understanding that items may be used by others in the play area). Please ensure that this shed is locked when your children have finished playing.

Security

All students are asked to be aware of the need for security of the buildings and their own possessions at all times. It is the responsibility of each individual to ensure their personal effects are adequately insured. Personal belongings, and particularly items of value, should not be left unattended.

As far as the buildings are concerned, you should ensure that doors are closed behind you when leaving the buildings and that the digital codes are not disclosed to anyone who is a visitor or does not need to know.

Fire Doors must not be used, unless there is an emergency.

Children



It is the responsibility of the parents to ensure the safety of their children on College property. You should be aware that there are many visitors and delivery vehicles coming onto the site every day. Children may use the playing field for games, but the car parks and the grass at the front of the

main building are not to be used as play areas. It is the residents' responsibility to ensure that all toys and bikes are put away at night.

Pets

Pets are not permitted within the main building. However on agreement with the college you may be allowed existing pets within Frances Greeves House. The college is unlikely to allow any new pets and you should seek permission via the Bursar, prior to bringing any pets home. It is your responsibility to ensure that all pets are kept under control and that they do not cause a nuisance to other residents. You must clean up after them.

Cars

The car park is marked out to show clearly the parking bays. Please ensure that you only park in the bays provided. Parking is on a first come basis.

Please be aware of the needs of other users and especially the need to maintain adequate access at all times to Frances Greeves House for emergency vehicles. You should also be aware of children on the site and keep within the marked speed limits.

Cars are brought onto college property and parked entirely at the owners risk. The college cannot accept any responsibility for any loss or damage to vehicles or their contents.



Walking

Blaise Castle Estate is situated opposite the college and is 650 acres of woodland and open space. There is a large children's play area, suitable for toddlers to teenagers and a coffee shop.

Useful Addresses

Chemists

Lloyds	Canford Lane, Westbury on Trym	0117 950 5808
Lloyds	Crow Lane, Henbury	0117 950 1848

Dentists

Passage House Dental Practice	227 Passage Road, Henbury	0117 950 3141
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Doctors

Bradgate Surgery	Ardenton Walk, Henbury	0117 959 1919
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Hospitals

Southmead Hospital	Monks Park Avenue, Southmead	0117 950 5050
Frenchay Hospital (A&E Dept)	Frenchay Park Road, Frenchay	0117 970 1212

Libraries

Westbury on Trym	Falcolndale Road, W-O-T	0117 903 8552
Henbury	Crow Lane, Henbury	0117 903 8522

Churches

Methodist	Westbury on Trym	0117 962 2930
C of E	Holy Trinity, Westbury on Trym	0117 950 8644
Roman Catholic	St Anthony's, Henbury	0117 983 3906



For information on **Childminders, Play Groups, Nurseries, Holiday Play Schemes etc.** Contact:
Avon Parent Network (11.00am-3.00pm) 0117 941 3999

Directions to the College

BY CAR:

1. From Central Bristol

Drive up Park Street, Queens Road, Whiteladies Road and at the top of Blackboy Hill keep in the right hand lane (marked Westbury on Trym). Turn right at the traffic lights, then second left at the next roundabout (onto the main Downs Road).

At the fourth set of traffic lights turn left into Henbury Road and the entrance to the College is on the right hand side at the top of the hill (opposite Henbury Golf Club) into College Park drive, bear left then right up the driveway signposted Wesley College.

2. From the Midlands (North)

On the M5 follow the signs at the Almondsbury interchange of the M4 and M5, indicating the M5 to Bristol and the South West. Leave the Motorway at **Junction 17** following the sign to Bristol and the Zoo along the A4018. Go through two more roundabouts.

At third roundabout (Old Crow pub on your right) turn right. Pass the shops and continue to the 'T' junction (Toby Inn ahead). Turn left and drive to the top of the hill. Turn left into College Park Drive (opposite Henbury Golf Club) veer left then right onto Wesley College driveway.

3. From London

On the M4 continue to the Almondsbury interchange of the M4 and M5 then take the M5 to Bristol and the South West. Then follow the route as **2** above.

4. From the South West

Take the M5 over the Avon Bridge, leaving the Motorway at **Junction 17**. Then follow the route as in **2** above.

5. From the East

On the M4 continue to the Almondsbury interchange of the M4 and M5 and then take the M5 to Bristol and the South West. Then follow the route as in **2** above.

FROM TRAIN STATION:

1. From Temple Meads

Take a No. 1 bus from the station (found at the bottom of the incline and across the road) to the bottom of Henbury Road. The college is a ten-minute walk up the hill.

2. From Parkway

Take a Taxi.