



HARLAXTON
COLLEGE

PRACTICAL TIPS
for
VISITING FACULTY

Summer 2018

Practical Tips for Visiting Faculty

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Introduction

Welcome to Harlaxton College! This booklet is a collection of practical tips and a source of information that we hope you and your family members may find useful in your daily life in the Manor.

Harlaxton College presents a distinctive living-learning experience, and living in the Manor will be equally unique and special. Many aspects of daily life may be different from that which you are accustomed to, and we hope that this booklet may answer some of your questions. If during your stay you find information that you feel should be included in the booklet please do let us know.

This booklet deals just with practical day to day matters and you will find information about teaching at Harlaxton, and other related academic matters in a separate booklet, the 'Faculty Handbook'.

Before you arrive

There are some important things that you need to do before you arrive:

- Get or renew your passport. Be sure it is valid for at least 6 months after the end of your semester abroad. If you need a visa, Harlaxton will work with you to get this sorted out.
- Book your travel to the UK and to Harlaxton. A coach is sent to London Heathrow Airport for faculty and students arriving by 10.30am on arrival day and wishing to travel to Harlaxton as a group. You may wish to make your own way to Harlaxton however, in which case we need to know what your plans are.
- Check with your health care insurance provider about coverage whilst in the UK
- Your rooms will not be ready before arrival date but we can accept luggage or boxes sent in advance – please let us know if you are sending things ahead of time.

<p>Children and Young People at Harlaxton</p>	<p>Safeguarding We are a workplace, a college, and a home and have a duty of care, and certain legal obligations, to children and young people. Harlaxton is committed to safeguarding children and young people who come to the Manor and actively takes steps to promote their welfare and protect them from harm. Information leaflets giving guidance and advice to staff and visiting faculty are given out at induction. We also have a leaflet for younger visitors, 'How to stay safe', which provides guidelines and tips about staying safe both indoors and out.</p>
<p>Dress</p>	<p>Dressing for the weather, the Manor and for special occasions It is never really hot here, even in the summer! If you like to run, you will need shorts but you probably won't need them for anything else.</p> <p>Conversely it is never really cold here, though the winds can be cold, it is often very damp and sometimes there is snow. You will probably need sweaters and fleeces. 'Harlaxton' sweatshirts and fleeces are on sale in the Boutique and can be purchased once you arrive.</p> <p>On a normal day, we are "business casual" – collared shirts for men, without ties, and the equivalent for ladies. We have a few occasions where "dress is smart." This usually means jacket and tie for men, and the equivalent for ladies.</p> <p>There may be more formal occasions when we wear academic regalia but we will let you know of these in advance.</p>
<p>Finance</p>	<p>Business Office The Business Office is open Monday - Thursday from 9am – 12noon and 1pm -5pm.</p> <p>Cash/ATM The easiest way to obtain cash whilst you are at Harlaxton is to use the ATM located at Reception. The ATM is 'Free' to use - neither Harlaxton College nor our bank will charge you a commission. Please note, however, that your bank may levy a charge for cash withdrawals.</p>

	<p>The maximum withdrawal is £250, but some US banks will impose an international cash withdrawal limit which may be a lower amount. The minimum withdrawal is £10. The ATM is available 24/7.</p> <p>Foreign Currency Exchange Credit/Debit Card cash transactions You may use your credit/debit card to withdraw cash in the Business Office, but it is cheaper to use the ATM. The maximum amount you may withdraw in a single day is £200, and there will be a 2.5% commission/ administration charge.</p> <p>Dollar exchange The Business Office can exchange dollars for sterling but does not deal with Euros. The Grantham Post Office, most major rail stations and airports also exchange money, including Euros.</p>
<p>Electrical appliances</p>	<p>PLEASE READ THIS SECTION CAREFULLY</p> <ul style="list-style-type: none"> • Many smaller personal electronic appliances are easy and cheap to obtain in the UK Consider doing this rather than bringing your own from the States, as yours will not likely be rated for UK current; • At the beginning of every semester or summer session the College may experience several power outages because residents plug their non-UK-rated US appliances into UK plugs without stepping down the current by using a step-down convertor; • Electrical current is different in the UK, and is much, much more powerful. If you have a separate 220V service for your electric clothes dryer, electric oven, or air conditioning at home, then you have something similar to what is used for all appliances in the UK; • Electrical outlets are different in the UK, too. Have a look at the plug on your electric stove or electric clothes dryer in the States. It will likely have an over-sized plug with three blade-

	<p>like prongs. That’s close to what is used for all appliances in the UK;</p> <ul style="list-style-type: none"> • Adapting your US plug to fit a UK outlet is not the same as stepping down the current using a step-down convertor; • Many computers and other digital devices (e.g. tablets and smart phones) operate on any electrical current in the world, and use an internal switch to regulate the current. To know if yours does this, look at the excessively tiny specs on the power source cord. If it says 110V – 240V, then you will need only to adapt your US plug to a UK outlet. We sell adaptors in our boutique and at Reception. You can also find them at Target and Walmart, and elsewhere in the States; • If your power source cord says anything else, then you will need to convert the UK power into a current that is appropriate to your US appliance. Because the UK current is greater than in the US, this is done using what is called a step-down convertor. You need to purchase your step-down convertor in the US; you will have trouble finding one in the UK; • UK current and European (i.e. France, Spain, Italy) current are the same. UK and European electrical outlets are different. Often, you can purchase a step-down convertor that has a European plug (two elongated and rounded prongs) and that also comes with a UK outlet adaptor. With this, you will be prepared to use your US-rated appliances in the UK and on the continent.
<p>Health and Medical Care</p>	<p>The College Nurse is available in the Health Centre on Monday – Thursday mornings.</p> <p>Routine medical care is provided by the College nurse and a local doctor who will see faculty, family members, and students. The Health and Wellness Fee, which you will pay to the University of Evansville in advance of arrival, covers routine health care. Treatment of pre-existing and chronic conditions requires separate negotiations with our physician.</p>

	<p>Major medical issues and accidents will require coverage by your US insurance carrier. Please inform yourself ahead of time of the extent and limitations of your coverage while overseas. You will be given a 'Health Services' leaflet giving further information about health provision at Harlaxton, including opening hours of the Health Centre, upon arrival.</p> <p>First Aid The College has trained members of staff who may administer first aid. If you need such help contact Reception/Security.</p> <p>Counseling Services The College Counselor is available one evening per week. Sign-up sheets are confidential.</p>
<p>IT and Communications</p>	<p>Email You will keep your own email account whilst at Harlaxton. This is an important vehicle for communication.</p> <p>Facebook For the summer session there will be a closed student Facebook group that you may ask to join.</p> <p>Computers You are encouraged to bring your own laptop, which our IT Technician can help you set up (including anti-virus protection) upon arrival. Additional laptops for classroom presentation are available for loan from the library. There is a network point in your own room, as well as wireless connectivity to the internet so that you can use your laptop, smartphone and other digital devices for work and pleasure.</p> <p>Wireless network Wireless access is available campus-wide, including in your own room. Access details are provided in your initial information pack but in the case of difficulties contact Mark Crowson, IT Technician.</p>

	<p>Printing and photocopying Printers/photocopiers are available in the British Studies Office (adjacent to the Visiting Faculty Office), or the Library.</p> <p>Telephones Your room is equipped with a telephone, with a number that is personal to you. You may receive and make calls as you wish – details for using the phone can be found in your room. Calls to the States are very inexpensive but in the event of your charges for the semester exceeding £5 you will be sent a bill. There is a telephone in the Visiting Faculty office that can be used for business related calls in the UK. Calls from this phone are paid for by the College. There is a pay phone available for staff and student use both in the Manor and the Carriage House. You may wish to consider purchasing an inexpensive cell (mobile) phone for use whilst at Harlaxton. This would be useful for family members, particularly whilst travelling.</p> <p>Fax A fax machine for personal and business use is located in the Business Office. Faxes received will be placed in your mailbox.</p> <p>Scanning documents The fax machine in the Business Office will also scan documents to email. The copiers in the Library, British Studies Faculty office and Computer Lab also scan to email.</p>
Leisure	<p>Senior Common Room Otherwise known as the Van der Elst Room, the Senior Common Room is a comfortable lounge with lots of books, a television and facilities for making lights refreshments (coffee maker, kettle, microwave) for Faculty use only. Please feel free to use the cups etc in room but wash them after use. There is a washing station and a fridge for your use adjacent to Room 302. It is your space for relaxation an ideal location for spontaneous or planned social gatherings. Students and their visitors are not allowed in this room. There are also televisions, with Free view TV, in the Pearson Room, the Junior Common Room and the Bistro.</p>

	<p>Cinema and Theatre There is a small cinema in Grantham whilst Nottingham has two large cinema complexes and an excellent theatre. Local events are widely advertised in the local paper, which is available in the Schroeder Lounge.</p>
<p>Living at Harlaxton</p>	<p>Your room(s) Your rooms are comfortable, well furnished, and carefully maintained. Linens, towels and basic cleaning and other supplies are provided to get you started. Just like at home, you are responsible for cleaning and further supplying your own rooms.</p> <p>Cleaning and repairs If you need a repair, anything from a new light bulb to a leaking roof, add your name, room number and the nature of the problem to the Fix-It list posted on the bulletin board near Reception. If the problem is an emergency, contact Reception/Security and the person on duty will find the appropriate member of staff to assist. Vacuum cleaners are available near your rooms. Rubbish may be emptied into the recycling or general rubbish bins provided, or rubbish left outside your room first thing on weekday mornings will be collected by a member of the House Team. If you have any questions about your room, cleaning or repairs, please ask the House Manager, on telephone extension 302, or a member of her team.</p> <p>Meals Students, faculty, and staff take their meals in the Refectory, near Reception. Meal times and menus for the week are displayed just outside the Refectory.</p> <p>The catering department are happy to prepare packed lunches for children attending school, available for collection at breakfast. Arrangements for these should be made with the Catering Manager once you arrive.</p>

	<p>The catering department is also able to accommodate special dietary needs. If this applies to you please contact the Catering Manager prior to arrival to discuss individual requirements.</p> <p>The Bistro (downstairs) occasionally opens during the day as a coffee shop and as a pub in the evening.</p> <p>There are many lovely eating places in the villages around the Manor, including The Gregory Arms at the end of the Manor Drive.</p> <p>Laundry Commercial-grade washers and dryers are located in both the Manor and Carriage House. These are free to use. You can purchase washing detergent from Reception or buy our own from a local supermarket. Ironing facilities are available in these two laundries but there is also an iron and ironing board for faculty use only stored adjacent to Room 302.</p> <p>Lost Property Reception is the contact point for lost property, whether this is something you have lost or something without an obvious owner that you have found.</p>
<p>Mail service</p>	<p>There is a small post office in Harlaxton village (open Monday – Friday, and Saturday morning, though closed Wednesday afternoon) and a main post office in Grantham (open 9am – 5.30pm Monday to Friday, and Saturday morning until 12.30pm). Both provide a full postal service but you can only exchange money at Grantham main post office.</p> <p>Stamps, for posting within the UK or to the States, may be obtained from Reception between 9am and 4pm, Monday – Friday, and outgoing post already stamped may be left there for posting.</p> <p>Each member of visiting faculty will be allocated a mailbox and incoming mail will be placed in the appropriate box. If a parcel arrives for you, a collection note will be placed in your mail box</p>

	<p>letting you know that there is something to collect from Reception.</p>
<p>Office space</p>	<p>The Visiting Faculty Office is located adjacent to the British Faculty Office. This provides wireless network access, telephone access, networked computers, space to work on your own laptop, and access to printer/photocopier/scanners in the British Faculty Office or in the Library close by.</p> <p>A supply of basic office supplies (such as pens and paper) is provided and the Academic Support team can help with sourcing other items that you require. Any specialist supplies you may wish to bring with you.</p> <p>Please note: paper sizes are different in the UK and our printers are set up specifically for this.</p>
<p>Sport and Recreation</p>	<p>Sports Hall</p> <p>The Harlaxton Sports Hall has treadmills, elliptical machines, stationary bikes, dumbbell free weights, medicine balls, and more. There is also a ping-pong table.</p> <p>On the Sports Hall main level, there are courts for basketball, volleyball, and indoor soccer.</p> <p>The Sports Hall has wireless connectivity and there are individual televisions on most pieces of fitness equipment.</p> <p>Children must be supervised by a responsible adult when in the Sports Hall. Children under 12 are not permitted to use any of the machines or equipment in the Hall and children aged 12-16 must be supervised when using any of the equipment.</p> <p>Gardens and Grounds</p> <p>There is a leaflet about the gardens that will help in your explorations of the estate.</p> <p>The Manor drive and our Woodland Trail are great for walking. Beyond our grounds is sprawling English countryside with many trails and paths to explore.</p>

Travel and Transport	<p>Airport Pickup and Return – London Heathrow We will pick you up at Heathrow and bring you to Harlaxton Manor at no charge on the day of your arrival, provided you arrive at Heathrow by the agreed time, normally 10:30am. You may return to Heathrow on the student buses at end of session.</p> <p>Rail and Bus Services Rail and bus services connect Grantham to places throughout Britain. In particular there is a very fast and frequent service to London and other cities on the East Coast rail line such as York, Durham and Edinburgh.</p> <p>College Mini-bus The College operates a regular mini-bus shuttle service from the Pegasus courtyard to Grantham bus station. Occasionally it may call at the railway station but there are no other stopping points. The schedule is posted by Reception. There is no regular service on Sunday but if there is demand, i.e. students and staff sign up, there is a mini-bus going to local churches in Grantham in time for their morning services. Suitcases and larger bags are not permitted on the mini-bus. Food and drink are also prohibited.</p> <p>Bicycles The College owns and lends bicycles for your use, free of charge. Contact Reception to borrow a bike. When riding a College bicycle you must wear the helmet and hi-vis vest provided.</p> <p>Taxi Local taxi firm, Street Cars (telephone no. 01476 590008), offers a discounted rate for taxi service into town or back to the Manor. Street Cars will charge you roughly half what other taxi firms typically cost.</p> <p>Cars If you hire a car and park it on Campus please let Reception know and give them the registration number of the vehicle. Hire cars may be parked either in front of the Carriage House or in the Visitors' Car Park.</p>
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	<p>Weekend checkout</p> <p>So that we have some sense of how to contact you in an emergency, we ask all visiting faculty and family members to complete a weekend check out form each week. The form is located in your <i>myHarlaxton</i> account. You will be emailed each week with a reminder to complete the form.</p>
Visitors	<p>All visitors, including family members or friends, staying in a faculty member's room or flat, must be pre-booked. Visitors are welcome to use an empty bed in your room, but may not sleep on the floor. Such visitors will be charged just for meals. Alternatively, your visitors may book a guest room (when available) at the normal rates. This includes Refectory meals when available. Please enquire at Reception about guest room bookings.</p>