

## *Residents' Club*

This is a good time to start thinking about the social life of the Hall – it's in your hands! The elected Residents' Club Committee, supervised by the Warden and Vice-Warden, runs the Hall Bar and organises many of the social, sporting, and entertainment events in the Hall. They also arrange the provision of the newspapers, magazines, games, and sports equipment that you can borrow from Reception. Joining the Committee is a great way to get to know people and looks really good on your cv!

Elections will be held in October, so look out for notices explaining how to join in. Think about setting up your own social events and clubs, even if you don't want to join the Committee; contact the Warden or Vice-Warden if you need help or advice with any such ventures.



## *Connaught Hall bar*

Run by the Committee and staffed by residents, our friendly Hall bar offers a wide range of alcoholic & non-alcoholic drinks at very reasonable prices. There is also a pool table and table football.

*With very best wishes for the year ahead.*



PROF. JOHN BRODHOLT  
Warden

## *Afternoon tea*

The Warden's team will host afternoon tea in the reception lobby on Sunday 28 September and 5 October: an opportunity for residents & staff to meet each other. Families are also welcome to take a break from moving in!



## *Welcome buffet*

There will be a special buffet supper in early October - another chance to mingle with other residents and meet the staff. Look out for posters nearer the time.



## *Finally...*

If you have any questions or problems, please talk to a member of staff. We will try to help you to sort out any difficulties; but we cannot help if we do not know there is a problem! All the staff wish you a very happy and successful time here, and hope that you will quickly settle into Connaught Hall as your home for the year. We look forward to meeting you all.



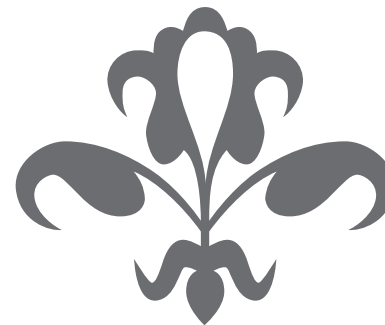
ANDREW CLARE  
Bursar



# UNIVERSITY OF LONDON CONNAUGHT HALL

# WELCOME

## September 2008



Join the residents' website to keep up to date, give feedback & download important documents:

[www.connaught-hall.org.uk](http://www.connaught-hall.org.uk)

## Welcome!

We should like to extend you a very warm welcome to Connaught Hall and remind you about some important things you need to do in your first few weeks here.



## In your room today...

### BEDDING PACK

In your room, you will find a set of bed linen (sheet, pillow, pillowcase, duvet, and duvet cover); this is yours to keep. You are responsible for washing your bed linen; the Hall does not provide a laundering service. Please note that towels are not provided.

### MUG

We have given you your own mug for hot drinks. You must take this to the dining hall at meal times as no cups or mugs are provided there. You are responsible for looking after and cleaning your own mug. You can buy a replacement from the General Office if yours is lost or broken.

### INTERNET CONNECTION

Your room has a data socket for free connection to the University JANET system. You need a suitable cable (which we will provide – ask at reception if there is no cable in your room) and a 10/100 LAN card on your computer. Full instructions are available from the Bursar's Office. Report any problems to the helpline on 020 7862 8092.

## Things to do this week...

### REMEMBER TO ENROL AT YOUR COLLEGE

Make sure you know where and when you have to go to enrol on your course. Check out your college's freshers' events as well as activities here in Hall.

### GET TO KNOW CONNAUGHT HALL

Take a few minutes to look through your Residents' Handbook, Licence Agreement, and Supplementary Regulations (you can download these from [www.connaught-hall.org.uk](http://www.connaught-hall.org.uk) or [www.london.ac.uk/223](http://www.london.ac.uk/223); hardcopies are available from the General Office). The Licence Agreement and Supplementary Regulations constitute your contract of residence in Hall.

The Residents' Handbook explains many of the Hall's procedures, including where to find help should you need it, and outlines our expectations of your behaviour. We particularly ask you to be familiar with the fire procedure and to be aware of at least two escape routes.

### REGISTER FOR A TELEPHONE ACCOUNT

You can already use your room telephone to receive any calls and to make calls to internal extensions free of charge (e.g. dial 8200 for reception).

If you wish to make external calls or access the voicemail facility, you must register for a pay-as-you-go account at the General Office, where full instructions and details of call charges are also available.

You can obtain your extension number and direct-dial telephone number from the receptionist.

### MEET THE WARDEN'S TEAM

The Warden, Vice-Warden, and Senior Members are resident members of staff responsible for student welfare, discipline, and the community and social life of the Hall. The Warden is a professor at UCL and the Vice-Warden is a medical doctor; their wardenial duties are therefore part-time appointments. The Senior Members are postgraduate students who undertake their duties in Hall on a voluntary basis.

All the team are here to offer support and guidance in case of problems such as academic difficulties, health or emotional issues, social concerns, and disputes between residents (e.g. noisy neighbours). Feel free to approach them any time, or write to the Warden or Vice-Warden *via* reception. A member of the team is on duty during evenings and weekends to help in case of emergency.

### RETURN YOUR MEDICAL DETAILS FORM

You must complete the accompanying medical details form and return it to the General Office within 21 days.

We strongly advise you to register with a local GP (primary care doctor) who will visit you at Connaught Hall if you require medical attention.

### READ ABOUT YOUR CONTENTS INSURANCE

The University has arranged basic personal property insurance for all residents through Endsleigh, but not all your possessions may be covered for all eventualities and you may need to take out additional cover; read the insurance documents carefully ([www.blockhalls.co.uk](http://www.blockhalls.co.uk)). All insurance claims and queries should be made direct to Endsleigh.

## Later this month...

### CHECK YOUR INVOICE

You will receive an invoice for your hall fees. Your fees for the year are divided into three. You must pay the first instalment within the first two weeks of October. You can pay by cash, cheque, or credit card in the General Office during office hours; there will soon be an option to pay online, so look out for notices with details in the next few weeks. If you arrived before the official start of your college term, you will be invoiced separately for that period.

It is important that you tell the Deputy Bursar immediately if you are likely to have problems paying your fees on time: we can usually find a way around any problems – but only if you talk to us! We will not be so sympathetic if you fail to keep us informed.

### COLLECT YOUR HALL ID CARD

Once we have received your deposit, passport-size photographs, and medical details form, we will issue you with a Hall ID card. From mid-October you must show this card every time you eat in the dining hall, otherwise you will not be served; you also need your ID card to request a packed supper and to claim a food rebate during vacations.

### JOIN THE FACILITIES COMMITTEE

We shall soon invite applications for members of the Facilities Committee, where you can make suggestions about catering, housekeeping, health & safety, maintenance, and other issues. Look out for notices for details or email [vicewarden.connaught@lon.ac.uk](mailto:vicewarden.connaught@lon.ac.uk).