

ABB  
EY  
COLLEGE  
MANCHESTER

# CLYDESDALE HOUSE STUDENT HANDBOOK 2024-2025



## CLYDESDALE HOUSE STUDENT HANDBOOK

The accommodation provision at Clydesdale House is managed by Abbey College Manchester (ACM) in conjunction with Almero Student who are the owners of the building.

This handbook gives information for students living at Clydesdale House. Please read through this handbook carefully before confirming and signing the declarations at the end.

If anything needs clarification before you arrive, please contact the **Director of Accommodation Services** at Abbey College Manchester, who can answer any questions you may have.

### INTRODUCTION

As a student living at Clydesdale House, you will be expected to behave in a way that shows **respect and consideration** for yourself; fellow students; the House Parents; all college and Almero staff and the building itself.

The accommodation enables students to:

- participate in the life of the college and in the city of Manchester
- gain experience of living both independently and as part of a community
- acquire the skills necessary to move on to fully independent living in the future
- have a positive experience of living in a different country

To support and maintain the health, safety and security of those residing in Clydesdale House, there are **rules** that it is important for all students to follow. The rules are generally common sense.

The rules apply to **all** students staying at Clydesdale House.

The rules aim to:

- protect student rights - especially the rights to privacy and to study
- satisfy student needs for security, friendship and appropriate care
- ensure student personal welfare
- grant certain freedoms appropriate to students of 16 years or older but with the restrictions of students attending a **School** not a University.

**No student under the age of 16 after 30<sup>th</sup> September 2024 is allowed to live in Clydesdale House**

## CLYDESDALE HOUSE RULES

- You must hand your key to the House Parents each time you leave Clydesdale House so that they know you are not in the building in the event of a fire and so that you do not lose it.
- When you do leave, you must tell the House Parents where you are going.
- Noise should be kept to a minimum after 10.00pm, so you do not disturb other students in the building.
- The alarm is set overnight and you may not leave the building between 10.00pm and 7.00am unless in the event of a fire, other emergency or as directed by the House Parents.
- You are **NOT** allowed to smoke or vape inside the building as per the law in the United Kingdom. You must go to the Smoking Area at the front of the building. Formal Written Warnings will be issued to students caught smoking inside.
- You are allowed to meet any friends or visitors who are not residents of Clydesdale House in the ground floor Common Room between 6.00pm and 8.00pm each day. All visitors must be signed in and out and no guest is allowed beyond the ground floor Common Room and the visitor toilet. This is for the health, safety and welfare of other students. Sanctions will be imposed if this rule is broken.
- Any post or deliveries will be kept at Reception, and you can collect from there. Your address will be:  
  
\*Flat Number\* (e.g. 312)  
Clydesdale House  
27 Turner Street  
Manchester  
M4 1DG
- Neither Abbey College nor Almero Student staff will enter your room without giving 24 hours notice, except in an Emergency or where there is a concern for your welfare. Room inspections are carried out once a week, where the day manager will inspect your room against set criteria.
- Clydesdale House's Housekeeping team will empty the kitchen bin every day and clean your kitchen once a week. It is your responsibility along with your flatmates to keep your kitchen clean the rest of the week, and the House Parents will check your kitchen is in an acceptable condition each day.
- You will be charged for any damage to your bedroom and bathroom, and the kitchen or corridors within your wing outside the normal and expected wear-and-tear. This will be deducted from the deposit that your parents will have paid when you first enrolled at the college. In the unlikely event the charges are in excess of the deposit paid, your parents will be invoiced for the remaining amount.
- Pets **are not** allowed at Clydesdale House.

- Clydesdale House has staff on duty 24 hours each day, including Security Guards on shift (Thursdays through to Sundays) who monitor the CCTV and the main entrance. The Security Guards work closely with the House Parents to ensure all students' health and safety, and that students are living by the rules.
- If the Fire Alarm goes off, students must leave the building immediately and meet at the Assembly Point in the Car Park on Union Street.
- You may stay within Clydesdale House if you wish during the half term week breaks in October, February and May, and also during the two week holiday at Easter.
- All students must leave Clydesdale House during the three week Christmas holiday. Students must have left by 5.00pm on Sunday 15<sup>th</sup> December 2024, and can return from 9.00am on Saturday 4<sup>th</sup> January 2025.

## STUDENT BEHAVIOUR

- The House Parents are there to ensure your safety, support a healthy lifestyle, and to assist you in what probably is your first time in living away from home. There is a House Parent at Clydesdale House 24 hours a day, and you can contact them for help and support in any area.
- House Parents have the right to amend the curfew times throughout the year where necessary in order to reward good behaviour, and punish poor behaviour. You must register with the House Parents at 11.00am on Saturday and Sunday mornings, and during all college holidays when you will be in Clydesdale House.
- All students must be back in Clydesdale House by 9.00pm on Sunday evening through to Thursday evening inclusive. The time on Friday and Saturday evenings is 10.00pm. These curfew times will be confirmed and explained during the induction period.
- A House Parent will wake you up in the morning to ensure you are up in time to get to college for your 9.00am classes. When you leave Clydesdale House you should hand your room key in at Reception, and collect it again when you return to the building after college. You should always hand in your key when you leave so the House Parents know who is in Clydesdale House at all times.
- If you wish to go out during the day on the weekends into the city centre, you must request a Day Pass from the Houseparent on duty. The duration of the day pass will depend on your behaviour and the nature of the activity you wish to do. For health, safety and welfare reasons it is important the House Parents know exactly where you are at all times.
- If you plan to leave Clydesdale House overnight at the weekend you must fill in a form and hand it to a House Parent who will then seek permission from your parents before confirming that you are allowed to leave. If the House Parent has not confirmed this with you, you **do not** have permission to go. Permission to go on weekend leave will be dependent on attendance, punctuality and behaviour.
- The House Parents have a phone with them 24 hours a day, which you can contact them on by either calling or texting. If you are going to be late returning to Clydesdale House then you must stay in contact with the House Parents – the House Parents should not be calling you to find out where you are.

- Once the curfew checks have been completed at night, the House Parent will set an alarm on each floor – this alarm will alert both the House Parents and Security if somebody tries to move between wings or leave Clydesdale House after curfew time.
- Students are not allowed to drink alcohol whilst at Clydesdale House as there are many students under the age of 18 who live there.
- There is a zero tolerance policy to drugs, and any student found in possession of drugs may be excluded from the college.
- Students are not permitted to visit the wings of students of the opposite gender. Any social visits should take place within the communal area on the ground floor of Clydesdale House only. From Sundays through to Thursdays students must be back in their own wings by 9.30pm and on Fridays and Saturdays the time is 11.00pm.
- When students leave Clydesdale House for weekend leave – whether this is at the end of the academic year, or during the Christmas and Easter Holidays and all Half Term breaks – the responsibility of Abbey College Manchester staff for the welfare of students ends when they exit the building.

## MEDICATION

- **Overseas Medication:** International students are asked not to bring any medication with them unless prescribed. Where the prescribed drug is not available in the UK, parents are asked to give written consent to a prescription of a UK equivalent to be made available. Where this is not possible a supply can be bought in by the students with an English instruction of the dose, administration, cautions etc.
- All students are registered by the college with a local Doctor surgery who will facilitate a new patient medical and prescribe any English equivalent medication as necessary. The college currently uses one practice that is nearby to both the college building and Clydesdale House. This is called City Health (Boots)
- Students may also wish to choose a different NHS Surgery or a Private Practice.
- **Students must declare any medication they have on arrival at Clydesdale House and give it to the House Parents.**
- Any student with known medical conditions will have an appointment with the college nurse as part of the induction. Any undeclared medication will need to be confiscated and an investigation undertaken.
- You should also ensure that you and your parents have completed the Health Questionnaire before you arrive into the college.

## LIFESTYLE

- All meals are provided. There is a choice of food at each meal and we encourage you to eat all meals provided by Abbey College Manchester, rather than buying your own.
- There is Wi-Fi internet at Clydesdale House – you will need to create a Username and Password the first time you log on, which you can then use to log in on other devices (laptops, mobile phones, tablets). For safeguarding purposes the College is required to monitor internet usage in the residence.

- The laundry room is on the Ground Floor of Clydesdale House, next to Reception. There are both Washing Machines and Dryers to use, and laundry costs are included in the price of your accommodation. House parents can show you how to use these if you are not sure.
- If you are not feeling well, you should come into college and visit the college Nurse. She can assess you and decide whether you need to go to see a doctor, a pharmacist, or go to hospital. The Nurse works in the college full time and is at Clydesdale House on the mornings of Monday and Fridays.
- The House Parents will ensure you are registered with a Doctor surgery within 2 weeks of arriving in the UK. If you would like to register with a Dentist too, the House Parents can help you with that, but they will not do this unless you ask. Please note that most dentists in Manchester are private so if you do register and have treatment there will be a charge for this. It is not covered by the Immigration Health Surcharge that you will have paid when you first made your visa application.
- When you leave the building for college each morning, you are not allowed back to Clydesdale House until after all your lessons are finished. You cannot come back to your room during the day if you have free or study periods. Any study periods should be spent in the Learning Centre at the college or if you wish to just relax there is a Common Room. These periods cannot be spent in your bedroom at Clydesdale House. All students are required to register at Clydesdale House at 4.30pm after college has finished.
- There is an independent college Listener, a college Nurse and lots of pastoral staff available should you ever have any worries or concerns that you feel you do not wish to speak to a House Parent about. They are available during college hours and contact details are available on the notice boards throughout Clydesdale House and the main college building. You should note that confidentiality cannot be maintained where there is a concern for welfare.
- At Clydesdale House, there is a belief in fostering holistic development through accountability and responsibility. You are not just a resident; you are an active participant in your own growth and development journey.
- The process is:
  1. **Accountability:** Students are encouraged to take ownership of their actions and choices. Whether it is academic, personal conduct, or community involvement, being accountable leads to personal growth.
  2. **Responsibility:** Students learn that responsibility extends beyond themselves. They contribute to the well-being of the boarding community, take care of their living spaces, and support one another.
  3. **Holistic Development:** There is a recognition that education is not limited to textbooks. Students are encouraged to engage in sports, arts, leadership activities, and community service. As a result of this their minds, bodies and hearts are nurtured and developed.
- The House Parents make every effort to create a supportive, growth-oriented environment for you. Together, the aim is to build lasting friendships, develop life skills, and prepare you for a bright future and to fulfil your potential.
- To assist you with your development over your time here at Clydesdale House, a sanctions system has been developed that will help you take responsibility for your actions and be accountable for your behaviour. (**See Appendix 2**)

## DECLARATIONS

- I and my parents/guardians have read this **Boarding House Handbook**
- I and my parents/guardians understand its contents agree to be bound by its terms and conditions.
- I and my parents/guardians agree that I will comply with the rules and curfews in place.
- I and my parents understand that if I fail to comply with the conditions of living within the Boarding House I will be subject to disciplinary measures.
- Your parents/guardians allow you to take part in activities and trips organised by the House Parents, provided details of any activities and trips taking place are sent in advance.
- I and my parents/guardians have read and understand the disciplinary procedure outlined in Appendix 1

### **Student declaration**

Full name: .....

Signature of student: .....

Date: .....

### **Parent/guardian declaration**

Full name: .....

Signature: .....

Date: .....

### **Abbey College Manchester declaration**

Full name: Marc Cronin

Signature:  .....

## APPENDIX 1

### DISCIPLINE PROCEDURE FOR BREAKING THE RULES AT CLYDESDALE HOUSE STUDENT RESIDENCE.

Verbal warnings by House Parent and incident(s) recorded



Formal verbal warning by Head of Senior Boarding and incident(s) recorded.  
Sanctions may be applied within Clydesdale House or privileges temporarily removed.



First formal written warning from Head of House,  
copy on file (parents/agents informed by letter)



Second formal written warning from Head of House/ Assistant Principal  
(Boarding & Pastoral), copy on file (parents/agents  
informed by letter)



Third and final written warning from Principal, copy on file  
(parents/agents informed by letter)



Temporary or Permanent exclusion from College

#### Important notes:

- In some cases the nature of the offence may mean an escalation in the discipline procedure.
- Serious offences will immediately escalate to a final written warning.

## APPENDIX 2

**(All behavioural transgressions will be documented)**

- Sanctions at Clydesdale are designed to encourage students to take responsibility for their actions and take accountability of the repercussions.
- Sanctions are given to students who break the Clydesdale House Rules.
- If students continue display behaviour that is not in line with the rules at Clydesdale, they will receive more serious sanctions, and possibly formal written warnings by the Head of Boarding.

**The following sanctions can be issued by House Parents at Clydesdale House:**

- **Early Curfew** – Your curfew will be shortened depending on your action/behaviour.
- **Gating** – You will not be able to leave the Clydesdale if you receive this sanction.
- **Kitchen Clean Up** – You will be required to clean you kitchen if you receive this sanction.
- **Trash Duty** – You will be required to empty the rubbish bins in your kitchen if you receive this curfew.
- **Laundry Room Clean Up** – You will be required to tidy the laundry room if you receive this sanction.
- **Early Kitchen Closures** – If your wing of the boarding house has not been keeping your kitchen clean, the kitchen may be closed earlier at an earlier time.
- **Device confiscation:** If House Parents suspect that you are not using you mobile/ electronic devices, gaming systems or laptops responsibly, you will be required to hand this in, in the evenings and will receive them back the following morning.

**Sanctionable Offences:**

- Leaving Clydesdale after 08:45am during the week.
- Disrespectful behaviour towards House Parents or other students in Clydesdale.
- Arriving after curfew in the evening.
- Consuming alcohol/smoking in the boarding house.
- Having/bringing alcohol at the boarding house.
- Disruptive behaviour, especially between 10.00pm and 7.00am.
- Moving between wings after curfew.
- Entering the wing of a different gender.
- Entering the room of a different gender.
- Entering the boarding house intoxicated.
- Not being present for a fire register
- Not being present/ arriving late for weekend registration
- Covering smoke detectors in the rooms