



**Michaelmas Term 2017**  
**End of Term Arrangements**

**I. Vehicular Access for Luggage – Central Site (Undergraduates Only)**

- Full Term ends: **Friday 1 December.**
- Vehicular Access Permit Day: **Saturday 2 December**
- Normal vehicle access within the city centre pedestrian zone is permitted between:
  - Monday to Saturday before 10am and after 4pm.
  - Sunday at any time.

If collection is **not possible** at the above times and only if the vehicle is carrying a bona fide member of the University to collect his/her luggage from accommodation within the Pedestrian Zone a '**Vehicle Access Pass**' is available for Saturday 2 December **between 10am-12.00 noon & 2pm -4pm. (closed for lunch 12.00 to 2pm)**

**Passes must be obtained in advance from the Porters.**

- Passes are to be presented at the barrier outside St John's College in exchange for a 1 hour permit into the pedestrian zone between 10am and 4pm (even if you enter before 10am).
- **Failure to comply** with the regulations on this day or any other day may result in the receipt of fixed penalty notices by Traffic Wardens.

**NB** – Consideration to receive a permit will not be held for travel less than 90 miles without exceptional circumstances verified by your tutor.

**2. Removal of Personal Property (Undergraduates only on term time and Easter licenses)**

**- Entitlement to residence ends at 10.00am on 8 December.**

- All luggage must be taken home with the exception of College mattress protectors, quilts and pillows. Bedrooms, kitchens and all other communal facilities must be cleared of personal property and rubbish, including recyclables to the appropriate bins, bicycles stored in designated cycle storage areas and keys left in wardrobes and desks. **Failure to vacate by 10am or follow the advice above will result in a charge** on your College bill. Please see the Student Handbook for further details. **Personal belongings left behind may be disposed of or sent to charity. (Please see section 4.2.2 of the student handbook)**
- Any equipment on hire, such as televisions, must be returned directly to the hire company. The College accepts no responsibility for hired items.
- Students living in A,G and P Staircases on Central Site and in Boulton House at Wychfield may leave belongings in the storage box under the mattress. A key is available from the Central Site Porters' Lodge.

**- Storage**

- Overseas students and others who have no storage facilities in this country are allowed to store a small amount of luggage in College over the vacation in J1 Central Site, Wychfield Trunk Stores or Bishop Bateman Court Stores (BBC). Property is left at your own risk, must be clearly labelled with name and date of collection. It will not be covered by any College insurance. This storage will be available from Monday 27 November.

## 2. Removal of Personal Property (Undergraduates Only) (Contd.)

### - Storage Contd.

- **Luggage must be removed from designated store by 14 January.**
- Students living in the Wychfield new accommodation may leave items in the top box area of the wardrobe (not in the wardrobe itself which will be used for guests). A key is available from Wychfield Porters' Lodge
- Students living in A,G and P Staircases on Central Site may leave belongings in the storage box under the mattress. A key is available from the Central Site Porters' Lodge.
- Students living in WYNG may leave belongings in the truck bedhead store in each room. A key is available from the WYNG Gardens Porters' Lodge.

## 3. Signing Out / Return of Keys / Temporary Cards (Undergraduates only on term time and Easter licenses)

- **Rent for rooms will still be charged** until keys / temporary cards are returned and the exeat book is signed either in the Central Site Porters' Lodge for Central Site residents, WYNG Gardens for BBC and WYNG Gardens residents or the Wychfield Porters' Lodge for Wychfield residents. **Signing Out must be done at the relevant Porters' Lodge.** Students with keys / temporary access cards **must** ensure they are returned to the Porters' Lodges indicated below.

- Central Site - Central Site Porters' Lodge
- BBC and WYNG residents – WYNG Porters' Lodge
- Wychfield Site Residents - Wychfield Porters' Lodge

## 4. Payment of College Bills: Lent Term Bills

### **Due Date for Undergraduate and Graduate Bills: 18 January 2018**

- Undergraduate and Graduate bills will be e-mailed out at the beginning of each term.
- Undergraduate and Graduate payments must be made in full by 18 January 2018, unless written permission has been received from your Tutor. Overdue charges of £1 per day may be applied on payments outstanding after that date.
- Graduates, if you have difficulties paying please e-mail your Tutor via Rosie Ince (ri246@trinhall.cam.ac.uk). Undergraduates please e-mail your Tutor in the first instance before the due date so that any problems can be resolved. Please provide as much information as possible to assist the Tutors' in their decision.

## 5. Meals:

Opening and closing times of cafeteria can be found on the intranet catering pages.

- **Last cafeteria dinner:-** Monday 4 Dec (*No Hall dinner on Friday 1 December except those invited to Dr Eden's Supper*)
- **Last cafeteria lunch / breakfast:-** Thu 7 Dec / Fri 8 Dec
- **First cafeteria meal in lent term:-** Dinner Friday 12 Jan

## 6. Return into Residence – Lent Term 2018 (Undergraduates only on term time and Easter licenses)

- The Term Day: **Saturday 13 January** (for returning to Central Site)
  - Passes must be obtained from the Porters **before you go down**. They will not be available by post or on the day.
  - Entitlement to residence begins: **Thursday 11 January, 2pm.**

Permission for early return will only be granted to the following;

- Members of sporting teams required to return early (including University teams)
- **There will be no general vacation residency available.**
- **Important Warning– If you return early without permission the College cannot guarantee accommodation will be available and you may be required to find alternative arrangements outside of College. If the College has available accommodation you should be aware the rent will be £60 per night and will be added to your bill.**

- Full Term begins: **Tuesday 16 January.**
  - **To return into residence after 16 January Undergraduates must obtain Tutorial permission in writing.** This should be obtained before you go down. If you need to change your plans ring the Tutorial Registrar (01223 332564) during office hours.

## 7. Grad Halls (Graduates Only)

- There are no Grad Halls over the vacation period
- For Lent Term dates please refer to Meal Booking System.

## 8. Jerwood Library

- The Library will be open 24 hours a day during the Christmas Vacation. However, the Library will not be staffed between **23 Dec 17 and 3 Jan 18 inclusive**

## 9. Porters' Lodges / Central Site and Wychfield.

- The Porters' Lodges at central site and Wychfield will be single manned throughout the holiday period but will have limited opening hours for the collection of mail and other routine administrative tasks. The dates/hours of operation are as follows:

- Normal operating times until 7.00am 24<sup>th</sup> Dec
- Sun 24 Dec           Both lodges open 7.00am – 1.00pm
- Mon 25 Dec           Both lodges CLOSED
- Tue 26 Dec           Both lodges CLOSED
- Wed 27 Dec           Both lodges open 7.00am – 1.00pm
- Thu 28 Dec           Both lodges open 7.00am – 1.00pm
- Fri 29 Dec           Both lodges open 7.00am – 1.00pm
- Sat 30 Dec           Both lodges open 7.00am – 1.00pm
- Sun 31 Dec           Both lodges open 7.00am – 1.00pm
- Mon 01 Jan           Both lodges CLOSED
- Tue 02 Jan           Both Lodges open 7.00am normal operating times

- Both sites will be accessible outside of the lodge's opening times by using your university card on the card access system.

- Emergencies

- In any emergency please contact either of the porters' lodges. Their contact numbers are as follows:
  - Central Site 01223 332500 Mobile 07922 579596
  - Wychfield 01223 339029 Mobile 07922 579601

I hope you all have a very happy Christmas

Glen Sharp  
Junior Bursar

November 2017