

**Reed** Business  
••• School



**Everything you need to  
know about your time  
at Reed Business School**

# The purpose of your visit to Reed Business School is to prepare you for some difficult examinations.

Although you will be working hard during your time with us, we hope we can provide you with the right atmosphere in which to work and the ideal environment in which to relax when possible.

## **Lectures**

Joining instructions will be sent to you approximately one week prior to the start date of your course. Courses are classroom based and are recorded via Microsoft Teams for revision and to consolidate learning. Please ensure you have your Microsoft Teams login details.

Unless otherwise stated, your teaching day will run from 9:00am to 5:00pm. You will have a break of 15 minutes in the morning and in the afternoon, and an hour for lunch.

Please check the notice board for details of where your lectures will be held and what time lunch and dinner will be served.

Tutors may set evening work and on some occasions lectures may extend into the evening.

For details on cancellations and administration fees, please see:  
[www.reedbusinessschool.co.uk/terms-and-conditions](http://www.reedbusinessschool.co.uk/terms-and-conditions)



## **Fire evacuation procedure**

Please ensure you read and understand the fire notice in your room and note that the fire alarms are tested weekly – usually at 10.30am on Mondays.

If you discover a fire or hear the fire alarm, please evacuate the building immediately via the nearest exit. Do not stop to collect personal belongings. It is your responsibility to familiarise yourself with these exit points at the earliest opportunity.

The assembly point is the grass area situated in front of the side gate to The Manor. A member of staff or the attending Fire Brigade Duty Officer will advise you when it is safe to return into the building.

## **Accommodation**

Reed Business School offers a range of accommodation.

On some occasions you may be allocated rooms at nearby hotels, B&B or another residential training college. In this case you will still take all your meals at Reed Business School, unless advised otherwise.

[www.reedbusinessschool.co.uk/accommodation](http://www.reedbusinessschool.co.uk/accommodation)

## **Your room**

Rooms will be available from 3pm. If you require access earlier, please contact reception in advance to arrange. Rooms are always thoroughly cleaned and checked before the arrival of a new occupant – if you find anything not as it should be, please report to reception.

All our properties have central heating that is altered according to the time of year/weather. We would be grateful if you do not alter these settings. If you require additional heating or fans in the summer, please see reception.

## **On your last day**

When you leave, please vacate your room by 9.00am to allow our housekeepers to clean and prepare it for its next occupant. If you are travelling by public transport, luggage can be stored in reception. Please do not leave anything in your room as it needs to be prepared for the next guest. Unfortunately, you cannot return to the room after 9.00am.

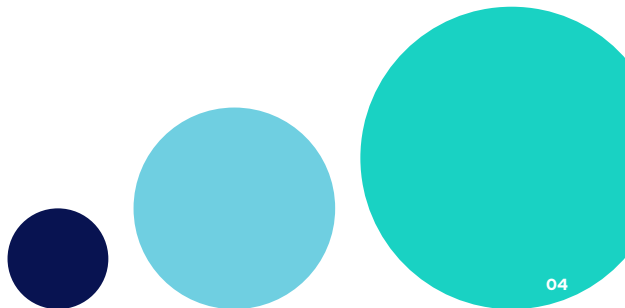
## **Entry system**

The Manor and all Reed properties have access entry codes, these will be provided within your joining instructions. Please ensure you have the code and room allocation details prior to your arrival.

## **Enquiries**

All enquiries about course administration, room allocation, maintenance, housekeeping, etc. are dealt with in reception (downstairs office with "Reception/ Enquiries" sign above the door). Queries about food should be directed to the Catering Department and anything to do with the content of your course should be directed to your tutor.

The opening hours for all the offices are Monday to Friday, 8.00am – 5.30pm. Limited administration cover will be available over weekends when there are courses running. At all other times the office will be closed.





## Night Porter

We have a night porter who will be on duty Sunday to Thursday 6-10pm.

If you have any out of hours emergency that can not wait until the office is open, please contact 07977 582326.

## Security

Please be mindful of security at all times and ensure when vacating any of the properties and The Manor that the front door is securely closed. Please do not leave the dead-locks up on the front doors for security reasons. Do not leave any valuables or money in your room unattended.

## Meals

For residential students, all meals are provided on the tutorial days of a course including the morning of the first day of the course to lunchtime of the last day. For students attending on a non-residential basis, lunch on each day of the course is provided.

A self-service and self clearing system is used for all meals, which are served between the following times:

- 7.45 – 9.00am
- 12.30 – 1.30pm
- 5.30 – 6.30pm

Our chefs are more than happy to adapt to any special dietary requirements you have. Whilst we pass on these details from your enrolment form, it is vital that you go and introduce yourself upon arrival, if you have any special requirements or allergies. This gives them sufficient time to prepare a suitable alternative.

## Weekends

For students attending revision courses and wishing to stay at the business school during the weekend in between relevant classes, a weekend residential fee will be charged. Please refer to the current terms of business for rates.

Meals will be provided for students attending weekend courses. Meals are not provided to students staying over at weekends in between weekday courses.

## Car parking

Reed Business School has its own car park in the village. Please use this area, rather than parking along the road, for the benefit of the local residents. Vehicles are parked at the owner's risk.

## Taxi services

Moreton-in-Marsh railway station is 4 miles from the business school. It is recommended that you book a taxi in advance.

Local taxis companies provide a service to our visitors. If you book a taxi but no longer require it, please call them to cancel.





## Expected conduct and behaviour

Whilst at Reed Business School students/delegates are expected to adhere to the following code of conduct:

- We have a strict no alcohol and smoking policy in all our properties and grounds.
- To keep noise to a minimum at all times, bearing in mind that everyone is here to study.
- To return to their accommodation at a reasonable time in the evening without disturbing other students or village residents.
- To behave in a professional manner at all times.
- Please help us maintain good relations with our neighbours by minimising disturbance to local residents.
- To leave rooms in a clean and tidy manner – please note we will charge for any damage or additional cleaning.

## Recreational facilities

The grounds of The Manor and surrounding field headlands are open to you to enjoy.

### Tennis

The court is available before and after lectures. Tennis shoes must be worn at all times on the court (no black soles). Racquets and balls are available from reception although you may wish to bring your own.

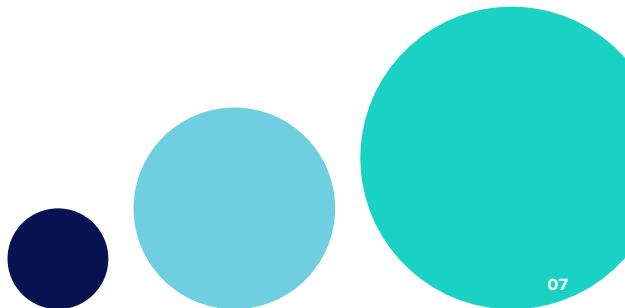
### TV

TVs are located in the Johnston and Hancock lecture rooms. Please note the other lecture rooms are available for quiet private study.

### Indoor and outdoor activities

Badminton, volleyball and football are available in the playing field of Church Close, croquet and golf putting green is available within The Manor grounds, for more details please ask at reception.

Any other activities will be put on the notice board.



## **Wireless internet access**

We have an open wifi service in all residential properties and throughout The Manor. Please report any access problems to reception in The Manor. Please DO NOT disconnect or attempt to re-set any of the routers or boosters.

## **Vending machines**

There is a vending machine, two coffee machines (FOC) and several water dispensers in The Manor. Stationery items are available for purchase from reception.

## **Laundry facilities**

A washing machine and tumble dryer are available in the Laundry Room near the rear entrance to The Manor, together with an iron and ironing board. Please note you will need to provide your own washing powder.

## **Local amenities**

### **Moreton-in-Marsh**

- Approximately 4 miles from The Manor
- Market on Tuesday
- Bank and cash point
- Supermarkets
- Post Office

### **Chipping Norton**

- Approximately 4 miles from The Manor
- Market on Wednesday
- Supermarkets

### **Stow-on-the-Wold**

- Approximately 9 miles from The Manor
- Supermarkets
- Post Office





## Places to visit

### Little Compton

Rollright Stones, an ancient stone circle

### Chastleton

Chastleton House, a National Trust property

### Bourton-on-the-Water

A classic Cotswolds village with cafés and restaurants

### Stratford-upon-Avon

Shakespeare's birthplace

### Woodstock

Blenheim palace

### Oxford

Historic University City

## Pubs in the area

### Little Compton

Red Lion  
01608 674397

### Oddington

The Fox at Oddington  
01451 767000

### Long Compton

Red Lion  
01608 684221

## **Safeguarding**

Email in confidence: [safeguarding.reed@reedbusinessschool.co.uk](mailto:safeguarding.reed@reedbusinessschool.co.uk)

Mental Health First Aider: [sam.dean@reedbusinessschool.co.uk](mailto:sam.dean@reedbusinessschool.co.uk)

For more information please visit our website:  
[www.reedbusinessschool.co.uk/safeguarding](http://www.reedbusinessschool.co.uk/safeguarding)

## **Emergencies**

Should any emergency requiring immediate attention occur during the night or at weekends, and a member of staff is not on the premises, you should contact:

Emergency  
07977 582326

## **Medical and dental treatment**

If you require medical or dental treatment, please notify reception. For urgent medical treatment please report to any member of staff and a first-aider will be contacted. Should you require medical treatment at weekends, please contact the Chipping Norton Health Centre.

### **Chipping Norton Health Centre**

Russell Way, Chipping Norton, OX7 5FA  
01608 642742

### **North Cotswolds Hospital (Moreton-in-Marsh)**

Minor injuries open 8am – 8pm.  
Stow Road, Moreton-in-Marsh GL56 0DS  
0300 421 8770

### **Horton General (Banbury)**

Accident & emergency open 24 hours.  
Oxford Road, Banbury OX16 9AL  
01295 275500



**Residential**



**1 & 2 Church Close**  
See [A] on map



**1 Pool Close**  
See [B] on map



**1, 3 & 4 Pinchester Close**  
See [C] on map

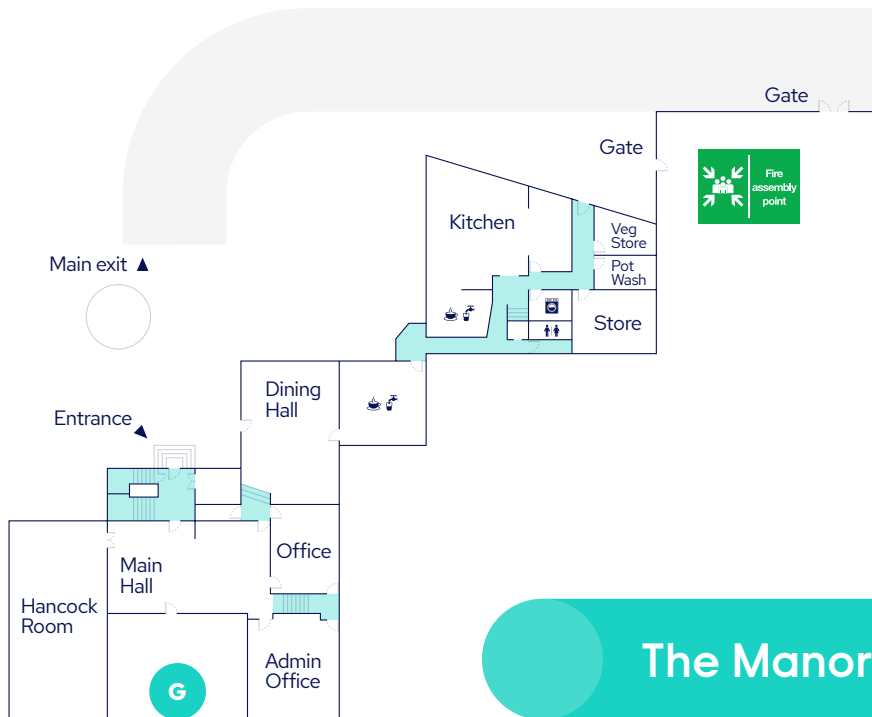
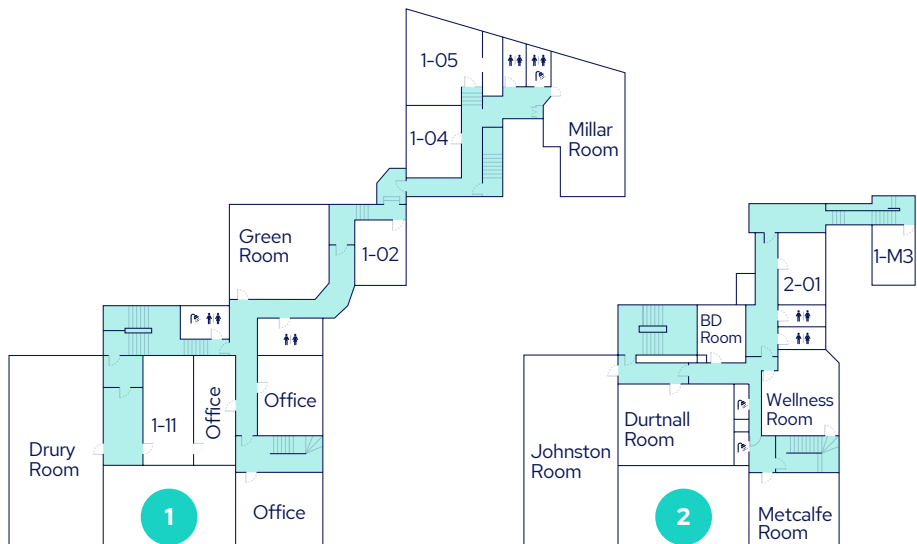


**1 & 2 Church Row**  
See [D] on map



**Old Brewery Lodge**  
See [E] on map





# The Manor



The only option for those serious about studying; amazing facilities and great tutors.

Ben, CIMA Student

# Reed Business School

Reed Business School  
The Manor Little Compton  
Nr Moreton-in-Marsh  
Gloucestershire GL56 ORZ

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[rbs.reed@reedbusinessschool.co.uk](mailto:rbs.reed@reedbusinessschool.co.uk)  
[www.reedbusinessschool.co.uk](http://www.reedbusinessschool.co.uk)



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Registered number: 328347