

Welcome to Reed Business School  
Delivering results



# Everything you need to know about your time with Reed

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# General information

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

Lecture timetables are sent to you with your Joining Instructions approximately one week prior to course commencement. Please ensure you check your Joining Instructions carefully before every course you attend.

Unless otherwise stated, your day will run from 9.00am to approximately 5.30pm. You will have a tea/coffee break of 15 minutes in both the morning and afternoon, and approximately one hour for lunch. Please check the notice board for both details of where your lectures will be held and what time your lunch and dinner will be served.

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

## Evening study

Some lecture rooms are available for students to use for private study in the evenings.

## Fire evacuation procedure

**All visitors must sign in and out of the Manor.**

The visitors' book is situated in the entrance hall of the Manor. Please ensure you read and understand the fire notice in your room and note that the fire alarms are tested weekly – usually at 1.00pm 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. Detailed information is available in the entrance hall to The Manor, in a folder called Emergency Info.

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 both single and shared rooms. A single room attracts a supplement which will be passed on to you unless your firm has agreed to pay the extra cost.

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.

## Your room

Rooms will be available from 3pm. If you require access earlier, please contact the administration office in advance to arrange. Your room will be equipped with a desk, chair and lamp, as well as the usual features of a bedroom, and the door can be bolted from the inside. 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.

Some of the properties have rooms that can also be locked from the outside upon gaining a key from reception. Keys for individual rooms are issued on receipt of a £10 deposit, which will be refunded when the key is returned.

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.

We do not hold TV licences for student accommodation, and so request that you use the televisions provided within the business school. Your home television licence will not cover you for use at the business school.

## 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 and need to leave luggage in your room for collection later, please notify reception.

## Entry system

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 the main office (downstairs office with "Reception/Enquiries" sign on the door). Queries about food should be directed to the kitchen and anything to do with the content of your course should be directed to your tutor. In the event of your tutor not being available, accountancy queries can be made to our tutors in the office on the first floor (directly above the main office), and RSR course queries can be made to the Reed trainer's office on the ground floor (beside the reception area).

The opening hours for all the offices are Monday to Friday, 8.30am – 6.00pm. Limited administration cover will be available over weekends when there are courses running. When there is a member of staff available, details will be displayed on the main hall notice board. At all other times the office will be closed. Please see details below, under Night Porter.

## Night Porter

We have a night porter who will be on duty to assist out of office enquiries. The normal times he is available is 6pm - 2am from Sunday - Thursday. Details of his rota are displayed on the main hall notice board. If you are unable to find him, you can call him on the emergency telephone number 07977 582326 and he will help you. If he is not on duty or your query is not within his hours of duty, this number is diverted to a member of staff.

## Security

Please be mindful of security at all times and ensure when vacating any of the properties 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. If you wish, you may leave them at the main office where they will be locked securely in the safe. All valuables left in your room are left there at your own risk.

## 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

**Breakfast** 7.45 – 9.00am

**Lunch** 12.30 – 1.30pm

**Dinner** 5.30 – 6.30pm

Our two 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.

In addition to meeting dietary requirements, we can provide alternative menu options. These can be chosen by completing a form which can be found on the serving counter by the kitchen.

## Weekends

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

When classes are being held on weekend days, there will be a catering service available. Any meals required **must** be booked with the Catering Manager on the Friday beforehand (this is only applicable to students staying over at weekends in-between weekday classes).

Meals will automatically be provided for students attending courses on weekend days.

## 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. Please do not bring cars beyond the Manor gates at any point.

## Taxi services

Moreton-in-Marsh railway station is 4 miles from the business school. If you are arriving at the weekend or during an evening, it is recommended that you contact one of the following taxi companies to book.

We rely in our local taxis companies to provide an efficient reliable service to our visitors and please ask that if you book a taxi but then do not require it, that you call them to cancel their service.

**P H Taxis** Tel 01608 643808  
or 07803 121039

**Cotswold Taxis** Tel 07710 117471

## Expected conduct/behaviour

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

- 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.
- To help the Business School maintain good relations with its neighbours by minimising disturbance to local residents, particularly as Little Compton is a peaceful village location.
- To leave rooms in a clean and tidy manner – please note that 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** – Restricted times in August – ask at office. The court is available at the times set out below. Tennis shoes must be worn at all times on the court (no black soles). Racquets and balls are available from the office although you may wish to bring your own. Monday to Friday 7.45am – 8.45am and 6.00pm – 8.00pm.

**Volleyball** – Set in the grounds – Please ask in the main office.

**Outdoor swimming pool** – Please remember the pool is always used at your own risk and should never be used alone. The swimming pool is open from May - September from Monday-Friday at 7.45am - 8.45am and 6.00pm - 8.00pm. Availability may be restricted in August; please check the noticeboard daily for up to date information.

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

**Croquet** – A croquet lawn is available during the summer months. Mallets and balls can be obtained from the general office.

**Football** – There is a football pitch on the playing field by Church Close. Please do not play football in the gardens.

## 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

A drinks and confectionery vending machine as well as two coffee machines and several water dispensers are available in the Manor. Should any of the machines not be working, please ask one of the catering staff, who will be happy to help you. Stationery items are available for purchase from the general office.

## 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.

## Telephones

One public payphone is located in the Manor on the main oak stairway. The telephone number is 01608 671002. Please be aware that there is poor reception on some mobile phone networks in this area.

## Local amenities

There are three small towns nearby:

**Moreton-in-Marsh** – Approximately four miles to the west of Little Compton, following the A44 north. Early closing day is Wednesday. Local banks are HSBC and Lloyds TSB, both of which are located in the High Street and operate cash-point facilities. The local supermarket is Budgens.

**Chipping Norton** – Approximately four and a half miles, following the A44 south. There is a small market each Wednesday. Local banks are HSBC, Barclays and NatWest. All operate cashpoint facilities. Chipping Norton has two supermarkets, Co-op (open late and on Sundays) and Sainsbury.

**Stow-on-the-Wold** – Approximately 9 miles, following the A44 south for half a mile & then the A436 west towards Stow. There is a Tesco supermarket that is open late.

## Best pubs/restaurants in the area

### Little Compton

Red Lion **Tel** 01608 674397

### Long Compton

Red Lion **Tel** 01608 684221

### Chipping Norton

Whistlers Café Bar **Tel** 01608 643363

Stones **Tel** 01608 644466

The Crown & Cushion **Tel** 01608 642533

Chequers **Tel** 01608 644717

The Kings Arms **Tel** 01608 642668

The White Hart **Tel** 01608 642572

### Moreton-in-Marsh

The Redesdale Arms **Tel** 01608 650308

Ask Restaurant **Tel** 01608 651119

Siam Cottage (Thai) **Tel** 01608 654080

### Great Tew

The Falkland Arms **Tel** 01608 683653

### Lower Oddington

The Fox **Tel** 01451 870555

### Upper Oddington

The Horse & Groom **Tel** 01451 830584

### Great Wolford

The Fox & Hounds **Tel** 01608 674220

## Places to visit

Local to Little Compton are the Rollright Stones (an ancient stone circle) and Chastleton House (a National Trust property).

Further away, Bourton-on-the-Water (approximately 12 miles, just beyond Stow) is the classic Cotswolds village with a variety of attractions.

Other Cotswolds villages worth visiting in the area include Chipping Campden and Broadway (approximately 12 miles to the west, beyond Moreton, just off the A44).

Further afield, Stratford-upon-Avon and Oxford are situated approximately 18 and 24 miles respectively, from the Business School.

## 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 **Mobile** 07977 582326

Stella Shaw **Tel** 01451 821671

**Mobile** 07974 752812

Craig Wright **Mobile** 07875 697817

Susie Wright **Tel** 01608 674528  
+ leave message

Lindsay Dean-Smith **Tel** 01608 674833

## Medical & dental treatment

If you require medical or dental treatment, please notify reception before 9.00am. 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 ring the following medical practice:

White House Surgery, Horsefair, Chipping Norton  
**Tel** 01608 642742

There is one local Accident and Emergency services – in Moreton-in-Marsh (**Tel** 01608 650456). This hospital is quite small and only suitable for minor injuries.

The nearest large Accident & Emergency Department is at the Horton General in Banbury, 16 miles away.  
**Tel** 01295 275500

# Village residences



## 1&2 Church Close

See 1. on map

1. Upon exiting the Manor, turn right
2. Keeping the church on your right, walk approximately 30m down the road
3. Church Close is on your left – number 1 is the entrance nearest to you, number 2 is at the far end



## College House

See 2. on map

1. Upon exiting the Manor, take the road bearing left/straight on
2. Keeping Church Row on your right, walk approximately 15m
3. College House is a detached property on the left before the entrance to the car park.



## 1 Pool Close\*

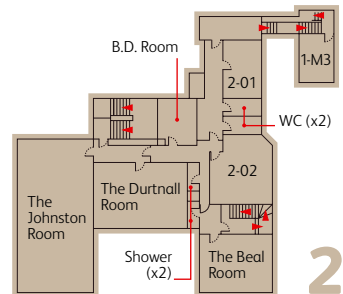
See 3. on map

1. Upon exiting the Manor, turn right
2. Walk to the end of the road
3. At the T-junction, turn right and walk for approximately 300m until you get to the Red Lion Pub
4. Turn right up the lane directly before the pub
5. 1 Pool Close is the left part of the last semi-detached house before the lane splits (a telegraph pole stands beside its gate)



\* Pool Close is approximately 5 mins walk – if you have a car, you may wish to drive. Parking is available at the rear of the property.

# The Manor House



2



### 3&4 Pinchester Close

See 4. on map

1. Upon exiting the Manor, take the road bearing left/straight on
2. Passing Church Row on your right and College House on your left, walk approximately 50m bearing left where road splits
3. Pinchester Close is the row of terraced housing on your right. Number 4 is the end terrace furthest away, and number 3 is adjoining



### 1&2 Church Row

See 5. on map

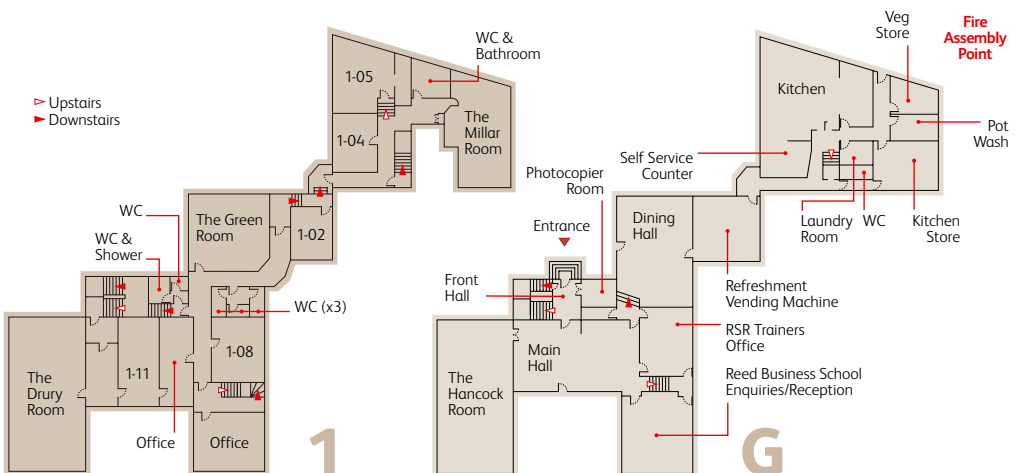
1. Upon exiting the Manor, Church Row cottages are on the right
2. Number 1 is the entrance nearest to you, number 2 is the third door on your right



### Brewery Lodge

See 6. on map

1. Upon exiting the Manor, turn right
2. Walk to the end of the road
3. At the T-junction, turn right and walk for approximately 130m until you get to the telephone box on your right
4. Turn right into gravel drive and Brewery Lodge is the first single story property on your right
5. Strictly no parking is permitted outside of this property so please use the main Reed Business School car park



# How to find us



Reed Business School is situated in Little Compton, a picturesque & quiet village in the heart of the Cotswolds.

## By rail

There is a main line station at Moreton-in-Marsh offering frequent intercity services to Oxford, Reading, London Paddington and Worcester/Hereford. The Business School is a 4 mile taxi journey from the station.

## By road

The distances by road are... Oxford 25 miles A44  
Birmingham 45 miles M40 (J15), A429, A44  
London 80 miles M40 (J8), A40, A44  
Swindon 35 miles A361, A44.

## From Moreton-in-Marsh

Take the A44 to Chipping Norton. After 3 miles turn left into Little Compton village. Reed Business School is 3/4 mile further down this road on your left.

## From Chipping Norton

Take the A44 to Moreton-in-Marsh. After 4 miles turn right into Little Compton village. Turn right again at the T-junction and Reed Business School is on your left.

Please use the Business School car park.

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**Reed Business School,  
The Manor, Little Compton,  
Nr Moreton-in-Marsh  
Gloucestershire GL56 0RZ**