

Reed Business
School



Everything you need to know
about your time with Reed.

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.

Coronavirus - what we are doing

Please see our latest information on how we are responding to Coronavirus. <https://www.reedbusinessschool.co.uk/coronavirus-covid-19>

Lectures

Joining instructions will be sent to you approximately 1 week prior to the start date of your course. All courses (classroom face to face and remote attendance) will be delivered via Teams. Please ensure you have your login details and please note that classes are recorded.

Unless otherwise stated, your teaching 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.



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 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. 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 shared, single/double and limited en-suite rooms. A supplement is charged for both the single and limited en-suite rooms which will be invoiced to you unless your firm has agreed to pay the extra cost.

Please review our latest [coronavirus information](#) for choice of room availability.

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 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 for collection later as it needs to be prepared for the next guest.

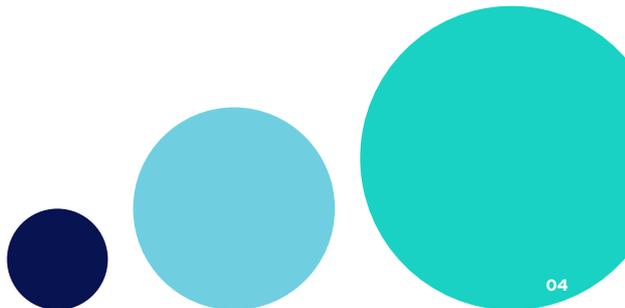
Entry system

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. Please see details below, under Night Porter.





Night Porter

We have a night porter who will be on duty on the evening of your arrival between 6-9pm or 7-10pm (please refer to your JI).

If you have any out of hours emergency that can not wait until the office is open, please contact our out of hours telephone emergency contact on 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 (Breakfast)
- 12.30 – 1.30pm (Lunch)
- 5.30 – 6.30pm (Dinner)

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.

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.

See website for taxi details:

www.reedbusinessschool.co.uk/contact



Expected conduct/behaviour

Whilst at the 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.
- 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 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.

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 before and after lectures.

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 is available within The Manor grounds, for more details please ask at reception.

Any other activities will be put on the notice boards, eg: Bowls Club and opening times.



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 (FOC) and several water dispensers are available 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 to the west of Little Compton, following the A44 north. Early closing day is Wednesday and there is a large market each Tuesday. The local bank is Lloyds which is located in the High Street and has cash-point facilities. The local supermarkets are Budgens, Aldi and Tesco Express.

Chipping Norton

Approximately four and a half miles, following the A44 south. There is a small market each Wednesday. There is a Barclays bank in the High Street. Chipping Norton has three supermarkets, Co-Op, Sainsbury's and Aldi.

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.



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.

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

Best pubs/restaurants in the area

Little Compton

Red Lion
01608 674397

Long Compton

Red Lion
01608 684221

Safeguarding

How to report a safeguarding concern and to find out who our safeguarding officers are, please visit our website:

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 1
07977 582326

Emergency 3
01451 821671

Emergency 2
07539 847995

Emergency 4
07974 752812

Medical & 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 Rd, 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



College House
See [B] on map



1 Pool Close
See [C] on map



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



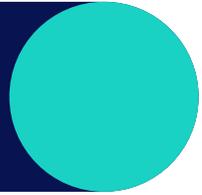
1 & 2 Church Row
See [E] on map



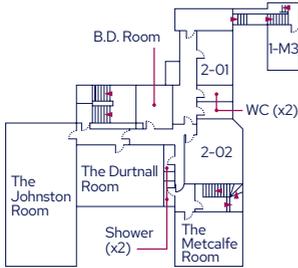
Brewery Lodge
See [F] on map



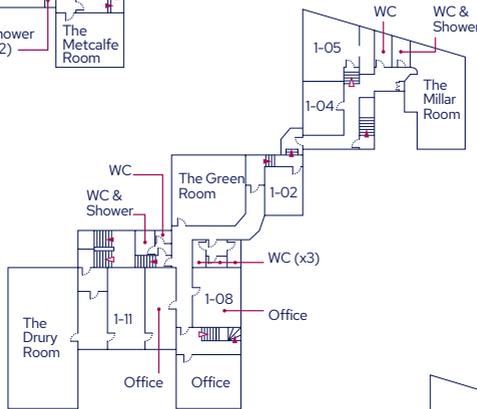
The Manor house



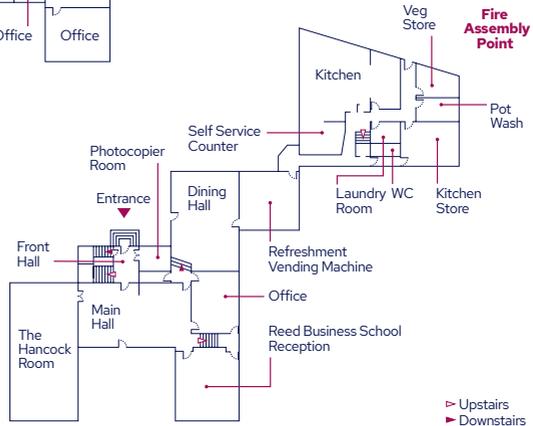
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▷ Upstairs
▶ Downstairs



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
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Gloucestershire GL56 ORZ

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