

Welcome to Reed Business School
Delivering results



REED
BUSINESS
SCHOOL
●●●

Everything you
need to know
about your time
with Reed

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.

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

Evening study

The Hancock, Johnston, Millar and Beal 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 usually tested weekly – 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. If you request a single room this 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

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, we would be very grateful if you would 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. If you find your room to be too hot or cold and adjusting your own radiator is insufficient in gaining the right temperature, please let us know and we will adjust the heating for you. We would be grateful if you do not alter the settings for the property.

Use of personal televisions – 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.

Entry system

The Manor House entrance has a timed combination lock, both on the side entry gate and main door. The entry codes will be provided within your joining instructions. The residential properties also have locks requiring entry codes. Relevant information on obtaining the codes or alternative entry arrangements will be provided to you in your pre-course joining instructions.

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 Reed 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 contact details under the 'emergencies' heading if you require out of office assistance or you have an emergency.

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 system is used for all meals, which are served between the following times

Breakfast	7.45 – 9.00am
Lunch	12.30 – 1.30pm
Supper	5.30 – 6.30pm

When you have finished your meal, please put your cutlery and any waste food into the containers provided.

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.

Regardless of dietary requirements, should you require an alternative to what is shown on the menu, please notify the catering staff before 11.00am. If for any reason you are not taking either lunch or supper, it would be much appreciated if you would let the chef know.

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.

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.

P H Taxis Tel 01608 643808
or 07803 121039

Snips Taxis Tel 01608 643049
or 07930 937564

M H Taxis Tel 07779 939415

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 staying residentially.
- 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 to Reed Business School property.

Recreational facilities

The grounds are open to you although at weekends and for the month of August certain areas may be restricted.

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 – You may use the pool at the times set out below. You should never use the pool alone and at all times take great care.

Please remember the pool is always used at your own risk. Monday to Friday 7.45am – 8.45am and 6.00pm – 8.00pm.

The swimming pool is open from 1st May – 30th September, except for August, (when it is only open at certain times). Please check the noticeboard daily for up-to-date information.

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 a free wireless network which is accessible from the main hall using your own laptop computer. You do not require a login for this service. We hope to extend this facility to additional areas in the future.

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 out. 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, 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 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 and there is a large market each Tuesday. 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 Somerfield.

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

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 matter requiring immediate attention occur during the night or at weekends, when a member of staff is not on the premises, you should contact:

Out of office contact **Mobile** 07977 582326

Stella Smallpage **Tel** 01451 821671

Mobile 07974 752812

Craig Wright **Mobile** 07969 128060

Susie Wright **Tel** 01608 674528

+ leave message

Medical & dental treatment

If you require medical or dental treatment, please notify reception before 9.00am in the morning.

For urgent medical treatment please report to any member of staff and a first-aider will be contacted.

Should you require medical treatment during the weekend, 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

On your last day

When you leave please vacate your room by 9.00am to allow our housekeepers to clean and prepare it ready 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.

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



The Farmhouse

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. The Farmhouse is on your left (opposite the last part of Church Row)

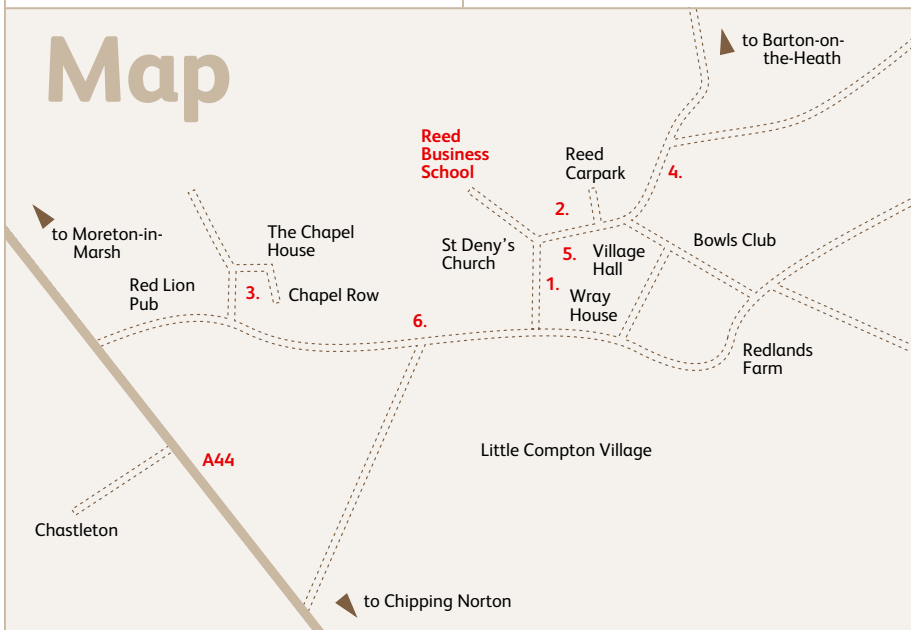


1 Pool Close*

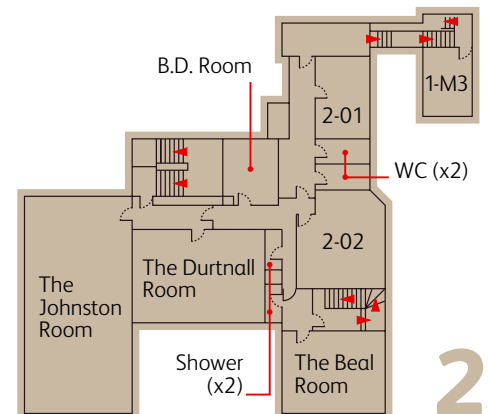
See 3. on map

1. Upon exiting the Manor, turn right
2. Walk to the end of the road (Church and Manor will be on your right)
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)

Map



The Manor House



* 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.



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 the Farmhouse on your left, walk approximately 50m to the road junction
3. At the road junction turn left
4. 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

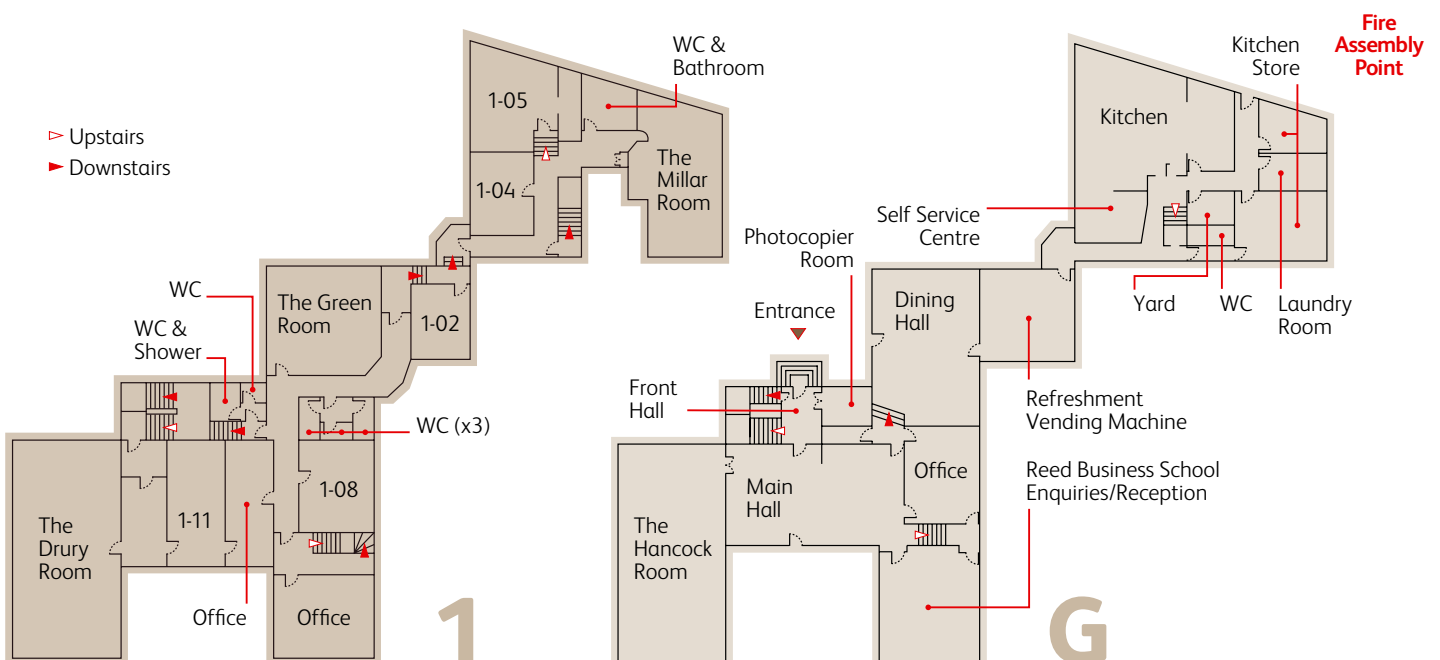
1. Upon exiting the Manor, Church Row is directly in front of you
2. Number 1 is the entrance nearest to you, number 2 is the third door on your right



Brewery Lodge

See 6. on map

1. Upon exiting the Manor, turn right
2. Walk to the end of the road (church and Manor on your right)
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.



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