

Introduction

Redcliffe College has long had the reputation of being a welcoming environment. We have every intention that this will remain a welcoming community, but with this comes responsibilities for every member of the community.

The College has changed substantially in recent years, with many different modes of teaching being offered that has resulted in many people being able to access use of the facilities. The following are rules for access to the building.

Key Fobs

Entry to Redcliffe is controlled using proximity key fobs, issued to students and staff, which allow access to the College at the appropriate times. When you arrive at the beginning of your taught period of study, you will be issued with a key fob.

Access times

Student key fobs will allow access to the Redcliffe Centre between 6:30am and 10:30pm, seven days a week, including during holiday periods and term breaks. Students may stay later than this, but will not be able to re-enter until the morning, should they leave after 10:30pm. Outside the teaching period of a course of study, students are allowed access to the library and study rooms during normal office hours only (9am to 5pm, Monday to Friday), with the exception of Public Bank Holidays and at Christmas and New Year.

Deposit

Key fobs will be issued on receipt of a £10 refundable deposit. Shortly after arrival, please bring this to the reception at the Redcliffe Office, where you will be issued with your key fob. At the end of your taught period of study, return your key fob to receive your deposit back. Replacement fobs will be available, but the original deposit is forfeited and a new deposit will be required, so please look after your key fob.

Terms

Student key fobs do not grant access to the Redcliffe Office. Key fobs are to be used by the individual to which they are issued, and cannot be shared. The Redcliffe Centre is fitted with a surveillance camera that will take a photograph each time a fob is used, for the purposes of monitoring access. Access should not be granted at any time to those not associated with the College. At all times the College reserves the right to determine who has access to the building. Therefore any student, short course delegate, visitor or guest that the College deems to be behaving inappropriately will be subject to discipline by the College.