



## MAGDALEN COLLEGE, OXFORD

### NOTES FOR SUMMER SCHOOL STUDENTS

Welcome to Magdalen College, a College of the University of Oxford. We hope that you have a pleasant and rewarding stay. This letter provides some background information that should help you.

Questions or problems related to your course or conference should be taken in the first instance to your resident administrator.

We do not have a Reception Office as such, but you will find that the Duty Porter in the Lodge will willingly give you advice on local matters. However, s/he does have many jobs to perform – telephone operator, security guard, fire monitor, mail distributor – so please be aware s/he may be briefly absent.

The staff who tidy your room (called Scouts), will change sheets weekly and towels twice-weekly. For your own personal clothes washing, you are welcome to use the card-operated machines in the laundry rooms around the College. Cards may be obtained from the Porters' Lodge.

Our Buttery operates a cafeteria self-service system for most meals; Breakfast 08:00 – 09:30, Lunch 12:00 – 13:15; Dinner 18:00 – 19:00. You will be issued with a meal ticket showing your meal plan, which we would ask you to show to Buttery staff if required. The Old Kitchen Bar is open daily from mid-day until 5pm, if you wish to purchase hot or cold drinks or light snacks. We are sometimes asked if Summer School residents may use the small kitchens situated on some staircases; this is not permitted. However, a small refrigerator is provided in your room together with a kettle and tea & coffee making facilities, for your convenience.

If you arrive after your conference or school has begun, or decide to leave early, you should make sure that your resident administrator is aware of this. Similarly, if you are unfortunate enough to suffer any injury or illness while on College premises please let your administrator know at the earliest opportunity. The Porters' Lodge has contact details for the local doctors.

Although we are outside official term-time, many of the more senior students are still in residence and continuing with their studies. Most of the Fellows (the Dons) also continue to use their rooms for study and research during vacation periods. We do not expect you to spend your time in silence, of course, but we would be grateful if you would help us to keep the noise level down as much as possible. Please remember to keep conversations quiet if returning from the town late at night.

You may sit on the lawns of St Swithun's & Longwall Quads and in front of the New Building during daylight hours only, but do not use them for shortcuts. Ball games and Frisbees are permitted only at the sports ground.

The College is open to the public from midday to 7pm each day and many visitors take advantage of this opportunity to view our buildings and gardens. The Visitor Desk is run by Magdalen students and they would be pleased to meet you and share their knowledge of the College and where to go in Oxford.

Internet Access It is possible to connect laptop computers to Ethernet connections in all study-bedrooms. Please collect a cable, user name and password from your resident administrator on arrival. Wireless Internet is also available in many areas including the Old Kitchen Bar. Peer to peer sharing on computers is illegal: please ensure that you have disabled this facility on your computer or there may be a £65 fine if this is activated whilst you are connected. Please contact your resident administrator in the first instance with any queries about Internet access.



Telephones: Telephones in rooms can be used to make calls within the University network. To receive or make calls outside the University network, details and phone cards are available at the Porters' Lodge.

Smoking: Smoking and the burning of candles are not permitted in residential areas. We are subject to the Health Act 2006 which means it is against the law to smoke indoors in College. We would also ask that you do not smoke in covered areas such as the Cloisters, Hall Stairs and the archway from St Swithun's Quad to Longwall Quad or under St Swithun's Tower.

Fire. The College buildings are protected by an extensive array of smoke detectors. If the fire alarm sounds in your area please leave your room immediately and go to the nearest assembly point as indicated, and await further instructions. Smoke and heat detectors are fitted throughout all rooms in College and we should warn you that if they are accidentally activated (by smoking or too much steam from a kettle, for example), an automatic emergency call will be triggered to the fire brigade, and an alarm will also sound in the Main Lodge to alert the Porter. You must contact the Lodge immediately if there is a fire or a false alarm, so that they can handle the situation appropriately. Telephone 01865 276000 (from the phone in your room: 76000).

Security. Security is a concern in Oxford as it is in any busy city. The College has a CCTV system that is constantly monitored at the Lodge by the Porters. There are regular security patrols, and locked outer doors on staircases – but you should still be on your guard, and make sure you lock the door when you leave your room – if only for a few moments. If you would like safe storage for valuables, please speak to the Head Porter. However, the College cannot accept any responsibility for items.

**And finally, please remember to return your room key and gate key when you leave.**

Mark Blandford-Baker  
April 2012

Home Bursar