

MOVING IN **GUIDELINES**



**PLUMMER
HOUSE**

PRIMA\VIDAE



WELCOME TO PLUMMER HOUSE FOR THE 2022- 2023 ACADEMIC YEAR

We are really looking forward to welcoming you to Plummer House in a few weeks. To ensure you have all the information you need before you move in, we have put together some helpful guidelines.

Move in week will start from the first day of your contract, for 7 days. You will be able to book a time slot on the online portal, and you will be given information on how to do this by email. If you need to move outside these dates or outside the time slots available, please contact our accommodation team directly to arrange your arrival.

Please ensure you bring some photo ID with you when you arrive (a passport or driving licence will be perfect).

TRAVELLING

If you need advice on how to get to your accommodation, or help with the closest car park then please contact plummerhouse@collegiate-ac.com and the accommodation team will be able to help.

The following travel times are approximate.

Newcastle International Airport - 14 minute drive / taxi or 28 minutes by bus

Heathrow Airport - 5 hour drive / taxi or 1 hour 10 minutes domestic flight

Gatwick Airport - 6 hour 10 minutes drive / taxi or 4 hours by train

CAR PARKING

There is on-street parking behind Plummer House which is pay and display and perfect for unloading.

There are also a few car parks in the area:

NCP Carliol Square

Newcastle Upon Tyne, NE1 6UF

NCP Newcastle

John Dobson Street, Newcastle upon Tyne, NE1 8HL

Alternatively, there are some on-street options on Market Street, Croft Street or Carliol Street.

We recommend that you park and then come to reception to check-in and collect your keys before bringing your luggage.

OUR COVID-SECURE PROMISE

The most important thing to us here at Collegiate has always been, and continues to be, the safety and wellbeing of our tenants and staff.

After the events of 2020, we are even more committed to creating the most safe and secure environment possible that you can be proud to call home.

As a result, we have made some positive changes to our check-in process, as well as how the site operates, so that you can feel happy and secure in your new home.

CHECKING IN

Prior to check-in

To make your check-in process as smooth as possible, you will be required to complete the following on your Collegiate Online Portal:

- Sign your Tenancy Agreement
- Send copies of student identification documents
- Pay your rent amount as per your contract
- Read and sign your Welcome Information

Allocated check-in slots

Next you will be able to book a check-in slot on a first-come first-served basis.

Check-in at your accommodation

On the date and time of your check-in slot you will be guided by your friendly site team to the check-in desk where you will be given your keys to check in to your new home.

YOUR HOME

Enhanced cleaning

We have enhanced our thorough cleaning protocols even further to keep your new home Covid secure. The accommodation site will be fully sanitised before check-in and high traffic areas such as stairwells, lifts and communal areas will be given extra attention.

Extra cleaning services are available for you to purchase via your Collegiate Portal to assist you with keeping your apartment clean, including communal areas.

Hand Sanitising Facilities

Automatic hand sanitising stations will be located around the site for you to use.

OUR STAFF

Training

We exceed the industry standard for training. Our accommodation staff are fully ANUK trained and have undertaken specific Covid-19 awareness training which ensures they have a full understanding of coronavirus and how to reduce its spread.

Wellness

At Collegiate we take a holistic approach to your wellness and our accommodation teams are here to fully support you and help you to settle into your new home.

Our Accommodation Managers and Assistant Managers are fully Mental Health First Aid trained by MHFAE and we have strong links with all Universities in all our cities. There will always be somebody on hand to support you.

Making New Friends and Building a Community

We have lots of exciting events planned for your arrival weeks and throughout the academic year.

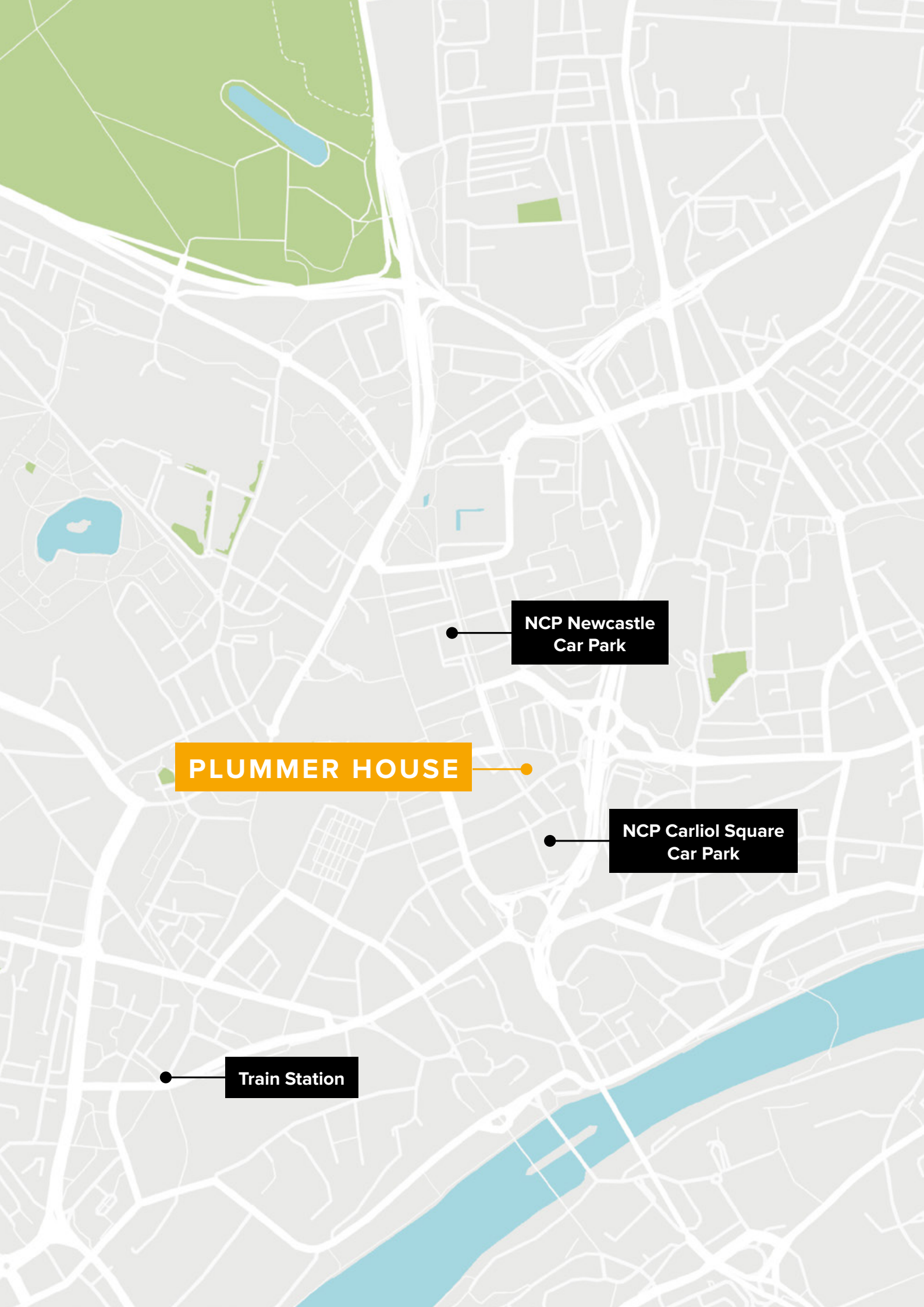
These are designed to help you make new friends and build a friendly supportive community within your new home.

Student Experience

We have student experience programmes in place which will give you plenty of opportunities to meet and make friends with your neighbours.

Whether you're in a studio or in a shared flat, you can rest assured that you and your new friends will be able to hang out together in your beautiful new home and take part in all the activities we have planned.

We are looking forward to a great new academic year ahead and cannot wait to welcome you to your new home.



NCP Newcastle
Car Park

PLUMMER HOUSE

NCP Carlol Square
Car Park

Train Station



MOVING IN REQUIREMENTS

Please ensure that, before you move in, you have completed the following:

- Paid your first rental instalment, or full rent if applicable. These are both due on **Saturday 20th August 2022**. Please be aware, no keys will be issued to you if rent has not been paid.
- Uploaded x1 photo ID and x1 proof of address, for yourself and your guarantor if applicable and x1 proof of student status to the portal before arrival.

PLEASE ALSO BE AWARE WE ARE UNABLE TO ACCEPT ANY CASH PAYMENTS

Should you need to complete an international bank transfer, let the team know;
plummerhouse@collegiate-ac.com, and we will forward you the relevant details.

WHAT TO BRING

What to bring to help you settle into your new home:

| Bedroom | Kitchen | Bathroom |
|--|---------------------------|------------------------------------|
| Desk lamp | Induction Pots and pans | Towels |
| Duvet and duvet cover* | Tea towels | Toilet roll |
| Clothes hangers | Cutlery | Soap and toiletries |
| Sheets* | Plates and bowls | Basic first aid kit (just in case) |
| Push pins (notice board) | Cups and drinking glasses | |
| Pillow and pillow cases | Tin/Bottle opener | |
| Laundry basket | Cleaning products | |
| Photos of family and friends | Bin bags | |
| * Please ask the accommodation team if you are unsure of sizes | Small rubbish bin | |
| | Food to keep you going | |
| | Kettle and toaster | |
| | | |

When you need your own space to work or claim a moment of calm, your private apartment has it all.

Every room is bright, luxuriously fitted and finished to exacting standards. 24/7 broadband and Wi-Fi keeps you connected and our accommodation teams are always on hand. There's also superior security with CCTV, a qualified security team every night and secure door entry for ultimate peace of mind.

IF YOU NEED US

If you have any further queries please do not hesitate to contact us - you can send us an email at **plummerhouse@collegiate-ac.com** or visit us at **www.collegiate-ac.com** or call 01914 841 287.

You may also join the 2022/2023 Residents Facebook group, here you will be kept up to date with all the events and weekly notices about anything important.

Search '**Collegiate Plummer House Community 22/23**'.



FIRST CLASS **REDEFINED**

Plummer House, Market Street, Newcastle NE1 6NB
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