



WEST DEAN
COLLEGE

ARRIVAL AND REGISTRATION

All students, residential and non-residential, are requested to report to Student Reception on the ground floor. If arriving by car you are advised to drive up to the front entrance to register and obtain your room key (if residential) before unloading and taking your car to the car park. On arrival the workshop doors will be unalarmed until 7.00 pm to facilitate the unloading of heavy items.

HOUSEKEEPING

Please note rooms are serviced from 8.30am Monday to Friday. Bedrooms are not serviced at the weekends. On the last day of your course we do request that you pack your belongings before breakfast. You are welcome to return to your room after breakfast to use the bathroom facilities but your key must be returned to Student Reception by 10.00am.

ROOM FACILITIES

Most rooms with private bath or shower have en-suite facilities but in some cases the bathroom is adjacent to the bedroom. Soap and towels are provided but students are advised to bring an alarm clock. Radios, hairdryers and bathrobes are not supplied. Students with access concerns are asked to contact Jane Barker, Head of HR & Customer Care on 01243 818256, in advance to ensure a safe and enjoyable visit.

TELEPHONES

There are two public telephones which take cash, credit/phone card. Telephone messages for students can be taken through the Student Reception on 01243 818202 or faxed on 01243 811343 between 9.00am and 5.00pm seven days a week including Bank Holidays.

An answer phone is in operation at other times and urgent messages can be phoned through to the security guard on 01243 818206. **Please note that there is poor reception in West Dean on most mobile networks.**

VISITORS

Students may invite guests to join them for meals during their stay at the College. These meals can be booked and paid for in advance on the enclosed form (see **EVENING MEALS FOR NON-RESIDENT STUDENTS**). Meals can also be booked at the Student Reception Desk after your arrival. Bookings must be made before 11.00am and the availability of additional meals is restricted. Visitors will be asked to sign in and out of the building and you should contact the Security Desk in advance with their details. Visitors must be accompanied at all times while they are in the building and any visits to the workshop or studio must be agreed with the tutor.

PORTABLE ELECTRICAL APPLIANCES

You are responsible for ensuring that any portable electrical appliances brought with you for use at the College are safe and fit for purpose.

EVENING MEALS FOR NON-RESIDENT STUDENTS

If non-residential short course students wish to stay on in the evening, additional dinners may be booked and paid for in advance. See enclosed Additional Meal Requirement form. Building Conservation Masterclasses and Professional Conservators in Practice non-residential course fees include all dinners.

CATERING

The Dining Room, is a self-service restaurant which provides a vegetarian option at every service. If you have specific dietary concerns due to medical reasons these should have been indicated on your booking form. If this is not the case please contact the Catering Manager on 01243 818268.

SWIMMING POOL

An outdoor heated swimming pool is situated in the Vicarage grounds. The pool is open from 1 May until 30 September.

NO SMOKING POLICY

Smoking is not permitted anywhere inside the College building or bedroom annexes. Students smoking in the College grounds must stand beyond the main path around the building and are asked to avoid smoking at the front of the building, particularly outside the front door either under the porch or in the turning area.

CHEQUES/CREDIT CARDS

The College Shop accepts cheques and VISA/MASTERCARD/DELTA/SWITCH cards. There are no facilities at the College to cash cheques but if cash is required Cash Back facilities are provided at the West Dean Post Office and there is a Link ATM machine at the Selsey Arms public house (a charge will be made for withdrawals). The nearest banks and building societies are in Chichester and Midhurst.

ASSISTANCE DOGS & PETS

It is regretted that pets, other than assistance dogs, cannot be accommodated in the house. Under no circumstances should animals be left in vehicles in the car park.

THE GARDENS

For the duration of their course students are welcome to explore the extensive grounds which include Victorian glasshouses, fruit and vegetable gardens, ornamental gardens, parkland and arboretum. Assistance dogs only are allowed in the gardens.

HOW TO FIND US

West Dean College is situated in South East England, six miles north of Chichester and 12 miles from the south coast. It is within reach of cross channel ferries at Portsmouth, Dover and Newhaven and of Eurotunnel connections. There is convenient road and rail access from London (65 miles) and from Gatwick, Southampton and Heathrow airports. The College is signposted off the A286. Pass through the large iron gates and the car park is on the left hand side just as the driveway turns to the right.

Should you have any questions before your visit to West Dean College, contact the Admissions Office:

Tel 01243 818314 Fax 01243 818293 Email short.courses@westdean.org.uk

www.westdean.org.uk