



Sidney Sussex College
Cambridge, CB2 3HU
Registered Charity Number 1137586

Mr Colin Maxted
Head Porter

(01223) 338800
crm28@sid.cam.ac.uk

Dear Graduate Student,

Hello and welcome to the College from the Porters' team at Sidney Sussex. The following information will help familiarise you with some of the most important things you need to know and do as you start your journey of living and learning with us.

Enclosed is your room key, please look after it and keep it safe. Your room key is unique to your room and also allows you access into College after 22:00hrs. You need to return the key at the end of each term, signing out of residence when you leave.

Your University card will give you access via the gates, the College library, MCR and to most of areas of College. Should you misplace/lose your keys/cards you must report it straight away to the Porters Lodge. In the event of loss the following replacement fees apply:

Lost room key £25.00

Spare key issue fine £1.00 cash for the 'Rag' charity

Late return of spare key Fine £25.00

Lost University card £10.00

These fees will be charged to your college bill.

The telephone number for the Porters Lodge is 01223 338800, Mobile: 07774017631. The Lodge is manned 24 hours a day. During term time the Lodge is locked between 02:00a.m and 06:00a.m. Out of term time, the Lodge is locked between midnight and 06:00a.m, however, a Duty Porter is available to deal with any emergency during these times.

Should an emergency occur during the hours mentioned above, telephone the duty Porter or call at the Lodge and/ or ring the night bell. This is to the right of the entrance door.

Enclosed is a cycle registration form for you to complete if you have brought your own cycle with you. Please return the completed form to the Porters Lodge week commencing 9th October, where you will be directed to the Porters' office for registration. Hours are between 10.30am and Noon Monday to Friday.

Laundry debit cards available from the Porters' Lodge, cost £5.00, rechargeable on line.

You will find enclosed a form concerning fire safety in College; please retain this unsigned until you have had the fire safety training at the induction session, at which point I shall ask you to sign the form as a receipt of attending and understanding the training.

Should you require access to any of the other buildings or indeed, any advice, just ask at the Porters' Lodge. There is always a welcome and advice should you need it.

Once again on behalf of the Porters, we look forward to having you at College and hope your time with us is successful and enjoyable.

Mr. C Maxted

A handwritten signature in black ink, appearing to be 'C Maxted', written in a cursive style.

Head Porter