

Dear Resident,



Important Dates

As I sure you are all aware this term finishes on Friday 16 December 2016 and the new term starts on Monday 16 January 2017.

The Residences Offices will be closed from 17.00hrs, Thursday 22 December and will re-open from 08:30 hours, Tuesday 3 January 2017.

Emergency contact on campus

If you require assistance in an emergency during the closedown period, please contact 24 hour security located in the Security Office at the side of the Michael Stirling Building. Telephone **01895 255786**.

Maintenance Requests

For emergency maintenance requests please contact Security on the above telephone number.

Environmental Issues

If you are not using your room over the vacation please support your University in our aim to manage our activities in a way which promotes environmental sustainability by ensuring that you switch off power and lighting and do not leave appliances on standby. **If the radiator in your room is fitted with heating controls please turn these down to the minimum heat level.**

Health

If you are feeling unwell over the Christmas period you can access the NHS [Health A-Z for information on conditions](#) for an assessment of your symptoms and advice on your next steps, or you can call 111 or, if it's less urgent, see your GP. Immediate emergency assistance can be obtained by telephoning 999, but this service is only appropriate for **emergencies**.

It may also be useful to inform us of your illness by email to illnessinhalls@brunel.ac.uk providing your student number, name, on campus address and a contact telephone number. These emails will be checked daily by a member of staff who will then contact you using the telephone number you have provided.

Security of your accommodation

If you are going away over the Christmas break please ensure you secure your window and lock your door. Put all valuables out of sight and draw your curtains, especially if you live on the ground floor. If your window is fitted with an alarm please ensure it is working and set it prior to leaving.

Post and Deliveries

Unfortunately there are no deliveries of post or other items made to the University during the Christmas closedown period. Post and parcel collection will resume on Tuesday 3 January 2017. There will be a lot of post to sort out on our return from the closedown period and we will distribute it as quickly as possible, but please be patient with us.

Cleaning Services

Unfortunately there will be no cleaning services over the University Closedown period. Staff will leave out rubbish sacks and we would appreciate it if you could remove your rubbish to waste disposal areas and bins, and keep shared facilities clean during the holiday.

Linen Change

Please refer to the end of term notice displayed in your hall regarding the last linen change. If you would like some additional linen to use over the holiday please ask at your Residences Office.

Student Mentor Assistance

The Student Mentor teams are employed in term time only; therefore the services they currently provide will not be available after 21:00 hours on Thursday 15 December 2016. They will recommence their duties on Monday 16 January 2017 at 17:00 hours.

Christmas Dinner at Brunel

If you are staying on campus over the Christmas break and are not yet sure about what to do on Christmas Day (Sunday 25th December), then you are invited to attend the Brunel Christmas Dinner.

Come and join fellow Brunel students for festive music, lots of fun and a delicious Christmas Dinner in the Meeting House anytime from 13.30 until midnight. It is also completely free!

Whether you celebrate Christmas or not, everybody is welcome. Food and non-alcoholic drinks will be provided, but please feel free to bring along more food to share. Friends and family members are also welcome to attend.

Please [book](#) your free place to attend or for any other enquiries about this event, please contact bi.studentservices@brunel.ac.uk or julia.jago@brunel.ac.uk before 20th December 2016.

With very best wishes for the holiday season, from the Residences Team.



Updated 8/12/16