

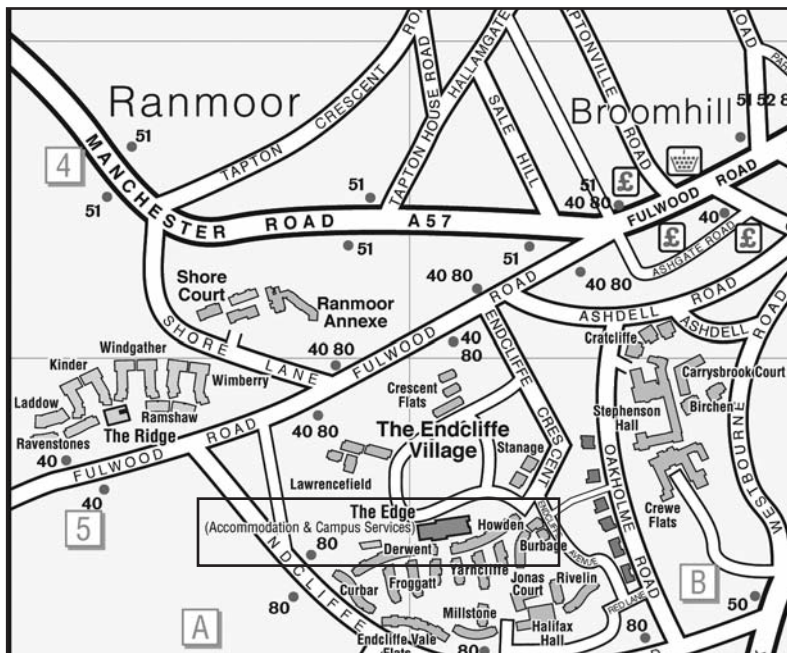


The
University
Of
Sheffield.

Accommodation &
Campus
Services.



Information
For
Families.



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Information for families

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Introduction

Congratulations on your decision to study at the University of Sheffield. The University recognises that additional factors need to be taken into account in bringing your family to Sheffield and this booklet provides information and advice regarding choice and availability of suitable accommodation in the City. Information is also provided about schools and childcare provision in Sheffield and about the various activities that are available for spouses.

Further information for International students with families may be found in "Welcome to The University of Sheffield – International", "Information for New International Students" and on the University web site www.sheffield.ac.uk/ssid/international

It is hoped that this booklet will be a useful source of information before, and after, your arrival in Sheffield but please do not hesitate to contact members of staff with any specific enquiries. A list of useful telephone numbers is given on the inside back cover.

1. Types of accommodation for students with families:

A) University Owned /Partnership Accommodation

The University of Sheffield has a number of apartments for student couples and those with dependants. Contracts are for a whole year and are usually renewable annually until you complete your studies. A shorter contract may be offered during a tenants final year of study if he/she is expected to complete before the end of the usual contractual period.

Rent

The rent for University family housing varies according to the size and capacity of each property and is reviewed on 1st August each year. The rent is payable 3 times per year and this should be taken into account when you make your financial arrangements. Payment dates will be given with your Residence Contract. A booking/damage deposit of £300 is payable. This is retained until the end of the tenancy and is then refunded in full subject to the property being left in good order. A final inspection check is carried out after the keys are returned to Accommodation and Campus Services.

Apartments are:

- Completely self contained with their own living rooms, kitchens and bathrooms.
- Situated within 1.5 miles of the main University buildings, on the Endcliffe Village, Ranmoor and City Centre Campus sites. In areas close to schools, shops and good public transport routes.
- Fully furnished with central heating and washing machines or on-site laundry facilities.

Endcliffe Village

With a range of more traditional converted Victorian houses and modern apartments and flats in the leafy suburbs to the west of the city, The new Endcliffe village offers an exciting student living experience. The village community is an ideal place to settle in and make friends. The focal point of the new village community is The Edge, a stylishly furnished complex providing excellent dining facilities, IT suite, launderette and social space.

Endcliffe village accommodation includes one and two bedroom apartments in converted Victorian houses in a pleasant leafy suburb close to the Botanical gardens, local shopping centre and public transport. Ten to fifteen minutes walk to the main University buildings.

One bedroom apartments

2008/09 session from £443 to £563 per month

Two bedroom apartments

2008/09 session From £490 to £608 per month

Rents include data connection but NOT gas and electricity

Also in this area is Bishops House, a small number of sympathetically restored apartments in beautiful gardens.

One bedroom apartments

2008/09 session £651 per month

Two bedroom apartments

2008/09 session £702 per month

Rents for these include gas, electricity and data connection

Ranmoor

Shore Court has 42 one and two bedroom modern apartments in a pleasant suburb, close to the local shopping centre and public transport. Ten to fifteen minutes walk to the main University buildings.

One bedroom apartments

2008/09 session £476 per month

Two bedroom apartments

2008/09 session £495 per month

Rents DO NOT include the cost of gas and electricity

City & Central Campus

Mary Page House is a modern development of 34 one and two bedroom apartments near the vibrant city centre, with its restaurants, theatres and shops and close to the Engineering Departments and Management School.

One bedroom apartments

2008/09 session £605 per month

Two bedroom apartments

2008/09 session £617 per month

Rents DO NOT include gas, electricity and data connection

Students who are based at the Northern General Hospital should be aware that the hospital is approximately 4 miles from the Endcliffe and Ranmoor sites and approximately 2.5 miles from the City Centre site. A shuttle bus (service number H01) operates from the Royal Hallamshire Hospital, which is approximately 10/15 minutes walk from the Endcliffe and Ranmoor sites, to the Northern General Hospital every half hour between the hours of 7.30 am and 6.00 pm. There are also buses (service number 88) every 10 minutes throughout the day from the city centre to the Northern General Hospital.

Applying For University owned/Partnership family accommodation

Details and application forms for University owned/Partnership family housing are available on the University website: www.sheffield.ac.uk/housing/new_students

Please note that there is a high demand for housing in Sheffield for couples and families, a situation common to most UK Universities. Accommodation and Campus Services will give you every possible assistance, but some couples and families may need to seek accommodation in the private sector.

B) Private Sector Housing

Accommodation and Campus Services maintains a register of all types of private sector accommodation for students at the University of Sheffield. All new student accommodation on the register is inspected and properties are periodically re-inspected to ensure that minimum standards are being maintained.

Further information regarding the registration scheme operated by Accommodation and Campus Services can be found in the information booklet **Private Sector Housing: Information for students**. Copies of this booklet are available on request from Accommodation and Campus Services.

Please note that all registered properties are fully furnished.

Private sector flats and houses are generally let for a fixed period of at least 6 months on a contract, known as an Assured Shorthold Contract. **This is a legally binding contract and if a tenant wants to leave before the end of the contractual period he/she will remain responsible for paying the rent, unless someone takes over the tenancy.**

It may be possible to renew an Assured Shorthold Contract for a further 6 or 12 months if required.

Details of registered private sector vacancies are advertised on our website. Students who submit an application for accommodation and make private sector accommodation their first choice will automatically be sent the website address.

Flats (Apartments)

These are self-contained with double bedroom, lounge, kitchen, bathroom/toilet. This type of housing is generally only suitable for couples. There are some 2 bedroom flats available, as it is expected that people with a baby or child(ren) will need more than one bedroom. Three bedroom flats are more limited and we would recommend you consider a house if you require three bedrooms. Please note that in the UK most Landlords operate a maximum occupancy policy and will not exceed this.

Houses

These may be terraced properties, which is a house in a long row of houses all joined together; or semi-detached, which is a pair of houses joined together. Each house has 2/3 bedrooms, lounge, dining room, bathroom/toilet and kitchen. Most are suitable for a family with 1 or 2 children. Houses suitable for large families of more than 3 or 4 children are very limited. In the UK it is usual for no more than 2 children to share 1 room; landlords (including the University) may refuse to let if many children need to share a bedroom.

Rent

The following may be taken as an approximate guide to rent in the city, excluding, gas, electricity and Council Tax.

Self-contained furnished flats from approximately £400 per calendar month and upwards.

Furnished houses (2 or more bedrooms) from approximately £550 per calendar month and upwards.

Students should check with landlords whether or not water charges are included.

A security deposit or bond, normally equivalent to one month's rent, is payable at the time the contract is signed. The deposit is refundable at the end of the tenancy provided the property is left in good order and there are no outstanding bills.

Fuel costs - Gas and Electricity

It is difficult to assess the cost of heating as this varies according to the size of the property and the individual requirements of the family. British Gas advise that, as a general guide, the cost for heating a three-bedroom, gas centrally heated house will average approximately £17 per week over a twelve month period. Please note that gas central heating is generally the most economical form of heating. Electricity for lighting, laundry, cooking etc is extra and the electricity companies advise this is likely to cost on average of £6.15 per week. If electricity is used for heating this figure will significantly increase. Please note that prices may vary depending on which company is supplying gas and electricity. Value Added Tax (VAT) at 5% is applied to all gas and electricity bills. It may be possible for you to pay for your gas and electricity in monthly instalments - ask your supplier for details.

Council Tax

Council Tax is based both on the value of the property you live in and the number of adults in the property when an assessment is made. If one of the adults is a student there will be a 25% reduction in the bill. If both are students then the property is exempt from Council Tax.

If the spouse of an International Student is not a British Citizen and not allowed to work or claim welfare benefits, no Council Tax will be payable on the property.

The Council Tax for 2007/2008 varied from £922.30 per year (Band 'A') for smaller terraced properties to £2766.88 per year (Band 'H') for large 4 bedroom properties.

Properties let to student families usually fall between Bands 'A' to 'C': —

Band 'A' —	£922.30	per year
Band 'B' —	£1076.01	per year
Band 'C' —	£1229.73	per year

It is possible to pay your Council Tax in 10 monthly instalments throughout the year. Further details are available from Sheffield City Council, Howden House, Union Street, Sheffield S1 1UY. Tel: + 44 (0) 114 273 6633.

Equipment

Items of equipment in the flat/house should be carefully checked by the prospective tenant before taking the accommodation. Items such as sheets, pillow cases, blankets, duvets (quilts), towels, tea-towels, cutlery, cups, saucers, plates and cooking utensils are not usually provided by the owner.

Location

Many of the private sector properties for families and couples are located several miles from the University. The University is situated approximately 1 mile from the centre of the city and is served by a good public transport system. You are therefore advised not to restrict your search for accommodation to the immediate University area as properties in this area may be more expensive than those further away.

2. Other ways of finding accommodation

It is possible to find accommodation by the following additional methods:-

(a) *The local newspapers*

There are two local newspapers in Sheffield, both published by Sheffield Newspapers Ltd, York Street, Sheffield S1 1PU. Tel: + 44 (0) 114 276 7676. Flats and houses to rent are often advertised in these papers. The 'Star' evening paper is published 6 times a week, Monday to Saturday. The 'Sheffield Telegraph' is a weekly paper published on Fridays.

Newspaper advertisements which require applicants to telephone or visit usually result in property being let within a matter of hours. It is useful to obtain a copy of the newspapers early in the day, either from local newsagents, or from the York Street entrance of Sheffield Newspapers Ltd. The first publication of the 'Star' is usually available from around 11.00 am. The 'Sheffield Telegraph' is available early on Friday mornings.

(b) *Seeking the assistance of Estate Agents*

A list of agents will be supplied by Accommodation and Campus Services upon request. Most agents deal mainly with selling properties, but many are able to assist in finding flats or houses to rent.

(c) *Hotels and Guest Houses*

Some families coming to the University find it necessary to stay, for a time, in one of the local hotels or guest houses until they have found more permanent accommodation. A list of hotels and guest houses is available on our website: www.shef.ac.uk/housing/temporary_accommodation.html or supplied upon request to Accommodation and Campus Services. Hotels/guest houses are extremely busy from August to October and it is therefore recommended that bookings be made in advance of arrival in the City.

Owners of flats and houses prefer to interview applicants personally. You may be reluctant to commit yourself to paying rent for a long period without having first viewed the property. It is, therefore, particularly difficult for those coming from overseas to book a flat or house in advance.

It is not possible for Accommodation and Campus Services, or any other department/individual in the University to book Private Sector accommodation on behalf of applicants prior to arrival. It is the responsibility of the applicant to make all the necessary arrangements with the owner of the flat/house.

International applicants may find it necessary to arrange to live in a hotel or guest house, until they have found permanent housing. A prolonged stay in a local hotel or guest house with a wife or family is very expensive. **Therefore, international students should carefully consider the benefits of coming to Sheffield alone in the first instance, and send for their spouse or family only when housing has been found.**

We know that this is a difficult decision. People do not like to be separated from their families; they feel that they should escort their families to the UK. Please understand that we give this advice in your best interest; we know that it will be stressful for all of you if you do not have a home for your family to move into.

If you are an International student you must be certain that you can support your family here financially before arranging for them to join you. Brief information on living costs is given in Section 3 of this booklet.

Please note that it may **take several weeks** to find a suitable flat/house depending on your requirements, for example the amount of rent that you are willing to pay and the availability of suitable housing.

If you agree to come to the University as a single student for a full academic year then the University is often able to assist with a single University self-catering property, **on the strict understanding that you will not send for your family until the contract expires**. International students are advised to read carefully the publication: *Information for New International Students*, which is sent to all candidates in their home country.

Booking Accommodation

It is necessary for you to make all arrangements regarding the signing of contracts, payment of rent and the takeover of the property with the owner. If you have requested the assistance of Accommodation and Campus Services in securing housing, you are requested to advise the office as soon as you have found a flat or house, whether or not the address was obtained from Accommodation and Campus Services. We can then remove your name from our waiting lists for family accommodation.

Visiting Sheffield

If you are visiting Sheffield prior to the start of your course, and would like advice and details of private sector vacancies please email or telephone Customer Services reception on Tel: + 44 (0) 114 222 4488 for an appointment to see a member of staff at Accommodation and Campus Services at The Edge on Endcliffe Crescent during normal office hours. If you call in without an appointment we will try to see you but this is not always possible particularly during August/September. You are therefore advised to book an appointment in advance.

3. Money – Budgeting and Cost of Living

As well as rent, your financial arrangements should also cover food, heating, lighting, clothing and travel. An estimate of the annual living costs for the year 2008/2009 is given here:

- | | | |
|----|-----------------|---|
| a. | Students | £7,800 for 12 months |
| b. | Dependent adult | £4275 extra |
| c. | Dependent child | £2,675 extra (This excludes the cost of childcare). |

These figures do not include: tuition fees, telephones, travel from home to Sheffield, sophisticated social life, luxury items (electrical goods, etc.), special equipment/ trips required by some academic departments. Details of child care costs are given in Section 4 of this booklet. Further information on budgeting for international students can be obtained on our web-pages:

www.shef.ac.uk/ssid/international/money.html

4. Immigration

You can get advice on immigration issues from staff in Student Support and Guidance and from the Union of Student's Advice Centre.

For details of where to go for immigration advice, check our web-pages at:

<http://www.shef.ac.uk/ssid/international/immigration/advice.html>

General information about immigration matters is also available on our web-pages at:

<http://www.shef.ac.uk/ssid/international/immigration.html>

You can contact Student Support and Guidance at: international.students@sheffield.ac.uk

5. Services and facilities for children

a) Childcare

If you are studying full-time, your studies may suffer if you are also caring for children alone. You will need to meet your children from school or nursery very promptly at the end of the day. They will not be allowed to stay on after their official hours.

A parent will need to be at home with the child or pay someone else to care for them after school/nursery. Lectures may go on later than the school day; you will need to budget for childcare if one parent cannot take care of children at home after school/nursery.

b) University Nursery Facilities

The University Nursery is primarily a service for the children of students — both undergraduates and graduates. It caters for approximately 64 children per session aged from 6 months to 5 years. Lunch is provided, at a cost of £1.50 per day. Morning snacks (e.g. milk and biscuits) are provided at a cost of 20 pence per day. A more substantial afternoon snack (e.g. sandwiches and cake/or fruit) is provided at a cost of 30 pence per day. The Nursery is run on the principle of providing a secure, yet stimulating environment for the development of each child, with flexible organisation to meet the varying needs of parents. As there is usually a waiting list, students are advised to send for an Application Form and full details as soon as they know they are definitely coming to Sheffield. The cost of a nursery place is dependant upon family income. For further details write to:- The University Nursery, 93 Brunswick Street, Sheffield S10 2FL. Tel: + 44 (0) 114 273 9361 or email: nursery@sheffield.ac.uk

a) Other Pre-School Options

i) Childminders

- Childminders are people – usually women – who care for other people's children in their (the childminder's) home. They charge an hourly rate for this. The law requires such people to be registered with the local authority. Their homes, backgrounds, family, suitability and so on are all carefully checked to make sure they provide a safe and stimulating environment for children.
- Childminders are limited in the number of children they can care for at any one time. The cost ranges from £3.00 to £3.50 per hour.

- When you have found accommodation in Sheffield, call Sheffield Childrens Information Services First, Tel: +44 (0) 114 275 6699 or e-mail: info@sheffinfolink.org.uk and ask for a list of registered childminders in your area.

ii Young Childrens Centres and Nursery Schools

- Nursery schools or classes (for children aged 3-5 years) in the City of Sheffield are run by the Local Education Authority.
- There are usually long waiting lists for these. You can normally expect to wait at least 1 year to 18 months (minimum) for a place in a nursery school/class and considerably longer for a place in a Young Children's Centre.
- Charges are made according to household income.
- To apply for a place in a nursery class or school, follow the same procedure as for primary schools (see below) although you don't have to live in the same area as the nursery. To apply for a place in a Young Children's Centre, apply to the Young Children's Centre direct.
- There are also many private, fee-paying nurseries. It is usually easier to get a place in one of these. The cost is usually at least £28 per day. Most will allow a child to attend full or part-time, as long as places are available. Applications should be made direct to the Principal of the individual nursery.

Details of all Young Childrens Centres and Nursery Schools may be obtained from Sheffield Childrens Information Services First, Tel: +44 (0) 114 275 6699 or e-mail: info@sheffinfolink.org.uk

d) Half-Term Playschemes

Schools close for 1 - 2 weeks 3 times a year for half (mid) term holidays. The University is not closed at these times; student parents cannot have time away from their studies to care for their children.

Playschemes jointly subsidised by the Union of Students and the University are organised for the children of students during each half-term school holiday usually in May/June, October and February. Children aged from 5 to 12 years are welcome to attend and are looked after by a team of professional staff.

A wide range of activities are organised including games, drama workshops, day trips, parties etc. Playschemes are also arranged during the summer holiday, which is 6 weeks from late July to early September. The cost varies dependant upon family income.

For more information, please contact The University Nursery, 93 Brunswick Street, Sheffield S10 2FL, Tel: + 44 (0) 114 273 9361.

e) Schools

Information about schools is available from the Education Department, Howden House, Union Street, Sheffield S1 2SH. Those students successful in obtaining University owned or Partnership housing will automatically be given the details of the school closest to their Sheffield address. Accommodation and Campus Services also have details of school catchment areas.

If your children are between the ages of 5 and 16 and you are here for 6 months or more, the Local Education Authority (LEA) will provide a place for them free of charge in a school near your place of residence.

Schools give priority to children from their local area, which is decided by the Local Education Authority (or the Foundation school). If over-subscribed, they may not accept children who live outside the catchment area. Equally, they cannot admit more than a certain number of children into any one class. So sometimes a child may only be offered a place in a school some distance from their home.

Full-time schooling is compulsory for children under 16 years of age.

Secondary Schools – 11-18 years

You must apply for a place in a secondary school through the Schools Section, Telephone: +44 (0) 114 273 5790, email: ed-secondary.admissions@sheffield.gov.uk

Admissions are never dealt with by secondary schools directly. However, you can, of course, visit your local secondary schools (usually by appointment) before making your application to the Education Department.

Primary Schools – 4 + - 11 + years

You can find out which schools' catchment area you live in from the Schools Section of the Education Department. Telephone: +44 (0) 114 273 5766, email: ed-primary.admissions@sheffield.gov.uk

- Make an appointment to see the headteachers and the schools available. When you know which school you want your child to attend, you should apply directly to the headteacher. If you live in the catchment area and there are places available, your child will be admitted. If the school is full (according to their policies) your child cannot be admitted.
- If your children are not yet 5 but will have their 5th birthday while you are still in Britain you should apply for a place at least a year before their 5th birthday. If your child was born between 1 September 2003 and 31 August 2004, you should apply for a primary school place now. Every January primary school headteachers have to submit their budget proposals (based on the number of pupils) for the school year commencing the following September. They need to know before then how many children will be coming. This is to ensure that there will be enough places and resources for all the children who need them. If the staff are not expecting you, there may be problems when you take your children to the school.

Most schools are governed by the Local Education Authority. There are also a few independent fee-paying schools. These are sometimes known as private schools. Fees vary and parents should contact the school of their choice for details. A list of addresses and telephone numbers of independent schools in Sheffield is available from Sheffield Information Service, Central Library, Surrey Street, Sheffield S1 1XZ. Tel: + 44 (0) 114 273 4761.

Please remember the school day ends at around 3-3.30 pm. Either you or someone you have employed must collect your child(ren) from school punctually.

6. Other Family Information

a) Health Visitors

Every family with children under the age of 5 has access to a named Health Visitor. A Health Visitor is a registered nurse who is a specialist in all aspects of child care and development, supporting and

advising parents. To find out who your Health Visitor is, please contact your family doctor or the University Health Service. Tel + 44 (0) 114 222 2100

b) International Students' Partners' English Language Classes

Location: Council Chamber, Octagon Centre, Western Bank

Telephone: +44 (0) 114 222 8660

Enquiries: Student Advice Centre, Union of Students, ELTC

i. Women only

The classes provide an opportunity for the wives and female partners of International students to receive free English lessons (subject to the availability of resources). Qualified TEFL teachers provide language tuition for Beginner and Intermediate levels. The Advanced level is taught by supervised volunteers. At present, the classes for women are run twice a week on Monday and Friday mornings during semester time between 9.30 am and 11.00 am in the Octagon Centre Council Chamber.

Crèche facilities staffed by experienced workers, are available for pre-school children. We regret that the crèche is unable to accept babies under 1 year.

ii Men only

One mixed level class is also offered to husbands and male partners of International students.

Up-to-date information on classes for women and men will be available from the English Language Teaching Centre in September.

c) Wednesday Club for Overseas Wives

Location:

St. Andrews United Reform Church Hall, Upper Hanover Street

Enquiries:

Mrs Marion Maitlis Tel: +44 (0) 114 266 0888

Ms Gwen Cochrane Tel: +44 (0) 114 266 3911

Mrs Sheila Lawn Tel: +44 (0) 114 230 8235

- a. This club, which has no religious affiliation, meets on Wednesday mornings during term time between 10.00 am and 12.00 noon.
- b. Funded by the University, it is run by women volunteers and is open to the wives of international students and staff.
- c. There are talks, cookery demonstrations, visits to places of interest. The club provides an opportunity to meet other women from overseas and to chat. Children are welcome to come with their mothers.
- d. If you wish to attend, just come along or telephone one of the contacts above.

d) Families Get-Together 28th September 2008 2-5pm

Location: Abbeydale Room, Level 5 University House (Located next to the Union of Students Building)

The University of Sheffield runs an event during Intro Week especially for students with children. Families Get-Together is a free family event for new and current students with children to allow student parents to meet in a friendly environment. Throughout the afternoon staff from Student Services will be on hand to help out and answer any questions. Everyone will receive a goody bag with information about Sheffield family activities. The afternoon will include entertainment from Billy Bodkins the clown with a disco and party for children. You do not need to book for this event. Partners are very welcome to attend. For more information please email Rebecca.Proctor@sheffield.ac.uk.

Every effort has been made to ensure the accuracy of the information given in this publication, but the University cannot accept responsibility for any errors or omissions. The question of housing is continually reviewed and there may well be changes between the date of publication and the time when the student takes up his or her place.

L/11/2008

Useful Telephone Numbers

The University of Sheffield

Accommodation and Campus Services	+44 (0)114 222 4488
The Edge, 34 Endcliffe Crescent, Sheffield S10 3ED	Fax: +44 (0)114 222 0289
Health Centre	+44 (0)114 222 2100
Counselling Service	+44 (0)114 222 4134
Union of Students (Student Advice Centre)	+44 (0)114 222 8660
Student Services Information Desk	+44 (0)114 222 1299
Union of Students (Reception)	+44 (0)114 222 8500

Sheffield City Council

Education Department:

Secondary Admissions	+44 (0)114 273 5790
Primary Admissions	+44 (0)114 273 5766
Housing Aid Centre	+44 (0)114 273 5450
Council Tax Enquiries	+44 (0)114 273 6633

Others

Yorkshire Water Helpline and Emergencies	+44 (0)845 124 2424
British Telecom Residential Customer Services	+44 (0)80 800 150
Residential Repair Services	+44 (0)800 800 151
Transco 24 Hour Service (Gas Emergency Services)	+44 (0)800 111 999
Yorkshire Electricity 24 Hour Service	+44 (0)870 608 1524
Sheffield Information and Advice Service	+44 (0)845 3300 889
Sheffield Advice Link	+44 (0)845 123 2350



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