

RAILWAY ENGINEERING SCHOOL, DERBY

NOTES FOR COURSE MEMBERS

POSTAL ADDRESS

Railway Engineering School, London Road, Derby, DE2 8UX.

TELEPHONE AND POSTAL ARRANGEMENTS

The telephone number of the School for administration is Derby 42442 Extension 2743 (ETD Code 056)

URGENT message for course members and visitors can be communicated via Derby 42442 Ext. 3137 between 07.00 and 19.00 hours only.

Two public coin telephone boxes (Derby 71241 and 71415) are installed in the Front Hall and must be used by students for both outgoing and incoming calls via the Post Office system. An ETD extension to Derby (056) 3137 is also provided in the Front Hall to give students access to the railway network.

Two public coin telephone boxes (Derby 72928 and 73064) are also available for outgoing and incoming calls in the new block.

INCOMING CALLS SHOULD BE ARRANGED FOR TIMES WHEN MEMBERS ARE NOT ENGAGED IN STUDIES

Mail is delivered at the School between 07.30 and 08.30 and there is also a mid-day delivery. Incoming mail for students is made available at the Enquiry Office.

A post box for outgoing mail is provided at the Enquiry Office for the use of course members and is cleared daily.

ARRIVAL TIME

The School does not provide accommodation overnight on Sundays, and students whose travel arrangements oblige them to reach Derby on Sunday must make alternative arrangements for their accommodation in the town. The School is open from 06.30 hours onwards on Mondays for students to book in and take up their accommodation.

Course members must arrive in time for lunch at 13.00 hours on Mondays, unless prior arrangements have been made with the Bursar (Ext. 2743).

Classes normally commence at 13.50 hours, when all students are expected to be present.

The Enquiry Office is open from 06.30 to 22.30 hours Mondays to Thursdays (06.30 to 17.00) hours Fridays). Members wishing to leave or enter the building outside these hours should use the double doors near the Lecture Hall at the front of the buildings, a key to which will be supplied to each member on arrival.

JULY 1982

2.

ACCOMMODATION

Residential accommodation is normally provided in the School, but when this is not possible (e.g. when there are more students than there are beds available in the School), sleeping accommodation away from the School will be arranged for those students who cannot be accommodated in the School.

Courses members may stay at home if resident in or near Derby. Advance notice of this should, however, be given to the Bursar (Ext. 2743). Lockers are available for the use of students during the week and at weekends if required. It must, however, be understood that students living at home are expected to attend the full course hours as applicable to them.

ELECTRIC SHAVERS

Two-pin socket outlets are provided in the School for the British 5-amp and Continental 6-amp plugs at 23- volts, and for the Continental 6-amp and American 10-amp plugs at 110 volts.

Soap and towels are provided for members accommodated in the School.

MEALS

Breakfast	08.00 hours
Morning Coffee	According to Programme
Lunch	13.00 hours (FX) 12.50 hours (FO)
Tea	According to Programme
Dinner	18.30 hours

Anyone requiring a special diet should notify the Bursar.

Breakfast is provided until 08.15 hours from Tuesday to Friday inclusive for students sleeping in the School, and a light breakfast can be provided on request on Monday morning for any students travelling to the School overnight on Sunday.

All other meals from Monday lunch onwards are provided for ALL STUDENTS (whether resident or not) attending courses at the School. Students not requiring any particular meal must indicate this by making an entry the day before in the "Warning Out" Book at the Enquiry Office.

CAR PARKING

There is limited accommodation, at owner's risk, at the side of the School.

LAUNDRY

There are no facilities at the School for personal laundry. In emergency, however, the Bursar should be contacted for help.

CASHING OF CHEQUES

There are no facilities at the School for cashing cheques.

DRESS

The School has a certain status and tradition, one aspect of which is that students are expected to wear a jacket and tie for dinner in the evening. As other times, dress may be casual, but students are expected to avoid extreme of casualness, particularly during lectures and other working sessions. Where practical work is involved, students will, of course, dress appropriately. Overalls will, where necessary, be provided.

MEDICAL

Course members who require medical treatment whilst at the School should, during the daytime, notify the Bursar, the Enquiry Office, or any member of staff. During the night hours, the person occupying Bedroom No. 10 or Bedroom No. 319 as appropriate, who has been appointed as a First Aid Man, should be contacted and a bell for this purpose is provided in each bedroom. A doctor is available locally, if required, and you should bring your Medical Card with you for this purpose.

Any person needing **EMERGENCY** dental treatment should notify the Bursar.

TRAVEL FACILITIES

Students attending courses of more than one week's duration should request their local staff office to provide free tickets for the intermediate weekends. In the event of tickets not being provided, applications for free tickets to travel home must be made at the Enquiry Office by the Wednesday. Tickets will only be issued to the Home Station of the student concerned.

PROGRAMME OF WORK

The course time-table will be posted up each week and copies will be supplied for course members' use. The normal hours are 09.00 - 17.20 though some times may be adjusted to fit particular sessions or speakers. Courses commence at 13.50 on Mondays, and terminate at 15.00 on Fridays. Most courses require evening work, either formally or as private student, and students living out must be present for evening sessions as time-tabled.

SCHOOL CLUB

Those attending courses must become members of the School Club if they wish to use the Bar and, in order to comply with the law, they must complete the appropriate application form and return it immediately so that membership can be registered not less than 48 hours before joining the School. The Rules of the Club, a copy of which is exhibited in the Bar, require members to pay a subscription as a membership fee and, in addition, a weekly levy is paid by all course members as a contribution to the School Amenity Fund which is used to offset partially the cost of newspapers, etc. The current total subscription is 20p per week.

The Bar is open 12.30 to 13.00 and 18.00 - 22.30 hours Mondays to Thursdays, and 12.30 - 13.00 on Fridays.

4.

VISITORS

Members may show the School to friends when there is no programmed work in progress. Visitors MUST NOT be entertained in student's rooms, but may be entertained in the Bar, provided their names have been entered in the Visitors' Book, and provided also that the member introducing the visitor has signed the entry. It is a breach of the licensing laws for visitors to pay for alcoholic liquor.

ALL VISITORS MUST LEAVE THE SCHOOL NO LATER THAN 23.00 HOURS

GENERAL ARRANGEMENTS

Students are asked to turn off lights if they are the last to leave any part of the School premises, and to secure windows at the same time.

To ensure the comfort of all students, all members are asked to refrain from making a noise in the corridors and bedrooms after 23.00 hours.

FIRE PRECAUTIONS

Students must make themselves familiar with the arrangements for dealing with a fire and, in particular, must take due note of the Instructions posted in each room.

KEYS

Course members are issued with two keys on a single ring, one of which fits their room door and the other the side door at the front of the building, the latter being intended for entry to the School after the front door is locked at 22.30 hours. It is particularly important that course members should look after their keys and return them to the Enquiry Office at the end of each week of their stay in the School, collecting them afresh each Monday morning. Keys must not be retained over the weekend, even when the course being attended lasts more than one week, and a check of all keys is made every Friday afternoon.

In the event of keys being taken away inadvertently they must be returned to the School as soon as possible and the School Reception (Ext 3137) must be notified of the whereabouts of the keys.

Should a student irretrievably lose a set of keys, he will be required to pay for the cost of producing duplicates, unless there are extenuating circumstances.

LEAVE OF ABSENCE

Leave of absence will not normally be allowed during courses. In emergency, application must be made to the Principal, via the appropriate Chief Instructor, and, if permission is granted, the students Region/Depot will be informed by the School. In other than an emergency and where a student feels there are exceptional circumstances, the School's permission must be obtained IN ADVANCE by the Regional Office which has sponsored the nomination.

BREACHES OF SCHOOL RULES

Failure to observe the foregoing requirements, particularly as regards time-keeping, attendance at classes and the entertainment of visitors, will be viewed seriously and may result in students being asked to leave the School and return to Home Station.