



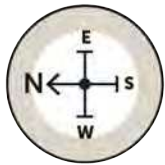
Kellogg College

University of Oxford

**Discover Kellogg &
your accommodation**



Kellogg site map



Bike Rack



Main Road



Pathway



Fencing



Outdoor Seating



Entrance & Reception



Balfour Building - Kitchen, Dining & Bar



Hub & Café



60 Banbury Rd - Library



62 Banbury Rd - Offices, Mawby, Walter & 62 Meeting Rooms



66 Banbury Rd - Common Room, Fellows' Work Room, Offices



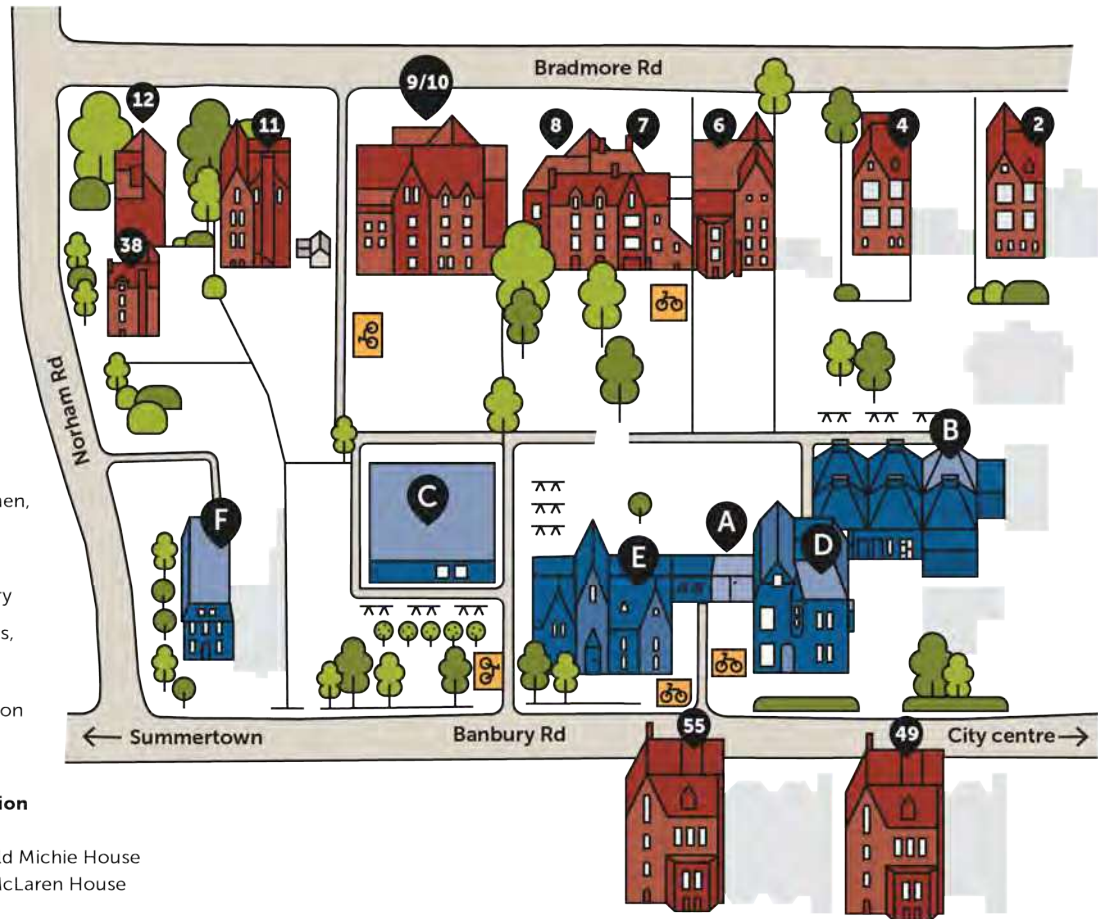
College Accommodation

2-11 Bradmore Rd

12 Bradmore Rd, Donald Michie House

38 Norham Rd, Anne McLaren House

49, 55 Banbury Rd



Welcome to Kellogg

We extend our warmest welcome to you.

In the following booklet, you will find lots of useful information about your stay, the facilities and the College site.

Should you require any assistance or have any questions, please contact the Accommodation Team at accommodation@kellogg.ox.ac.uk or call College Reception on **01865 612000** during working hours, typically, Monday-Friday, 8:30am-7:15pm, excluding public holidays. You are also welcome to stop by Reception, located at 60 Banbury Road.

We trust your stay at Kellogg will be an enjoyable one.

Best wishes,

The Accommodation team

Feedback

We are continually working to improve the services we offer guests in our short-term accommodation, and we welcome your feedback. Please assist us by scanning the QR code and completing a short survey.



All feedback will be used by the Domestic Bursar to improve our service, and will remain confidential.



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About your stay

We offer a shared kitchen facility for your convenience. We kindly request that you clean up after yourself, disposing of any food items or refuse in the correctly designated bins provided, and placing your rinsed dishes and utensils in the dishwasher. The kitchen is a communal facility, so please be considerate of other guests, and maintain cleanliness and respect for fellow users. A washer/dryer is located in the kitchen areas, should you wish to wash any clothing during your stay.

There is an Appliance Guide in the kitchen, which explains how to use the appliances in the kitchen and your room safely. Please contact the Accommodation team if you require further guidance.

The tap water in this property is mains-fed and is safe to drink.

To allow the College to deliver quality accommodation at affordable rates, daily rubbish removal and tea and coffee refreshments are provided in each room. For stays of 7 nights or more, a complimentary full room clean, including linen and towel changes, is provided midway through the initial 7 days of your stay and weekly thereafter for longer stays. You will be notified via email before each clean. Guests staying 5 nights or more can request a complimentary room clean with linen and towel changes by emailing accommodation@kellogg.ox.ac.uk.

In the rare event that you find yourself locked out of your room, please contact the following:

Monday-Friday, 5pm-8.30am, weekends and public holidays	Monday-Friday, 8.30am-5pm
Junior Dean 07932 951849	Reception 01865 612000

They will assist you in regaining access to your accommodation. Please note: they can take up to 30 minutes to attend.

Checking out

We kindly request that all guests check out of their rooms by 10am on the day of departure. Failure to do so may result in additional charges.

You can either return your room key by placing it in the drop box located in the entrance way of the house, or by leaving it with the College receptionist.

Before leaving, please ensure that all personal items are removed from your room and the communal areas. Kindly dispose of any food items from the kitchen in the designated bins provided. Regrettably, the College does not offer luggage storage. However, suitable alternatives are available within the city, and can be reserved online.

Our friendly reception staff are here to help from 8.30am - 7.15pm, Monday - Friday.

Call them on 01865 612000 or email enquiries@kellogg.ox.ac.uk



In case of an emergency

In the event of an emergency, please follow these important contact procedures:

For immediate life-threatening emergencies, including medical emergencies or fires, dial 999 to alert emergency services. After calling 999, during daytime hours, please contact our Reception on 01865 612000. For after-hours or weekend emergencies, reach out to the Junior Dean on 07932 951849.

Non-emergency situations:

For non-life-threatening medical attention or medical advice, contact the NHS non-emergency number, 111. In the case of non-urgent police matters, please dial 101.

Regardless of the situation, we recommend also contacting the Junior Deans for assistance and guidance - 07932 951849.

For any other assistance or first aid needs, please contact our Reception or the Junior Deans who are here to help you.

Maintenance issues:

Should you notice any maintenance issues in your room, please complete our Maintenance Form, and we will endeavour to attend as soon as we can.

Personal safety advice

For your safety, always close windows and lock your room and front doors when leaving. Windows are required by law to have their opening restricted for your safety; please do not remove or tamper with them. If we see they have been removed, the Facilities team will attend to replace immediately.

Be mindful of strangers attempting to tailgate you into the property; only authorised individuals should have access. At night it is always recommended to stick to well-lit paths, and avoid secluded shortcuts. If you notice anything suspicious, contact Reception or the Junior Dean immediately. In an emergency, call 999.



Scan to view the Domestic Services and Maintenance Form

Fire safety, smoking & vaping

Your safety is paramount to us. Please be aware of the following:

- Our buildings are equipped with 24/7 monitored fire detection systems.
- Familiarise yourself with fire safety measures:
 1. Keep fire doors closed.
 2. Check your room for assembly point information.
 3. Find red call points in corridors to raise the alarm.
 4. Only use fire extinguishers to aid evacuation.
- Minimise fire hazards:
 1. Never leave cooking appliances unattended.
 2. Keep flammable items away from heat sources.
 3. Avoid overloading sockets, and report electrical issues.
 4. Weekly fire alarm tests occur Fridays, 8:30am-10am.

We appreciate your cooperation. Any questions or for assistance, please contact our staff.

The use of naked flames, such as candles and oil burners, joss sticks, incense and all similar items, is strictly prohibited.

Smoking and vaping is strictly prohibited inside all College buildings. Please use the external designated smoking/vaping areas located at each College property.

Wi-Fi

TheCloud Wi-Fi is available to guests in our short-term accommodation free of charge.

How to connect:

- Select TheCloud from the available network list.
- Follow the on-screen instructions.
- You are now connected and will auto-connect in future.

For troubleshooting, please visit www.sky.com/help/articles/sky-wifi-devices

Should you have your Oxford University credentials, you can connect to Eduroam as you would normally do. For detailed information, please visit, www.it.ox.ac.uk/getting-online.

The Hub Café

Conveniently situated at the heart of the College site, our Hub Café offers hot/cold drinks, snacks, and freshly prepared sandwiches and soups. The café also offers breakfast (not included in your room booking) and brunch on weekends. The café only accepts payment by card and is cashless.

Opening hours:

Monday-Friday: 8:00am-5:00pm

Saturday & Sunday: 9:00am-3:00pm (brunch from 10:00am-1:00pm).

The Hub is also used as a venue for College events, so please check the website for ad hoc closures prior to your visit.

Heating & cooling

In line with the College's commitment to reducing carbon emissions, heating services are available from 1 October to 30 April. As is typical in the UK, the College does not have air conditioning units in any building. We appreciate your co-operation in helping us reduce our environmental impact.

Heating:

Anne McLaren House (Rooms 8-11) and Donald Michie House: Room heating is managed by a Thermostatic Radiator Valve (TRV) on each radiator. Adjust the dial, starting from the star (coldest) to 5 or Max (hottest) for your preferred temperature. The TRV is located on the bottom left or right of the radiator.

Anne McLaren House (Rooms 1–7):

Heating for these rooms is controlled using the EcoSync smart system. Please refer to the instructions located in the perspex holder on your desk for further guidance.

Cooling:

To help keep your room comfortable during the warmer summer months, we recommend keeping the curtains closed during the day to block out direct sunlight. For your safety, please ensure that window restrictors remain in place and are not removed or adjusted. We've provided a fan in each room to help improve air circulation and keep things cool.

Car parking & bicycle storage

Car parking is not available on-site at Kellogg. For guests with Blue Badge permits, we kindly request that you contact the Facilities team at the point of booking. You can reach them by emailing buildings@kellogg.ox.ac.uk.

We do, however, offer bike racks for residents to use during their stay.

Sustainable practices - helping the environment together

We are committed to sustainability, and invite you to join us in helping us improve our environmental impact.

Save energy: Turn off lights, chargers, and appliances when not in use.

Conserve water: Take shorter showers and turn off taps when not needed.

Reduce waste: Sort recycling properly into food, recycling and general waste using the guide in the kitchen and designated bins; use reusable bottles and bags.

Be heat-wise: Keep doors and windows closed when heating is on; use curtains to retain warmth.

Travel smart: Walk, cycle, or use public transport when possible.

Lost property

If an item is found in a guest room after a guest has checked out, it will be available for collection at the main Kellogg reception during regular reception opening hours.

We regret that we are unable to post items to guests. Any retrieved items will be retained for a maximum of one week. However, exceptions can be made, if required.

Behaviour

We encourage all guests to make use of our communal lounge and kitchen spaces during their stay. To maintain a peaceful environment for all, we kindly request that you keep the lounge and kitchen doors closed at all times to minimise noise. **We expect all residents to be particularly mindful of noise levels between 11pm and 7am.** Should you experience issues related to excessive or unwanted noise, please contact our Accommodation team via accommodation@kellogg.ox.ac.uk.

Inappropriate comments or behaviour reported to the College may result in the individual being asked to vacate their accommodation. In such cases, no refund for booked nights will be provided, and future bookings may not be available for the individual.

We appreciate your understanding and cooperation in ensuring a comfortable and pleasant stay for all our guests.



Thank you for your stay

We hope you have had an enjoyable stay with us here at Kellogg. While we are committed to providing high quality student-focused accommodation, we do accept that unfortunately mistakes can happen. Should you wish to make a complaint, please email the accommodation team using the word 'Complaint' in the subject line. Kellogg College takes all accommodation-related complaints seriously, and endeavours to resolve them promptly and to your satisfaction.

This Accommodation is covered by the UK Student Accommodation Code.



College contacts

Accommodation team	Jo Doyle Emilia Kucharska Aggie Deputowska	01865 612025 01865 612042 accommodation@kellogg.ox.ac.uk Monday-Friday, 8:00am-4:00pm
Maintenance and security	Jason King	01865 612012 buildings@kellogg.ox.ac.uk Monday-Friday, 8:00am-4:00pm
IT Support	Gabriele Del Monte	01865 612023 it-support@kellogg.ox.ac.uk Monday-Friday, 9:00am-5:00pm
Out of hours	Junior Deans Emergency (fire/medical)	07932 951849 Monday-Friday, 5:00pm-8:30am and all day Saturday, Sundays, and public holidays 999
Events team	Meal bookings Venue bookings	01865 612024 bookings@kellogg.ox.ac.uk 01865 612044 events@kellogg.ox.ac.uk
General enquiries	Reception	01865 612000 enquiries@kellogg.ox.ac.uk Monday-Friday, 8:30am-7:15pm (5pm closure during August)

Your time in Oxford

Oxford, 'the city of dreaming spires', is jam-packed with attractions and things to do.

Visit the Ashmolean Museum, the world's oldest public museum, which, like a lot of museums in the UK, is FREE! Take a tour of the city: you can hop on (and off) one of the regular open-topped buses which navigate the city's historic streets; join one of the various guided walking tours to investigate the architecture and history of this beautiful city; or follow in Inspector Morse's footsteps on a themed tour of the famous detective's haunts.

And don't forget the many restaurants, cafés and bars that make Oxford the perfect place for a night out or a delicious afternoon tea.



For more information about Oxford and Oxfordshire, visit the Experience Oxfordshire website: www.experienceoxfordshire.org or scan the QR code.



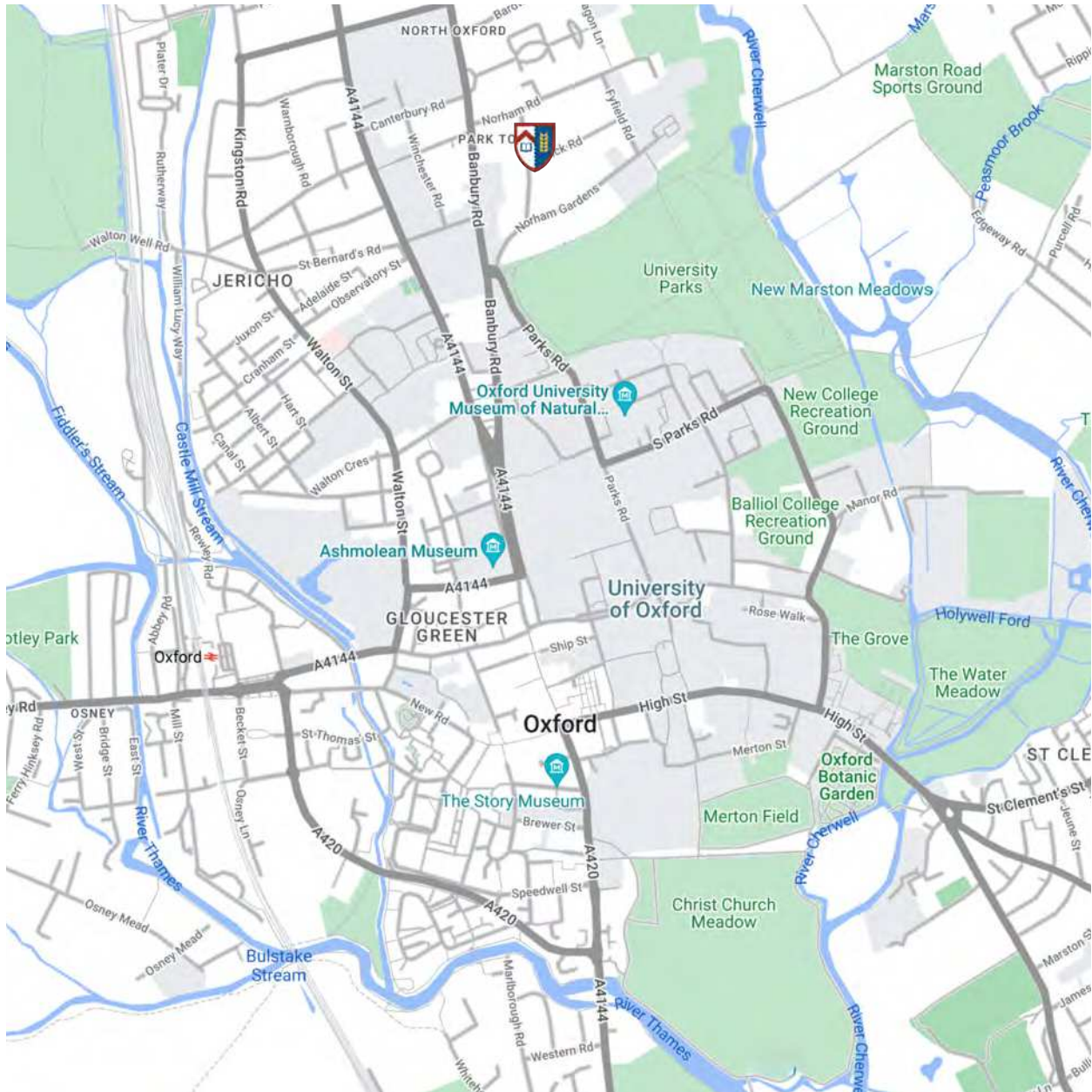
Getting about in Oxford

Taxis (please book direct)		
001 Taxis	01865 240000	www.001taxis.com
Royal Cars	01865 777333	royal-cars.com
Go Green Taxis Oxford	01865 922222	www.gogreentaxisltd.com
Oxford Blue Taxis	01865 238888	www.oxfordbluetaxis.com
A1 Taxis Oxford	01865 248000	www.a1taxisoxford.co.uk
ABC Radio Cars	01865 242424	abcradiocars.co.uk
a2b Oxford Taxi	01865 477477	www.a2boxfordtaxi.co.uk

Buses (please visit the websites for up-to-date information)	
Oxford Bus Company	www.oxfordbus.co.uk
Stagecoach	www.stagecoachbus.com
Thames Travel	www.thames-travel.co.uk
Oxford Tube (Services to London from Gloucester Green Bus Station)	www.oxfordtube.com

Trains (plan your visit via www.nationalrail.co.uk or call 08457 484950)	
Oxford Train Station - Park End Street	Regular services between Oxford Train Station and London Paddington, London Marylebone via Oxford Parkway and Bicester Village; services to south, north, West Country.
Parkway Train Station - Water Eaton Park & Ride near Kidlington	Regular service between Oxford Parkway and London Marylebone via Bicester Village.

Oxford City Map







Kellogg College

University of Oxford

OXFORD OX2 6PN

www.kellogg.ox.ac.uk