

Procedure – Student Lock Outs

Reference: L001

Student Lock Outs - Maintaining Security and Safety

4. Information for Students

Queen's Lane

- You must visit the Lodge, so a key can be issued to allow access. The duty Porter will cancel your old key and reassign a replacement.
- A record of all replacement keys is kept at the Lodge, so if the cancelled key is not returned to the Lodge by the end of the next day, you will be charged for the replacement.

WRM

- Weekdays between the hours of 8:00-4:00 please contact the Warden on 01865 (6)13700. Based at the Isis.
- Out of office hours inc. weekends please contact or visit the WRM Dean directly so they can attend and allow you access (information on how to is on the notice boards at WRM)
- If no Dean is available on site, call the Lodge on 01865 279000.
- If no contact can be made, you must go to the lodge for a replacement key (if you do not have money, or do not wish to travel alone the lodge can organise a taxi and then invoice you) keys will not be sent by taxi.
- A record of all replacement keys is kept at the Lodge, so the cancelled key must be returned to the Lodge by the end of the next day, or you will be charged for the replacement.
- If in the unlikely event that travel is impossible then another decanal member can be called to attend the property and allow access. Call the Lodge on 01865 279000.

Isis/Circus Street

- Weekdays between the hours of 8:00-4:00 please contact the Warden on 01865 (6)13700. Based at Isis.
- Out of office hours inc. weekends, please contact or visit the Isis Dean directly so they can attend and allow you access (information on how to, is on the notice boards at the Isis/Circus street)
- If no Dean is available on site, call the Lodge on 01865 279000.
- If no contact can be made, you must go to the lodge for a replacement key (if you do not have money, or do not wish to travel alone the lodge can organise a taxi and then invoice you) keys will not be sent by taxi.
- A record of all replacement keys is kept at the Lodge, so the cancelled key must be returned to the Lodge by the end of the next day, or you will be charged for the replacement.
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NSE/Crick Road

- Weekdays between the hours of 8:00-4:00 please contact the Warden on 01865 (2)74150. Based at 17 NSE.
- Out of office hours inc. weekends, please contact or visit the NSE Dean directly so they can attend and allow you access (information on how to is on the notice boards at NSE/Crick road)
- If no Dean is available on site, call the Lodge on 01865 279000.
- If no contact can be made, you must go to the lodge for a replacement key (if you do not have money, or do not wish to travel alone the lodge can organise a taxi and then invoice you) Keys will not be sent by taxi.
- A record of all replacement keys is kept at the Lodge, so the cancelled key must be returned to the Lodge by the end of the next day, or you will be charged for the replacement.
- If in the unlikely event that travel is impossible then another decanal member can be called to attend the property, and allow access. Call the Lodge on 01865 279000.

To maintain overall security and individual student safety, under no circumstances will the duty Porter add temporary access to another student's key (via Salto)