

WELCOME TO YOUR NEW HOME



Dalton Ellis Hall

The information in this booklet is designed to help answer some essential questions you may have before your arrival at University Residences.



So you're moving in – what next ?

Just over 450 people work within the residences here at the University of Manchester who will all help to settle you in and make sure your life in hall runs smoothly. Staff will be on site during our main arrival days in September, please free to ask for any assistance you may require. Please also refer to the online Residences Guide for more detailed information.

Contact Details

Address: Dalton Ellis Hall, University Of Manchester, Conyngham Road, Victoria Park, Manchester M14 5RL
Reception Number: 0161 306 9840
Email: victoriaparkadmin@manchester.ac.uk

Reception is open from 8am – 6pm Monday to Friday. There are times when this may vary so please keep your eye open for information posters and emails which will keep you informed.

Finding your way to Dalton Ellis Hall

By Air: By Plane from Manchester International Airport : Manchester International Airport is approximately 10 miles from Dalton Ellis Hall (about 20 minutes by taxi).
If you wish to take the train from the airport there is a 24-hour service which runs 7 days a week, every 15 minutes during peak times and goes direct to Piccadilly Train Station. From the station either take a taxi or take a short walk to Piccadilly Bus Station and catch a bus. For airport information and further travel information click [Here](#).

By Car: Just use Satnav users: M14 5RL.

By Taxi: Taxi Ranks can be found at railway stations and the fare is approximately £5.00. The fare from Manchester Airport is approximately £12.00 – £15.00.

By Bus: From the City Centre take a bus numbered 50 (signed MANCHESTER - KINGSWAY- EAST DIDSBURY) from Piccadilly Gardens Bus Station to Anson Road/Daisy Bank Road, Fallowfield. Cross over the road and walk back on yourself to the junction of Oxford Place with Anson Road and turn left. Take the next left at Conyngham Road and walk down - Dalton Ellis Hall will be on your left.

By Rail: Most long distance trains arrive at Manchester Piccadilly Station. From here either take a taxi (approx. 15 minutes) or take a five minute walk to Piccadilly Gardens Bus Station. Short distance rail service arrives / departs from Manchester Oxford Road Station and Manchester Victoria Station. Information on National rail enquiries can be found [Here](#).

About The Hall

Located in quiet, leafy, Victoria Park, Dalton Ellis is close to bus links to the University and the City Centre and is within easy walking distance of the famous Curry Mile!

Dalton-Ellis accommodates 279 students (both Undergraduate and Postgraduate) within mixed sex, catered accommodation. Typically Dalton Ellis rooms are single bedrooms with wash hand basins, although a small number of rooms have en-suite facilities or are classed as super singles with larger beds, more floor space and extra facilities. On average 5 students share bathroom and toilet facilities. There is also a small kitchenette area for the preparation of snacks and light meals.

Dalton Ellis Hall comprises of several residential blocks built at various different stages. They include the Grade II listed Main Hall which was the first purpose-built hall of residence in England and opened in 1882. The Nield Wing extension was later built onto Main Hall with the further addition of Fiddes, Graham, Ewings, and Sutherland in 1994.

Sunnyside houses the library, music rooms and other facilities also include a squash court, tennis courts, croquet lawn and a bar. There is also a computer cluster and a reading room available.

Information in this booklet is correct at the time of writing, however may be subject to change

The hall has a long history of sporting success - fielding rugby, hockey, netball, cricket teams, remember and check out our sports programme within ResLife if you are keen to participate.

Reception information

The reception is open between 8am – 6pm Monday to Friday and staff are available to answer any queries you may have, from lost keys to picking up post. At certain times opening hours may need to be adjusted but keep an eye on your email or for information posters for this information.

Catering Information

Dalton Ellis Hall is a catered residence, meals are served from :

	Weekdays	Saturday	Sunday
Breakfast	7.30am – 9.30am	11.30am – 12.30pm	11.30am – 12.30pm
Dinner	5.15pm – 7.15pm	5.15pm – 6.30pm	5.15pm – 6.30pm

If you find you are unable to attend the breakfast or dinner service, please speak to a member of the catering team who would be happy to help you complete a replacement meal request form, please note that a minimum of 24-hours' notice will be required for a replacement meal to be arranged for you.

We offer a wide choice for both breakfast and dinner, including vegetarian and healthy options. Breakfast is a buffet selection including a full cooked option as well as cereals, fresh fruit, yogurts, croissants, cheese etc. Hot drinks and Fruit Juice are also available.

For dinner we operate a five week menu cycle, typically two meat/fish dishes and a vegetarian option. For a sample of what you can expect please click [Here](#) .

If you have a special dietary requirement or have any suggestions you would like to make please contact our on-site catering team who will be happy to help.

Accessible Information

Should you or any visitors require information on accessibility please [Here](#).

Internet and WiFi

In some communal areas in University of Manchester halls of residence there are University access points for wireless. These will always show up as University when your computer scans for local Wi-Fi. You can use these to connect to the Internet. Students are prohibited from setting up their own wireless access points in hall. Please note Wi-Fi access does not generally extend to bedrooms. However all bedrooms do have wired access to the Ethernet - for more information on this service consult the HORNET pages.

What do I need to Bring ?

In your room we provide a bed, desk, desk chair, lamp, wardrobe and chest of drawers. You will need to bring with you bed linen, duvet, pillows and towels. A limited number of bedding packs can be purchased from reception on arrival but these are subject to availability.

Key Collection

During the online induction process you will be asked to book an arrival slot (September arrival only), if you need to come earlier than the official contract start date shown on your offer contact reception. Rooms will be allocated subject to availability and are not guaranteed.

Room keys will be available from Reception between 10:00 – 18:00 hours (please arrive according to your slot time) on your chosen arrival date. If you arrive outside of these hours, please contact the Residential Life Officer on 0779 9470110 for assistance.

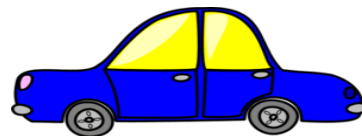
Please remember to bring with you the key release form (this is printable at the completion of your online induction) and some photographic ID.

If you will be arriving later than your contract start date, please do contact us to let us know when to expect you.

If you lose your key / fob / swipe card at any time during your stay at Dalton Ellis please let us know immediately. There is a charge for replacements, although if you later find them within 7 days of reporting them lost your money will be refunded.

Arrival by Car

If you are arriving by car please note that car parking is limited, once you have unloaded your car we ask that you remove it from the car park to allow others to unload.



Hotel Accommodation

If we cannot provide you with early arrival accommodation or if your family wish to stay locally over your first few days then information on Manchester hotels can be found at <http://www.manchester.com/hotels/>.

Rent Payments

By accepting your licence agreement you agree to pay the rental value on the property you will be occupying. This can be done either via one instalment, due in October or by 3 instalments in October, January and April. If you haven't done so already please complete a direct debit mandate form which will allow a transfer of funds from your bank account to ours and tell us which instalment plan you would like to use. If you have not set up a direct debit you should note that you will become liable for the full rental costs for the full rental period in October. If you want to discuss this further please contact our student services centre on 0161 275 5000 who will be able to assist.

Mail

Please ensure that your mail is correctly addressed. Letters will be delivered into mailboxes located in hall. Larger items, registered letters or parcels will be delivered to the reception for you to collect during office hours, please note that you will always be asked to show your student ID card to collect items.

Please make sure you tell everyone your correct address – your name / house Name / flat number / room number followed by your postal address and post code please.

Dalton-Ellis Hall
Conyngnam Road
Victoria Park
M14 5RL

Reception staff are more than happy to sign for items on your behalf if required but we would ask that you note that we do have the following criteria for doing so, items should not be :

- Larger than 300mm depth x 300mm height x 400mm width
- Over £150 in value
- More than 11kgs in weight
- Perishable food

If you are expecting an item that does not meet the criteria please arrange to have the delivery company call you directly to arrange delivery. You should note that if reception do sign or accept any item we cannot be responsible for lost or damaged items. If you leave Dalton Ellis you should arrange to redirect your mail as we cannot send on mail to you once you have vacated. Should we unknowingly sign for items of high value (over £150) we will not be held liable for any loss. In the case of any subsequent claim for loss or damage of any mail item the maximum compensation will be £150.



During vacations, mail will continue to be placed in your mailbox, if you are expecting something that may arrive in vacation time please arrange an alternative address with the sender.

Amazon Lockers

Some of our residences have Amazon lockers where you can arrange to have a parcel delivered or leave one to be collected. They are very simple to use !

Firstly you need to add the locker to your Amazon address book; the names of the lockers are listed below :

Locker Name	Location
Hay	Owens Park
Guffaw	Richmond Park
Gulp	Hulme Hall
Grass	Oak House
Halfpipe	Dalton Ellis Hall
Orange	Wright Robinson Hall
Floral	George Kenyon Hall
Gum	Oak House
Elbow	Whitworth Park

Please note that you must be a resident at the Locker location to use this service. Some of the lockers are located inside areas where you require a key to access. The lockers should not be used for anyone who is a non-resident – Amazon will delete the account of anyone using a locker who is not in that accommodation.

1. Type www.amazon.co.uk/add***** into your browser. Replace *** with the name of the locker you wish to add to your account. Don't use spaces.
2. You'll be redirected to Amazon, sign into your account.
3. Once signed in Amazon will automatically add the address to your account.

From now on, simply select to "Dispatch / Return to this address" during checkout/returns process and complete your transaction as usual. All items must be eligible for a delivery to a locker.

How do I collect my package ?

Once your parcel is delivered to the Amazon Locker, you'll receive an email notification with a unique pick up code. When you arrive to collect your parcel, enter your pickup code or scan the barcode using the barcode scanner and follow the instructions on the screen.

All parcels delivered to locker locations must be picked up within 3 business days. If you're not able to collect your parcel within this timeframe, the parcel will be returned for a full refund.

Room Inventories

You will receive an inventory in your room on arrival, if you don't have one please let reception know. This is your opportunity to report any missing or damaged items. Please return this to reception within 48 hours of arrival and we will arrange to replace any items.

If you have maintenance issues within your room, then we have a Buildings Maintenance System (BM) where you can log these on line. Dalton Ellis Hall has a computer near to post box keys down the corridor in main Hall. There will be more information about this in your room when you arrive.

Insurance

All University of Manchester halls are included in a block insurance policy, this is provided by Endsleigh. A basic cover is provided and you are recommended to check on the details to ensure that this level of cover suits your needs. Information on the cover provided can be found [here](#), our policy number is HH1053.



Smoking

All halls are non-smoking areas; this includes the use of E-cigarettes

Computer Network

Halls are connected to the University network and once you have completed your University registration online and signed up for your University username and password you will be able to join the network. Known as HORNET, representatives will be available during key issue.

Overnight Guests

It's your home and you will want to have guests to stay ! We would ask that you note that guests are welcome for a maximum of 2 nights in every 7. This can be extended with the written permission of the Residential Life Officer for the hall.

Your Safety & Welfare

The University has a dedicated security team covering all areas 24 hours a day, 7 days a week. To contact them simply call 0800 838 9807 or 0161 306 9966 – we recommend that you put these numbers into your contacts folder on your mobile phone. All security staff are also trained first aiders.

Our Residential Life team (ResLife) are also on hand for any help or support you may need, they will introduce themselves over the first few weeks of residence. Residential Life Advisors (RLA) work on a duty rota and are available from 6pm every night and over the weekend. The number for the RLA for Dalton Ellis Hall is 07799470110; again why not add this number to your phone contacts now ?

Residences Life Team

In conjunction with your Residents Association (RA) and Junior Common Room (JCR) ResLife will be organising events, trips, lectures, volunteering events and much more during your time in halls. Please do get involved, these events are a great way to meet new people and find your way around your new city.

Fire Safety & Alarms

Fire notices and regulations are displayed throughout Dalton Ellis Hall and we would ask you take time when you arrive to read this and also familiarise yourself with the fire alarms and your nearest emergency exit. If you discover a fire, however small, you should sound the fire alarm and evacuate immediately to your assembly point. Please contact security to report the fire on 0161 306 9966. You will be required to attend a fire safety talk during welcome week, the details of which will be confirmed to you.

Our fire alarm systems are tested weekly and you will be told when this will take place. At all other times please do evacuate the building – it's for your own safety.

Our residences health and safety policy is available for you to view at [Here](#) .

Laundry Facilities

The Laundry room is located in main hall at Dalton Ellis Hall; go through the reception and down the corridor. You will be given a card on arrival to use that you can load money onto online.

Bicycles

Dalton Ellis Hall has designated bike shelters and storage for you to use. Please ensure you secure your bike using a D lock. The University also runs a bike registration scheme and subsidised D lock purchases. For more information view <http://www.estates.manchester.ac.uk/services/security/estates-sevices-ian-ourservices/crimereduce/>.

TV Licences

We do not cover any of our residences with a TV licence; therefore you are advised to ensure that you purchase the appropriate licence either prior to or immediately after arrival. If you watch or record programmes as they're being shown on TV or live on an online service - on any device – you need to be covered by a TV Licence.

All of the team look forward to welcoming you to Dalton Ellis Hall in September

Site Map for Dalton Ellis Hall

