

Information last updated	<b>11/06/2018</b>	
OFSTEAD / DFEE number	<b>N/A</b>	
Centre address	<b>Academy St Albans</b> <b>All Saints Pastoral Centre</b> <b>Shenley Lane</b> <b>London Colney</b> <b>Hertfordshire</b> <b>AL2 1AF</b>	
Lettings officer name	<b>Beata Rydz, Sales Administration Manager</b>	
Contact number	<b>01494 870617 [Academy Residences, Management &amp; Estates Office]</b>	
Mobile	<b>N/A</b>	
Contact whilst in residence: name/number	<b>Centre Administrator</b> <b>Lesley Weston</b>	+ 44 (0) 1727 827547
Maintenance contact: name/number	<b>As above</b>	<b>As above</b>
Housekeeping contact: name/number	<b>As above</b>	<b>As above</b>
Hospital: name/number	<b>Accident &amp; Emergency</b> Barnet Hospital, Wellhouse Lane, Barnet EN5 3DJ Watford General Hospital, Vicarage Road, Watford, WD18 0HB	020 8216 5003  01923 244366
Local doctor: name / number	<b>Doctors Surgery – The Village Surgery</b> , 283 High Street, London Colney, Herts AL2 1EU Opening Times: <ul style="list-style-type: none"> <li>Monday-Friday: 8:30am-6:30pm</li> <li>Out of hours service: 111</li> </ul>	01727 823245
Local dentist: name / number	<b>Dentist – A Gatrad &amp; Associates</b> , 148a High Street, London Colney, Herts AL2 1QF Opening Times: <ul style="list-style-type: none"> <li>Monday-Friday: 9am-5:30pm</li> <li>Out of hours service: 111</li> </ul>	01727 823356
Local police: name / number	<b>Local Police Station – St Albans</b>	0845 33 00 222
Nearest bus station	<b>Bus Routes – the nearest bus stop is a request stop situated in Shenleybury Lane</b> <ul style="list-style-type: none"> <li><b>602 (Operator: Uno)</b> – Hatfield Station, Hatfield Town Centre, The Forum, The Galleria, de Havilland Campus, Oaklands, Fleetville, St Albans City Station, St Albans St Peter’s Street, St Albans London Road, London Colney High Street, London Colney Sainsbury’s, <a href="#">Shenleybury Lane (request stop)</a>, Porters Park, Shenley Andrews Close, Radlett Red Lion (for Radlett Station), Battlers Green, Aldenham St John’s Church, North Bushey, Bushey Rail Station, Watford High Street and Station, Watford High Street.</li> <li><b>658 (Operator: Uno)</b> – St Albans St Peter’s Street, St Albans City Station, St Albans London Road, Napsbury Park, London Colney Shenley Lane, London Colney High Street, London Colney Sainsbury’s, <a href="#">Shenleybury Lane (request stop)</a>, Shenley Black Lion Hill, Borehamwood Stapleton Road, Borehamwood Leeming Road,</li> </ul>	

	<p>Borehamwood Herforde Road, Borehamwood Hertswood School, Borehamwood Tesco, Elstree &amp; Borehamwood Station.</p> <ul style="list-style-type: none"> <li>- <b>358 (Operator: Sullivan Buses)</b> – Nicholas Breakspear School (St Albans), Smallford, London Colney Leisure Centre, London Colney Kings Road, London Colney Shenley Lane, <a href="#">Shenleybury Lane (request stop)</a>, Shenley Porters Park, Shenley White Horse, Borehamwood (various stops).</li> </ul>
Nearest train station	<ul style="list-style-type: none"> <li>- Radlett, St Albans City and Borehamwood railway stations - direct service to St Pancras</li> <li>- Potters Bar railway station – direct service to Kings Cross</li> </ul>
Parking on site	<b>Yes</b>
Directions	<p><b>By car</b> – If travelling on M25 from Watford, exit Junction 22 and take the 5<sup>th</sup> exit on the roundabout on to the A1081 flyover. At the roundabout over the M25 flyover, take the 2<sup>nd</sup> exit on to Bell Lane/B556 towards Shenley. If travelling on the M25 from Potters Bar, exit at junction 22 and take the 2<sup>nd</sup> exit on to Bell Lane/B556 towards Shenley. Carry on over roundabout along Bell Lane/B556. At the next roundabout, take the 3<sup>rd</sup> exit signposted to St Albans on to Shenley Lane/B5378. Academy St Albans is on the left approximately 500 yards from the roundabout.</p> <p><b>By rail</b> – Nearest railway stations are Radlett (2.9 miles from us), St Albans city (3.9 miles from us), Borehamwood (4.9 miles from us) and Potters Bar (5.8 miles from us). Oyster cards can currently only be used at Borehamwood Station, as the other stations listed above are outside of the Oyster Card zone. Taxis can usually be found waiting outside these stations.</p>

### TELEPHONE INFORMATION

BOARDING HOUSE	TELEPHONE NUMBER	INCOMING CALLS	OUTGOING CALLS
<b>N/A – no telephones in accommodation areas</b> <b>Please ask groups to contact the SUL Group Manager’s mobile, or if SUL need Academy staff, please call the Academy St Albans office on + 44 (0) 1727 827547</b>		YES/NO	YES/NO
		YES/NO	YES/NO
		YES/NO	YES/NO
		YES/NO	YES/NO
		YES/NO	YES/NO
		YES/NO	YES/NO
Landline number for parents if no client office is provided		SUL will need to provide the mobile number of their Group Manager on site to as a contact number for parents.	
Best mobile phone networks to use on site:		No specific network	

### ACCOMMODATION

(Please delete YES or NO as appropriate that apply to SUL included in our contract)

**Much of this section will differ group by group and depend on the accommodation allocated to you and how you prefer to divide your rooming and bathrooms between students, group leaders and staff on each occasion.**

**Rooming lists [which include details of bathrooms] are normally issued 2 weeks before arrival, once your invoice has been**

**paid and the rooming of all groups on site at the same time has been finalised.**

Ratio of toilets / students	<b>See above</b>	Ratio of showers / students	<b>See above</b>
Laundry service provided by site	Laundry service, by special request, can be pre-booked on Rental Agreement Forms @ £6.00 (for up to 3kg of laundry per laundry bag)	Laundry service frequency per week	As you pre-book: Laundry service, by special request, can be pre-booked on Rental Agreement Forms @ £6.00 (for up to 3kg of laundry per laundry bag)
Washing powder provided by site	N/A	Washing powder provided by SUL/client	N/A
Laundry service off site	N/A	Laundry facilities available for SUL use	N/A
Bed linen provided	Yes	Linen change frequency per 2 weeks	<b>Once per week</b>
Towels provided	No	Codes on main accommodation doors	<b>Not currently – plan to introduce some Autumn 2018</b>
Lost key policy	Charged at £40.00 per key	CCTV on site	No

**STAFF**

**STUDENTS**

Single. Shared showers with students	*	Multi bed dorms. Shared bathrooms.	*
Single. Shared showers with staff	*	Multi bed dorms. Ensuite bathrooms.	*
Single en-suite.	*	Single room. Shared bathroom	*
Offsite accommodation necessary	No	Single en-suite	*
Rooms lockable	No	Rooms lockable	No
Lockable storage space	Yes	Lockable storage space	Yes
Keys provided for rooms	N/A	Keys provided for rooms	N/A

**COMMENTS:**

**\*See notes above re the allocation and ratio of accommodation and bathrooms to students, group leaders and SUL staff will be made by SUL when Academy Residence issue your rooming lists for your overall bed number requirements.**

**CATERING & DINING**

(Please delete YES or NO as appropriate that apply to SUL included in our contract)

Full board provided on site	Yes	Special diets catered for	Yes – if advised on advance on RAF
Cooked breakfast	Yes	Fresh salad bar option at lunch & dinner	Yes
Continental breakfast	Yes	Fresh fruit option at lunch & dinner	Yes
Hot lunch	Yes	Bread available at lunch & dinner	Yes
Hot dinner	Yes	Packed lunches provided when necessary	Yes – if booked in advance on RAF
Squash & biscuits in the afternoon	Snack service (squash//fruit /biscuits), by special request, can be pre-booked on Rental Agreement	Bar-b-q's if required	No equipment at present

	Forms @ £1.25 per person		
Cooked brunch available on Sundays	NA – usual cooked breakfast and cooked lunch	Access to drinking water at all times	Yes
Dining room capacity	<b>120</b>	Sample menu provided	Yes
<b>COMMENTS:</b>			

### LEISURE FACILITIES & EQUIPMENT FOR USE ON SITE

(Please delete YES or NO as appropriate that apply to SUL included in our contract)

Sports Hall	No	How many?	N/A	Storage room for client sports kit	Yes	How many?	As requested on RAF
Sports field	Playing fields only	How many?	N/A	Football nets	No	How many?	N/A
Common rooms	Yes	How many?	*	TV / DVD	No	How many?	N/A
Large Hall	Yes	How many?	*	Mobile disco / sound system	No	How many?	N/A
Swimming Pool	No	How many?	N/A	Life guards provided	No	How many?	N/A
Tennis courts	No	How many?	N/A	Nets	No	How many?	N/A
Badminton courts	No	How many?	N/A	Nets	No	How many?	N/A
Volleyball Courts	No	How many?	N/A	Nets	No	How many?	N/A
Basketball Courts	No	How many?	N/A	Hoops	No	How many?	N/A
Table tennis area	No	How many?	N/A	Table / bats / balls	No	How many?	N/A
Squash Courts	No	How many?	N/A	Squash racquets	No	How many?	N/A
Art Room	Yes	How many?	1	Theatre	No	How many?	N/A
Smoking area	Yes	How many?		Smoking location	Outside each main building in designated areas		
Other (please specify)							

**COMMENTS: \*We provide spaces in which you can arrange your own activities, provided these spaces are requested on your Rental Agreement Form [RAF] but we don't provide any equipment.**

### ACADEMIC / ADMIN / OFFICE

(Please delete YES or NO as appropriate that apply to SUL included in our contract)

Is the following equipment available in your classrooms?

TV	No	How many?	N/A	Internet access	Yes	How many?	Throughout ground floor facilities
DVD player	No	How many?	N/A	Whiteboards	Yes	How many?	All per classroom although 1 x classroom without
Projector	No	How many?	N/A	Interactive whiteboards	Some	How many?	7 in main building classrooms
Listening equipment	No	How many?	N/A	Tables & chairs	Yes	How many?	For 12 – 30 students to use classroom style, depending on classroom size
Flip charts	No	How many?	N/A	Photocopier available	See cost note	How many?	N/A

Printer available	No	How many?	N/A	Photocopy costs per sheet	Bulk copies should be made offsite [or SUL arrange for own photocopier to bring into their requested office]. Incidental copies can be requested in Academy Office @ 10p per A4 sheet
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Times for accessing photocopier:	From	Requests for copies can be made in the Academy Office, which is usually staffed 08.00 – 17.00 Mondays – Friday Copies should be requested in advance whenever possible, as staff may not be always be free/available to make immediate copies on demand
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Teachers / staff room	Yes if requested on RAF	Tea & coffee supplied	Available at each meal in Dining Hall	
SUL Directors office with landline & computer	Office can be requested on RAF but no equipment provided.	Client office with landline & computer	No	
Telephone number	N/A Clients use mobiles	Telephone number	N/A	

WI-Fi available across the site : <b>throughout ground floor facilities, classrooms and Dining Hall</b>		Internet/computer access outside classroom: <b>throughout ground floor facilities, classrooms and Dining Hall</b>	
Number of classrooms available	Variable according to booking requests of other groups on site	Classroom locations: Will depend on allocation per group	
Internet access in classrooms to include access to 'YOUTUBE' & GOOGLE SEARCH etc.			Yes

**COMMENTS:** (e.g. please let us know if any rooms / classrooms are NOT equipped in any way).  
**\*We provide spaces in which you can arrange your own activities, provided these spaces are requested in advance on your Rental Agreement Form [RAF], and taking into account the requests of all groups on site, but we don't provide any equipment.**

### ACCOMMODATION

**This will vary according to the accommodation allocation you receive for each group you book – please see the Rooming Lists you'll be send approximately 14 days before arrival [when group paid for and accommodation of all groups on site at the same time is finalised]**

#### FLOORS / ROOMS

ROOMS	BASEMENT	GROUND	FIRST	SECOND	SUB TOTAL	
						<b>BED TOTAL</b>







						<b>BED TOTAL</b>
						<b>BED TOTAL</b>
<b>NAME</b>	<b>BASEMENT</b>	<b>GROUND</b>	<b>FIRST</b>	<b>SECOND</b>	<b>SUB TOTAL</b>	