



# Relocation handbook

2019 / 2020

# Welcome to the University

This handbook is aimed at staff joining the University from within the United Kingdom. We hope the information included in this guide will help make your move to York easier. We have links throughout to provide in depth information on a range of topics and to support you in your transition.

## The Welcome Service

The Welcome Service is a tailored support service and is available to all new staff who need to relocate in order to take up their post at the university.

Our welcome team offer practical support and advice on all aspects of relocation including: accommodation, schools, banking, transport and the University. If you would like to use the Welcome Service, email the scheme coordinator at [welcome-service@york.ac.uk](mailto:welcome-service@york.ac.uk)

We look forward to welcoming you to the University.

**Joss Ivory**

Director of Human Resources



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# Preparing for your arrival

Once you have received your offer of appointment you can begin to prepare for your arrival. The three key things to think about are:

- finances for your first few weeks
- how you are going to get to York
- where you will live when you first arrive

## Initial funds

Before you get your first payment from the University, you will need to have enough money to pay for your transport, short-term accommodation, food and personal expenses.

New staff can sometimes, by prior arrangement with the Payroll Office, receive a cash advance on their first month's salary, which will be recouped in full from their first salary payment. The employee must have provided evidence of their entitlement to live and work in the UK.

The Payroll Office can be contacted on +44 01904 32 2114 for further information.

## Relocation Expenses

You may be entitled to relocation expenses in accordance with the [University Relocation Policy](#).

If you are on a tight budget you can claim for expenses as you progress through your relocation.

To make a claim you must submit receipts and a claim form to HR Services. You will need to make claims in line with Inland Revenue guidance; the [HMRC guide to relocation and allowable expenses](#) may be useful. For details of your relocation allowance speak to HR Services on +44 01904 32 4835.

## Getting to York

### Trains

York is one of the best connected cities in the UK for rail travel, sitting on the East Coast, Transpennine and Cross Country routes. Together these providers connect York to London King's Cross, Scotland, Liverpool, Manchester, Leeds, Newcastle and to the midlands and south-west.

Tickets and information are available from any rail station or from National Rail.

Train tickets usually get more expensive the later you buy them so buy early for savings and more choice.

### Buses

Once in York the Your Bus 66 or Unibus 44 will take you from York Railway Station to the University of York campus. Fares cost £2 for a single ticket.

The Your Bus 66 or Ub.1 shuttle bus can take you between the Heslington West and East campuses free of charge.

### Taxis

There is a taxi rank at York train station. The fare to the University is around £7.

### Roads

York is well served by road links and is easily accessible from the A1, M1 and M62. The University is situated south-east of the city-centre.

The easiest route to the University is to take the outer ring road (A64 on the south and east sides of the city, A1237 on the north and west) to the junction with the Hull/Bridlington roads (A1079/A166). Turn off at the exit marked 'University' and follow the signs past Grimston Bar down Field Lane to University Road.

This route avoids the city centre and known traffic black spots.

## Short-term accommodation

It is strongly recommended that you arrange short-term accommodation in advance of your arrival in York. Arranging accommodation for the first 4 – 8 weeks will help to minimise the stress of your relocation. You can then use the first month or so to get to know the city before committing to a longer term rental.

## Rooms to Rent Scheme

Whilst the University cannot offer on-campus staff accommodation, it does run the Rooms to Rent scheme.

Under the scheme new starters are matched with current members of staff who have a spare room in their home. This offers new starters a more personal and affordable start to their time in York. You can stay with a host family for around £85 - £120 per week, where you will have a private bedroom and access to the household kitchen and bathroom facilities. (A limited number of the rooms are offered with private bathrooms).

Rooms to Rent is a popular scheme, so availability isn't guaranteed. For more information contact the scheme coordinator at [welcome-service@york.ac.uk](mailto:welcome-service@york.ac.uk).

## Other short-term accommodation options

External professional and family households in the area let out rooms on websites such as [SpareRoom](#).

If you would prefer not to stay in shared accommodation then holiday sites such as [Airbnb](#), [HolidayLettings](#) and [CityLets York](#) may prove useful. These options will offer more privacy and the convenience of self-catering. Unfortunately these options can be expensive and availability is limited in the peak tourist seasons.

York also has hundreds of Bed and Breakfasts to choose from, [Visit York](#) provides comprehensive listings. If you are hoping to stay for several weeks, it is worth contacting the owner directly to see if they are able to offer a deal on a longer stay.

York Conferences offer the convenience of B&B accommodation on the University campus. If you choose to stay in a B&B remember to consider the additional cost of buying a lunchtime and evening meal, as you won't have access to kitchen facilities.



## Accommodation

It is recommended that you arrange four to eight weeks worth of accommodation to minimise stress.

- [www.spareroom.co.uk/flatshare/york/](http://www.spareroom.co.uk/flatshare/york/)
- [www.airbnb.co.uk/](http://www.airbnb.co.uk/)
- [www.cityletsyork.co.uk/](http://www.cityletsyork.co.uk/)
- [www.holidaylettings.co.uk/york/](http://www.holidaylettings.co.uk/york/)
- [www.visit-york.org/book/](http://www.visit-york.org/book/)
- [www.yorkconferences.com/](http://www.yorkconferences.com/)

Alternatively you can contact the [Welcome Service](#) regards the Rooms to Rent scheme.



## Travel

Travel to and from York is bolstered by a great transport network, whether you choose to drive or use public transport.

- [www.nationalrail.co.uk/](http://www.nationalrail.co.uk/)
- [UB1 shuttle bus](#)
- [University of York \(google maps\)](#)



## Relocation expenses

You may be entitled to relocation expenses.

If you are on a tight budget you can claim for expenses as you progress through your relocation.

To make a claim you must submit receipts and a claim form to [HR Services](#).

Claims must be in line with Inland Revenue guidance.

- [HRMC guidance](#)
- [University Relocation policy](#)

# Your first few weeks

When you have arrived in York and moved into your temporary accommodation it is then time to begin the search for something longer term and to make arrangements for your belongings to be moved.

## **Finding long-term accommodation**

Most rental agencies will require you to sign a 6 month contract, so it is important to make sure you are happy with the location before you commit to a property. York is a relatively small, well connected city with bus and cycle routes, making it easy to commute to the University from the majority of York.

It is suggested that you read up on the different areas of York and speak to colleagues to get their recommendations on where to live.

If you have children, bear in mind that the choice of school varies on your catchment area. School selection is discussed later in the handbook.

Most properties are advertised one month before they become available. The rental market in York tends to move quite quickly, so it is a good idea to visit letting agencies in the city to register your details, then agencies can contact you as soon as something suitable comes on the market.

You should keep a close eye on websites such as Rightmove and Zoopla. These websites are an easy way to browse properties from all the different agencies in York.

## **Moving into rented accommodation**

Moving into a property can be expensive so plan accordingly for this initial outlay. After deciding which property you want to move into, you will have to pay a booking fee which will keep the property off the market while the agency takes up references. This fee may be offset against your first rental payment if your references are satisfactory. You also have to pay for the cost of references and the cost of drawing up the contract.

When you move in you will have to set up the utility bills in your name. We cover this in more detail in the next section.

## **Moving your possessions**

The University does not have a list of approved movers so you are free to use whichever company is most convenient for you. Contact removal firms early on in your relocation to get a sense of how long the process will take.

The cost of moving your possessions will vary greatly depending on: the method of shipment, distance, quantity and weight. It is worth shopping around to get the deal that is best for you. You can get quotes from any of the movers' websites or from price comparison websites.

## **Temporary storage**

If there is a gap between the arrival of your belongings and you acquiring long term accommodation then you may wish to consider renting a storage unit. Many removal companies will offer storage solutions as part of their services, you can also find several secure self-storage units in York available at an affordable weekly rate.



### Accommodation

Finding long term accommodation requires being in contact with local agencies due to the quick turn around on rented accommodation.

- [Estate and letting agents in York](#)

Besides registering interest with local agencies you can also search online at:

- [Zoopla](#)
- [Rightmove](#)



### Moving your possessions

Firms in York you may find useful include:

- [Pickfords](#)  
Liana Michael  
0203 - 7519565  
[liana.michael@pickfords.com](mailto:liana.michael@pickfords.com)
- [Stadium storage](#)
- [Van Man York](#)

You can also use a comparison website to get a list of quick quotes to use as a starting point for discussion with removal firms.

- [Compare my move](#)



# Settling in York

Once you have moved into long term accommodation you will need to make sure that all your utilities are set up and that you are on track to pay the correct level of council tax, you may also want to look into getting content insurance to cover your belongings.

You can also look at registering with a doctor and a dentist and familiarise yourself with your local healthcare provisions.

## Utilities

The majority of rental agreements will not include provision for your utilities: gas, water and electricity. You will need to manage and pay for these separately. The Landlord or letting agency should be able to tell you which provider(s) the previous tenant used.

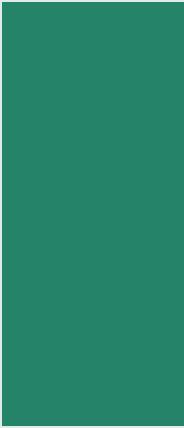
On the day that you move in take meter readings, as you do not want to be held accountable for any usage before you moved in. Ring the gas and electricity companies and give them the meter readings and find out what plan you are on. Suppliers will usually put you on the most expensive standard tariff.

Once you have this information you can compare the market and find the best deal to suit you. It can take a few weeks to switch providers.

## Telephone and broadband

Often you will need to set up a landline, especially if you wish to have broadband internet access. Some properties will already have a line connecting the house to the network but it may take time for the telephony company to reconnect it.

There are many companies who will offer you packages for both landline calls and internet access and this can include handsets and routers, the best idea is to shop around to see what companies are offering.



It can take anywhere from two weeks to a month to be fully connected. The availability of broadband suppliers is dependent on where you live (small villages may have a very limited choice). Comparison websites can help you find the best deals available in your area.

### **TV Licence**

If you watch or record live TV then you have to pay for a TV-licence (currently £145.50 a year). You can buy it online via [TV Licensing online](#) and pay for it in one lump sum or in instalments.

### **Council Tax**

Council Tax applies to all domestic properties including houses, bungalows, flats, maisonettes, mobile homes and houseboats, whether they are owned or rented. The amount of Council Tax you pay will depend on the 'valuation band' of the property you live in. You can find out what band your property is, on the government website.

The Council Tax charges are reviewed every year and those currently applying in York can be found on the City Council website.

### **Insurance**

It is a good idea to insure your belongings against loss, theft, accidental damage and fire. In some rental agreements it is a written condition that you must have content insurance, so check your contract carefully to see if this is the case.

Price comparison websites allow you to shop around and find the best deal for your circumstances.

## **Registering with a doctor and dentist**

During your first few weeks in York you should register with a local doctor and dentist.

### **Registering with a GP**

Like schools, GP surgeries have catchment areas, so you will have to check whether the street where you live or will live falls into their catchment area. You can do that on the NHS website. Once you have chosen a surgery, contact the practice and ask to register with them. You will have to complete a form called GMS1 and give your details. The practice may also ask to see ID and proof of your address.

### **How to change your GP**

If you are not happy with the surgery or if you move outside their catchment area, you can change your GP. All you have to do is find a new surgery and ask to register as a patient with them. You will not be asked why you want to switch. It will take up to two months for your medical records to be transferred to your new surgery.

## **Registering with a dentist**

You may need to join a waiting list in order to get a place with an NHS dentist in York. The length of waiting time varies for different practices.

If you would prefer to register with a dentist as a private (non NHS) patient then look online for a practice convenient for you and contact them directly to enquire.

## **Emergency treatment**

If you require immediate treatment due to a serious injury or illness the local Accident & Emergency is at York Hospital on Wigginton Road.

If you need urgent medical help for a minor illness and injury, you can go to the Urgent Care Centre without an appointment, or being registered with a Doctor and see an experienced nurse. The York Urgent Care Centre is also situated at the York Hospital on Wigginton Road.



## Utilities

Finding a good tariff from your utilities is essential and many price comparison sites can help you handle the initial work:

- <http://www.uswitch.com/gas-electricity/>
- <http://www.moneysupermarket.com/gas-and-electricity/>
- <https://www.ukpower.co.uk/>

TV licensing is required if you watch live TV or record live TV for playback. For more details you can view the terms and conditions online:

- [TV licensing](#)

Insurance is recommended, protecting you from minor damage to rented property as well as insuring your possessions:

- <http://www.comparethemarket.com/>
- <http://www.confused.com/>



## Registering with a GP / Dentist

GPs have a catchment area and dentists can have a long wait list, so it is useful to contact them soon after your move.

- [NHS GP search](#)
- <http://www.northyorks.gov.uk/article/24485>
- [NHS Dentist search](#)
- [NHS dental services explained](#)

# Bringing your family

If you are relocating to York with a family then this section provides useful guidance on making the move, schools, childcare, adult learning classes and the University's Family Network.

## **Planning for your Family's arrival**

We are often told that it is challenging for families to find affordable short term accommodation in York (e.g 1 – 4 weeks), as most temporary accommodation is designed for a single occupant or couple. This means that it can be difficult and expensive to find somewhere for the family to stay for a few weeks whilst you search for a long term rental.

Therefore, we recommend that you either; plan ahead and have long term accommodation lined up in time for your arrival or alternatively travel to York on your own for the first couple of weeks.

With the first option you and your family could travel to York for a weekend to carry out some pre-arranged viewings. Properties are generally advertised about 1 month before they are available (although the time can vary on the notice period of the current tenant and whether any decorating/maintenance is required between tenancies). Register your interest with letting agencies approximately 6 weeks ahead of the desired move date and keep a close eye on Rightmove / Zoopla.

If you plan to travel to York ahead of your family in order to organise longer term accommodation, then you may wish to consider lodging through the Rooms to Rent scheme.

This will give you a few weeks to get to know the city and to secure a rental property ready for your family to join you.

If you require further advice on planning your families relocation then please contact the Welcome Service.

## **Schools in York**

### **Catchment areas**

If you have school age children and are keen to have them attend a specific school, remember that admission to state schools is based primarily on 'catchment area' which means where your child goes to school is dependent upon where you live.

It is important to research schools whilst you are looking for a rental property as you will need to make sure you are living in the right catchment area for the school that you wish your child to attend.

### **Selecting a school**

To begin finding out more about schools in the area speak to your colleagues, ask advice from the Welcome Team and refer to the Independent Office for Standards in Education ('Ofsted') reports and School League tables.

## **Applying to a school**

School admissions policies are subject to change, so it is best to visit the [York Council website](#) to find the most up to date guidance, process and application forms.

## **Pre-school, nurseries and childcare**

If you have a child below school age then you may wish to look into nursery and childcare options in the local area. The [YorOk organisation](#) provide a wealth of information and listings on all childcare options in the York area. You can search for nurseries by postcode, find out about free placements and get information on upcoming family events.

There is a nursery based on the University campus, which you may find convenient.

## **Relocating with a pet**

If you are relocating with a pet, please be aware that the majority of landlords do not allow tenants to have pets in rental properties. There are exceptions but it is likely to limit the range of choice you have on the location and size of your rental property, so allow extra time for your search.

## **Family Network**

The Family Network is a group for all members of the university community (staff and students) who have children. The group meets regularly for social activities including picnics, day trips and playgroups.

It is a great way to meet other families who have relocated to York. It also provides a network through which you can speak with other parents about schools, childcare and raising a family in the local area.

The Family Network is currently managed by the Graduate Student Association.



## Finding a school

Catchment areas are the main criteria that determine what schools are available to you. Consider these before making your initial move.

- [Catchment area map](#)
- [List of primary schools](#)
- [List of secondary schools](#)
- [Independent schools in York](#)
- [Ofsted reports](#)

## Nursery options

The campus has its own nursery although places can be limited. Alternatively YorOK host a range of information on local nursery, preschool and childcare information to help you find the right place for you.

- [Campus Nursery](#)
- [YorOK](#)



## The Family Network

For members of the University community with children, it can help you integrate into the community.

- [Family Network](#)

# Getting to know York

Once you have found somewhere to live, it is time to explore the area! This section will help you to locate some of your local conveniences and will outline many attractions York has to offer.

## Shopping in and around York

### Shopping for food

York has branches of all the major UK Supermarkets. Most supermarkets open at 8am and close at around 8pm, some have 24-hour opening. The large supermarkets are out of town in the retail parks:

- Aldi, Kathryn Avenue, Monks Cross
- Sainsburys, Jockey Lane, Monks Cross Shopping Centre
- Asda, Jockey Lane, Monks Cross Shopping Centre
- Tesco Extra, Clifton Moor Centre, 9 Stirling Road

Supermarkets closer to the campus or city centre include:

- Aldi, Fulford Road
- Marks and Spencer, 9 Pavement
- Sainsburys, Foss Bank
- Waitrose, Foss Islands Road
- Morrisons, Foss Islands Retail Park, Foss Islands Road

The SB1 bus service runs between campus and Morrisons supermarket on Foss Island. The service runs frequently on weekdays during term time.

There are also numerous smaller branches of the popular supermarkets found around the city centre. They stock a smaller range of products but provide the convenience of extended opening times which are generally 7am to 11pm:

- Tesco Express 9-11 Lower Ousegate
- Morrisons, 5 Spurrier Gate
- Sainsburys Local, Piccadilly

The majority of UK supermarkets now provide a delivery service, so you can order your food shop online and have it delivered to your home.

### Shopping for specialist food

As well as the larger supermarkets, York has many smaller independent shops that specialise in international cuisines:

- Baltija (Polish), 6 Mansfield House, Lowther Street
- Chi Yip Supermarket (Asian), 25 George Hudson Street
- Freshways (halal, Arabic, Indian, Polish, Chinese, Turkish and Greek), 27-29 Hull Road
- Kopernick Food (Polish, Lithuanian, Russian and Turkish), 95 Walmgate
- Oriental Express (Oriental), Hull Road

- Rafi's Spice Box (Asian and Far Eastern), 17 Goodramgate

### Shopping for clothes and homeware

In the city centre you will find branches of the major UK clothing and cosmetics retailers. There are also numerous smaller independent boutiques.

[Monks Cross Shopping Centre](#) and [Vangarde Shopping Park](#) are located next to each other out to the North East of the city. You will find a mixture of clothes shops, supermarkets and furniture stores. It can be reached by taking the number 20 bus from campus, or the number 9 bus from the city centre.

[Clifton Moor Shopping Park](#) is located to the North of the city and can be reached by taking the number 6 bus from the city centre or Heslington East. Clifton Moor has a cinema, various restaurants, supermarkets and home stores.

[York Designer Outlet](#) is located to the South of the city and can be reached by taking the number 7 park and ride bus from the city centre or Fulford Road. The outlet sells designer brands of clothes and homeware at discounted prices.

## Pharmacies and chemists

Pharmacies can usually be identified by a green cross sign. You can buy medicines in pharmacies such as Boots or Lloyds, there are several branches of each around the York area and standard opening hours are 8.30am – 6.00pm.

There are also pharmacies in the large supermarkets which open for longer:

- Sainsburys, Monks Cross Shopping Park,  
Monday to Saturday 8am – 9pm,  
Sunday 10am – 4pm
- Tesco, Clifton Moor Centre,  
Monday to Saturday 8am – 9pm,  
Sunday 10am – 4pm
- Asda, Monks Cross Shopping Park:  
Monday to Saturday 9am – 9pm,  
Sunday 11am – 4pm

## Eating out in York

York has an abundance of cafés, bars, pubs and restaurants to suit all tastes and budgets. If you are looking to dine out in the city have a look on trip advisor where you can search by cuisine, cost, visitor rating and location. You should also speak to colleagues and friends who will be happy to give recommendations.

## Things to do in York

York is famous for its architecture, medieval cobbled streets and its Gothic Minster.

It is a place where the old meets the new, and as a city of contrasts it offers lots to do: from world class museums and churches, to street entertainers and a variety of festivals, theatre, cinema and fantastic places to eat and drink.

### The Minster

On your visit to the Minster you will see traces of every age since the Roman occupation of York. There is a treasury and crypt in the Undercroft, and you can also climb the 275 steps to the top of the central tower. For a close-up view of medieval stained glass you can visit the Bedern Glaziers' Studio and see how it is being restored.

### Museums

[The Yorkshire Museum](#) is home to fascinating archaeological objects from the Roman, Anglo-Saxon and Viking age. There is a gallery of fossilized creatures who roamed Yorkshire 200 million years ago. The museum is set in beautiful gardens where you can have a picnic sitting on the grass with the view to the river Ouse.



[York Castle Museum](#) is not a typical museum. Rather than displaying items in the cases and on the walls, they are set in authentic household scenes. You will also find a recreated Victorian street, which will take you back in time to the sights, sounds and people of nineteenth-century York.

[The Merchant Adventurers' Hall](#) is a stunning medieval meeting hall which is today a fully functioning museum which houses many collections including silver, furniture and paintings. It is set in quiet gardens in the city centre and has its own chapel.

## Historical Attractions

[Fairfax House](#) is an opulent eighteenth-century Georgian townhouse which is today home to a collection of Georgian furniture, silver, ceramics and clocks.

[The Treasurer's House](#) was originally home to the treasurers of York Minster from the medieval times onward. The house was restored at the beginning of the twentieth century by a rich local industrialist who furnished the rooms in various historical styles.

[Barley Hall](#) is a medieval townhouse which used to be home to the Mayor of York. It has a magnificent Great Hall and the visitors can sit on the chairs, handle the objects and experience the atmosphere of life in medieval England.

[Clifford's Tower](#) is difficult to miss with its round tower sitting atop a hillock of green grass. Clifford's Tower was originally built by William the Conqueror; it was twice burned to the ground and consequently rebuilt in the thirteenth century. It offers sweeping views of York and the countryside.

## Other Attractions

[Rowntree Park](#) is a thirty-acre park on the banks of the river Ouse, just a short walk from the city centre. It has a woodland walk, an ornamental lake with ducks and geese, café and a well-equipped children's play area.

[York's Chocolate Story](#) is a guided tour through the history of York as a chocolate making capital. The interactive tour includes tasters, demonstrations and fascinating facts about world famous confectionary. There is also a chocolate café and shop to finish off your visit.

## Ghost walks

York claims to be the most haunted city in England and every night there are ghost walks and tours showing you the spooky spots in the hidden passageways and medieval buildings. Here are some of the companies and their meeting points and times:

- The Ghost Hunt of York, Shambles, 7.30 pm
- The Ghost Creeper, Jorvik Viking Centre, 7.30 pm
- The Ghost Trail of York, The Minster west, 7.30 pm

## Bus tours and river cruises

Bus tours are a great way to explore the city of York. You buy a ticket on the bus; hop off if you want to go for a walk on your own, then hop back on to any bus again using the same ticket. There are two companies running services, York [CitySightseeing](#) and York Pullman and you can find their buses at Exhibition Square and by Clifford's Tower.

If you would like to experience the river Ouse, [Yorkboat](#) will take you on a 45 minute daytime city cruise. You can sit back and enjoy the scenery as the sights of York and its surroundings sail by.

## Family Fun

For those looking for family fun-time activities, there are plenty of indoor and outdoor facilities in York. You can take your children to the Jorvik Museum, York Dungeon, the National Railway Museum, the Air Museum, Creepy Crawlies (an indoor and outdoor play park) and York Maze.

## Entertainment in York

### Cinema, theatre and comedy

There are two cinemas in York city centre ([City Screen](#) and [Reel](#)) and one at Clifton Moor ([Vue](#)). [York Student Cinema](#) shows films for a small fee during term time in the Physics building.

The [York Theatre Royal](#) is one of the most successful producing theatres in Yorkshire. It aims to provide something for everyone: locals and tourists, young and old.

[The Grand Opera House](#) is home to live entertainment from West End musicals to stand-up comedy, live bands to family shows and pantomime.

Comedy events can also be found at City Screen's [Basement Bar](#).

## Music

The [York Barbican](#) is the largest entertainment venue in York and is often included on the tour circuit of music artists and bands.

Two of the most popular live music venues are [Fibbers](#) and [The Duchess](#).

[The National Centre for Early Music](#) promotes a series of jazz, world, folk and early music concerts.

Concerts are also held at the University under the [York Concerts programme](#).

Leeds is a 25 minute train journey from York and is home to the [First Direct Arena](#), where you can see world famous artists and bands.

## Sports, leisure and fitness

### York Races

[York racecourse](#) at the Knavesmire is home to exciting race days with leading horses and jockeys. You can spend a wonderful day out watching races, placing your bets and perhaps winning some money!

## Sports centres

The [University Sports Village](#), on Heslington East, is equipped with a health and fitness suite, 2 swimming pools, spa facilities and outdoor pitches.

The [York Sports Centre](#) on campus west boasts a sports hall, squash courts, outdoor tennis courts, basketball court and a running track.

There are numerous gyms located around the city, so once settled you can conduct a search online to gather their locations before paying some a visit.

## Cycling

York is a cycling-friendly city. It has an extensive network of off-road cycle paths and on-road cycle lanes for cyclists of all ages and abilities to enjoy. A 1km cycle circuit was recently constructed on Heslington East. It is ideal for casual cyclist's right up to competitive racers. Find out more about [York Sport Cycling](#).



## Outside of York

### The Seaside

Visit the nearby seaside towns of Whitby and Scarborough and experience what a day at the beach is like in the beautiful North East. Whitby is also the last stop on the [North Yorkshire Moors Railway line](#). This railway is operated by steam engines and runs from Pickering through to Whitby. It is great starting point for a day out seeing the Yorkshire Moors.

### Historical Sites

There are a number of historic houses and gardens in Yorkshire. Castle Howard is an eighteenth-century historic house and estate where the television series “Brideshead Revisited” was filmed. Fountains Abbey and Studley Royal is a World Heritage site with the medieval abbey ruins, Jacobean Mansion, Georgian water garden, Neo-Gothic church and a deer park. The home of the Brontë sisters, now the Brontë Parsonage Museum, is at Haworth near Bradford.

## Cities and Towns

Leeds is a 25 minute train ride from York. It is a modern city with excellent shopping facilities and a lively music scene.

Hull is an old port city just 40 minutes from York. It is home to a number of fantastic free museums and one of the [UK's biggest aquariums](#).

Harrogate is a picturesque spa town 20 miles from York. It has many unique boutique clothes shops and is famed for its [afternoon tea](#).



## Attractions

If you are looking for something to do in or around York, here are a range of activities to get you started:

- [Yorkshire Museum](#)
- [York Castle Museum](#)
- [The Merchant Adventurer's Hall](#)
- [Fairfax House](#)
- [Treasurer's House](#)
- [Barley Hall](#)
- [Clifford's Tower](#)
- [Rowntree Park](#)
- [York's Chocolate Story](#)
- [North Yorkshire Moors Railway](#)
- [Jorvik Centre \(Closed until 2017\)](#)



## Shopping

Looking for the essentials? Or perhaps something from one of the retail parks in / around York. Here are the major retail therapy centres in the local area:

- [Monks Cross shopping park](#)
- [Vanguard shopping park](#)
- [Clifton shopping park](#)
- [York Designer Outlet](#)

# Working at the University

This section provides information about the facilities available on campus including how to get here and where to eat. You will also find key details about getting paid, and pension schemes.

## Getting to know the campus

The University of York was founded in 1963 with 200 students. Since then, it has expanded to over 15,000 students and 3,800 staff across two campuses.

The original campus is called Campus West and is home to six of the nine colleges, all within easy walking distance around the 200-acre landscaped park, famed for its lake and wildfowl. Campus East is a two minute bus trip away, here you will find the other three colleges and several academic departments in new state of the art facilities.

In between the two campuses is the picturesque village of Heslington, which is home to several banks and places to eat.

The department of Archaeology is based at Kings Manor in York city centre. The Your Bus 66 bus service connects the campus with the city centre, running a service every six to seven minutes during term time.

## Travelling to work

### Parking on Campus

The University campus has a number of car parks, although parking can be limited. Depending on your circumstances, you may wish to obtain a permit to park.

As a staff member you can obtain a staff car parking permit at the price of 0.6% of your annual salary, reduced pro rata for part-week permits. For more information, visit the Parking Permits pages or phone 01904 32 2057. Otherwise, for the majority of the time, you will be required to use one of the pay and display locations around campus.

Across campus there is a small number of free short-stay parking bays, varying in time between 10 and 45 minutes. Around 30 of these short-term spaces can be found in the car park in front of the Information Centre at Market Square. These spaces operate a no return within one hour policy.

For the majority of the time, visitors will be required to use one of the pay and display locations around campus. Between the hours of 18:00 and 08:00 Monday - Friday, and free on weekends. Note that permit-only car parks are still reserved for permit holders during these times.

### Buses

The preferred bus service for the university is the Your Bus 66, which runs every six to seven minutes during term time between Acomb and the university via the city centre.

Full details of bus services can be found on the university's travel and transport pages.

### Cycling

Cycling is a great way to get to and from work. The university is connected to a number of cycle routes and there are over 5000 spaces to park your bike across the campus.

The University's reward scheme Rewards Extra allows you to save up to 42% on the cost of a new bike through cyclescheme.

## Eateries on campus

### Campus West

There are numerous catering outlets spread across Campus West which sell a variety of hot and cold food and drinks. Each outlet offers at least one vegetarian option each day. The Roger Kirk Centre also produces Halal food options every day of the week.

- Alcuin Bistro (Alcuin College)
- Cookies (Biology)
- Derwent College
- Edge (Wentworth College)
- Library Cafe
- Roger Kirk Centre (James College)
- Quarks Restaurant (National Science Learning Centre)
- Vanbrugh College

There are two eateries owned and run by the students union, however staff are more than welcome to eat there too.

- The Courtyard (Derwent College)
- The Kitchen at Alcuin

### Campus East

- Caffé Society (Law and Management)
- Hub Café (Ron Cooke Hub)
- York Sport Café

### Heslington Village

Two pubs selling hot food are available in the village and these are The Deramore Arms and the Charles XII.

## Shops and banks on campus

### Campus West - Market Square

At Market Square you will find: a Nisa supermarket which sells food and drink including gluten-free and fair trade goods; the Student Union shop, which sells discounted newspapers, sandwiches, snacks and stationery; a bookshop; a branch of Santander bank and three cash machines.

Cash machines are also at Vanbrugh College & James College.

### Halifax College

At Halifax College there is a small Nisa selling everyday essentials and discounted newspapers.



## **Campus East**

You will find a cash machine at Langwith College.

## **Heslington Village**

In Heslington village you can find branches of Barclays, HSBC, Lloyds and NatWest banks, all with cash machines;

There is a village shop called Browns which sells a range of food, drinks and takeaway lunches. You will also find a post office.

## **Prayer facilities**

There are prayer facilities on campus with multifaith prayer rooms located in Wentworth College and at the Ron Cooke Hub. Room W029 in Wentworth is open 24 hours a day, for access take identification to the College reception. The room in the Ron Cooke Hub is available whenever the building is open and can be found on the second floor.

An Al Iman Islamic Prayer Room can be found in the Seebohm Rowntree Building. A number code is required to access the room and the nearby washroom facilities. The code can be obtained from the Islamic Society.

The Quiet Place is for any members of the University who wish to spend time in peaceful surroundings. It can be used for reading, prayer and meditation.

There is a garden, lower room and upper room. The enclosed garden and lower room is set aside for individuals to use, and the upper room can be booked for groups and must be booked in advance via [roombookings@york.ac.uk](mailto:roombookings@york.ac.uk). To access the lower room and garden you will need to obtain the access code for the gate and door from Derwent College reception.

More House Chapel can be found in Heslington village. The Catholic Chaplaincy is open every day in term time to staff and students of all faiths and religions as a place for reflection and prayer.

A small statue of Buddha is located outside the Berrick Saul building. This peaceful spot is used as a temple.

## **Disability**

The University is committed to a policy of equal opportunities and believes that those with disabilities should have access as far as possible to the full range of academic, cultural and social activities offered by the University.

This means that the University will endeavour to take all reasonable steps to meet the general needs for access as well as an individual's specific needs. If you have a disability you are encouraged to contact Disability Services 01904 324 785 as soon as possible and preferably before arrival at York.

## Unions

You are free to join any trade union you wish. There are three unions recognised at the University for negotiation and consultation:

- [Unison](#)
- [Unite](#)
- [Universities & Colleges Union \(UCU\)](#)

## Getting paid

Details of your salary will be listed in your new starter pack. At the University salaries are paid on the last working day of the month directly into your bank account.

## Pension schemes

From August 2013 new Government rulings dictate that all employees must be auto enrolled in a workplace pension scheme. There are several different schemes at the University, check your appointment letter for details of which one you will be joining.

## Peoples Pension

If you start on grades 1 to 5 then you will be enrolled in The People's Pension when you join the University. Details of how to opt out of the scheme are contained in your joiners pack which you'll receive shortly after your first full months pay.

## University of York Pension Fund

The University also operates the University of York Pension Fund, as of August 2013 there is a waiting period of 3 years before eligible employees are able to join the fund.

## Universities Superannuation Scheme Pension

If you are starting on grade 6 or above then you will be automatically enrolled in the Universities Superannuation Scheme (USS) when you start work at the University. If you wish to opt-out of the scheme you should contact the [Pensions Team](#).

## Employee venefits

As an employee of the University you are eligible for a wide range of benefits through Rewards Extra, the benefits package for University staff. It includes access to the counselling and employee assistance service, childcare vouchers, a cycle purchase scheme and many other discounts on products and services. Visit [Rewards Extra](#) for further details.



## Places to eat

For those looking to enjoy a meal on campus, there are a range of locations available across both campus' and the local village.

- [Alcuin Bistro](#)
- [Cookies](#)
- [Derwent college](#)
- [Edge](#)
- [Library cafe](#)
- [Roger Kirk centre](#)
- [Kings Manor refectory](#)
- [Vanbrugh college](#)
- [Caffé Society](#)
- [York sport cafe](#)
- [The Deramore Arms](#)
- [The Charles XII](#)



Whilst every effort is made to provide accurate and up to date information in this handbook, external weblinks, legislation and company information are subject to change.

If you notice any discrepancies with external company or government websites, or if you find a broken link please notify [welcome-service@york.ac.uk](mailto:welcome-service@york.ac.uk) and we shall endeavour to update the handbook.