

Visitor's Information

ROYAL RUSSELL



Finding Us

If you are travelling by road, Royal Russell is situated in the inner circle of M25, in the Croydon area, and is in the Ultra Low Emission Zone – please check if you have to make any charges for driving in ULEZ here: <https://tfl.gov.uk/modes/driving/ultra-low-emission-zone/why-we-have-ulez>. You can park in the visitor's car park just in front of the Queen's Building. Once parked, please look for signage for Bede's Summer School and follow to the main office which is located on the ground floor of the Aston Webb building, where a member of the Bede's Summer School team will greet and sign you in, and issue a visitor's badge.

By rail, Royal Russell School is situated just 3 minutes' walk from Coombe Lane Tram stop. The tram has direct links with East Croydon Train Station where direct trains to and from London are available. The journey will take 40 minutes.

If coming to us by the Channel Tunnel, St Pancras train station terminal is approximately 40 minutes away by road.

Please follow the speed limits when driving on campus and remember that use of mobile phones while driving is strictly prohibited

Address

Bede's Summer School
Royal Russell School
Coombe Lane
Croydon
Surrey **CR9 5BX**
Tel: +44 (0) TBC

Email: royalrussell@bedes.org (operational during summer only)

Managers

Centre Director
Welfare Manager
Academic Manager
Activities Manager
Administrators

On Arrival

It is important for the safety and security of our students that all visitors go to the Main Office of Bede's Summer School located on the ground floor of the Aston Webb Building (see map below) and ask for a Bede's Summer School representative. All visitors must sign in the office and must wear their badge at all times and be accompanied by a member of Bede's staff.

Safeguarding

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and visitors to share this commitment. If you have any concerns that a child has been harmed, is at risk or if a child tells you something of concern, please contact the Summer School office as quickly as possible and ask to speak to the member of staff responsible for child protection.

Photographs

You can take photos of the grounds and facilities. Photographs of staff may only be taken with their permission. You may **not** take photos of any students.

Health & Safety

All visitors are subject to the Health and Safety at Work Act 1974; the Management of Health and Safety at Work Regulations 1999; and the Company regulations whilst on the premises. Bede's Health and Safety policy is available on request.

Fire Safety and All Emergencies

In the event of an evacuation, the alarm will sound / be raised. All Visitors must follow the instructions of the Fire Marshal responsible for that building, their Host and/ or the Fire Action Notices displayed throughout the campus.

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SUMMER SCHOOL

Visitors should vacate the building / area using the nearest available exit, make their way to the Fire Assembly Point and remain at that point until otherwise instructed. They should make themselves known to the Fire Marshalls or person taking charge.

Accidents

In the event of an accident, incident, illness or near miss, please report to your host / summer school office immediately so that appropriate action can be taken.

Smoking

Smoking is not permitted anywhere on campus.

Security

Please note that these premises are covered by CCTV.

On Departure

All visitors must return their badge and sign out at the end of their visit.

