



WEST DEAN COLLEGE OF ARTS AND CONSERVATION Arrival & Registration Information

Please take time to read the important information contained in this leaflet.

We look forward to welcoming you to West Dean College. On arrival, all students, residential and non-residential, need to report to the Student Welcome desk on the ground floor. Our check-in and welcome procedures have been revised to allow a speedier experience to minimise time in public areas.

If arriving by car, drive up to the main entrance; register, obtain your room key (if residential), unload and then take your car to the car park. Parking at the front of the house is restricted to vehicles displaying a blue badge only.

TIMETABLE FOR SHORT COURSES

The timetable for your course is available on the course page on our website. Please ensure you read these prior to attending the course. There is useful information regarding preparation and items you may need to bring.

EVENING MEALS FOR NON-RESIDENT STUDENTS

For residential students, all meals are included. For non-residential students, dinner on the first evening is included along with lunch, tea/coffee. To book dinner on any other evening please make your request at the Student Welcome desk on arrival. On some courses, including Building Conservation Masterclasses and Object and Materials Conservation, non-residential course fees include all dinners.

CATERING

In re-shaping our food services delivery, we have set ourselves the target of maintaining the quality of our food even though how we deliver this has changed. We will endeavour to deliver as wide and varied a choice that is possible and still catering for dietary needs and allergies.

There will be a revised service which will be based upon separate seating times. Students should follow the guidance in the restaurant. Please ask a member of staff if you have any questions.

ACCESSIBILITY

Access to the College for those in wheelchairs is made through the Workshops entrance, as the main entrance involves steps down to the Student Welcome desk. If you have not already advised us that you are a wheelchair user, please contact the Bookings Office on 01243 818300 (Option 2) in advance of your visit.

ROOM FACILITIES

All rooms are provided with complimentary tea, coffee and toiletries as well as towels, hair dryer, clock radio, iron and ironing board. Most rooms are ensuite or with adjacent private facilities. Ten rooms are located in the Vicarage, just behind the college and 9 rooms are located at Ivy Cottage, just behind walled gardens. Our annexes are located in the grounds, a few minutes' walk, just past West Dean Church.

Please be aware that there are no telephones or televisions in the rooms. Students with access concerns are asked to contact the Bookings Office on 01243 818300 (Option 2) in advance to ensure a safe and enjoyable visit. If you are deaf or hard of hearing we can supply a Deafguard vibrating pad to place under your pillow to alert you if the fire alarm is sounded. If you require this facility and have not already advised us, please contact the Bookings Office on the number above.

WIFI ACCESS

There is wireless access throughout the College. Network name: West Dean College (no password required) Students wishing to use the library should ask at the Student Welcome desk for details

PORTABLE ELECTRICAL APPLIANCES

You are responsible for ensuring that any portable electrical appliances brought with you for use at the College are safe and fit for purpose.

CASH AND PAYMENTS

We are operating cashless payments only.



BECOMING UNWELL

If you become unwell, please contact the student welcome team at the front desk as soon as possible where they will be able to assist you in the next steps, please call 01243 818206. Please note mobiles have varied signals in the house.

THE GARDENS

During your stay you are welcome to explore the extensive grounds which include Victorian glasshouses, fruit and vegetable gardens, ornamental gardens, parkland and arboretum. As you walk round please be aware we may have one way systems implemented in certain areas of the gardens.

SWIMMING POOL

The swimming pool is open through May – September, 8am – 8pm.

ASSISTANCE DOGS & PETS

It is regretted that pets, other than assistance dogs, cannot be accommodated in the house. Under no circumstances should animals be left in vehicles in the car park.

HOW TO FIND US

West Dean College is situated in South East England, 6 miles north of the historic city of Chichester and 12 miles from the south coast. It is within reach of cross channel ferries at Portsmouth, Dover and Newhaven and of Eurotunnel connections. There is convenient road and rail access from London (65 miles) and from Gatwick, Southampton and Heathrow airports. The College is signposted off the A286. Pass through the large iron gates and the car park is on the left hand side just as the driveway turns to the right and round to the front of the house.

TRAVELLING BY BUS

If you are travelling by bus, from either Chichester or Midhurst direction, please note the number 60 bus stops very close to the West Dean Gardens entrance which is about 200 yards from the separate West Dean College entrance. However the stop is not marked on the Stagecoach timetable or on their website. Therefore, if travelling from the Midhurst direction it is the stop after the West Dean Gardens entrance, and if travelling from Chichester direction it is the stop after The Dean pub and the College entrance. For an up-to-date timetable contact Stagecoach South East area on 0845 121 0190 or via the website on www.stagecoachbus.com/south.

TRAVELLING BY TRAIN

Direct train services to Chichester are available from London Victoria. Connecting buses (Stagecoach number 60) are available from the bus station (opposite to the train station), alternatively a taxi rank is situated outside the station. It is a 10-15 minute journey to West Dean College. A faster rail service operates from London Waterloo to Haslemere, a 30-40 minute taxi journey away. For information about train timetables, tickets and

‘real-time’ train running, please contact National Rail Enquiries on 08457 48 49 50 (calls charged at local rate) or visit the National Rail Enquiry Service website at www.nationalrail.co.uk

SATELLITE NAVIGATION

For satellite navigation users key in PO18 0QZ to find West Dean College.



SERVICES & OPENING TIMES

STUDENT WELCOME DESK

Open 24 hours a day 7 days a week

CRAFT SHOP

The Craft Shop supplies materials listed on your course details as well as West Dean merchandise such as T-shirts and aprons. Students are free to visit the shop whilst their course is running. Opening times: 8.30am – 2.00pm. In line with how other retail outlets are operating there will be changes that we hope will not reduce the experience of our shop but contribute to making it a safe and comfortable environment.

COLLEGE MINIBUS

On Fridays and Sundays we operate a mini bus servicing taking students to Chichester Train Station and in turn collecting new students. If you would like to use this service, please book with Bookings Office on 01243 818300 (Option 2). Please note it is essentially face coverings are worn on this service.

DINING ROOM

Breakfast: 8.00am – 9.00am (9.30am Sat & Sun)

Lunch: 1.00pm – 1.45pm

Dinner: 7.00pm – 7.45pm

ADDITIONAL FACILITIES

GARDENS RESTAURANT & SHOP

Take a stroll to the Gardens Restaurant & visit the Gardens Shop, which sells a range of practical gardening items as well as beautiful gifts & greetings cards. Plants are on sale Mar to Oct.

March – October: 10.30am – 5.00pm

Check our website or at Student Welcome desk for any special events or late evening opening times.

November – February: 10.30am – 4.00pm

GARDENER'S COTTAGE TEA ROOM

Back for summer 2021

WEST DEAN STORES (located in West Dean Village)

Opening times:

Mon - Fri 7.00am – 5.00pm

Saturday and Sunday 8.00am – 4.00pm

Bank Holidays – 8.00am – 1.00pm

If you require further information before your visit to West Dean College, please contact the Bookings Office:

Tel: (0)1243 818300 (Option 2)

Email: bookingsoffice@westdean.ac.uk

www.westdean.ac.uk

West Dean College of Arts and Conservation, West Dean, Chichester, West Sussex PO18 0QZ