



# UNIVERSITY OF LINCOLN

**International Staff**  
**A Welcome Guide**

2018

## Our Mission

'A university looking to the future' where we serve and develop our local, national and international communities by creating purposeful knowledge and research, confident and creative graduates and a dynamic and engaged workforce.





## Welcome



Here at the University we welcome international staff from all around the world – we are proud of the fact that we have representation from Europe, Middle East, Asia, Africa and the Americas. We also have over 90 different nationalities represented among our student population.

Located in the historic heart of England with a proud heritage and excellent academic credentials, the University provides a supportive environment, combined with a safe and welcoming atmosphere to help you, and your family if you are being accompanied, to help you settle easily into life in the UK.

We realise that leaving home and moving to an unfamiliar country can be both exciting and challenging. Many international staff are of course seasoned travellers and well aware of the many aspects of working abroad. On the other hand this may be your first assignment working in the UK, and Lincoln in particular. We hope that you find the following information interesting and helpful.

**Ros Pepper**  
**Director of Human Resources**

## CONTENT

<b>PREPARATION TO COME TO THE UK AND ARRIVAL</b>	<b>6</b>
APPLYING FOR A VISA	6
BRINGING FOOD, ANIMALS AND PLANTS INTO THE UK	6
ARRIVAL IN THE UK	6
POLICE REGISTRATION	6
DRIVING IN THE UK	6
<b>LINCOLN CAMPUS MAP</b>	<b>7</b>
<b>HOLBEACH CAMPUS MAP</b>	<b>7</b>
<b>ARRIVING IN LINCOLN</b>	<b>8</b>
AIR	8
RAIL	8
BUS	8
ROAD	8
TAXI	8
PARKING ON LINCOLN CAMPUS	8
<b>ARRIVING IN HOLBEACH</b>	<b>8</b>
AIR	8
RAIL	8
BUS	8
ROAD	8
TAXI	8
<b>RELOCATING TO LINCOLNSHIRE</b>	<b>9</b>
ARRANGING YOUR ACCOMMODATION	9
RELOCATION SUPPORT SERVICES	9
<b>COST OF LIVING</b>	<b>10</b>
COUNCIL TAX	10
TV LICENCE	10
UTILITY BILLS	10
BROADBAND INTERNET CONNECTION AND TELEPHONE LINES	10
INSURANCE	10
<b>LIVING IN LINCOLNSHIRE</b>	<b>11</b>
FOOD SHOPPING	11
<b>BANKING, TAX &amp; NATIONAL INSURANCE</b>	<b>12</b>
OPENING A UK BANK ACCOUNT	12
THE UK TAX SYSTEM	12
NATIONAL INSURANCE NUMBER (NI NUMBER)	12
<b>HEALTHCARE IN THE UK</b>	<b>12</b>
NATIONAL HEALTH SERVICE (NHS)	12
GENERAL PRACTITIONER (GP)	12
HEALTH EMERGENCIES	12
<b>FAMILIES, CHILDCARE AND SCHOOLING</b>	<b>13</b>
PARTNERS AND FAMILIES	13
CHILDCARE VOUCHERS	13
STATE AND PRIVATE SCHOOLS	13
SCHOOL HOLIDAYS	13



TAKING CHILDREN OUT OF SCHOOL	13
AFTER-SCHOOL CLUBS AND OUT-OF-SCHOOL SERVICES	13
LINCOLNSHIRE SUPPLEMENTARY SCHOOLS	13
<b>UK LIFE AND CULTURE</b>	<b>14</b>
BRITISH PEOPLE	14
GOING OUT	14
QUEUING	14
GENDER EQUALITY IN THE UK	14
THE USE OF IDIOMS	14
PUBLIC HOLIDAYS	15
EMERGENCY SERVICES	15
PLACES OF WORSHIP IN LINCOLNSHIRE	15
<b>OTHER USEFUL INFORMATION</b>	<b>15</b>
EQUAL OPPORTUNITIES	15
STAFF WITH A DISABILITY	15
EXTRA SUPPORT FROM STAFF VOLUNTEERS	15
<b>PREPARING FOR YOUR TEACHING</b>	<b>16</b>
KEY INFORMATION SETS (KIS)	16





## Preparation to Come to the UK and Arrival

### Applying for a Visa

The UK has a points-based system (PBS) for managing migration for Non-European Economic Area (EEA) nationals who want to enter the UK for the purpose of work. You must have permission to come to the UK before you travel. This is called 'entry clearance' or a 'visa'. Depending on your country of residence you may have to provide a pre-entry pulmonary Tuberculosis (TB) Screening certificate to obtain a visa. If you do not have the correct entry clearance, you will be refused entry to the UK. It is important that you read the detailed information on how to apply on the government website:

- <http://www.ukba.homeoffice.gov.uk/>

### Bringing Food, Animals and Plants into the UK

There are strict controls on bringing food, animals or plants into the UK as they can carry pests or diseases. What you are allowed to bring into the UK depends on if you are travelling from an EU or a non-EU country. Breaking the rules is a serious offence, resulting in an unlimited fine or imprisonment. For more information see:

- <https://www.gov.uk/bringing-food-animals-plants-into-uk>
- <https://www.gov.uk/take-pet-abroad>
- <https://www.gov.uk/duty-free-goods/overview>

### Arrival in the UK

You will have to pass through Immigration when you arrive in the UK, so it is important for you to know what to expect. We recommend that you read the information on this website:

- <http://www.ukba.homeoffice.gov.uk/customs-travel/Enteringtheuk/arrivingatukborder/>

If you are intending to bring your own electrical items to the UK, you may need a UK power adapter. Power adaptors are available to buy in airport and ferry terminals.

### Police Registration

Your passport, identity card or entry clearance stamp will state whether or not you have to register with the police. Non-EU nationals that belong to this list of countries may be required to register under immigration rules

- <http://www.ukba.homeoffice.gov.uk/policyandlaw/guidance/ecg/ecb/ecb16/>

If you are required to register, you must do this within seven days of your arrival in the UK. If you do need to register, and you have a husband/wife and/or child/children it is also likely to be given an entry clearance stamp that tells them to register. When registering you will be charged a registration fee and you must bring your passport and two photographs of yourself.

#### Lincoln

Support Services Dept  
Lincoln Police station  
West Parade  
Lincoln  
LN1 1YP  
+44 (0)1522 885212

#### Holbeach

Support Services Dept  
Boston Police Station  
Lincoln Lane  
Boston  
PE21 8QS  
+44 (0)1205 312216

For more information on foreign national police registration please follow this link:

- [www.gov.uk/register-with-the-police](http://www.gov.uk/register-with-the-police)

### Driving in the UK

If you want to drive in the UK, you must have a valid driving licence. It may be possible for you to use your existing licence. If you are from an EU member country you can use your current licence for as long as it remains valid. If your European Economic Area licence expires whilst you are in the UK, you will need to obtain a UK licence.

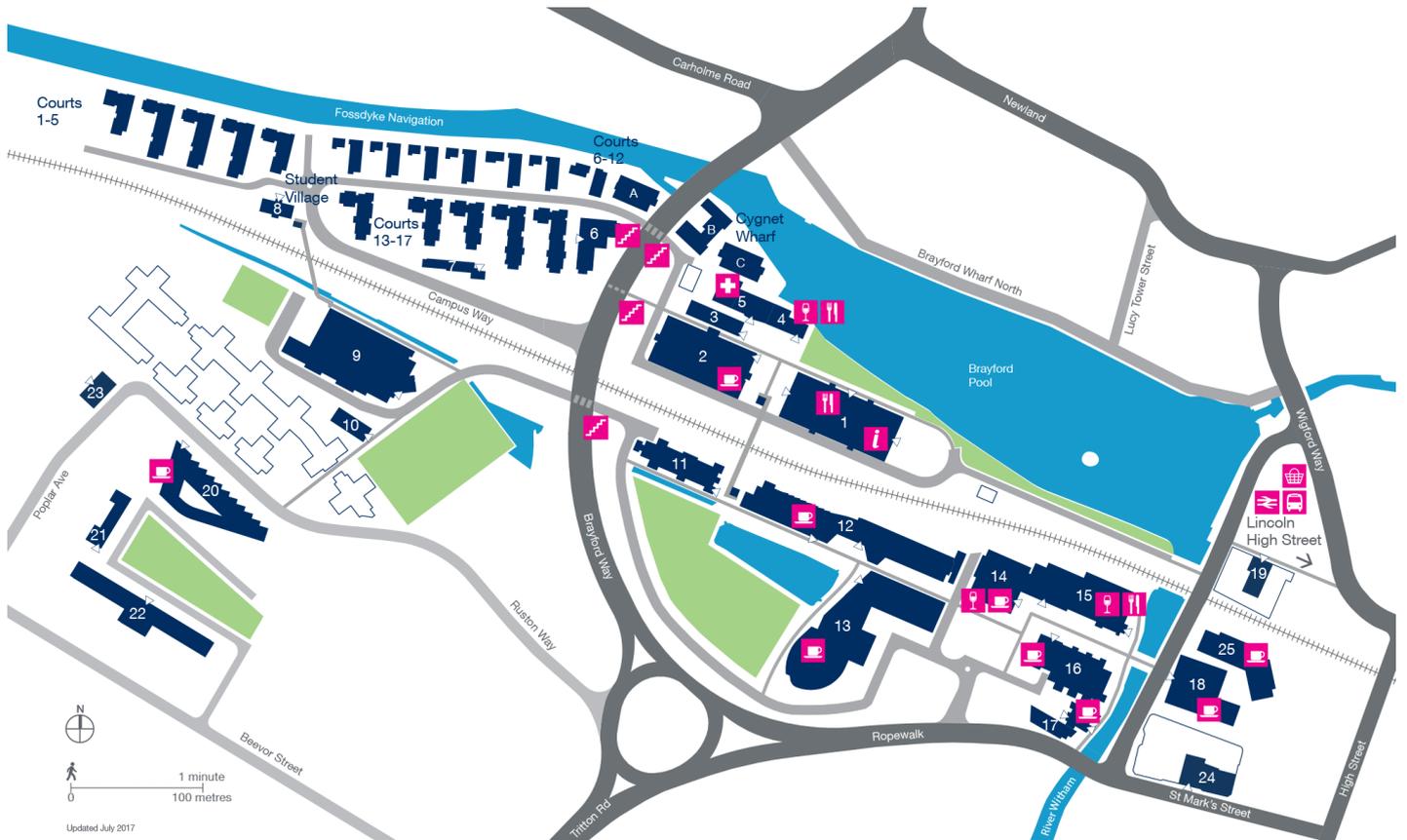
Important legal requirements for drivers:

- In the UK you must drive on the left-hand side of the road and overtake on the right.
- Drivers and passengers must wear seat belts.
- It's against the law to drive if you're under the influence of alcohol or drugs, or if you use a handheld mobile phone whilst driving.
- You must observe the speed limits – 30 or 40 miles per hour (mph) in towns, 70mph on motorways and 60mph on all other roads. Make sure you observe speed limits – if you're caught by a speed camera you will be fined.
- To see if you can drive on a non-GB license, visit: [www.gov.uk/driving-nongb-licence](http://www.gov.uk/driving-nongb-licence)

Please refer to this website for more information:

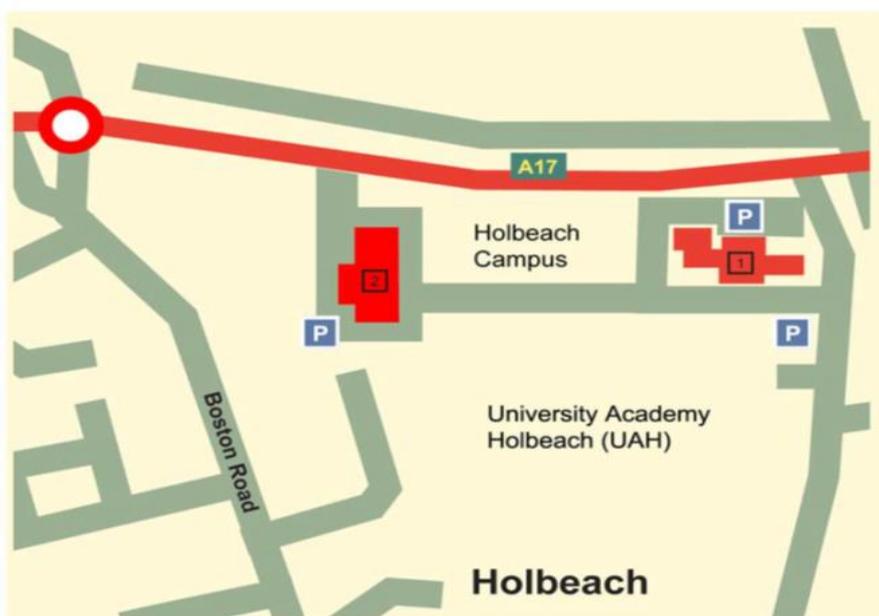
- <http://www.direct.gov.uk/dvla>

# Lincoln Campus Map



1 (MB) Minerva Building	6 (BH) Bridge House	11 (SB) Science Centre	18 (UL) Library	21 (MIH) Minster House
2 (MC) Media, Humanities & Technology	7 (VH) Village Hall	12 (AAD) Art, Architecture & Design	17 (--) Enterprise Building	22 (JBL) Joseph Banks Laboratories
3 (SLB) Stephen Langton Building	8 (OCW) One Campus Way	13 (INB) Isaac Newton Building	18 (DCB) David Chiddick Building	23 (GSB) Charlotte Scott Building
4 (--) The Swan	9 (HP) Sports Centre	14 (PA) Lincoln Performing Arts Centre	19 (WIW) Witham Wharf	24 (JUN) Junxion
5 (SS) Student Wellbeing Centre	10 (WH) Witham House	15 (--) Students' Union	20 (THT) Think Tank	25 (SSB) Sarah Swift Building

# Holbeach Campus Map



UNIVERSITY OF LINCOLN

Holbeach

University of Lincoln  
 Holbeach Campus  
 Minerva House  
 Park Road  
 Holbeach  
 PE12 7PT

Key

- 1 Minerva House
- 2 National Centre for Food Manufacturing
- P Car Parking



## Arriving in Lincoln

### Air

Lincoln is unique position of lying between three international airports – all within one hour's travel time:

Humberside Airport (near Grimsby)  
Robin Hood Airport (near Doncaster)  
East Midlands Airport (near Nottingham)

### Rail

The University is less than a 10-minute walk away from the train station. As you walk out of the train station through the main entrance, turn left and keep walking along St Mary's Street. At the junction with High Street cross over the road and keep walking straight on, following Wigford Way. After approx. 50m turn left into Brayford Street (you will see NCP High Street multi-storey car park on the left). At the end of the road turn left into Brayford Wharf East. You will see the University's main building (Minerva Building) across the road alongside Brayford Pool. For further information about train services please visit <http://www.visitlincoln.com/travel-tools/travelling-to-lincoln-by-train>

### Bus

The bus station is located only 2 minutes' walk from the train station. Go straight ahead out of the entrance, cross the road and turn right, the train station is on your left. Then follow the directions above. <http://www.visitlincoln.com/travel-tools/lincoln-by-bus/>

### Road

Road access is via the A1 with intersections at Newark (A46) from the South and near Retford (A57) from the North. The city is 40 miles east of Nottingham on the A46 and 40 miles south of the Humber Bridge on the A15. Then follow the directions from the maps at:

- <http://www.lincoln.ac.uk/home/maps/>

### Taxi

Taxi firms are available to pick you up from your arrival point. Some local taxi companies include:

- Handsome: +44 (0)1522 545352
- Direct: +44 (0)1522 567567
- Discount: +44 (0)1522 800800

There is also a taxi rank directly outside the station.

### Parking on Lincoln campus

If you are going to bring a car to work, you will need to contact our Estates Department by email at [transport@lincoln.ac.uk](mailto:transport@lincoln.ac.uk) to get a parking permit which allows you to park at the University pay and display car parks. There is a small monthly charge for a permit.

## Arriving in Holbeach

### Air

Norwich Airport is 60 miles south east from Holbeach. Among other destinations it has good connections to Aberdeen, Edinburgh, Manchester and Amsterdam Airport (Schiphol) offering fast connections to more than 800 destinations worldwide.

### Rail

Holbeach is not connected to the national rail network. The nearest train stations are in Spalding, Boston and Kings Lynn. For more information go to:

- <http://www.nationalrail.co.uk/stations/SPA/details.html>
  - <http://www.nationalrail.co.uk/stations/BSN/details.html>
  - <http://www.nationalrail.co.uk/stations/KLN/details.html>
- Journey planner:
- <https://ojp.nationalrail.co.uk/service/planjourney/search>

### Bus

The main bus route to Holbeach from Spalding or Kings Lynn is bus 505. For timetables please see

- [http://www.cartogold.co.uk/lincs/pdf/SCN\\_505.pdf](http://www.cartogold.co.uk/lincs/pdf/SCN_505.pdf)

For bus routes to and from Holbeach and bus stop locations please see

- <http://www.lincolnshire.gov.uk/upload/public/attachment/s/687/HolbeachandSpaldingAreaguideMarch2007.pdf>

### Road

Road access is from the A17 with intersections at Sleaford (A15) from the North (Lincoln); at Newark (A1) from the Northwest; from the Southeast via Kings Lynn and Norwich; at Peterborough (A1) from the Southeast. For a map and more detailed instructions please follow this link

- <https://www.lincoln.ac.uk/home/media/responsive2017/studentlife/gettingtolincoln/HolbeachCampusMap2018.pdf>

If you experience any difficulties finding the campus, please telephone +44 (0)1406 493000

### Taxi

Some of the local taxi firms include:

- Bob Bailey Taxi +44(0)1406 422877
- Holbeach Cars +44 (0)1406 426636
- Smart Cabs (0)1775 767676
- Spalding Taxis +44 (0)1755 722115

### Parking on Holbeach campus

There are two car parking areas on the Holbeach campus. One car park is situated at the rear of Minerva House and is accessed by taking the first right turn past the main entrance. A further car park is situated at the rear of the National Centre for Food Manufacturing (NCFM) (see map on page 5).



## Relocating to Lincolnshire

### Arranging your Accommodation

It is important to decide which type of accommodation you want and where you may want to live before you arrive. We recommend that you organise your accommodation as soon as you have accepted your offer of employment. Initially, you may wish to book short-term accommodation in a hotel or guest house before you make a more informed choice about your permanent accommodation. These websites may be useful for short-term accommodation:

- [Hilton Doubletree](#)
- [Premier Inn](#)
- [Holiday Inn](#)
- [Holiday Inn Express Lincoln](#)
- [Stay in Holbeach](#)

There are different types of accommodation you may want to choose from. Depending on your circumstances you may either want to rent or buy a property.

If you decide to rent, there is a wide range of properties available in Lincolnshire. The price of your rent will depend on the size of the property, its location and if it is furnished or unfurnished. Minimal rental periods are usually six to twelve months, which are often renewed on a monthly basis. To find a property either to buy or rent, these websites may be useful:

- <http://www.thisislincolnshire.co.uk/property>
- <http://www.zoopla.co.uk/>
- <http://www.rightmove.co.uk>

Buying a property can be a complex and lengthy process. Depending on your financial circumstances, it may require taking out a long-term loan, called mortgage. For useful information about house buying, mortgages and legal jargon made easy go to:

- <http://www.learnenglish.de/culture/buyingahouse.html>
- <https://www.gov.uk/buy-sell-your-home>
- <http://www.thisismoney.co.uk/money/mortgageshome/index.html>

### Relocation Support Services

Relocation Support Services (RSS) is the University of Lincoln's designated relocation partner to support you throughout your relocation. RSS provide a full range of relocation services from finding the perfect new home to helping ensure your shipment of household goods arrive on time.

Services include:

- Healthcare
- Household goods removal and move management
- Home finding services
- Settling-In services
- Area Orientation
- School Search
- Removals and Move Management
- Advice on opening a UK bank account
- Pre-departure checklists to help you plan your move

Information about:

- Healthcare
- Renting in the UK
- Education
- Driving and more

Assistance with:

- Sourcing temporary accommodation
- Airport transfer
- Rental furniture
- Tenancy negotiation
- Pet transportation

If you would like to engage the services of RSS please contact the University's Rewards and Benefit Team [rewardsandbenefits@lincoln.ac.uk](mailto:rewardsandbenefits@lincoln.ac.uk).

Further information about Relocation Support Services can be found at:

<http://www.relocationsupport.co.uk/>

Staff with a relocation allowance may decide whether or not to appoint RSS and pay for services from their allowance.



## Cost of Living

### Council Tax

Council Tax is a tax on domestic property collected by your local council and is used to pay for local services such as education, police, rubbish collection, road maintenance, street lighting and much more. There is one bill per dwelling (owned or rented), whether it's a house, bungalow, flat, maisonette, etc. Normally the person who lives in the property will have to pay Council Tax. For more information and to find out how much Council Tax you may have to pay, go to

- <https://www.gov.uk/council-tax/working-out-your-council-tax>

### TV Licence

In the UK it is a legal requirement to purchase a TV Licence to use any television-receiving equipment to watch or record live TV programmes. Live TV means any programme you watch or record at the same time as it is being shown on TV, an online TV service or programmes you watch on demand (e.g. BBC iPlayer). Television-receiving equipment includes:

- TV sets
- Laptops and desktop computers
- Tablets, mobile phones, satnavs and other popular devices
- Digital boxes (PVRs), satellite and cable, e.g. Freeview, Freesat, Sky, Virgin Media, BT Vision, YouView, Apple TV, Chromecast, Roku and Amazon Fire TV
- Game consoles
- DVD, Blu-ray and VHS recorders.

A television licence allows the person named on it and any member of their household to use one or more devices at the address covered by the licence. If you are covered by a licence at your home address you are also covered to use a battery-powered device, such as a laptop or mobile phone, to watch live TV when you are away from your home address in the UK.

A TV licence can be purchased online at [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk) and you can pay weekly, monthly, quarterly or yearly.

If you don't watch TV at all, or you only ever watch 'on demand programmes' you may not need a TV licence. 'On demand' includes catch-up TV, streaming or downloading programmes after they have been shown on live TV, or programmes available online before being shown on live TV. For more information and how to complete a 'No Licence Needed Declaration' form, go to <http://www.tvlicensing.co.uk/check-if-you-need-one/topics/telling-us-you-dont-need-a-tv-licence>

### Utility Bills

In addition to the cost of your accommodation (rent or mortgage) you will also have to pay for electricity and fuel for your heating, which is usually either gas or oil. The amount you will have to pay will depend on the supplier you use and how much gas/oil or electricity you consume on a daily basis.

Switching suppliers to get the most beneficial deals is quite common in the UK and easy to do. To find out which deal is the best for you, use comparison websites such as:

- [www.moneysupermarket.com](http://www.moneysupermarket.com)
- [www.simplyswitch.com](http://www.simplyswitch.com)
- [www.comparethemarket.com](http://www.comparethemarket.com)
- [www.moneysavingexpert.com](http://www.moneysavingexpert.com)

If you are renting a property, you should check your tenancy (or rental) agreement to see if any of these bills are included in your rent.

### Broadband Internet Connection and Telephone Lines

Before setting up an Internet connection in your home, it is best to check out what service is available in your area, as Broadband speed and availability can vary depending on provider and where you live. In order to set up an Internet connection in your home, it is most likely that you need a working home telephone line, which can take up to two weeks to get connected. To find out, what you need to do and also which UK Internet provider offers you the best service and best price in your area, please visit

- <http://www.broadband.co.uk/>

### Insurance

It is highly advisable to insure your belongings against accidental damage, loss, theft and fire. If you are buying a property with a mortgage or renting accommodation, it is likely that a condition of mortgage/lease is that you have building and/or house contents insurance. It is best to make a list of everything (including what you bring or have brought to the UK) so that you know what needs to be insured. There is a large variety of insurance policies available and it is best to compare prices before purchasing one. There are various price comparison websites available such as

- [www.confused.com](http://www.confused.com)
- [www.comparethemarket.com](http://www.comparethemarket.com)
- [www.gocompare.com](http://www.gocompare.com)
- [www.moneysavingexpert.com](http://www.moneysavingexpert.com)



## Living in Lincolnshire

People move to Lincolnshire for all sorts of reasons: the wide open spaces, the quality of life and the friendly people, to name just three. They fall in love with the mix of beautiful and diverse countryside, historic buildings, big skies and busy market towns. Every year thousands of people move to this part of the country; in fact, Lincolnshire is the second-fastest growing of all the shire counties with net inward migration twice the national average. It has a fast growing economy where unemployment and crime rates are low, schools are well above average, business is booming and house prices are below the UK's national average. No wonder the county is so popular.

- <http://www.visitlincolnshire.com/>

**Lincoln**, at the centre of the county, is one of the world's great historic cities, and a place where ancient architecture and modern living blend together seamlessly. The city centre area of Lincoln is a blend of old and new, where Tudor beamed tea rooms are right next to modern bistros. At the top of Lincoln's Steep Hill is the city's old quarter, home to the medieval castle, which houses one of the original copies of the 800-year-old Magna Carta, and the thousand-year-old Cathedral, which once was the tallest building in the world. Independent businesses line its cobbled streets, including art galleries, delicatessens, vintage boutiques and antique book shops. The fusion of old and new, ancient and contemporary, makes Lincoln an exciting place to live, work and study.

Nettleham, Riseholme, North and South Hykeham are just some of the [nearby villages](#) within close reach of the city and located in beautiful, quiet and rural settings, offering good quality housing and excellent schools.

**Holbeach** is an ancient fenland market town in the South Holland district of southern Lincolnshire with roots leading back to the Romans. The Prime Meridian of the world passes through the west of the town, and Holbeach is also famous for being the birthplace of Nobel Peace Prize winner Sir Norman Angell, who was knighted in 1931. The bustling market town also offers many amenities including gyms, restaurants, pubs and shopping outlets. Springfields Outlet Shopping & Festival Gardens, a designer warehouse outlet centre with over 55 outlet designer stores and 25 acres of leisure attractions can be found in nearby Spalding.

Much of the local economy around Holbeach is based on food processing and bulb growing. The UK's largest supplier of tulip and daffodil bulbs is situated to the north of the town, and the majority of UK's food manufacturers can be found in this

region, making Holbeach the ideal location for the University's National Centre for Food Manufacturing. To find out more about South Holland please go to

- <http://www.sholland.gov.uk/leisure/>

For more information about attractions and events happening in Lincoln and surrounding areas, Holbeach and Lincolnshire please visit:

- <http://www.visitlincoln.com/>
- <http://www.visitlincoln.com/things-to-do>
- <http://www.lincolnshire.co.uk/>
- <http://www.lincoln.gov.uk/>
- <http://www.lincoln.gov.uk/>
- <http://www.sholland.gov.uk/leisure/visiting/>

## Food Shopping

Like most cities, Lincoln offers a wide range of grocery shopping options including traditional butchers, bakeries, market stalls, small shops, and large supermarkets. There are a small number of supermarkets and international food shops located close to the Brayford campus and on the High Street. A full list of all supermarkets in Lincoln can be found [online](#). Some of these supermarkets will provide an option to shop online with home delivery for a small fee. Lincoln also hosts regular Farmers' markets in three different locations dotted around the city where you can buy local food and produce from local farmers. For dates and location go to

- <http://www.visitlincoln.com/markets>

Holbeach offers a small range of supermarkets and food shops. Market days are held on a Thursday and Saturday offering a good variety of local products. Larger supermarkets can be found in nearby Spalding and surrounding areas, some of which may offer online shopping with home delivery.

Farm shops are also very popular in Lincolnshire as they sell high quality food from the farm in addition to a wide range of local and regional products. They are mainly family run businesses; some also offer restaurant or coffee shop facilities where you can enjoy hot or cold homemade food made from local produce.



## Banking, Tax & National Insurance

### Opening a UK Bank Account

Opening a new bank account in the UK may take some time so it is important to bring enough money with you to cover the first few weeks, in case of any delay. It is advisable to bring cash and any other funding in travellers' cheques which you can change when you arrive in the UK. For more tips see:

- <http://www.visitbritain.com/en/Travel-tips/Traveller-tips/Money-and-currency.html>.

You will need to take your passport and the letter of acceptance from the University with you, together with proof of your addresses at home and in the UK, and a reference and statements from your home bank when you go to open your account. Barclays are the only bank we are aware of that can activate your account before confirmation of your UK address. However, you could try to set up a **preliminary** account over the Internet with any of the other main banks before you enter the UK (HSBC, Halifax, Lloyds, National Westminster, Royal Bank of Scotland) but do note that the process can seem very bureaucratic.

Most banks in the UK are open from 09:30 to 16:30 Monday to Friday (some are also open on Saturday mornings). But if you have a cash card for your account you can use a cash machine (ATM) at any time of the day, on any day of the week. We have a cash machine on the main Brayford campus.

### The UK Tax System

The UK charges tax on income arising in the UK whether or not you are resident in the UK. Please see <http://www.hmrc.gov.uk/incometax/tax-arrive-uk.htm> for information and advice. Pay As You Earn (PAYE) is a scheme for collection of income tax due from the earnings of an individual, where tax is deducted by the employer before a salary is paid to the individual. If and how much income tax you will have to pay will depend on how much you are earning. For more information please go to <https://www.gov.uk/income-tax-rates/current-rates-and-allowances>. For further information please contact our payroll department [payrolldept@lincoln.ac.uk](mailto:payrolldept@lincoln.ac.uk).

### National Insurance Number (NI Number)

In the UK, national insurance is a compulsory deduction from your pay that funds the state provided pension, health benefits and other government benefits. The amount you pay depends on how much you earn. The contributions are collected through the PAYE system and automatically deducted from your

earnings. Every employee in the UK must have a NI Number as it acts like your own personal account number. Your NI Number makes sure that your national insurance and income tax contributions are properly recorded. You should apply for a NI Number as soon as you arrive in the UK and begin work at the University. To apply see: <https://www.gov.uk/apply-national-insurance-number>

For further information please contact our payroll department [payrolldept@lincoln.ac.uk](mailto:payrolldept@lincoln.ac.uk).

## Healthcare in the UK

### National Health Service (NHS)

The UK's NHS is the publicly funded healthcare system for UK citizens and legal immigrants. If you are working in the UK you are eligible to receive free NHS treatment if you have an NHS number. If you do not qualify for free treatment you may have to consider buying private medical insurance. Two of the major insurers in the UK are BUPA and AXA PPP Healthcare. Visit this website for more information:

- <http://www.nhs.uk/Pages/HomePage.aspx>

### General Practitioner (GP)

The local doctor, normally referred to as the GP provides your local healthcare service at his/her surgery or practice. You will have to register with a GP when you arrive in the UK. You will need documents to provide proof of employment, address, passport etc. You will then, after a few weeks, be sent a medical card with your NHS number. If you are given a prescription for medicine by the GP, you will need to purchase the medicine from a chemist or pharmacy. To find your nearest GP or pharmacy visit:

- <http://www.healthcentre.org.uk/medical-centres/find-lincoln.html>
- <http://www.nhs.uk/Service-Search/Pharmacy/LocationSearch/10>

## Health Emergencies

In case of life-threatening emergencies requiring immediate medical care, dial **999** and request an ambulance. For non-emergencies call **111** and speak to a highly trained advisor, supported by healthcare professionals. They will ask you a series of questions to assess your symptoms and immediately direct you to the best medical care for you. It's available 24/7, 365 days a year. Calls are free from landlines and mobile phones.



## Families, Childcare and Schooling

### Partners and Families

If you have brought your partner with you, and s/he has permission to work in the UK, it is a good idea to visit the local Jobcentre Plus. It is run by the government and advertises a range of jobs - see <https://www.gov.uk/contact-jobcentre-plus>. Your partner can also register with local recruitment agencies: in Lincoln: <http://www.thomsonlocal.com/Recruitment-Agencies/in/Lincoln-Lincolnshire/> In Holbeach: <http://www.thomsonlocal.com/Recruitment-Agencies/in/Holbeach-Lincolnshire/>

### Childcare Vouchers

This is a government initiative to help working parents pay for childcare. They are exempt from National Insurance and Tax, so each eligible working parent can save on a certain amount per year on childcare. They can be used to pay all registered or approved childcare providers for children under 16 years old. This scheme is administered through the Human Resources Department at the University [HR@lincoln.ac.uk](mailto:HR@lincoln.ac.uk)

### State and Private Schools

By law all children in the UK should attend school full-time from the age of five. If your child is under 16 years of age and will be with you as your dependant for more than six months, they should be able to go to a state primary or secondary school free of charge. The state system is divided into three types of schools:

- Nursery school (for children aged between 3 and 5 years of age)
- Primary school (for children aged from 4 to 11 years of age)
- Secondary school (for children aged from 11 to 16 years of age)

Private (independent) schools are often referred to as public schools – this can be confusing as public schools are not for the public and charge fees.

In England, children can leave school at the age of 16 but will have to stay in education or training until their 18th birthday. The options are either to continue to go to school or a college or to undertake an apprenticeship/traineeship.

For a list of all independent and state schools in Lincolnshire see <http://www.schoolswebdirectory.co.uk/leasearch.php?lea=Linc>  
[olnshire](http://www.schoolswebdirectory.co.uk/leasearch.php?lea=Linc)

### School Holidays

The academic year for state schools runs from early September to late July and is split up in three terms: Autumn term (between summer and Christmas); Spring term (between Christmas and Easter); and Summer term (between Easter and the Summer holiday). Summer holidays are usually six or seven weeks long, starting in late July and ending in early September; Christmas and Easter holidays usually last about two weeks each. Roughly halfway through each term there is a holiday of one week. Independent schools often have longer holidays including up to 10 weeks for summer, but often have longer school days and sometimes lessons on Saturday mornings.

### Taking Children out of School

In the UK parents don't have the automatic right to take their children out of school during term time. In fact parents can be prosecuted if their children fail to attend school. If you do need to take your child out of school, you should contact the school as early as possible to discuss it. If your child is unwell or unable to attend school for another reason, you should contact the school as soon as possible.

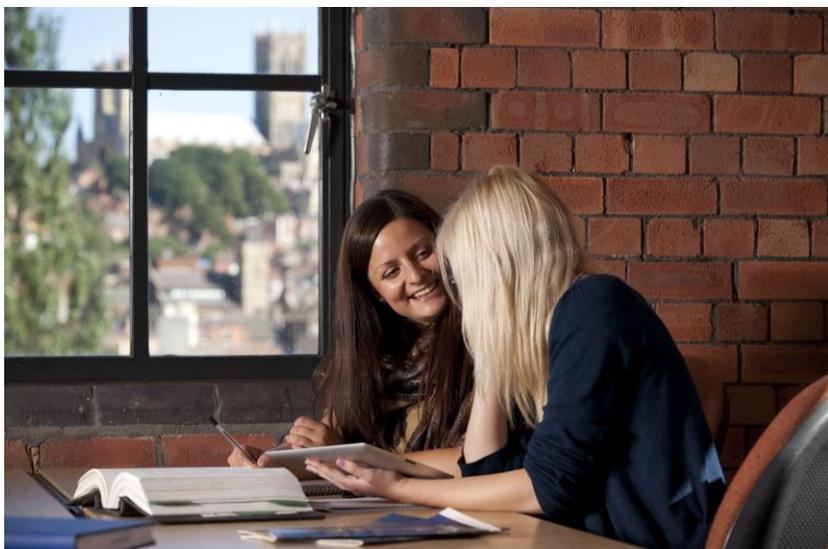
### After-School Clubs and Out-of-School Services

School Breakfast Clubs and After School Clubs are facilities that offer childcare before and after school hours. They are particularly useful for working parents as they help bridging the gap between school hours and working hours. They offer a safe, stimulating place in which children can play or take part in activities and crafts as well as getting on with their homework.

### Lincolnshire Supplementary Schools

There are also supplementary part-time schools in the UK catering for children from different religions or who speak different languages. Supplementary schools offer a range of educational opportunities for children and young people from ethnic minorities in addition to mainstream school provision. They are generally voluntary organisation run by local community groups either at weekends or during the week in the evening. Your children can attend these in addition to their main school. For more information see:

- [http://www.supplementaryeducation.org.uk/?s=Lincolns hire](http://www.supplementaryeducation.org.uk/?s=Lincolns%20hire)
- [http://www.lincolnshire.gov.uk/parents/schools/sen/supp ort-services/ethnic-minority-and-traveller-education-team/list-of-supplementary-schools-in-lincolnshire/11448.article](http://www.lincolnshire.gov.uk/parents/schools/sen/supp%20ort-services/ethnic-minority-and-traveller-education-team/list-of-supplementary-schools-in-lincolnshire/11448.article)



## UK Life and Culture

We appreciate that many international staff have ample knowledge about other cultures, acquired through their work and travel. Nevertheless, some may not be aware of some subtle cultural differences relevant to the UK, and we hope you may find this useful.

### British People

Outside their homes the British can tend to be reserved and do not enter into conversation as easily as people do in hotter countries where much of the life takes place outside. Being reserved is just part of the British culture and not intended to be unfriendly or unwelcoming, nor is it only foreigners who experience it. The British are equally reserved with each other.

It is seen as important to respect the privacy of others and impolite to intrude where you may not be wanted. It is frequently politeness, which prevents the British from making the first move, but we can be warm and friendly. You must expect friendship to develop more gradually than you may be used to at home.

The British are renowned for their politeness. "Please, thank you and sorry" are probably the most used words in the English language. There are no absolute rules about where/when you use these polite terms, but you should certainly use them when shopping, addressing strangers and on public transport. Even at home family members will use "thank you" and "please" with one another. British people feel more comfortable when these words and phrases are introduced into conversation than if they are omitted. In Britain it is normal when meeting someone for the first time, to shake hands. This is acceptable for both men and women. In Britain unlike some other European countries, it is not usual to embrace or kiss the other person unless they are family or a very close friend.

### Going Out

One of the popular British leisure activities is going to the pub for a drink or eating out in restaurants. Most restaurants serve alcohol, and cater for children of all ages. However, you rarely see children in restaurants after 9 pm as it is seen socially inappropriate to keep children up late.

British people enjoy entertaining at home. Dinner parties and summer BBQs are quite common. If you visit people at home, you will usually be offered an alcoholic drink. In all cases it is possible to ask them for a non-alcoholic drink. Never feel that

you have to have an alcoholic drink if you don't want to. If you prefer not to visit places that sell alcohol, make this clear to the people you are with. There are usually alternative places where you can meet.

### Queuing

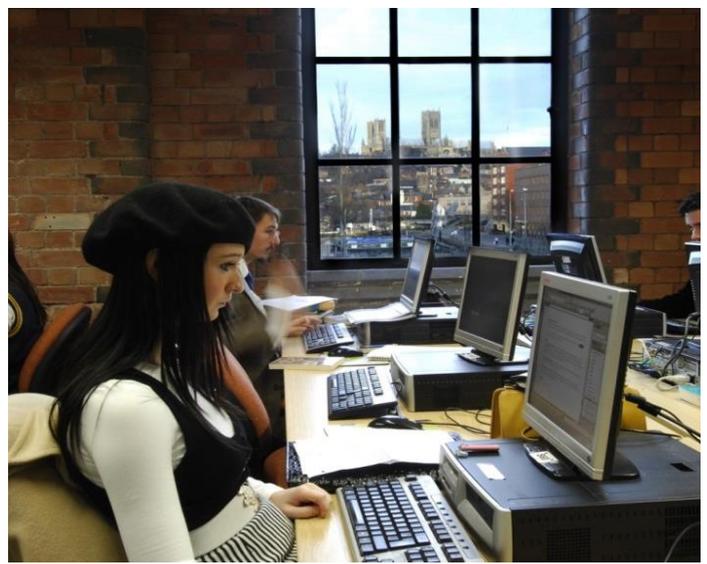
"Queuing" is simply the way in which people form a line at a bus stop, in a shop or when they buy a ticket etc. with the intention of allowing those who arrive first to be served first. It is advisable to take your place in the queue and not go to the front or push your way to the front, as this may annoy other people in the queue. If you are in a desperate hurry, people will almost always let you through to the front if you ask politely. Also, it is expected that people keep to the right when going up escalators and stairs – this enables others to go by you if they are in a hurry.

### Gender Equality in the UK

In the UK women and men share the same rights and opportunities, and treating anyone unfairly or unfavourably because of their gender is against the law. This applies to all areas of life across all sectors of society, including economic participation and decision making. Gender roles have changed tremendously for both men and women in Britain in the last few decades. Men and women in the UK are as equally independent and self-sufficient. Aspirations and needs of women and men are equally valued and favoured. More and more women are choosing to work in what are traditionally seen as male dominated professions; equally more and more men occupy roles that are seen as predominately female professions. More women than ever before are striving for a career and choose to combine work with parenthood (2 out of 3 mothers are in paid work); more and more men are striving to take an equal role in parenting.

### The Use of Idioms

The English language is full of idioms, which are phrases with a 'figurative meaning', i.e. the words together have a meaning that is different from the dictionary definitions of the individual words, which can make idioms hard for non-native speakers to understand. There are numerous publications that can help you through a difficult period of getting used to hearing and understanding these in everyday working life. One example is the 'Chambers Dictionary of Idioms' by E. M. Kirkpatrick (Contributor). A list of idioms and their meaning can also be found on the following website: [http://www.learn-english-today.com/idioms/idioms\\_alphalistsA-Z.html](http://www.learn-english-today.com/idioms/idioms_alphalistsA-Z.html)



## Public Holidays

There are eight public holidays in England and Wales, which are also often referred to as bank holidays. They spread throughout the year and are official holidays that most people in the UK have as a day off from work. When the usual date of a public holiday or bank holiday falls on a Saturday or Sunday, a 'substitute day' is given, normally the following Monday.

- New Year's Day: 1<sup>st</sup> January
- Good Friday: date varies, usually March/April
- Easter Monday: date varies, usually March/April
- May Day: first Monday in May
- Spring Bank Holiday: last Monday in May
- Summer Bank Holiday: last Monday in August
- Christmas Day: 25<sup>th</sup> December
- Boxing Day: 26<sup>th</sup> December

## Emergency Services

- If you need to call for an ambulance, fire or police, dial **999**.
- For non-emergency calls to the police dial **101**.
- For medical non-emergencies dial **111**.

## Places of Worship in Lincolnshire

These websites offers information for those seeking places of worship in Lincoln:

- <http://chaplaincy.lincoln.ac.uk/>
- <http://justlincolnshire.org.uk/resources/religion-belief>

## Other Useful Information

This website provides useful information about government rules regarding many aspects of life in the UK, including driving/motoring, transport, environment etc.

- <http://www.direct.gov.uk/en/index.htm>

For information specific to Lincoln, e.g. parking permits, local council tax, local schools, refuse collection etc. visit

- <http://www.lincoln.gov.uk/>

For information specific to the Holbeach area, go to

- <http://www.sholland.gov.uk/>

## Equal Opportunities

The University of Lincoln is committed to promoting Equal Opportunities for all its dealings with students, staff, applicants and the public. The aim of this policy is to ensure that no one receives less favourable treatment on the grounds of sex, age, race, marriage/civil partnership, trade union activity, disability, sexual orientation, gender reassignment, pregnancy/maternity, religion, belief or non-belief. Discrimination against anyone on these grounds is unlawful in the UK.

## Staff with a Disability

The University aims to ensure that all employees with a disability have access to the support they require. If you have a disability, please contact: [staffwellbeing@lincoln.ac.uk](mailto:staffwellbeing@lincoln.ac.uk). Your enquiry will be treated in confidence and you will receive help to find out what support is available to you.

## Extra Support from Staff Volunteers

We have a good network of staff volunteers who offer help and support particularly to international staff who are new to the University, Lincolnshire and/or the UK. This could be an individual from the same country of origin as yourself, or a person from Great Britain.

As most volunteers share the experience of being new to Lincolnshire or have moved here from abroad, they are familiar with some of the questions you may have. Therefore, the network's aim is to help you settle in more quickly and to act as a point of contact pre- and post-arrival. It is also a good source for learning about British culture as quickly as possible.

If you wish to be contacted by a volunteer from the network, please email [staffwellbeing@lincoln.ac.uk](mailto:staffwellbeing@lincoln.ac.uk) after you received your letter of appointment and someone will be in touch.



## Preparing for your Teaching

The teaching, learning and assessment style in the UK may be different to what you have been used to in your own country; it can take a few weeks to adjust to this change.

Before you arrive in the UK, you can begin to develop new skills to prepare you for your academic life at the University of Lincoln by visiting the following website

- <http://www.heacademy.ac.uk/resources>

You may find these websites useful for a glossary of terminology used in higher education in the UK:

- <http://www.grb.uk.com/higher-education-glossary>
- <http://www.gostudyuk.com/glossary.jsp>

This guide, although aimed at teachers in higher education teaching to students with disabilities, provides useful guidance for teaching inclusively to students from a diversity of backgrounds, and provides a rich source of information and advice. As mentioned above, it is important to bear in mind the equality legislation in the UK when teaching and dealing with diverse students.

- [https://www.heacademy.ac.uk/system/files/seedguide\\_inclusive.pdf](https://www.heacademy.ac.uk/system/files/seedguide_inclusive.pdf)

This link will give you additional general information about the University

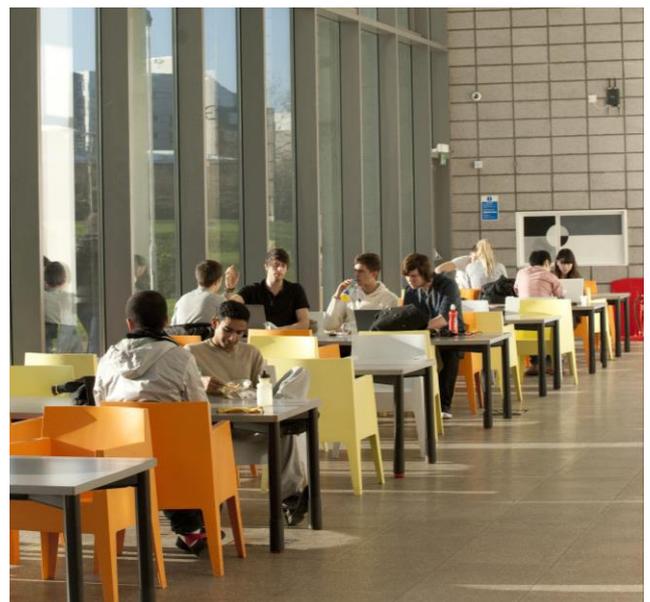
- <http://www.lincoln.ac.uk/home/welcomeweek/usefullinks/>

### Key Information Sets (KIS)

At the University of Lincoln, our students come first. That is why a number of our courses are ranked in the top ten in the UK for student satisfaction. These are some of the important issues on which we are judged by students, so we expect our academic staff to be fully aware of them:

- Are staff good at explaining things?
- Have staff made the subject interesting?
- Overall satisfaction of the students

- Percentage of students in work or further study after six months since graduation
- Professional accreditation of our staff
- Satisfaction with the support and guidance provided by our academic staff
- Percentage of students in professional and managerial roles after six months since graduation
- Percentage of scheduled learning and teaching activities
- Percentage of coursework



University of Lincoln  
Human Resources  
Brayford Pool  
Lincoln  
LN6 7TS

Telephone: +44 (0)1522 886775  
Fax: +44 (0)1522 886771  
Email: [hr@lincoln.ac.uk](mailto:hr@lincoln.ac.uk)  
[www.lincoln.ac.uk](http://www.lincoln.ac.uk)