



## Trevelyan College Welcome Newsletter 4

Here's our fourth and penultimate Welcome Newsletter! There is now less than two weeks before you arrive in Durham and are welcomed to Trevelyan College. This newsletter contains some new information but also some reminders to help you check that you have taken all the action you need to at this stage. If you have any questions just get in touch with us via email.

If you have not received our first 2 newsletters, they are available online here:

[Welcome Newsletter 1](#)

[Welcome Newsletter 2](#)

[Welcome Newsletter 3](#)

## Meet our Team - Operations



***Jim, Kath, Gillian, Housekeeping Team and Dave (Porter Team)***

### **College Operations Team Leader – Jim Johnson**

I am the Operations Team Leader and co-ordinate our housekeeping and portering services.

### **Receptionist – Kathryn Cullen**

I am the College receptionist, answering a range of day-to-day enquiries, issuing keys, making room bookings and handling student mail. A friendly first point of contact for students and visitors.

### **Housekeeping Team Leader – Gillian Embleton**

I manage the team of housekeeping staff and support Janice and Jim in the day-to-day domestic operations at Trevelyan College.

### **Residential Services Assistants (Porters)**

Our porters' team comprises Martyn, Alan, David, Dean, Richie and Colin. There is a porter on duty in college 24 hours a day 7 days a week and they are your first point of contact for any maintenance issues.

**Things to do:**

## College Welcome Packs

We have now uploaded our Welcome Packs to our website. Please read through these carefully as they contain important information.

- [Undergraduate Welcome Pack](#)
- [Postgraduate Welcome Pack](#)

We will soon be uploading our Common Room Handbooks to our website.

- [Junior Common Room \(Undergraduates\)](#)
- [Middle Common Room \(Postgraduates\)](#)

## Induction Events

You can check out your entire timetable for Welcome and Orientation Week [here](#).

***We have recently updated this to include JCR and MCR Freshers Week Events.***

## REMINDER: Sign up for our Formal Dinners

Whether you live in or out of college, we invite all our new students to attend a Welcome Dinner. The date you will attend will depend on your level of study.

Please ensure to sign up via these links below before the **deadline of 9am Wednesday 13<sup>th</sup> September**. If you do not sign up, you will not be able to attend.

**Please ensure you add the relevant discount code to your booking so that you can attend free of charge.**

Please note the dress code is lounge suit (or equivalent) and academic gown. You can purchase your academic gown on arrival to Durham.

**Undergraduates should sign up for both the Landing and Academic formals.**

[Landing Formal](#) – Sunday 24<sup>th</sup> September, 18:00, Trevelyan College Dining Hall.

- **Discount code: TREV#LF2023**

[Academic Formal](#) – Tuesday 3<sup>rd</sup> October, 18:00, Trevelyan College Dining Hall.

- **Discount code: TREV#AF2023**

**Postgraduates should sign up for the Welcome Dinner only.**

[Postgraduate Welcome Dinner](#) – Friday 22<sup>nd</sup> September, 18:30, Trevelyan College Dining Hall

- **Discount code: TREV#PG2023**

If you have any questions, please contact our admissions team.

Undergraduates – [admissions.trevelyan@durham.ac.uk](mailto:admissions.trevelyan@durham.ac.uk)

Postgraduates – [pgadmiss.trevelyan@durham.ac.uk](mailto:pgadmiss.trevelyan@durham.ac.uk)

## Reminder Checklist

**Have you done the following:**

- Completed [Online Enrolment](#)
- Read our [College Handbook](#)
- Read your Welcome Pack
  - [Undergraduate Welcome Pack](#)
  - [Postgraduate Welcome Pack](#)
- Read our Common Room Handbooks
  - [Junior Common Room \(Undergraduates\)](#)
  - [Middle Common Room \(Postgraduates\)](#)

- Purchased any [Optional College Charges](#)
- Signed up for our Welcome Dinners
  - Undergraduate - [Landing Formal](#)
  - Undergraduate - [Academic Formal](#)
  - Postgraduate - [Postgraduate Welcome Dinner](#)
- Completed the online [Consent Matters Course](#)
- Checked your [Induction Week Event Timetable](#)

## Questions?

If you have any questions prior to your arrival, please contact:

**Undergraduates** – [admissions.trevelyan@durham.ac.uk](mailto:admissions.trevelyan@durham.ac.uk)

**Postgraduates** – [pgadmiss.trevelyan@durham.ac.uk](mailto:pgadmiss.trevelyan@durham.ac.uk)



**Trevelyan College**  
Durham University