

# General Information for Staff Members

## Catering Information

**Eat at the Square:** a range of serveries and coffee bar.

**Blandford's:** a la carte restaurant.

**Students' Union (RUSU):** *Mojo's Bar* - Pub atmosphere serving bar drinks and pub style menu. Extensive patio area at the back.

*Café Mondial* - Starbucks café serving hot and cold beverages, cakes and cookies as well as breakfasts and lunches.

**Eat at HumSS:** snacks and drinks available ground floor HumSS.

**Eat and Drink at Park House:** bar and dining area.

**Private Dining Rooms Park House:** Pre booked events.

**Agriculture:** Lower Ground Floor.

**Index Cafe:** Henley Business School Building.

**Cafe Libro:** Espresso Bar, Library.

**Dol.che.Vita:** Cappuccino bar -sandwiches/snacks/drinks - Palmer Building.

**Eat at Enterprise Centre:** Reading Enterprise Centre, Earley Gate.

**Eat at Sports Park:** Café.

**Belle:** the street food van. Various locations. Follow [@UniRdg\\_Van](https://twitter.com/UniRdg_Van) on Twitter

**Eat and Drink at London Road:** Bar and Eatery.



*Dol.che.Vita, Palmer Building, Whiteknights Campus*

## Shops on site

Campus Central is located right in the middle of Whiteknights campus between the Library and the Students' Union (RUSU). It sells fresh meat, dairy, fruit and vegetables, frozen goods, groceries, University merchandise and stationery. It is owned and run by RUSU.

Located in the Students' Union:

- Uni-Cuts hairdresser
- Cerealworks (cereals, smoothies and bagels)
- Blackwell Bookshop (stocks all the University reading list books)
- Seoul Plaza (oriental foods)
- Mail Boxes Etc (mail box, postal, storage, printing and dissertation binding services)
- University Job Shop
- Pearls Bubble Tea Bar (over 40 flavours of Bubble Tea)

## Bank

There is a new branch of Santander Bank on the Whiteknights Campus, next to Campus Central. It is open to staff, students and members of the public, 10am-6pm Monday to Friday.

## ATMs

There are three Cashpoint machines on the Whiteknights Campus: outside Campus Central, at the Santander bank, and inside RUSU.

## Reading University Students' Union (RUSU)

- RUSU Reception: the Student Officers (upstairs), RUSU Student Advisors and Campaigns and Representation teams are located here.
- 3sixty: RUSU's state of the art, split level multi-purpose venue. (July 2013 Ents Forum Live, Student Union Venue of the Year [over 1,000 capacity]). Used for events including: Wednesday and Saturday Union nights, live bands, comedy nights, Fayre, weddings, Balls and party nights.
- Mojo's Bar: newly refurbished (Aug 2103). Pub atmosphere serving bar drinks and pub style menu. Extensive patio area at the back. Café Mondial – RUSU's friendly Starbucks café serving hot and cold beverages, cakes and cookies as well as breakfasts and lunches.
- The RUSU Little Learners Nursery – see section below.
- See the website for full details <http://www.rusu.co.uk> Membership is available to staff (take proof of University employment and a passport sized recent photo).

## NUS Extra

All University of Reading staff are eligible to obtain an NUS Extra card. It only costs £12 (expires a year from the day it is purchased) and opens the door to a huge amount of discounts in shops on the high street and online. Discounters include Amazon, Boots Opticians, Pizza Hut, Superdrug, Virgin Media, Top Shop, Coast, Ben Sherman, Staples, Moss, Jane Shilton, Play.com, JJB Sports, Ticketmaster, Cross Country Trains and loads more. To register for a card just pop into the Students' Union Reception with some form of ID stating your name and that you are a member of University of Reading staff (for example, a pay slip). The card is processed while you wait.

## The Library

Membership is available to staff (take proof of University employment). Contact the Library on ext. 8770 or see web page: <http://www.reading.ac.uk/library>

## Sports Park

Membership is available to staff. Information can be found at <http://www.sport.reading.ac.uk/>

## Staff Training and Development

People Development is the home of staff learning and development for the University of Reading. People Development aims to provide a wide range of learning opportunities to help you and your teams to reach your full potential whilst working at the University. We offer a wide range of learning and development opportunities including open sessions, online resources, locally delivered training, coaching and mentoring. Contact on ext. 6113 or email [peopledevelopment@reading.ac.uk](mailto:peopledevelopment@reading.ac.uk). Centre for Quality Support and Development offer a wide range of courses and development resources open to all staff. Contact on ext. 7097, email [Cqsd-tandl@reading.ac.uk](mailto:Cqsd-tandl@reading.ac.uk) or see web page <http://www.reading.ac.uk/cqsd/>. CQSD run a mailing list open to all staff of the university. By signing up to the mailing list we will keep you posted with regular updates on our training and development sessions. Simply follow the link to sign up: <http://www.lists.rdg.ac.uk/mailman/listinfo/cqsd-t&l> and follow the instructions.

## IT Services

Courses open to all staff. Contact on ext. 6262 or email [ITS-Help@reading.ac.uk](mailto:ITS-Help@reading.ac.uk). or see Web page <http://www.reading.ac.uk/internal/its/training/its-trainingintro.aspx>

## Audio Visual Equipment Loans

Email [it@rdg.ac.uk](mailto:it@rdg.ac.uk) Try to book well in advance!

## Bus Services

See [www.reading-buses.co.uk](http://www.reading-buses.co.uk) for timetables/routes.

## Nursery

Little Learners Nursery is an Ofsted registered provision and caters for children from 3 months to 5 years as well as providing half term care and summer care for children up to 7 years of age. The Nursery is part of RUSU and is open between 8.30am to 6pm for 36 weeks of the year and until 5.30pm for the remainder of the year. Key features of the Nursery are its bright and large purpose built class rooms as well as a fully equipped outdoor area suitable for all ages.

An experienced team of room based childcare professionals lead the day to day learning and development activities for children with the guidance from the management team and nursery teacher. For further information and to view the Nursery please contact the Nursery on 0118 378 4128 <http://www.rusu.co.uk/intheunion/nursery/>

## Little Owl Pre-school

The Little Owl Pre-School is open to the children of all current staff, students and surrounding community. There are 24 places each morning for children aged 2 ½ to 5 years. The Pre-School operates from 9.15am to 12.15pm during school term times and follows the EYFS curriculum (Early Years Foundation Stage) and are Members of the Pre-School Learning Alliance. For further information please contact the Supervisor on 0118 3787914 or 07958 598106.

## Car Parking Permits

Apply online at: <http://www.reading.ac.uk/parking/park-home.aspx>

## Clubs and Social Facilities

### Harris Botanical Garden

(behind the Harborne Building)

Restful gardens which are opened in the Summer for the National Garden Scheme. A great place for lunch.



### University Social Club

Open to all members of the University. Situated at Earley Gate. Membership £12, spouse and children can join for an additional fee. Activities include angling and bowling. Regular activities such as cards/games nights, and parties for children and adults at Christmas. Contact: Mrs A Fyfield RUESC, TOB2, Earley Gate or email [i.fyfield@reading.ac.uk](mailto:i.fyfield@reading.ac.uk)

### Senior Common Room

The Senior Common Room (SCR) functions as a 'staff social club' of the University. The facilities and events that the SCR operate provide a wide range of opportunities for social interaction, networking and meeting other staff members.

## **University of Reading Tennis Club**

[www.readingtennis.co.uk](http://www.readingtennis.co.uk)

## **Music at Reading**

Music at Reading warmly invites musicians of all abilities to get involved in music making at the University of Reading. The diverse range of ensembles means there is something for everyone from Show Choir to Symphony Orchestra, from Chamber Choir to Ukulele Orchestra! These ensembles, many of which are un-auditioned, play and rehearse together on a regular basis, and are run either by Music at Reading or Reading University Music Society (RUMS).

Throughout the year Music at Reading arranges an exciting array of musical events, providing great opportunities for staff, students and others from outside the university to enjoy. Large scale concerts are mainly given at the University's beautiful Great Hall on the London Road campus, and we run a regular programme of free Lunchtime concerts during term time. We have designated music practice rooms that are available for students, staff and members of the public to use for a small cost.

Finally, if you wish to continue or start learning a musical instrument, Music at Reading will be pleased to help you find a local music teacher. If you would like to find out more information, please email [music@reading.ac.uk](mailto:music@reading.ac.uk) or phone 0118 378 8518.

## **University Museums**

The University is the home to three very different museums which are all free to visit:

- The Museum of English Rural Life
- The Cole Museum of Zoology
- The Ure Museum of Greek Archaeology.

## **Reading Film Theatre**

Independent cinema open to all. Seat price £5.50 for members and students, £7.50 non-members.

Films screened in Palmer Building G10 on various evenings at 8pm. Call 7151 for membership details (£12 per year) [www.readingfilmtheatre.co.uk/](http://www.readingfilmtheatre.co.uk/) for current programme.

## **University Golf Society**

Contact Graham Holloway: [g.j.holloway@reading.ac.uk](mailto:g.j.holloway@reading.ac.uk)