WELCOME
Helpful information for life at the college
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If you have been successful in your application, here is some helpful information about making sure your arrival at the College is as smooth as possible.

Good luck from us all at UWC Atlantic - we look forward to working with you!

Arrival in the UK

Your job offer from the College will be on the condition that you can prove you have permission to live and work in the UK. It is therefore essential to ensure that you have gained your Visa and relevant documentation prior to travelling to the UK. For further guidance on completing your immigration application please see the UK Visas and Immigration website or contact hr@atlanticcollege.org

If you are not a citizen of the EEA or Switzerland, you will need to complete a landing card immediately upon your arrival at the UK border and before you proceed to the passport desks. You will need to write down your personal details and your UK contact address on the landing card.

At the passport desk, the immigration officer will look at your passport and visas take your landing card and ask you why you are coming to the UK. You will need to show them the relevant papers which allow you to stay and work in the UK. It would be helpful to have the following items in your hand luggage:

- Job offer
- Degree certificates
- Reference letter from your bank to help you set up a bank account in the local area
- Driving licence

You might want to have a photocopy of the main parts of your passport and the copies of essential documents in your main luggage, together with your clothes, toiletries, electrical goods (including a UK power adaptor) and personal items.
Transport

**Getting to UWC Atlantic**
If you are coming from abroad, the closest international airport to the College is Cardiff Wales Airport, situated in Rhoose (airport code CWL). There are many flight options in to Bristol, London, Manchester and Birmingham airports.

There are trains from London to central Cardiff and Bridgend on a regular basis, as well as buses directly from the airports. Taxi fares from all these venues vary. The College normally uses Dragon Taxis in Bridgend or there are a variety of taxi companies in Cardiff. There is also a local train station in Llantwit Major.

**What to Bring and How to Organise your Move**

You should bring only what you need for your first month and, if necessary, organise the shipment of your other possessions to arrive when you move into long-term accommodation.

If you want to bring to the UK large items such as furniture, heavy items such as books or boxes containing your additional belongings, you will need to organise a shipment through a professional mover in your home country. Alternatively you could contact an international movers based in the UK. The following four companies offer support with international relocation for details visit their web sites:

- **Pickfords**
- **International Movers**
- **Masons Moving Group**
- **International Removals**
- **Seven Seas Worldwide**

It is recommended that you organise the shipment of your removals at least two months in advance of the date you would like to receive your items. The cost of moving depends on the method of shipment, distance, quantity and weight. You can get a quote on the cost from any of the movers' websites.

**Money Matters**

You will need to bring some British Pounds (sterling) and/or travellers’ cheques with you. It is best to avoid changing money at Bureau de Changes at the airports and railway stations because they tend to charge high commission fees. If you want to use your cash or credit card to withdraw GB pounds from the cash machines in the UK, make sure you know how much your bank will charge you for this service. Before you get your first salary payment from the College, you will need to have enough money to pay for your transport, short-term accommodation (if you have not paid fully in advance), food, personal expenses and long-term accommodation costs before moving in.

**Relocation Expenses**

As the College is a charity, unfortunately, we are not able to assist with removal / relocation expenses.

**First Day of Work - Document Checks**

On your first day of work you must bring your passport and Visa document to Human Resources (HR). If you are an individual sponsored by the College under Tier 5 of the UKVI’s points based system, you have certain duties that you must perform whilst living in the UK relating to:

- Absences
- Change in circumstances
- Change in work status
- Annual eligibility to work checks.

The dress code for all employees is smart casual.
Accommodation

College Accommodation
The College offers accommodation to teachers who are joining UWC Atlantic. We have around 45 properties on campus ranging from bedsits to 4 bedroom houses. Accommodation is offered on a first come, first served basis and all new teachers are expected to live on campus so that they live, first hand, the student experience. Employees who live on campus are bound by the College Housing Policy and must comply with the Licence to Occupy that is issued.

Charges are made directly from salary for rent, council tax, utilities. Employees are responsible for installing a telephone line / broadband connection in the property.

Other Accommodation
If your role does not offer accommodation on campus and you are moving to the UK or to the area, it can be difficult to arrange accommodation in the UK while you are abroad so you may find it helpful to arrange short-term accommodation (for approximately 3-4 weeks) before you arrive in the country.

Long-term Accommodation
Depending on your circumstances you have two long-term accommodation options: renting or buying a property. Buying a property is often a lengthy process and therefore it is advisable to rent somewhere to live initially. (This gives you time to explore the region and get a better idea of where you would most like to live.)

Neighbourhood Statistics is a government website which provides you with statistics about the different localities in the area including information about education, health and crime rates. Furthermore, if you have children, please bear in mind that your choice of school depends on where you live and whether your street will be in the catchment area of your preferred school. Therefore, when choosing a place to live it is worth researching the catchment areas of local schools.
Renting a Property
There are a wide range of properties available to rent in the surrounding areas. Minimum rental periods tend to be six or twelve months, and are typically renewed on a monthly basis after that. Tenants may be required to pay a fee to register with a rental agency, and are normally required to pay a deposit of one or two months’ rent to the property owner or agency in advance.

Rented accommodation normally states whether it is furnished, part-furnished or unfurnished. Unfurnished means that no furniture is supplied, although floor coverings and light fittings are normally supplied as standard. Definitions of part-furnished will vary according to the size and type of accommodation rented. You should always check carefully to ascertain what services and equipment are provided by the person you are renting from before signing any contract or agreement.

There are a number of websites that offer rental properties as well as a number of Estate Agents in the local areas (Llantwit Major, Cowbridge, Bridgend, Barry and Cardiff, for example).
- Zoopla
- Rightmove
- Compare Estate Agents

Tenancy Agreements
Once you have found somewhere you want to live you will have to sign a contract called a Tenancy Agreement. This document should contain information about the amount of rent, when rent will be collected, the length of the tenancy and what rights you and your landlord will have under the law. In most cases, you will have an ‘assured shorthold tenancy’ which means that your landlord cannot ask you to leave without a good reason during the first six months.

Although these rights offer you some protection, it is still your responsibility to check the tenancy agreement thoroughly and make sure you agree with the terms. Do not sign the tenancy agreement if you do not know what all of it means. If you do not fully understand your rights, you can get help from the Citizens Advice Bureau or Shelter websites. When you do sign the tenancy agreement, make sure you get a copy to keep for yourself, in case you need to check any details later on.

The landlord may also ask you to sign an inventory: a list of all the items in the property (pieces of furniture, kitchen items, etc.). If so, make sure you get a copy of this as well. Check that it is correct and that any existing damage to these items is included before signing it. If your landlord does not provide an inventory, you should make one yourself and send a copy to the landlord. In addition, you should take photographs of the property when you move in to ensure that you are not held responsible for any damage or repairs that are existing when you move in.

Buying a Property
Buying a property is a complex and costly procedure and depending on your circumstances may require you to take out a mortgage. There are a number of mortgage lenders in the UK (usually banks and building societies) which offer a huge range of mortgages. Each lender sets their own eligibility criteria for each mortgage therefore it can take time finding a suitable mortgage. We strongly advise you speak to an independent mortgage or financial advisor who will be able to provide you with information about your eligibility for a mortgage in the UK. You will be able to find a number of mortgage advisors through and internet search.

When buying a property it is usually necessary to hire a solicitor. Completion times can range from 6-8 weeks to several months, depending on the specific circumstances of the property being purchased, the buyer and the seller. Where a mortgage is required, buyers will normally be required to pay a significant deposit, typically at least 10% of the purchase price in addition to a range of additional fees including: lender’s valuation, surveyors’ fees, legal/conveyance fees, land registry fees, and stamp duty. You can visit the government website for further details and costs of purchasing a property.
How to Find a Property

Estate Agents
The Vale of Glamorgan has a number of letting agencies which can easily be found with an internet search. Rightmove.co.uk gives you a list of national and local agencies in the area. Most have their own websites with contact and branch details which usually have photographs and details of the properties available. Websites such as rightmove.co.uk or Zoopla.co.uk include the option to search for accommodation offered for rent or sale by location.

The College is located in the CF61 postcode area of the Vale, therefore if you wish to stay in an area close to the University you may wish to search for accommodation in this postcode, or CF35, CF36, CF63, CF64, CF71) which are the areas that border CF61. (The College does not endorse external websites, and cannot vouch for the quality of accommodation advertised.)

It may be worth speaking to colleagues in your department as they may have knowledge of local accommodation.

Leaving a Property
Before you leave a property you need to settle all your bills. You should contact your gas and electricity supplier a few days before you are due to leave and tell them you are leaving. You will need to give them a meter reading so they can send you a final bill the next day. If your supplier cannot do this you must give them a forwarding address to send the bill to. You will also have to close any other accounts you may have in the UK such as internet and telephone. If you are moving property you may be able to stay with the same suppliers to your new address you should talk to your suppliers about this possibility.

You must also make sure that your rent is fully paid and give your landlord your new address so that your deposit can be paid back to you. (They may be able to transfer your money online), so ask your landlord for information well in advance.

You will also need to update your contact details with the College by advising hr@atlanticcollege.org.

You may also want to consider re-directing your post through the Royal Mail.

Banks and Banking

Bank Accounts
UWC Atlantic employees need to hold a UK bank account into which their salary will be paid monthly in arrears on the 26th day of the month. Some international banks may have the facility to set up a UK bank account for you before you leave for the UK, but if this is not the case you will need to open a bank account on arrival in the UK.

Opening a Bank Account
To open a bank account you will likely need to show the following documents at the bank to confirm your identity and address:

- Your passport
- Evidence of your address overseas (passport or driving licence)
- Evidence of your address in the locality (licence to occupy, tenancy agreement or utility bills)
- Proof of employment (contract) or a letter from Human Resources
- Residence permit if you are a non-EU national
- National Insurance number
- Bank statements from your home country bank account

Once at the bank you will need to fill in an application form to pay a deposit into the account. There are many types of accounts available to you in the UK and it is possible to have more than one account and they need not be at the same bank or building society. Please note that some banks charge a fee for transferring your money between bank accounts that are not managed by them.

Most bank accounts in the UK are free although fee-paying accounts with additional benefits are also available. A current account may offer you a cash card/debit card, cheque book, overdraft facility and direct debit and standing orders facilities (you should ask your bank for further details and any charges). Some accounts pay interest on credit balances, although usually at a lower rate than a savings account. The money advice service website provides lots of independent advice about banking, borrowing and managing your money.
There are a number of banks in Llantwit Major and Cowbridge to choose from with a range of accounts and services available.

**Banks that have been easier for our international staff in the past (please note that the College does not endorse any of these providers)**

**Nationwide Bridgend** - you can apply for your account online and just have to take in your passport and letter from HR in to confirm opening the account and that you are a real person! They are really helpful and have been great at helping staff open accounts very quickly.

**Monzo** - can be opened very quickly and easily all online you just need to send a copy of your passport/ID and a short video of yourself saying you want to open an account. We are told by colleagues that the app is amazing and you can do this before you arrive here.

**Healthcare**

Healthcare in the UK is provided by the National Health Service (NHS), a publicly funded service which is free at the point of use for anyone who is resident in the UK. Some services require you to register before you can use them, whilst others operate on a ‘walk-in’ basis. For example, if you want to be able to book an appointment to see a doctor you will need to register with a doctor’s surgery.

Please be aware that some services, such as dental and optical treatment, are not free of charge and you may also be required to pay for some prescriptions. (Depending on your circumstances you may be eligible for discounts on medicines. You should speak to your health practitioner for further details).

**Health Emergencies**

Immediate medical care is available in emergencies by dialling 999 and requesting an ambulance. (You can also dial 112, which is the ambulance number throughout the European Union.) This number is only to be used for life-threatening conditions and emergencies for example where someone is experiencing loss of consciousness, heavy bleeding, a suspected broken bone, breathing difficulties or any other severe pain or injury which threatens their life or immediate well-being. (This also includes when someone you know is behaving in a way that is a danger to themselves or others).

Accident and Emergency (A&E) departments provide immediate emergency care for people who show the symptoms of serious illness or who are badly injured. Emergency services are usually very busy and should only be used in serious or life-threatening situations.

This link provides details on what to do if you need to see a doctor out of hours. Please note that the Vale area is covered by the Cardiff and Vale University Health Board and Cwm Taf University Health Board.

**Nearest Hospitals (with Accident and Emergency facilities)**

**Princess of Wales Hospital**
Coity Road
Bridgend
CF31 1RQ
Tel: 01656 752752

**University of Wales Hospital Cardiff (UHW)**
Heath Park
Cardiff
Tel:029 2074 7747

**Registering with a Doctor (General Practitioner)**
During your first few weeks in St Donat’s, you may want to register with a general practitioner (GP). GP’s are doctors who are able to deal with a range of physical and mental health problems, and prescribe medicines that you are unable to purchase from pharmacies. GP’s work in local surgeries alongside nurses who provide vaccinations, healthy living advice and referrals to other health services. GP surgeries, like schools, have catchment areas, so you will have to check whether the street where you live or will live falls into their catchment area. You can do this via the NHS website.
Llantwit Major and Coastal Vale Medical Practice
Llantwit Major
Tel: (01446) 793444

Cowbridge and Vale Medical Practice
The Broadshoard, Cowbridge
Tel: (01446) 772237

Western Vale Family Practice
Cowbridge
Tel: (01446) 772383

Llantwit Major
01446 794080
St Athan
01446 751751

Once you have chosen a surgery, contact the practice directly and ask to register with them. You will be asked to complete a registration form and you may be asked to show your passport and proof of address. When making an appointment, please be aware that it is normal to wait two or three days before you can see a doctor and for non-urgent cases this wait can be up to one week. Also, patients are registered with the surgery rather than a particular GP so if you wish to see the same GP each time you visit you will have to request this when making the appointment. (It is best to be prepared to see a different GP if you need an appointment at short notice). Your GP is your first point of contact; if you need or want to see a specialist doctor, you will need a referral.

NB: Free medical treatment does not apply to visiting relatives, only to your immediate family i.e. your spouse and children. If you are on a fixed short-term contract (less than six months) you may not be eligible to register with a surgery but you should still be able to consult a doctor. You should take your passport and any other relevant documentation to the reception of your chosen surgery so they can advise you.

If you are not happy with the surgery or if you move outside their catchment area, you can change your GP. All you need to do is find a new surgery and ask to register as a patient with them. You will not be asked why you want to switch. It will take up to two months for your medical records to be transferred to your new surgery.

Registering with a Dentist
Dental services are also provided by the NHS. However, whilst finding a GP is straightforward, it is more difficult to find a dentist who is willing to take on new patients; therefore you may need to join a waiting list. Dental services in the private sector are much more expensive than in the NHS; therefore the number of people who want to receive treatment on the NHS is higher than the number of people the dentists choose to add to the NHS patients list. It is not uncommon for people to use private dentists. You can search for dentists in the Vale of Glamorgan on the NHS website.

For urgent dental requirements, call 029 20 444 500, 24 hours a day, 7 days a week.
Medical Treatment without Registration
This leaflet provides information if you are not registered and is also a useful guide if you are registered and need assistance.

Prescriptions
If appropriate a doctor may issue you with a prescription for medicine which you can collect from a pharmacy. Prescriptions may incur a small charge. If you need to be on continued medication you may find it cheaper to get a Prescription Pre-Payment Certificate; your doctor will be able to advise you further.

Pharmacies
There are two pharmacies in Llantwit Major - Boots and Well and you can get your prescription medication there as well as many other usual medications and toiletries. Pharmacists in the UK are able to give advice and treatment for many minor illnesses.

A list of pharmacies in the Vale including their location and opening hours is available from the NHS website. In addition, information can be found in the Cowbridge Guide and Llantwit Major Guide.

Midwives and Health Visitors
Midwives provide care for women, babies and their families from when you find out you are pregnant until just after your child is born. If you think you are pregnant please contact your midwife through your local GP surgery.

Health visitors are qualified nurses based in GP surgeries, health centres and some children's centres. If you are expecting a new baby, a health visitor will make contact with you to arrange an initial appointment. They will then work with you, your child and your family until you child is five years old and help you get extra support if you should need it. For more information, you can contact the health visitor service.

Private Health Insurance
Even if you are entitled to free NHS treatment, you may consider taking out private health insurance. Sometimes there are waiting lists for non-emergency NHS services and private health insurance could give you much quicker access to the treatment you need. Private health insurance is provided by a number of organisations including:

- Bupa
- Aviva
- Benenden

Opticians
Anyone who needs optical treatment can make an appointment with any optician of their choice. There is a minimum charge for eye tests. See the following links for a list of opticians in the Vale of Glamorgan and Bridgend.

Travel and Transport
The Vale of Glamorgan is located in the South East of Wales in the United Kingdom. The College is approximately 30 minutes from the centre of Cardiff, the Capital City of Wales and we have a good national and international transport network.

Air Links
Cardiff Wales Airport (CWL) is an international airport situated around 20 minutes drive from the College. The airport offers internal and international flights but please be aware that destinations can be limited and it can be more expensive to fly from Cardiff.

Bristol Airport (BRS) is around 90 minutes from the College and offers a range of internal and international flights.

Heathrow Airport (LHR) is approximately 3 hours from the College and is one of the UK's busiest international airports.
**Rail Links**
The College can be accessed via train to Bridgend Station (a 25 minute cab drive away from the College).

Llantwit Major has its own train station and the train at 22 minutes past the hour goes to Bridgend £2.20/£2/60 single/return and the train at 56 minutes past the hour goes to Cardiff and costs £5/£6.20 single/return.

Trains run from Bridgend Station and Cardiff Central to a number of destinations. London is approximately 2 hours and 15 minutes on the train from Cardiff.

Tickets can be booked online in advanced via thetrainline.com (which may be at a discount price depending on how in advance they are booked). Alternatively they can be bought from ticket machines or from the ticket booth in the foyer at stations.

You can even travel to Paris & Brussels in around 5 hrs 30 mins, via St Pancras in London.

[**National Rail**](#) and [**National Express**](#) websites provide further information about travel in the UK.

**Bus Service**
The 303 bus goes from the top gate at 50 mins past the hour towards Bridgend and 12 past the hour towards Llantwit Major. It costs £1.80 to travel from Llantwit Major to the College £1.80 (single).

[**Bus Timetable**](#)

**Taxis**
There are a number of taxi firms in operation in Llantwit Major and Bridgend. Please use a web search to find local companies. It is advisable to book in advance as taxis can be limited.

**Driving in the UK**
In the UK, people drive on the left hand side of the road. If you want to drive in the UK, you must have a valid driving license, either from Great Britain (GB) or from your home country. Depending on the country the license was issued you may need to apply for a GB license within 12 months of becoming a resident. The [government website](#) has a useful tool for helping you determine which license you require and when you need to apply for a UK license. It also provides guidance on [how to exchange your non-GB driving licence for a British one](#).

**Hiring a Car**
If you do not own a car, you can hire a car from a number of car rental agencies

Car rental agencies:
- [Enterprise Rent-a-Car](#)
- [Europcar](#)
- [Avis](#)

NB. If you are hiring a car and your licence is not written in Roman characters (e.g. it is in Chinese or Japanese) you may also need an International Driving Permit.

**Buying a Car**
If you want to buy a new or second hand car in the UK you need to:
- Have insurance (driving without it is illegal in the UK)
- Pay road tax
- Have an annual Ministry of Transport (MOT) test (for every car that is more than 3 years old)

**Fuel for Vehicles**
There are Esso fuel stations just outside St Athan and Cowbridge, but fuel is cheapest at the Tesco in Bridgend or Culverhouse Cross.

Electric and hybrid cars are available and there are many charging points in large fuel stations.

**Child Car Seats**
Whether you hire a car or buy your own you will have to make sure that you obtain the correct child/booster seat for your child and that it is correctly fitted. See the [government website](#) for more information about [Child Car Seats](#).
Salaries, Taxes and Pensions

Payment of Salary
Salaries are paid on the 26th day of the month directly into your bank account. You will already have received a New Starter Form which includes your bank details.

You can find information about the College pay scales on the HR pages of the intranet.

Pensions
The state pension is a regular payment people can claim when they get to state pension age. Most people build up some state pension, but the amount they get varies. It’s worth understanding how you build up state pension and how much income it will give you in later life. Most people take out pensions with their employer in addition to the state pensions which is known as a workplace pension.

Workplace Pension
Legislation requires the College to automatically enrol any eligible employees, who are not members of a qualifying pension arrangement, into a pension scheme. Eligibility for automatic membership is determined by age and earnings, but even if you do not meet the criteria, you can still ask to opt into membership of the pension scheme.

This legislation is part of a government initiative to encourage more people to save for their retirement through increased pension scheme membership across the whole country. The College is obliged under law, to put you into membership of a pension scheme if you meet the automatic enrolment criteria.

The main schemes operated by the College are:
- The Pensions Trust (TPT)
- NEST Scheme
- Teachers Pension Scheme

You are able to opt out of the Pension Scheme. Should you wish to do this, please contact hr@atlanticcollege.org. Please note that the College is not able to provide pensions advice and guidance by law.

UK Taxes
In the UK your pay is subject to two compulsory taxes; income tax and national insurance contributions. In addition, most goods and services carry Value Added Tax (VAT) which is 20% and is normally included in the cost of things you buy.
**Income Tax**
All workers in the UK must pay income tax. The amount you pay depends on how much you earn. Not all income is taxable and rates at which income tax are due, are subject to annual change. If you are employed your tax will be taken via PAYE (pay as you earn) and will be deducted each month from your gross salary. The government’s website has a [guide to tax](https://www.gov.uk/income-tax).

When you have income and capital gains from one country and are resident in another, you may have to pay tax in both countries under their different tax laws; this is known as double taxation. To help avoid being taxed twice the UK has negotiated double taxation agreements with many countries. (A list of countries with a double taxation agreement with the UK can be found on the [HMRC website](https://www.gov.uk/government/publications/double-taxation-agreements-with-foreign-countries)). Individuals from these countries must apply for the right to avoid double taxation. To claim relief from double taxation or claim a refund, please see the following [website](https://www.hmrc.gov.uk/tax/double-taxed.html).

The UK government offers certain tax benefits and credits depending on your working status see their website for more details.

**National Insurance (NI) and Obtaining an 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 is dependent on your earnings. As an employee, you will need to have a National Insurance (NI) number so that the UK tax authority, HM Revenue & Customs (HMRC), can record your Income Tax payments and National Insurance Contributions against your record.

You can only apply for an NI number when you are in the UK so you should apply for a NI number as soon as you arrive. To do this you can telephone [Job Centre Plus](https://www.gov.uk/guidance/jobcentre-plus-telephones), the government agency responsible, to arrange an appointment on 0800 141 2075. Lines are open Monday to Friday 8am to 6pm and are normally less busy before 9am.

The appointment will likely be at the [Job Centre in Neath](https://www.gov.uk/guidance/jobcentre-plus-centres-neath) which is right opposite the train station. If you do not have a car, you will need to take the train to Bridgend and then change to the train to Neath.

Jobcentre Plus will ask you to come to an ‘evidence of identity’ interview where you’ll be asked about your circumstances and why you need a National Insurance number. Your invitation to interview will also tell you which documents to bring to prove your identity, eg:

- passport/identity card
- residence permit or residence card including biometric immigration residency documents
- Full birth/adoption certificate
- Full marriage/civil partnership certificate
- driving licence
- Appointment letter from the College

What to expect at the ‘Evidence of identity’ interview?
The interview will usually be one-to-one (unless, for example, you need an interpreter). You will be asked questions about why you need a National Insurance number, your background and circumstances.
You will also have to prove your identity as outlined above. Take as many ‘identity documents’ (originals, not photocopies) as you can to your interview. If you don’t have any of these - or other - identity documents you still must go to the interview. The information you are able to provide might be enough to prove your identity.

During the interview a National Insurance number application form will be completed and you will be asked to sign it.

**What happens next?**
If you were asked to provide additional information you will need to do this by the agreed date. Jobcentre Plus will write and let you know whether your application was successful and what your National Insurance number is.

Keep the letter telling you what your National Insurance number is safe as it is a useful reminder of your number. However, the letter on its own cannot be used to prove your identity and you do not need it to apply for a job or before starting to work. It’s the National Insurance number itself that’s important.

The HMRC website provides more information about [what to expect from the interview](https://www.gov.uk/government/publications/evidence-of-identity-interview) and what happens next. Following this you should then receive your NI number and card in the post. Once you know your NI number, you should inform hr@atlanticcollege.org. Do not share your National Insurance number with anyone who does not need it as this might help someone to steal your identity.
Childcare and Education

Childcare for 0-5 year olds
Childcare for children under four years of age is not usually available free of charge in the UK. The range of cost of childcare varies considerably, but it is generally expensive. You should expect to pay at least £35 per child, per day. Childcare is typically available between 7am and 6pm on weekdays, and is not available on weekends, although term times will differ between providers.

Day Nurseries
Nurseries accept pre-school children from as young as three months but the exact age varies from nursery to nursery. A list of day nurseries is available from the Vale of Glamorgan Council website.

Child Minders
Child minders are people who look after children in their own home in return for payment. A list of registered child minders in the locality is available from the Council website.

School Education
Education is compulsory for children between the ages of 5-18 in the UK. While some families home-educate their children, the majority send their children to state schools (which are free), or to independent schools (which charge a fee).

There are four key stages in education:
- KS1 – 5-7 year olds (infant school)
- KS2 – 7-11 years olds (junior school)
- KS3 – 11-14 years olds (secondary school)
- KS4 – 14-16 years olds (secondary school)

After key stage four, children can either continue onto sixth form or college to undertake further education, or seek employment.

If you will be employed in the UK for a period of 12 months or more, then your children are required by law to attend school. The Local Education Authority will provide a place free of charge for them in a state school near you place of residence.

State Schools
State schools provide free school places to children aged between 5-16 years old. Places are usually prioritised to children living within the school catchment area.

NB: A catchment area is the list of streets surrounding each school, if you live within this area your child should get allocated a place at that school - please note that this is not automatic as it will depend on how subscribed the school is. However, parents do have the option to request places in schools out of their catchment area.

Independent Schools
There are some independent schools in the area and the surrounding region that charge a fee payable each term. The Independent Schools Council provides more information about independent schools.

Details of schools in the Vale and their locations are available on the Vale of Glamorgan Council website. Both primary and secondary schools are regularly inspected by Estyn, an independent body which regulates state schooling; the results of school inspections are published online.

Obtaining a School Place
You cannot pre-book a state school place before you have an address where you will be living. Once you have this you should contact the Vale of Glamorgan Council's School Admissions Team. There is an online process to apply for school admissions.

Please note that filling in an admissions form you are requesting a place for your child at a particular school, this does not mean your child is registered at the school.

School Times and Terms
Every school is different but usually a school day usually lasts between 9am and 3:30pm. The school year lasts from early September to late July and usually has three terms. Half way through each term there is usually a one or two week holiday; you should to speak to your allocated/selected school about such matters. You should also ask your school for information about:
- School meals
- Transport
- Learning English
- Bullying policies
Cost of Living in the UK

There are a number of key expenses that all UK residents can typically expect to pay detailed below.

Council Tax
Every household in England and Wales must pay council tax to cover the cost of public services such as rubbish and recycling collection, street lighting, libraries, police and fire services. Council tax is applied to all domestic properties including houses, bungalows, flats, maisonettes, mobile homes and houseboats whether they are owned or rented.

How much you pay will depend on the valuation band of the property you are living. You must let your local council know that you have moved in to a property, and how many people live there. (Individuals living on their own may be eligible for a single person discount.) There are a variety of ways to pay, including by monthly direct debit or at the post office.

Further information about rates of council tax and methods of payment is available on the Vale of Glamorgan Council website along with information about rubbish and recycling.

Utility Bills
In addition to accommodation and council tax, UK residents will also pay for some or all of the following:

• water
• gas and electricity
• household insurance
• TV licence
• broadband

You should check your tenancy agreement to see if any of these bills are included in your rent.

While some bills are fixed nationally, or by property type, others vary depending upon supplier and/or volume of usage which you as the customer chose.

Gas and Electricity
Many homes in the UK are heated by gas boilers (gas central heating) or by electric radiators. Due to the often unfavourable weather in Great Britain, heating or gas charges can be the largest utility bill after rent and council tax. The cost of gas and electricity in the UK varies from company to company. Gas and electricity companies are very competitive and you may be able to save a considerable amount of money by changing supplier. There are a number of websites which allow you to compare prices:

• uSwitch
• UKPower

The best deals are often ones which you pay monthly by direct debit, straight from your bank account. In most homes, the gas and electricity supply is measured through meters. You should ask your supplier whether they will supply a Smart Meter which sends readings directly to the supplier without the need for you to read the meters.

You should ask your landlord where the meters are if you cannot find them - you will need to read the meters when you move in and give your meter readings to your supplier so they can work out how much you owe. Depending on your chosen payment type you will need to provide your meter reading periodically to your supplier so they can bill you for your usage. (Often you can upload gas and electricity meter readings directly to the companies' websites if you register with them online. Otherwise someone from your supplier will come out to check your meter and they will require access).
**Groceries**

A wide range of grocery shopping options are available in the locality, including small shops, and large supermarkets.

A number of supermarkets are located in Llantwit Major, Cowbridge and Bridgend. Some will provide an option to shop online with home delivery for a small fee.

- Tesco
- Asda
- Lidl
- Aldi
- Filco
- Waitrose

**Bridgend**

Tesco or Asda Bridgend - large supermarket also selling clothes, electrical goods and homewares.

Lidl Bridgend - cheaper European supermarket with smaller selection of foods.

**Culverhouse Cross, Cardiff**

Aldi Culverhouse Cross - cheaper European supermarket

Tesco Culverhouse Cross - large supermarket also selling clothes, electrical goods and homewares. Bureau de Change

Marks and Spencer Culverhouse Cross - large upmarket supermarket, major clothing retailer, homewares

**Llantwit Major**

Co-op - nearest supermarket to college, small and more expensive than others but convenient for milk, bread, emergency shop

Butchers - [www.farmerspantry.co.uk](http://www.farmerspantry.co.uk)

Filco - the other nearest supermarket to college, small and more expensive than others but convenient for milk, bread, emergency shop

**Cowbridge**

Waitrose - upmarket supermarket but great selection and more "international" ingredients - especially spices and asian ingredients. Generally lots of offers on a regular basis. Not as expensive as people think. Always bump into colleagues there!

Strawberry Fields Greengrocers - great if you are trying to live with minimal plastic waste. They also do organic veg boxes and health food store classics

**Non Food Shopping**

St. David's, Cardiff is in the top 12 locations for shopping in UK. If you produce your staff ID, then you get 10% off at the Apple Store.

McArthur Glen Designer Outlet Mall Bridgend

Cowbridge has a range of small independent shops to browse.

**Household Essentials**

Argos, Ikea, Dunelm and Tesco are the shops that most new colleagues go to to get household essentials.

There are also two shops in Bridgend: Emmaus and BHF - they both stock donated furniture that you can buy at a reasonable price and the money paid will go to support either local homeless people or health research.

**TV Licences**

If you use a television in the UK, regardless of whether you brought it with you or purchased it in this country, you will be required by law to purchase a television licence to be able to watch it. The same law applies if you watch television programmes on your computer. More information can be found at: [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk)

**Telephone Lines and Broadband**

To set up an internet connection in most cases you need to have a working landline telephone connection. It can take up to two weeks to be connected to a telephone line. Landline telephones can also be obtained from a number of suppliers including some broadband suppliers and you may be able to have a package from one of them. Once connected, you may wish to choose a broadband internet provider and apply for their service. To see UK providers and their packages, visit: [Broadband](http://www.broadband.co.uk). (The availability of Broadband suppliers is dependent on where you live.)
Some houses on campus can access the college wifi but if you want fast reliable broadband at home, it is best to pay for your own. We found NowTV to be very affordable and reliable. There are many options for broadband + phone + tv packages but colleagues have advised that you do not use TalkTalk as the service is unreliable and the customer service is not helpful.

Insurance
It is advisable to insure your belongings against loss, theft, accidental damage and fire. If you are renting a property or buying a property with a mortgage, it is likely that a condition of the lease/mortgage is that you have both building and/or house contents insurance. It is therefore advisable to make a list of everything you bring to the UK for such insurance purposes. Insurance policies vary considerably therefore it is often worth obtaining several quotes and comparing prices before purchasing one. Price comparison websites are available including comparethemarket.com and gocompare.com.

Mobile Phones
You can purchase mobile phones from high street shops on arrival in the UK. There are a variety of contract types as well as a Pay As You Go (PAYG) SIM card such as a giffgaff PAYG Sim Only plan. Giffgaff is great as you can order a SIM to be delivered to the College and have a phone as soon as they are here.

An internet search of mobile phone shops and providers in the locality will bring up local mobile phone shops. Internet websites will be able to provide further information about tariffs and deals available.

Non-Essential Costs
Other expenses to consider might be going out and socialising. There are a large number of restaurants and eateries available. Depending on where you dine a meal for two can cost anything from £10 to over £100.

Smoking
The College is a Smoke Free Campus. This means that smoking is prohibited in all enclosed public spaces, places of work and College accommodation, including employee houses. No one is permitted to smoke within 500 metres of the College boundaries.

If you are socialising with others off campus, it is usual to ask “Do you mind if I smoke?” but do not be offended if you are asked not to.

Language and Communication
Each region of the UK has its own accent and dialect and South Wales is no exception. This may be quite different from the English you have learnt in your own country. Don’t be afraid to ask people to repeat or speak more slowly and don’t be offended if British people ask the same of you. Welsh people are proud of their friendly nature and visitors may find this most noticeable in the affectionate terms such as “Love”, “Honey” or “Darling” used in everyday conversation.

The Citizens Advice Bureau is a charitable organisation that provides a wide range of advice on aspects of life in the UK and is widely used by UK citizens to obtain advice on the law and other issues where they need practical advice.
Things To Do

Join Llantwit Hub on Facebook for local group news and local activities- Victorian Fayre day/ christmas light parade/ switch on / bonfire night celebrations.

Hikes
The college is on the coastal path so from the sea-front area you can walk along the coast to Llantwit Major in about an hour or in the other direction to the lighthouse at Nash Point in about 30 minutes. At Nash Point there is a little cafe with lots of maps for other walks in the area. On from the cafe there are 2 easily walked to pubs.

Gyms
A lot of colleagues go to Force Strength in Llandow though everyone does have free access to the gym on campus.

The Leisure Centre in Llantwit Major offers a free trial and is very affordable if you do not wish to work out alongside students.

Cinemas
- Cineworld
- Odeon Bridgend
- Chapter - more independent films

Theatre - Cardiff
- The Sherman Theatre
- Chapter Arts Centre
- Millenium Centre
- New Theatre

Beaches
Information on the nearest beaches can be found here. We often go to Southerndown for a nice walk and an ice cream.

Sports Clubs
Major Milers - local running group for all abilities- see Katherine Wood or Christine Mak for details (also on Facebook)

Music
Instrumental lessons are available for most instruments - just contact the Music Department . Employees and their children are also welcome to join the choir (Monday and Thursday evenings) and orchestra (Wednesday evenings).

There are lots of places for live music in Cardiff, some can be found here.

Things to Do with Kids - and Names of Colleagues who Can Help

Llantwit has a great Scout group with Beavers, Cubs and Scouts - Sam Willis or Victoria Bailey

Brownies and Guides meet on a Thursday evening in Wick - Katherine Wood

Horse Riding - Dimlands Riding School

Tennis - Llantwit Major has a tennis club - lessons and activities for all ages.

Llantwit Major Surf Lifeguards has a sandhopper group (age 5-7), nippers (7-12) Juniors (12-19) and masters team - Emily Godsell

Llantwit Rugby & Football teams- from small to adult, male & female- Emily Godsell

Llantwit Cricket Club - has sessions for children in the summer season (May- Sept)

Jump Jam - Indoor trampoline place in Bridgend that is great for a rainy day

Feel free to chat to any parents on site as most of us have links to all sorts of local clubs for kids from rugby to dance to horse riding and gymnastics.
Useful Apps

A lot of campus does not have phone signal, so having [whatsapp](https://www.whatsapp.com) on your phone can be helpful to keep in touch with people.

English is spoken everywhere and all road signs are in English and Welsh. If you wanted to learn a bit of Welsh before moving, [DuoLingo](https://duolingo.com) do offer a quick introduction to Welsh.

Library Services and Free Internet Access

You can join a local public library where you can borrow a large range of books including fiction and reference books. You can also use the internet, and find out about activities in the local area. It is free to join a library. To join a library you need to show 2 forms of identification:

- One document to prove who you are, such as a passport or bank card.
- Proof of your UK address with your name and address on.

See the [Vale of Glamorgan](https://www.gov.wales) website find details of your local library.

Places of Worship

There are a number of places of worship in South East Wales and information can be found on the internet but there are some options below:

**Local**

St Donats Church on campus Church in Wales (anglican)

**Llantwit Major**

- St Illtuds, Church Lane Llantwit - Church in Wales (anglican)
- Our Lady and St Illtud - Ham lane Llantwit - Catholic
- Bethel Baptist church, Commercial street in Llantwit
- Llantwit major Methodist church, Methodist Lane Llantwit Major.
- Kingdom hall of Jehovah’s Witness, Wesley Street Llantwit

**Cardiff**

- Cardiff Reform Synagogue, Moira Terrace, Cardiff
- Cardiff United Synagogue, Cyncoed Gardens, Cardiff
- Jalalia Mosque Machen Place Riverside Cardiff
- Shree Swaminarayan Hindu Temple , 4 Merches Pl, Cardiff

**Bridgend**

- Aberkenfig Mosque, 39 Dunraven St, Aberkenfig, Bridgend
Where to Eat Out Locally

Breakfast
- **Cobbles** do an amazing brunch
- Coast - cafe in Llantwit
- **The Penny Farthing** - Cowbridge

Lunch
- **The Penny Farthing**
  (good for traditional British “Sunday roast”)
There are plenty of options at the pubs and cafes in Llantwit and Cowbridge.

Dinner
- **Bar 44** Cowbridge - Spanish tapas restaurant and gin bar
- **Oscars**
- **The Marketplace**
- **The Bear Hotel**
- **The Bush Inn** - St Hillary
- **Jaipur** - Indian/Bangladeshi restaurant in Llantwit
- **The Yard** in Cowbridge for great pizzas and anti pasti

If you want to sample traditional British **Fish and Chips** we like Farnham’s in Boverton.

If you want a treat, [James Sommerin’s restaurant](#) in Penarth is a Michelin starred delight.

Pubs/Drinks
- **The Old Swan Inn** Llantwit Major - decent food but great bar for a beer.
- **The Plough and Harrow** - nice for a drink not great food.
- **The Horseshoe Inn** - this is the nearest pub to campus
- **Bar 44** Cowbridge - great cocktails and good selection of European and local beers on tap.
- **1 Town Hall Square** - Huge selection of beers and ciders
Partners and Spouses

Employment Opportunities
There are many career opportunities for partners/spouses in the locality due to the large private and public sector presence in the area and region.

Health and Medicine
With a number of NHS hospitals and several private hospitals and practices, there are many openings for those working within the medical profession to be able to transfer and continue their careers. Most jobs are advertised on the NHS job website.

Professional Services and Business
The locality is home to a number of large organisations which provide many professional opportunities, including major employers such as Admiral Insurance, British Gas, Aston Martin, British Airways, GE Aircraft Engines, Royal Mint, Dow Corning, Panasonic and many more.

Civil Service / Local Authorities
The two neighbouring local authorities are the Vale of Glamorgan Council and Bridgend County Borough Council. There are numerous employment opportunities in local government in both areas. You can search for current vacancies in these authorities by clicking on the links above. Cardiff Council is one of the largest employers in South East Wales and you can access jobs at the Council here. Civil Service and Welsh Government vacancies can be viewed by clicking on the links above.

Education
The area is home to a number of schools, colleges and Universities and jobs can be found by searching the relevant websites

- Cardiff University
- Bridgend College
- Cardiff and Vale College
- Cardiff Metropolitan University
- Swansea University

You will find a number of job vacancies in the area through online searches of employment agencies and job sites below:

- Reed
- Total Jobs
- Monster
- jobs.ac.uk
- Indeed.co.uk

The local Council website also provides information for jobseekers.

Voluntary Work
Voluntary work can be a great way to learn new skills, gain experience for your CV and be involved in something worthwhile in the local community. There is a range of volunteering opportunities at all skills levels in the locality. You can find out more information about volunteering in the Vale here. In addition, the College is building a College Volunteer Programme and you can register your interest by emailing hr@atlanticcollege.org

Please note that if you are in the UK on a visitor Visa, you will not be able to do voluntary work because ‘working’ means paid or unpaid work.

English Language Courses
The locality offers a wide range of English language courses for those wishing to improve their English and obtain an English language proficiency qualification. Information can be found here for classes in the Vale and here for Bridgend.
Public Services in the Locality

Registering with the Police
You may need to register with the police on arrival to the UK as part of your Visa conditions depending on which country you are coming from. This requirement can be found on your entry clearance Visa, which is in your passport. You must register within seven days of arrival in the UK or within seven days of your Visa being granted by the UK Visa and Immigration (UKVI) (if already in the UK).

To register you will need to take the following to your nearest police station:
• your passport
• two passport sized photographs
• the appropriate registration fee
• a completed ‘Foreign National Registration’ form

Foreign National Registration Forms can be downloaded from the South Wales police website where you will also find more information about the registration process, frequently asked questions and your nearest police station and opening hours.

Safety and Security
St Donat’s and the Vale of Glamorgan are renowned for friendly residents but is sensible to take precautions and to avoid crimes and prevent accidents. Further information about personal safety is available on the South Wales Police website.

Emergency Services
The ambulance, fire and police services are all available 24 hours a day. You can contact the emergency services by telephoning 999 and asking for the service you need.
If you are not sure which emergency service you require, explain your situation to the operator and they will arrange the help you need. **You should only telephone 999 if the situation is life threatening or there is a serious risk to you or someone else.**

Ambulance Service
Immediate medical care is available by dialling 999 and requesting an ambulance. **This service is only to be in life-threatening circumstances.** There are two Accident and Emergency departments in the locality from which the ambulance service operates - University Hospital of Wales, Cardiff and the Princess of Wales, Bridgend.

South Wales Fire and Rescue
The Fire & Rescue Service attends all types of fires, including those at homes, and incidents such as road traffic collisions or those where people may be trapped or stranded. If you are in a building which is on fire, you should first leave the building and then call 999. Wait for the Fire Service to arrive and do not return to the building to collect any personal items.

Police
The police in the UK work to prevent crime and keep people safe. There are two main types of UK police officers:
• Police Officers, who have the power to make arrests
• Police Community Support Officers (PCSOs), who work as a link between people living in the locality and the Police

You can contact the Police in an emergency by dialling 999. If you want to report something to the Police that is not an emergency, you should telephone the Police on 101.

This is a confidential 24-hour number that you can use to get advice and information if you are having problems with any of the following:
• vandalism and graffiti
• noise nuisance
• threatening and abusive behaviour
• abandoned vehicles
• dumping and fly tipping
• drunk and rowdy groups
• drug related anti-social behaviour
• broken street lighting

If you want to report a crime without giving your name to the Police, you can call Crimestoppers on 0800 555 1111.

Support for Victims of Crime
If you have been the victim of a crime and you would like to talk to someone other than the Police about it, you can contact Victim Support on 0114 275 8411.
Rights and Responsibilities Whilst in the UK

During your stay here, you have the right to:

- be treated fairly and lawfully regardless of your race, gender, age, religion, sexual orientation or any disability; and
- practise your own religion - similarly, you are expected to show respect for people of other faiths.

It is your responsibility to:

- obey the law;
- care for your children (for example, children under the age of 16 must always be supervised by an adult, and they must go to school if they are aged between five and 16); and
- report to the police, if you are required to do so.

Legal Matters
Many laws in the UK are based on common sense and will be the same as in your home country. For example, theft, and assault are clearly not permitted. However, some laws may not seem very obvious to you, and will be different from those you are used to. Please be aware that the following scenarios are illegal:

- Cycling on the pavement
- An under eighteen year old buying tobacco and alcohol
- Smoking in bars, cafes, clubs, restaurants, on public transport, within most public buildings and all University buildings.
- Carrying or using any illegal drugs including cannabis, ecstasy, LSD, amphetamines, or mephedrone.
- Carrying any sort of weapon including knives, self-defence CS gas sprays, guns or stun guns/
- Falsely reporting the theft of property
- Buying property you think is stolen
- Offering bribes
- Driving a car without insurance or a valid MOT

Useful Forms
These can be found on the College Intranet

Useful Telephone Numbers
Campus reception/security: 01446 799 000
Emergency Police/Ambulance/Fire/Coastguard - 999
Non-emergency police - 101
Non-emergency medical advice - 0845 46 47 or 111

Taxi:
Andy Cars - 01446 796777
Dragon Taxis (Bridgend) - 01656 655766
Flightlink Wales - 01446 782500
**Other Services**

**Postal Service**
You can mail things from reception at the College which is very convenient. All parcels are delivered to reception too. Letters will either come through your door on campus or to the shelves by the common room.

There are Post Offices in Llantwit Major and in Wick

**Facilities on Campus**

**Swimming Pools**
Opening times vary and there must be a minimum of 3 adults at all times. There is a swimming [facebook group](#). The [Atlantic Outdoors](#) Team can give advice.

**Gym**
Opening times: Monday - Sunday 6:00 - 22:00. You will need your swipe card to swipe in to the gym and there needs to be 2 people in the gym at any time. There is a facebook group for gym buddies too

**Meals**
Served in the dining hall in the castle as follows:

- Breakfast: 07:15 - 07:50
- Lunch: Monday - Friday 12:15 - 13:45
- (12:00 - 13:00 summer holidays)
- Supper: 17:45 - 19:00
- Brunch is available on the weekend

All employees are allowed one free meal a day at the College. If you wish to bring a guest(s) to the Dining Hall, you will be required to sign for them and the cost of their meal(s) will be deducted from your salary.

**Nursery**
There is a [nursery](#) on site for children aged 2.5 - 5 years old.

**Veterinary Services**
Britain is a nation of animal lovers. There are a number of veterinary practices in the locality - please use an internet search to find a suitable vet or ask your colleagues who they would recommend to take care of your furry friends.

**Getting Connected**
WiFi Code for Atlantic College

- **Employees** - click on AC BOYD and enter user name and password
- **Partners / Children / Visitors** - click on AC Guest and enter password UKNOM-QKZMJ (please note that the guest passwords change frequently)

**Welcome!**
If there is anything that we have missed, please let us know at [hr@atlanticcollege.org](mailto:hr@atlanticcollege.org) or come and visit us in HR so that we can review your feedback.