

International support pack

Making the decision to relocate to the UK and work in a University can be daunting, with many things to consider for both yourself and your family. This support pack has been put together to provide guidance on living in the UK and the support networks available at Cranfield University. The guidance includes areas such as: healthcare; banking, tax; state benefits; travel; education/schooling and Cranfield University's support network.

Healthcare in the UK

The National Health Service (NHS) was set up in the UK in 1948 and is now the largest organisation in Europe.

All visitors to the UK are entitled to some treatment from the NHS and any dependants of an international member of staff (husband, wife or children aged up to 16, or up to 19 if in full time education) is entitled to free treatment on the NHS provided:

- They have a passport stamp which confirms they are in the UK as the dependant of that member of international staff.
- They arrived in the UK at the same time as, or shortly after, the member of staff.
- The UK is their main home.

Registering with a doctor

You are encouraged to register with a medical practice as soon as possible and as close to the address at which you intend to live.

On campus we have a Medical Centre which serves those living on campus and in certain areas of Cranfield, Wharley End, Moulsoe, North Crawley, Newport Pagnell and Astwood. Further information on the Medical Centre is available at:

<http://www.nhs.uk/Services/gp/Overview/DefaultView.aspx?id=36162>

Or [email: medicalcentre@cranfield.ac.uk](mailto:medicalcentre@cranfield.ac.uk)

Other local surgeries include:

Cranfield and Marston Surgery, 137 High Street, Cranfield, MK43 0HZ Tel: 01234 750234
Cranfield and Marston Surgery, 59 Bedford Road, Marston Moretaine, MK43 0LA Tel: 01234 766551
Kingfisher Surgery, Elthorne Way, Newport Pagnell, MK16 0JR. Tel: 01908 618265
Newport Pagnell Medical Centre, Queen Avenue, Newport Pagnell, MK16 8QT Tel: 01908 611767
The Village Medical Centre, Kingswood Way, Great Denham, Bedford, MK40 4GH Tel: 01234 244000
Wootton Vale Healthy Living Centre, Fields Road Wootton, Bedford MK43 9JJ

For more information about registering with a doctor, please go to:
<http://www.nhs.uk/chq/pages/1095.aspx?categoryid=68&subcategoryId=158>

Registering with a dentist

For more information about registering with a NHS Dentist, please go to:
<http://www.nhs.uk/NHSEngland/AboutNHSservices/dentists/Pages/find-an-NHS-dentist.aspx>

In the area local to Cranfield we have two dentists surgeries:

University Dental Practice 1a College Road, Wharley End, Cranfield, MK43 0ST T: 01234 751695 Open: Monday-Thursday - 08.30-17.15 Closed for lunch between 13.00-14.00
Cranfield Dental Practice 192 High Street, Cranfield T: 01234 752515 Open: Monday-Friday - 09.00-17.00

Local Hospitals

Hospitals in the local area include:

Bedford General Hospital South Wing, Kempston Road, Bedford Tel: 01234 355122 W: http://www.bedfordhospital.nhs.uk
Milton Keynes General Hospital Standing Way, Eaglestone, Milton Keynes Tel: 01908 660033 W: http://www.mkgeneral.nhs.uk/

Smoking

On the 1 July 2007 Cranfield University, along with the rest of England, went smoke free. Cranfield University's smoking policy has been revised to reflect the new smoke free legislation which makes it a criminal offence to smoke or permit smoking in enclosed places and workplaces.

Smoking is, therefore, prohibited in all University buildings, University owned vehicles and within three metres of any University building.

Banking and taxation in the UK

Banking

You are advised to open a UK bank account as soon as possible if you do not already have one. You can do this at any one of the UK banks in nearby towns such as Bedford, Milton Keynes or Luton.

You should be eligible for a basic bank account with a number of banks. They will require identification including your passport, staff ID and proof of your accommodation in the UK (you will be able to get a letter from Human Resources to confirm these details for the bank).

You may be able to gain access to your home bank account through cash dispensers in the UK if your card from home carries a sign such as 'Cirrus' or 'Maestro'. You can also open a bank account at a building society or at the Post Office (Girobank).

Banks are normally open between 09.30 and 16.30, Monday to Friday and some now open on a Saturday. Building Societies also open on Saturday mornings. You are recommended to visit a range to see which can offer the best service.

Tax

Whilst working in the UK your salary will be subject to income tax. This is deducted directly from your salary and is called 'Pay As You Earn' (PAYE). If you require more information on this you may find the following web sites useful www.hmrc.gov.uk and www.adviceguide.org.uk

National Insurance

You will be required to pay National Insurance while working in the UK. This will be deducted directly from your salary. You will be required to apply for a National Insurance Number and we will provide you with a form to complete on your first day. You will then be entitled to use the National Health Service (NHS).

Council Tax

Council Tax is set by local government authorities to help pay for the services they provide. It is based on the value of the house at where you live, with a personal element which takes into account the number and status of people resident in the property.

Please note on official documents you may need to decide how you would like your name to be used. Make sure that, as far as possible, it is shown in the same way on all official documents.

In the UK it is very important to specify the day and month as well as the year of your birth. Make sure it is the same on all official documents. We write this in day/month/year order.

State benefits

As a UK tax payer, you may be entitled to some of the following benefits:

- Child Benefit/Family Allowance—please go to www.hmrc.gov.uk/childbenefit for more information.
- Working Tax Credits and Child Tax Credits—please go to www.dwp.gov.uk or www.adviceguide.org.uk for more information

Travel

Due to the rural location of Cranfield University, we strongly advise you to hire/buy a bicycle or car once here to enable you to get about with ease, although there is public transport running from campus.

Driving

If you intend to drive in the UK you may need to investigate how to obtain a UK driving licence if you live outside the EU. The following website <https://www.gov.uk/browse/driving> will provide you with advice on driving in the UK as a visitor or new resident.

Public Transport

For more information on transport links to and from the Cranfield campus and Shrivenham site please go to:

<http://www.cranfield.ac.uk/about/locations-and-contacts/campuses/>

Education/schools

Cranfield provides a close community for families and we have close links with local schools.

Pre-School

At Cranfield we have two pre-school groups on campus providing the highest standard of pre-school education:

- [Cranfield University Pre-School](#). It is open each weekday during term-time and sessions are from 08:50 until 12:00. The group also offers extended care from 12:00 to 15:00, when demand justifies the provision of the service. All children share access to a secure enclosed outdoor play area. The pre-school serves the community within the Cranfield University campus, offering places to children of students and staff.

- [Cherry Tree Workplace Nursery](#) (managed by Child Base) has full and part-time places for children aged six weeks to five years.

If you would like more information about the education system in the UK, please go to www.adviceguide.org.uk and click on the 'education' link.

Schools around Cranfield

Children aged 4+ to 9 years old can attend [Cranfield Lower School](#) in Cranfield village. The teachers here are familiar with international children arriving each year and help them integrate quickly into the life of the School. In the UK, children are not obliged by law to attend school until they are five years old.

[Holywell Middle School](#) in Cranfield village takes pupils aged 9 to 13 years. The school welcomes children of visiting students and is used to catering for a mixture of nationalities

Students aged 13 to 19 years attend [Wootton Upper School](#), which has some 1200 pupils. The village of Wootton lies five miles from the campus, on the way to Bedford. School buses operate between the campus and all three schools.

Education at these state schools is free, but there are also a number of Public Schools (fee paying) in the Bedford and Milton Keynes areas.

Click here for more information about education in [Bedfordshire](#) or [Buckinghamshire](#).

Support network at Cranfield University

A support network, made up of current members of staff from key nationalities, operates for all new employees from overseas.

Should you have any questions, anxieties or just need someone to say hello to during your first few days, weeks or months at Cranfield University we will ensure there is someone available to support you. Before you arrive in the UK you will be given the name and email address of a current member of staff of the same nationality as you who you can contact for advice and support.

General Issues - living in the UK

Climate and clothing

During autumn and winter (October to March) the weather is generally cold and often wet. Spring and summer (April to September) are warmer. Daylight hours vary from a minimum of 8 in winter to 17 in the summer. Make sure you have appropriate clothes for cold, wet weather. You may find it cheaper to buy them in the UK when you arrive.

Adjusting to living in the UK

Adjusting to life in the UK may be difficult due to different customs and cultures, we suggest you have a read of UKCOSA's guidance notes on [culture shock](#), which will provide advice and describe what you may experience.

Voltage

Before packing electrical equipment, make sure it is compatible with UK standards: 240 volts, 50 cycles (50Hz), three-pin (square-pin) plugs. You may need an adaptor and perhaps a voltage converter – or you may prefer to buy electrical items after you arrive in the UK.

Citizens Advice Bureau (CAB)

The Citizens Advice service helps people resolve their legal, money and other problems by providing free, independent and confidential advice, and by influencing policymakers.

Advice is available face-to-face and by telephone. Some also provide email advice. Their advice helps people resolve their debt, benefits, housing, legal, discrimination, employment, immigration, consumer and other problems and is available to everyone regardless of race, gender, sexuality, age, nationality, disability or religion. For more information please visit their website www.citizensadvice.org.uk/

Religion

There are many faiths in Britain for you to consider and explore: we only advise that you think very carefully and come to no decisions in the early weeks of your stay.

Local places of worship, listed here according to faith

<p><u>Baptist</u> Cranfield Baptist Church Steve Lloyd, 10 Crane Way, Cranfield Tel. 01234 751495 Sunday services at 10.45 with Sunday School. Transport provided: please telephone 01234 751495. http://www.cranfieldbaptist.org/</p>	<p>Wootton Baptist Church Mr Rob Stanton Tel. 01234 766293 Sunday services at 10.30 and 18.00. Sunday School in the morning. Transport is provided at 10.00 a.m. from the campus and in the evening by arrangement. Please telephone for further details. http://www.woottonbaptistchurch.org.uk/</p>
<p><u>Buddhism</u> There is a Buddhist Temple and Peace Pagoda in the park at Willen Lake, Milton Keynes. For further information, please telephone 01908 663652. Visitors welcomed.</p>	
<p><u>Chinese Church of Milton Keynes</u> Pastor: Dr. Fred Gan Tel. 01908 678057 Services in Cantonese and Mandarin on Sundays at 14.30 at Christ's Church, Stantonbury Campus, Milton Keynes, and many other activities. http://www.mkccc.org.uk/</p>	<p>Calvary Chinese Christian Church Contact : Mr Samuel Wong Tel: 01908 397540 http://www.calvaryccc.org.uk/</p>
<p><u>Church of England</u> St Peter and St Paul, Cranfield Rector: Reverend Hugh Symes-Thompson The Rectory, Court Road, Cranfield Tel. 01234 750214 Sunday services at 10.30 and other times, children's groups and home groups meeting regularly. http://www.cranfieldchurches.org.uk/cofe.html</p>	<p>St Firmin, North Crawley Tel. 01908 610521 Services every Sunday at 09.30. http://www.achurchnearyou.com/north-crawley-st-firmin/</p>
<p><u>Christian</u> Prayer meeting A group meets regularly on campus on Thursday lunchtimes. Please contact Dawn Rigby on dawn.rigby@cranfield.ac.uk Christian Union at Cranfield University Contact: Solomon Alagbe Email: cranfield.cu@gmail.com</p>	<p>Christian Fellowship at Cranfield University Bible Study - Monday lunchtime Contact: Dr Ip-Shing Fan Extn 5651 / 8385 Email: i.s.fan@cranfield.ac.uk</p>

<p><u>Ecumenical</u></p> <p>The University Chapel is an ecumenical room located in Building 33 just above the Social Club on the Cranfield campus.</p> <p>Bunyan Meeting Free Church Mill Street, Bedford Tel. 01234 213722 Founded in 1650 and John Bunyan was Minister of this Church 1671-1688.</p>	<p>The Church of Christ the Cornerstone 700 Saxon Gate, Central Milton Keynes Tel. 01908 237777 The first city centre ecumenical church in the UK. Shop and café in the reception area.</p>
<p><u>Greek Orthodox Community</u></p> <p>London Road Stony Stratford Milton Keynes MK11 1JA www.greek-orthodox-community-mk.org</p>	
<p><u>Islam</u></p> <p>There is a Mosque on the Cranfield campus, just near Building 114. Friday and daily prayer. Qur'an study, Eid and Ramadan observation. Sport activities</p>	
<p><u>Judaism</u></p> <p>Milton Keynes & District Reform Synagogue www.mkdrs.org.uk</p>	
<p><u>Methodist</u></p> <p>Cranfield Methodist Church Rev. Rachel Larkinson, Wesley House, 2a Offa Road, Bedford Tel. 01234 354329</p>	<p>Sunday services 10.00 with Sunday School. Groups meet regularly during the week. For information on Sunday School please contact Miss Margaret Saunders, tel. 01234 751825. http://www.cranfieldchurches.org.uk/methodist.html</p>
<p><u>Pentecostal</u></p> <p>Holding Forth the Word Sunday morning services in the University Chapel. www.holdingforth.com</p>	<p>Cranfield Pentecostal Assembly Contact: Dr Sola Adesola Tel: 07967505223 Email: admin@cranfieldpentecostal.org Website: http://www.cranfieldpentecostal.co.uk/</p>
<p><u>Religious Society of Friends (Quakers)</u></p> <p>Friends Meeting House 5 Lansdowne Road, Bedford Tel. 01234 355789</p>	<p>The Quaker Centre Oakley Gardens, Downhead Park, Milton Keynes Tel. 01908 604673</p>
<p><u>Roman Catholic</u></p> <p>There is a Mass or Eucharistic Service on Sundays at 18.00 in the University Chapel</p>	<p>St Mary's Church Aspley Hill Woburn Sands Tel. 01908 583195 Email: stmarys.church@zen.co.uk Father Ken Bowen will be pleased to welcome you.</p>
<p><u>Seventh Day Adventists</u></p> <p>Seventh Day Adventists Church 73 Bromham Road, Bedford Tel. 01234 365485</p>	
<p><u>Sikh</u></p> <p>Guru Nanak Gurdwara 84 Ford End Road, Bedford</p>	

If members of a religious group or other organisation should approach you or come to your door, please be cautious: make certain who they are. You are under no obligation to invite them into your home. A polite refusal does not offend.

Clubs and societies

Socialising is an important part of life here at Cranfield and the wide range of cultural, recreational and sporting societies they will provide you with the ideal opportunity to have some fun.

We have a new purpose-built sports hall and outdoor courts and pitches available throughout the year and the on-site Fitness Centre contains an extensive range of cardiovascular and resistance machinery with great staff membership rates.