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Welcome

Welcome to St. Andrews! If you have not visited this part of Scotland before, you can find information about the town and its environs at http://www.st-andrews.ac.uk/about/visiting/. St Andrews is part of the county called Fife. There is a council that runs the area called Fife Council.

This Handbook contains essential information for staff members in the School of Physics and Astronomy (http://www.st-andrews.ac.uk/physics/). Of course, the School’s Handbook is by no means the only source of information regarding St Andrews and the University. We recommend that you explore and familiarise yourself with the University’s pages for Staff, found at http://www.st-andrews.ac.uk/staff/.

All new staff will be invited to a Staff Induction Session during their first semester. Please follow this link and select the appropriate category for more information and links to help you in your move to St Andrews. http://www.st-andrews.ac.uk/staff/ppd/universitynewstaffinduction/.

Useful Contacts

Contacts are given as extensions only. If you are calling from outside the University, dial 01334-46- then the number you wish to dial. If you are using a phone within the department, dial 9 first and then the number you wish to call.

A staff directory can be found online: www.st-andrews.ac.uk/contacts.

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<tr>
<th>Contact</th>
<th>Phone</th>
<th>Email/Web</th>
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<tbody>
<tr>
<td>Police</td>
<td>(9) 999 (emergencies)</td>
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<td></td>
<td>(9) 101 (non-emergencies)</td>
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<tr>
<td>NHS 24</td>
<td>(9) 111</td>
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<td>University Switchboard</td>
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SUPA

The School is a member of the Scottish Universities Physics Alliance – SUPA. SUPA is an alliance of the physics departments at the 8 Scottish universities: University of Aberdeen, University of Dundee, University of Edinburgh, University of Glasgow, Heriot Watt University, University of St Andrews, University of Strathclyde and University of the West of Scotland. It is supported by the Scottish Funding Council. All staff in the School are members of SUPA. When publishing you should be sure to include SUPA in the address details; “SUPA, School of Physics and Astronomy, University of St. Andrews, St. Andrews KY16 9SS, United Kingdom”

Office Accommodation

Prior to your arrival it’s likely that the Building Manager will have identified a desk for you in agreement with your line manager. Staff are expected to vacate their desks promptly once their contract is completed.

Building Access

Keys
On arrival new staff members should see Derek Milroy (room 232) to obtain a key which grants access to offices and labs. A £10 deposit must be paid to Poppy Nicholson (room 210) before seeing Derek for the key. This deposit will be returned when you return the key at the end of your time in the School.

ID card access
Your University ID card is used for the building’s swipe card access system. To have this access activated on your card please take it to either Dimali Vithanage in room 211 or Derek Milroy in room 232.

Printing, Photocopying & Scanning

Shared multi-functional devices are available in various locations around the School. You can simply log into the machine using your ID card and access its facilities. All staff in the School of Physics and Astronomy are set to ‘tracking’ which simply means the School’s administration has approved your unlimited use of the machine and will pay for all costs. Please use the facility responsibly and think before printing. Usage is checked quarterly and any misuse may result in the removal of this privilege. If you require bulk photocopying, typesetting, poster-printing etc., please use the facilities provided by the Print & Design Unit (http://www.st-andrews.ac.uk/printanddesign/).

Stationery and Office Supplies

The Stores maintains a regular supply of commonly used stationery items. If the item required is not in stock, it can be ordered for you. Expensive items or bulk orders of stationery will be
charged to class grants or research budgets. Queries regarding stationery should be directed to the Storeman, Scott Johnston (saj3@st-andrews.ac.uk).

**Mailboxes/ Postage/Mail/Parcels**

Mailboxes for the Head of School, Building Manager, Secretaries, Finance and academic staff are situated beside the Secretaries Office on level 2 and mailboxes for research and technical members of staff are located close to the Stores on level 1. Mailboxes for retired and honorary staff may be found either up or down stairs. Also there you will find mailboxes for postgraduate students and visiting scholars. Incoming mail and internal University correspondence will be placed in these boxes; items which require a signature will be held in The Stores or the Secretaries Office until you are able to collect them.

We receive a delivery of mail twice a day and this is distributed to mailboxes by the janitorial team. Outgoing mail for work purposes can be placed in the appropriate ‘internal mail’ or ‘external mail’ tray located in the Secretaries Office or taken to the Janitors Office. Personal mail should not be sent from the School. All external mail is sent second class. The outgoing mail is sorted at around 3.45 pm. Any mail put in the tray after this time will be collected the following day. Packages or larger items requiring to be sent by courier should be discussed with Scott Johnston in the Stores. Please ensure there is a return address on your parcels.

**School Administration**

The School’s administration team is based within 2 offices in the north corridor on level 2.

Situated in the Secretaries Office (room 211) are:
Senior Secretary and PA to Head of School: Lesley Aitken (tel: 3100, email: lma1@st-andrews.ac.uk).
Secretary (Teaching): Linda Cousins (tel: 3111, email ljc21@st-andrews.ac.uk).
Secretary (Research): Dimali Vithanage (tel: 1682, email da16@st-andrews.ac.uk).

Opening hours: Monday to Friday 0845 – 1300 and 1330 – 1700.

Situated in room 210 is Finance Assistant, Poppy Nicholson, (tel: 3103, email pkwm@st-andrews.ac.uk). Poppy’s hours of work are Tuesday to Friday 0830 – 1300 and 1400 – 1645.

**Finance**

The School’s Director of Finance is Dr Paul Cruickshank (email: pasc@st-andrews.ac.uk).

Finance Assistant, Poppy Nicholson is responsible for the School’s general day-to-day input to the University’s accounts systems and processes and will be happy to offer advice or help with a variety of finance-related questions that might arise.

PIs should discuss with their research staff and students the procedures and appropriate accounts for payment of expenses or purchasing items required for their work.
The purchase of items should be done via the Stores. You will have to complete an Order Request form (available at [http://www.st-andrews.ac.uk/physics/staff_students](http://www.st-andrews.ac.uk/physics/staff_students)) and, where applicable, have it authorised by your PI or head of cost centre before taking it to the Stores. Advice on this can be sought from the Storeman, Scott Johnston ([saj3@st-andrews.ac.uk](mailto:saj3@st-andrews.ac.uk)). University Credit cards are only available for academic staff. To apply for a credit card go to: [http://www.st-andrews.ac.uk/staff/money/corporatecards/](http://www.st-andrews.ac.uk/staff/money/corporatecards/).

**Reimbursement of Expenses**

All claims must conform to the University’s Financial Regulations and be supported by receipts (see [http://www.st-andrews.ac.uk/staff/policy/hr/stafftravelsubsistenceandexpensespolicy/](http://www.st-andrews.ac.uk/staff/policy/hr/stafftravelsubsistenceandexpensespolicy/) for details). To re-claim any expenses you have to do this on the ‘self-service’ dashboard, see [https://selfservice.st-andrews.ac.uk/dashboard/](https://selfservice.st-andrews.ac.uk/dashboard/).

**Fax Machine**

The Secretaries Office does still have a fax machine. Anyone requiring to send a fax for work purposes can hand their fax into the Office. If your fax has a deadline, please inform the person to whom you hand the fax. Anyone receiving a fax will be notified by email.

**Room Bookings**

The School has several rooms that can be used for teaching activities and research meetings. These must be booked in advance and requests should be sent by email to Lesley ([lma1@st-andrews.ac.uk](mailto:lma1@st-andrews.ac.uk)), Linda ([ljc21@st-andrews.ac.uk](mailto:ljc21@st-andrews.ac.uk)) or Dimali ([da16@st-andrews.ac.uk](mailto:da16@st-andrews.ac.uk)) in the Secretaries Office. Please try to give plenty notice, particularly during teaching times. The University’s online web timetable resource is very useful for checking room availability. This is accessed at: [http://www.st-andrews.ac.uk/webtt/](http://www.st-andrews.ac.uk/webtt/).

**Building and Safety Manager**

The School’s Building Manager is Derek Milroy (ext: 3198, email [dm219@st-andrews.ac.uk](mailto:dm219@st-andrews.ac.uk)). Please report to Derek any maintenance/repair issues; if necessary, it will then be reported to Estates. Further details and the safety handbook are discussed in the ‘Health and Safety’ section on page 9.

**Technical Support**

The School currently employs several technicians to provide comprehensive support for a wide range of activities in research, teaching, safety, purchasing, minor works and equipment loans.

Building, Safety and Technical Manager, Derek Milroy (tel: 3198, e-mail: [dm219@st-andrews.ac.uk](mailto:dm219@st-andrews.ac.uk)), implements School policy for technical support operations.
Mechanical Workshop

The Workshop is open 8.30am – 5.00pm Monday to Thursday and 8.30am to 3.30pm on Friday. Our team of Engineers can assist with the design and manufacture of parts required, repairs and alterations, welding etc., in our well-equipped workshop, which includes a CNC milling machine and a CNC wire eroding machine. The workshop is located on level 1, by the Loading Bay. Please contact David Steven (tel: 3191, e-mail: ds40@st-andrews.ac.uk).

Electronic Workshop

The Electronics team are located room 170 and offer design, manufacture and repair services. They also keep a stock of every day components and are available for general advice. Please contact Mark Ross or Chris Booth (tel: 3077, e-mail: mr15@st-andrews.ac.uk and cgb@st-andrews.ac.uk).

Clean Room

The School has two clean room facilities and these are supported by a dedicated technical team who are located in room 167. The team oversee the induction process, equipment maintenance, environment control etc. Please contact Callum Smith (tel: 3178, e-mail: cjs30@st-andrews.ac.uk).

Teaching Labs and Lecture Theatres

The technical team cover all teaching labs, lecture theatres and tutorial rooms in the School, for equipment set-up, maintenance and repairs and are available for general advice. Please contact Paul Donaldson or Mark Clifford (tel: 3148, e-mail: ptd@st-andrews.ac.uk and mac5@st-andrews.ac.uk).

IT

IT issues are generally dealt with by the University’s IT Services Helpdesk. However, the School has 2 Scientific Officers who can assist with local scientific computing issues. Please contact Aly Gillies (tel: 3179, e-mail: adg1@st-andrews.ac.uk) or Ian Taylor (tel: 3141, email: iat@st-andrews.ac.uk).

Library

The school hosts the J F Allen Library, which contains most of the University Library collections on Physics, Astronomy, Mathematics and Computer Science. The School’s library representative is Dr Charles Bailey (crb6@st-andrews.ac.uk). The library contains paper copies of some journals. The University has access to many journals online as noted in the library catalogue which can be found online at http://www.st-andrews.ac.uk/library/. Authentication will be required, either via single-sign-on or being on the University network. If you need access to journal articles to which the university does not have a subscription, it is normally possible to access these via inter-library loans.
Staff Common Room

The Staff Common Room is available for the use of all staff and postgraduate students. There is a morning and afternoon coffee/tea service at the following times:

10.45 – 11.30am
15.45 – 16.30pm

During these times fresh brewed tea and coffee and a selection of biscuits are available for purchase. Prices are extremely reasonable and are advertised in the common room. Please do be aware that the paper cups, milk and sugar are only free when purchasing a hot drink and should not be taken without payment. A coffee vending machine is available outside these hours.

Facilities available for use within the common room are a coffee machine, water boiler, cold water dispenser and microwave oven. Everyone is responsible for keeping the microwave, in particular, clean and tidy so please be considerate to others. The fridge is not for general use and individuals must not leave items in there.

Health and Safety

The School has a Safety booklet that describes the local policies in regard to health and safety matters, available to download in the Safety information section of the School’s webpages at http://www.st-andrews.ac.uk/physics/safety/index.php. You are responsible for complying with the information about safety that is given in these documents.

Notices are posted throughout the School indicating who the current First Aiders are and how to contact them; notices are also displayed detailing your exit routes and assembly points in the event of fire; it is expected that you will familiarise yourself with this information on arrival. Any hazards or safety-related incidents should be reported to the School Building, Safety and Technical Manager (Derek Milroy) or the School Office immediately. You are reminded that the misuse of any Safety, Fire or First Aid equipment will result in disciplinary action.

Wellbeing

The University is keen to promote a healthy and supportive working environment for its staff and students and there are numerous initiatives and support mechanisms available.

https://www.st-andrews.ac.uk/staff/wellbeing/
https://www.st-andrews.ac.uk/students/advice/health/mentalhealth/
https://www.st-andrews.ac.uk/staff/wellbeing/resourcesandapps/

Stress

Any staff member who may be experiencing symptoms of stress, should contact their line manager, Human Resources or Occupational Health as soon as possible.

https://www.st-andrews.ac.uk/staff/policy/hr/stresspolicy/
Grievance

Human Resources, in consultation with the recognised Trade Unions (UCU, UNISON and UNITE), has developed a Grievance Policy. Employees who have problems or concerns regarding their work or relationships with colleagues may consult this document to find out how they can be raised and addressed. [https://www.st-andrews.ac.uk/media/human-resources/new-policy-section-documents/grievance-procedure-for-all-staff/Grievance%20Policy.pdf](https://www.st-andrews.ac.uk/media/human-resources/new-policy-section-documents/grievance-procedure-for-all-staff/Grievance%20Policy.pdf)

Environment and Sustainable Development

We are all responsible for reducing the environmental impacts associated with the day-to-day activities and long term plans of the University, including recycling, reducing overall consumption (WARpit), reducing energy and water usage, and sustainable travel. The University’s Environment Team manages the commitments made in the University’s Sustainable Development Policy 2012-2022. The Environment Team ([environment@st-andrews.ac.uk](mailto:environment@st-andrews.ac.uk)) invites you to consider the role you play within the university and how you might help the university mitigate against the issues faced by climate change. This could be through joining the university’s Fairtrade Steering Group, considering cycling to work through the Bike to Work Scheme, or using Liftshare, the university’s online car share scheme. The Environment Team and CAPOD also offer a training course ([Environmental Facilitator Training](https://www.st-andrews.ac.uk/environment)) and network programme to increase the knowledge and awareness of staff on environmental issues the university faces, and to help the university strive for sustainability. Transition University of St Andrews is a diverse network of people with the common vision for a sustainable St Andrews community and university. With many interesting projects open to both staff and students there are plenty of exciting opportunities and engaging activities going on to get involved with!

Environment Team website: [https://www.st-andrews.ac.uk/environment/](https://www.st-andrews.ac.uk/environment/)
Facebook: [https://www.facebook.com/EnvironmentStA/](https://www.facebook.com/EnvironmentStA/)
Transition St Andrews University Team: [http://www.transitionsta.org/](http://www.transitionsta.org/)

Recycling

The University of St Andrews is aiming to achieve zero waste by 2020. In 2013/2014, we reached an impressive recycling and reuse rate of 75% and we seek to continue to build on this improvement through the support of staff and students. WARpit is an online portal that allows University staff to redistribute surplus resources such as furniture, equipment, etc. to other St Andrews staff members. This tool makes it easy for staff to find free items saving on storage and cost and carbon emissions of waste disposal. For more information: [https://www.st-andrews.ac.uk/environment/recycling/warpit/](https://www.st-andrews.ac.uk/environment/recycling/warpit/)
[www.st-andrews.ac.uk/environment/recycling](http://www.st-andrews.ac.uk/environment/recycling)
Security

Given the expensive equipment in the department and the nature of research that we perform, security in the department is very important. You are reminded that, particularly in term time, there are many people around; it is, therefore, wise never to leave valuables unattended. After 5.45 pm on weekdays and all hours during weekends the department is locked. Your Staff ID card will be activated to enable you to gain access out of hours. To have the access activated please go to the Secretaries Office or Building Manager with your ID card. When you swipe in out of hours, you must sign in the book on the janitor’s desk and sign out when you leave. This is essential because the logbook serves as a record of the people in the building in case of emergency, such as fire. You should not let people into the department unless they are well known to you and you should not bring others who do not have out of hours access into the building after 5.45 pm; if they have right of access they should have their own card! Remember that your access is logged by the system and can be checked retrospectively.

Please make sure that you follow these clear and simple practices:

(1) On weekdays individuals must sign in if they arrive before 7.00 am; if they then leave before 7.00 am they should sign out, but if they remain in the building they need take no further action - records are effectively cleared at the start of the working day.

(2) All members of the School must sign in if they are present in the building after 10.00 pm, without exception and regardless of all other considerations. They should sign out when they leave.

(3) At weekends, everyone working in the building should sign in, whatever time they arrive, and sign out when they leave.

(4) Please note that these timings allow no leeway: before 7.00 am means before 7.00 am, after 10.00 pm is after 10.00 pm, regardless of how much before or after. Failure to follow these security procedures could result in the forfeit of your out of hours access privileges to the building.

(5) If you see any stranger acting suspiciously, then contact the local Janitors or the Out of Hours team on 6161. If there are sufficient people in the building that you feel secure, then approach the person and ask politely for identification and the purpose of their presence in the School. In nearly all cases the stranger will be a legitimate visitor who would appreciate being directed to the appropriate office. If it is obvious that immediate police assistance is required, please contact the emergency services on 9-999. As well as giving your location, it is helpful to the police if you are able to provide a good description of the person including their gender; age; height and build; hair colour; clothing; accent; and distinguishing features. Any call to the emergency services must be reported to the Janitors immediately; you should also inform your Head of School as soon as possible. At no time take any action which you consider may place yourself or others at risk.
Risk Assessments

According to University regulations, Schools are required to assess all risks associated with work activities. The Safety booklet (see above) serves as a risk assessment for many low-risk activities that may be encountered in the School; any other activities identified as requiring a Risk Assessment must be assessed in written format using the appropriate University Risk Assessment Form: [http://www.st-andrews.ac.uk/staff/policy/healthandsafety/forms/](http://www.st-andrews.ac.uk/staff/policy/healthandsafety/forms/).

Fieldwork

All fieldwork that is conducted outside the School of Physics and Astronomy must be considered for risk assessment using the University Fieldwork Risk Assessment Form, available at [http://www.st-andrews.ac.uk/utrec/guidelinespolicies/riskassessment/](http://www.st-andrews.ac.uk/utrec/guidelinespolicies/riskassessment/). This form requires the identification of any hazards and associated risks, as well as appropriate control measures for those risks. Once completed, the form is reviewed by the Safety Office together with other relevant personnel, including your Line manager. Trivial risks can usually be ignored, as can risks arising from routine activities associated with life in general, unless work actively compounds those risks.

Research Activities

In addition to Fieldwork, all projects requiring ethical approval must be risk assessed using the University’s general Risk Assessment Form (see above). This form is also reviewed by the School’s Safety Office. Risks in this area might include working alone or manual handling of heavy research equipment.

Laboratory Work

There are special and increased risks often associated with laboratory work so special arrangements are in place to reflect this which will be explained by your line manager.

Laser users

All laser users must speak to Cameron Rae, phone 7314, email cfr@st-andrews.ac.uk, office location: 132C3. You are not allowed to handle a laser without signing the school’s consent form.

Chemical users

All chemical users must ensure they have read and signed their respective group’s COSSH form, if the chemical requires a COSSH form. You are not allowed to work with chemicals that require a COSSH form unless you have signed one.

Travel Insurance

Travel Insurance is available to staff and postgraduate students for the purposes of approved travel within the UK or worldwide. [http://www.st-andrews.ac.uk/staff/money/insurance/travelinsurance/summaryoftravelinsurance/](http://www.st-andrews.ac.uk/staff/money/insurance/travelinsurance/summaryoftravelinsurance/).
If your work requires you to drive vehicles owned or hired by the University of St Andrews, a University vehicle insurance policy exists, but you must complete a Drivers declaration form and provide the university with a copy of your driving license. Please give this form to the School Office. For further details see:
http://www.st-andrews.ac.uk/staff/money/insurance/motorinsurance/.

If you intend to use your own vehicle for such travel, you should ensure your insurance policy covers business use, as you may otherwise find you are uninsured. The university policy does not cover use of your own vehicle. Even driving to the airport to attend a conference counts as business use, and many standard insurance policies would not cover this. Driving without insurance is a criminal offence.

The University’s Insurance Adviser is Mr Kenneth Stewart and he can be contacted on extension 2465 or at kgns@st-andrews.ac.uk.

Committees
A list of all the School’s committees and their membership can be found under ‘School organisation and duties’ document which is available at:
http://www.st-andrews.ac.uk/physics/staff_students/staffresources.php.
Minutes are available at https://www.st-andrews.ac.uk/physics/minutes/.

Equality and Diversity
The School is committed to working to provide a good working environment for students and staff, and to continue to foster an ethos of mutual respect. We wish to ensure that people are not discriminated against on the basis of ethnic origin, gender, age, religious beliefs, sexual orientation, etc. The equality and diversity committee are set up to discuss such issues. More details of the committee and their work are available at http://www.st-andrews.ac.uk/physics/equalityanddiversity/.

The School is a “Juno Practitioner” of the UK Institute of Physics Project Juno. The Equality and Diversity committee plays an active role in supporting Project Juno. Project Juno aims “to recognise and reward departments that can demonstrate they have taken action to address the under-representation of women in university physics and to encourage better practice for both women and men.” Details of the Juno project can be found at http://www.iop.org/policy/diversity/initiatives/juno/index.html.
Should you encounter any behaviour that is not compatible with these aims, please bring it to the attention of the Head of School or Director of E&D (currently Vivienne Wild, email: vw8).

Safety Committee
The Safety Committee meets twice per year and is chaired by the Building, Safety and Technical Manager.

Management Group
The School’s Management Group meets once or twice per month and is comprised of the Directors in the School, the Building, Safety and Technical Manager and the School’s Senior Secretary.
Staff Council

The School’s Staff Council meets 4 times per year and its role is to advise and support the Head of School and the School Management Committee in their operational management and strategic development of the School. Membership consists of all academic staff, teaching fellows, advanced fellows, scientific officers, Building Safety and Technical Manager, Senior Secretary, CRS Representative and Postgraduate Representative.

Student-Staff Council

The Student-Staff Council (SSC) meets twice per semester and its membership is comprised of representatives for undergraduate students in each year of study along with postgraduate research and taught course representatives and members of staff holding particular roles. It is a forum for the discussion of academic issues, but it also oversees some of the social facilities available in the building and some student activities. For more information please see: https://www.st-andrews.ac.uk/physics/staff_students/studentstaffcouncil.php.

Teaching Committee

The Teaching Committee meets approximately 4 times per session to discuss matters relating to the teaching activities of the School and implementation of University teaching policy updates.

Ethical Review of Research Proposals

All research performed in the University must be subjected to ethical scrutiny BEFORE you undertake the research. You are not permitted to embark on any research until you have been granted ethical permission, if required. Proposals for research involving humans, and research involving animals which does not require a Home Office License (see https://www.gov.uk/guidance/research-and-testing-using-animals), are reviewed by the School Ethics Committee (SEC), a sub-committee of the University Teaching and Research Ethical Committee (UTREC), https://www.st-andrews.ac.uk/utrec/. Any research undertaken with animals which requires a Home Office License must be reviewed by the University’s Animal Welfare and Ethics Committee (AWEC), http://www.st-andrews.ac.uk/staff/research/ethics/animalsinresearch/. This should be sent well in advance of the start date of your research project. Note that it is a requirement that any relevant letters of ethical approval be attached as appendices to your Project.

Academic, Professional & Organisational Development

The University offers a range of training programmes that are relevant to academic and support staff as well as students; these are co-ordinated by the Centre for Academic, Professional & Organisational Development (http://www.st-andrews.ac.uk/capod/) – or CAPOD, as it is known – whose website you may already have visited when signing up for the University’s New Staff Induction.
Living in the UK

Accommodation

Staff live in and around St Andrews. By Car, Cupar is 15 minutes, Anstruther is 20 mins, Leven and Glenrothes are 35 minutes, Dundee is 20 minutes from St Andrews. There are buses, with regular services for the bigger towns; Dundee, Glenrothes and Cupar. Properties for rent are mainly furnished.

There are several rental agencies in St Andrews town:

- Alba residential
- Rollos
- Eve Brown Ltd
- Premierlet
- Inchdairnie Properties
- Stonehouse Lettings
- Thorntons Property

Below are a list of websites that you could also use:

- Student Pad – http://www.standrewsstudentpad.co.uk/Accommodation
- Fife Properties - http://www.fifeproperties.co.uk/
- Gumtree – a free advertising website (private lettings) - http://www.gumtree.com/flats-and-houses-for-rent/fife/st+andrews
- Zoopla - http://www.zoopla.co.uk/to-rent/property/fife/st-andrews/
- Homeaway - http://www.homeaway.co.uk/Scotland/Fife/r90.htm
- Airbnb – www.airbnb.co.uk

Council Tax

On top of rent, one has to pay council tax per month to the council of the town you are living in. If you are living in accommodation by yourself, you pay only 75% of the full council tax. Students do not pay council tax.

Information available here about Council Tax which everyone has to pay (unless exempt): http://www.fife.gov.uk/topics/index.cfm?fuseaction=subject.display&subjectid=5AE1155B-A009-262D-D7514F371C443AAF

Once you know the address of the property you can check to see how much the council tax will be at: http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=service.display&p2sid=9CEF404F-F1D0-CED5-C2ACE1DE15167C3F

For any information on refuse collections, council tax, schools, roads, planning applications etc., see the Fife council website: http://www.fifedirect.org.uk/
Car

Insurance
Some UK insurance companies will not accept a ‘No Claims Discount’ from other countries, so you will have to check with individual companies to see if it can be transferred, otherwise you will have to build up your no claims again.

Car share
The University of St Andrews has its own online car share scheme and all staff and students who use cars to get to campus are encouraged to register: http://www.st-andrews.ac.uk/environment/sustainabletravel/travelingbycar/carshare/

Children

Child Benefit
If you have a child under 20 who is still in education or training you may well be entitled to child benefit. Please check the website as you may be liable to a tax charge called the 'High Income Child Benefit charge'. Please see: http://www.hmrc.gov.uk/childbenefit/. Details are also available on the Equality and Diversity Committee website: http://www.iop.org/policy/diversity/initiatives/juno/index.html.

Child Tax Credit
If you have children under 16, then you may be entitled to tax credit. https://www.gov.uk/child-tax-credit/overview

Childcare, schools, nurseries, primary and secondary schools

Nurseries in and close to St Andrews are:
Acorn Nursery:
Address: Kinaldy Farm, St Andrews, KY16 8NA
Telephone: 01334 475698
www.acorndaynursery.co.uk/

Busy Bees Nursery
Address: Waterend Rd, Cupar, KY15 5HP
Telephone: 01334 656656
http://www.busy-bees.co.uk/

Little Beehive Strathkinness
Address: 70 Main Street, Strathkinness, KY16 9SA
Phone: 01334 208 166
To enrol in the catchment school, parents would require birth certificate, utility bill and would need to contact the school to make an appointment. Places are very limited in some schools, so it is advisable that once you know where you will living, you should try and enrol as soon as possible (during term time). Fife Council has catchment areas for primary and secondary schools. Your place of will determine the catchment primary or secondary school. The website link below gives information on School places: [http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&p2sid=9FC00D09-E2C9-FEA6-7C27E85999DFE37B&themeid=2B4D39FB-1CC4-E06A-5201AAA15FE8C653](http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&p2sid=9FC00D09-E2C9-FEA6-7C27E85999DFE37B&themeid=2B4D39FB-1CC4-E06A-5201AAA15FE8C653).

Parents can find out what their catchment schools are for their postcodes using this link [http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&p2sid=70ADAFED-65BF-00F7-DF9ED54B5EB53EBB&themeid=2B4D39FB-1CC4-E06A-5201AAA15FE8C653](http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&p2sid=70ADAFED-65BF-00F7-DF9ED54B5EB53EBB&themeid=2B4D39FB-1CC4-E06A-5201AAA15FE8C653).

**University Childcare voucher scheme**

The university runs a voucher scheme to help pay for child care. If your child is a pre-schooler, you can sign up at: [http://www.st-andrews.ac.uk/hr/salariesandpensions/childcarevouchers/](http://www.st-andrews.ac.uk/hr/salariesandpensions/childcarevouchers/).

**Health care**

When living in the UK, you should register at your local doctor (also called a surgery).

To register with a doctor all you need to do is contact the doctor’s surgery that you wish to join and make an appointment.

Prescriptions in Scotland are free. For children, along with registering with the doctor you can register them at a local pharmacy for minor ailments. This means if you require something for a minor ailment, you can get it over the counter at the pharmacy for free without needing a doctor’s appointment.


**National insurance**

Everyone over the age of 16 must have a National Insurance Number for tax and state pensions, see [http://www.hmrc.gov.uk/ni/intro/basics.htm](http://www.hmrc.gov.uk/ni/intro/basics.htm) for further information. The salaries department can help you to organise this: [http://www.st-andrews.ac.uk/staff/money/salaries/](http://www.st-andrews.ac.uk/staff/money/salaries/).
TV License

You must have a TV Licence to watch or record live television programmes or to download or watch any BBC programmes on iPlayer. This applies even if you have digital, Freeview or cable and on any device, including a TV, desktop or laptop computer, mobile phone, tablet, games console or digital box. For details on how to pay please go to: http://www.tvlicensing.co.uk/.

Religion

Inter-Belief cohesion is an important part of University of St Andrews. For this purpose there are annual actions to ensure that people’s belief who visit, work or study here are respected and understood. We have a multi-faith chaplaincy and faith specific prayer room. For more information, please see http://www.st-andrews.ac.uk/hr/edi/religionbelief/.

Pets

If you are bringing your pet into the UK, please see UK government guidelines: https://www.gov.uk/pet-travel-information-for-pet-owners. You can find a list of veterinary practices in Fife at this address: http://www.any-uk-vet.co.uk/county/fife.htm.

Information available in other chapters of the Staff Handbook online

The other chapters of the Staff Handbook can be found at the top of the School’s Staff Resources webpage, http://www.st-andrews.ac.uk/physics/staff_students/staffresources.php.

These include:

- School organisation and duties, important dates and online calendar
- Teaching
- Examinations – Setting, Vetting and Marking
- Graduate teaching assistants
- Postgraduate supervision
- Information for research staff
- Equality and diversity
- IT support
- Safety