

University of
HUDDERSFIELD
Inspiring global professionals

Guidance for International Staff



WELCOME TO HUDDERSFIELD

This guidance booklet has been put together to provide you with information on living in the UK, and more specifically our home in Huddersfield. The information within this guidance document is designed to help signpost you to other sources of information.

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INTRODUCTION TO THE UNIVERSITY

Going to live and work in another country is a major change in anyone's life and to help international candidates plan for life in the UK, we have put together some information we hope you will find useful and will help to ensure a smooth transition to Huddersfield.

In addition to the information in this booklet, please also refer to the [Your UK Guide](#) which gives further information on the following:

- What to do on arrival to the UK
- Your first week in the office (including induction)
- Understanding your money
- Transport in the UK
- Culture shock
- British slang
- Yorkshire slang and phrases
- Measurements
- Do's and don'ts
- Food and drink in the UK
- Religion in the UK
- Keeping safe
- Important dates



You can also familiarise yourself with the University of Huddersfield campus before arriving in Huddersfield by visiting the links below:

- [Campus Map](#)
- [Campus Map - Accessible Route](#)
- [Campus tour of the University of Huddersfield](#)

LIVING IN HUDDERSFIELD

Beautiful countryside, independent shops, big nightlife, sporting legends... they're all on your doorstep when you're living in Huddersfield.

And did we mention the people? This has to be one of the friendliest places on earth. Also, Lonely Planet has voted our county of Yorkshire one of the world's top destinations. [View the Lonely Planet Guide to Huddersfield.](#)

Is Huddersfield a nice place to live?

There are a variety of things to think about when choosing a location for university, especially what it's like to live there.

Huddersfield is proud to be a part of the country's friendliest county. And we're proud to get great feedback from visitors to campus, such as "everyone was extremely welcoming and friendly".

Welcome to friendly Huddersfield!

Where is Huddersfield?

Huddersfield is in a great central location in the UK. It's around three and a half hours north of London by car. Leeds and Manchester are both just a quick train ride away.

And good connections to the M62 and M1 mean it's easy to reach the rest of the UK by car or bus. So, travelling to see your family or friends for a weekend should be a breeze.

Culture

Huddersfield has a strong cultural heritage, from the Grade I listed buildings to long running cultural events including Huddersfield.

Literature Festival and the acclaimed Huddersfield Contemporary Music Festival.

Get your fix of culture at the Lawrence Batley Theatre right across the road from the

University. You'll find a diverse line up of entertainment, comedy, dance, live music, theatre and cabaret.

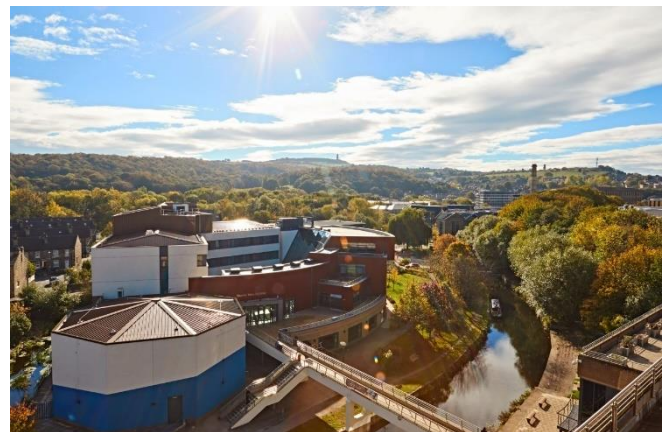
Looking for something creative to do? [Creative Kirklees](#) is a free guide to arts and creative events, news and opportunities in the Kirklees area of West Yorkshire.

Sports and outdoor activities

Enjoy the active life? Huddersfield and the surrounding areas offer no end of opportunities to stay in shape. Hiking, cycling and climbing are all popular outdoor pastimes in and around the Pennine Hills.

Huddersfield also has a proud rugby and football heritage. Rugby League was born in Huddersfield in 1895 and the Huddersfield Giants Super League team plays regularly at the John Smith's stadium. The stadium is also home to Huddersfield Town AFC. Both teams have a loyal fan base in the town.

The stadium also hosts non-sporting events and concerts including performances by Little Mix and Take That.



ACCOMMODATION

TEMPORARY ACCOMMODATION ON ARRIVAL

On arrival to the UK you may want to book temporary accommodation whilst you decide where you would like to live. Unfortunately, most private rental accommodation in the UK has a lease for a minimum of 6 months in duration.

There are aparthotels or serviced apartments which may be an option for you in the short term and they are often much cheaper than staying in a hotel. Some of the apartments will have communal areas such as a shared kitchen or dining space, however, some are full apartments all to yourself.

A lot of the aparthotels or serviced apartments can be booked through websites such as Booking.com or Expedia, try searching 'Aparthotels Huddersfield' or 'Serviced Apartments Huddersfield' to see what is available.

We have provided a couple of examples of serviced apartments you can find in the Huddersfield area below:

- **The Venue Serviced Apartments** is set in 44 acres of woodland and based 15 minutes drive (approximately 5.1 miles) from the University campus. Their apartments have communal kitchen and dining areas, en-suite shower rooms, free Wi-Fi and gym access and free parking. They also have pet friendly rooms. Further information can be found on [The Venue's Website](#).
- **Heritage Suites** are in a converted textile mill in Lindley, just on the outskirts of Huddersfield town centre (approximately 2.5 miles from the University campus). They have apartment types to suit every budget, starting with comfortable studios right up to their sumptuous penthouse suites. Further information can be found on [the Heritage Suite's Website](#).

LETTING AND BUYING

Choosing between buying and letting (or renting) can be a challenge. Your decision may be led by whether your relocation to Huddersfield is short or long term. In this section we will provide you with information on both options.

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. 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.

Buying a property is a complex and costly process 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) who 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 an 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 guidance on purchasing a property.

Sites such as [Rightmove](#) and [Zoopla](#) can be used to view properties for sale in the Huddersfield area.

Letting (or renting) a property means that you enter into a contract with a landlord or company to temporarily 'own' the property whilst you are paying rent.

A wide range of properties are available to rent in Huddersfield and there are a number of letting/estate agencies which can easily be found with an internet search.

The University of Huddersfield is located in the HD1 postcode area of Huddersfield therefore if you wish to stay in an area close to the University you may wish to search for accommodation in this postcode. It may also be worth speaking to colleagues in your department as they may have knowledge of local accommodation.

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 carpets 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.

You can visit the [government website](#) for further guidance on renting a property.

Sites such as [Rightmove](#) and [Zoopla](#) can be used to view rental properties in the Huddersfield area.

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 should seek advice from the Citizens Advice Bureau website.

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.

The property must have adequate heating, lighting and ventilation. If the property is furnished, the landlord must ensure that those furnishings meet the fire resistance standards and that all gas appliances and installations are maintained in good order and that an annual safety check is carried out. In turn, as a tenant, you are responsible for paying the rent as agreed and taking proper care of the property.

You are also responsible for paying the bills for gas, electricity, water, telephone, internet, TV license and council tax.

WHAT TO BRING AND HOW TO ORGANISE THE 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.

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.

You should speak to your HR contact to determine whether you are eligible for relocation expenses.

You can find useful checklists on the internet which suggest steps to follow when relocating from overseas.



TRAVEL

BUSES

MetroCard Discount

The University of Huddersfield is a member of the West Yorkshire Travel Plan Network and staff are entitled to a 12% discount on a Corporate Annual MCard which allows them to travel on buses and trains throughout West Yorkshire. Employees can join the scheme at any time of year and will be able to pay for the annual card through instalment payments via payroll deduction.

Who is eligible?

All staff, except for casual members of staff, who are paid via the University payroll and have a contract of employment in place for the duration of the repayment period. There is no length of service requirement but your level of earnings must be sufficient to repay your instalments.

Unfortunately, we are unable to accept applications from affiliate account holders and postgraduate researchers, who are not normally on the University payroll. We are unable to accept applications from casual members of staff as they have no guaranteed hours of work. For more information visit the [Human Resources website](#)

TRAINS

The University has made an arrangement with Northern Rail under the travel season ticket loan scheme to purchase a ticket between two chosen destinations.

This gives you unlimited travel anytime between your two destinations for the price of 40 weeks travel saving you 12 weeks, visit the [Northern Railway website](#) for more information and some examples of prices and savings.

If you are paid via the University payroll and have a contract of employment in place for the duration of the repayment period of 12 months. There is no length of service requirement but your level of earnings must be sufficient to repay your instalments then you can [apply for a ticket](#).

TAXIS

There are a number of local taxi firms within Huddersfield which can be found on the internet.

You can also use a taxi app such as Uber. You should only use a vehicle which is a properly licenced Hackney or Private Hire vehicle. There will be a plate on the rear of the vehicle, which indicates whether or not it has been licenced by Kirklees. Don't ever be tempted to get into a vehicle that doesn't have this plate on, as it's probably not licenced.

If you are using a Private Hire vehicle, only use the one that you have pre-booked, the only vehicles you should use without pre-booking are the distinctive white Hackney's, which also have a sign saying 'Taxi' on the roof.

If you are concerned whether or not the driver is licenced, then please ask to see their licenced ID badge, which will have their picture on. They shouldn't mind you asking as they are required to wear it at all times when they are working.



WALKING

Huddersfield has plenty of walking routes and public rights of way for everybody to enjoy the views and get fit. There are also plenty of activities that everyone can join in with including grouped walks and volunteering.

You can search for walking routes on the [Kirklees Council website](#) along with walking activities such as short group walks and Nordic walking.

There are also a number of walks provided by [Yorkshire Water](#) including accessible

routes with flat tarmacked surfaces, gentle strolls around reservoirs and challenging hikes.

DRIVING IN THE UK

You will need to check that you meet all the legal requirements before driving any vehicle in the UK. You must wear a seatbelt in any vehicle where one is available as this is enforced by law.

You must have a licence that allows you to drive in the UK. Whether you have this or not will depend on where your licence was issued. This will also determine how long you are permitted to drive in the UK for.



To drive in the UK you will need to check if you can use your current licence or if you will need to apply to convert this to a UK Licence. Any car that you may bring into the UK will need to be registered and taxed after six months. It may be more cost effective to buy a second hand car.

There are other costs to consider also which can make running a car expensive in the UK.

These include:

- Petrol
- Tax
- Insurance
- Repairs
- MOT

You will need to make sure your vehicle has an up to date MOT and is taxed and insured otherwise it is illegal to drive without these. You can find out more information regarding driving and owning a car in the UK on the [Gov.uk website](https://www.gov.uk).

You can also find out more about road safety in

the UK by reading the booklet 'The Highway Code', which you can buy in bookshops and is available on the [Gov.uk website](https://www.gov.uk).

CYCLING

The University of Huddersfield provides access to several cycle to work schemes. These schemes allow members of staff to purchase bikes and make Tax and National Insurance savings of up to 47% of the bikes value. Each scheme has an upper spend limit and all deductions are made over a 12 month period.

The bike must primarily be used for commuting journeys but it can also be used for additional leisure journeys. As well as covering the purchase of traditional push bikes the schemes also include e-bikes and some safety accessories.

All employees are invited to participate in the cycle to work schemes, however, it may be that your total pay prevents you accessing your preferred value of cycle and safety accessories. Should you be impacted by the legislative limits then the Payroll department will contact you with a revised upper limit.

Details of each scheme are shown below:

[Halfords Cycle2Work](#)

[Vivup Benefits](#)

[The Green Commute Initiative \(GCI\)](#)

For any further queries please contact payroll@hud.ac.uk



HEALTH

REGISTERING WITH A DOCTOR

If you are working for six months or more, it is important for you to register with a GP (General Practitioner) also known as a Doctor. You must register with a GP within a mile radius of where you live to be eligible for free health care. A list of local GPs and further information can be found on the [NHS website](#).

- You will receive a National Health Card after a few weeks.
- Free medical treatment does not apply to visiting relatives, only to your immediate family - spouse and children.

If for any reason you are taken ill and have not registered with a GP, you can go to the North Kirklees NHS Primary Care Emergency Centre (Walk in Centre) at the Dewsbury and District Hospital.

UNIVERSITY HEALTH CENTRE

There is a GP practice just next to the main University campus. More information about that practice can be found on their [website](#).

PRESCRIPTIONS

If appropriate, a doctor may issue you with a prescription. This is medicine which you would collect from a pharmacy. Prescriptions Issued by a doctor incur a charge - £9.65 per item at present. 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 many pharmacies/chemists in Huddersfield. Some of them are open late. Expert help and advice is provided by trained professionals on a wide range of health issues. For a list of pharmacies in the local area please visit the [Yell.com website](#).

MEDICAL INSURANCE

Any staff or spouse here for less than six months (and not covered as above) are advised

to take out medical insurance unless you are from an EU country or a country with a reciprocal health agreement. It is best to do this in your home country as medical insurance in the UK can be very expensive.

HUDDERSFIELD ROYAL INFIRMARY

The Huddersfield Royal Infirmary is the closest hospital to the University campus. They offer a full range of day case, outpatient services and an accident and emergency department. Further information can be found on the [NHS website](#).

ACCIDENT AND EMERGENCY

An Accident and Emergency (A&E) department deals with genuine life-threatening emergencies. A&E treatment is free for everyone in the case of accidents and other emergencies via hospital accident and emergency departments although there may be a small charge in the case of road traffic accidents if you are taken to hospital by ambulance. In an emergency you should dial 999 and ask for an ambulance. This call is free of charge and can be made from any telephone.

For non-urgent problems i.e. cold, hay fever, you can consult a pharmacist at your local chemist.

HC11 FORMS

If you are on a low income, you may be eligible to receive help towards the cost of prescriptions, dental treatment and opticians. An HC11 leaflet and form is available at all these service providers, pharmacies and online on the [NHS website](#) and outlines who is eligible.

DENTISTS

We would encourage you to register with an NHS dentist. Always check if the dentist offers NHS treatment (there is a scale of small, fixed charges) as some dentists do not offer this. NHS dental care is available in an emergency if it is clinically necessary, whether or not you

have a regular dentist. Emergency and out-of-hours NHS dental care will cost you £25.80 at present. After this you may have to make another appointment for separate non-urgent treatment, where you will have to pay a second charge in the relevant treatment band.

OPTICIANS

Anyone who needs optical treatment can make an appointment with any optician of their choice. There is a minimum charge for eye tests.

Display Screen Equipment users may be eligible for a free eye test voucher.

SMOKING

Smoking is not permitted in any University building and it is illegal to smoke in any enclosed public space. When you are outside, you will need to check whether you are in a no smoking zone as sometimes these are outside of buildings to protect people working inside.

ACTIVEHUD

ActiveHud is the University's Gym. They have partnered with Kirklees Active Leisure to provide a great value Gym, Class and Swim offer to students and staff at the University.

More information can be found on the [ActiveHud website](#).

WELLBEING

At the University the health and wellbeing of our staff is a priority. The University is accredited by the **Workplace Wellbeing Charter**, the national accreditation standard that recognises an organisation's commitment to improving the lives of those who work here. This accreditation demonstrates our commitment to creating a culture that values health and wellbeing.

More information can be found on our [Wellbeing webpage](#)



LIVING COSTS

Living costs will differ person to person based on an individual's circumstances. In this section we provide an outline of the likely costs you will need to budget for each month.

WHAT SHOULD I BUDGET FOR?

Accommodation and the associated costs of accommodation are likely to be your main expense. The level of expense will differ dependant on the type and area of the accommodation you chose.

In addition to accommodation costs, the following areas should be considered in your budget:

- Utility Bills
 - Electricity
 - Gas
 - Water
 - Council tax
 - TV licence
- Internet connection
- Telephone/mobile phone bills
- Food & toiletries
- Travel and/or motoring costs
- Clothing and footwear
- Leisure activities (going to the cinema, eating out etc)
- Childcare

There are a number of websites available which provide the average costs of living in the UK and you can sometimes find ones which compare the costs in the UK to your current location.



EMPLOYEE BENEFITS

As a member of staff at the University of Huddersfield you can take advantage of wide-ranging employee benefits, such as:

- Health and wellbeing
- Home improvements
- Motor vehicle
- Relocation and storage
- Shopping, food and lifestyle
- Travel and leisure

You can access the full range of employee benefits [on our website](#), once you have your University login details.

TAXES AND PENSIONS

NATIONAL INSURANCE NUMBER

Your National Insurance (NI) number is a number given to you by the UK government to keep track of your tax record and benefit entitlements and you will need this to enable you to work in the UK.

You may have been issued with a National Insurance Number if you applied for a visa to come to the UK. If you do not already have one you must [apply for a National Insurance number](#).

Your National Insurance number is unique to you and will stay the same.

NATIONAL INSURANCE CONTRIBUTIONS

You will pay National Insurance (NI) contributions if you are under the state pension age and the amount will be calculated on your earnings and deducted automatically from your pay. NI contributions go towards State pensions and statutory payments such as maternity pay, paternity pay and sick pay.

INCOME TAX

Income Tax is a tax you pay on your income. Most UK residents can receive a certain amount of income per year tax free. Your tax-free allowance will be reflected by your tax code.

Income tax will only be paid over your tax-free allowance, this amount changes yearly. Any income you receive above this amount is taxable and the rate of tax you pay varies depending on your income.

Further information on income tax rates is available on [the Gov.uk website](#).

As an employee of The University of Huddersfield, your income tax will be automatically deducted from your pay using the Pay As You Earn system (PAYE) that all UK employers use. You can view your tax code on your payslip. To query this code or if you think you are paying too much or too little tax, you need to contact Her Majesty's Revenue and Customs (HMRC). HMRC can offer you advice and change your tax code if necessary.

You can ring them on 0300 200 3300.

TAX RETURNS

You may be required to fill out a self-assessment form. This is filled in after the financial tax year has ended (4th April) and looks at all your income and decides whether you are on the correct tax code.

You can be fined if you do not submit your tax return before the set deadlines. There is guidance available [on the HMRC website](#) for help on how to fill in the forms.

PENSIONS

The University of Huddersfield offers two different pension schemes available to its employees. You will be automatically enrolled on the appropriate scheme relevant to your position.

A proportion of your wages will automatically be paid into the scheme by the University. The two pension schemes currently available for new members of staff are:

West Yorkshire Pension Fund:

Available to support staff.

Further information can be found on the [West Yorkshire Pension Fund website](#)

Teachers Pensions Scheme:

Available to academic members of staff.

Further information can be found on the [Teachers' Pensions website](#)

Should you have any questions, you can contact the Payroll team available at payroll@hud.ac.uk

ADDITIONAL INCOME

You are not allowed to undertake paid or unpaid work additional to that for which you have been given permission by the Home Office.

The entitlement of your spouse/partner to undertake employment will be dependent upon your conditions of entry. Your eligibility to undertake employment should be clear from the immigration documentation you have been issued. If in doubt, contact your HR department who will be able to advise you.

BANKING

To be paid a salary by the University you must hold a UK bank account. There are different UK banks and building societies to be found in Huddersfield town centre which include many of the major banks.

To find out more about the services that each bank offers it may be helpful to speak to an advisor in branch or over the phone. All the major bank accounts have websites that explain more about the types of services they offer and how to set these up.

There are different types of accounts you can open in the UK and you can also have more than one. You will be able to discuss the type of bank account that suits your requirements best with an advisor in branch.

TYPES OF ACCOUNTS/CARDS

Cash Card

The cash card is made of plastic and you can use this to withdraw money from a cash machine usually free of charge. If there is a charge to use the machine this will be displayed to you before you finalise the transaction. You will be issued with a four-digit Personal Identification Number (PIN). You will need to keep this number safe and avoid sharing this with anyone.

Debit Cards

The debit card allows you to withdraw money from a cash machine in the same way as a cash card. You can also use this in place of cash in most shops. You may also be able to request 'cash back' in certain shops as a way of withdrawing cash from your bank account.

You can use your debit card to make online purchases however it is important to ensure the website is secure. As with the cash card you will be provided with a four digit PIN number. You will need to use in shops that have a chip and PIN machine. In this case you will insert the card and enter your PIN number to pay.

Most cards have a contactless feature which allows you to pay for goods (currently up to £100) without the use of a PIN. You can just tap the card on the device where contactless payment is accepted.

Standing Orders and Direct Debit

A standing order or direct debit can be set up to make automatic payments and are commonly used to pay rent and bills. You can often choose the dates the payments are taken which can help in managing your finances.

Current Accounts

Current accounts offer different services which vary from bank to bank. You can find out what the current account offers by speaking to an advisor. Some current accounts offer cash cards, debit cards and cheque books. The current account may offer some interest. It may be that you are offered a basic bank account at first. This can later be updated to a current account and the bank or building society will be able to advise on this.

Savings Accounts

A savings account is designed to help people save money. You may have a savings account alongside a current account. Some savings accounts will make you enter a branch to withdraw money however others may issue you with a cash card. This is to discourage you from spending your savings. You may want to speak to an advisor to discuss interest rates associated to savings accounts as this will vary from bank to bank.

HOW TO OPEN AN ACCOUNT

After deciding on a bank or building society you will need to open your bank account. To do this you will need to visit the branch, unless it is an online bank in which case you should be able to do this online.

You will need to take with you:

- a sum of money to deposit
- your passport
- a copy of your employment contract or other proof of income
- your tenancy agreement if applicable (you should take your residence permit along with you also).

You can ask for a letter confirming your employment from the payroll department who will be able to provide this for you on letter

headed paper should you need this.

The bank will use this information to confirm your identity and address. Once in the bank you will need to complete an application form and make a deposit into your new account. You will receive your bank card and cheque book if applicable through the post. You will be able to find out more information on how long this will take whilst in the branch.

You can use a website such as [Money Saving Expert](#) to compare different types of bank account from different banks

STATEMENTS

A bank statement will show all transactions on your bank account since the last statement. This is usually received once a month. The statement will show your current balance and will be delivered either by post or by email. You should contact your bank or building society immediately if anything on your statement looks incorrect.

INTEREST

Not all bank accounts offer interest however interest may be paid to you if your account is in credit. The bank will automatically place this money into your account after tax is deducted from the amount. You will pay interest if your bank account is overdrawn. You may have an agreed overdraft limit with the bank. In this case if you go over the agreed limit the bank will charge you high rate fees and the bank may not refuse your direct debits. Both types of interest vary according to circumstances and you can find out more on this in branch or by looking on the account terms and conditions.

ONLINE BANKS/BANKING

An online-only bank, sometimes called a challenger bank, digital bank or virtual bank, is one that provides all its banking facilities online and through app platforms on mobile and tablet devices.

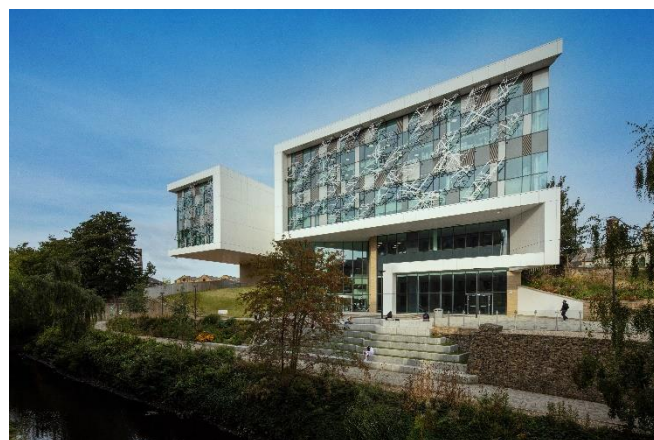
Online-only banks have no need for physical branches. Their services are provided using automated processes and real-time updates, offering customer support through in-app chat

or by phone.

Digital banks and challenger banks also know they must stay ahead of the game with innovative features to appeal to customers. So, if you choose an online-only bank, it's likely you'll be the first to benefit from the latest banking innovations.

Benefits to using an online-only bank may include:

- Real-time spending notifications
- 24/7 in-app support
- Free payments abroad
- Ability to freeze/unfreeze cards
- Bill splitting
- Saving pots/jars
- Monthly spending reports
- Future spending projections
- Partnerships with other financial apps



FAMILY

TAX FREE CHILDCARE

You can get up to £500 every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare. This goes up to £1,000 every 3 months if a child is disabled (up to £4,000 a year). You can use it to pay for approved childcare for example: childminders, nurseries, nannies, after school clubs and play schemes. Your childcare provider must be signed up to the scheme before you can pay them and benefit from Tax-Free Childcare. Check to see if you are eligible and apply on the [Gov.uk Tax-Free Childcare webpage](#)

Childcare for children under 4 years of age is not usually available free of charge in the UK. The range and cost of childcare varies considerably, but it is generally expensive. You should expect to pay at least £35 per day per child for childcare.

There are a number of options available for childcare for children under the age of 4 years of age including Day Nurseries, Childminders, Nursery Schools and Playgroups.

DAY NURSERIES

Nurseries accept pre-school children from as young as 3 months, but the exact age will vary at each nursery. There are a wide range of nurseries available in Huddersfield and you should find one that meets your needs and requirements. You should not assume you will be able to obtain a place immediately; your child/children will probably have to be placed on a waiting list. A list of local day nurseries can be found on the [Day Nurseries website](#).

CHILDMINDERS

There are a number of registered Childminders in the Huddersfield area (childminders are people who look after children in their homes in return for payment). A list of local childminders can be found on the [Childcare.co.uk website](#).

NURSERY SCHOOLS

Some primary schools in Huddersfield have a nursery class which children attend on a part-time basis (morning or afternoon) from the age of three. There is no charge for this but there is usually a waiting list for places.

PLAYGROUPS

There are also playgroups which children over two and a half years old can attend on a part time basis.

PRIMARY SCHOOLS

Children in the UK begin school in the September after their fourth birthday.

Primary Schools cater for pupils from 4 years to 11 years, they can be split into Infant School for 4-7 year olds and Junior Schools for 7-11 year olds. Usually children go straight from primary school to secondary/high school at age 11.

SECONDARY SCHOOLS

At 11 years old pupils attend secondary schools until they are at least 16 years old. In their final year at secondary school children take their General Certificate of Secondary Education (GCSE) exams.

The earliest they can leave is at the age of 16 but they must do one of the following until they are 18:

- stay in full-time education, for example at a college
- start an apprenticeship or traineeship
- spend 20 hours or more a week working or volunteering, while in part-time education or training

If your employment will keep you in the UK for a period of twelve months or more, then they are required by law to attend school.

The Local Education Authority will provide a place, free of charge, for them in a school near your place of residence. Lists of schools can be obtained from Huddersfield Council's Education Department. There are also private schools in Huddersfield for which you pay fees.

For all information relating to schools, please visit [the Kirklees Council website](#)

Ofsted

Ofsted (Office for Standards in Education, Child Services and Skills) is an independent regulator for the British Government. It inspects and regulates services that care for children and young people, and those providing education and skills for learners of all ages. They produce a report on all facilities that they inspect which is available to view on [the Ofsted website](#).

SCHOOL APPLICATIONS

The Government's Department for Education webpage provides [guidance on school applications from overseas children](#).

TRADE UNIONS

The University recognises the following trade unions for collective bargaining and would encourage all staff to join a trade union.

UNIVERSITY AND COLLEGE UNION (UCU)

The University & College Union (UCU) is the largest post-school teaching union in the world. It understands the work you do, as academics, and the problems you face. And, of course, the more members UCU has, the more effective the support and protection we offer will be. The University of Huddersfield has a large body of UCU members, growing all the time.

Visit our own [UCU at Huddersfield website](#) or find out more about UCU, our campaigns and what UCU membership can offer you by visiting the [UCU website](#).



UNISON

UNISON is Britain and Europe's biggest public sector union with more than 1.3 million members working in the public services, for private contractors providing public services and in the essential utilities.

UNISON is also the largest UK trade union for support staff in higher education.

Our 50,000 HE members include registrars, librarians, personnel, technicians, administrators, clerks, secretaries, cleaners, craft workers, catering staff, porters and people working in IT, finance and estates management. We work to improve pay and terms and conditions, work for fair and equal treatment for all staff and campaign for an end to discrimination and access to training and career opportunities at national, regional and local level.

Find out more about by visiting the [UNISON website](#).



CAMPUS FACILITIES

LIBRARY

Our Library is pretty special. It contains:

- Over 1200 study places
- Over 530 ultra-modern PCs and Macs
- Around 330,000 books and journal articles in print
- Millions of digital books and journal articles
- Over 150 laptops and Macbooks available for loan, 24 hours a day

The Library is open seven days a week during term time and round the clock for most of the year, plus our computer lab is open 24 hours a day all year round.

MORE IN COMMON CENTRE

Our More in Common Centre contains prayer and community rooms, for the use of staff and students across the university, of all faiths and none. The centre is open from 7am-10pm on weekdays and 8am-9pm at the weekends.

Inspired by the Jo Cox Foundation and the More in Common philosophy, this new building will provide space for students and staff to facilitate and participate in significant conversations, education and programmes that celebrate Jo's famous words "We are far more united and have far more in common than that which divides us."

The centre includes:

- Muslim prayer rooms and specialised wudu washing facilities available throughout the day
- A large, 200 capacity hall bookable for a variety of events and purposes
- A social space and shared kitchen area, with free hot drinks, microwave facilities and space to relax, meet friends, or get some work done.
- Smaller, bookable rooms for a wide range of purposes and events that promote and enhance our 'More in Common' philosophy
- Outside space to enjoy the fresh air (maybe more so in summer!)

Do come in and say hello, we'd love to get to know you and show you the facilities the centre offers. You can also contact us via our email address faithcentre@hud.ac.uk.

STAFF NETWORK GROUPS

The University welcomes and supports the development of staff networks. Our staff networks provide an opportunity for staff who share a protected characteristic to network, obtain peer support and share information. They can also offer opportunities for staff to inform university policy on equality-related issues and topics.

The networks are run by and for the members, with support from the University EDI Manager.

For further information on our Staff Networks please visit the [Equality Diversity and Inclusion web page](#)

HUDDERSFOOD

Huddersfood offers a wide variety of catering outlets located on campus. For details, please visit [our website](#).

ACTIVEHUD

ActiveHud has partnered with Kirklees Active Leisure to provide a great value Gym, Class and Swim offer to students and staff of the University. The partnership gives staff access to swim, gym and classes at 10 sites across Kirklees as well as access to our gym on campus.

Our ActiveHud gym on campus boasts the following impressive on-site sports facilities:

- Double sports hall with bleacher seating for over 500 spectators
- Two multipurpose studios
- Strength and conditioning performance gym
- Fitness suite with over 80 stations
- Squash court
- Combat suite

For further information please visit [our website](#).

GLOBAL CAMPUS EVENTS & SOCIETIES

The University has a number of global campus events and societies which are primarily aimed at improving our student experience, however, they are also open to staff members. Please visit [our website](#) for more information.

USEFUL CONTACT INFORMATION

INTERNATIONAL BUDDY SCHEME

This scheme is available to our new international colleagues who are relocating to the UK. You can get in touch with someone who has already made the move to the UK and can provide you with support, based on their own experiences.

For more information about our buddies please visit [our webpage](#).

GENERAL:

- [Kirklees Council](#)
- [UK Visas and Immigration](#)

TRADE UNIONS:

- [Unison](#)
- [University and College Union \(UCU\)](#)

TRAVEL

- [National Rail](#)
- [Trainline](#)
- [Drive and Vehicle Licensing Agency \(DVLA\)](#)
- [Metro \(Buses\)](#)

TAX AND PENSIONS

- [Apply for a National Insurance Number](#)
- [HM Revenue and Customs \(HMRC\)](#)
- [West Yorkshire Pension Fund \(WYPF\)](#)
- [Universities Superannuation Scheme \(USS\)](#)
- [Teachers Pension Scheme \(TPS\)](#)
- [University Payroll Team](#)

CHILDREN

- [Ofsted](#)