



NDORMS

NUFFIELD DEPARTMENT OF ORTHOPAEDICS,
RHEUMATOLOGY AND MUSCULOSKELETAL SCIENCES



NDORMS Toolkit 2019

This document aims to provide some useful information and advice for all our staff and students.

If you have any further questions please do not hesitate to ask at Reception or contact a member of the HR team.



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FINDING ACCOMMODATION

For finding a flat or house you can search using websites that combine properties from many agents, such as these:

zoopla.co.uk ▶ rightmove.co.uk ▶

Daily info is a local webpage widely used in Oxford for almost everything:

dailyinfo.co.uk ▶

For shared accommodation you may look at:

[Gumtree, Oxford](http://Gumtree.com) ▶ spareroom.co.uk ▶

Students and staff can get some help and advice from the University's Accommodation Office:

[Graduate Accommodation Office](http://GraduateAccommodationOffice.com) ▶

Finally for some useful tools (like price estimates for flats in various areas of Oxford):

finders.co.uk ▶

Private landlords advertise here for tenants who are associated with the university (not just students)

oxfordstudentpad.co.uk ▶

Homeshare Oxford for staff and students. There is a Facebook group called 'OxGradHousing' with posts by students seeking accommodation or sharers.

[Homeshare Oxford](http://HomeshareOxford.com) ▶



Map of Oxford area: ▶



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TOP TIPS

Start your search early

Finding a place to live in Oxford can be challenging, do be prepared to start looking for a place to live with plenty of time to spare and do be prepared to move fast as nice options get snapped up quickly.

Shared Accommodation

If possible, try to avoid the start of term. The 'student season' (around mid-September) is not the easiest time to search for shared accommodation in Oxford. If you can avoid it by moving beforehand you will stand a better chance of finding a good deal.

Subletting

Many people in Oxford sub-let a room in their house, which could be a good short-term solution, and will allow you to get to know Oxford before you commit to a contract. Some people also offer Monday-Friday deals, allowing you to commute back every weekend.

Temporary Accommodation

The NOC offers temporary accommodation for staff via Thames Valley Housing accommodation: ▶



If you need a Confirmation of Employment letter, or a reference confirming your employment to help secure any accommodation, please contact the NDORMS HR Team who would be happy to help. ▶



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FINDING A NURSERY

Nurseries in Oxford

There are just over 50 nurseries in and around Oxford. Please follow the link below for both a map view and a list with contact details for each nursery: ▶

Oxford University-associated Nurseries

There are 18 University-associated nurseries that deliver childcare provision for University staff and student parents.

These include:

University Nurseries

College Nurseries

Private Nurseries with subsidised University places

Montessori Nurseries

The University provides a PDF map showing the location of these nurseries: ▶

Please click on the link to find out more information on how to apply for a place in the University-associated nurseries, including eligibility, application forms, sponsored places and the allocation procedure: ▶

Oxford University nursery Salary Sacrifice scheme: ▶



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Finding a Nursery Continued...

Oxford Hospital Nurseries

There are four nurseries that are linked to hospitals local to NDORMS and which provide subsidised childcare for staff with NHS or University of Oxford contracts:

- Sandfield Day Nursery (John Radcliffe site) (01865 744200) ▶
- Julia Durbin nursery (Churchill site) (01865 744448) ▶
- Pippins Day Nursery (NOC site) (01865 227872) ▶
- The Co-operative Childcare (age 0-8) (01865 762402) ▶

Child-minders

A good alternative to placing your child in nursery is to use a child-minder. There are a good number of these based in the area local to NDORMS.

You can contact the Oxfordshire Family Information Services who can provide a comprehensive list: FIS.enquiries@Oxfordshire.gov.uk or use the searchable database on their website: ▶

Child-minders are regulated by Ofsted so you can look up on the Ofsted website to see their evaluations: ▶

NDORMS Sponsored priority nursery place scheme

NDORMS Sponsored priority nursery place scheme. NDORMS is very keen to support staff with their childcare arrangements and we are pleased to be able to participate in the University Sponsored Places Scheme. This scheme enables departments to nominate staff for a priority place on the nursery waiting list. ▶

OTHER USEFUL INFORMATION

Nannies and Au Pairs

A nanny, au pair or babysitter is employed to look after your child at your home. The following link is a good place to start your search for someone locally: ▶

The Oxfordshire Family Information Directory

This provides free information and advice on finding and paying for childcare for under-fives and help for families with disabled children: ▶



SUPPORT FOR CARERS

Oxford University Nursery Salary Sacrifice Scheme

The scheme covers all the university nurseries (Bradmore Road, Jack Staws Lane, Mansion House, The Triangle and Woodstock Road), as well as the University-owned spaces with Bright Horizons, Oxford Montessori Schools, Co-operative Childcare and Childbase under a Workplace Nursery Agreement. Parents whose children attend participating college nurseries may also benefit from the scheme. ▶

Oxford University Childcare Voucher Scheme

Please note that this scheme is no longer open to new applicants.

Computershare Childcare Vouchers can be used for registered childcare facilities such as non-University nursery fees, before and after school clubs, holiday play schemes, child-minders, nannies and crèche facilities including swimming pools, gyms and supermarkets. The University offers this scheme to eligible staff as an opportunity to save tax and national insurance on childcare costs. For more information, please click on the link: ▶

Tax Free Childcare Scheme

The government has started inviting parents to apply for Tax-Free Childcare beginning with parents of the youngest children first.

For more information on tax-free child care please see: ▶

Holiday Playschemes

The University also works in partnership with play scheme providers to support families during the school holiday periods. Please see information for provider details. ▶

Support for carers

The University recognises that caring is an important role, and seeks to support staff with caring responsibilities wherever possible. Caring responsibilities can affect us all, may arise without warning, and may be temporary, long-term or permanent. You may have caring responsibilities for relatives, or friends, or family overseas. Or you may be trying to juggle multiple caring responsibilities.

There are schemes to help you whoever you are caring for (an elderly relative, a sick family member, a disabled child, lots of people). These schemes aim to help staff balance work and caring needs. The initiatives include a scheme to request temporary flexible working, short-term carers' leave and a career break scheme.



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FINDING A SCHOOL OR COLLEGE

Schools in Oxford

There are a number of primary, infant, junior and secondary schools in Oxford. Please use the link below to find details of schools, admissions rules and a map showing locations of schools: ▶

Transfer of Children from Schools Outside Oxford

You can find information on how to transfer children from other schools into a school in Oxford during term time here: ▶

Top Tips

If you are not in the catchment area, you may find it difficult to secure a place in a school located outside your catchment area (unless you have exceptional circumstances that put you to top of list) as Oxford schools can be oversubscribed.

If you are applying at the official time, it is your address at the time of application and place allocation that counts.

There is a rapid turnaround in Oxford, so if you are on the waiting list, it may not be too long (important for those

starting primary school, as they don't legally need to start until they turn 5).

Contact with the Head Teacher, rather than leaving it all to LEA, is usually recommended.

If you want your child to attend school in Oxford and if that child does not speak English well, you are advised to contact the school as early as possible. Then the school may apply for extra resources for special tuition.



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Finding a School or College Continued...

Experience of...

NDORMS staff can offer advice based on their personal experiences of sending children to the following local primary schools:

Headington

- St. Andrews (1 class entry, small catchment area, C of E)
- Windmill (3 class entry, big catchment area)

Marston

- St. Josephs (Catholic)
- St. Nicholas
- New Marston (apparently there are places)

North Oxford

- Phil and Jims (C of E)
- St. Barnabas
- Wolvercote
- There is also experience of children in Cherwell secondary school.

Helpful Contact:

Claire Edwards, claire.edwards@ndorms.ox.ac.uk
(For advice on primary schools within Oxford)



Private Schools

Oxford has lots of independent schools. Please use the website below as a starting point for identifying these schools in Oxford city centre and the surrounding areas: ▶

The points of entry, age ranges and fees will vary from school to school, so this part requires a bit of searching. Some schools are associated with colleges and have heavy musical / choral involvement or offer sports scholarships. Magdalen College and New College Schools are eminent examples of these.

Other renowned schools include:

- Chandlings Manor School
- Abingdon Preparatory School
- Headington School
- Oxford High School
- Dragon School
- Rye St. Antony (Headington)

As with all schools, there's no substitute for a visit, which are easily arranged either on given open days or by calling the school directly.

Helpful Contact

Catherine Swales, catherine.swales@ndorms.ox.ac.uk
(For advice on private schools within Oxford)



GETTING AROUND

Around Oxford

BICYCLES are a common form of transportation in Oxford. The Tourist Information Centre on Broad Street has maps of cycle routes. Information for cyclists, including cycle safety, can also be downloaded from the website of Oxfordshire City Council: ▶

BUS – Oxford has two bus companies, Stagecoach and the Oxford Bus Company, both privately owned. They provide details of timetables and fares on their websites. Buses that serve NDORMS sites directly include the number 4 (A, B or C) that leaves every 10 minutes from Park End Street just round the corner from the train station and drops off on the Old Road adjacent to Lime Walk.

[Oxfordshire Stagecoach](#) ▶

[Oxford Bus Company](#) ▶

CAR PARKING is very restricted throughout Oxford but you can pay a small fee to park at one of the five park and ride sites and then take the bus to NDORMS. The closest site is Thornhill, on the London Road (A40) out of Headington which has recently been expanded to include more spaces. ▶

Other transport scheme discounts for university employees: ▶



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Getting around continued...

To and From London

COACH SERVICES provided by the Oxford Tube and the X90 service (from the Oxford Bus Company) travel directly from Oxford to the centre of London. They depart from Oxford's Gloucester Green bus station up to every 10 minutes during the daytime and have a stop by the Headington shops (a short walk from NDORMS) as well as several other points on the way out of Oxford. You can take your bicycle with you on the bus and there are stops in different parts of London, including Baker Street, Marble Arch and Notting Hill. Limited space (up to 2 bikes at one time) on the Oxford Tube and X90. It is cheaper to get a multi-trip ticket, so check different pricing options before boarding the bus.

[Oxford Tube ▶](#)

[Oxford Bus Company, X90 ▶](#)

TRAIN SERVICES run from Oxford to London Paddington - operated by First Great Western, and Oxford to Marylebone (via Oxford Parkway) - operated by Chiltern Railways.

[Oxford to London Paddington ▶](#)

[Oxford Parkway to London Marylebone ▶](#)

You can get the best deals on tickets if you are able to book well in advance and avoid rush hour travel.

Airports

TRAVELLING TO AIRPORTS is made relatively easy by the Airline Bus run by The Oxford Bus Company (serving Heathrow and Gatwick) and services to Stansted and Luton from National Express.

[Oxford Bus Company, Airport bus service ▶](#)

[National Express Airport transfers ▶](#)



SHOPPING

Lunch on site

There are a number of kitchens and two main lunch/social rooms within the Botnar Research Centre and the Kennedy Institute (which also has tables for outdoor eating on the roof terrace).

The Main Hospital at the NOC has a canteen, coffee cart and a League of Friends shop (selling sandwiches, drinks, snacks and sundries).

The nearest cash point for the Botnar Research Centre is located in the Main Hospital behind the Fontanella Coffee cart. The Old Road Campus, where the Kennedy Institute is located, provides a number of restaurants/cafes on-site as well as a Starbucks Coffee in the Richard Doll building and a League of Friends shop in the Churchill Hospital.

The nearest cash point for the Kennedy Institute is located in the Churchill Hospital at the back of WHSmith's.



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Shopping continued...

Districts to Note

Nearest to the NOC, and within easy distance if you want to pop out for some lunch, is Headington. This is a typical small town collection of shops selling sandwiches, coffee shops, restaurants and businesses with a lot of traffic running through it. Other areas with a small town / large village feel, although perhaps a bit far for a lunchtime jaunt, are Cowley and Marston.

The centre of Oxford has plenty of chain stores but also a wide variety of unique local shops and some bookshops that meet academic as well as popular needs.

If you enjoy multicultural diversity, then the top two destinations must be Cowley Road in East Oxford and Walton Street in Jericho; both can transport you round the globe with sights, smells and tastes.

For utilitarian value, there are several large supermarkets and retail parks dotted round the ring road. Finally, don't forget the opportunities afforded by venturing to surrounding towns like Wallingford, Witney and Thame (some of which offer more generous parking facilities than you will find round Oxford itself).

Starting Points

The following lists are far from exhaustive but indicate some useful reference points. While most of them are national chains (the comfort of familiarity) there are also many local shops that range from the quirky to the essential (the joy of discovery). There are many major chains with branches around Oxford that also offer the convenience of home deliveries:

- **Aldi/Lidl:** groceries
- **Sainsbury's:** groceries and more, including white goods
- **Tesco:** groceries, flat pack furniture, home electronics
- **Waitrose:** upscale groceries
- **Argos:** catalogue-retailer providing general goods (home electronics, furniture, white goods, toys, sport equipment)
- **Homebase:** home improvement store and garden centre
- **Wilkinsons:** inexpensive department store with kitchenware, household goods, hardware items and other things; you can order online and collect in store or have delivery

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Shopping continued...

Other stores you may need on arrival:

- **Mothercare:** products for expectant mothers and children up to 8 years old; located in Oxford Retail Park
- **Primark:** affordable sheets, towels and pillows; located in Westgate Shopping Centre
- **Poundland:** with lots of cheap household goods; located in Templar Square Cowley

In the city centre of Oxford you will also find a range of larger department stores and local shops:

- **Boswells:** a local department store
- **Debenhams:** department store
- **Robert Dyas (Shoe Lane):** for small kitchen goods, bathroom equipment, tools
- **Staples:** for office supplies, office furniture and technology

Botley Road on the west side of town is the location of Oxford's largest retail park, including:

- **PC World:** for computer equipment
- **Curry's:** for electrical goods
- **Toys R Us:** for toys and baby equipment
- **Pets at Home:** Pets supplies retailer

If you can get further out of Oxford, your choices increase even further, e.g.:

- **IKEA:** for cheap furniture, flat pack for you to build yourself (nearest stores in Milton Keynes or Wembley)
- **EBay:** you could try shopping using EBay - to buy and sell new, used and vintage items from private or professional sellers; great deals on clothes, tech, car parts, home and garden goods



THINGS TO SEE AND DO

Social Life at NDORMS

NDORMS is a very friendly place and talking to people will help you to learn a lot about the kind of activities and events that are happening here! All events are advertised in our internal weekly e-bulletin.

Social Life in Oxford

JOIN A SOCIETY: from wine tasting to any imaginable sport, dance or culture, Oxford University has a society for it! A few examples:

[Oxford Networks:](#) ▶

See here for more information and a full list of networks available.

[Oxford University Wine Society Facebook group](#) ▶

[Oxford University Sport, Jiu Jitsu Club](#) ▶

[Oxford University Salsa Society](#) ▶

CLASSES AND LANGUAGE COURSES:

[Oxford Events Guide](#) ▶

[Oxford University Language Centre](#) ▶



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Things to see and do continued...

GET ACTIVE:

oxfam.org.uk ▶

FESTIVALS

[Dance in Oxford](#) ▶

[Oxfordshire Science Festival](#) ▶

[Oxford Literary Festival](#) ▶

STAFF GATEWAY is a useful source of information: ▶

There are further sub-sites listing all sorts of benefits and discounts:

[Oxford University Personnel Services, staff benefits](#) ▶

[Oxford University Personnel Services, discounts for staff](#) ▶

THE UNIVERSITY OF OXFORD NEWCOMERS' CLUB is an organisation, run by volunteers, whose aim is to help the newly-arrived wives, husbands or partners of visiting scholars, of graduate students and of newly appointed academic members of the University to settle in and to give them the opportunity to meet people in Oxford: ▶

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Things to see and do continued...

Libraries

There is a network of public libraries across Oxfordshire, with an impressive repository of books at Oxford Central (next to the Westgate Centre in town) and various smaller branches in the districts around the town, including Headington (situated in Bury Knowle Park and within walking distance from NDORMS but with early closing on Monday and Wednesday). Books can be borrowed from one location and returned elsewhere and loans can be checked and renewed online, where you will also find details of branches and how to join: ▶

The Bodleian Library is open to all staff members and students. Your university card grants you automatic access to the Bodleian although you may need to register for access to specific areas (such as the Cairns library based at the JR Hospital site). The Radcliffe Science Library in town (next to the Natural History museum and opposite Keble College) is also part of the Bodleian and you may also find the services of the NOC Library helpful.

Internet

Oxford Public Libraries have computers at all branches with internet that anyone can use for free. If you call ahead you can reserve a time slot to use the library computers. The central branch of the library is located at Westgate Shopping Centre at the end of Queen Street in town.

The following link on the Daily Info website provides the details of currently available internet cafes: ▶

Several coffee shops and cafes also offer free Wi-Fi with a purchase. Some that newcomers are currently using include: Greens Cafe on St Giles, Jericho Cafe on Walton Street, any branch of Costa Coffee and any G&D cafe.

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Things to see and do continued...

Volunteering

Here are a few sites that list volunteer opportunities:

[Do-It, volunteer for people and causes that matter to you:](#) ▶

[Oxfordshire Community and Voluntary Action:](#) ▶

[Volunteering Matters:](#) ▶

Education and English Language Courses

The University of Oxford Department for Continuing Education offers many classes that newcomers have taken and enjoyed. The Oxford and Cherwell Valley College runs a variety of part time and evening courses for adults that cover arts and crafts but also English as a foreign language.

There are many institutions in and around Oxford that offer day time or evening English courses. You will find plenty of information about local English language schools on the internet. It is also a good idea to ask fellow newcomers about their experience in choosing a good English course. You might even be able to find a course where the teachers are still in training and that will then be free of charge for you.

Oxford Fellows is a volunteer led group offering free informal English language sessions: ▶



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NATIONAL HEALTH SERVICE AND HMRC

Health and the National Health Service

If you are a resident in the UK you are entitled to receive free NHS treatment. Please visit the NHS Website: ▶

For further details please link directly to Am I entitled to NHS treatment when I move to England? In the 'Services Near You' section you can find your nearest GP or hospital by entering your postcode.

HMRC

If you need any information on tax, please visit the HMRC Website: ▶

How to apply for a national insurance number

For information on how to apply for a national insurance number, please visit: ▶



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HELPFUL CONTACTS

Reception:

Botnar:

01865 227 374

brc.reception@ndorms.ox.ac.uk

Kennedy:

01865 612 600

reception@kennedy.ox.ac.uk

IT support:

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it@ndorms.ox.ac.uk

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Finance team:

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Grants team:

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Kennedy:

grants@kennedy.ox.ac.uk



MAPS

[Nuffield Orthopaedic Centre Site Map ▶](#)

[Walking Map from the Botnar Research Centre to the Kennedy Institute on the Old Road Campus ▶](#)

[Old Road Campus ▶](#)

[Walking Map from the Botnar Research Centre to the John Radcliffe Hospital ▶](#)

[John Radcliffe Hospital Site Map ▶](#)



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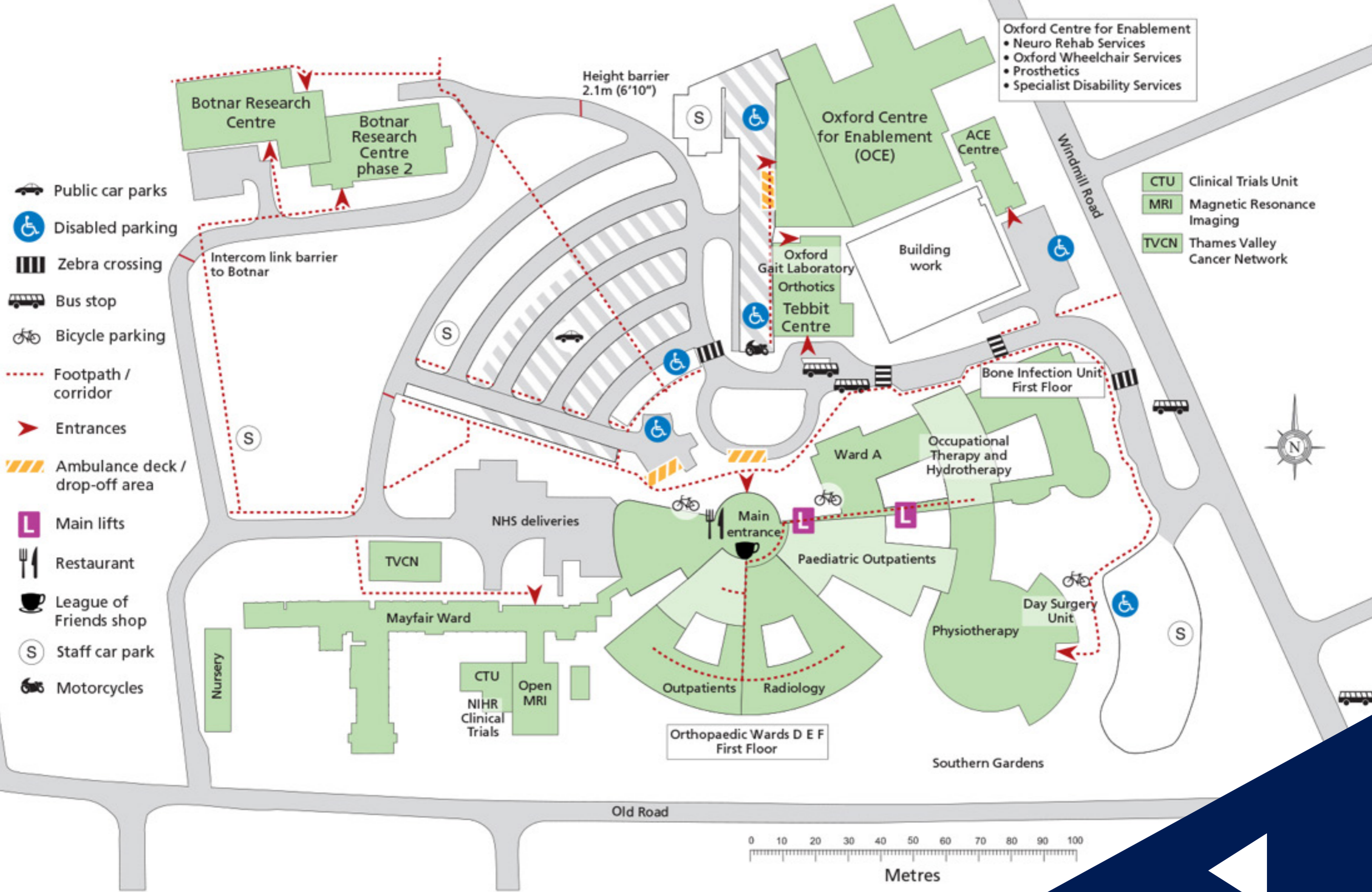
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Nuffield Orthopaedic Centre Site Map



John Radcliffe Hospital Site Map

