

# Out of hours key collection:



## Windsor Terrace

We look forward to welcoming you to **Windsor Terrace**, part of Kensington Park Student Village. Here's how to find us and how to collect your accommodation keys if you arrive outside of reception opening hours.

### Address:

Windsor Terrace, Newcastle upon Tyne, NE2 4HE  
<https://what3words.com> – anyone.fuzzy.clown

### Your key collection point/main reception:

Kensington Terrace, Newcastle upon Tyne, NE2 4BP  
<https://what3words.com> – going.feel.locate

### Reception opening times:

Monday to Friday (excluding bank holidays)  
Doors open: 8.30am–5.45pm  
Telephone & email support: 8.00am–6.00pm



## Arriving outside of reception opening hours

Please contact our 24/7 Estate Security Service. There are two ways you can get in touch:

Prior to arriving at reception, you can call them on **+44 (0) 191 208 6817** and they will arrange to meet you and hand over your key. *Please note you will need to have your **ID and Key Collection Pass** ready.*

If you are already at Windsor Terrace or don't have a UK-enabled device to call from, there is a **Help Point** located outside the main door at 16 Windsor Terrace, as well as a **Help Point** outside the reception entrance which will take you through to the Estate Security Service.

### Using your key card

Your key card needs to be activated as you enter your building on the day you move in. You must do this by holding the card against the card reader box next to the side of your outer building door.

