



Cumberland Lodge

exchanging views, inspiring minds

university visitors | notes for students



**Steeped in the nation's history
and set within beautiful parkland
Cumberland Lodge is, above all else,
a place for exchanging views
and inspiring minds.**

Cumberland Lodge an educational foundation supporting higher education since 1947

welcome by the principal



We look forward to seeing you soon at Cumberland Lodge. This former Royal residence in the beautiful setting of Windsor Great Park has been the home of an educational foundation since 1947. Each year around 3,000 students visit Cumberland Lodge, either for a study retreat organised by their university or to take part in one of our own conferences or events.

This booklet is designed to help you prepare for your visit, and you may also wish to see the short student video on our website which gives a taster of what to expect during your visit.

The booklet also includes information about our student scholarship and bursary schemes and about how to stay in contact with us, as we hope you will.

Best wishes

A handwritten signature in black ink that reads "Edmund Newell". The signature is written in a cursive style and is set against a light grey rectangular background.

Canon Dr Edmund Newell
Principal

about your stay

accommodation

Students normally share twin-bedded rooms, and rooms are allocated in advance in consultation with your university. Most bedrooms are spacious, and all have en-suite facilities. Towels and toiletries are provided, and there are facilities for ironing.

arrivals and departures

On arrival, you will be welcomed by Cumberland Lodge staff, given electronic passes for your rooms and external doors, and asked to fill in registration cards. When everyone is signed in, a member of staff will give a short talk about domestic arrangements.

On the day of departure, you will be asked to vacate your room by 9.00am. Luggage can be left near Reception. Please also remember to return your electronic pass before you leave.

meals

Our usual times for main meals are:

Breakfast 8.15am Monday to Saturday (full English)

9.00am Sunday (Continental)

Lunch 1.00pm

Dinner 7.15pm

group leader

Each visiting group has a Group Leader from among its organisers. The Group Leader's Office (room L36) is located on the first floor of the Lodge. It is equipped with a photocopier, PC, printer, scanner and telephone. There is a charge for photocopying and using the telephone.

duty academic

Each group is allocated a Duty Academic from Cumberland Lodge who will be resident and help host your visit. This will either be the Principal (Canon Dr Edmund Newell), the Director of the Cumberland Lodge Programme (Dr Owen Gower), the King George VI Postdoctoral Fellow (Dr Elizabeth Morrow), or the Amy Buller PhD Scholar (Katherine O'Lone).

reception desk

Cumberland Lodge is staffed 24 hours a day. During the daytime, a Duty Manager is available and at night two Night Supervisors are on site. If they are not available at Reception, please press the button on the desk and they will respond as soon as possible.

computing facilities

WiFi is available throughout the campus. Guests are advised to bring their own laptops/tablets, although there are computers with internet access for guests in the Lodge, Mews and Groom's House.

Royal Chapel

On most Sundays, those staying at the Lodge may have the opportunity to attend services at the Royal Chapel (Christian – Church of England). The dress code is 'smart casual' (no jeans, shorts, tee shirts, flip-flops or trainers, please). For security reasons, photographic ID is essential for access to the Royal Chapel - preferably a passport or driving license, although a student pass is normally acceptable. No mobile phones, cameras or large handbags are allowed. There is also a collection for charity during the service, so please bring some money.

bar

The bar is generally open before dinner and after evening conference sessions. Hot drinks are also served in the Bar after lunch and dinner, and mid-morning and late-afternoon.

recreational facilities

We have a wide range of recreational facilities – as well as a beautiful park on our doorstep! We have a tennis court, and rackets and balls can be borrowed free of charge. Croquet, boules and rounders can be played in the garden, weather permitting. In the basement, there is a snooker and pool room, a table tennis room, and a gym. A small number of bicycles are available for hire. Guests may use the grand pianos in the Drawing Room and Tapestry Hall. A range of board games are available in the Bar.

We encourage visiting groups to allow time for a walk in the Great Park, and a map with suggested walks is available from Reception. Local attractions include Windsor Castle, St George's Chapel, Savill Garden, Valley Gardens, Virginia Water, Eton College, and the Magna Carta, J.F. Kennedy and Royal Air Force memorials at Runnymede.

security

Cumberland Lodge is located in a safe, secluded environment. The campus is covered by CCTV, external doors are kept locked (guests have electronic access cards), and bedrooms are lockable and equipped with safes for small personal items. The Duty Manager can also lock small items and laptop computers in our insured safes. Cumberland Lodge will not accept liability for anything not stored in our insured safes.

merchandise

A small range of merchandise can be purchased from Reception. These include Cumberland Lodge mugs, guidebooks, books and prints, and also Great Park honey.

cash machines

The nearest ATMs are in Egham and Old Windsor.

We ask all who are staying at Cumberland Lodge to abide by the following rules:

alcohol

It is strictly forbidden to bring alcoholic drinks into Cumberland Lodge. Students should be warned that, if discovered, any alcohol brought into the Lodge will be confiscated until their departure. Offending students may be sent home and, if the incident is serious, the department may be asked not to return to the Lodge. Group leader and visiting staff are asked to ensure this rule is taken seriously.

smoking

No smoking is permitted inside the buildings (including e-cigarettes). Ashtrays are located outside the main entrances.

private areas

To respect the privacy of our neighbours, groups are asked not to go beyond signs that say 'Private' or 'No Admittance'. We ask groups also not to be noisy.

after dark

Walking or cycling in the Great Park is not permitted after dark. If you go outside after dark, please stay within the grounds of Cumberland Lodge.

parties

Parties in bedrooms or flats are not permitted.

damage to property

If an incident occurs during your stay, the group leader will be informed and the charges below will be made to the visiting institution (not the individual(s) concerned). We will do our best to identify who is responsible. If more than one group is staying at the Lodge and we are unable to identify who is responsible for any damage, we reserve the right to charge each group pro-rata to the number in the group. In any dispute, the Principal's decision is final.

Smoking in a bedroom – a cleaning charge of £30 per room.

Soiling a room – a cleaning charge of £100, and if necessary a loss of use charge.

Wet mattresses will be charged for at cost.

For other physical damage or vandalism – the actual repair/replacement cost. If, as a result of the damage, we lose the use of the room, a loss of use charge may also be incurred.

getting involved/keeping in touch

bursaries

Students are welcome to apply for bursaries to attend conferences that are part of the Cumberland Lodge Programme. We offer up to six free places for students each conference. Bursaries are awarded when there is financial need and when a student would benefit academically from attending the conference. Please email conferences@cumberlandlodge.ac.uk for further information.

scholarships

Six Cumberland Lodge Scholarships are available each year for doctoral students studying at any university in the UK. The two year scholarship offers training in public engagement and communication, and the opportunity to be involved in conferences that are part of the Cumberland Lodge Programme. Please email conferences@cumberlandlodge.ac.uk for further information.

social media

You can follow Cumberland Lodge on Facebook:

<https://www.facebook.com/pages/Cumberland-Lodge/157496264284134>



For general news about Cumberland Lodge on Twitter: @clvenue

For Cumberland Lodge Programme news on Twitter: @CumberlandLodge



Friends of Cumberland Lodge

We have recently established the Friends of Cumberland Lodge. This provides an excellent way of keeping informed about what's happening at Cumberland Lodge, as well as receiving invitations to special events. There are four types of membership: individual (minimum annual subscription £35), joint (£50), institutional – including university departments (£50) and student (£10). Income from the Friends goes towards student scholarships and bursaries, and other special projects. Please email friends@cumberlandlodge.ac.uk for further information.

Cumberland Lodge staff

Principal Canon Dr Edmund Newell (Personal Assistant: Jennifer Streek)

Bursar and Deputy Principal Martin Newlan (Personal Assistant: Linda Howell)

Director, Cumberland Lodge Programme Dr Owen Gower

Associate Director, Cumberland Lodge Programme Sandra Robinson

King George VI Postdoctoral Fellow Dr Elizabeth Morrow

Amy Buller PhD Scholar Katherine O'Lone

Administrator, Cumberland Lodge Programme Rebecca Sparkes

Domestic Bursar Jane Whaley

Bookings Manager Matthew Hancock

Duty Managers (weekdays) Sarah Mann, Alison Taggart

Duty Manager (weekends) Maria Carri



contact

Cumberland Lodge
The Great Park
Windsor
SL4 2HP

01784 432 316

enquiries@cumberlandlodge.ac.uk

www.cumberlandlodge.ac.uk

Registered charity. No. 1108677