



University visitors: Notes for students



Welcome



We look forward to seeing you soon at Cumberland Lodge. This former royal residence in the heart of Windsor Great Park has been home to an educational foundation since 1947. Every year almost 4,000 students visit us, for university study retreats or to take part in events that are part of our annual conference series or educational programme.

This booklet is designed to help you prepare for your visit, and you may also wish to have a look at our website to find out more about us. We are a Covid-secure site, so please pay particular attention to the procedures we have put in place to help protect everyone who works at, or comes to the Lodge.

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

Best wishes,

A handwritten signature in black ink that reads "Edmund Newell". The signature is written in a cursive, flowing style.

Canon Dr Edmund Newell
Chief Executive



The Tapestry Hall door, which inspired the Cumberland Lodge logo

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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.

Accessibility

We strive to ensure that all our guests feel welcome and have a comfortable, safe and enjoyable stay. Our full [Accessibility Statement](#) is available on our website. If you will require any special assistance during your stay, please inform your group leader before arriving. Our staff will also be happy to help.

Arrivals and departures

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

Please vacate your room by 9am on your departure day, unless a later time has been agreed for your group, and remember to return your keycard to Reception. The Receptionist or a member of our Meetings & Events team will let you know where you can leave luggage.

Meals

Please see your programme for specific meal times, however our usual times for main meals are:

Breakfast	8.00am	Monday to Saturday (full English)
	9am	Sunday (continental)
Lunch	1pm	
Dinner	7.15pm	

Group leader

Each visiting group has a group leader, nominated from amongst its organisers.

Cumberland Lodge representative

Each group is allocated a representative from Cumberland Lodge, who will be resident during your stay, and help to host your visit.

Reception

Cumberland Lodge is staffed 24 hours a day. During the daytime, a member of our Meetings & Events team is always available and Night Porters are on duty overnight. If they are not available at Reception, please press the button on the desk and they will respond as soon as possible.

WiFi

WiFi is free and is available throughout the buildings (no password required). Guests are advised to bring their own laptops/tablets.

Chapel

On most Sundays, guests at the Lodge may have the opportunity to attend services at the Royal Chapel (a Christian, Church of England place of worship). 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 - a passport or driving license. No mobile phones, cameras or large handbags are allowed. There is also a collection for charity during the service, so you may wish to bring some money.

Bar

The Bar is generally open before dinner and after evening conference sessions. You will be advised of opening times by your group leader. 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 5,000 acres of beautiful parkland 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. We offer table-tennis and pool tables in the Basement, along with recreational space, suitable for evening parties and relaxation.

Board games are available in the Bar, and there are televisions in the Sitting Room and Basement. Guests are welcome to use our Chapel and Library when they are not in use. You are welcome to play the pianos in the Drawing Room and Tapestry Hall, provided that you do not disturb your fellow guests.

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.

Safeguarding

Cumberland Lodge is committed to providing a safe environment for all who work or stay with us, with special provisions for children (those aged under 18) and vulnerable adults. Our Safeguarding Policy is reviewed annually and a copy is available on our website. You can download our Safeguarding Policy Statement, which summarises our approach, from the [Frequently Asked Questions](#) page of our website.

For enquiries about our approach to safeguarding and relevant codes of conduct, or for any concerns relating to safeguarding during your stay, please contact Merrill Ryan (Hospitality Director and our Safeguarding Co-ordinator) at mryan@cumberlandlodge.ac.uk or on 01784 497783. Our Trustee with responsibility for safeguarding matters is Baroness (Jill) Pitkeathley.

Security

Cumberland Lodge is located in a safe, secluded environment. The campus is covered by CCTV, and external doors are kept locked, with access via electronic keycard only. Our bedrooms are lockable and equipped with safes for small personal items.

Merchandise and cash machines

A small range of merchandise can be purchased from Reception. These include Cumberland Lodge mugs, guidebooks, books and prints. Please note that the nearest ATMs are in Egham and Old Windsor.

Staff and scholar biographies



Canon Dr Edmund Newell, Chief Executive

Edmund Newell has been Principal or Chief Executive of Cumberland Lodge since 2013. An economic historian and priest in the Church of England, he has been: a Research Fellow at Nuffield College, University of Oxford; Chancellor of St Paul's Cathedral, London, where he was the founding Director of the St Paul's Institute; and Sub-Dean of Christ Church, Oxford. Ed is a regular contributor to *Pause for Thought* on BBC Radio 2.



Joshua Rice, Amy Buller Scholar 2020-23

Joshua is currently being supported by Cumberland Lodge and Royal Holloway, University of London, to complete a PhD in the history of religion, as the recipient of our joint Amy Buller PhD Scholarship. Joshua graduated from Royal Holloway with first-class honours in History in 2018, and went on to complete an MA in Medieval Studies with distinction. His Master's dissertation focused on the importance of public debates between the Church and minority religious groups, and this is also the subject of his PhD research.

Key contacts

Chief Executive

Chief Operating Officer

Hospitality Director

Meetings & Events Manager

Duty Managers

Communications Manager

Digital Communications Officer

Head Chef

Programme Director

Programme Officer

Amy Buller PhD Scholar

Buildings Manager (inc. grounds/maintenance)

Events & IT Technician

Senior Night Supervisor

Night Porters

Weekend Night Porter

Canon Dr Edmund Newell

Mike Durham

Merrill Ryan

Sarah Mann

Tabitha Price, Beth Smith and Alison Taggart

Nicola Hine

Jack Verduyn

Robert Szewczyk

Melissa Butcher

Bea Raffan Gowar

Joshua Rice

Colin Baker

Graham Hobbs

Stephen Martin

Malcolm Gadd and Colin Singleton

Danny Martin

Further opportunities

Fellowships

Ten Cumberland Lodge Fellowships are awarded each year for doctoral students studying at any university in the UK. These two-year fellowships offer training in public engagement and communication, and the opportunity to be involved in our conferences and charitable activities. Please email programmeteam@cumberlandlodge.ac.uk for further information.

Social media

Please like and follow Cumberland Lodge on social media



Keeping in touch

You can sign up for news and details of upcoming events or new publications and digital resources from Cumberland Lodge at cumberlandlodge.ac.uk/keep-in-touch

You can also find out how to become a Friend of Cumberland Lodge for as little as £10 a year at cumberlandlodge.ac.uk/friends



Students attending Life Beyond the Phd 2022 at Cumberland Lodge

Please note

We ask everyone who visits or stays overnight at Cumberland Lodge to abide by the following policies:

Phones

As a charity that exists to inspire dialogue and debate, we strongly encourage you to engage in conversation with your fellow guests and to avoid using mobiles in our dining rooms.

Alcohol

As a condition of our licence, it is strictly forbidden to bring alcoholic drinks into Cumberland Lodge. Students are 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 leaders and visiting staff are asked to ensure this rule is taken seriously. Alcoholic drinks can be purchased from our Bar.

Smoking

Smoking is not permitted inside the buildings (including e-cigarettes). Ashtrays are located a short distance from the main entrances.

Parties

We do not allow parties in bedrooms or flats. A dedicated space for parties and recreation is available in the Basement (The Vaults).

Damage to property

The organisation you are visiting with will be informed and charged for any incidents of damage to our property during your stay. This includes smoking indoors, soiling of bedrooms, physical damage and vandalism.



Access to private property

While we encourage guests to explore our gardens and to take walks in Windsor Great Park during free time, please do not attempt to access the woodland and fields to the west and south of Cumberland Lodge, beyond the boundary fences (shown in the map below). For reasons including wildlife activity and your own safety, trespassing in these areas is strictly forbidden. These are private rural lands which are managed by the Crown Estate's park-keeping team for nature, not for public use, and as such the terrain is not suitable for walking.

To respect the privacy of our neighbours in the Mews properties, please do not go beyond signs that say 'Private' or 'No Admittance'. We also ask that groups keep noise levels to a minimum in the evenings.

Please note that access to the roof of the Lodge is strictly prohibited.

If you would like recommendations for some of the best ways to enjoy our Great Park surroundings on foot, we have a guide with suggested walking and running routes, which is available from reception or online [here](#). If you are planning to go for a walk or run, please note the guidance below on access to the Great Park outside of daylight hours.

After dark

At the request of The Crown Estate, walking, running or cycling in Windsor Great Park is not permitted after dark. If you go outside between dusk and dawn, please stay within the grounds of Cumberland Lodge. There is no lighting in the wider Great Park, and we cannot be responsible for your safety once you are outside of our boundaries, which are illustrated on the map below.

We encourage group leaders to work with us on reminding students of the guidance provided to ensure a safe and enjoyable visit for all.



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cumberlandlodge.ac.uk



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