



University visitors: Notes for organisers



Welcome



We are looking forward to welcoming you soon.

Students from all over the world have been visiting Cumberland Lodge for more than 70 years, and these days we welcome almost 4,000 every year, from hundreds of universities and higher education institutions. We subsidise student retreats from our charitable funds.

Whether you are a regular visitor or are coming to Cumberland Lodge for the first time, we hope you find this booklet helpful. It includes information about how to arrange a student study retreat here, an overview of our ethos and facilities, and what to expect during your stay.

We are a Covid-secure site, so please pay particular attention to the procedures we have put in place to protect everyone who works at, or visits the Lodge.

We hope you enjoy your stay and find it fruitful and restorative.

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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* Please print or photocopy and give one to each student, or send the separate pdf.

** Please print or photocopy application form for any interested students.

About us

This magnificent former royal residence in the heart of Windsor Great Park has been the home of an educational charity since 1947. In that year, we were granted a Royal Warrant by King George VI, to use the building as a residential centre where university students could gather to explore topics outside the narrow confines of a degree course – particularly ethical and societal issues.

Throughout the year, we host subsidised study retreats for university departments and other higher education institutions, from all over the UK. We also run a renowned annual series of roundtable conferences, panel debates and study retreats, as well as educational programmes for students and school children. Our charitable work is funded by the hundreds of organisations and individuals who book our facilities for conferences, meetings, away-days and special events. Please visit our website to find out more about our work.

Our ethos

We seek to empower people, through dialogue and debate, to promote progress towards more peaceful, open and inclusive societies. We work with people of all backgrounds, ages and perspectives, to challenge silo thinking and incubate fresh ideas that promote progress towards more peaceful, open and inclusive societies.

With this in mind, many of our visiting university groups include a [St Catharine's Session](#) in their programme. This is a guided group discussion, designed to help students explore social and ethical issues outside the confines of their usual fields of study. We offer our own programme of St Catharine's Session topics, but we are always happy to work with group leaders to suggest alternative topics and to help facilitate the sessions. To find out more, please see our St Catharine's Session brochure or contact our Programme team on 01784 770842, or by at programmeteam@cumberlandlodge.ac.uk.



Student study retreats

A study retreat at Cumberland Lodge offers an opportunity to enrich students' engagement with a subject, whilst the relaxed atmosphere and inspiring environment encourage open discussion and student-staff interaction.

The theme and content of the retreat is up to you, but we do ask that it is in keeping with our charitable work and ethos, and we ask for a draft programme three months in advance of your stay, for approval.

We encourage the use of visiting speakers, and ask that your programmes do not include too much free time. Please encourage your session leaders and speakers to allow plenty of time for questions and discussion, and remind both speakers and colleagues that students take priority over staff during these discussions.

A typical weekend study retreat has the following format:

Friday

- Arrive early evening
- Welcome talk by Cumberland Lodge staff
- First session

Saturday

- Two sessions in the morning
- Free time in the afternoon
- A session before and after dinner
- Party

Sunday

- Option of attending Royal Chapel or a morning session
- Final session after lunch
- Departure mid-afternoon

A more detailed draft programme can be found in Appendix I, below.

Residential student retreats at Cumberland Lodge are subsidised from our charitable funds.

Preparing for your visit

Booking your visit

Cumberland Lodge is much in demand, so early booking – ideally a year or more ahead – is recommended, particularly for large groups. We highly recommend visiting the Lodge, especially if you have not been before. Enquiries and bookings should be made through our Meetings & Events team, who can be contacted on 01784 220521 or at enquiries@cumberlandlodge.ac.uk.

Group leader

Each visiting group must have a group leader – a member of staff who liaises with Cumberland Lodge in preparing the visit, and who takes responsibility for the group during the visit. We ask that the Group Leader and/or other members of staff remain on-site throughout a retreat.

Group size

Normally, the maximum size group we can accommodate, including staff, is 95. When more than one group are staying at the same time, we will let you know the maximum size of group we can accommodate. If you are planning to bring a small group, you may be sharing the facilities with others.

Charges

As student retreats are part of our charitable activities, your visit is being subsidised by the Trustees of Cumberland Lodge. Each year the trustees allocate around £1.8 million to support student visits and our own programme of conferences, panel discussions, webinars, retreats, fellowships, scholarships and student bursaries. There are no published rates for staying at Cumberland Lodge, so please contact our Meetings & Events for further information. Rates for academic staff are higher per head than for students, but are based on single-occupancy accommodation (students share rooms). In setting charges, we allow for one member of staff for every 15 students, and reserve the right to charge more if the ratio of staff to students is higher.

Study retreat bursaries

We offer a limited number of bursaries to help students with limited financial means to attend a study retreat with their peers, fully funded. Please give your students the opportunity to apply for one of these. If there are more applicants than available places, partial bursaries can be awarded instead. An application form, which can be printed or photocopied, can be found in Appendix 3.

COVID-19 response

We are a Covid-secure site, with rigorous policies and enhanced procedures in place so that people can visit us and work in confidence. We are proud to have 'We're Good to Go' accreditation from VisitBritain and we are continuously reviewing our approach in line with the latest Government guidance. You can find out more, and see our latest updates, on the [Covid-secure Events](#) page of our website.

Cumberland Lodge representatives

Each group is allocated a representative from Cumberland Lodge, who will be resident and help to host your visit. Our representatives include:

Canon Dr Edmund Newell, Chief Executive
Joshua Rice, Amy Buller PhD Scholar

Their biographies can be found on pages 13-14.

Before your visit, our team will check your draft programme to ensure it meets our criteria, and will let you have any comments. On the first day of your visit, your staff representative will give a welcome talk, and explain the house rules. Your representative will also be available to give a guided tour of the Lodge if requested in advance, and will escort those attending the Royal Chapel (see page 9).

Timetable

Please note that we now require a 10% deposit at the point of booking. To help you with your planning, here is a typical timetable for running a student study retreat:

At least one year in advance

Please book your preferred dates with an estimate of the size of your group.

Six months before your visit

You will receive an invoice for a further deposit to the value of approximately 15% of the final account.

Three months before your visit

You will receive further information about the Lodge and its facilities, including details of the meeting rooms allocated to your group. You will also be asked to submit a draft programme of your visit for our approval in terms of content and format.

Two or three weeks before your visit

You will be asked to send final details of your proposed programme, along with any requirements/requests for facilities and/or bursary applications.

Please send us your final list of participants and any special dietary requirements.

A few days before your visit

Please also make sure that your students receive a copy of our 'Notes for Students' pack.

The week after your visit

You will receive an invoice detailing the charges for the visit.

As soon as possible after your visit

To avoid disappointment, please book your next visit!

About your stay

Arrivals and departures

It would be helpful if at least one member of staff could arrive ahead of the students, to deal with any last-minute arrangements. By prior arrangement, either our Events & IT Technician, Graham Hobbs, or our Digital Communications Officer, Jack Verduyn, can remain on duty to meet with a member of the group in order to run through any technical requirements.

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

On the day of departure, your group will be asked to vacate all rooms by 9am, to enable our housekeepers to prepare them for the next arrivals, unless you have asked for an alternative time. You will be advised by staff of where you can leave your luggage.

Please also ensure that all electronic passes are returned to Reception or placed in the 'drop-in' boxes by the main entrances to the Lodge and Mews before you leave, as these are very expensive for us to replace. The list of room allocations and a plan of the campus is on the noticeboard at Reception.

Bar

The Bar is generally open before dinner and after evening conference sessions. Alternative opening times can be arranged, subject to staff availability.

Bedrooms

We have 58 en-suite bedrooms in three buildings: the Lodge, the Mews and Groom's House. Most rooms are spacious and have twin beds, and students normally share. We allocate group leaders, organisers, speakers and other members of staff their own bedrooms, subject to availability. Towels and toiletries are provided.

Meals

Meal times, including morning coffee and afternoon tea, are arranged to suit the requirements of each group. However, the usual time for main meals are:

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

Please notify us in advance of any special dietary requirements, including Halal meals. Kosher meals can be arranged for an additional cost, provided we receive sufficient notice.

Fire safety

The safety and security of our guests is our first priority. We rely on the active involvement of visiting Group Leaders when university groups are in residence, to ensure that students follow the rules. In the event of a fire alarm, when an audible alarm sounds across the campus, all guests and staff should evacuate immediately by the safest route (indicated in each bedroom) and gather on the front lawn. Outside of office hours, we have very few staff on site to ensure that the evacuation happens efficiently and that best efforts are made to account for all the guests, so we would look to group leaders to help us with this.

Parties

Most visiting student groups hold a party on their second evening. There is a dedicated room in the Basement for student parties, which is equipped with an iPod docking amplifier, disco lighting and a twin CD deck. Please advise us in advance if these are required. Please bring your own music, as our collection is limited. We can also hire out a karaoke machine for an additional charge, if required. Drinks can be purchased (in plastic glasses for safety) in the Bar on the ground floor and taken downstairs. This bar facility will be provided for a maximum of four hours, closing no later than 1.00am.

Please state on your programme if your students wish to hold a party, and please remind them to bring their own music.

Royal Chapel

Groups staying at the Lodge on Sundays (except Mothering Sunday and the Sunday of the Christmas carol service) are invited to Holy Communion or Matins (Church of England) at the Royal Chapel, the Royal Family's private chapel in the Great Park. There are however restrictions on numbers attending and you will be notified of this nearer to the day. A list of those attending, including everyone's full name, date and place of birth will be required and will need to be returned to us no later than **mid-day on the Thursday before your weekend visit.** This will then be forwarded to the police for security checks prior to your visit.

For security reasons, photographic ID is essential for access to the Royal Chapel (a passport or driving license). The dress code is 'smart casual' (no jeans, shorts, T-shirts, flip-flops or trainers please). No mobile phones, cameras or large handbags are allowed. A collection for charity is taken during the service.

The Lodge also has its own Chapel available for use by groups or individuals for private prayer or reflection, unless pre-booked by another group. It is on the first floor of the main building, accessed via the Tapestry Hall staircase.

Safeguarding

If your group will include anyone under the age of 18, or a vulnerable adult, it is important that you let us know in advance.

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. Please download our Safeguarding Policy Statement, which summarises our approach and provides useful contact details, from the [Frequently Asked Questions](#) page of our website (under Venue Hire). You will also find a link to our full policy document in the FAQ about safeguarding.

Security

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

Facilities

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 the [Frequently Asked Questions](#) page in the Venue Hire section of our website. Please notify us of any special requirements before your stay.

There are two en-suite bedrooms in the main building suitable for disabled guests and accessible to wheelchairs. A lift large enough for wheelchairs provides access to all floors in the main building. There are ground floor public toilets for disabled guests in the main building and Groom's House.

[Flitcroft](#), our main conference room, is fitted with an induction loop for the hard of hearing, as is our Reception desk, and we have a portable loop for other rooms. Please notify Reception on arrival if the portable loop is required. Unfortunately we do not have staff who are qualified to offer specialist support for disabled guests. Visiting groups must make their own arrangements if any form of professional care is needed, and accommodation for carers can be booked.

Conference facilities

Our two main conference rooms are in the Mews: [Flitcroft](#) seats up to 95 people, and [Sandby](#) seats up to 50. Seating can be arranged in a variety of styles, and break-out rooms are available. In the Lodge, the [Library](#) seats 25 in boardroom style or up to 50 in theatre style, and the [Chapel](#) and [Sitting Room](#) may also be used.

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, along with discount vouchers for The Savill Garden.

WiFi

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

Reception

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

Merchandise

A small range of merchandise, including tote bags, mugs, guide books, books, prints, Great Park honey and giftcards, can be purchased from Reception.

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. Only alcohol that is purchased from our Bar may be consumed on site. Students should be warned that, if discovered, any alcohol brought into the Lodge will be confiscated. 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.

Smoking

No smoking is 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.

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	cleaning charge of £30 per room
Soiling a room	cleaning charge of £100, and if necessary a loss of use charge
Wet mattresses	these 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.

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.



Getting involved and staying in touch

Fellowships

Up to ten Cumberland Lodge Fellowships are now available each year for doctoral students studying at any university in the UK. These two-year fellowships offer mentoring and support in developing networking, public engagement, communications and event facilitation skills, and the opportunity to be involved in our annual series of conferences and consultations, panel debates, study retreats and educational activities. They are designed to fit around the demands of doctoral study.

Please email programmeteam@cumberlandlodge.ac.uk for further information.

Social media

Please follow and like Cumberland Lodge on social media:



Cumberland Lodge welcomes over 4,000 students and academic staff every year. If you would like to be part of our growing Cumberland Lodge community of people who are closely connected to our work, please join our Facebook group at: facebook.com/groups/CumberlandLodgeCommunity

Friends of Cumberland Lodge

The [Friends of Cumberland Lodge](#) is a group of people who value their close connection to our work. The Friends scheme 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
Student	£10

Income from the Friends goes towards student scholarships, fellowships and bursaries, and other special projects. Please email us at friends@cumberlandlodge.ac.uk, for further information.

Keeping in touch

If you would like to receive news and updates from Cumberland Lodge by email, including details of our upcoming events and publications, or opportunities for students, please sign up on our website at: cumberlandlodge.ac.uk/keep-in-touch

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

Senior Meetings & Events Manager

Duty Managers

Communications Manager

Digital Communications Officer

Head Chef

Programme Administrator

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

Charlotte Henderson

Joshua Rice

Colin Baker

Graham Hobbs

Stephen Martin

Colin Singleton and Malcolm Gadd

Danny Martin



Cumberland Lodge
Windsor Great Park, Windsor, SL4 2HP
01784 432316

cumberlandlodge.ac.uk
enquiries@cumberlandlodge.ac.uk

Cumberland Lodge is a company limited by guarantee.
Company no. 5383055. Registered charity no. 1108677

Appendix I:

Sample study retreat programme

Name of university/department/society

Date

Theme of the retreat

Friday

6.00pm	Arrival
6.30pm	Choice of Bar* or informal reception**
7.15pm	Dinner
8.15pm	Welcome and introduction by CL Duty Academic (see note 1)
8.30pm	Session 1
10.00pm	Bar (open until midnight at the latest)

Saturday

8.00am	Breakfast
9.00am	Session 2 (see notes 2 and 3)
10.30am	Coffee
11.00am	Session 3 (see note 4)
1.00pm	Lunch
	Free afternoon (see note 5)
4.00pm	Tea
4.30pm	Session 4 (see note 6)
6.00pm	Bar
7.15pm	Dinner
8.30pm	Session 5 (see note 7)
10.00pm	Bar (until midnight) or Party in Basement (closing by 1am)

Sunday

9.00am	Breakfast (until 9.45am)
10.15am	Departure of those attending Matins at Royal Chapel
10.30am	Coffee
11.00am	Session 6 (see note 8)
1.00pm	Lunch
2.00pm	Session 7 (or departure)
3.30pm	Tea
4.00pm	Departure

* Delegates can purchase their own drinks from the Bar.

** The visiting university or organisation selects and purchases a number of wines, and delegates enjoy them at an informal drinks reception. Please discuss this with our Meetings & Events team.

Notes

1. This must include a brief welcome talk on the first day of your stay, delivered by your Cumberland Lodge representative. This gives a brief introduction to Cumberland Lodge (its ethos and history), information about visiting the Royal Chapel (if appropriate) and the rules for visits. A longer introductory talk may be arranged at a mutually convenient time when a member of the Cumberland Lodge staff will provide a more detailed history of the house and the foundation.
2. Experience has shown that a panel session livens up a programme.
3. We strongly encourage making one of the sessions a St Catharine's Session – a guided group discussion on a social or ethical issue outside of students' regular fields of study. With advance notice, we can help to facilitate such a session. Please contact our Programme team at programmeteam@cumberlandlodge.ac.uk to find out more.
4. Speakers should be encouraged to plan their presentation so as to allow a minimum of half an hour for general discussion - with students given every opportunity to participate.
5. For the free afternoon on Saturday there is plenty of opportunity for walking in the park, games, or visits to Windsor.
6. In the winter months, when days are short, a late Saturday afternoon session is a good idea; less so in the summer when a full afternoon in the Park, or in Windsor, is an attractive option.
7. It is essential to organise a session after dinner on Saturday evening to avoid an aimless gap in your programme before the start of the party.
8. On Sunday morning all members of the group are very welcome to attend services at the Royal Chapel in the grounds of nearby Royal Lodge. Holy Communion is at 8.30am (10.00am on the first Sunday of the month) and Matins at 11am (which is the service visitors to the Lodge normally attend). Those going to morning service will miss the 11am session. It is advisable not to invite visiting speakers for this session as few might attend. An alternative might be a 'poster session' - or two sessions might be organised for Sunday afternoon, leaving the morning free. Another alternative is to organise a short session from 12.15pm to 1.00pm, as this will allow enough time for chapel attendees to get back to the Lodge.

Appendix 2:

More about Cumberland Lodge

Supporting higher education

Cumberland Lodge has been providing transformative experiences for students for almost 75 years, since its establishment in 1947. We have close links with universities across the UK, and other higher education institutions such as the Inns of Court.

Each year, nearly 4,000 students visit us for [study retreats](#), mainly at weekends. As well as being intellectually stimulating, these retreats allow students to interact with each other in ways not possible in their institutions. While here, students, staff and visiting speakers are able to enjoy the Lodge's exceptional hospitality and facilities, and explore its beautiful surroundings. Many university departments have been visiting us for decades, and their annual retreat has become a much valued tradition.

Cumberland Lodge is also a popular venue for national and international academic conferences, and for continuing professional development courses for doctors and other professionals. We always welcome enquiries for events of these kinds, and these bookings all help to support our charitable work.

Our charitable mission

Cumberland Lodge empowers people, through dialogue and debate, to tackle the causes and effects of social division.

Since 1947, we have been breaking down silo thinking and building networks with the power to make a difference. We convene multi-sector conferences, panel discussions and residential retreats that engage people of all ages, backgrounds and perspectives in candid conversations, on issues that affect us all.

We were founded in 1947 with the support of King George VI and Queen Elizabeth The Queen Mother. Our founder, Amy Buller, envisioned a place where people would 'examine the fundamental assumptions' behind complex challenges facing society, and that remains at the heart of what we do.

The cross-sector, intergenerational discussions we convene address pressing social and ethical issues that affect social cohesion in the UK and beyond. Backed by independent research we commission from freelance Research Associates, we bring together leaders and influencers, research students, academics and community practitioners, to exchange views and think creatively about how to promote progress towards more peaceful, open and inclusive societies.

Insights and recommendations from our conferences are reviewed and refined through expert consultations and presented to policymakers, the media, influencers and the wider public at report launches in central London. Our reports are also made available on our website and via our social media channels.

You can find out more about [our charitable mission](#), our unique [ethos and approach](#), our [history and heritage](#), and our latest [digital resources and publications](#) and [upcoming events](#), on our website.

Supporting students and young people

We actively involve young people in all aspects of our work. Alongside our student study retreats and St Catharine's Sessions, we provide a wide range of opportunities for young people in schools and colleges, and students in higher education, to nurture their potential as future leaders and change-makers, including fellowships and personal development schemes for PhD students, our annual Life Beyond the PhD conference, and programmes for international students from all over the world (including our annual Commonwealth and International Student Christmas Conference and our Emerging International Leaders programme on Freedom of Religion or Belief).

You can find out more in the [What We Do](#) section of our website.

Student fellowship and scholarship

We offer two schemes to mentor and support doctoral students and encourage them to use their personal skills and academic studies for the betterment of society.

Our two-year [Cumberland Lodge Fellowship](#) scheme supports 10 students per year, from universities across the UK, to develop their communications, public engagement and event facilitation skills alongside their academic work. One Fellow each year is nominated by the Council for At-Risk Academics (Cara).

Our three-year [Amy Buller Scholarship](#), in partnership with Royal Holloway, University of London, to support a PhD student from any academic discipline with doctoral research on a subject connected to our charitable objectives and to involve them in helping to host visiting groups for study retreats.

Supporting our local community

Cumberland Lodge also offers free, cultural and educational events to engage with the wider community. These include the popular [Cumberland Conversations](#) series, featuring high-profile visiting speakers, as well as lectures, art exhibitions, music recitals, film screenings and literary events.

Governance

Cumberland Lodge is overseen by a board of trustees with a wide range of expertise and experience in higher education and public life. Trustees also take an active role in the running of Cumberland Lodge through membership of our committees. A list of current trustees can be found on the [People](#) page, in the About Us section of our website.

Conference venue

We welcome individuals and organisations to book our stunning facilities for conferences, meetings, and special events including weddings. Every booking helps to support our charitable work.

To find out more, please visit cumberlandlodge.ac.uk/venue-hire, or contact our Meetings & Events team, at enquiries@cumberlandlodge.ac.uk

Appendix 3:

Study retreat bursaries

The trustees of Cumberland Lodge award bursaries to help students with limited financial means to visit Cumberland Lodge with a group from their university. The number of bursaries available varies, according to the number of students in the group:

15 – 25 students	1 free place
26 – 50 students	2 free places
Over 50 students	3 free places

A bursary application form is attached. Please print or photocopy it and provide copies to students who wish to apply for an award.

Awarding the bursaries

You can make a direct approach to students you think might need a bursary and invite them to complete an application form, which you should endorse and return to us. If you find it difficult to identify needy students, please advertise the bursaries as widely as possible, inviting students to collect an application form. This should be completed and returned to the Meetings & Events team at least one week before the visit. Should there be more applications than available bursaries you may prefer to divide the value between the applicants. Please agree your bursary arrangements with the Meetings & Events team in advance of your visit.



Students attending Life Beyond the PhD 2022 at Cumberland Lodge

Study Retreat Bursaries Application

To be completed by a student wishing to apply for a bursary. This provides a free place during a student group visit to Cumberland Lodge.

University/College:

Department or society:

Event number/date:

Student's title and name:

Nationality:

Undergraduate/Postgraduate:

Degree, subject & year of study:

Note in support of your application. Please continue over reverse if necessary.

Signed (student):

Date:

Signed (group leader):

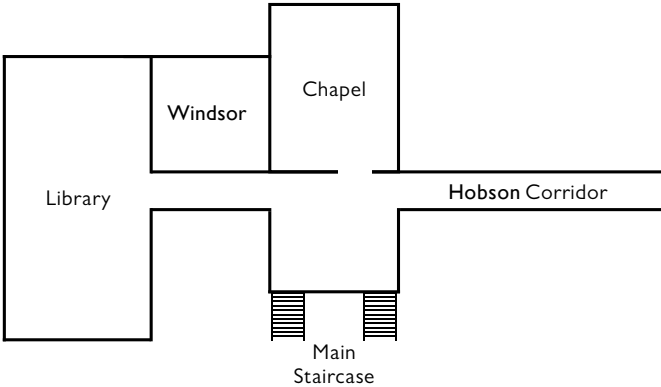
Date:

Form to be returned by the group leader at least one week before the visit to our Meetings & Events team, at enquiries@cumberlandlodge.ac.uk

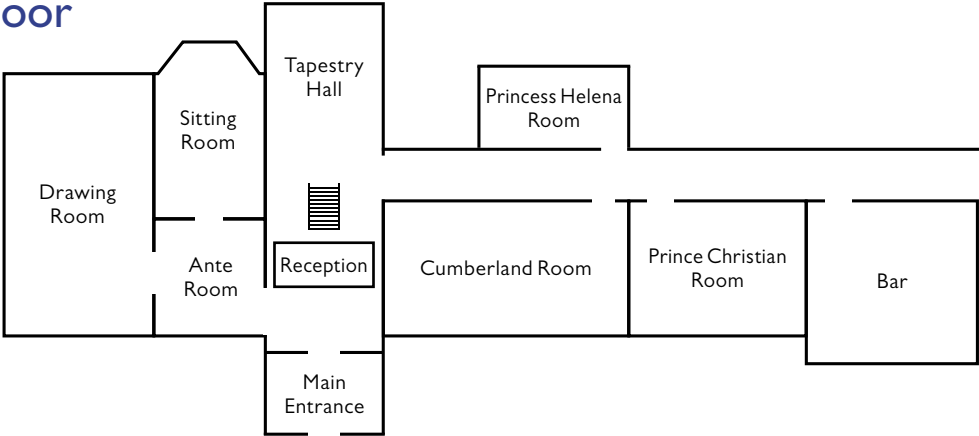
Appendix 4: Floor plans and site layout



Main Lodge First floor



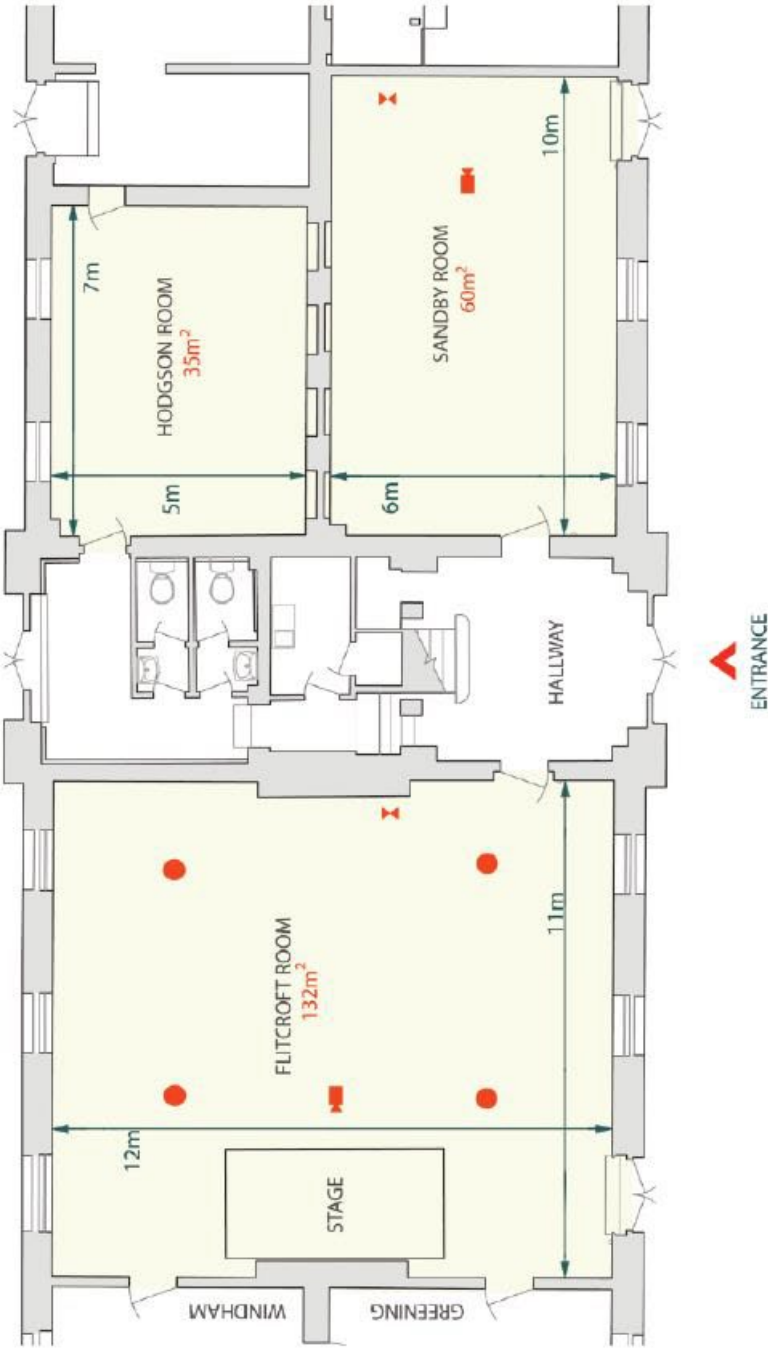
Ground floor



The Mews Conference Centre

Ground floor, central rooms

KEY PLAN



ROOM OPTIONS	Flitcroft Room	Sandby Room	Hodgson Room
Theatre	120	50	30
Cabaret	66	30	20
Boardroom	48	30	22
Classroom	60	24	18
U-Shape	36	24	16
Circle	50	32	22
Semi Circle	40	26	18

HIGHLIGHT FEATURES

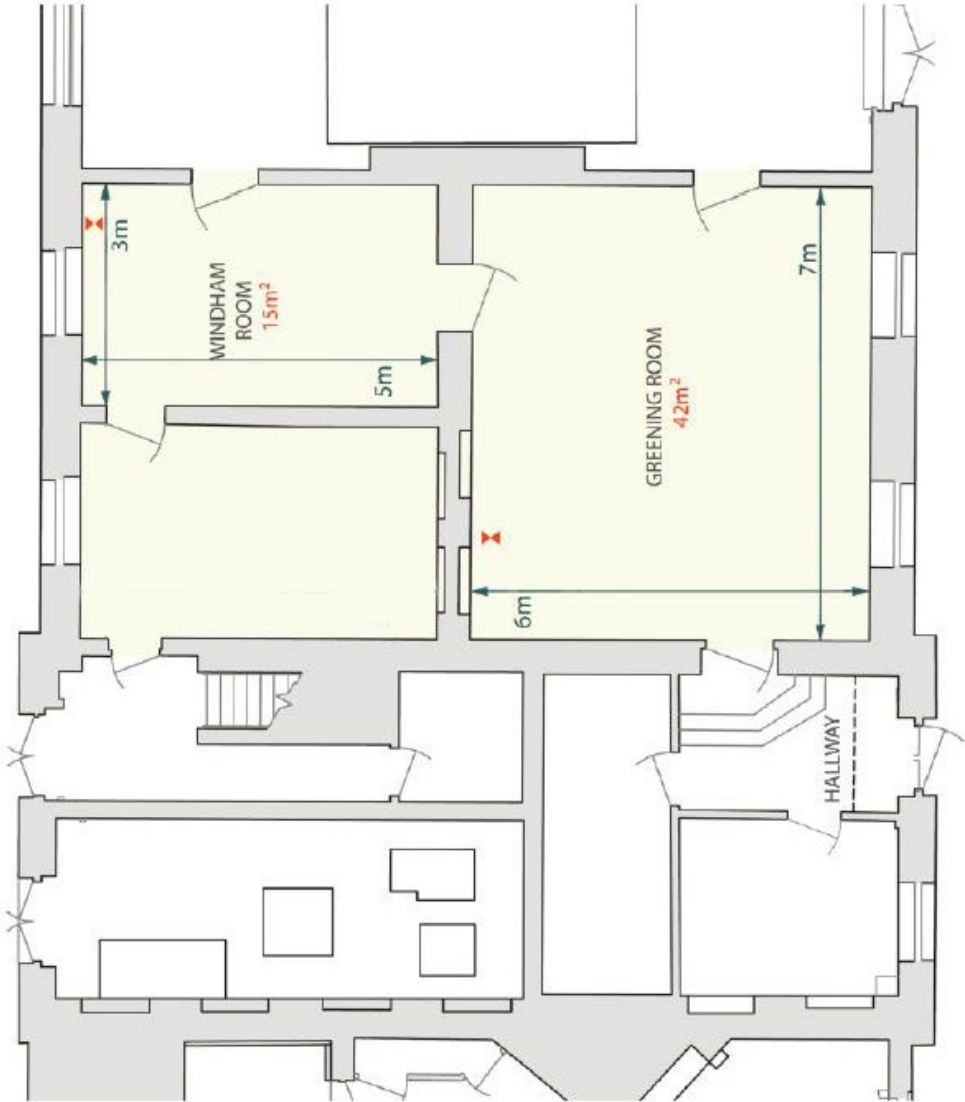
Wifi Access	✓	✓	✓
Disabled Access	✓	✓	✓

KEY

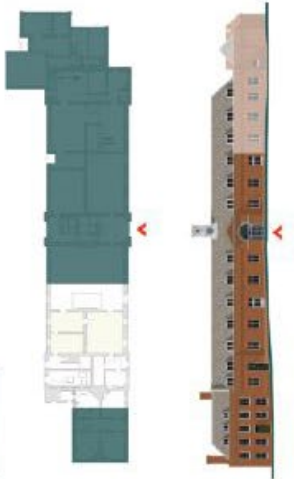
- Floor Socket with data
- Projector
- Data Point

The Mews Conference Centre

Ground floor, side rooms



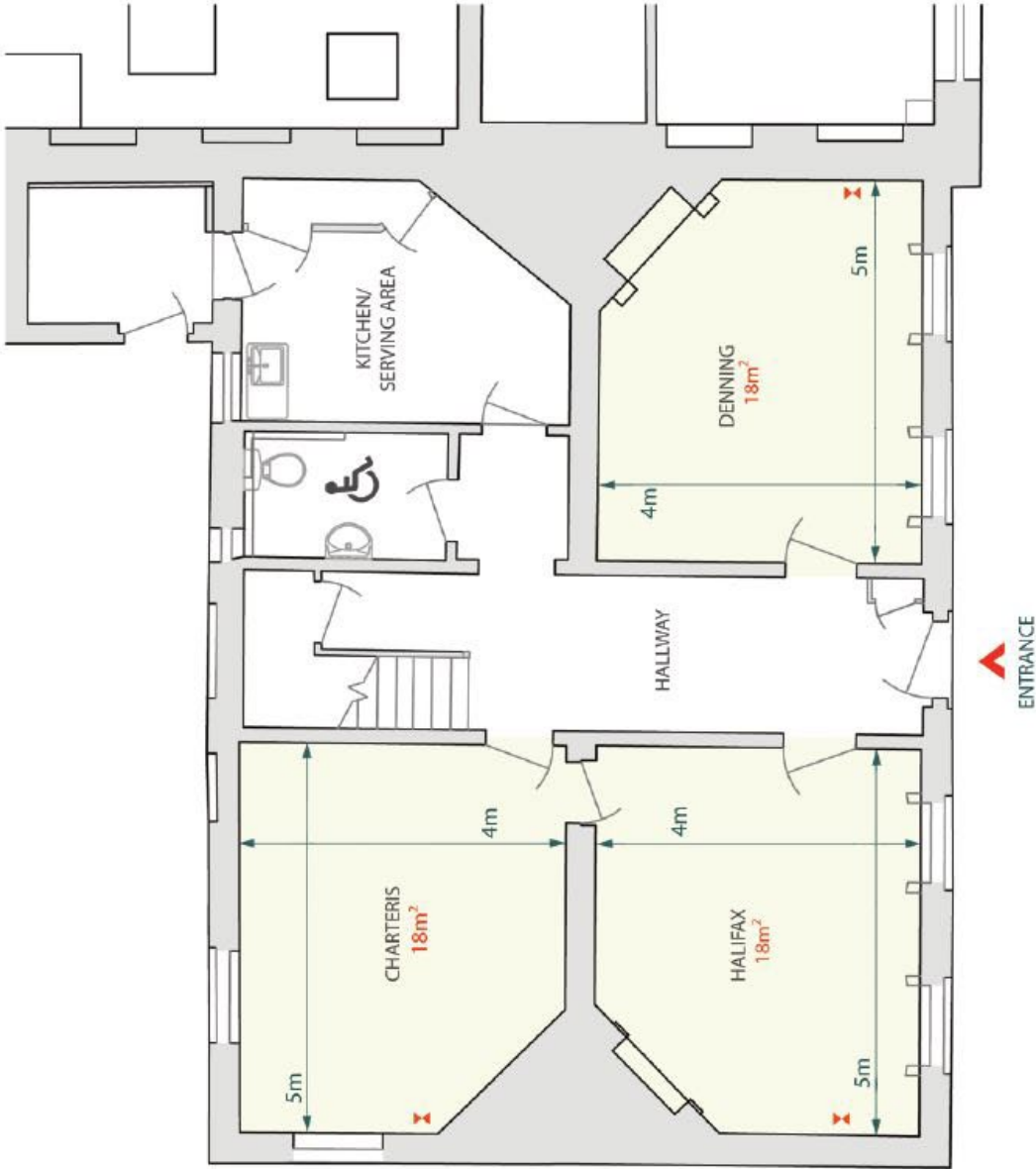
KEY PLAN



ROOM OPTIONS		Greening Room	Windham Room
	Theatre	30	12
	Cabaret	20	--
	Boardroom	24	6
	Classroom	18	6
	U-Shape	18	--
	Circle	22	12
	Semi Circle	18	8
HIGHLIGHT FEATURES			
	Wifi Access	✓	✓
	Disabled Access	✓	✓

KEY

- Floor Socket
- Projector
- Data Point



KEY PLAN

ROOM OPTIONS	Halifax	Denning	Charteris
Theatre	12	12	12
Cabaret	--	--	--
Boardroom	12	12	12
Classroom	--	--	--
U-Shape	--	--	--
Circle	12	12	12
Semi Circle	8	8	8

HIGHLIGHT FEATURES

Wifi Access	✓	✓	✓
Disabled Access	✓	✓	✓

KEY

- Floor Socket
- Projector
- Data Point