



Cumberland
Lodge

Information for university organisers

About Cumberland Lodge

We can't change what we don't understand. That's why, in a world of extreme inequality and political polarisation, we believe it's not our differences that divide us, but our inability to recognise, discuss, debate and respect those differences.

Cumberland Lodge is an educational charity and social enterprise that exists to empower young people to lead the conversation around social division. Providing them with the skills, perspective and confidence to question, challenge and understand some of the most complex social issues of our time.

Set in the heart of Windsor Great Park, this is a space for challenging conversations. An open door to new perspectives. Where great minds don't always think alike.

A place where a multi-generational, intercultural, cross-sector programme of conferences, talks and events means that people from all walks of life, can come together to be seen, heard and understood.

A space for common ground. Where open dialogue can close divides. And the leaders and change makers of the future can learn how to agree to disagree, better – creating a more peaceful, open and inclusive society, one conversation at a time.

This pack provides you with information on how to arrange a student study retreat at Cumberland Lodge, an overview of our facilities, and what to expect during your stay. We also invite you to find out more about our work by visiting the [About](#) section of our website.

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

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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 strongly recommend including an Exploring Ethics session in your programme, which would be led by your Cumberland Lodge representative. You can find out more about our Exploring Ethics sessions on page 11 or [on our website](#).

We encourage the use of visiting speakers, and ask that your programmes do not include too much free time. As Cumberland Lodge is a space for empowering young people to question, challenge, and understand complex issues, please encourage your session leaders and speakers to allow plenty of time for discussion.

A weekend study retreat could have the following format:

Friday

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

Saturday

- Two sessions in the morning
- Free time in the afternoon
- A session before and after dinner
- Free time for socialising/entertainment

Sunday

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

A more detailed sample programme can be found in Appendix 1.

Preparing for your visit

Booking your visit

We recommend booking early, ideally a year or more in advance, to ensure that we can accommodate your desired dates. If you would like to visit Cumberland Lodge before making your booking, please contact us and this can be arranged. 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. This is 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.

Rates

As student retreats are part of our charitable activities, your visit would be subsidised by our charitable funds. Each year, we allocate around £1.8 million to support student visits and our own programme of workshops, panel discussions, webinars, retreats, fellowships, and student bursaries. Please contact our Meetings & Events team for further information on the rates for your visit. Rates for academic staff are higher per head than for students. 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 2.

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 members of Cumberland Lodge staff and PhD students who are part of our Cumberland Lodge Fellowship scheme.

Before your visit, our team will check your draft programme to ensure it meets our criteria. On the first day of your visit, your staff representative will give a welcome talk, explain the house rules, and lead your Exploring Ethics session, if requested. Your representative will also be available to give a guided tour of the Lodge, will escort those attending the Royal Chapel (see page 6), and may join you for some of your meals.

Planning 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. This will mean that you have paid 25% of your quote, as a deposit, before the start of your event.

Three months before your visit

You will receive 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 complete the delegate list sent out to you, ensuring you notify us of any special dietary requirements.

A few days before your visit

Please also make sure that your students receive a copy of our 'Information 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

We hope you will return to Cumberland Lodge, so please get in touch and book your next visit!

About your stay

Arrivals and departures

We request that at least one member of staff arrives ahead of the students, if possible, to deal with any last-minute arrangements. For any technical requirements, a relevant member of staff can remain on duty to meet with a member of the group, by prior arrangement.

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

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 agreed 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.

Bar

The Bar is generally open before dinner and after evening conference sessions. Alternative opening times can be arranged, subject to staff availability. The Bar will be provided for up to four hours, closing no later than midnight, or 1.00am on Saturdays.

Meals

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

Breakfast	8.00am	Monday to Saturday (Full English)
	9.00am	Sunday (Continental)
Lunch	1.00pm	
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.

Security

Cumberland Lodge is located in a safe, secluded environment. The site is covered by CCTV for security reasons. We ask that guests wear the lanyards supplied with their keycards at all times. Our external doors are locked, with access via electronic keycards only. Our bedrooms are lockable and equipped with safes for small personal items.

Fire safety

The safety and security of our guests is our first priority. 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 and gather on the front lawn. Outside of office hours, night porters are on site to ensure that the evacuation happens efficiently and that best efforts are made to account for all the guests. We look to group leaders to help us with this.

Free time for socialising

Many visiting student groups use the free time on their second evening to socialise. There is a dedicated room in the Basement for student parties, which is equipped with disco lighting and an amplifier, to play your own music. We can also hire out a karaoke machine for an additional charge. Please advise us in advance if these are required. Drinks can be purchased (in plastic glasses for safety) in the Bar and taken downstairs.

Please state on your programme if you wish to hold a party.

Royal Chapel

Groups staying at the Lodge on Sundays are given the option to attend a service at the Royal Chapel, the Royal Family's private chapel in Windsor Great Park.

There are 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 midday on the Tuesday before your weekend visit. This will then be forwarded for security checks prior to your visit. For security reasons, photographic ID is essential for access to the Royal Chapel (a passport or driving licence). The dress code is 'smart casual' (no jeans, shorts, T-shirts, flip-flops or trainers). No mobile phones, cameras or large handbags are allowed. A collection for charity is taken during the service.

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. 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 [Policies](#) 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 Professor Melissa Butcher (Programme Director and our Safeguarding Co-ordinator) at mbutcher@cumberlandlodge.ac.uk or on 01784 497799. Our Trustee with responsibility for safeguarding matters is Ingrid Tennessee.

Facilities

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.

Conference facilities

Our two main conference rooms are in the Mews: Flitcroft seats up to 100 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. 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 from Reception, free of charge. Croquet, boules and rounders can be played in the garden, weather permitting. In the Basement, there are pool and table-tennis tables and a recreational space, suitable for parties or relaxation.

Board games are available in the Bar, and there are televisions in the Sitting Room and Basement. You are welcome to play the piano in the Drawing Room, provided that you do not disturb fellow guests, and we encourage you to use our Chapel and Library when they are not otherwise in use.

We encourage visiting groups to allow time for a walk in Windsor Great Park, and a map with suggested walks is available from Reception, and the routes are available on the Cumberland Lodge Strava profile.

Accessibility

We aim to ensure that all our guests feel welcome and have a comfortable, safe, and enjoyable stay. 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 accessible public toilets in the main building and Groom's House.

[Flitcroft](#), our main conference room, is fitted with a hearing loop, 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.

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.



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

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 Chief Executive's decision is final. Damages 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.

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 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 map with suggested walking and running routes, which is available from Reception, and the routes are available on the Cumberland Lodge Strava profile. 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.



Exploring Ethics

Inspired by our founding principles as an educational charity focused on developing ethical leadership, our Exploring Ethics sessions are designed to encourage delegates to reflect critically on the moral, cultural, and intergenerational dimensions of contemporary social challenges. These interactive sessions are led by a member of the Cumberland Lodge Programme Team and usually last one to two hours.

We have a range of sessions on offer, and can tailor these to the interests of any group. The following are indicative of what we can offer:

Disagreeing Well

Dialogue and debate is at the heart of what we do. We argue, we disagree, but we aim to disagree well. This interactive workshop is designed to help participants understand their own communication preferences, to recognise the different values systems from which communication styles and disagreement can emerge, and to develop strategies in order to argue well alongside respect for differences of opinion.

Ethics and AI

The intersection between ethics, AI, machine learning, and our digital futures is a pressing concern. This session explores how ethical frameworks might impact on the creation, ownership, dissemination and use of artificial intelligence and digital technologies, from the workplace to home.

Everyday Ethics

Working with participants we develop an understanding of where our ethical frameworks come from, how they inform our ideas about what is 'good', and how they impact on our decision making in both our personal and professional lives.

Navigating Differences

Living in complex, culturally diverse societies, where debates on national values and identity can generate conflict, there is a need to develop skills that enable us to live and work together better. This session focuses on understanding cultural differences, where they come from, their impact on communication, leadership and team work, and how we can negotiate moving forward.

The Ethics of Free Speech

Polarisation in current political debates centres on the limits of 'free speech': is the answer to 'bad' speech more 'good' speech, or do we have a responsibility at times to restrict speech in order to prevent harm? This session provides space for that ethical dilemma to be analysed and discussed from different perspectives.

The Future of Democracy

In light of a perceived decline in democracy globally, this session explores questions such as: how should politics and ethics work together? How can ethics be embedded in our democratic institutions and practices? And, what is the role of ethics in the Rule of Law?

Getting involved and staying in touch

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/contact-us

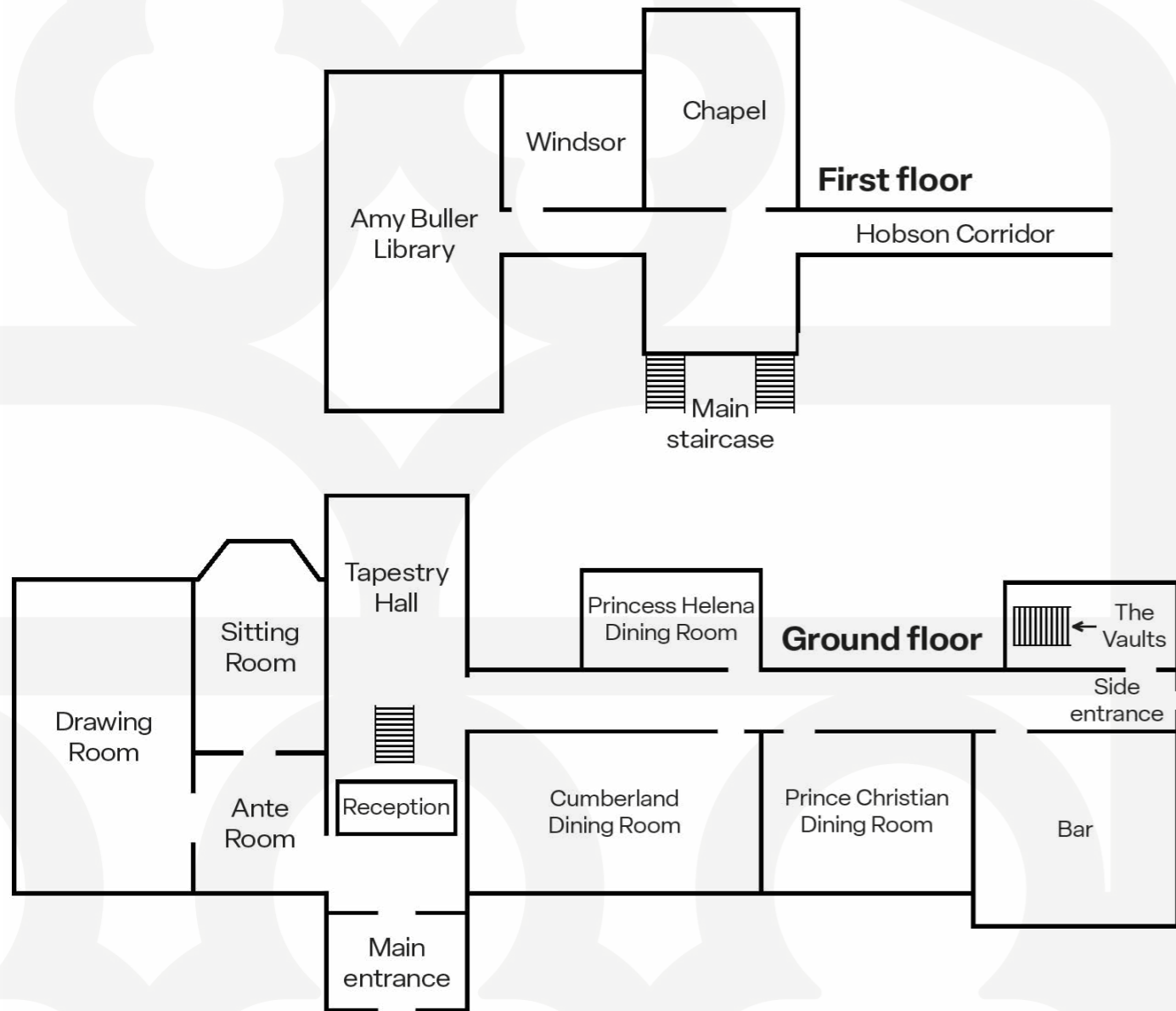
Key contacts

Acting Chief Executive	Mike Durham
Programme Director	Professor Melissa Butcher
Hospitality Director	Merrill Ryan
Meetings & Events Manager	Sarah Mann
Senior Duty Manager	Alison Taggart
Duty Managers	Nicola Cole and Beth Smith
Communications & Engagement Manager	Nicola Hine
Communications & Engagement Officer	Chris Woods
Digital Communications Officer	Jack Verduyn
Head Chef	Rob Szewczyk
Programme Officers	Christina Ogwang and Munny Purba
Programme Administrator	Natalja Lipka
Buildings Manager	Colin Baker
Events & IT Technician	Graham Hobbs
Senior Night Supervisor	Stephen Martin
Night Porters	Colin Singleton and Malcolm Gadd
Weekend Night Porters	Tauseef Nazir

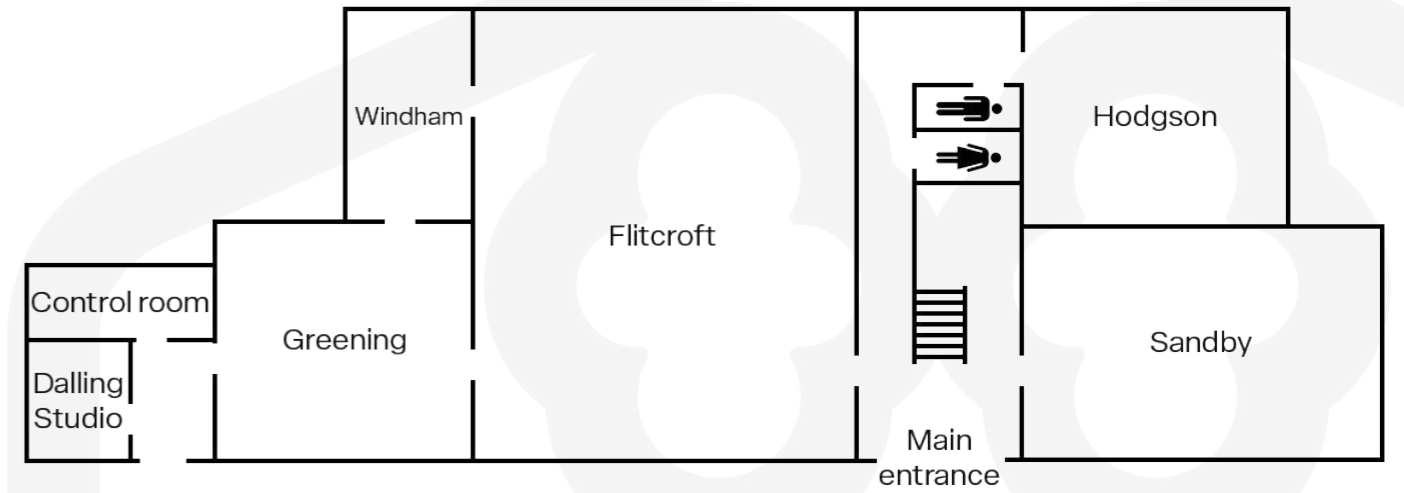


Floorplans

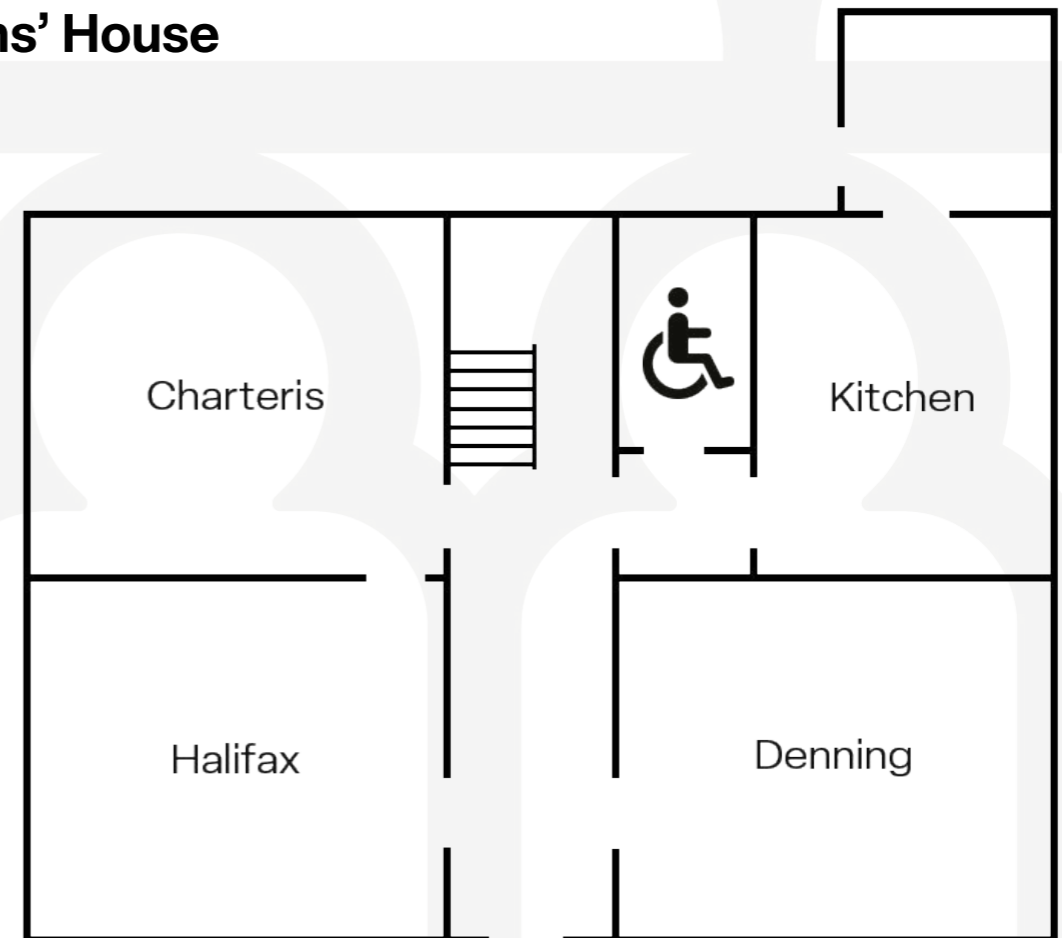
Main Lodge




The Mews



Grooms' House





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Appendix 1:

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 staff representative (see note 1)
8.30pm Session 1
10.00pm Bar (open until midnight at the latest)

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

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 1am) or party in Basement (closing by 1am)

* 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 charity.
2. Experience has shown that a panel session livens up a programme.
3. We strongly encourage making one of the sessions an Exploring Ethics workshop – 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 recommended to organise a session after dinner on Saturday evening to avoid a gap in your programme before the start of the party.
8. On Sunday morning, members of the group are welcome to attend services at the Royal Chapel in the grounds of nearby Royal Lodge. There are a limited number of spaces available for this. Matins is 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:

Study retreat bursaries

Cumberland Lodge awards bursaries to help students with limited financial means to visit 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. Alternatively, 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.



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, and year of study:

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

Signed
(student):

Signed
(group leader):

Date:

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