



CLARE HALL CAMBRIDGE

**General Information Booklet
for Fellows and Visiting Scholars**

2018-19

**This booklet is revised annually.
Annual changes in Charges run from 01 October each year**

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ABOUT THE COLLEGE

CLARE HALL

CAMBRIDGE CB3 9AL

Tel: 01223 332360 Fax: 01223 332333

COLLEGE OFFICERS

President	Professor David Ibbetson	3.32370	president@clarehall.cam.ac.uk
Vice President	Professor Alan Short		cas64@cam.ac.uk
Bursar	Mr Ian Strachan	3.32362	bursar@clarehall.cam.ac.uk
Senior Tutor	Dr Iain Black	3.32365	isb26@cam.ac.uk
Tutor	Dr Wai Yi Feng		wyf21@cam.ac.uk
Tutor	Dr Annamaria Mortrescu-Mayes		amm203@cam.ac.uk
Tutor	Dr Trudi Tate	3.32363	tt206@cam.ac.uk
Tutor	Dr Ian Farnan	3.33431	ifarnan@esc.cam.ac.uk
Tutor	Dr Jehangir Cama		jc632@cam.ac.uk
Librarian	Dr Rosemary Luff	361590	rml10@cam.ac.uk
Praelector	Dr Trudi Tate		tt206@cam.ac.uk

HOLDERS OF COLLEGE POSTS

Art Committee Chair	Professor Frances Spalding	fs454@cam.ac.uk
Music Committee Chair	Professor David Ibbetson	dji22@cam.ac.uk

Social Events Committee	Dr Iain Black	isb26@cam.ac.uk
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PRINCIPAL MEMBERS OF STAFF

Accountant	Mr Martin Aldridge	3.32364	accounts@clarehall.cam.ac.uk
Accounts Office	Mr Sam Martensz	7.61245	accountsenquiry@clarehall.cam.ac.uk
	Ms Melinda Henning	7.61246	accountsenquiry@clarehall.cam.ac.uk
Accommodation Officer		7.65652	
Catering General Manager	Ms Claire Clark	3.32366	kitchen@clarehall.cam.ac.uk
College Registrar	Ms Amanda Barclay	7.61247	college.registrar@clarehall.cam.ac.uk
Development Director	Dr Marie Janson	7.60963	mj475@cam.ac.uk
Development Office	Ms Catherine Wise	7.60962	
	Ms Heather Lewis	3.32368	
Events and Hospitality Co-ordinator	Mr Paul Williams		pw445@cam.ac.uk
Head of Housekeeping	Mrs Terri Lewis	7.46960 .50448	tl405@cam.ac.uk externally 07774017448
Head Gardener	Mr David Smith		ds658@cam.ac.uk
Head Porter	Mr Andrew Taylor	3.32360	at537@cam.ac.uk

Porters' Lodge	Ms Jan Leader, Mr Brent Greenwood Mr James Masters	3.32360	porters@clarehall.cam.ac.uk
IT Office	Lisa Chapman/Oliver Denning	7.66187 .50446	ithelpdesk@clarehall.cam.ac.uk
Maintenance Supervisor	Mr Andrew Brewer	7.60995 .50445	ab803@cam.ac.uk externally 07774017445
Tutorial Administrator	Ms Becky Williams	3.32363	tutorial.office@clarehall.cam.ac.uk
Web Editor	Ms Sarah Hainsworth		webeditor@clarehall.cam.ac.uk

The President is at the heart of the College community. He provides academic and intellectual leadership for the College and exercises general supervision over its affairs, in accordance with the College's Statutes and Ordinances.

The Accountant supports the Bursar in the specialist accounting functions within the College, including the preparation of Members' bills.

The Accommodation Officer is responsible for the booking of residential accommodation for Visiting Fellows, Life Members and students.

The Bursar is responsible for the financial management of the College. Reporting to him are the Accountant, the Domestic Bursar, the Development Director and the College Registrar.

The College Registrar administers the Fellowship and Governance of the College and College Committees, the Visiting Fellowship Programme and supports Visiting Fellows and returning Life Members.

The Development Director seeks donations and legacies which will enable Clare Hall to sustain and expand its commitment to research and scholarship and offer opportunities to talented individuals from all parts of the world. With her staff, she aims to strengthen the College's bonds with all those who have studied or carried out research here.

The Domestic Bursar is responsible for the day-to-day management of the College, for Accommodation, Catering, Housekeeping, Front of House Services, Security, Estates, Maintenance and other related support management.

The IT Office is responsible for the management of the college IT systems/services and is run by the UIS Institution Support team. IT staff can apply for central University of Cambridge computing accounts (e.g. email & web authentication) for official visiting academics only. Unfortunately Life Members are not entitled to these central University accounts.

The Maintenance Supervisor and the Head of Housekeeping and their staff will help residents with matters connected with the maintenance and housekeeping of their apartments.

The Head Gardener and his team are responsible for the maintenance of the gardens at all three college sites.

The Porters are the first contact for information about the College, including details of the mail, keys and cards and College facilities. The Porters are responsible for College security, the car park and vehicle and bicycle registration. The Porters also manage the booking of meeting rooms. The Porters' Lodge is staffed 24 hours every day except during the Christmas holidays.

The Senior Tutor is responsible for managing the College's student body, from admission to graduation. Together with the tutorial team, this includes the regular provision of advice and support on a wide range of academic, financial, social and pastoral issues.

The Tutorial Administrator supports the Senior Tutor and Tutors and is available to assist Graduate Students with their enquiries.

FOUNDING, HISTORY AND COMMUNITY

The founding, history and community of Clare Hall are described in the College brochure and in the book *Clare Hall, The Origins and Development of a College for Advanced Study* by Professor Richard Eden (available from the College Registrar) and in *Clare Hall: A Fiftieth Anniversary Portrait*. See also the College's website, at <http://www.clarehall.cam.ac.uk>.

College Buildings. The College buildings are mostly described in the College brochure, and a map can be found at the Porters' Lodge. Besides the public rooms and student houses, the College provides accommodation for Research Fellows and Visiting Fellows located either in the Main Building (four family houses and fifteen flats) or at West Court (eight flats in Gillian Beer House, ten in the Paul Mellon Building and four in the Salje Building). The College also has three flats at 5b Herschel Road between the two main sites.

ACADEMIC AND SOCIAL LIFE

Art Exhibitions. The Art Committee organises a full programme of exhibitions throughout the year. Information about events can be found on the College website, posted in the lobby and by email circulation. At the opening of a new exhibition a drinks reception is organised and all are welcome to attend.

Calendar of Events. There is a regular programme of talks and seminars, together with music and social occasions and art exhibitions. Reminders are posted in the entrance hall and details are emailed to all College members and placed on the College website, www.clarehall.cam.ac.uk.

Clare Hall Colloquium. The CHC is an intramural forum in which members of College are encouraged to present their unpublished work to an intelligent, interested, but non-expert audience of their collegiate peers. Work-in-progress and finished pieces are equally welcome. Audio-visual equipment is available for those requiring it. Those interested in speaking are requested to contact the College Registrar (college.registrar@clarehall.cam.ac.uk).

Families at Clare Hall. There are a potentially 29 family flats located in the College and many members living throughout Cambridge making family life an important part of College life. Each month a special 'family supper' is provided to encourage families living in and out of College to get together and enjoy each other's company. In addition, the College provides some funds through the Social Events Committee for crafts, films and a Christmas party for children. While children must remain in the care of their parents at all times while in College they are welcome to join in with any appropriate event and parents are supported to help create child friendly activities. There is a meeting held at the beginning of Michaelmas and Lent Terms to consider proposals. There is a dedicated play area at West Court. Parents are asked to bear in mind that the College is an academic community and that excessively noisy play can disrupt others' working; in particular there is a quiet period in the Easter Term when many students are involved in the preparation for exams.

Lunchtime talks. Informal gatherings are arranged on Thursdays from 1.30pm in the Meeting Room where presentations of new projects and discussion of academic and non-academic topics take place over lunch. If you are interested in participating, please contact the College Registrar (college.registrar@clarehall.cam.ac.uk). Details are available from the website, the Calendar of Events and are emailed to all College members.

Music at Clare Hall. The Music Committee organises a full programme of concerts throughout the year. Information about events can be found on the College website, posted in the lobby and by email circulation. If you would like to share your musical talent with the College please contact the Music Committee secretary Dr Jenhangir Cama at jc632@cam.ac.uk. In addition the Clare Hall Intimate Engagement concert series continues in the College Hall. Prominent artists combine their performances with informal personal reflection, exploring musical themes. The warm, intimate ambience of these concerts allows for a distinctive musical experience.

Postdoc Activities. The College has an active Postdoc group as well as good links with the Postdoc Society at the University. Please see the website for events during the year and /or contact one of the members for more information, you will find their contact details on the College list.

Reception for Visiting Fellows. At the beginning of each academic term there is a reception for newly arrived members where they are introduced to the community. This is an internal function and while all are welcome it is requested that only partners be invited as guests for dinner on this occasion.

COLLEGE FACILITIES

Access to College. When the Porters are not on duty your University card will give you electronic access to the main building and to the ALB.

Anthony Low Building (ALB). The ALB is primarily for students but all members of the college are welcome to use its facilities. It has a comfortable leisure and bar area, a pool table, dartboard and vending machines providing soft drinks, bottled water, crisps and confectionery. The building can be booked for social functions with the Graduate Student Body's Social Committee. The ALB also houses the College Computer Room (see **Computer Facilities and Resources** below) and Music Room with a variety of instruments – to book please see the porters.

Ashby Library. The collection of books written or edited by Members of the College, and thus representing part of the intellectual heritage of the College, is installed in the Ashby Library (next to Elmside) in glass-fronted bookcases. Access is by a coded keypad number which is available from the Porters. A complete list of books is kept and printed copies of this catalogue are available from the Porters' Lodge and in the Ashby Library. Books may be borrowed by contacting the Librarian, Dr Rosie Luff, on rml10@cam.ac.uk. All books have to be signed in and out, and can be taken out on loan for one month.

All members of the College (past and present) are encouraged to donate copies of their own books to the Library. These may be given to the Librarian, Rosie Luff, or left in the College Office, duly signed and dated by the donor. The Ashby Room also contains some general reference books for use in the Library. These books must not be removed from the Room or kept in the studies. Refreshments may not be taken into the Ashby Library.

Bars. The main **College Bar** is open each weekday at lunch times from 12.45pm - 1.30pm, in the evenings when there is a Formal Dinner, and otherwise as required. A hot drinks machine is located in the Common Room. The **ALB Bar** is run by the Graduate Student Body and is open periodically. Hours of the ALB bar opening will be on the college web pages. There are events in the ALB from time to time for all college members to attend, usually led by our students. Details will appear on the college web site.

COLLEGE PUBLIC ROOMS There are a number of rooms and areas in College which are available for hire:
MAIN COLLEGE: Scholars' Garden, Common Room, Dining Room, Meeting Room, Art Gallery, Anthony Low Building, King Suite. **WEST COURT:** Doshisha Room and the Richard Eden Suite. To book any of the College's public areas, please contact the Events and Hospitality Co-ordinator, Paul Williams (pw455@cam.ac.uk), to check availability and to discuss your requirements. You will then need to fill in a booking form to ensure that information is disseminated as necessary. Please give the College as much notice as possible when booking rooms, as some events will require extra staff to be engaged. Large parties will always involve particular attention to issues of Health and Safety and Licensing.

There is no charge for the use of rooms if they are used for seminars, lectures and talks which are part of the College's academic life, College social functions, graduate students' and Research Fellows' supervisions or College and Inter-Collegiate Committee meetings. The use of rooms by College members for their own private functions and for income generating events will be charged at a rate of £35.00 per hour. The use of rooms by non-members or external organisations will be charged at a day rate of £500 for the Richard Eden Suite and £250 for any other of our rooms for hire and this includes the cost of any equipment provided. For non-members the minimum period of hire will be half a day. Room booking fees are payable at the time of booking, and catering fees will be charged out after the event. Catering should be provided by our catering department. In exceptional circumstances you may seek permission to provide your own food from the Domestic Bursar. If this is agreed you will be required to complete a Self-Catering Waiver form that explains the responsibilities you have for the legislation in place for those that are food providers at events. For self-catering functions, there may be an additional cleaning fee of £30.00 applied to your booking. (All prices are subject to occasional review.) You will be provided with full terms and conditions for bookings and will be required to provide a signed copy of these for our files. Any catering requirements should first be discussed with the Events and Hospitality Co-ordinator.

Common Room and Meeting Room. The Common Room has comfortable sofas, chairs and daily newspapers and periodicals for Members to read, but which must not be removed from the room. There is a coffee machine and water machine and the bar is open during lunch and on some evenings. This is a relaxing place open to everyone to meet others for a chat, or a light open space for working or reading the papers.

The Meeting Room contains a collection of guide and travel books and many novels (left by previous residents). These are available to all College members, there is no formal arrangement, simply take what you wish to read.

Computer Facilities and Resources. Clare Hall provides a variety of computer resources for College Members. In the ALB there are four PCs that are part of the UIS Managed Cluster Service (MCS) <https://help.uis.cam.ac.uk/devices-networks-printing/managed-desktops/mcs> and a UIS managed Multi-function Device (MFD) that is part of the DS-Print system <https://help.uis.cam.ac.uk/devices-networks-printing/ds-print/users>.

There is wireless network coverage in all areas of the college, including the Fellows Garden, the Scholars Garden and the outside areas around Gillian Beer House. The college uses the latest UIS managed wireless access points, which allow connection to eduroam and the guest network UniOfCam. If you have eduroam credentials from your home institution your device(s) will automatically connect to eduroam. Should you not have these credentials and you qualify for a Cambridge CRSid, then you can use your Cambridge credentials for eduroam whilst you stay at college. If you have a guest please see the Porters (or a member of the IT team) who can issue guest tickets for the UniOfCam wireless network. Printed user guides are available in the foyer area for help with eduroam and DS-printing.

If you use the college IT network (wireless/wired), you agree to abide by the rules governing the use of the Cambridge University Data Network (CUDN). Some of the rules require you to ensure any computer you use on the CUDN is kept up to date with the latest patches available for the version of the operating system (OS) you are using (e.g. Windows, macOS, Linux etc.). You are also required to install and keep anti-malware and anti-virus software up to date on your machines. The use of any computer/device on the CUDN to access, obtain or download illegal, pirated or copyrighted material is strictly prohibited. Anyone found with this type of material on their computer/device will have it removed, may be barred from using the CUDN and could be subject to legal proceedings. The rules on use of the CUDN can be found on the UIS website. <http://www.uis.cam.ac.uk/governance/information-services-committee/rules-and-guidelines/other-guidelines/network-use/cudn-rules>

The IT team can only provide support for issues relating to college IT equipment. General best effort advice may be given for your personal devices, however, there is not the resource to support or maintain your personal IT equipment.

The IT team are onsite at college 4 days a week (Monday, Tuesday, Thursday & Friday) between 0830 and 1600hrs and can be contacted at all times by emailing ithelpdesk@clarehall.cam.ac.uk.

Fax. The College has a fax machine (number +44 (0)1223 332333) situated in the Porters' Lodge. Details of conditions for use and current charges may be obtained from the Porters. Please ensure that all incoming faxes are clearly marked with the intended recipient's name.

Guests and Guest Rooms. For Health and Safety reasons the College needs to be informed of all guests staying overnight in College. Please enter details of any overnight guests in the Visitors' Book provided in the Porters' Lodge. You are responsible for your guests' safety in the event of fire.

To accommodate guests staying with residents **camp/folding beds**, including bedding, can be hired for guests at a cost of £15.00 for the first night and thereafter £5.00 per night. Per week (7 nights): £40.00. A booking form should be completed by 12 noon at the latest on the day required and handed into the Porters' Lodge.

The College has some permanent guest rooms: singles, twin-bedded and doubles. Occasionally empty flats are used for guests allowing larger groups to be housed together. Charges for rooms for college members are available on the web page https://www.clarehall.cam.ac.uk/files/CLH_Rental_Charge_Sheets_2017-18.pdf. Charges for non-members are variable and are seasonally adjusted. Breakfast is not provided but a small supply of tea, coffee and biscuits are made available in each room.

The guest rooms are intended for short visits by guests of members of the College or by returning Life Members and are available for a stay of up to two weeks. Bookings should be made by visiting the web page <https://www.clarehall.cam.ac.uk/guest-room-booking-enquiry-form> Keys should be collected from the Porters' Lodge during normal working hours or by special arrangement with the Porters. The rooms are ready for occupation after 2.00 p.m. on the day booked and must be vacated by 10.00 a.m. on the day of departure. Arrivals should be not later than 10 pm, after which the College is closed. Late departure may give rise to an additional charge. **Keys should be returned to the Porters' Lodge, not left in the room.** If the Porters' Lodge is closed, please put the keys into the red keybox in the entrance hall, opposite the Lodge door. All charges can be paid directly to the Duty Porter.

All guest rooms have access to wireless guest network UniOfCam (and eduroam). If you require a wireless guest ticket for your guests during their stay, please see the Porters who can issue a wireless guest ticket. Wireless guest tickets are intended for individuals and one is required per guest.

Mobile phones are available for visitors to use in the guest rooms, if required.

There are MCS computers in the computer room in the Anthony Low Building. Please see the Porters for details for a guest login account. Information about other colleges' guest rooms may be found on www.cambridgerooms.co.uk.

Laundry facilities. There are coin-operated laundry rooms in the Main Site garage area and in the Paul Mellon Building in West Court. The main site laundry is open from 8 am until 10 pm, (9 am – 10 pm weekends), machines should not be in operation after 10 pm in consideration of overhead residents. The Paul Mellon Building laundry can be used by all residents in West Court. The water in Cambridge is very hard so liquid detergent is advised for the washing machines. Please see the notices for operating instructions and use the machines carefully. Residents are asked to refrain from hanging washing visibly on College balconies. All apartments have an ironing board and an iron.

Photocopier. A photocopier located in the Computer Room in the Anthony Low Building is available for use by College Members using their MCS/DS-Print accounts. Guest print/copy accounts can be arranged with the Porters.

Music Room and Musical Instruments. The College has three pianos; a clavino in ALB music room and grand pianos in Gillian Beer House and in the Dining Hall. The music room in the ALB holds a collection of instruments for general use including guitars, a violin, and an electric drum kit. These instruments cannot be removed from the room.

ALB clavino

Eligibility: the clavino is available to all members of College

Practice hours: practice sessions are limited to 2 hours.

Gillian Beer House grand piano

Eligibility: all members of College level 6 or equivalent and above

Practice hours: Gillian Beer House is a residential house and practice sessions should therefore be restricted to two hours between 10 am– 5 pm.

Dining Hall grand piano

Eligibility: the Dining Hall piano is essentially reserved for College concerts and rehearsals for these. However, if a pianist of adequate standard wishes to use the piano for other purposes, s/he will need to seek approval from the Music Committee.

Practice hours: 2.30 pm -5.30 pm and 8pm- 10pm on weekdays (apart from Wednesdays) and during the hours of 10am – 10 pm during the weekends.

To book any of the pianos or the music room, please contact the porters.

Public Telephones. There is a payphone in the basement of the Main Building for Members' use.

Sports Facilities. The Clare Hall **Boat Club** www.clarehall.cam.ac.uk/index.php?id=123 is run by the Graduate Student Body and welcomes and trains new members each year. Enthusiastic Visiting Fellows may be able to join.

The College has its own **swimming pool and Multi-Gym** at West Court. Registration and fee details are available from the Porters. A **croquet** set (kept in the Anthony Low Building) is available for use on the Scholars Lawn during the summer (please contact the Graduate Student Body).

The College is a member of Scudamore's Student Punt Scheme www.scudamores.com/discounts/students, which can also be used by Visiting Fellows. A university card is required.

By arrangement with Clare College **Squash facilities** are available and are card-operated, which means you need to have your university card connected by the porter at Clare College first.

Studies and Carrels. The College has a limited number of studies for use by Members. They are covered by the college wireless system (eduroam & UniOfCam). The McLean Studies comprise four large single studies. There are four smaller single studies in the Ashby Library and eight carrels with locking desks. The Ashby Library is not accessible by wheelchair.

Because the demand for studies is normally greater than the supply, all studies are allocated on a quarterly basis of greatest need. If any facility is not taken up by a Fellow it becomes available for Graduate Students for that term/quarter. Please notify the Accommodation Officer if you wish to be considered for allocation of a private study space, stating your preferences and reasons. Responsibility for allocations is borne by a Committee of the President, Bursar, Domestic Bursar, and Senior Tutor. Charges for 2017/2018 are as follows (**£/quarter per person**):

Ashby (Single)	£160.00
Ashby Carrels (graduate students have priority)	£40.00

McLean (Single)

£195.00

GENERAL INFORMATION

Bicycles. For many purposes, bicycles are the most practicable means of travelling easily around Cambridge. There are a number of cycle shops in Cambridge, from which cycles may be purchased or hired. The College accepts no responsibility for the security of bicycles left on College property. It is advisable to buy a strong lock, as bicycle theft is very common, and a cycling helmet for safety purposes. Cyclists should observe the rules of the road (see www.direct.gov.uk/en/TravelAndTransport/Highwaycode/Cyclists) including obeying road signs, wearing appropriate clothing and ensuring brakes and lights are in good working order. Tickets are often given for lack of lights so please be aware and have a set with you at all times.

Whilst in College, cycles should be padlocked to either a wall bracket or a cycle stand. Cycles must not be stored in main College walkways or within apartments or studies and should not obstruct garage entrance and exits. Bicycles found inside or blocking entrances will be removed and charges for damage caused or to replace locks will be made to the bicycle owner. All bicycles need to be registered and the Porters can provide a permanent marking pen for this purpose. Abandoned bicycles are removed periodically by the Porters and disposed of if not claimed within one month of a cull.

Cars, Parking and Public Transport. There is some parking available for members of the College and their visitors when they are at the College. Neither the underground car park nor West Court is available for long-term parking over a period of absence from the College or as an alternative to public car parking when visiting the city, a department or for social reasons. The College garage is available for permanent parking only for resident members living on-site. Likewise West Court is only available for residents living there. Visitors are allowed to use the car park when visiting the College but will need to register their car at the Porters' Lodge upon arrival.

All residents' cars must be registered with the Head Porter, who will issue parking permits where appropriate. A list of members' cars is kept by the Porters for the security of vehicles using college parking, and to discourage outsiders from encroaching on the limited space available.

You are advised not to bring a car to Cambridge, unless absolutely unavoidable, as it is far easier to get about by bicycle. The College and University support City Council initiatives to reduce the numbers of cars in Cambridge. Residents are advised to use the Citi4 and Universal bus services where possible, as these stop close to Clare Hall and travel via many university departments and into the city centre. Fares are reduced in price on the Universal to University card holders. Details are on: www.admin.cam.ac.uk/offices/embs/travel/bus/index.html.

You can also join a car hire club for occasional outings. Please see streetcar.co.uk or zipcar.co.uk.

Children. Children, their safety and behaviour remain at all times the responsibility of their parents. For reasons of safety and the quietness needed for study, it is not possible to give children the free run of the College. On the Main Site, children should play in their homes, or in the lower level of Family Walk (between Houses 3 and 4 and the Terrace Houses). There is a play area for small children between the Brian Pippard flats and the Fellows' Houses. Play in these areas should recognise the privacy of the apartments and general quietness. Children should be discouraged from playing on the upper level of Family Walk beside Apartments 9-21 and may not play in Scholars' Walk. Ball games may not be played in College gardens or terraces. We would respectfully ask members to encourage their children to avoid playing on or near the garden beds and, for their own safety, not to remove stones from the paths. For safety reasons, children's bicycles and toys should be put away after use and should not be left lying on the college paths when not in use. Please do not allow children to play on or throw stones into the fountain between Leslie Barnett House and the Brian Pippard Building, as it causes damage to the drains and to the statue itself.

There is a designated play area next to the swimming pool at West Court and children are encouraged to play here whenever possible. Children also have access to the fields on Rifle Range Road. Please encourage your children to use these venues for games.

At exam times, parents are asked to ensure that their children do not make undue noise outside student accommodation.

College Merchandise. College stationery and other items such as paperweights, cufflinks, ties, tee shirts and sweatshirts, can be purchased from the Porters. The range of goods available is constantly updated and a selection is displayed in the cabinet in the entrance hall.

Establishment Charge. Visiting Fellows are liable for an Establishment Charge which contributes towards the cost of providing College services and facilities. It is revised each October and will be charged at the rate of £160.00 per month in the

2018/2019 academic year.

Mail. Members in residence may have their personal mail sent to the College at the following address: Clare Hall, Herschel Road, Cambridge CB3 9AL. **Incoming mail is not delivered to individual houses or flats.** Incoming mail is placed in individual pigeonholes as soon as possible after delivery. Monday to Saturday there is one delivery per day to the Porters' Lodge, usually between 9.00am and 11.00am. Outgoing stamped mail is collected from the box in the College entrance area on Mondays to Fridays at approximately 4.45 pm. Postage is available from the Porters. The College accepts no responsibility for the safety of outgoing mail.

The University Messenger Service (UMS) will deliver letters at no charge to the sender to other colleges and University departments, but it should not be used for personal mail, as there is a charge to the College. The Messenger collects mail from the College between 9.00am and 9.45am and aims for the same or next day delivery.

Medical Emergencies. If the condition is or appears to be life-threatening dial: 999

If not life-threatening, but needs attention quickly, dial: **CAMDOC 01223 464242** from 6pm - 8am weekdays and from 6pm on Friday to 8am the following Monday and all public holidays. CAMDOC is NOT for routine conditions or repeat prescriptions that can await normal surgery hours. Alternatively NHS Direct is a 24-hour helpline and you can speak to a nurse in confidence: **NHS DIRECT 111**. If the problem can wait until the next day, please make an appointment with your GP when the surgery is open.

Medical Registration. Members living in the College or locally are advised to register in advance with a General Practitioner in order to make the best use of the National Health Service. It is usually necessary to call in person at the doctor's surgery to register. Under new rules, a visitor of less than six months will need to register as a private patient. If you are staying longer than six months, please register immediately as the term of your stay is based on the date you register. Regulations may oblige the National Health Service to charge for some treatments where the patient is an overseas visitor who has not been here for at least one year. However, there are exemptions. The College Registrar can provide you with a letter of introduction which confirms the length of your stay.

A brief list of the local surgeries is given below but a fuller list can be found in the Yellow Pages of the local Telephone Directory under 'Physicians and Surgeons.'

48 Lensfield Road (tel. 352779/353397)
Newnham Walk Surgery, Wordsworth Grove (tel.366811); also at Boots Chemist, Petty Cury (tel.366811)
56 Trumpington Street (tel. 361611)
67 Bridge Street (tel. 355060)
1 Huntingdon Road (tel. 364127)

The Newnham Walk surgery has expressed a willingness to cater for Clare Hall residents. **Dentists** are listed in the Yellow Pages under 'Dental Surgeons.'

Non-availability of College Accommodation. For those unable to be accommodated in College, we recommend contacting the University Accommodation Service, Kellat Lodge, Tennis Court Road, Cambridge (telephone +44 (0)1223 338099) or via the University website following the links to Accommodation.

Pets. In view of the dense occupation of the site, residents are not allowed to keep pets, other than Guide dogs. Please do not feed or take in stray animals.

Smoke-Free Policy. Clare Hall has a no smoking policy. Members are asked to observe this policy and to make sure that their guests do so likewise. Smoking is not allowed in apartments or in public areas or anywhere else in College, except in the marked designated areas. On the Main Site this is outside the Anthony Low Building and at West Court it is at the entrance to Gillian Beer House. In these areas cigarette waste should be carefully disposed of in the receptacles provided and should not be dropped on the ground.

University Card and College Card. When new Visiting Fellows arrive they are offered a University Card which can be programmed for use in college. This card provides access to the College when it is closed, is used for paying for meals and also gives access to grounds of other Colleges. Unfortunately these cards are not available to spouses, or returning Life Members on short stays. If you need a card for accessing the dining facilities during a return visit please ask for a temporary card from the Porters' Lodge.

MEALS AND WINE

We hope that residents will take part in College meals in the Dining Room as much as possible. Fellows and students eat together, and in order to foster a sense of community and encourage all members of the College to meet as many people as possible, **members are asked to fill vacant places at a table before starting a new one.** Lunch and supper are served Mondays to Fridays only. No breakfast is served in College (but take-away breakfast bags are available from the Porters' Lodge) and there are no meals at weekends (but see below). Vegetarian, gluten free and wheat free meals are indicated on the menu, which is on the College website and displayed in the Dining Room. The College Registrar welcomes useful suggestions in connection with the meals service and the Caterers are always happy to discuss a Member's individual requirements if there may be a dietary problem. The kitchens are closed between Christmas and New Year.

Meals charging, bar and other sales

Meals at Clare Hall are charged out using an electronic point of sales (EPOS) system that scans your college/university card and automatically charges your meal against any college meals allowance you may have, if appropriate, or against cash you have loaded onto your card utilising UPAYchilli.

Overview:

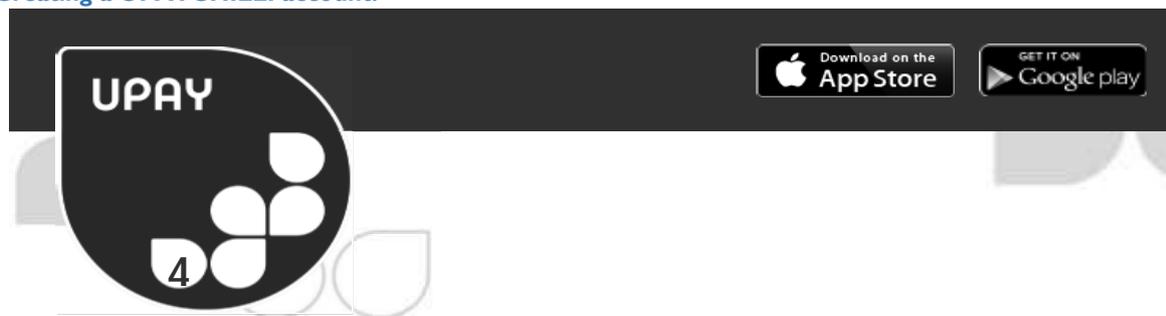
◇ UPAY

- An electronic sales system is used in the college for meals taken in the Dining Hall, for drinks purchased at the two College bars and for payments and purchases made through the Porters' Lodge.
- All University cards issued through the College will automatically be set up with a College Upay account linked to the card.
- Cards issued through a department will need to be brought to the College accounts office so a Upay account can be created for you and linked to your card.
- Whenever a replacement card is issued, your Upay account remains the same but the new card will need to be linked to it.
 - Cards issued through the College will be linked automatically
 - Cards issued through a department will need to be brought to the College accounts office.
- Any meals allowance you are entitled to should already be allocated to your card and will automatically be used for any appropriate meals.
- You will need to create a UPAYCHILLI account to upload cash to your card to use in the bar etc. and to cover the drinks charge for Formal Halls.

◇ Upaychilli

- This is a website provided by UPAY to enable users to load cash to their Upay account by linking it to a credit/debit card through a secure website by either:
 - Individual one off payments, or:
 - Setting up an automatic payment of a set amount whenever the credit drops below a user determined threshold.
- Details of meals and other charges can be viewed online
- Also used to book and pay for Formal Halls and Feasts

Creating a UPAYCHILLI account:



REGISTRATION

To register for an account go to **WWW.UPAYCHILLI.COM** on any of the following internet browsers IE9+, Chrome, Firefox or Safari or download our free UPAY app from the App Store, Google Play or the Windows Store.

Click on the 'Register my Upay Account' button and enter your Company's Affiliate ID, this is 123. Then enter your **USER ID**, this is a 7 digit alpha numeric code on the back of your card e.g. ba2491c.

You will then be prompted to confirm your details. Please confirm and continue to complete the registration form. You will need to verify your account and will need to have access to either your email (this does not need to be an @cam address) or your mobile number for this verification step. Once you have received your verification code, please enter it in to the designated box and click 'continue'. If you have not received this email, please check your spam folder or click resend 'email'.

UPAYCHILLI home screen

- My Balance:
 - ⇒ This is the balance of cash that you have uploaded to your UPAYCHILLI account
- Token Balance:
 - ⇒ This is the balance of any Commons allowance you are entitled to.
- Mini Statement
 - ⇒ This shows any recent charges to your account
- Events list
 - ⇒ Shows any events that can be booked through UPAY
 - ⇒ Primarily Formal Halls and Feasts
 - ⇒ Clicking on an event opens up the booking page for that event
- My Active Events
 - ⇒ Will show any upcoming events that you have booked through UPAYCHILLI.
 - ⇒ Clicking on this will give you more detail on events you have booked
- Top-Up
 - ⇒ Takes you through to options for loading cash onto your account
 - ⇒ See next section.

The menu option (Three bars at top right above your name) takes you to a menu listing these options. Clicking on the UPAY symbol at the top left of the screen returns you to the Home Page.

Top-Up Options

Each option is fairly self-explanatory and all require a credit or debit card to be used. The processing is done through UPAY which is a secure site – their PCI security certificate can be viewed from the menu at the bottom of the screen. It will look something like this:

securityMETRICS®

Passed Vulnerability Scan



On June 01 20xx, www.upaychilli.com met the PCI data security requirements by passing a SecurityMetrics® Vulnerability Assessment.

www.upaychilli.com is tested quarterly to ensure that high security standards are maintained, which significantly reduces the risk that this site will be compromised and credit card or other sensitive data will be stolen or misused.

Disclaimer: This certificate confirms the site listed above has been tested for common security weaknesses and no significant security vulnerabilities were found at the date shown above. This certificate does not imply the website shown above is completely invulnerable to unauthorized attacks.

OPTIONS:

- **Pay as you go**
 - ⇒ Allows the user to select a one off amount to add to their card.
 - ⇒ If a credit/debit card has previously been used/saved to the system this can be selected otherwise card details will have to be entered each time this option used.
 - ⇒ Although the system should warn at the till when your credit is low there is the possibility of not having enough credit when needed.
- **Auto Top-up**
 - ⇒ This is the recommended option
 - ⇒ When your account hits a pre-determined minimum amount (set by you) it will:
 - ⇒ Automatically top-up your card by a set amount (again, pre-determined by you) and charge it to your debit/credit card.
- **Quick Top-up**
 - ⇒ When your account hits a pre-determined minimum amount (set by you) it will:
 - ⇒ Email you to warn you and contain a link that will take you straight to your top-up process.

When you leave the college at the end of your course, fellowship or stay (as a life member) any remaining balance on your UPAY account can be refunded to your credit card or remain on your UPAY account ready for your next visit to the college.

Breakfast and Weekend meals. Robinson College (opposite Clare Hall) welcomes members of Clare Hall to use their catering facilities at times (apart from their summer conference season) when the Clare Hall kitchen is not open. There is no need to book. Please tell the Robinson cashier that you are a member of Clare Hall. You will be charged Non-Member prices but there is no Guest Charge applicable. Please see www.robinson.cam.ac.uk/catering/cafeteria

Lunch and Supper. Lunch is served 12.30 - 1.45 pm. The dining room should be vacated by 2.00 pm after lunch to assist staff. Supper is served 6.00 - 7.30 pm. Tea and coffee are available in the Common Room after meals. All meals taken MUST be recorded and paid for using the UPAY system. A Member whose card does not have sufficient credit can still have a meal by signing for the meal at the till but may be liable for an administrative charge.

Formal Hall is currently held on Wednesday evenings throughout the year and is served at 7.30pm. Guests generally start to arrive from 7.00pm for a pre-prandial drink. Please book through your UPAY account accessed at www.upaychilli.com/ **by 2.00pm on the previous day.** In certain circumstances the list may close early if the number of guests exceeds the service that the Kitchens can provide. Cancellations should be notified as soon as possible. If any meal which has been booked is cancelled after booking has closed, a charge will be made.

Formal Hall is a relatively formal occasion, though not black tie and academic gowns are not worn. Formal Hall is not suitable for children under 18 years of age. Please allow guests and their hosts to enter the dining room first on these evenings, so that they can sit together, as there is no formal seating plan.

Feasts. The College has three Feasts per year, the Christmas, Foundation (in February) and Whitsun (in May). Bookings for Feasts must be made via a published link. Telephone or email bookings are not accepted. For details of how to book please see the College Registrar.

Kitchen Closure Dates 2018/19 The Kitchens will be closed for the following periods: **Christmas:** After lunch on

Friday, 21 December 2018, re-opening for lunch on Wednesday, 2 January 2019. **Easter:** After lunch on Thursday 18 April 2019, re-opening for lunch on 23 April 2018.

Meal Prices for College Members, 2017/2018

Lunch - starter, salad/hot main dish, choice of dessert or fruit or cheese or yoghurt, coffee: **£10.50**

Supper – a pay per item café meal

Formal Hall - a guest night with waitress service **£25.00** including wine or soft drink.

Thursday Supper – a set meal: **£10.50**

College Feasts - £40.00 - including wine or soft drink.

Guests may be brought to any meal. Except by prior arrangement with the Domestic Bursar, the maximum number of guests is 3.

Partners. Partners of Fellows are welcome to take meals at any time by themselves or with their own guests. Although, of course, there is no reason why partners should not sit together at meals, it is worth bearing in mind that the corporate life of the College may be enhanced by more intermingling, so as to promote the exchange of different viewpoints.

Children in the Dining Room. Children are welcome to join in many of the College meals. However, as meal times offer a valuable opportunity for scholars of different disciplines to meet and talk informally, care should be taken not to allow young children to obtrude into what should be essentially an adult environment, particularly at lunchtime. Children who are **under 18** should not be brought to Formal Hall; however, on evenings when an informal supper is provided, they will be most welcome. **Parents must remain with their children at all times and are asked to ensure their safety and appropriate behaviour.**

Visiting Fellows' Commons Entitlements. Visiting Fellows are entitled to twenty standard lunches per month, funded out of College Trust Fund income. and the allowance can be used to pay for normal lunches, dinners and Formal hall, but not College Feasts, or purchases from the bar or wine list.

Each month £210 is credited to the Fellows UPAY account linked to their University card, unused credit cannot be carried over into the next month. The allowance will show on your UPAY account as the *Token Balance*.

Token Balance: this can be used at lunches/suppers for the Fellow and “..a reasonable number of guests..” taken to mean up to three. Any more and they should speak to the Bursar or Domestic Bursar as it may be deemed to be a departmental/personal event that should be charged for. It can also be used for themselves and one guest for Wednesday formals, additional guests being charged at the standard senior rate. It **cannot** be used for the Formal Hall drinks charge or at the bar.

Lunches and suppers are charged automatically against the token balance at the point the card is swiped; if the Fellow does not have their card there is a lookup facility on the till and it can be charged that way, in exceptional circumstances a Fellow may be asked to sign a receipt – in which case the charge will go through on their card later that day or the following day.

There is a drinks charge for those attending Formal Hall, this covers wine and a range of non-alcoholic drinks - the meals allowance does not cover the drinks charge and Visiting Fellows should ensure they upload sufficient credit to their UPAY account before attending the dinner.

At present, Formals will normally be charged to the token balance the morning after the event (possibly a day or so later depending on timings).

Drinks charge (currently £4 per head): this is charged to all fellows and students attending formals and cannot be charged against the Token balance, so they will need to ensure there is sufficient credit on their UPAY account to cover it.

Wine. The College has a well-established wine cellar. The Vice President, Mr Stephen Bourne, is happy to give advice to anyone considering buying wines from college.

ACCOMMODATION

Access to Rooms. While you are in residence, your right to privacy will be respected by staff and other members of the College. However, it may be necessary for a College Officer or member of staff to gain access to your room as a matter of urgency, whether or not you are present. Whenever reasonable, an attempt will be made (usually by e-mail) to arrange a convenient time, but if the matter is urgent, for example if the fire alarm has sounded, or if a maintenance issue has been identified (see **Maintenance**, below), access must be obtained without undue delay.

Arrival. Please let the College know as soon as possible the definite date and probable timing of your arrival. If you plan to arrive before 2pm please notify the Accommodation Officer. Every effort will be made to prepare your accommodation but it may not be possible to do so if the previous occupant has only just left. If you have heavy luggage you may find it easier to enter the college by the gate approximately 30 metres beyond the main college entrance, from where there is step-free access to the Porters' Lodge. A College Porter is on duty 24hrs a day. The Main College entrance door is locked between 10.00pm and 8.00am and the basement entrance between 5.00pm and 8.00am. The porters may be able to provide you with a trolley to help you transport your luggage to your apartment.

If your accommodation is in West Court and you are arriving by taxi it is sensible to ask the taxi to wait while you collect the key from the Porter's Lodge. West Court is approximately 250 metres from the main site and the taxi will be able to take you, and your luggage, much nearer to your flat. New visitors arriving in College flats and houses will find a small supply of tea, coffee, and biscuits for initial refreshment.

Changes to Booking Arrangements. Once a booking has been confirmed by the College, at least two months' notice is required for any change in the dates of residence in College apartments. In the absence of this period of notice, rent is normally charged for the whole period of the pre-booked tenancy.

Cleaning. Residents are responsible for cleaning their own apartment, including the kitchen and bathroom, and for laundering bed linen and towels. Please ensure that all refrigerators are regularly defrosted and cleaned. Upon departure, please leave the apartment clean and tidy, in the same condition as upon arrival and cleared of items not on the inventory. Please refer to your accommodation agreements for full details of charges that may apply when you leave us.

Council Tax. The Council Tax is a local tax set by local Councils to help pay for local services. This tax applies to owner-occupiers and to short-term tenants in self-contained bedsits and flats, whether rented from the College or from the general pool of housing available in the City. The College pays this tax and then charges it on to residents, as set out in the booking information. The Council reassesses tax rates annually in April and any changes are passed on to tenants at that time.

Departure from Accommodation. Residents are required to vacate their apartments by 10.00am on the agreed date of departure. Failure to do this may give rise to an additional charge. Please contact the Accommodation Officer as soon as possible to discuss any requests for changes to your agreed departure dates.

Deposit. You will be given an information sheet prior to departure. You will be asked to leave an up-to-date address and telephone number for forwarding mail and any future correspondence as well as bank details for returning the deposit. The entire or partial deposit for an apartment will be returned once the vacated apartment has been inspected by the Head of Housekeeping and any damage or excessive cleaning costs have been calculated. It is very important that you hand in any College keys and access cards to the Porters before you leave. (Out of hours, these can be left, in a marked envelope, in the box provided). A charge of £20 each will be made for non-return of any key or access card.

Electrical Appliances (see also **Maintenance**, below). Electricity in Cambridge is 220 - 240 volts AC, 50 Hz. The College undertakes responsibility for paying all electricity bills for its apartments, with the proviso that the College reserves the right to make an additional charge for any tenant who consumes significantly more than the average. The College takes meter readings at the beginning of each month. Any defects in electrical appliances should be reported immediately to the Maintenance Staff, via the Porters. Please do not try to adapt, repair or adjust electrical equipment yourself.

Energy Saving and Recycling. The College has recycling bins and there are notices about recycling collection points. We hope that you will make every effort to operate a sensible response to the need to conserve energy and water. This includes turning off lights when leaving the room, turning down the radiator rather than opening a window, wearing warmer clothes, etc.

Fire Precautions and Smoking Policy. Clare Hall has a no smoking policy. Members are asked to observe this policy and to make sure that their guests do so likewise. Smoking is not allowed in apartments or in public areas or anywhere else in College, except in the marked designated areas. On the Main Site this is outside the Anthony Low Building and at West Court it is at the entrance to Gillian Beer House. In these areas cigarette waste should be carefully disposed of in the receptacles provided and should not be dropped on the ground. The use of candles or incense burners or the storage of inflammable substances (such as lighter fuel, methylated spirit or petrol) is not permitted in College properties.

You must not tamper with fire protection equipment, prop open fire doors, or obstruct corridors or other exit routes with furniture or other items. All corridors, passages and exits must be kept clear of items that would hinder escape in the event of an emergency. Fire drills are held periodically and for their own safety the College expects all resident Fellows to take part in these. The times for testing of fire alarms and equipment is normally Tuesdays between 10.30 and 12.30, changes to this schedule are posted throughout the College. The alarm systems when being tested will sound for a few moments only. If the bell sounds continuously, leave the building immediately, with any guests you are responsible for. Please familiarise yourself with the procedures which particularly apply to your accommodation and which are posted in your apartment. This includes the exit route and meeting point location.

In case of fire, it is important to have a complete list of residents. If you have visitors or bring a family member in excess of those originally recorded on your application form please report them to the porters for inclusion in our Visitors Book.

Furnishings, Furniture and Equipment. All apartments are fully furnished and equipped with bed linen, towels and kitchen utensils. There is a refrigerator/freezer, cooker and microwave oven in each apartment. An inventory will be provided and should be checked upon arrival. Any queries should be directed to the Housekeeper.

The College has limited storage facilities. Therefore furniture cannot be removed from apartments and it is unlikely that additional pieces can be added from store. It is the responsibility of the tenant to provide additional items that are desired but not on the inventory. Please ask the Maintenance Staff if you wish to hang pictures. 'Sellotape', Pritt-stick, and Blue-tack should never be used on the walls. A charge may be made on departure for any repairs or replacements. If you are not sure what to do, ask the Head of Housekeeping or Maintenance Staff for advice.

Heating. The central heating system is normally on from 6 am to 11.30 pm from October to May subject to weather conditions. In the Main College the central heating is controlled by the normal valve accessible through a hinged flap at the end of the radiator box, and also by adjusting the level set in the grille at the top of the box. In the newer apartments each individual radiator has its own thermostat, which can be adjusted as required. If you have difficulty in operating the heating or hot water system, please contact the Maintenance staff for guidance. Electric fan or oil based heater are not allowed in College as they can be dangerous and expensive to run. The College does have a supply of free-standing heaters for use when the heating is not working. If you feel a need for extra warmth you can hire one of these heaters via the porters at a cost of £3.50 per day (this charge is to cover the cost of the electricity).

Insurance. The College has fire insurance cover for its buildings and furnishings but not for residents' own property. The College does not accept liability for loss or damage. You should consider taking out cover by personal insurance, particularly for computers. Please note that bicycles and vehicles are at risk in the garage, even when locked. Valuable items should not be left unattended at the cloakroom level.

Keys Please take great care of your apartment key or access card. If you lock yourself out of your apartment during porters' hours a replacement key or card may be obtained from the porters. **Please return the key or card immediately you have used it.** Outside porters' hours, please see the keyholder names and phone numbers on the main entrance door. Do not have any form of identification or address linked to your key to avoid having to change the lock if the key is lost. Replacement keys can be ordered using the Maintenance Form and a charge of £15 per key will be made.

Maintenance (see also **Electrical Appliances** above). Any problems with the maintenance of your apartment should be reported either by completing a form (available on the stand outside the College Office), which should be handed to the Porters, or by emailing the Maintenance Supervisor at ab803@cam.ac.uk. The College aims to deal with all maintenance requests efficiently and quickly. By completing a form or emailing you are deemed to be giving staff permission to enter your apartment to deal with the problem. Minor problems should be dealt with in one working day, whilst more major problems, which may involve complicated diagnosis and require parts to be ordered, may take up to a week (or longer if building, major electrical or plumbing work is involved). The College aims to deal with all requests within 10 working days.

Noise The design and construction of the College is such that noise carries a long way and considerable care and restraint is necessary to avoid disturbing other members of the College. This is true both of musical instruments, stereos, radios, televisions etc. and noise from groups of people. There is a quiet period observed during the Graduate Students' summer exam time and

we ask the residents of College apartments to respect this.

Patios. Barbecues are not permitted except on the designated barbecue at West Court. Private patio furniture is not provided by the College, but will normally be left on the patio if acquired by a previous resident.

Payment of Bills. Invoices for rent and other College charges are issued monthly and are placed in pigeonholes. The deadline for payment is the 27th of the month of issue, if you are unable to meet this deadline please contact the Accounts Office. Payments can be made by cheque (placed in the Accounts box in the College Office or handed directly to the Accountant or his assistant) or by credit or debit card (via the Accounts Office or the Porters' Lodge). Please note that you are liable for any bank charges incurred by the College when processing your transactions.

Recycling. There are recycling bins available for bottles, cans, plastic, tetrapak, cardboard and papers outside the Michael Stoker Building. There are also bins at West Court and Elmside. A smaller box in the basement near the students' pigeonholes is available for paper and batteries and printer cartridges can be recycled at the Porter's Lodge.

Refuse. In the Main College the refuse chute is situated beside the tall staircase to and from the apartments and is accessible from each level. Please do not block it with over-large cartons, piles of newspapers, etc. Bulky refuse should be put in the bins located in the area at the foot of the exit ramp in the garage. Please ensure that cardboard boxes are flattened and put into the recycling bins. If you find you have blocked the chute, try to dislodge the blockage from below with the crowbar kept by the bins; if you fail to clear the chute ask one of the Maintenance Staff. Please ensure that all rubbish put down the chute or into the bins is enclosed in plastic bags tied or sealed with wire twists. There are also rubbish bins in the recycling area near Michael Stoker Building, please check you are using the correct bin.

At West Court three large bins are provided. One will normally be found outside the kitchen at Gillian Beer House, one by the Paul Mellon Building and one by Robert Honeycombe Building.

Security and Personal Safety. Clare Hall is an open site, which means that College properties may be especially vulnerable to theft, and so sensible precautions should be taken. CCTV cameras are in use across the college site as a preventative measure. Please ensure that you read the notices in your apartment about security. Please take note of the following:

- Never leave your apartment unlocked.
- Never let your keys or access card get out of your possession.
- Avoid leaving items such as laptops on view, especially in ground floor rooms.
- Never leave your apartment (on any floor) without shutting the windows.

Storage. The College cannot offer storage facilities and recommends you contact Pickfords Self-Store, Unit 2, Clifton Way, Cambridge, CB1 7DY tel: +44 (0)1223 247888 or email: selfstore.cambridge@pickfords.co.uk

Telephones. Urgent messages telephoned to the Porters' Lodge will be passed on to College residents.

Televisions and Television Licences. In the UK it is necessary to obtain a licence to use a private television. A licence can be purchased at any Post Office or online at www.tvlicensing.co.uk There is a television in the Richard Eden Room in Gillian Beer House and one in the Meeting Room which is available for viewing after 4.30pm on weekdays and at weekends, provided the rooms are not already booked. There is also a television in the Anthony Low Building, upstairs in the student bar. If televisions are left at departure they are retained by the College and passed on to new residents. Please ask prior to purchasing a television to see if one is available.

UNIVERSITY FACILITIES

www.cam.ac.uk

University Card. University cards are organised for all residents by the College Registrar. Lost cards can be replaced at a cost of £15. Stolen cards can be replaced without charge provided a police reference number is given. Please supply or email a colour passport-type photo, together with date of birth and the date when leaving Cambridge. This card allows College access (once activated onto the College system by the Porters), subsidised use of the 'Universal' bus service, discount on some book purchases, some free access to university sites and other benefits.

University Centre. Temporary visitors may obtain membership of the University Centre, Granta Place, off Mill Lane. Membership is subject to a registration fee. The University Centre is the catering and social centre for graduate members of the University, along the lines of a "Faculty Club". Members wishing to use the Centre should visit in person to collect details and register. The Centre opens daily from 8.00am and facilities include the second floor Riverside Coffee Lounge, the Riverside Restaurant and the Main Dining Hall. For further information see its website www.unicen.cam.ac.uk

University Combination Room. The University Combination Room is situated in the Old Schools and is entered from Senate House yard. It is open from Mondays to Fridays, 10.00am to 5.15pm (closed on Friday afternoons out of Full Term). Morning coffee, buffet lunch and afternoon tea are served at appropriate times. Use of the University Combination Room is available free to members of the Regent House, Fellows of Colleges and to others, including Visiting Fellows and Associates of Clare Hall and their spouses. It is a particularly convenient place to meet in the centre of town, for a cup of coffee.

University Information Services (UIS). The UIS is situated in the Roger Needham Building at the West Cambridge site. <https://help.uis.cam.ac.uk>.

University Departments and Faculties. Teaching and research in the University is administered through Departments and Faculties. Most, but not all, senior visitors to Clare Hall are associated with a department or faculty. In Clare Hall, each Visiting Fellow is given a Contact (one of the present Fellows) in a related subject or research area. The Contact is usually able to advise on possible links to a Faculty, Department, or Research Group, when a Visiting Fellow is new to Cambridge.

University Library. Senior visitors to Clare Hall are given a form on arrival which will enable them to use the University Library, which is a five minutes' walk away. Readers' tickets may also be obtained for spouses or partners who wish to study there. Please see the College Registrar for details. The Admissions Office is open for the issue and renewal of tickets from 9.30 a.m. to 12.00 p.m., and from 2.00 p.m. to 3.45 p.m. on Mondays to Fridays and from 9.30 a.m. to 12.00 p.m. on Saturdays. Members of the University, Visiting Scholars, and other Library users, can apply for a Readers' Tickets during these hours (making an appointment is advisable). For further information see www.lib.cam.ac.uk.

Other colleges. In general. Colleges are open to the public and you may walk through them freely. Increasingly, though, colleges charge tourists admission for visits to their sites. Members of Clare Hall may avoid these charges by showing their university card – though you may not be allowed to take in guests.

St. Cross College, Oxford. Under a reciprocal agreement between Clare Hall and St Cross College, Oxford, any resident member of Clare Hall who may be visiting Oxford is able to have Membership of the Common Room at St Cross for up to ten days without paying Common Room subscription. They may also dine, attend social functions and stay in guest accommodation at the appropriate member rate. To make arrangements to visit St. Cross please contact the Bursary Administrator Bursary.admin@stx.ox.ac.uk

The Society for Visiting Scholars. There is a Newcomers' Group run by volunteers who organise weekly Coffee Mornings at the University Centre during term time for families of Visiting Scholars and new members of the University. They also have a neighbourhood scheme to welcome families. A Newcomers' Evening group meets every fortnight in Term. This provides an opportunity to meet other visitors to the University for friendship and discussion from 8.00 pm to 9.30 pm. Please contact Mrs Julie Darsley on 353518/338099 or visit 18 Silver Street, Cambridge CB3 9EL. The Society also helps with general enquiries, hire of baby equipment, etc. It is worth obtaining from the Society a termly programme of events. See their website <http://www.nvs.admin.cam.ac.uk/>.

LOCAL FACILITIES

Baggage. When returning home, members have used and recommended Walden Export Services (details in the foyer) and Arrow Express Couriers through their local agent, Just In Time Storage Systems (241496).

Banks. Visitors may find it convenient to open a bank account in Cambridge. Most of the leading banks have branches in the city centre. The College banks with Barclays Bank in St Andrew's Street and visitors may consider it advantageous to bank there. The telephone number is 0845 755 5555.

They are happy to open a current account with an accompanying debit card for anyone staying in the UK for more than three months.

In the past, overseas visitors have experienced problems in opening bank accounts in the UK. However, Barclays advise that the problem is not in opening an account but in getting access to funds. If opening an account on arrival you will need to have some form of currency that the bank can have instant access to, the ideal being either cash, travellers cheques, or a sterling bankers draft issued by a bank with branches in the UK or a suitable arrangement with a UK bank. Visitors are asked to seek their home bank's advice before travelling, since some forms of drafts, cashiers cheques, etc. may take several weeks to clear.

Some form of identification (normally a passport) will be required on arrival to collect debit cards and cheque books.

Banks in town are usually open from 9.30 a.m. to 4.30 p.m. Monday to Friday. Some Banks open on Saturday.

When you know which bank you will use, please contact the College Registrar who will provide you with a letter to take with you.

Churches, college chapels and other places of worship

All college chapels welcome visitors; details of services will be found on each college's website.

A few of the main churches and chapels are listed below:

Church of England	St Giles, Chesterton Road (Clare Hall parish); Clare College Chapel (and other college chapels); St Edward's, St Edward's Passage (Trinity Hall Church); University Church of Great St Mary, Market Square; St Andrew the Great; Holy Trinity, Market Street; St Mark's, Barton Road.
Methodist	Wesley, King Street
Roman Catholic Catholic Chaplaincy.	Our Lady and the English Martyrs, Hills Road; Fisher House - University Roman
Baptist	Eden Baptist, Fitzroy Street; St Andrew Street Baptist; Arbury Road Baptist.
United Reform	Trumpington Street.
Hebrew Congregation	The Synagogue, Thompson's Lane (Orthodox); Beth Shalom Reform Synagogue.
Mosque	Mawson Rd, off Mill Road.

For a complete listing, see "Places of Worship" in the Yellow Pages of the local telephone directory.

Groceries and General Shopping. Clare Hall is a 10 to 15 minute walk from the town centre and also the smaller local shopping area of Newnham, where the Derby Stores (354391) has a wide selection of produce and will, if requested, deliver your groceries. The Newnham Co-Op is a bit less expensive and less extensive. There is also a newsagent, butcher, baker and pharmacy in Newnham. The food supermarkets in the city centre are Sainsburys in Sidney Street and Marks and Spencer in the Market Square. An open market, which is also good for fresh fruit and vegetables, cheese, fish and bread, is held in the Market Square on most days. There is an organic vegetable stall on Sundays and a wide range of clothes, books and craft stalls. Outside the city centre there is a larger branch of Sainsburys in Coldham's Lane, and Tesco branches on Newmarket Road and near Cherry Hinton, Bar Hill and Milton. There is an Asda in Coldhams Lane and a Waitrose in Trumpington. All of these stay open until late most nights. Several of the main supermarkets offer an internet ordering and delivery service. These are subject to a minimum order size (typically £40), but for substantial shopping are very efficient. Crest Dairies (358775) deliver daily to on-site apartments and can supply milk (whole or skimmed), cream, yoghurt, fruit juices and white bread.

Information Office and Library. The Information Office is in Peas Hill, on the side of the Guildhall in the Market Square and carries a wide range of information on Cambridge and the local area, as well as bus and train timetables. See www.visitcambridge.org. The Central Library in Lion Yard has information on various clubs, social gatherings, adult education courses and child play groups. College Members resident in Cambridge can join and use the borrowing facilities of the Central

Library. See www.cambridgeshire.gov.uk/leisure/libraries.

Leisure and Fitness. Cambridge Leisure, next to Hills Road Bridge, has a nine-screen cinema 'The Light Cinema', a fitness club, 28-lane bowling alley and several shops and restaurants. The Arts Picturehouse in Regent Street is a three screen cinema dedicated to showing current, classic, independent and foreign language releases. There is also a Vue multiplex cinema in the Grafton Centre shopping area. The city's main swimming pool is on Parker's Piece and there is also a very large open air pool at Jesus Green, which is open from May to October. There are two small Theatres in Cambridge the Arts Theatre off the Market Square and the University's ADC Theatre on Park Street.

Post Office. The nearest main Post Office is in Regent Street in the city centre. See also the information on mail contained in the College Facilities section.

Rifle Range Road. This track runs along the side of the College, between Clare Hall and the University Rugby Ground, from Grange Road to beyond West Court. It is a useful means of access by foot. However, it does not belong to Clare Hall and is not a public right of way.

Shipping and Transport. Information on companies providing a shipping/storage service is available on the stand near the Porters Lodge. Trains and buses provide transport from airports. There are also buses direct to and from Gatwick/Heathrow/Stansted and Cambridge Coach Station at Parkside or the Trumpington Park and Ride. Coach services run from Heathrow and Gatwick to Victoria Coach Station, London and regular buses run from Victoria to Cambridge. Direct underground trains run from Heathrow to King's Cross, London, the British Rail station for Cambridge trains. If you have a good deal of luggage, a chauffeur driven car or taxi may be the easiest and cheapest way to get to Cambridge from the airport.

British Rail operates a number of cheap ticket schemes. Ask when purchasing the tickets for the cheapest rate as it is not always offered initially. A Network Rail Card gives one third off most rail fares for journeys in the Southwest, South and Southeast of England and can also save money on trips to and around London. The National Rail Enquiries Telephone Number is 08457 484850.

If you wish to **buy a car** there are garages which sell second-hand vehicles and may be willing to consider a buy-back scheme. Some visitors have recommended Wilshers Garages, Cambridge, Orwell (tel. 207226); Graham Palmer, 1 Eltisley Avenue, Newnham, CB3 9JG (tel: 352340, fax: 460797), who run a car service/repair centre and a Visiting Academic's buy-back guarantee scheme. Alternatively, there is a new initiative in Cambridge for **car hire**. It operates as a club parking cars around Cambridge. Once you join the club you can hire a variety of cars and vans for just an hour or up to six per month. Please see www.streetcar.co.uk for more information.

The College makes no recommendations but would welcome feed back from users of any of these services.

SCHOOLS & VISA REQUIREMENTS REGARDING SCHOOLING

Parents may apply to send their children to any **State School**, irrespective of where they actually live. However, priority goes to those living in the designated catchment area. Clare Hall is in the catchment area for Newnham Croft Primary School (4-11) and for Parkside Community College (11-16). Unfortunately, proximity to a particular school is no guarantee of entrance, and of course the desirable schools fill first and have waiting lists.

Once you have found accommodation you should contact **BETTINA CIUPA** Admissions Officer, 0 – 19 Place Planning & Organisation Service, Cambridgeshire County Council, Box OCT1221, The Octagon, Castle Hill, Cambridge, Cambridgeshire, CB3 0AP **Tel: 0345 0451370**.

Please make sure you read the guidance at: http://www.cambridgeshire.gov.uk/info/20059/schools_and_learning

For children 16-19, write to The Collegiate Board, County Hall, Cambridge.

In addition, it is advisable to write directly, and as early as possible, to the head teacher of the school you wish your child to attend. Head teachers have considerable autonomy in decisions about who attends their schools, and the Education Department does not necessarily pass requests directed to them.

Children of Visiting Scholars:

If a child has entered the UK for the purpose of accompanying their parent who is a visiting academic, on sabbatical leave and

undertaking research for up to 12 months in the UK, then the child is eligible to attend a state maintained school. The Cambridgeshire School Admission Team indicate that there are three conditions which are that the child must be:

- between the age of 4 and 16;
- resident in Cambridgeshire for six teaching weeks or longer; and
- free from immigration restrictions that prevent them attending a mainstream school.

To make the admissions process easier, it is recommended that academic visitors share their visa information with the Cambridgeshire County Council School Admissions Team.

[The University Visa Compliance Office strongly recommends that Visiting Fellows obtain a visa in advance of coming to the UK if you want your children to attend a State school.](#) If a visitor is not sure whether they are eligible to apply for a school place for their child they can they contact Graeme Ross, Head of Compliance to discuss their particular circumstances (graeme.ross@admin.cam.ac.uk)

Nursery Schools (and child care). Formal schooling starts at 5, but there are many nursery schools and playgroups in Cambridge for younger children. It is often difficult to obtain a place in September in this part of Cambridge given the volume of visitors to the University and it is advisable to book a place as soon as possible. The University and College nurseries are particularly difficult as they were established for permanent staff but they will take visitors if there are places.

Information on nursery schools and child minding facilities is available from Cambridgeshire Social Services, 74 Burleigh Street, Cambridge CB1 1DJ (311211). <http://www.cambridgeshire.gov.uk/info/20064/childcare>

Primary Schools. These cater for boys and girls 5-11, in classes which generally have between 25 and 35 children. School hours are usually from just before 9 a.m. to just after 3 p.m. Lunches can be bought or brought. Some schools have a uniform. Many schools offer "after school" clubs for the benefit of working parents, and all offer some after school activities. Newnham Croft is the nearest primary school. The address is Chedworth Street, Cambridge (508737).

Secondary Schools. There are six comprehensive schools in the city, five of which cover the 11-16 age range, and two, Netherhall and Parkside, have a sixth form which takes children to 18. In some villages outside the city there are Village Colleges which are similar to comprehensives, and most of these take children up to 16, and Sixth Form Colleges within the city are available thereafter; two Village Colleges, Impington and Comberton, have their own Sixth Form. All these schools are of mixed sex, and vary in size from about 600 to 1200 pupils. Classes usually have under 30 children, and are streamed for some subjects. Children are expected to wear uniform and lunch can be provided or a packed lunch taken. All schools set homework, the amount depending on the age of the child. You should apply as early as possible..

Sixth Form Colleges. We are fortunate to have two excellent sixth form colleges in Cambridge (Hills Road and Long Road) that cater for children from 16-18. Entry is highly competitive and children must have reached a specified standard. There is no uniform at these colleges.

State Schools Terms and Holiday dates

Autumn Term 2017

04 September – Term opens
23-27 October – Half term holiday
19 December – Term closes

Spring Term 2018

03 January – Term opens
12-16 February – Half-term
29 March – Term Closes

Summer Term 2018

16 April – Term opens
07 May – Bank Holiday
28 May – 01 June – Half-term
24 July – Last day of Term

Please note that schools close for one week in the middle of each term for half-term and that schools have four further training days available to take at their discretion. Please contact your local school for details.

Independent (fee-paying) Schools. If you choose to send your children to a private school, please note that like the state schools many of these fill up early. For proper placement, it is helpful if parents can bring all records of achievement test scores, teachers' reports and any material from school authorities which document special educational needs. In independent schools, classes tend to be smaller than in the state system, and teaching for those under 14 is usually more formal. Uniform is expected at all schools. Some independent schools have compulsory Saturday morning lessons. Children are expected to do homework at all levels (except nursery). School terms are generally shorter, and the hours vary. Nearly all independent

schools offer a number of 'after school' activities.

Although you may not initially consider a private school, over the last couple of years several parents have needed to use these schools for their secondary school-aged children due to lack of places at a state school. If you are experiencing difficulty it would be advisable to send for information even if this would not be your first choice. Kings College School is the nearest school and several recent short term visitors with 11-13 year old children have chosen it over sending their children to a distant state school.

Although we do our best to keep this booklet up-to-date, we are always grateful for comments and suggestions. Please let us know if you would like something included or if you have found information to be incorrect. Comments should be given to the College Registrar. Thank you.