



CLARE HALL

**General Information Booklet
for Fellows and Visiting Scholars
2010-11**

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

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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 Secretary. Thank you.

ABOUT THE COLLEGE

CLARE HALL

CAMBRIDGE CB3 9AL

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COLLEGE OFFICERS

President	Sir Martin Harris	3.32370	president@clarehall.cam.ac.uk
Vice President	Dr Robert Anderson	7.63036	rgwa2@cam.ac.uk
Bursar	Mrs Moira Gardiner	3.32362	bursar@clarehall.cam.ac.uk
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Steward	Mrs Moira Gardiner	3.32362	bursar@clarehall.cam.ac.uk
Tutor	Dr Trudi Tate	3.32363	tt206@cam.ac.uk
Tutor	Dr Ian Farnan	3.33431	ifarnan@esc.cam.ac.uk
Librarian/Tutor	Dr Rosemary Luff	361590	rml10@cam.ac.uk
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HOLDERS OF COLLEGE POSTS

Archivist	Mrs Ruby Reid-Thompson	rubyreidthompson@hotmail.com
Art Committee Chair	Dr Robert Anderson	rgwa2@cam.ac.uk
Music Committee Chair	Dr Jonathan Pines	jp103@cam.ac.uk
Newsletter Editor	Dr Trudi Tate	tt206@cam.ac.uk
Wine Steward	Mr Stephen Bourne	sbourne@cambridge.org
Social Events Committee	Dr Robert Anderson	rgwa2@cam.ac.uk

PRINCIPAL MEMBERS OF STAFF

Accountant	Mr Martin Aldridge	3.32364	accountant@clarehall.cam.ac.uk
Alumni Officer	Mrs Rossella Wilson	3.32368	alumni@clarehall.cam.ac.uk
Catering Manager	Baxterstorey Ltd. (John)	3.32366	Clh-kitchen@btconnect.com
Chef/Manager	Mr Daryl Pool	3.32366	Clh-kitchen@btconnect.com
Chef/Manager (Assistant)	Mr Trevor Dean	3.32366	Clh-kitchen@btconnect.com
College Secretary	Miss Elizabeth Ramsden	7.65652	college.secretary@clarehall.cam.ac.uk
Development Administrator	Ms Francesca Watson	7.60962	fw280@cam.ac.uk
Development Director	Ms Nami Morris	7.60993	development@clarehall.cam.ac.uk
Domestic Bursar	Mrs Cherlyn Evans	3.32369	domestic.bursar@clarehall.cam.ac.uk
Fax number		3.32333	
Head Porter	Mr Andrew Taylor	3.32360	at537@cam.ac.uk
Housekeeper	Mrs Mary Barrett	50448(Internal)	mb712@cam.ac.uk
IT Assistant	Mr Carlos Martos	07500 883568	cm644@cam.ac.uk
IT Manager	Mr Adrian Powell-Owens	7.66187	ajp95@cam.ac.uk
		07824 835210	
Maintenance Manager	Mr Tim Cottage	7.60995	tc334@cam.ac.uk
Porters Lodge	Jan Leader, Jim Masters	3.32360	porters@clarehall.cam.ac.uk
President's External Office	Ms Lynne Richards	7.60401	lkr24@cam.ac.uk
Tutorial Administrator	Mrs Irene Hills	3.32363	tutorial.secretary@clarehall.cam.ac.uk

(Note: Omit the prefix 3. or 7. if dialling on the University Network)

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 Bursar is responsible for the day-to-day management and financial development of the College. Reporting to her are the Domestic Bursar, the Accountant, the IT Manager, the College Secretary, the Maintenance Manager and the Development Director.

The Domestic Bursar is responsible for the allocation of residential accommodation and studies to Fellows, and for the management of Housekeeping and Porters.

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

The Steward is the official intermediary between members and the College caterers and should be consulted by any members wishing to make suggestions on matters affecting meals and kitchen service, and social events. Function bookings should also be discussed with the Steward at an early stage of planning.

The IT Manager is responsible for the efficient running of the College's Information Technology systems. He also arranges for new arrivals to be briefed on the systems and registers new users with the University Computer Service for centrally provided services such as e-mail.

The College Secretary is available to give information to Visiting Fellows and will provide letters of introduction for the library, doctors and banks.

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

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 guest rooms. The Porters' Lodge is manned between 8.00am and 10.30pm every day except during the Christmas holidays.

The College Office is open between 9.00am and 5.00pm, Mondays to Fridays.

The Maintenance Manager and the Housekeeper and their staff will help residents with matters connected with the maintenance and housekeeping of their apartments.

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. Working with the Alumni Officer and the Development Administrator, she aims to strengthen the College's bonds with all those who have studied or carried out research here.

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 Secretary). 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, which also contains a map. Besides the public rooms and student houses, the College provides accommodation for Research Fellows and Visiting Fellows located either in the Main Building (six family houses and fourteen flats) or at West Court (eight flats in Gillian Beer House, ten in the Paul Mellon Building and five in the Salje Building). The College also has a long lease on three flats in the Needham Institute, located between the end of Herschel Road and Sylvester Road

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. By far the best arrangement is to arrive when the Porters' Lodge is open. A College Porter is on duty from 8.00 am until 10.30 pm. The Main College entrance door is locked between 10.00pm and 8.00am and the basement entrance between 5.00pm and 8.00am. During these hours access is by the University Card. If you need access out of hours please contact the College Secretary who will assist you to obtain a card. This is free for Visiting Fellows but a charge of £10.00 per card is made to all others.

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.

At the beginning of each academic term there is a reception for newly arrived members. This is an internal function and it is requested that only partners be invited as guests on this occasion.

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.

Camp beds. Folding beds can be hired for guests at a cost of £13.50 for the first night and thereafter £3.50 per night. Per week (7 nights): £30.00. There is a charge of £10 for bed linen. A booking form should be completed by 12 noon at the latest on the day required and handed into the Porters' Lodge.

Cleaning. Residents are responsible for cleaning their own apartment, including the kitchen and bathroom, and for laundering bedlinen 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. Where an apartment at the end of a period of occupation requires cleaning in excess of that normally expected, or to be cleared of items left behind (including packing material and boxes), a cleaning charge will be added to the resident's final account. This charge applies particularly where there is a neglected cooker. A window cleaner comes regularly to clean the outside windows of all apartments.

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. Members of the College who cannot be accommodated on site may find that Council Tax is included in the rent charged (as opposed to charged separately, as is the case in College), and it is advisable to establish the precise position before entering into a rental agreement. The Council reassesses tax rates annually in April.

Departure from Accommodation. The College requires at least two working days to prepare an apartment for the next residents. **Residents are requested 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 let the Porters know the final date of departure as early as possible. Please leave an up-to-date address and telephone number for forwarding mail and any future correspondence. 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 £10 each will be made for non-return of any key or access card.

Deposits. A deposit is charged for keys, access cards and when booking an apartment. Key deposits will be credited to the resident's account on return of the key or access card. The entire or partial deposit for an apartment will be returned once the vacated apartment has been inspected by the Housekeeper and any damage or excessive cleaning costs have been calculated.

Electrical Appliances (see also **Maintenance**, below). Electricity in Cambridge is 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 will undertake to read the electricity meters (which are situated in a locked cupboard outside the front door to each apartment) on the arrival and departure of each tenant. 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. Any privately owned electrical equipment must be PAT tested for safety by the Maintenance Staff. The College reserve the right to make a charge for this service.

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. 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. Please do 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 will be notified by email. 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.

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 Housekeeper or Maintenance Staff for advice.

Guests. 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.

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.

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. These can be etched with the College postcode by the IT Manager or IT Assistant to discourage theft. Please note that bicycles and vehicles are at risk in the garage, even when locked. 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 £10 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 Manager on **tc334@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 too.

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

Patios. The patio gardens in the Court and Terrace houses on the Main Site and the plant boxes on the apartment balconies are the responsibility of the residents. Barbecues are not permitted. 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. Bills for rent and other College charges are issued monthly in arrears and are placed in pigeonholes. 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). Payment by a cheque drawn on a foreign bank may lead to a supplementary charge, to cover any bank transfer charges.

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.

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. 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 has only very limited storage facilities. If you wish to store anything, please contact the Housekeeper. Permission will normally have to be obtained from the Domestic Bursar.

Telephones. Telephones in all on-site apartments are connected in the College's name. Telephone bills will be paid by the College, and charged to individual residents. For dialling within the University on the University Network, the last five digits only need be dialled; for an outside line dial 9 first. Faults in either the University network or the BT system should be reported to the Porters. The College will not accept financial responsibility for charges arising from reports of faults made directly by users. Urgent messages telephoned to the Porters' Lodge will be passed on to College residents. There are several companies which provide cheap international calls by dialling an additional number. You can find these companies via the internet and although the College does not use these numbers and therefore cannot recommend a particular service, telesavers.co.uk has been recommended by a former resident as providing a good service.

Televisions and Television Licences. In the UK it is necessary to obtain a licence to use a private television. The annual fee for a colour television is currently £145.50 and a licence can be purchased at any Post Office. Televisions can be rented from various firms in Cambridge, listed in the Yellow Pages or the local telephone directory. There is a television in the Richard Eden Room in Gillian Beer House which is available for viewing after 4.30pm on weekdays

and at weekends. There is also a television in the Anthony Low Building, upstairs in the student bar.

COLLEGE FACILITIES AND GENERAL INFORMATION

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 and 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).

Art Collection. Clare Hall has a wide selection of paintings and other artwork available for loan to any resident member for the duration of their stay at Clare Hall. Art work can be chosen from the two catalogues on display in the Common Room (pages without any coloured sticker only). Please bring your completed loan form, from inside the catalogue, to the College Office, or contact Lynne Richards on lkr24@cam.ac.uk for further information. A deposit of £10 per item, preferably paid by cheque, will be required.

ASH (Arts, Social Sciences, and Humanities) is a fortnightly intramural forum in which members of College from these three broad areas 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 Chairman, Professor Bob Ackerman (ackerman_robert@hotmail.com) or the College Secretary (college.secretary@clarehall.cam.ac.uk).

Ashby Library. The collection of books written or edited by past and present 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 locked 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 in the College Office 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 Room.

Bars and Meeting Rooms. The College holds a premises licence and the Bursar/Steward is the holder of a personal licence. 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 at the bottom of the stairs down to the basement near the student pigeonholes. The **ALB Bar** is run by the Graduate Student Body and is open on Thursdays from 8-11pm, Saturdays from 9pm-2am and on other evenings as notified. The **Common Room** provides a meeting space in the Main College Building during the day and also contains a range of daily newspapers and periodicals for Members to read, but which must not be removed from the room. The **Meeting Room** contains a collection of guide and travel books and many novels (left by previous residents) which may be borrowed. There is no formal arrangement, simply remove what you wish to read and bring it (or a substitute) back when you have finished. There is also a cupboard with videos and toys which can be borrowed equally informally (but please do bring them back). The Graduate Student Body keeps its DVD collection in the Meeting Room and copies may be rented for a small charge via the Porters. The Meeting Room also has a Wireless access point.

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. Details may be obtained from the Porters. 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. 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 either sold or disposed of if not claimed within one month of a cull.

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

Camp beds. See under **Accommodation** above.

Cars and Parking. 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 Uni4 bus services where possible, as these stop close to Clare Hall and travel via many university departments and (Citi4) into the city centre. Fares are reduced in price on the Uni4 to University card holders. Details are on: www.admin.cam.ac.uk/offices/embs/travel/bus/index.html. If you do need to bring a car, 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 Porter's 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. **The owners of non-registered cars who park without permission are liable to have their vehicles clamped, for which a release fee of £75 is charged.**

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 9-2I 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. At exam times, parents are asked to ensure that their children do not make undue noise outside student accommodation. 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.

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.

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.. WEST COURT: Swimming Pool, Richard Eden Meeting Room, Richard Eden Dining Room, Richard Eden Old Study (for concerts these three rooms must be booked together as a Suite), Gillian Beer House Pantry (for use in connection with self-catered events). This pantry must be left clean and any college crockery used washed, dried and put away. Any catering requirements should first be discussed with the College Caterers in person, or by phone on 01223 332366 or by email on clh-kitchen@btconnect.com, but please do not contact the kitchens until you have checked that the room you wish to book is free. To book any of the College's public areas, please contact the Head Porter, or email at537@cam.ac.uk or phone 01223 332360 to check availability and to discuss your requirements. You will then need to fill in a booking form to ensure that information is disseminated to the Bursar and all relevant staff. 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, or College and Inter-Collegiate Committee meetings. The use of rooms by College members for their own private functions and for income generating services (e.g. supervisions) will be charged at a rate of £10.00 per hour. The use of rooms by non-members or external organisations will be charged at a rate of £30 per hour. There is a £2.00 charge for the use of each piece of College equipment to cover the setting up costs. Room booking fees are payable at the time of booking, and catering fees will be charged out after the event. For self-catering functions there will be an additional cleaning fee of £20.00. (All prices are subject to occasional review).

Computer Facilities and Resources. Clare Hall provides a variety of computer resources for College Members. All accommodation on the Main Site and at West Court has network access points. There is one Computer Room with PCs and printers in the Anthony Low Building and a PC in the Ashby Library. Please note that entry to the ALB requires a university card. The PCs (open access) run VISTA (64bit) Dual Core 64bit QUAD-CORE Machines as standard. The PCs are all connected to the College's Local Area Network (LAN), providing networked laser printers (local to the Computer room only) and the University Library catalogues. The computers run Office 2007 standard edition, but also have been loaded with Open Office. The computers do not provide large data storage. All computers are installed with Internet Security software and cleaning software. **DO NOT SAVE FILES ON THE DESKTOPS and ALWAYS LOG-OFF these computers when leaving.** You will need to save your information or files onto a memory stick. The computers have been installed with an automatic feature to close and open memory sticks, also the sticks are scanned for virus threats upon entry to the computer. The computers in the room are of a high specification and are updated to enable both protection and performance to remain in good working order. Small memory sticks can be purchased from the porters as can also paper for the printers.

If you are staying in Clare Hall accommodation you will need to obtain an IP address before you plug any equipment

into the Clare Hall network. All rooms are fitted with Network Port Security, which prevents people moving hard-wired laptops from one room to another without permission. Wireless PC users who wish to have multiple wireless connections in different locations will need to use software to enable multiple IP addressing (like multiple locations on a MAC book). **All rooms are provided with information on how to get connected to the network. Further information is provided on the website www.clarehall.cam.ac.uk/index.php?id=46.** Please note that IT support is provided for the College systems and the IT Manager or his Assistant will be happy to help with any problems arising from these. However, support for problems related to your personal computer is not provided, due to both warranty and other licensing issues and general time constraints.

WIRELESS: please note that if your computer does not support the required WPNA/WPA security protocols (78% of machines built after 2004 will be ok), then your machine will have to be connected to the network via the standard Ethernet cable system. The College will not provide hardware to enable an older machine to connect to the network, but will provide information as to where a suitable Wireless adapter can be purchased (see below). Please do not connect routers or any IT equipment in your residence. The use of the fixed IP addressing system is for enhanced security on the network. Your local room connection is the equivalent of a very fast Broadband connection. Access is free except for large transatlantic traffic downloads, or any serious unauthorized downloading: this is mainly large FTP or Media transfers, such as films. Please note that anyone downloading material in breach of copyright will have their network access suspended. The College reserves the right to terminate any network or computer access in such a case, which may also give rise to criminal proceedings under UK or international Copyright Law.

WIRELESS PROTOCOL: the wireless uses WPA+WPNA=2 - this is supported on most machines, but might require older machines to purchase a wireless adapter to connect. The average price for this is £29.00 and they are available from most PC suppliers such as PCWORLD, DIXONS, CURRYS or WH SMITH. USB devices are recommended, PCMCIA cards for very old machines are £89.00. If the machine is too old to support wireless, then a standard RJ45 ETHERNET Connection is available. The Clare Hall Wireless is controlled and monitored by security and access and will require an additional key code that you will need to obtain from the IT department by email and your ID will be confirmed before issue. The MAC address of your machine MAC or PC will be registered against the college security systems, as well as other information with regards to an individual's university ID and authorization to use the network.

Equipment hire. The College has a limited range of equipment for residents' use - transformers, cots, baby equipment, folding (camp) beds etc. Initial enquiries should be made to the Porters or Housekeeper. Extra crockery, glass and cutlery for parties may also be available. Requests should be passed to the Chef/Manager.

Establishment Charge. Visiting Fellows and Associates 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 £135.00 per month (Visiting Fellows) or £31.00 per month (Associates) for the 2010/2011 academic year.

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.

Film Club. The Clare Hall Film Club was founded in 2001 as a modest but enthusiastic enterprise of three graduate students. Since then it has continually gained momentum and become an integral part of Clare Hall social activities. The regular programme comprises one film every Sunday night during term time at 8 pm in the bar lounge area of the Anthony Low Building. Occasionally, other film-related events such as talks or film screenings are organised, which thematically accompany other Clare Hall activities. The scope of the repertoire has been very diverse and attempts to reflect and profit from the rich cultural diversity of Clare Hall. Admission to regular screenings is free and membership of the film club is not required. However, all College Members are encouraged to join the Film Club and to bring their ideas or introduce us to the cinematography of their home countries. Prospective members should either email film.club@clarehall.cam.ac.uk or talk to us directly on a Sunday night. Further information is available on the College website and details are usually emailed to all College Members.

Guest Rooms. The College has five permanent guest rooms: one single and one twin-bedded on the Main Site, one single and one double in Gillian Beer House, and one twin-bedded in the Paul Mellon Building. All are self-contained, although the two on the Main Site share a kitchenette and the same entrance door. Charges per night for 2010/2011 are £45.00 for the singles, £55.00 for the doubles and £65.00 for the double in the Paul Mellon Building. Breakfast is not provided but a small supply of tea, coffee and biscuits is 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 the College Member with the Porters. Keys should be collected from the Porter's 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 to cover the cost of overtime for cleaning staff. **Keys should be returned to the Porter's Lodge, not left in the room.** If the Porter's 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. A deposit of one night's accommodation charge is required before any room can be held.

All guest rooms have access to wireless internet. Connection instructions are posted in the rooms. Mobile phones are available for visitors to use in the guest rooms, if required, and there is an open access computer in the computer room in the Anthony Low Building. Please see the Porters for details. 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) although 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. Only washing powders for 'automatic' machines should be used in the washers. 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.

Lunchtime talks. Occasional gatherings take place on Thursdays at 1.00pm for informal talks and discussion of academic and non-academic topics over lunch. If you are interested in participating, please contact Ruby Reid Thompson by pigeon hole. Details are emailed to members.

Mail. Monday to Saturday there is one delivery per day to the Porter's Lodge, usually between 9.00am and 11.00am. Incoming mail is placed in individual pigeonholes in the entrance foyer as soon as possible after delivery. The University Messenger Service 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 this mail from the College between 9.00am and 9.45am and aims for the same or next day delivery. The Post Office collects outgoing stamped mail from the box in the College entrance area on Mondays to Fridays at approximately 5.00 pm. Stamps are available from the Porters. The College accepts no responsibility for the safety of outgoing mail.

Mail to College. Members should 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.**

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

If not life-threatening, but needs attention quickly, dial: **CAMDOC 01 223 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 0845 4647**. 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 Secretary can provide you with a letter of introduction which confirms the length of your stay. It is useful to bring any immunisation records with you.

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)
3 Trinity Street (tel.366811)
Newnham Walk Surgery, Wordsworth Grove (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.'

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, via the Chairman, Dr Jonathan Pines, on jp103@cam.ac.uk.

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 stray animals.

Photocopier. A photocopier located next to the entrance to the Meeting Room is available for use by College Members. It is operated via a card control system. Cards may be purchased from the Porters.

Pianos. The College has three pianos; a clavivova in ALB and grand pianos in Gillian Beer House and in the Dining Hall.

ALB clavivova

Eligibility: the clavivova is available to all members of College

Practice hours: practice sessions are limited to 2 hours.

Gillian Beer House Kawai 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 Blüthner 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, please contact the Music Committee via Fran Watson on fw280@cam.ac.uk.

Porters. The Porters are the first contact for information about the College, including details of mail, keys, College facilities, and guest rooms. The office is open from 8.00 am – 10.00 pm every day.

Public Telephones. There is a network telephone in the basement of the Main Building for Members' use, for calls within the University only. A payphone is also due to be fitted in the basement.

Reading area. The Reading area in the Common Room is stocked with daily newspapers and periodicals for Members to read there. Please do not remove newspapers etc from this area.

Recycling. The Graduate Student Body (GSB) have organised a recycling programme. There are recycling bins available for bottles, cans, and papers outside the Michael Stoker Building. There are also bins at West Court and a smaller box in the basement near the students' pigeonholes for paper.

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 staircase in the garage. Please ensure that cardboard boxes are flattened. 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.

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

Smoke-Free Policy. (See above under **Fire Precautions**).

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. 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. 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). **Squash facilities** are available by arrangement with Clare College and are card-operated, which means you need to have your university card read with the Head Porter at Clare College first.

Studies and Carrels. The College has a limited number of studies for use by Members. They are equipped for computer use and linked to the Granta Backbone network. The McLean Studies comprise five large single studies. There are five 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 at half the normal rate. Please notify the Domestic Bursar 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 2010/2011 are as follows (**£/quarter per person**):

Ashby (Single)		£125.00	
Ashby Carrels (graduate students have priority)		£35.00	
McLean			
	S1	Single	£150.00
		Double	£85.00
	S2-S6	Single	£150.00

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 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 Steward 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 and for a week in August.

Bars. (See above under College Facilities).

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

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 too young to play a part in general conversation should not be brought to Formal Hall; however, on evenings when an informal supper is provided, they will be most welcome. **Parents remain responsible for their children at all times and are asked to ensure their safety and appropriate behaviour.**

Feasts. The College has three Feasts per year, the Christmas, Foundation (in February) and Whitsun (in May). Special sheets are issued for these and bookings must be made on these. Telephone bookings are not accepted.

Formal Hall is currently held on Wednesday evenings throughout the year and is served at 8.00pm. Guests generally start to arrive from 7.30pm for a pre-prandial drink. Please book on the sheet in the Dining Hall **by 2.00 pm on the previous day**, writing very clearly the names of any guests for the guest list. In certain circumstances the list may close early if the number of guests exceeds the service that the Kitchens can provide. Formal Hall is a relatively formal occasion, though not black tie, but academic gowns are not worn. Formal Hall is not suitable for children under 14 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.

Guests may be brought to any meal, and the number should be recorded on the sheet against the name of their host.

Kitchen Closure Dates 2010/11 The Kitchens will be closed for the following periods: **Christmas:** After supper on 22 December 2010 until lunch on 3 January 2011. **Easter:** After lunch on 21 April 2011 until lunch on 26 April 2011. **Long Vacation:** After lunch on 19 August 2011 until lunch on 30 August 2011.

Meal Prices for College Members, 2010/2011

Lunch and Supper - starter, salad/hot main dish, choice of dessert or fruit or cheese or yoghurt, coffee: **£8.95**

Pippard - 2 courses: soup, ploughman's plate (bread, cheese and salad) and coffee; OR ploughman's plate with dessert or fruit and coffee: **£5.25**

Formal Hall - a guest night with waitress service **£21.50** including wine or soft drink.

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

Meal Times: Lunch is served 1.00 - 1.45 pm. Please book on the sheet in the Dining Hall no later than 10.30 am on the same day. The dining room should be vacated by 2.00 pm after lunch to assist staff. **Supper is served 6.45 - 7.30 pm.** Please book no later than 2.00 pm on the same day. Bookings can also be made via the College website, www.clarehall.cam.ac.uk. Tea and coffee are available in the Common Room after meals. A small number of extra hot meals will be prepared and will be available on a first come/first served basis for those who have been unable to book. If these run out, a salad meal should always be available. **All meals taken MUST be recorded and paid for.** 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.

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.

Visiting Fellows' Commons Entitlements. Visiting Fellows are entitled to twenty free meals per month, funded out of College Trust Fund income. The allowance covers normal lunches and dinners, but not College Feasts. A Formal Hall counts as two meals per Fellow attending. Visiting Fellows may count one guest per meal against their meals allowance (a guest at a Formal Hall counting as two meals). Thereafter, guests are charged for at the standard cost shown below. Wine and non-alcoholic drinks are charged for and will be added automatically to the College bill as a separate item for VAT purposes.

Wine. The College has a well-established wine cellar and a wine list is produced two or three times a year. Order

forms are on the stand outside the College Office and should be handed in to the College Secretary. The Wine Steward, Mr Stephen Bourne, is happy to give advice.

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 Bene't Street and visitors may consider it advantageous to bank there. If so, the person to contact is the Customer Service Manager at the following address:

Barclays Bank PLC
Cambridge City Business Centre
PO Box No 2
Cambridge CB2 3PZ

Telephone: +44 (0)1223 542139 Fax: +44 (0) 1223 542066

They are happy to open a current account with an accompanying debit card for anyone staying in the UK for more than three months. This can be done on arrival in the UK, or can be arranged from abroad by writing to the above address approximately one month before arrival, explaining that you will be a Visiting Fellow at Clare Hall. On arrival, a letter can be obtained from the College Secretary to the Bank confirming your membership of Clare Hall.

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. Clearly, opening an account before arrival will allow the transfer of funds in advance.

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 mornings.

Churches, college chapels and other places of worship

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

Our Lady and the English Martyrs, Hills Road; Fisher House - University Roman Catholic Chaplaincy.

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. 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, behind 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 Cineworld Cinema, 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.

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.

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 Eltisle Avenue, Newnham, CB3 9JG (tel: 352340, fax: 460797), who run a car service/repair centre and a Visiting academics buy-back guarantee scheme; and Online Corporate Services Ltd, Vatches Barn, Comberton Road, Barton, Cambridge CB3 7BA (tel. 01223 264565, fax: 01223 264586). The College makes no recommendations but would welcome feed back from users of any of these services.

SCHOOLS

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 Patsy Smith, Education Department, Shire Hall, Cambridge, for children under 16, stating your plans. 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 to the Head Teachers. Before contacting either a school or the Education Department, visiting parents may wish to contact the Domestic Bursar to seek advice.

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).

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 one, Netherhall, has 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; one Village College, Impington, has its 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. Although you may not be assigned a place until you are physically in Cambridge you should make certain that you are known both to the Education Authority and to the school. Parkside Community College is the closest

school. It is located at Parker's Piece. Telephone: 712600. E-mail: office@parksidecambs-schools.net.

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

<u>Autumn Term 2010</u>	<u>Spring Term 2011</u>	<u>Summer Term 2011</u>
06 September – Term opens	08 January – Term opens	26 April – Term opens
25-29 October – Half term holiday	21-25 February – Half-term	02 May – Bank Holiday
22 December – Term closes	08 April – Term Closes	30 May-03 June – Half-term
		22 July – Last day of Term

In addition there will be some staff training days which will vary by school.

Independent (fee-paying) Schools.

Registration. 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.

UNIVERSITY FACILITIES

www.cam.ac.uk

University Card. University access cards are organised for all residents by the College Secretary. Partners may apply for cards at a cost, currently £10, from the College Office. 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 sized 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 Uni4 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 Computer Services. The University Computing Service is situated on the New Museums Site in Pembroke Street. www.cam.ac.uk/cs.

University Counselling Service. The Service, based at 13/14 Trumpington Street, exists to help with general, personal and emotional problems of students of the University. Others may book one session which is subject to a charge. The service is staffed by General Practitioners and professional counsellors, and is entirely confidential. Telephone (3)32865 to make an appointment.

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 Secretary 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. Clare College, King's College, St John's College and Queens' College charge tourists admission for visits to their sites. Members of Clare Hall may avoid these charges by showing their university card.

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 offered the privileges of member of the Common Room, without payment of a Common Room subscription, for up to ten days in any academic year. Appropriate notice of the exercise of these privileges should be given to the Bursar, St Cross College, Oxford (Tel. 01865-278490). Any extension of the privileges beyond ten days would be subject to the agreement of their Executive Committee. www.stx.ox.ac.uk. It should be noted that St. Cross College is unlikely to be able to offer accommodation or car parking facilities.

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 www.admin.cam.ac.uk/newcomers.

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