

**THE FOLLOWING IS SUBJECT TO THERE BEING NO FURTHER CORONAVIRUS RESTRICTIONS IN UK,
FOLLOWING THE INTRODUCTION OF LIMITED RESTRICTIONS IN EARLY DECEMBER 2021.
FURTHER INFORMATION WILL BE MADE AVAILABLE IN THE EVENT OF ANY CHANGE.**



INFORMATION FOR BYE FELLOWS and VISITING SCHOLARS

ARRIVAL IN COLLEGE

The College address is:
Grange Road
Cambridge
CB3 9AN

For advice on how to travel to the College, please visit our website here:
<http://www.robinson.cam.ac.uk/contact-us/visiting-robinson-college>

INTRODUCTION TO ROBINSON COLLEGE

Your Sponsor is your contact in College as you settle in and they should either be available over your first week to help you themselves, or to have ensured that there is someone else to whom you can turn – please check with them.

Your Sponsor will:

- introduce you to the Porters Lodge to register your arrival/issue your key and for general day-to-day help;
- introduce you to the Senior Tutor's Assistant to arrange for your University Card and letter to the University Library;
- give you a short, conducted tour of the College to include the Senior Combination Room (SCR), Library, Chapel, Conference/Catering Office and Housekeeping/Maintenance.

COVID-19 ARRANGEMENTS

As at 1 April 2022, all restrictions in the UK have been lifted and there are no travel restrictions into England – see <https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19>. In case there should be any changes, we will aim to let you know but we advise that you check on the latest advice through your own means.

Once you are here in Cambridge, we are operating as normal. Face coverings are mandatory in very few settings, reducing all the time. If there are further restrictions on comings and goings in College, these will be published on our website here - <https://www.robinson.cam.ac.uk/about-robinson/foia-publications>. There are currently no restrictions but at that link you will find the latest risk assessment and the College code of conduct on the wearing of face coverings – please review both. Precautionary measures are voluntary rather than enforced but we ask you to please help us to keep College safe by:

Please note that isolation is not mandatory, nor is testing. Advice for anyone who contracts COVID-19 is as shown on the NHS website - <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/test-results/positive-test-result/>. If you should fall ill while you are with us and experience any of the key symptoms listed below, please contact porters@robinson.cam.ac.uk or telephone 01233 339100 – NB please avoid visiting the Porters Lodge in person. We have no formal processes or facilities in College to provide support but if you let us know that you have tested positive, we will discuss with you how we can help while you stay “at home”.

Key Symptoms of COVID:

- High temperature – this means a feeling of feverishness, or a measured temperature above 37.8° C
- New cough – this means a new intermittent or persistent cough, or worsening of your usual cough (if you have one)
- A loss or change in your sense of taste or smell, particularly in the absence of nasal congestion

If you have any concerns at all about your time in College, please feel free to contact domesticbursar@robinson.cam.ac.uk.

For more information, please visit <https://www.gov.uk/coronavirus>.

UNIVERSITY CARD

This card acts as a key for the SCR and Library as well as some entry doors to College. You can also use it as a charge card for spending in the catering food outlets. Your sponsor will arrange for a card to be issued to you shortly after your arrival.

MEMBERSHIP OF THE SCR

All Bye Fellows and Visiting Scholas are automatically members of the SCR and your University Card will enable you to have access. Your Sponsor should arrange to take you into lunch as soon as convenient to familiarise you with the signing-in system and to introduce you to members of the Fellowship.

DINING

Bye Fellows and Visiting Scholas are entitled to one free meal in Hall per term (High Table). Anything over and above that expenditure will be charged for, including any guests you may have (these will be charged at the members’ rate) and any wine you or your guests drink.

The under-mentioned facilities will be available during **Full Term** and at various other times as posted on the College website. Queries should be addressed to the Catering Manager (39119), the Fellows’ Steward (35394 or 39577) or the Porters’ Lodge (39100).

GARDEN RESTAURANT

The Garden Restaurant is open at the following times during Full Term:

Breakfast	7.30am	–	9am	Monday to Friday
Lunch	12.20pm	–	1.40pm	Monday to Friday
	12.30pm	–	1.30pm	Saturday and Sunday
Supper	6pm	–	7.15pm	Monday, Wednesday, Thursday
	6pm	–	7.15pm	Tuesday, Friday

There is no supper service on Saturday or Sunday. (The times indicated are for serverly closure, not for finishing your meal.)

No booking is required but **please carry your University Card to identify yourself.**

Opening times and prices vary in the vacations when the College is open as a residential conference venue. For information, please visit the College website [here](#).

For prices in the Garden Restaurant, please visit the College website [here](#). Please note that all prices change on the 1st October annually.

THE RED BRICK CAFÉ BAR

Open from 9.30am daily (11am at weekends) during Term time, offering quality coffees and snacks meals throughout the day. From 6pm, hot and cold bar meals and alcoholic drinks are available. Outside Term, opening times will be posted on the website and evening meals are not available:

<http://www.robinson.cam.ac.uk/college-life/catering>.

In both the **Garden Restaurant** and **Red Brick Café Bar** you will need to use your University Card at the till to identify yourself which can be used to charge your bill to your College account.

MEALS IN THE SCR

Lunches: are held in the SCR on weekdays throughout the year (apart from the August and Christmas shutdown periods) from 12.30pm to 1.30pm only, to which guests may be invited. However, Bye Fellows and Visiting Scholas are requested to limit the number of guests they bring to lunch on the days when there are meetings of the College Council and Governing Body. **PLEASE USE YOUR CARD TO "SIGN-IN"** for yourself and guests in the SCR dining room when you take lunch.

Coffee: will be available after lunch (Monday-Friday). Coffee will also be served after Formal Hall.

Drinks: there is an Honesty Bar in the SCR lounge – in the cupboard to the right of the windows. The bar stocks a limited number of drinks: sherry, port, beer, lager, juices, wine and some limited spirits as well as a few bottles of Champagne and white wine bin ends from the College cellars. In addition, there is a wine fridge in the SCR gallery that contains a few bottles of Claret and red wine bin ends from the College cellar. Please record the drinks/bottles you take on the honesty bar list. Bye Fellows and Visiting Scholas can request a key to the bar from the Porter's Lodge to keep and access it as needed. The key to the wine fridge is in the honesty bar.

Kitchen: coffee and tea-making facilities are available in the SCR kitchen. (Please return dirty cups to the kitchen.)

Wednesday Supper: An informal self-service supper for Fellows and partners is normally held in the Upper SCR on Wednesday evenings in Full Term. Bye Fellows and Visiting Scholars are welcome to join this supper. Please book by 5pm the day before.

Newspapers: and magazines are available every day.

FORMAL HALL

Formal Hall is held on both Tuesday and Friday evenings at 7.30pm during Full Term. Gowns are worn. The Tuesday Hall is a meal where providing there are three or more Fellows there is separate High Table; if fewer than three, all Members of the College may mix and sit freely. Friday's Formal Hall has a separate Fellows' High Table.

Tuesday:

Pre-dinner drinks in SCR (Honour Bar): wine or non-alcoholic option is served with the meal and charged to all those who attend.

Friday:

Pre-dinner drinks on Hall Balcony: wine or non-alcoholic option is served with the meal and charged to all those who attend.

Those not wishing to partake of wine should indicate when signing up for the meal by ticking the 'No Wine' column

Bookings should be made using the on-line meal booking system (Raven account required) by 5pm Monday for Tuesday Hall and 2pm on Thursday for Friday High Table, or by ringing the Catering Office on (3)39119 by the same times.

CHILDREN

Please note that children under the age of 16 are generally not allowed in the SCR or permitted to dine in Hall subject to the Children in College Policy – please ask for details from the domesticbursar@robinson.cam.ac.uk. Children are welcome in the Garden Restaurant and Red Brick Café Bar. Children are not permitted to be resident in College during Term without the Warden's permission – please apply via the Domestic Bursar.

PAYMENT FOR SERVICES IN COLLEGE

Generally we operate cash-less payment for all services and the Porters Lodge and elsewhere in College. Debit and most credit cards (apart from Amex and Diners Club) are welcome.

ELECTRONIC PAYMENT IN CATERING

An Electronic Point of Sale (EPOS) system is in use in the Garden Restaurant and Red Brick Café Bar. Members of the College (including Senior Members and Bye Fellows/Visiting Scholars) must identify themselves using their University Card. Once identified, Members may purchase meals at the Members' price and the cost is charged to the Member's account. If you pay for your personal guest's meal in the same transaction, then this will also be charged at the Members' rate + VAT.

PHOTOCOPYING

Two photocopy machines are available for use by Fellows, one in the Library (please use this first) and the other in the main College Office (mainly intended for staff use). These may be used without cost for teaching and research materials; for personal photocopying the current charge is for black and white 10p per copy for a single-sided sheet and 20p for both sides, 20p per side for colour copies. Both machines use

A4 or A3 paper and will enlarge, reduce, duplex, collate and staple. Charges for personal photocopies will be added to your account.

LIBRARY

The Library is open 24 hours per day; access is through use of your University Card. If borrowing is required, once you have registered with Cambridge University Library please email our [Librarian](#) to activate your library account for borrowing at Robinson.

FINANCE OFFICE

Your accommodation charges along with any other charges raised will be invoiced to you on a quarterly basis (earlier upon request) or upon your departure. Please ensure that all invoices are settled within 28 days and/or prior to departure at the latest. Office opening hours are as follows:

9am – 12.30pm and 2pm – 5pm Monday to Thursday
9am – 12.30pm and 2pm – 4.30pm Friday

FAX MACHINE

A plain paper fax machine is available in the College Office for Fellows' use. The number for incoming faxes is (01223) 351794.

MEETING ROOM BOOKINGS

Public rooms in College may be booked through the Conference Office (32859).

GUEST ROOMS or B&B ACCOMMODATION

Guest Rooms may be booked through the Porters Lodge, normally for a maximum of 3 nights - if you require accommodation for an academic guest for a longer period, please consult the Domestic Bursar. Please apply at the Porters Lodge for the current nightly charges for single and double rooms. Payment should be made through the Porters' Lodge. Breakfast is not included but may be taken in the Garden Restaurant at a supplementary charge.

B&B accommodation is available from time to time during vacation periods and may be booked through the College website <http://www.robinson.cam.ac.uk/conferences/stay>. Rates will vary according to season.

BYE FELLOWS/VISITING SCHOLARS ACCOMMODATION

If you have booked accommodation, this will have been detailed to you on our Accommodation Form. This sets out the type of accommodation, the room or flat booked, the dates of your stay and the applicable charge. If you have any queries with this, please feel free to consult the Accommodation Officer.

Flats and rooms are fully furnished, and bed linen, towels etc. are provided. Flats have kitchens which are fully equipped with white goods, crockery, cutlery, glassware and cooking utensils, etc. We generally do not provide TV's though where we do, they are smart TVs with internet access. If you have a TV, you must provide your own TV Licence but please note that off-air aerial signals are poor in College.

All of our accommodation is serviced by our Housekeeping staff on a weekly basis between 9am and 1pm. The bedmaker's name and approximate time of service will be stated on the welcome letter that you will find in the flat on your arrival. The bedmaker will change the beds and towels, empty the bins and clean all rooms.

Larger flats have a washing machine. Alternatively, there is a launderette in College. Use of the washing machines and driers is chargeable through the operators app – [see laundry manual on the website for details](#).

The accommodation Licence Fee will be confirmed to you and includes the costs of heat, light and power and Internet connection, but additional charges are made for telephone calls and extra linen. Bye Fellows/Visiting Scholars will also have to cover the cost of their own TV licence.

A detailed Residence Guide is available in Flats and Guest rooms, which we hope will provide all the information you may need. Otherwise, please feel free to consult the College website for more information <http://www.robinson.cam.ac.uk/>

If you have any further queries or I can be of any assistance to you before or during your stay, please don't hesitate to contact me. On behalf of the Warden and Fellows of the College, I and the rest of the Robinson staff wish you a comfortable stay in Cambridge.



Nick Milne
Domestic Bursar
nslm2@robinson.cam.ac.uk

Spring 2023