



ST EDMUND HALL

Senior Common Room

Information for Members 2018-19

Introduction

The Senior Common Room (SCR) is both a collection of rooms (the Coffee and Lunch Rooms, the Chough Room and the Old Library), as well as the body of Senior Members (mostly Fellows and Lecturers) of the College. One of the Fellows acts as the Steward of the Common Room. The current Steward is Professor Robert Wilkins, and members are welcome to consult him in all matters of doubt. The SCR Butler is Sam Green.

The main entrance to the SCR is to be found opposite the entrance to the Wolfson Hall. Access can also be gained from the Chough Room adjacent to the Doctorow Hall. Members can arrange Salto key access for these entrances at the Lodge.

Members of the SCR pay a termly Common Room fee, which in the academic year 2018-2019 will be £14-£21, depending upon the category of membership held. This fee covers the cost of newspapers and magazines (subscriptions are reviewed regularly, but suggestions are always welcome). Smoking is not permitted anywhere in the SCR, and the use of mobile phones is also strongly discouraged and should not occur in the Lunch and Coffee Rooms.

All SCR charges are collected through Battels, a termly invoice that is settled through the payroll. Non-payroll Members may pay by cheque.

Membership of the SCR

There are five categories of membership:

- Fellows and College Lecturers
- Official Members
- Associate Members
- Temporary Members
- Honorary Members

Honorary membership may be extended to (i) all members of the College who become Fellows of other Oxford colleges for so long as they hold their Fellowship; (ii) former Fellows of the College who, having completed three years as a Fellow, cease to hold their Fellowship otherwise than through deprivation of it.

Refreshments

Coffee and tea making facilities, along with biscuits, are available in the Coffee Room at all times. Bottled water is kept in the fridge in the Lunch Room.

Red wine is often placed in the Coffee Room; white wine can be found in the fridge. Members should record consumption of these items in the diary in the Coffee Room.

Dining

Breakfast is served every day except Sundays, in both term and vacations.

Lunch is a buffet-style meal served every day except Sundays, with members free to arrive at any time during which it is served. The dress code for lunch is casual, although sportswear is discouraged. In vacations, lunch continues to be served, although the timing and location may be varied.

Dinner is a buffet-style meal on Monday, Wednesday in odd weeks and Thursday during term, and every day except Saturday and Sunday during vacations. Members may arrive at any time during which it is served. A hot meal is available if three or more members have booked for dinner; a cold platter is served when numbers are smaller than three.

Formal Dinners take place on Sunday, Tuesday, Wednesday in even weeks and Friday during term. Diners foregather in the SCR Coffee Room, unless otherwise advised. Smart attire is required. Gowns reflecting the qualifications held by the member are worn at these dinners. Gowns may be left on the hooks at the bottom of the SCR staircase. Seating plans are not prepared for formal dinners.

Special Dinners also take place each year. Four are college events: **St Edmund Feast** (MT: black tie; gowns; no guests); the **Geddes Dinner** (MT or HT: not black tie; gowns; guests allowed); the **Charter Dinner** (TT: black tie, gowns; guests – in particular, notable figures from hosts' professional lives); and the **Emden Dinner** (TT: not black tie; gowns; guests allowed). The other two dinners are organised by the SCR: the **Fellows' Christmas Dinner** (black tie; no gowns, guests – in particular, partners); and the **SCR Summer Dinner** (not black tie; no gowns; guests encouraged). Seating plans are prepared for special dinners.

There is a termly **Domus Dinner** (not black tie; gowns; *Fellows only*; no guests), which takes place in 0th week (HT, TT) or 1st week (MT).

At all College dinners, the cost of food for Fellows is met through the Common Table allowance. With the exception of the Domus Dinner, wine consumption is charged to Fellows. Charges for guests' meals and wine are also the responsibility of the hosting Fellow, unless the guest is entertained on behalf of the College ('Domus'). There is only one dinner in the academic year - the Charter Dinner (in essence, the College Feast) - when Fellows' guests are automatically charged to Domus.

Two dinners are held at the start of Michaelmas Term to welcome and admit new students: the **Undergraduate Freshers' Dinner** takes place on Tuesday of 0th week, and the **Graduate Freshers' Dinner** on Thursday of 0th week (not black tie; gowns). **Undergraduate and Graduate Leaving Dinners** ('Schools Dinners') take place on Tuesday and Thursday of 9th week of Trinity Term (black tie; gowns).

An optional **Dessert** is available after dinner either in the Old Library (a formal occasion on Tuesdays and on Wednesdays), or in the Coffee Room (more informal in nature, on Fridays). Dessert is a separate part of the meal, taken in a different room and consisting of fruit, nuts and chocolate, and a variety of after-dinner wines: in our case Port, Madeira, the same red wine offered at dinner, and a white dessert wine. Dessert is only available for four or more people, one of whom must be a Fellow. The costs of food and drinks for Fellows and their guests is charged to Battels.

A representative pattern of dining arrangements during full term is reproduced, below.

	Breakfast	Lunch	Dinner		
Sunday			<p style="text-align: center;"><i>7.00pm 3 courses + Dessert [Wolfson Hall]</i></p>		
Monday			<p style="text-align: center;">6.30pm-9pm Buffet Dinner [Lunch Room]</p>		
Tuesday			<p style="text-align: center;">Weeks 2-8 7.30pm Formal Hall 3 courses + Dessert [Wolfson Hall/Old Library]</p>		
Wednesday	7.45am-9am [Lunch Room]	12.30pm-1.45pm [Lunch Room]	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Odd Weeks 6.30pm-9pm Buffet Dinner [Lunch Room]</td><td style="width: 50%; padding: 5px; vertical-align: top;">Even Weeks 7.30pm SCR Guest Night 4 courses + Dessert [ODH[*] / Old Library[#]]</td></tr> </table>	Odd Weeks 6.30pm-9pm Buffet Dinner [Lunch Room]	Even Weeks 7.30pm SCR Guest Night 4 courses + Dessert [ODH [*] / Old Library [#]]
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Thursday			<p style="text-align: center;">6.30pm-9pm Buffet Dinner [Lunch Room]</p>		
Friday			<p style="text-align: center;">7.30pm Formal Hall 3 courses + Dessert [Wolfson Hall/SCR]</p>		
Saturday	8.30am-9am [Lunch Room]	12.30pm-1.15pm Buffet [Lunch Room]			

Unless otherwise advised, pre-dinner drinks are served before formal dinners from 6.45pm in the Senior Common Room.

^{*} The capacity of the Old Dining Hall limits the number of diners for SCR Guest Night to 40.

[#] The capacity of the Old Library limits the number taking Dessert to 20.

However, please note that renovation works mean that Dessert will not take place in the Old Library during Michaelmas Term 2018.

Entitlement and Booking

Fellows of all categories are entitled to breakfast, lunch and dinner, whenever these meals are served. The entitlement of other Members will vary according to the category of membership, and will be advised at the time of their appointment or election to membership of the SCR. Please note that no meals are served during College closed periods at Christmas and Easter (which are indicated on the online booking system).

Bookings for lunch and dinner (none are needed for breakfast) are made using an online system at <http://scr.seh.ox.ac.uk/login.php>, with the username **scr** and password **floreataula**. Deadlines are listed on the website, and are as follows:

- Dinners on Tuesdays, Wednesdays in even weeks and Fridays - by 10am on the preceding day.
- Lunches and other dinners - by 10am on the day.
- For meals shown in italics - by 2pm on Friday.

Members may also telephone the SCR Butler on 01865 279052; an answering machine operates outside of working hours.

A limited number of Middle Common Room students may dine with SCR members during full term at Wednesday SCR Guest Nights and at Friday Formal Halls.

Wine

Pre-dinner drinks, wine served during dinner and drinks at Dessert are charged to Battels. Pre-dinner drinks should be recorded on the sheet provided in the Lunch Room. The cost of wine consumed at Formal Dinners and Dessert is divided equally amongst those consuming it. Members should indicate whether they intend to take wine when booking for dinner using the online system. Pre-dinner, dinner and Dessert wines are charged on the basis of five glasses per bottle, and Port and Madeira on the basis of twelve glasses per bottle.

At buffet dinners, members record their wine consumption, along with that of their guests, on wine cards provided by the SCR Butler. Shortfalls in the total number of glasses signed for, relative to the total number of glasses consumed, shall be charged equally among all those drinking present at such dinners.

Presiding Fellow

If present, the Principal presides at formal dinners. In his absence, the Vice Principal or most senior Fellow presides. Seniority of Fellows is determined by the date of first appointment. Diners for a given meal are listed in order of seniority by the online meal booking system.

At formal Dessert, the Steward of Common Room takes the chair. In his or her absence, the most senior Governing Body Fellow presides. The presiding Fellow will decide where everyone is placed, arranging for no-one to sit close to those with whom they were placed at dinner. The presiding Fellow circulates the wines, which move in a clockwise direction around the table and are passed on to the left. The bottles stop with the presiding Fellow, who usually circulates them twice. Dessert ends when the presiding Fellow stands to depart. It is the presiding Fellow's responsibility to ensure that candles are extinguished, lights switched off and that the upper door to the Old Library is locked.

On Fridays, the last Member to leave the SCR should ensure that no MCR guests remain, that the lights are switched off and the door at the SCR entrance is locked.

Guests

Anyone may be brought as a guest to lunch or dinner, although undergraduates of the University may only be invited by the Principal as guests of the College. No more than two guests should normally be entertained to lunch or dinner; if more are desired, then the Steward of Common Room should be consulted. Guests may not be invited to Domus dinners.

The present charges for guests (excluding wine) are:

Breakfast	£6.80
Lunch	£10.65
SCR Buffet Dinner	£14.80
Dinner (3 course)	£18.20
Dinner (4 course)	£25.70
Sunday Dinner	£18.20
Dessert	£7.50

Guest charges may be assigned as Domus (that is, entertained at the College's expense) if the purpose of entertaining the guest relates directly to the business of the College. An explanation of the reason is required when the booking is made. Members should indicate when charges should be assigned to Domus on the online system.

When dining with a guest it is customary for the host to introduce the guest to the Principal or presiding Fellow. Guests, unless old members of the College, do not wear gowns.

Fellows' Guest Rooms

Two twin guest rooms are available for Fellows to book. Fellows may stay free of charge: for all others, the charge is £33 including breakfast. Contact Lynne Morley-Johnson in the Bursary (01865 279007).

Private Functions

SCR members may arrange private functions in the SCR. Enquiries about private functions should be made in the first instance to the Conference and Events Manager, Susan McCarthy, in the Bursary (01865 279222).

Other Facilities

A computer with internet access is available on the table at the top of the SCR staircase. Stationery is also proved on this table.

Newspapers and magazines are available in the Coffee Room. They should not be removed. The Steward of Common Room is happy to receive suggestions of possible new subscriptions.

Members have access to wines from the SCR cellar. A list of available wines is circulated each term. Orders for wines should be placed with the SCR Butler. Wines will be charged to Battels.