



**Kellogg College**  
University of Oxford

## Common Room Members Information Pack 2024-25

For the most up-to-date information about College life, please visit the [Kellogg website](#).

### Useful links:

**Staff:** Staff details and their contact information can be found on the ['Our people'](#) pages of the College website

**Events calendar:** The College schedules an extensive programme of events throughout the academic year. To view the list, visit our ['Latest events'](#) page of the website.

**College accommodation:** Kellogg members have access to our short-term accommodation at a discounted rate. Further details are available on the ['Short-stay accommodation'](#) pages of the website.

**Oxford University Newcomers' Club:** The ['Oxford University Newcomers' Club'](#) is run by volunteers whose aims are to help those who are new to the University of Oxford to settle in, to find out more about Oxford, and to provide opportunities to meet people.

**International staff:** Visit the University's ['Welcome'](#) pages for help with all the practicalities before, during, and after your move, plus information to help you to settle in as quickly as possible and make the most of all the wonderful opportunities the University and city have to offer.

**Membership Descriptions:** The descriptions of different members can be found on the ['For Fellows'](#) Section of the website.

1. Committee Structure
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## Committee Structure

**Governing Body**  
All Official Fellows

**Academic Committee**  
Chair: Senior Tutor  
Secretary: Academic Registrar

**Communications Committee**  
Chair: Fellow  
Secretary: Director of Communications

**Development & Alumni Relations Committee**  
Chair: President  
Secretary: Director of Development & Alumni Relations

**Domestic Committee**  
Chair: Fellow  
Secretary: Accommodation Manager

**Equality & Welfare Committee**  
Chair: Welfare Dean  
Secretary: Academic Registrar

**Finance & Resources Committee**  
Chair: President  
Secretary: Finance Bursar

**IT and Digital Strategy Committee**  
Chair: IT Fellow  
Secretary: Head of IT

**Nominations Committee**  
Chair: President  
Secretary: HR Assistant

**Site Committee**  
Chair: President  
Secretary: Head of Facilities Management

**Sustainability Committee**  
Chair: Sustainability Fellow  
Secretary: Facilities Coordinator and Small Works Manager

**Scholarship Sub-Committee**  
Chair: Senior Tutor  
Secretary: Academic Registrar

**Junior Research Fellow Sub-Committee**  
Chair: Senior Tutor  
Secretary: HR Assistant

**Sports, Recreation & Wellbeing Sub-Committee**  
Chair: Fellow  
Secretary: HR Assistant

**Garden Sub-Committee**  
Chair: Fellow  
Secretary: Head of Facilities Management



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## College Lunch

Usually Served Monday-Friday, 12.00pm-1.45pm

(Weeks 0-Weeks 9, may be available outside of these weeks)

*It is possible that service will close early if demand exceeds the available supply of food.*

### College Lunch

**The kitchen provides a soup, hot meat (except Mondays) and veg dishes, main course salad boxes, dessert, cheese, side salad and fruit. All items are subsidised for Common Room Members**

### Tea and Coffee:

Tea and coffee are available for everyone taking lunch.  
Please help yourself from the side table.

**Menu:** The menu for Main College Lunch rotates on a three-week cycle. It can usually be found on the College's website with lunch and dinner dates for the term, and is displayed in the hall and servery each day.

**Seating:** We eat at Common Table. This means that there is no hierarchy for seating, and meals are for dining-in only (not takeaway), including the salad boxes. You may sit anywhere that has a place setting. Sometimes seats might be reserved for a particular group. This will be indicated by signs on the table.

**Dietary Requirements and Allergy Information:** There is a food allergen chart displayed in the servery for every meal, and if you have any questions, you are welcome to ask the chefs at time of service. If you or a guest have an allergy or intolerance to particular foods and will be taking lunch or dinner in College, please inform [hospitality@kellogg.ox.ac.uk](mailto:hospitality@kellogg.ox.ac.uk) 48 hours in advance. This will enable the kitchen team to prepare a suitable meal for you without causing delays to you or other diners.

**Charges for Lunch:** Common Room members are charged student rates for college lunches. You will be required to pay with a bank card or your Upay account if you have an active one, when you get to the till.

**Guests:** You may bring up to 1 personal guest to lunch without booking. Please email [hospitality@kellogg.ox.ac.uk](mailto:hospitality@kellogg.ox.ac.uk) if you wish to bring more. Due to high volumes, we restrict to a maximum of 2 personal guests (with booking) at any lunch during term, but there are times we can accept more. Guest rates are subsidised, and are meant for personal guests of members. If you are bringing departmental guests, we request that payments are made using an internal purchase order created in advance.

### How does Upay work?

- You will queue as normal and as you receive your meal and exit, you will come to a till point.
- You will need to tap your University Card on the smart reader at the till point. You may also use a Upay app that can be downloaded to your smart device from Apple/Android stores.
- If successfully registered on Upay, as most College members would be, the till will bring your account up and charge your Upay account.
- If you don't have any credit in your Upay account, you may choose to pay with a debit or credit card (except American Express) \* where applicable.



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- Having an active Upay account will enable payments through it in the Dining Hall, the Hub Café and on [upay.co.uk](https://upay.co.uk).
- This is the fastest method of payment and minimize your time in the queue. Payment via credit or debit cards are likely to cause a slight delay due to additional steps involved.

### **What do I need to do?**

Your Upay account is linked to your active/current University Card (but not to the expiry date on the card), therefore always bring it with you when dining in College.

An active Upay account can also be accessed via the Upay app on a smart device, in absence of a University Card.

In absence of both of these, the staff may ask you for a valid ID.

If you think you should, but do not, have a Upay account, please email us.

The minimum amount you'll need to top-up is £25. We recommend a maximum balance of not more than £150.

**Contact:** [hospitality@kellogg.ox.ac.uk](mailto:hospitality@kellogg.ox.ac.uk) for all queries regarding Upay and guest bookings.