



Web Brochure



MISSION STATEMENT

To be recognised as a leading provider of accommodation by creating a warm relaxed atmosphere, with home cooked meals and support from the house managers, for groups that want to arrange their own programme and activities.

Our aims:-

- *To provide a warm, welcoming and clean environment where people feel accepted and relaxed.*
- *To provide three balanced meals each day that are, as far as possible, home made.*
- *To use locally sourced foods (where possible), from suppliers with whom we have established good working practices.*
- *To provide a personal service that enables groups to gain the best out of their visit to Dunfield House.*

Sue & Paul Norton

House Managers



WELCOME TO DUNFIELD HOUSE

About us: Welcome to Dunfield House, situated close to the Welsh border in a beautiful corner of rural Herefordshire. Dunfield is operated as a charity whose aim is to promote a safe and nurturing environment run on faith based principles. We offer adaptable, comfortable three star group accommodation as a base for a variety of learning experiences. The amenities, services and beautiful surroundings will enhance your own programme and provide a sense of awe and wonder, new friendships and lasting happy memories.

Sue & Paul live onsite and manage the centre to ensure that you can concentrate on running your programme and meeting the needs of your guests at Dunfield, with house becoming your home for the duration of your visit. We use our extensive experience of running the centre and of directing our own group activities at Dunfield to offer a bespoke service to you and your guests. You may have a programme ready to deliver, you may be running your first programme, you may want advice about local activities, please feel free to contact us with regards to your own individual requirements and if we can't help we will be able to pass you onto someone who can ☺

About Dunfield House: it is an old mansion, extended and improved in Victorian times, which now provides bunk style accommodation for 73 people in 14 bedrooms in the main house and 22 people in 8 bedrooms the Stables, our overflow accommodation for larger groups requiring sole use of the property. The Stables can also be booked for groups of up to 22 on a self catering basis. At any one time there will only be up to one group in residence in each building.

Dunfield House has a large entrance hall with tuck shop, lounge and multi activity/chapel room and three dining rooms, two of which are ideal for small group work if extra space is required. These rooms are all found on the ground floor. Bedrooms 1 – 9 are on the first floor. These are two large rooms with en-suite bathrooms, sleeping 8 and 10 people respectively, and then rooms of 4 – 6 on this floor, all with wash hand basins. Bedrooms 10 – 14 are in the attic of the house with some of the rooms interconnected with a communal washroom. Dunfield House has plenty of additional showers, toilets and washroom facilities available on these two floors.



About the Stables as an overflow facility: we are able to sleep 22 people in eight bedrooms the Stables which also has a communal lounge, kitchen and conservatory with amazing views. Two new shower/toilet rooms [all with lockable cubicles] are situated on the ground floor. Renovations [completed in 2011] provide full level access across the ground floor of this accommodation and wheelchair access in three bedrooms creating a space for guests who have mobility difficulties. The lounge with woodburner offers level access to the ground floor of the building and to the courtyard and is a stunning place to relax, play games, run sessions or can be used as an additional bedroom with 4 chair beds in situ. *The Stables can also be booked as a stand alone self catering accommodation for our smaller groups [please see Stables brochure for more details]*

About our grounds: Dunfield House sits within its own grounds of 15 acres that are largely left to their natural state; Terraced lawns are directly to the front of the house. There are ample spaces for volleyball, football and team games along with an adventure playground within the grounds and a trampoline for the more energetic! There are two campfire sites, our indoor heated swimming pool [maintained at around 28 degrees centigrade] and a large recreation hall suitable for indoor games with a pool table and 3 table tennis tables. The recreation hall is also a large enough room to support a full rehearsal or full group activity seating 150 guests.

About our catered service: We offer a fully catered service at Dunfield leaving you free to concentrate on your programme. Three home cooked, wholesome meals are prepared each day using locally sourced foods where possible. Additionally, hot chocolate and homemade cakes or biscuits are available in the evening, for our younger guests and a cheese and biscuit supper, often using local cheeses is popular with your staff or older guests. Adults are able to make hot drinks [24 hour access] when required, we still use china mugs as we feel tea always tasted better in them.

We provide a set menu for your groups served family style in our dining rooms at a time to suit your programme. We are more than happy to discuss menu options with you to ensure that we meet the specific needs of your group. Individual meals are prepared for those members of your group who have special diets for religious, medical or ethical reasons.



About what you need to bring: All bedding is supplied by Dunfield House and can be collected from and returned to central points as you arrive and on the morning you leave. All guests are responsible for bringing their own towels and toiletries and personal requirements for the duration of their visit. In order to keep costs to a minimum guests are asked to keep their own rooms tidy and group leaders are responsible for keeping the communal areas tidy.

About Facilities for people with disabilities: Dunfield House is a listed building with limited level access facilities/accommodation. We have a level access toilet, ramped access or temporary wheelchair ramps for steps and ramps to all ground floor rooms [some external] We have a fire alarm flashing light sounder in room 2 of the main house for people with hearing difficulties. We have three level access bedrooms in the Stables and level access to all ground floor rooms the kitchen, conservatory and lounge. Please contact us to discuss specific needs of your guests. We do have access to aids and equipment eg commode, shower seat, bed stick, shower trolley [Stables only] etc to assist people during their stay. Please discuss with us prior to arrival to ensure the equipment can be put in situ for you.

About Additional resources: such as television, video & DVD in both the main house and stables [*please note these cannot receive television channels*] disco lights, multimedia projector, overhead projector, piano & organ, white boards, 24-hour tea & coffee facilities are available at no extra cost. A photocopier is available with a nominal charge made for larger quantities of copying.

About Groups using Dunfield: guests include church groups [providing youth, young adult, family camps and retreats], educational school visits, youth organisations, orchestras, band camps, charities, training and family groups. Groups that currently use Dunfield House for their organised activities often make return bookings and are always happy to share their experience of how Dunfield works for their group.

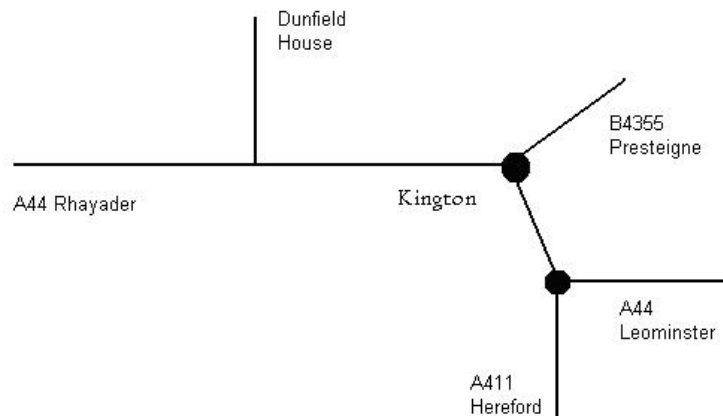


About Visiting to see how Dunfield can work for you: Should you wish to find out more about Dunfield House and how we could meet your group needs then we are more than happy to meet with you, talk by telephone or discuss via email in order to meet your specific needs prior to making your booking. A visit to Dunfield is well worthwhile to see how your programme could be developed with the facilities available.

About Availability: details of our availability can be found on our website on www.dunfieldhouse.org.uk. However, please make contact with us to ensure that the dates on the calendar are still available. Flexibility with your dates will help with making a booking, especially during the summer months.



DIRECTIONS (POST CODE HR5 3NN)



From Leominster or Hereford

- Follow A44 through Kington [over two roundabouts] signposted Rhayader
- After approximately 2 ½ miles turn right [brown tourist sign – DUNFIELD HOUSE]
- Follow the lane up a small incline for approximately ½ mile
- Turn right over the cattle grid [white picket fence]
- There is car parking at the top of the drive; the reception is immediately opposite you at the right side of the house.

From Wales

- take A44 at the Crossgates roundabout, signposted to Hereford & Leominster
- approximately 16 miles along the A44 you reach the border between England and Wales

Travelling by Car

- after approximately 1 mile turn sharp left [brown tourist sign – DUNFIELD HOUSE]
- Follow the lane up a small incline for approximately ½ mile
- Turn right over the cattle grid [white picket fence]
- There is car parking at the top of the drive; the reception is immediately opposite you at the right side of the house
- If using a SATNAV please ensure you arrive via the A44. [arriving via the B4362 takes you along a very narrow lane]



DUNFIELD HOUSE & STABLES TARIFF 2012

House and Stables Weekend Rate:

Arrival from 4:00pm on Friday evening, evening meal, accommodation Friday and Saturday night, all meals Saturday, breakfast and lunch Sunday, departure by 2:00pm

	inc 20% VAT
Children 4 -11	78.00
Students 12 - 15	94.00
Adults/Students 16 +	103.00

Midweek Daily Rate:

arrival from 4pm, evening meal, accommodation, breakfast & lunch with departure by 2:00

	inc 20% VAT
Children 4 -11	28.50
Students 12 - 15	34.00
Adults/Students 16 +	38.00

Full Week Rate:

7 day stay, arrival from 4pm on first day to departure by 10:30pm on final day with a packed lunch. To include all accommodation, meals and facilities [we are happy to discuss individual requirements, packed lunches, birthday cakes etc]

	inc 20% VAT
Children 4 -11	198
Students 12 - 15	235
Adults/Students 16 +	260

Self Catering – Stables Only:

Facilities for up to 25 people in self contained Stables Building – meals can be booked from the main house on request

	inc 20% VAT
24 hour block booking Friday/Saturday night [per night]	400.00
24 hour block booking Sunday/Thursday [per night]	375.00
Breakfast per person if required	price on request
Lunch [or packed lunch] per person if required	
Evening Meal per person if required	

Seasonal Discounts 2011

Apply to guests aged 4 and over

	51 - 60	61 - 70	71+
Mid Season March & April, September & October	2.00%	3.00%	4.00%
Low Season November, December, January February	4.00%	5.00%	6.00%

please note: children 3 years of age and under – no charge



Dunfield House & Stables Booking Form

Name of Group <i>[if applicable]</i>		
Name of Group Leader		
Contact Address		
Post Code		
Contact Telephone [work]		
Contact Telephone [mobile]		
Contact telephone [home – if applicable]		
Email Address		
Booking period required:		
Accommodation required <i>(please indicate)</i>	House & Stables Full Board	
	House only Full Board	
	Stables Self Catering	
	Stables Catered service	
	House/Stables Catered Day Visit	
Anticipated number in Group		
Deposit required:		
Fully catered weekend in the main house or stables	= £10 per guest	
Fully catered three nights or more in the main house or stables	= £20 per guest	
Self catering – stables	= £100 per night	
Day Visit	= £75	
Notes:		
<p>I have completed the booking form and enclosed the correct deposit for my booking. I confirm that I have read the attached booking terms and conditions and agree to abide by the booking process, minimum numbers and cancellation policy.</p>		
Signed:.....Date:.....		



BOOKING TERMS & CONDITIONS

Initial Contact	Provisional	<ul style="list-style-type: none"> A provisional booking made by telephone, email or letter can be held for up to one week. A booking form will be sent to you with booking terms and conditions and a communication checklist. The date provisionally held will be made available to other groups a the end of the seven days period.
Contract 1	Booking Contract	<ul style="list-style-type: none"> To secure your booking a completed booking form and deposit must be received. Booking will be confirmed by return. <i>nb: payment in full is required if booking is made within 6 weeks of visit</i>
Contract 2	Final Invoice, housekeeping & special diet requirements for fully catered service	<ul style="list-style-type: none"> 6 weeks prior to visit: final payment required based on anticipated numbers. 2 weeks prior to visit: Final group numbers, meal requirements and special diets if fully catered service is required need to be sent to Dunfield via email or post.
Contract 3	Adjustment Invoice	<ul style="list-style-type: none"> To be settled within 30 days of the visit. Payment in full is required if booking is made within 6 weeks of visit
Late settlement	Final account	<ul style="list-style-type: none"> In the rare instance where an account is not settled by the due date, a surcharge of 2% on the outstanding balance will be made to cover administrative costs. This surcharge will be incurred for each month thereafter until the account is settled

MINIMUM NUMBERS

ACCOMMODATION	LOW SEASON [NOV TO FEB]	MID SEASON [MARCH, APR & SEP, OCT]	HIGH SEASON [MAY, JUNE, JULY, AUGUST]
House & Stables Full Board	50	60	65
House only Full Board	35	40	50
Stables Self Catering	N/A	N/A	N/A
Stables Catered service	15	15	15

REPEAT BOOKINGS

Repeat bookings year on year are secured for groups who meet the minimum numbers for their visit. Groups will be offered the opportunity to book Dunfield at short notice if their group size falls below the minimum number however, this date cannot be guaranteed on a yearly basis.

ADDITIONAL INFORMATION

- If your party is less than 65 but you would like sole use of the site please contact us to discuss options
- If final numbers fall below the minimum requirement at the time of your visit then a charge of 75% per person below the minimum number will be incurred
- You are strongly advised to take out holiday and travel insurance to ensure that you are financially covered for a shortfall in numbers, guests cancelling at the last minute, ill health etc*
- We reserve the right not to accept a booking without reason but especially where it may contradict the ethos and spirit of how Dunfield operates

CANCELLATION OF BOOKING:

Cancellations **MUST** be made in writing; the following charges will be incurred –

		% OF FULL COST TO PAY
CANCELLATION WITHIN	26 weeks	Deposit lost
	25 weeks	25% of full cost
	13 weeks	50% of full cost
	6 weeks	75% of full cost
	2 weeks	100% of cost



INFORMATION to help with PLANNING

Arrival at Dunfield House: Arrival time at Dunfield House is 4:00pm onwards unless prior arrangements have been confirmed with the manager on duty.

Welcome: The manager on duty will be available on your arrival to ensure that you and your group settle quickly into Dunfield. The manager on duty will also be in and around the reception/office area each day throughout your stay to answer any queries or deal with any problems that may arise. There will be a member of staff available in the kitchen between 6:00am and 7:00pm should you have any queries if there is no one in the office and contact by phone can be made at all other times [24 hours] to the manager on site.

Fire Precautions: Dunfield House meets current legislation for fire safety. Soon after your arrival on the first day the manager on duty will meet with your group to familiarise your party with the fire regulations specific to Dunfield House. We advise that all groups complete a full fire evacuation procedure that enables all group members to hear the fire alarm sound and walk through their main means of escape. Group leaders are advised to ensure that all group members walk through their alternative route for evacuation. Group leaders are asked to ensure that all personal electrical goods are switched off and unplugged when not in use or if left unattended.

Special diets: We are happy to provide special diets to members of your group for religious, medical or ethical reasons. We are happy to discuss complex diets and agree menus prior to your visit; we are more than happy to speak directly with parents or guests regarding diets. Please ensure that as far as possible only valid diets are requested.

Tuck shop: There is a tuck shop onsite selling sweets, drinks and souvenirs. Liaison with the manager on duty will ensure that this is open at times to suit your group activities.

Heating: Dunfield House and the Stables are fully centrally heated and due to fluctuations in temperatures outside the building and to be flexible within your planned activities you can control the temperature by thermostat in both buildings.

Students under 18: Where a group booking includes children under 18, who will not be in the constant care of their parent/guardian, we would expect the group's compliance with current child protection legislation.

Smoking

Dunfield House operates a smoke free environment within all the buildings and grounds.



Alcohol: The public consumption of alcohol is not allowed on the Dunfield property.

Additional Resources: Group leaders will be responsible for the care and safe return of all resources loaned during the period of the booking. A member of your group will check these items with the manager on duty by 9:30 on day of departure. In the rare event of loss or damage the cost incurred will be added to your final invoice.

First Aid: You are responsible for meeting the first aid needs of your group. The nearest doctors and minor injuries unit is in Kington, which is 2 miles away. The nearest accident and emergency service is located at the County Hospital in Hereford, which is 20 miles away, although 24 hour paramedic services are located in Kington. Dunfield has a defibrillator with staff trained to use in the event of a cardiac arrest on the premises.

Noise: We are located in a very rural area but noise generated can carry. To avoid disturbing other people onsite or our neighbours please ensure that noise is kept to a minimum during the hours of 10:30pm to 7:30am.

Liability: Dunfield House has Public Liability and Employers' Liability Insurance. Groups requiring personal cover are advised to contact their own insurance companies. Dunfield House Staff & Board cannot accept liability for damage to, or loss of personal property. Individuals are advised not to bring items of value with them. Dunfield House provides a small safe for use by the group leader or designated person.

Damages: Due to people respecting Dunfield House, damage to the property is extremely rare. However we do ask that damages be reported as soon as possible; we accept that accidents happen and our aim is to ensure that nobody is put at risk by unreported damages. However, the group leader will be responsible for the cost of repairs and replacements for any non-accidental damage to the property caused by their group.

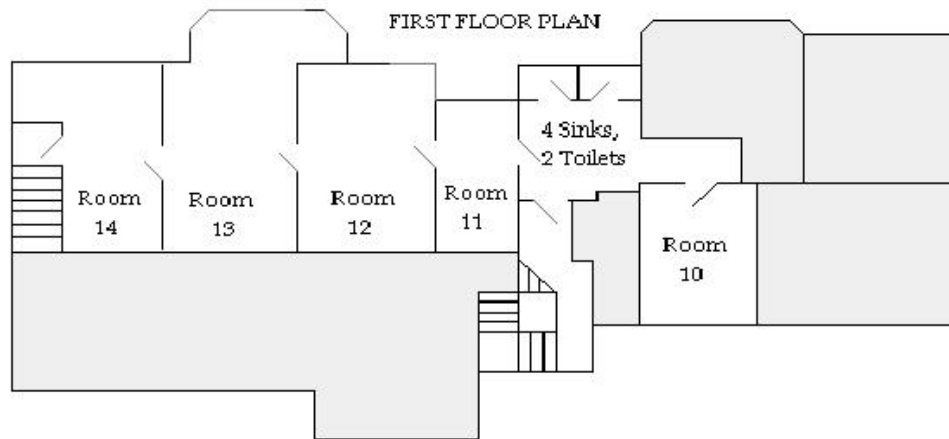
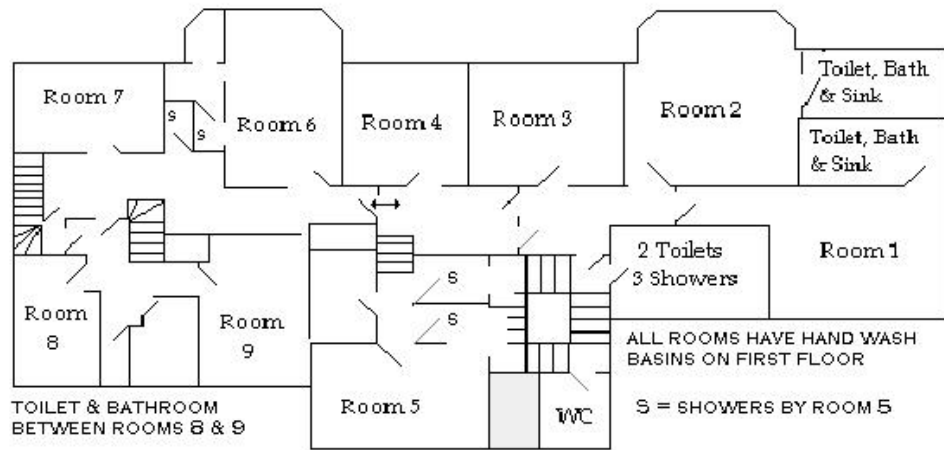
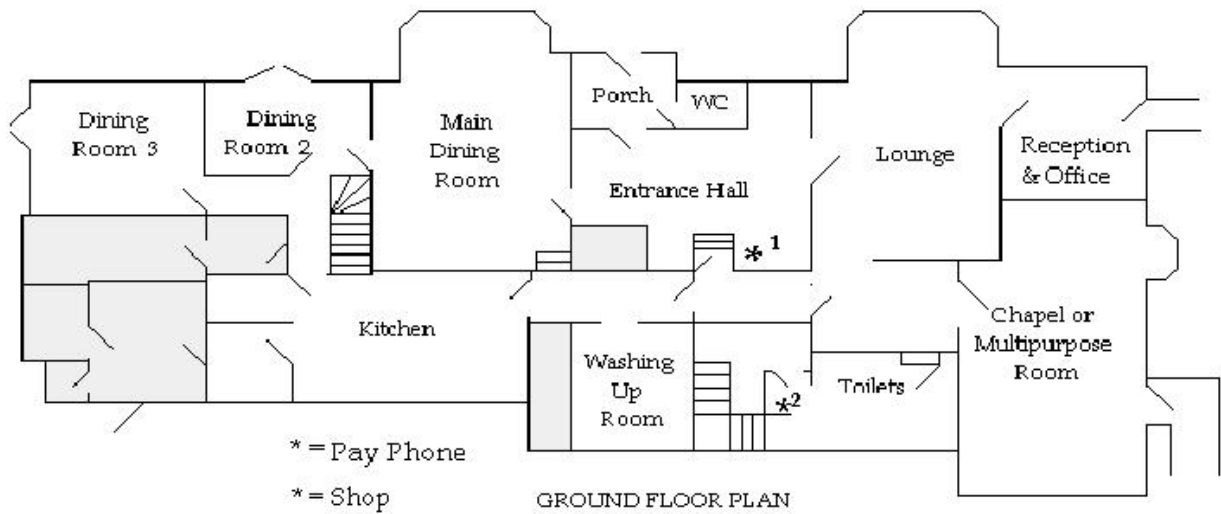
Complaints: The manager on duty will be available 24 hours (limited service between 11pm & 7:30am) to deal with any difficulties that may arise during your visit. We ask that you raise concerns as they occur, as it is far easier to deal with situations as they happen. In the unlikely event of a complaint not being satisfactorily resolved, you can forward your concerns in writing to the Managing Director c/o Dunfield House, where standard procedures will be followed.

Departure from Dunfield House: On the morning of your departure we ask that you put all used bedding [sheet, pillowcase and duvet cover] in the trolleys situated at the bottom of the stairs before your group has breakfast. We ask that you vacate your rooms by 9:30am and that you leave the property by 2:00pm unless prior arrangements have been confirmed.



FLOOR PLAN FOR DUNFIELD HOUSE

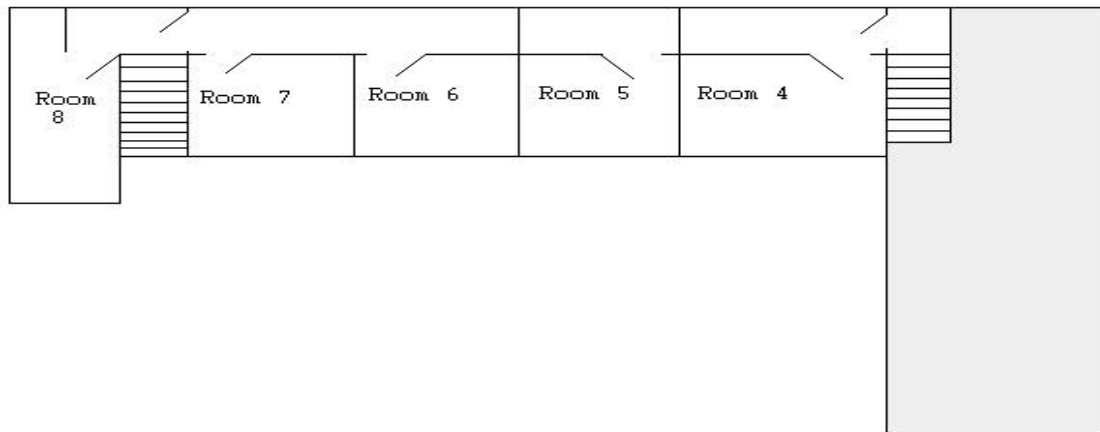
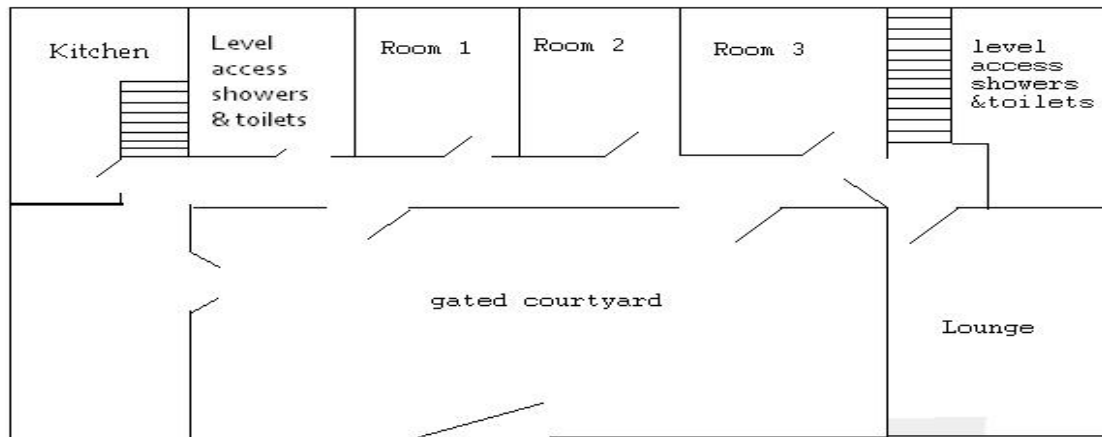
[NOT TO SCALE]





Floor plan for Stables

[Not to scale]





Further Information: Please contact us should you require further information, a member of our management team will be more than happy to help you with your enquiry.

Management Summary

Dunfield House is operated under the management of THE DUNFIELD CHARITY EXECUTIVE COMMITTEE with Richard Chapman, Mission Centre President of the Community of Christ in the chair. The company DUNFIELD HOUSE LIMITED carries out the day-to-day management of the centre with David Frost in the chair. Sue and Paul Norton took over as managers on 1st November 2005 and work with the Head Cook Sarah Still and a staff team currently of ten people, whose aim is to provide a warm welcoming environment for you and your group.



ACTIVITIES FOR FAMILIES & YOUNG PEOPLE AROUND & ABOUT DUNFIELD

Activities onsite – included in tariff

- **Indoor heated swimming pool** – 138 metres constant depth, approx 27 – 29 degrees. 10 x 4.5 metres in own separate building. Doors open onto sun terrace
- **Football/Volleyball** – football and volleyball nets and grassed areas available
- **Adventure Playground** – small play area for Key stage 1 & 2
- **Trampoline** – available for everyone to have fun
- **Orienteering** - two routes suitable for key stage 2 [lower & upper]
- **Campfire sites** – collect your own wood, build your own fire and enjoy the experience sitting under the stars
- **Treasure Trail**: outdoor adventure quest suitable for primary school age or family groups, to help Dr Hoot finish his mission
- **Peacemobile**: a series of interactive exhibits designed for children and families to explore peace for themselves, each other, their community and the world
- **Picture quiz** – two available, one indoor and one outdoor – suitable for key stage 2 [lower & upper]
- **Written quiz** – suitable for key stage 2 [lower & upper]
- **Games room** – 3 table tennis tables, pool table – suitable for all
- **Walks from Dunfield** – Routes suitable for all ages and abilities making the most of the hills and valleys, remote and rural. Either far from the madding crowd or designed to take in a tea shop, gardens or shops.

Activities offsite – radius 30 minutes drive:

www.owlcentre.com

small breeds farm and owl centre, A magical place to experience animals, birds, and owls. Very interactive and hands on, independently managed, café. Approximately 10 minutes away

www.kingtonmuseum.co.uk

small independent museum in the middle of Kington celebrating local life and legends. Kington museum welcomes visitors of all ages. The development of educational packs to assist local schools, using local heritage resources to teach about a variety of subjects are available. They also have a Talking Tactile Tablet and a series of multi-sensory booklets to assist visually impaired users access information about their collections

www.kington.org.uk

Kington is an historic market town on the English/Welsh border, and though on the western side of Offa's Dyke, it has been an English town for a thousand years. Kington possesses an attractive riverside recreation ground which houses the town's cricket club and is the venue for many local outdoor events. Kington Golf Club's 18-hole course on Bradnor Hill is said to be the highest in England, over 390 metres above sea level. Kington is a "Border Town" in the Marches in an area where it rightly claims to be a centre for walking

For those self catering Kington has many independent traders. 1 NISA and 1 Co-op supermarket along with local bakeries, butchers, organic fruit, veg and fish and health shops. Approximate 5 minute drive

www.treasuretrails.co.uk

A Treasure Trail to help you explore Kington in a fun and different way. Each Trail includes an **easy to follow route** which will take you to the most interesting and beautiful sights in that location. Along the way you have **clues to solve** with the answers located on existing monuments, buildings and structures – some are easy to find, some of fiendishly tricky! Each Trail can be completed **in your own time** and at your own pace. There is a £5 cost from the site.



www.presteigne.org.uk

Presteigne, (Llanandras in Welsh), was once the county town of Radnorshire and nestles at the heart of the Marches on the border of Wales and England. Surrounded by devastatingly beautiful, unspoilt countryside, this thriving border town has many unique qualities that make it both a perfect destination and a base from which to explore. Presteigne is another small town with independent traders, craft shops, tea shops here, approx 20 minutes away.

www.judgeslodging.org.uk

From the stunningly restored judge's apartments to the dingy servants' quarters below you can explore their gaslit world. Damp cells remind you of the building's true purpose, along with the vast courtroom where your imagination is captured by the echoing trial of William Morgan, local duck thief. Visitors to the building are accompanied by an eavesdropping audiotour of voices from the past; you will hear their tale, from Mary the hardworking maid, to Reverend Richard Lister Venables, Chairman of the Magistrates and employer of the famous diarist Francis Kilvert, portrayed by actor Robert Hardy. Approx 20 minutes away

www.owlactivities.co.uk

quad biking, junior quads, raft building, paintball, aerial tree trekking, high ropes, climbing & abseiling, it's a knockout, corporate activity days, team building, development, leadership training etc

www.knightontown.net

The Welsh name for Knighton is Tref-y-Clawdd which means "Town on the Dyke" and it is the only Town that stands right on Offa's Dyke. Knighton is the home of the Offa's Dyke Centre and is the natural base from which to explore The Dyke. The Dyke was built toward the end of the 8th Century by King Offa to separate the kingdoms of Mercia from Wales. It ran for 149 miles from Chepstow to Prestatyn and some 80 miles of The Dyke is still traceable today. Knighton is steeped in history with sloping winding streets and half timbered houses, the older part of the Town has a grid of streets reminiscent of an Edwardian plantation. Knighton is an area of truly outstanding natural beauty and is a good place to visit whether you are striding the length of Offa's Dyke or exploring the surrounding area.

www.thomas-shop.com

The Thomas Shop **Museum** is distinctively **nostalgic** and evocative of times gone by. Established in 1730, the current shop is the modernisation of 1805, and spans 4 centuries of service to the community. Described as 'the restoration of a village treasure' it now contains an extraordinary collection of memorabilia mostly donated by members of the community. Lovely tea shop and home made cakes.

www.heartofwales.co.uk

pony trekking for one or two hour rides covering beautiful countryside. [other providers in the area but this centre has been popular with many of our groups]

www.llandrindod.co.uk

Llandrindod Wells is a firmly placed 'hub' of Wales and hive of activity. Branching out from its fine central location are a wealth of historic places & events, natural & manmade beauty spots and future promise. In addition to the originality contained in the local arts and craft shops, the variety of products and services offered on and off the main streets there are numerous warm and welcoming restaurants. Llandrindod Wells truly has a character born of its 'Victorian Heyday'; a well maintained and rustic charm - but with all the modern conveniences.

www.builth-wells.co.uk

market town situated on the river wye with walks, playgrounds and independent local shops, tea shops and restaurants'. Approx 30 minutes away



Gardens & Garden Centres:

www.hergest.co.uk

Hergest Croft Gardens lies in the heart of the Welsh Marches with stunning views towards the Black Mountains. There are gorgeous flower borders. An old fashioned Kitchen Garden, Azalea Garden, Maple Grove, and Park Wood, all to discover. With a Gift Shop and Tearooms the Gardens are the perfect place to explore and relax.

www.whimblegardens.co.uk

Tucked away on the southfacing slopes of The Radnor Valley this richly planted garden is a subtle tapestry of colour throughout the season. In the main garden a yew walk leads into a box-edged parterre planted with bulbs, perennials and some unusual annuals. Beyond, an airy wiremesh "church" creates an eccentric and attractive frame work for roses and rare clematis. A small garden is scented by a hedge of Hidcote lavender, and a gate cuts through a beech hedge leading to the meadow beyond which even finer views of the surrounding hills can be seen from the balustraded toposcope. This is an inspiring and satisfying place to visit and boasts a lovely tea shop with home made cakes. Approximately 10 minutes drive

www.wyevale.co.uk – national chain of garden centres – approx 30 minutes drive

www.oakchurch.net – independently owned food hall, restaurant and garden centre – approx 20 minute drive

Within 1 hour drive of the centre:

www.grovegolfandbowl.co.uk

ten pin bowling, small café and good restaurant. 9 & 18 hole golf course approx 40 minutes away

www.tgsbowling.co.uk

17 lanes ten pin bowling, 12 holes adventure golf, American Bistro approx 40 minutes away

<http://www.lifechangingactivities.com/>

Can offer your party climbing, abseiling and canoeing, [gorge walking](#), survival training, raft building, caving, team challenges. A brilliant website to access

www.courtfarmleisure.co.uk/mbc.htm

mountain boarding approx 40 minutes away

www.visitherefordshire.co.uk

probably fits in both sections – within 30 minutes and over 1 hour

www.leominster.co.uk