

INFORMATION FOR RESIDENTIAL STAYS AT THE SUSTAINABILITY CENTRE.

General information

Before your arrival to the Centre

Please ensure you have completed and returned all forms on our checklist. Circulate the draft or final program of activities with your own staff/helpers. Do send us your pupil bedroom plans with any information on possible bedwetting so we may assist with protective mattress covers and decide if the young people will be visiting our shop at the end of your stay so we can prepare in advance. If any adults in your group did not come on the pre-visit or are new to our centre please give them a copy of the visitor map, site rules and responsibilities for behaviour management for them to familiarise themselves with.

Upon Arrival to the Centre.

Please leave all the children and most of the staff on the coach. A member of your staff should report to our Sustainability Centre main building reception and one of our Education Team will then meet your group at the coach.

Supervision and pupil/leader ratios

The school teacher/ establishment leader is responsible for the discipline and overall control of the group at all times, and for ensuring that all helpers are briefed on their responsibilities during the activities. Please follow the guidelines on pupil/ leader ratios as specified by your LEA. N.B Within the guidelines for safety that will be explained at the beginning of your stay there will be the rule that there is to be no playing on the logs or the log stacks. You will need to ensure that this is adhered to.

First aid

Please follow your LEA offsite visit guidelines and apply your own school procedures. In addition a centre member of staff with a first aid qualification will be available by radio and in case of an accident the activity leader will report immediately to the Centre.

Medical conditions/special needs

Please ensure that all centre leaders are aware of the requirements of any pupils with a medical condition or special needs (please complete and send us the medical forms in advance). You may use the lodge kitchen to store any medications that only you are in charge of as this is out of bounds to pupils.

Infectious diseases/ dangerous plants/ animals

Care needs to be taken if handling certain plants, materials or animals. Hand washing is available on site. Please check for ticks in the evenings. Information on ticks and tick removers are available in the Lodge.

Wetherdown Lodge Information

The Wetherdown lodge staff will give you a welcome sheet with personalised door codes and emergency telephone numbers on arrival. Please ensure your staff keep this until the end of your visit.

Lodge Check-in for all residential visits

- Lodge staff and centre education staff will take the group from the coach into lodge via the boot room where all shoes are removed.
- Staff are introduced formally to the group and accompanying adults
- Lodge safety talk will be carried out with explanation of the rules of the Lodge and time to establish guidelines for acceptable behaviour.
- Demonstration of the fire alarm & of the night time door alarm setting will allow children & teachers to hear the different sounds.
- All children/young people to put their bags in the rooms and immediately return to the common room.
- Site walk to show safe play areas and the need for accompanying adults in these areas. Dining hall entrance pointed out.
- Lunch in the lodge either provided by parent or the Beech café
- Time to unpack and settle into rooms is generally after the last afternoon activities and before the evening meal on day one.

DAILY ROUTINE

- Showers monitored by school teachers with single sex showers clearly marked
- Continental breakfast in the Lodge common room
- Briefing on kit required for activities and weather update from teachers
- Mobile numbers exchanged for group contact if spending time off site
- Centre education tutors arrive to brief on the day ahead, lunch times and break times, then lead activities.
- Lunch on site
- End of afternoon activities return to lodge, drinks provided and group handed over to teachers in charge.
- Dinner at the Beech Cafe
- Evening activities if booked or Free time
- Lights out and lodge intruder alarms set

What to bring on your trip

Please bear in mind the following when packing for the residential to Wetherdown Lodge: The Centre lies on the South Downs on a windy and exposed slope in an area of outstanding natural beauty. Classroom facilities and an eating area are available for the use of school parties during wet weather but it is expected that on most visits at least some of the day will be spent out of doors.

Pupil Kit List

- Strong sensible footwear and in wet weather Wellingtons or similar
- Waterproof jacket and in really wet weather waterproof trousers
- Warm sensible clothing for exploring the site in, layers of sensible clothing that may be adjusted to allow for strong breezes, sunshine or showers.
- Sun hats and sun cream are recommended for the summer months.
- One pair of long trousers which are NOT jeans will be required for team building activities and night walks.
- Slippers for inside the lodge, night wear and toiletry bag
- Hair ties will be needed for some activities and all jewellery will need to be removed for team building so come prepared.
- If you are going on a night walk then you will need to bring a torch
- Bring a water bottle that can be refilled every day
- Towels and bed linen are provided by the lodge.

Teacher Kit List

- Pupils hot evening drinks are not provided so bring hot chocolate, extra biscuits, tuck shop items along with you. We can provide milk.
- Clip boards are not provided and will not be needed for day time activities so if you require them for your own evening sessions please bring your own.
- You may wish to bring materials and games for evening activities and these can be stored for you during your visit in the common area.
- There is a safe available for items which need to be locked away.

Note

There is very limited drying room available in the lodge so changes of clothes are recommended. The centre has some wet weather coats and trousers that can be borrowed. Storage space is limited so please discuss with the lodge manager any large items you may wish to bring for evening activities.

If you have any questions please telephone and speak to the Lodge staff on **01730 823549**.

Information on Security of Children

Wetherdown Lodge BUILDING features:

- Key pad front door for access and for securing the building
- Push bar doors for use in the event of fire
- Fire alarm system
- Security alarm system to prevent intruders and to alert staff to children/young people leaving the building at night
- Lodge staff resident overnight. A duty mobile number for another member of staff will be available.
- Window catches prevent windows opening fully
- First aid kit present
- First Aid adult present on site during residential stay

Pupil Behaviour on Residentials

The school teachers and their helpers are responsible for the appropriate behaviour of their group. It is expected that should a child be misbehaving or acting inappropriately the teachers /helpers will address the situation.

In turn, it is the Lodge staff's duty to provide safe and healthy stay at Wetherdown Lodge working with the school staff to set clear boundaries.

All children should understand the accepted boundaries / rules at the lodge which will be explained by their teachers and the Sustainability Centre staff at the beginning of the visit. The school teacher will need to set such rules as bedtime; lights out and snacks and the Centre will set rules such as no go areas, no running, only adults in the kitchen etc

The lodge staff will refer all discipline problems to the school teachers /helpers. However, if the incident is of a serious or dangerous nature Lodge or Centre staff may intervene to prevent an accident and then let the individual be disciplined by their own teachers/helpers.

Centre staff know that the use of physical restraint should ONLY be used in the case of immediate danger to another person and if such an incident should occur it will be recorded in the Group incidents Book at reception

In summary the school / establishment group leader is responsible for:

1. Collective and individual behaviour of their group
2. Supervision of children in all areas of Wetherdown Lodge (inside and outside)

The Lodge will provide:

1. Secure, safe and healthy accommodation
2. An enjoyable and trouble free stay.

Wetherdown Lodge Bedroom Rules

- For the safety and the comfort of your pupils the following rules have been drawn up with regard to bedrooms:
- Free time will not be spent in rooms but will be taken in the common area or the grounds
- Rooms are for collecting belongings from and sleeping
- Pupils sent to rooms for shower times and to collect belongings will be monitored from the corridors by schools staff
- There will be no jumping from bunks or on the beds
- Bed time is to be set by teachers. Please be considerate of others and do not bang the doors.
- All doors are locked and alarmed from 2200 until 0800. Of course if there is an emergency and you need to get out you will just go!
- In an emergency use your nearest safe exit to leave the building. The fire muster point is by the gatehouse in the top car park.
- Please report any accidents or near misses that occur during your stay

Additional housekeeping rules

- No children are allowed in the kitchen. This is for everyone's safety.
- Please only use the main door to enter and exit the lodge via the boot room and never prop the door open

Use of Our Partner Venues and Farm visits.

If you choose to go to one of our partner sites as part of your residential experience, ie Hyden Farm, Lower Farm, Butser Ancient Farm, QEC Park please read the following:

Each of the venues will have their own site specific guidance for visits and these will be presented to teachers via the Sustainability Centre when you book onto the residential.

The Education Manager for the Sustainability Centre is familiar with the farms included in the program and we are happy to recommend them.

A separate pre visit to the farms should be arranged via the venue's Education Officer, where advice will be given on health and safety for this trip.

Hand washing facilities will be provided after the visit at the Lodge at the Sustainability Centre site.

You will need to declare the Lower Farm, Hyden Farm and Butser Ancient Farm visits separately on your evolve forms (or other local authority approved software).

We ask you to follow the County guidelines on off site activities and educational visits and remind you that you are responsible for your pupils' behaviour at all times.

School bookings and funerals at the Centre.

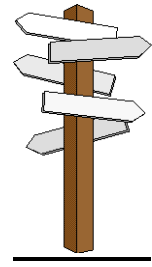
The Centre is involved in delivering a number of eco-friendly services to the public all of which are in keeping with the ethos of our project and contribute to the financial stability of the Centre. Green burials are a regular feature of the Sustainability Centre site and when booking a school visit teachers should be aware that pupils may see a funeral in progress.

What will this involve?

The class will have its own classroom/s and toilet facilities and when working out of doors may see the hearse arrive and see the mourners and the flower decorated coffin outside the Centre. The coffin will then progress down the path with the mourners and out of site into the woodland. The mourners may be seen returning from the woodland. Typically this is a peaceful ceremony with minimum disruption to the school's visit. It can also normally be arranged to suit a time at which the class are indoors although this is not always possible.

We feel that, while this may bring up questions from the pupils, the experience should not be more affecting than a ceremony outside the local church.

If you would like to talk about how this may affect your visit please call the **Education Manager 01730 823166**



FROM THE A3 and A3M

From the A3 take the **Clanfield** turn off (South of Petersfield and the Queen Elizabeth Country Park, north of Waterlooville and Horndean) Follow the signs for Clanfield for approx 1.5 miles and take a right hand turn into **East Meon Road**. (If you pass the row of shops on the left you have gone too far). Follow this road for 1.6 miles to the top of the hill. **Turn left** (sign posted to Droxford). The road bends to the right passing a grassy triangle and climbs for a further 1/3 of a mile. We are on the left hand side

FROM THE M3

Take the Winchester turn off (**Junction 9**) and follow the signs for **A272**. Follow the A272 through Bramdean until it comes to the **A32** at the West Meon Hut. **Turn right** here onto the **A32** in the direction of West Meon and Droxford. You will climb and then drop down to the village of West Meon. Continue on for a further mile and enter the village of **Warnford**.

In Warnford turn left opposite the **George and Falcon** (sign posted to **Clanfield**). This is a single track lane and climbs up hill for the first 2 miles. Follow this road for approx 4miles (going past Old Winchester Hill). Ignore all other lanes and signs for East Meon. We are on the right hand side.

This single track lane is not recommended for coaches.

FROM SOUTHAMPTON

Drive to **Wickham*** either via Botley or along the M27. Then follow the **A32 northbound**.

Go through Droxford, over the Corhampton roundabout and on to the village of **Warnford**.

In Warnford turn right opposite the **George and Falcon** (signposted to Clanfield). This is a single track lane which climbs steeply for the first 2 miles. Follow this road for approx 4 miles (going past Old Winchester Hill). Ignore all other lanes and signs for East Meon.

We are on the right hand side.

This single track lane is not recommended for coaches.

* If you feel confident it is quicker to go via Bishops Waltham instead of Wickham. This would cut through the A32 at Corhampton.