

Pre-Visit Information for School Staff

We do hope you and your pupils will have a pleasant stay at Heatree Activity Centre ('the Centre') and trust you will find everything to your satisfaction. The following information is provided to help ensure your comfort and safety during your visit.

Arrival and Departure Times

Please arrange to arrive at the Centre no earlier than 12 noon and depart no later than 1pm. Please ensure children are in their outdoor clothing, footwear and coat on arrival as they will go on the first activity after their lunch and will not have access to their bags until after the activity session at around 3.45pm.

Accommodation

Accommodation will have been allocated at the time of your booking according to availability and the size of your group. Allocation of a particular wing is not guaranteed and we reserve the right to change rooms allocated where this is necessary – we will always inform you if this is the case. You will be asked to provide your bedroom plan no later than one week before you visit.

Each bed is provided with a duvet and a pillow (unless you have opted to pay for the Centre to provide bedding). Bedding is provided free of charge for staff. Rooms are not serviced during your stay.

On the day of arrival you may be unable to access your bedrooms until 4.00pm. If this is the case, luggage can be stored in a designated area until after your first activity session. Pupils should not consume food or drink in the bedrooms or lounges.

On the day of departure beds should be stripped and the bedrooms vacated by 9am at the latest. Luggage can be stored in a designated area until departure.

A set of keys will be provided to the Lead Teacher.

Lost Property

Any lost property recovered after departure will be kept for two months before disposal. A charge of £5 per item will be raised for forwarding lost property.

Meals and Dining Arrangements

Children are required to bring their own packed lunch on the day of arrival. The Centre will provide the evening meal and breakfast, packed lunch, evening meal and bedtime drinks with a selection of cakes and biscuits on subsequent full days. On the day of departure, breakfast and packed lunch will be provided.

Where staff School Staff choose to bring alcohol to accompany their evening meal, this must be consumed in moderation to ensure the supervision and duty of care to the children is not compromised in any way.

Dining Room Duties

Exclusive use of the dining room is not guaranteed and schools may be asked to share with another school resident at the Centre.

Schools are required to undertake various dining room duties including laying tables for their meals, clearing away and washing up after their meals, clearing up and spillages and leaving the dining room clean and tidy.

General

The entrances to the accommodation wings at the Centre next to the drying rooms are the main entry/exit points for normal use. Outdoor footwear, coats and wet clothing should all be removed at this point and stored in the adjacent Cloakroom/Drying Room.

There is a sports hall in the grounds, and a volleyball court and large recreational areas at the front of the Centre available to you during your visit.

There is a small gift shop available (please pre-book a slot on your programme), we suggest children bring a maximum of £5 spending money.

All pupils and staff are expected to be quiet between the hours of 10pm and 8am.

Evening events/shows/concerts or night walks led by school staff should also be planned carefully with this in mind.

All accidents and breakages/damage to any Centre property should be reported to a member of the Heatree team. Wilful acts of vandalism or gross negligence will result in repair costs being charged to the school.

Schools must organise regular litter-sweeps and a final one just before leaving the Centre reinforcing in the pupils minds their responsibility to take care of the local environment.

Health & Safety and Fire Regulations

Smoking is not permitted anywhere within the Centre or in the grounds. School staff who wish to smoke must do so off site and out of sight, respecting our No Smoking policy. Please dispose of all cigarette ends and matches appropriately and ensure group supervision ratios are maintained during any smoking breaks.

All school groups will take part in a fire alarm practice on the day of arrival to ensure all staff and pupils know what to do in the event of a fire. In the unlikely event of the fire alarm sounding at any other time, everyone must immediately vacate the building and meet at an assembly point. Do not return inside the Centre until advised to do so by a member of the Heatree Team.

First Aid

The Centre provides first aid cover during activities; out of hours cover is the responsibility of school staff who must include a competent First Aider with their own First Aid kit.

Banned Substances



Drugs (other than prescribed medications) may not be consumed or brought on site by anyone staying at the centre.

Access for Emergency Service vehicles must be maintained at all times; all vehicles must be parked in the main car park, not next to the Centre buildings.

Warden Cover

There is an out of hours Duty Warden on site.

Emergency Contact

Mobile reception is not good at the Centre. Landline payphones are provided for your use and to give to parents as an emergency contact number. These are:

Heatree Wing	01647 221368	Farmhouse Wing	01647 221647
Stables Wing	01647 221216	The Way	01647 221339

We hope you enjoy your stay

If you have any questions prior to your visit, please contact us on 01647 221 307 or schools@heatree.org