



Hanbury C. of E. First School

Malvern Residential

3rd – 5th June 2019

Information Booklet

Information for Parents

Who Are We Going With?

Two local schools to reduce costs and build relationships.

- Hanbury
- Abbeywood

Why Should We Go?

- Build confidence and self-esteem
- Develop personal skills – responsibility, independence, organisation, perseverance
- Improve communication, problem solving and teamwork
- Develop physical fitness
- Increase motivation and enthusiasm for learning
- Exciting new opportunities where everyone can achieve
- Develop positive relationships
- Build on friendships and make new ones
- A memorable experience

Safety

- Conforms to all NGB (National Governing Bodies) guidelines
- Fully AALA accredited (Adventure Activity Licensing Authority - government body connected to the HSE)
- Risk assessments in place for all activities
- Operated by Worcester County Council
- Team of professional outdoors instructors – ALL first aid qualified.

Accommodation

- Fully central heated
- Separate dorms for boys and girls.
- Different sized dorms
- Boys and girls toilets and showers.
- Staff bedrooms close by
- Common Room
- Kitchen area for snacks and drinks
- Games room

Food

- Catered hot food in the dining room on Monday and Tuesday evening
- Catered hot and cold breakfast in the dining room on Tuesday and Wednesday morning
- Children to make own packed lunch from food provided for Tuesday and Wednesday lunch. A small sandwich box will be needed to keep them fresh.
- Bedtime snacks available from our own mini kitchen (toast etc)
- Hot and cold drinks available all day

Packed Lunch

Please provide a packed lunch, in a disposable container/bag, for Monday lunchtime.

Lost Property

The Centre cannot be held responsible for lost property. All items of value that are found after a group departs are kept for a few weeks before disposal. Please ensure that ALL ITEMS are clearly marked with name of owner.

Challenge and Adventure

The activities provided by Malvern Outdoor Education Centre are packed with action and excitement. They also carry elements of risk that are always associated with real adventure. Their instructors will ensure that activities are carried out according to strict safety guidelines and in line with current NGB recommendations.

Understanding the risks associated with seen and unseen hazards are an essential part of a child's development and part of the work of an outdoor centre.

Programme Elements/Activities

The content of each programme/ course are planned in advance following discussions between the Centre Staff and the visiting schools. There are details of the type of activities on the Centre website.

Telephoning

Mobile phones should not be brought, furthermore mobile phone reception in the area is very poor. Calling the Centre to ask how children are getting on is not recommended since this often leads to homesickness, even in teenagers. School staff can be contacted either via the education centre during office hours or direct dialling after 5pm. There is an emergency phone number to contact a duty member of staff outside office hours but **this must only be used for real emergencies.**

Medical Issues

The school staff will ensure Centre staff are made aware of any individual requirements or issues. Please provide as much information on medical issues on the form OS3 or by other written methods in good time to enable possible solutions to be arranged. In certain cases additional support staff or Doctor's advice may be required.

While the Centre has an Equal Opportunities Policy for all those who wish to visit, certain medical cases and disabilities may not be able to be accommodated. Please contact the centre for further information on alternative provision possibilities.

Accidents requiring medical treatment are rare, the Centre will arrange for any injured visitor needing professional medical attention to go to the A & E Department.

Code of Conduct

It will be expected that your child's conduct will be of a standard that is normally accepted in school. In extreme cases of poor behaviour parents could be asked to collect their children from the Education Centre.

Residential Centre

Malvern Outdoor Education Centre
Old Hollow
Malvern
Worcestershire
WR14 4NR

Tel: 01684 574546

Emergency out of hours telephone number: 01684 580275

PRIMARY SCHOOL RESIDENTIAL COURSE AT MALVERN HILLS OUTDOOR EDUCATION CO LTD

Information for parents/children

Day 1

- School as normal, remember to bring luggage/packed lunch
- Leave to arrive at Centre for 10.30 am
- Met by Centre staff – introductions
- Unpack, make beds, equipment update, packed lunch
- Fire Drill
- 1.30 pm First activity – split into your group
- 3.00 pm second activity
- 4.30 pm finish activities – classroom to review the day
- 5.15 or 6.00 pm – evening meal
- Kitchen duties for pupils
- 7.00 pm evening activities

Day 2

- Early morning call – Breakfast – 7.30 am or 8.15 am;
- Make up packed lunches
- Kitchen duties
- 9.00 am – Dorm inspections
- 9.30 am – morning activities begin
- 12.30 pm to 1.30 pm packed lunch
- 1.30 pm afternoon activities begin
- 4.30 pm activities finish – classroom session
- 5.15 pm or 6.00 pm – evening meal
- Kitchen duties
- 7.00 pm evening activities

Day 3

- Early morning breakfast call
- Strip beds, pack suitcases – take to designated area
- Breakfast Make up packed lunches
- Kitchen duties
- Dorm inspection
- 9.30 am – morning activities
- Course debrief – certificates etc
- Lunch
- 1.30 pm – 2.00 pm depart
- Return to school by 3.00 pm

WORRIES:

- Every activity run and led by fully qualified, insured Centre staff
- All children will be encouraged to have a go
- No one will be forced into doing something they don't want to
- About personal challenges and team work
- Centre staff on 24 hour duties – each staff member fully trained first aider
- School staff will be available 24 hours and will have a nominated first aider, who will be in charge of any medications
- The Centre caters for special diets including gluten free, lactose intolerant & nut allergies, please inform the school of any special dietary requirements in advance of your visit

WHAT DO YOU NEED TO BRING?

- Medication in a clear plastic bag clearly labelled and with instructions on dosage etc.
- **Packed lunch for first day**
- Lunch box / water bottle
- Plenty of old clothes – Loose fitting and comfortable clothes appropriate to the season – lots of layers are warmer than a few thick ones. Trousers not skirts. Track suit bottoms are much better than jeans. Hats and gloves are important between October and March.
- Underclothes – at least one change per day plus an extra set. Decent loop stitched socks
- Outdoor shoes that won't hurt to get muddy and wet
- Walking boots
- Slippers/indoor shoes
- Waterproof & Wellies – these can be provided by the Centre
- Small rucksack
- Toiletries
- Towels + spare for water sports
- Empty plastic bag for dirty washing
- Night clothes
- **NO MOBILE PHONES – no signal. Visiting staff will have all emergency contact details with them, they have access to land lines if anything arises**
- Please ensure **EVERYTHING** is named!
- **If you can please pack everything in a suitcase with wheels, as the site is on a hill wheels make it easier for the children to carry their things. If not them please make sure they are able to carry their own belongings from the coach.**

Malvern Outdoor Elements, Old Hollow, Malvern, Worcestershire, W14 4NR Tel: 01684 574546
Email: enquiries@malvernoutdoors.co.uk

Agreement for school to administer prescribed medication



Agreement for school to administer prescribed medication:- Malvern Hills Education Centre 3rd – 5th June 2019

School Name	Hanbury CE First School
Head Teacher	Mr A Payne

Pupil details:

Name of pupil	
Date of birth	
Medical condition	

Medication details:

Name of medicine (as described on container)	
Expiry date	
Dosage and method	
Timing	
Special precautions	
Side effects that school needs to know about	

Contact details:

Name	
Relationship to pupil	
Daytime phone number/s	

- I understand that **I must deliver the prescribed medicine personally to the School Office on Monday 3rd June** and that the medicine should be in the same container as dispensed by the pharmacy.
- I, the undersigned, consent to the administration of the prescribed medicine as detailed above by Mr Payne or Mrs Ball.

Name of Parent	
Signature of Parent	
Date:	

Agreement for school to administer prescribed medication

