

## **Information for Visiting Group Leaders**

### **ARRIVAL AND DEPARTURE**

Please time your journey to arrive after 2.00pm on the first day and depart by 10.00am on the last day. Please arrange your own transport. Alternative arrival or departure times must be agreed in advance.

### **TRAVEL DURING YOUR STAY**

The Centre has three 15 seat minibuses with seat belts. A fourth minibus can be hired if required.

### **THE PROGRAMME**

We aim to provide a programme to suit your requirements and your course tutor will plan your individual course well in advance. We are open to new ideas and will be happy to prepare, plan and resource any reasonable requirement or support you in delivering your own programme. Please phone in good time to discuss your course aims & objectives more fully. If this is your first course at the Centre we would recommend a planning visit. Please phone to arrange this. We aim to work in a flexible manner according to your group's needs and the infamous Cumbrian weather.

### **MEALS DURING YOUR STAY**

We provide breakfast, packed lunch, and evening meal with a drink and biscuits etc for supper. A cooked breakfast option is available on activity mornings and continental breakfast on departure day. We will accommodate special dietary needs by arrangement (please request in advance via medical forms). Please let us know of any birthdays during your stay so we can bake a birthday cake.

### **THE ROLE OF VISITING STAFF**

You will be made fully aware of our Codes of Practice, domestic arrangements, general organisation and safety policies on arrival. Visiting staff are responsible for the group from 5pm to 9am and for the provision of the evening programme. We can help with ideas and resources. Visiting staff are required to play a vital role in our safety systems as a competent adult during most activities.

### **THE ROLE OF CENTRE STAFF**

We provide instructors for daily activities on and off site between 9am and 5pm. Your course tutor will welcome you to the Centre and support your staff during the first evening ensuring they understand and health and safety and support systems. This dedicated course tutor will look after your group at the beginning and end of each day. Please discuss staff availability and make clear your requirements as early as possible. A team of support staff are on duty from morning until early evening.

### **GROUP DOMESTIC DUTIES**

Visiting groups are asked to assist in light domestic duties on a duty rota system. A duty rota will be organised with the Centre staff on your arrival.

### **SMOKING**

Smoking is not allowed anywhere in the Centre or the minibuses.



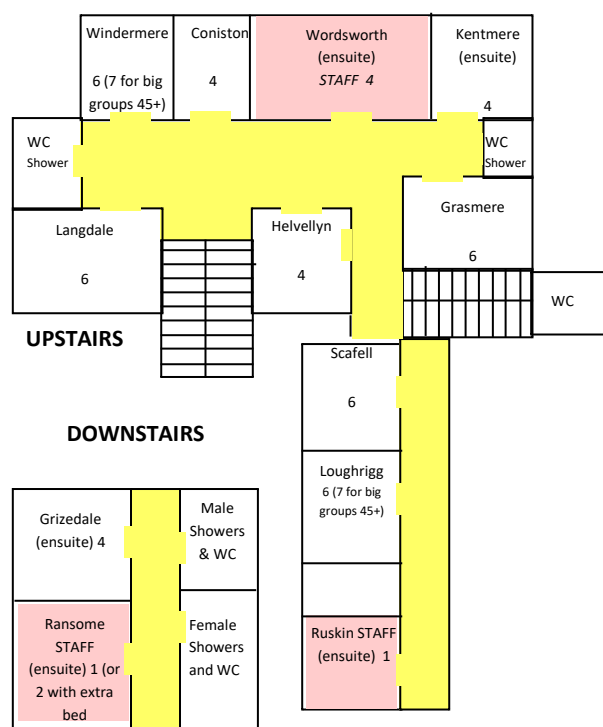
### **FIRST AID**

We strongly recommend that at least one member of visiting staff holds a current first aid certificate to cover travel to the centre as well as evenings at the Centre. In addition, all Centre staff are first aid qualified and kits

are available in the Centre.

### GROUP SIZE AND DORMITORY LAYOUT

The maximum group size we can accommodate is 48 plus up to 7 accompanying staff. Please bear in mind the bedroom layout when planning your visit. Normally leaders separate the genders in different corridors. Helvellyn can be linked with either Scafell and Loughrigg, or Windermere, Langdale, Coniston, Kentmere and Grasmere. Ransome is a single room with an additional fold-up bed to accommodate 2 people when required. Grizedale is an accessible bedroom on the ground floor with ensuite shower and toilet. There is an adjacent staff bedroom. Staff bedrooms are all ensuite.



### ADDITIONAL FUNDS

Consider adding a few pounds per head to the basic cost of your visit to provide you with additional funds for alternative activities to give greater flexibility particularly in bad weather and in winter when the days are shorter. Such as the **Climbing wall, Swimming, Boat trips or Ice Creams.**

### INSURANCE

Do you have insurance cover for your residential, including the journey? Please check the details of your school policy: it will need to cover activities away from your school site.

### MEDICAL FORMS AND PARENTS INFORMATION SHEETS

Please distribute the medical/dietary forms and parents information sheets. We need the completed medical/dietary forms, pupil list and bedroom plan returned to us two weeks before your visit so that we may plan the menu and be forewarned of any medical conditions.

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