



Information for Group Leaders 2020

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Centre Staff

Head of Centre:	Adam Geens
Operations Manager:	Mike Adams
Booking & Administration:	Jane Sykes Sue Burgess
Full-Time Instructors:	James Graham Graham Heath Tim Hodgkinson Gavin Redfern Tom Vaughan
Catering Supervisor:	Florence Blewitt

Introduction

Stanley Head Outdoor Education Centre offers a wide range of services to community groups, schools and youth groups including;

- Fully or partly led courses;
- Residential and non-residential courses;
- Fully catered, self-catering or combination courses;
- Mid-week, weekend, and school holiday courses.

The centre can also be booked for completely independent (self-catering, self-programming) courses, including adult and children's parties.

In addition to the Centre's indoor accommodation, we also have a camping field which can be used with a groups own tents, or the Centre's tents (depending on type of group).

Our mid-week courses for schools in term time are all linked to the national curriculum, and include environmental education courses with links to many aspects of the curriculum including Geography, Science, History and Maths. Outdoor and adventurous activities also link to the P.E. curriculum and PSHE.

More details of the courses we provide for schools are included in Appendix 1 and 2.

Full or partly led courses

Courses at the Centre extend curriculum opportunities for schools and youth groups and introduce opportunities for development and learning, by providing new experiences which may not otherwise be available to some young people.

These courses can either be residential or day visits and this is normally a decision taken by the school/youth service staff. Courses for youth groups are custom designed to the needs of the group. Please contact us to arrange a planning meeting.

Preparing for your visit

You may wish to consider the following:

- introducing suitable background material
- developing particular skills or strategies
- introducing specialised language
- introducing or developing mapping skills
- discussing different codes of behaviour including *The Country Code*
- discussing environmental problems and solutions
- local environmental studies.

Where the course at the Centre forms part of an ongoing topic or project, much of this preparation will occur naturally.

On Arrival

For all residential stays we recommend you arrive at approximately 10.00. Upon arrival a Stanley Head instructor will greet you and introduce your group to the centre. This will include a fire drill, moving into dormitories (or putting tents up if camping), and a tour of site. A hot lunch will be served at approximately 12.30 and your instructors will meet you in your allocated classroom at 13.30 ready for the afternoon's activities.

On Departure

On the day of departure we recommend that your group rise half an hour earlier to complete their packing (we suggest starting it the evening before) and vacating the dormitory before breakfast. If camping, please pack and remove all bags from tents before breakfast. You will be shown a safe place to put these. We ask group leaders to be proactive in ensuring that dormitory areas are left tidy (all litter put in bins) and all beds are stripped. This will mean that the group will be able to have a full activity session on the departure morning. A hot lunch will be served at approximately 12.30 before a debrief with your lead instructor. We recommend transport is booked for a 13.30-14.00 departure.

Clothing

We can provide waterproof clothing for groups **if we are providing activities**. The Centre can provide cagoules, overtrousers and wellies for children and staff. However children should be encouraged to bring their own if they already have them as these will hopefully be well-fitted and comfortable. Wellies are normally best for environmental education activities but walking boots may be substituted. As wellies and boots are not worn indoors, children should bring a change of footwear. Spare clothes are to be recommended, even on day visits - as a minimum this should be a spare pair of socks. Due to the nature of the activities we offer, clothing is likely to get dirty and may occasionally be damaged. A full list of suggested clothing can be found in Appendices 3 + 4.

Preparing parents/guardians

You should ensure that parents/guardians are provided with adequate information for them to give informed consent for the activities. Please consider a letter to parents as the minimum of contact. Parents of children attending residential courses will naturally feel anxious about their children being away from home, and we would recommend organising an information meeting for parents.

Forms and Paperwork

RESIDENTIAL VISITS

As of 2019, Stanley Head no longer require signed parental consent forms, or medical forms. However, it remains essential that Stanley Head is notified in advance of any medical or dietary requirements. The previous Pupil Return form has now been replaced by the Group Information Form and should be returned, completed, to the centre within 2 weeks of the visit. It remains important for the school to gain parental consent and up-to-date medical information, and Stanley Head can provide template forms if required. A separate Visiting Staff Information Form should also be completed for all adults attending.

DAY VISITS

Schools must return the Group Information Form as for residential visits. However, the centre will only require dietary information if Stanley Head are providing food (including during bushcraft sessions).

We will not provide adventurous activities for under 18's if relevant medical information has not been provided.

Rifle Shooting: If you wish this activity to form part of your Stanley Head programme then it is the group leader's responsibility to ensure that none of the group are prohibited under Section 21 of the Firearms Act (1968). Stanley head will require the group leader to complete a form confirming this, prior to commencement of the activity. More information can be provided by Stanley Head on request.

Photo Consent

On rare occasions, Stanley Head may wish to take some photos of groups in order to use for promotional purposes. This may include printed leaflets and brochures, social media (Twitter and Facebook), or similar. These images are ONLY EVER USED BY STANLEY HEAD and will never be shared with third parties. However, the centre would be very happy to provide a copy of all the images to the school or group for their own use. The group information form has a column for the lead teacher to tick if parents are happy for images of their child to be used by Stanley Head. Stanley Head relies on photos for essential marketing purposes so your support is greatly appreciated.

LA Approval (School/youth service groups)

Residential courses and programmes involving adventurous activities such as rock climbing and canoeing may need to be approved in advance by your LA. You should contact your school/youth service Educational Visits Co-ordinator (EVC) for details of the process, and allow time for this approval to be processed. If you require additional information from us to complete this process, please let us know. All Stoke-on-Trent schools and services MUST have the visit approved through Evolve well in advance of the departure date.

The role of visiting staff

It is important to recognise that the visiting teacher or leader remains ultimately responsible for the welfare and behaviour of pupils at all times, whether during activities, or in the evenings and overnight.

Please take time to consider your role at the Centre and any pre-course preparation you may need to undertake. The group leader's background knowledge and experience are crucial to the success of the courses. We rely heavily on feedback from accompanying staff as to the usefulness and effectiveness of our activities. You may wish to take the opportunity for:

- Observing
- Sharing observations, perceptions, discoveries and ideas
- Initiating questions and encouraging research
- Developing hypotheses and drawing conclusions
- Developing discussion and encouraging listening or expressive skills
- Helping children reflect on and learn from their experiences
- Challenging inappropriate behaviour and language
- Engaging in the activities that your pupils are participating in.

Working and living in another environment can present you with unique opportunities to observe your young people and often see them in a different light.

We welcome and positively encourage the full involvement of visiting teachers in the activities as we think this is a great way to foster relations with the young people. However, we also recognise that some teachers may not feel comfortable with this, in which case please mention this when the centre is planning the programme. If not taking an active part in the activity, we still expect all visiting teachers to accompany their group and be responsible for discipline. This will help to maximise the enjoyment and learning for the whole group.

Safety of young people and staff

The safety of young people in our care is of paramount importance and no activity will take place that foreseeably puts anyone at unacceptable risk. If you are concerned about safety issues at any point during your visit, please discuss this with our staff immediately. If appropriate please raise the matter with the Head of Centre.

Please note that for health and safety reasons accompanying staff must have appropriate waterproofs and footwear. Please understand that Centre staff are responsible for your welfare, if your footwear (or waterproofs) are unsuitable for the activity planned, you will be required to use equipment provided by the Centre. You may also be asked to wear certain PPE equipment (e.g. a helmet) even if you are not taking an active part in the session, in accordance with the centre's operational procedures.

Weather

As an outdoor education centre we do our utmost to ensure that the weather does not cause a change in your programme. Programmes will generally be agreed with the likely weather conditions in mind (i.e. we tend not to plan to canoe in January!) but sometimes weather can be unexpected. We will always endeavour to continue the activity providing safety is not compromised. Additional clothing and waterproofs can be provided, and activities adapted slightly.

On exceptional occasions though it may be necessary to alter your programme at short notice due to particularly adverse weather conditions. Snow can occasionally prevent us from reaching the Roaches and other Peak District destinations, and lightning can quickly curtail High Ropes sessions. In such cases we will discuss options with the visit leader and do everything we can to offer a suitable alternative.

Insurance

Public Liability Insurance cover is provided under the Stoke-on-Trent City Council (Combined Liability) policy for negligence on the part of Stanley Head OEC. All groups are recommended to supplement this by arranging personal accident insurance and cover for personal possessions etc. **You must notify parents of the insurance arrangements currently in place.**

Refunds cannot be given for children that cannot attend or have to leave mid-week due to illness. We strongly recommend that you check your existing insurance policy to see whether such a scenario is covered, and if not, consider a further policy or policy extension. Alternatively, we would recommend you make the situation clear to parents and give them the option of taking out their own insurance.

Stoke-on-Trent maintained schools currently have a policy that enables a child, with medical evidence, to pursue an insurance claim for full or part weeks that were missed for legitimate and proven medical reasons. If such a case arises the school should contact the LA's Insurance Officer for further guidance.

Dormitories

You will be allocated one or more dormitories depending on the size of your group and these will be solely occupied by yourselves – we do not mix groups in accommodation blocks unless we have been specifically asked to by schools planning a joint visit. We do not allow food or drink to be brought into the dormitories and any food brought by students should be left in the classroom.

Classrooms

Your group will usually be allocated a classroom which will be yours for the duration of your stay. In the unlikely event that we need to use your classroom for another group while you are offsite we will notify you in advance.

The two larger classrooms (Shackleton and Bonington) both have interactive white boards so we would ask that unsupervised access to these rooms by students is kept to a minimum in order to prevent damage.

Behaviour

Due to the nature of the activities, a reasonable level of behaviour is required from all individuals during their time at Stanley Head. The centre reserves the right to refuse to allow a child to take part in activities, and in extreme cases request that they be sent home. No refunds will be given. Please note that this is very rare.

Camping

As part of the whole camping experience students will usually assist putting up the tents and taking them down. Students are usually split into groups of two or three per tent although we have some larger tents and a tepee that groups can use. We will provide a roll mat but ask that students bring a sleeping bag and pillow. Visiting staff will have a tent to themselves and will also be provided with a mattress. More spacious tents can be provided for staff if requested. Bear in mind though that smaller tents tend to be a little warmer, so consider which you'd prefer and let us know. It may be worthwhile informing your group what to expect when camping and explaining that sometimes additional clothing should be worn at night for warmth. If you are camping **please ask your pupils to be wearing their wellies on arrival**. This will prevent wet feet and trainers when putting tents up.

Valuables

Please strongly discourage your group from bringing valuable personal equipment such as i-pods, i-pads, games consoles, mobile phones, expensive cameras etc. as the centre can take no responsibility for loss of or damage to these items.

Telephones

We do not have a public phone on site and strongly discourage groups from phoning home, except in exceptional circumstances. Students should also be discouraged from bringing mobile phones. There are a number of phones throughout the centre that can of course be used in an emergency. Please also ask parents not to phone the centre during the week to enquire about their child, it may be worth explaining to parents in advance that 'no news is good news'! Schools should have an appropriate contact procedure in place for evenings and overnight as centre telephones may not be answered out of office hours.

First Aid and Sickness

During the week there will be a qualified first aider on site at all times. All instructors are first aid qualified as is the Night Attendant. First Aid boxes are located throughout the centre. Where a child needs further non-urgent medical attention, the school should ensure that they are able to facilitate this, either by contacting parents or arranging transport (taxi, teacher's car etc.). Stanley Head duty staff will be unable to leave the site.

Local Shops

The nearest convenience store is 1.3 miles away in Station Road, Endon. This shop sells a range of items such as drinks, sweets, newspapers, toiletries and a variety of food options.

Smoking

All visitors should note that Stanley Head's buildings are strictly no smoking, in accordance with the law. Anyone found smoking in buildings will be evicted, without refund, with immediate effect. We do however have a

restricted smoking area for clients aged 18 and over. Please ask a centre staff member for the location of this area and we would ask that the ashtray is used for all butts and separate litter is placed in an appropriate litter bin.

Overnight Cover

A Centre member of staff is always on site and on call overnight during weekday school bookings. However, residential groups must be supervised by at least two responsible adults at night (one of whom must be a teacher or youth worker leading the visit). Mixed groups should have adult male and female staff wherever possible, although this is not essential if staffing does not allow it. Contingency plans should be in place for contacting the Home Contact at night in an emergency, and some groups arrange to have a staff car on site in case it is needed. The duty Night Attendant would not be able to leave the site unless under exceptional circumstances.

Please note that Stanley Head do not collect or keep the group's emergency contact details. It is up to the visit leaders to ensure they have access to this. Stanley Head can, however, provide a secure location in the office for sensitive information to be stored. This will always be accessible to visit leaders via the Centre's duty staff.

Non-Activity Supervision

During non-activity times please be aware that visiting staff will be responsible for supervising your group, although Stanley Head staff may be present on site. It may be perfectly acceptable for your group to be remotely supervised but if this is the case please ensure that your group know where to find you and know what the boundaries and meeting times are.

Meal Times

Could you please ensure that your group attends meals at the agreed time, and pupils only take the food they have previously ordered. This will prevent problems for schools in later sittings. During the meal please ensure your school observes a reasonable noise and behaviour level as the dining room tends to get quite noisy. Additional meals can be ordered for extra visiting staff in advance. Please contact the Office for further information. A charge to cover costs will be added to your final bill.

Evening Activities

Evening activities are available by prior arrangement. We will normally provide one member of the Centre staff to introduce the activity – visiting staff will be expected to lead the majority of the activities and supervise them. You may wish to choose an activity which contrasts with the daytime programme or introduces new experiences. Please ask about evening activities when booking, although you may also wish to organise your own activities.

We strongly recommend that visiting staff take a proactive role in supervising evening orienteering sessions. One staff member should remain at an identified base point, but additional staff should consider supervising areas such as the driveway and the pond.

We normally have a number of bats, balls and Frisbees available, but if you require other items please bring them with you. There is a television, video player and DVD player in the conference room and DVDs can also be played in the classroom, but please bring your own films.

Examples of evening activities include Orienteering (seven different courses to suit your groups abilities and objectives), Night Line (blindfold trail), Woodland Challenge, Camp Fire (come prepared with your own songs, stories, sketches etc.), Nature Walk, Sports Evening, Scavenger Hunt and Quiz.

If you would like an instructor-led activity in the evening, please contact the centre in advance to arrange this.

Additional Fees

There may be some activities that you have requested for your programme that incur an additional charge levied by a third party, such as the Flint Mill and *some* mine visits. If this is the case you will be advised in advance and the group should bring a cheque or sufficient cash to pay the venue directly.

Duties

We ask all groups to make up their bed using a fitted bottom sheet, pillowcase and duvet cover, which we provide, and strip the beds on departure. We also involve groups in assisting with cleaning tables and vacuuming the dining room. Other duties include keeping the dormitories, classrooms and site tidy and duties usually take 10-20 minutes after breakfast and tea. We would be grateful if visiting staff could support the centre by inspecting duty areas.

Special Needs

At Stanley Head, we do everything possible to ensure that your whole group are included fully in your programme. Please make sure we are made aware in advance of any special needs your group may have so that we can work together to devise a suitable programme. We will try to ensure that outdoor sessions are adapted to accommodate individual needs such as mobility difficulties, visual or hearing impairment or behavioural problems. Our instructors are trained to be able to include guests with disabilities in a range of activities, and we have adaptive equipment to facilitate this. We have a disability accessible toilet, shower and bedroom facilities.

Dietary Requirements

We understand that there are valid medical and cultural requirements on diet and we will always endeavour to cater for all specialist requirements provided we are given at least one week's notice. If you have any particular preferences for a meal please speak to the centre in advance and we will be happy to include this in the menu where possible. It may not be possible to cater for certain diets if the centre is only made aware on the arrival day.

Environmental Commitment

Stanley Head is committed to protecting the environment and asks that our guests support us in this by reducing energy and water wastage and helping us in our recycling. We currently recycle paper and cardboard and we would ask that our guests assist us in this process by using the correct bins for waste. Cardboard can be placed directly into the marked yellow wheelie bin behind the kitchen. We try and programme our activities with consideration to the local environment in mind to reduce our impact so please consider this when we are designing your programme. To view our Environmental Statement please visit our website.

Please could you also support us by turning down heaters when you leave your dormitories for the day.

Chickens and Ducks

We now have chickens and ducks resident at our centre and they will be roaming the grounds during the day. We would actively encourage your group to come and see them and we can arrange for you to assist us in their care during your stay with us, including (hopefully) collecting eggs. However please ensure that your group do not chase, attempt to pick up or otherwise harass the chickens or ducks. Entry into the pen must only be with a member of centre staff and children must wash their hands after contact with the chickens or their pen.

Betty and Chloe – the Stanley Head Owls

Stanley Head has rescued two owls – Betty the Tawny and Chloe the Barn. Due to their prior situations they are unable to be released so we have given them a good home. We welcome children watching them but please ensure that your group remain quiet and sensible around the aviary. It may be possible to bring Betty or Chloe out to meet a small, well behaved group but we cannot guarantee they won't bite! If you would definitely like your group to meet one of our owls- perhaps to support your curriculum – please mention this at your programming meeting.

Boundaries

Your group will be given a tour of site on arrival to include boundaries and out-of-bounds areas. Please be aware that there are areas of the centre and neighbouring land that may pose a risk if entered unsupervised so please ensure that your group know where they are allowed to go during free time periods. Particular attention should be drawn to the two water areas – Stanley Pool and the pond.

Room for Prayer or Quiet Reflection

It is normally possible to identify a room for prayer or quiet reflection, if your group requires this. Please ensure you contact us in advance of your visit so we can prepare this for you. We also recommend that you visit the centre beforehand to ensure that the room is appropriate for your needs.

Feedback

We would greatly appreciate your feedback at the end of your stay. We now use an online feedback system for pupils and teachers that can be completed upon your return to school. You will be sent an automatic email with a link and a password. One main advantage to this for schools is that schools can access the results of this feedback to demonstrate the effect the course has had its pupils. If you would prefer to use the traditional paper method on the last day of your course, please let the centre know on arrival.

Lost Property

Stanley Head operates a '**No Lost Property**' policy. Centre staff will do everything possible to ensure that lost property is returned to the owner BEFORE the group leaves. Following departure, the centre reserves the right to dispose of all lost property in whichever manner it deems most appropriate. The centre would appreciate group leaders stressing the importance to their group of taking care of their belongings throughout their stay. Parents should be made aware of this by the visit leader as part of the information sharing process. **Clear name labelling of garments** will help visit leaders and centre staff to reunite lost property with owners prior to departure.

APPENDIX 1

Examples of courses for Primary schools

A selection of our more popular days:

Mine Visits

Key topics for this day are history and geography. We will take your class down a mine in the Peak District and show them first hand evidence of how and what minerals were extracted, what life was like for the miners and how they would have lived. You might even get to hear the story of Lost John the Mining Boy...

We also use the visit to prove that this whole area was once covered by a warm, tropical sea by finding fossilised remains of sea creatures!

Stone Age Day

Live a day in the life of our ancestors as we forage, light fires, cook and build shelters. We might even try making spears and throwing axes!

River Study

Get your wellies on and your clipboards ready... We will take your class out for the day to study either the River Dane or the River Churnet, looking at flow, depth, erosion, deposition, the eco-system and the type of bed.

We can also compare different sections of the river and talk about the external factors that will impact on the river such as rain fall and the lie of the land.

Mountains Day

We'll take your class up onto The Roaches and where they can imagine what it would be like being a real mountaineer. We'll also discuss the mountains themselves – what are they made of? When did they get here? How did they get here. An excellent and enjoyable hands-on day of learning.

Town Study

We are lucky to have a number of towns that lend themselves well to a study, the best of which is arguably Bakewell. The only town inside the Peak District boundary, it is wonderfully preserved with a variety of buildings and points of interest. These include the church that dates back to 920AD, two original and still functional wells, a museum in a medieval building, a market since 1254AD and even an Inn that inspired Jane Austen. The study invites children to imagine what the town would have been like to live in throughout the ages by picturing it without roads or cars and imagining people washing themselves and their clothes in the river!

Limestone Study

Limestone is a very important part of the Peak District and we can spend the day showing you how it was formed and how it has shaped the land around us. A short walk around Mam Tor (Britain's highest roman fortification) provides a mass of evidence and the views of the valley around Castleton are not only stunning but also brimming with evidence about the geology of the land. Other little nuggets of information about the area may also be thrown in as we travel around, and maybe even the odd story!

Pond Dipping

Our on-site pond is teeming with life from shrimps to ducks and provides a great opportunity to find out what goes on beneath the surface. We will carefully collect specimens for viewing and discuss our finds before releasing the creatures unharmed back into the pond.

This is a great way to learn about the food chain and how delicate it can be if changes occur in a habitat, such as the introduction of a new species or the extinction of an old species. This is always a really enjoyable activity for children and a great way to reinforce the message of respecting nature and the environment.

Deep Hayes Expedition

Your pupils will work together the night before to agree a menu and learn to use a camp stove before learning the basics of map reading and setting out to find Deep Hayes Country Park. Once there your pupils will cook their own dinners before navigating their way back along a different route. The day is rich in learning opportunities for science, geography, history, habitats and nature.

Owl Talk

Stanley Head have two rescued owls on-site, and they may sometimes be seen on the arm of a handler walking around the site. However, if you would like a more formal meeting with Betty and Chloe, we would be happy to build this into your programme. This session will include lots of interesting facts and information about owls and their prey, and some of the children may also get to handle one of the owls – a great photo opportunity!

Canal Study

We will take you to the Caldon Canal and deliver a session that will combine history with geography, by using our surroundings and our imagination. You will learn why the canals were built, what they were originally used for and how their use has changed over time.

We will look at how the canals stay full and what happens when they want to go down or up a hill. We will also inspect the land around the canal and see how the two impact on each other.

Mini-beast Hunt

Find out what lurks beneath the fallen leaves and dead branches in our woodland! Our instructor will teach your group where to look and how to catch a variety of insects and larvae. They will then be studied in our classrooms and their habitats discussed and analysed, before being returned unharmed to where we found them.

Who eats what? How do creatures hide or defend themselves from being eaten? Which creatures like the damp and which like the dry? So many questions to be answered...

Flint Mill

Either a walk along the canal or a quick bus trip will get us to the Cheddleton Flint Mill for a fascinating look at how water was used to grind flint for the local pottery industry. Before flint, the mill was used to grind corn as far back as 1694.

Now a museum, much of the old buildings have been preserved and still contain working machinery. A walk back along the canal would follow the route that narrowboats used to take to transport the ground flint into the Potteries.

Tree Study

With such a diversity of trees on site ranging from old oaks (one over 300 years) and horse chestnuts to elder, ash and hornbeam, Stanley Head lends itself perfectly to studying trees.

We will look at the different shapes, sizes, types of leaf and bark, as well as the fruit and flowers. Why do horse chestnut fruits have spiky cases? Why do sycamore seeds have wings? Can you tell which direction is south just from looking at a tree? We have all the answers for you!

Rivers and landscapes

We explore the Dane Valley – from ‘top to bottom’. We discover the source of the River Dane and follow the valley as it changes progressively. We investigate erosion, transportation and deposition. We can also look at rock formation and the work of glaciers, if desired. A number of options are available according to the age and development of the group. Wellies are essential (and can be provided by the Centre) – this is very much a hands-on and feet-in day!

Cattle Market

We will take you to Leek on market day to see a real, live sale of livestock including sheep, cows and pigs. We look at different breeds, different uses and discuss the wider lives of the animals and the life of a farmer. Our worksheets also help pupils to understand how livestock is valued and maths is also included in this day.

Lud's Church

We explore this amazing chasm and find out about it's history and science. Lud's Church has links to the Lord of the Rings and the 14th century poem, Sir Gawain and the Green Knight. The walk to the chasm incorporates a Victorian mill, woodland and farmland so plenty more is learnt along the way, and exciting stories are told.

Mapwork

We offer map work days at a number of levels to suit the development of the class.

Introducing Maps: What is a map?

The use of a simple map and a guided map walk to discover the use of symbols, etc.

At Key Stage 2: We can provide opportunities to:

- make maps of the Centre or Centre grounds;
- learn with compasses and try them out in a simple compass course;
- introduce 4 and/or 6 figure references, and use them to complete a simple compass course;
- apply skills like measuring distances and direction, following routes and understanding symbolism a practical situation which is fun and challenging.

GCSE and above: We can deliver your GCSE PE requirements for orienteering (as well as climbing, archery and canoeing), regardless of the examining board. We also deliver programmes to meet the needs of A Level, BTEC and Degree courses.

APPENDIX 2

Outdoor and Adventurous Activities

We offer a wide range of outdoor activities, which can be run from the centre or offsite.

Stanley Head Outdoor Education Centre is licensed with the Adventure Activities Licensing Authority (AALA) to provide:

- Canoeing
- Kayaking
- Hill Walking
- Sailing
- Improvised Raft Building
- Rock Climbing and Abseiling
- Mountain Biking
- Cave and Mine Exploration

We also offer activities which are not licensable including:

- Orienteering
- High Ropes activities*
- Problem Solving Activities
- Crate stacking

For a full list of activities, please see our website – www.stanleyhead.org.uk.

*Please be aware that in accordance with manufacturers guidance, High Ropes activities have a strict 19 stone weight limit. If one of your group weighs 19 stone or over, please contact the centre to discuss alternative options.

Our Staff

We provide experienced and qualified staff, working with group sizes which meet nationally recognised guidelines. Where hazardous activities like rock climbing and canoeing are involved, staff hold nationally recognised qualifications to appropriate standards.

Term Time Courses

At Stanley Head Outdoor Education Centre we can provide a full activity package and design this around the purpose of your visit.

Examples include:

Support for GCSE PE (Outdoor Activities)

We can provide equipment, transport and qualified staff to assist schools in running this element of the syllabus. This can either take place over a series of weeks to fit in with lessons, or it can take the form of a series of activity days or a residential.

Year 7 and 11 Team Building Days for Form Groups

A different approach to helping your new form groups to get to know one another, and their form teacher. We organise a programme of fun, adventurous activities suitable for involving the whole form. They will also get the chance to work in smaller groups during the day – with emphasis on co-operation and communication. These courses can also include an overnight stay if desired.

APPENDIX 3

Suggested clothing list – Adventure Days and Environmental Education Days

- Lunch and Drink (No glass bottles please)

- Sensible Outdoor Clothing
 - Tracksuit Bottoms
 - Sweatshirt
 - Trainers
 - Socks
- **Any medication you may require** (e.g. asthma inhaler or hay fever tablets)

If it is cold:

- warm coat, waterproof, hat, scarf and gloves if possible.

If it is hot:

- Sun hat and Sun cream

Please do not bring valuables, money, pen knives or electronic games.

You are welcome to bring a camera – at your own risk.

Specifically for River study Days:

- Wellies
- Trainers
- Full change of clothes (just in case!)

APPENDIX 4

Suggested kit list - Residential

- **Washing things**
 - Soap, face cloth,

- Large towel,
- Toothpaste and toothbrush
- Comb/Hairbrush

- **Clothes**

- Tracksuit bottoms and trousers (Preferably not jeans)
- T-shirts
- Socks (including thick socks to wear with wellies if possible)
- Underwear
- Pyjamas
- Outdoor coat
- Warm tops/jumpers
- Indoor shoes/trainers
- Wellies
- Waterproof coat and trousers
- Old pair of trainers
- **PLEASE LABEL ALL CLOTHING AS LOST PROPERTY CANNOT BE KEPT**

Autumn & Spring Terms:

- Gloves, scarf and woolly hat

Summer Term:

- Sun hat and sun lotion

Additional Kit

- Torch
- Mug (suitable for hot drinks)
- Tea Towel
- Camera – at your own risk. We recommend a cheap/disposable variety.
- Packet of biscuits.

Additional Kit for Camping Groups

- Sleeping bag
- Pillow

Medication:

Please ensure you bring any prescribed medicines you may need including Asthma Inhalers and hay fever tablets. Children often suffer from chaffed lips in colder weather and a small pot of Vaseline or a lip balm is advisable.

DO NOT BRING:

- Any money (there will be no opportunity for pupils to spend money during their stay).
- Electronic games, MP3s or other valuable items
- Knives
- Mobile phones
- Sweets or chewing gum

APPENDIX 5

Notes for Leaders of Residential Visits

Fire Safety

On arrival, a member of centre staff will explain the evacuation procedure including fire escape routes and take you to the muster point. Stanley Head organises routine fire drills from time to time in order to train staff in the event of a real fire. We try to arrange these at times that cause minimum disruption (but are still realistic) and

your patience and cooperation are much appreciated should a fire drill occur during your visit. You will also be advised that the smoke sensors are sensitive and care should be taken not to use aerosols in their vicinity which may set the alarm off.

In the event of fire, please take your group straight to the muster point (unless told otherwise by a centre member of staff) and ensure a register is taken straight away to ascertain if all members of your group are present. If you suspect a group member is missing, please inform a centre member of staff immediately but DO NOT re-enter the building until you have been told it is safe to do so by the appointed fire marshal.

Security: Group leaders are responsible for ensuring premises are secure before leaving, or retiring at night. Close all windows and fire doors.

Access to the Building: The codes for the coded locks on the main and rear entrances will be provided on arrival at the Centre. Please do not share these codes with other groups.

Lights: Please switch off any unnecessary lights before retiring or going out. External lights are controlled by timer or movement detector.

Kitchen: The kitchen in Myatt House is fully equipped and includes knives, please manage your group's use of the kitchen accordingly. Ensure all kitchen appliances are turned off.

Smoking: Smoking is not allowed in any part of the building. If you or a group member (who is 18+) wishes to smoke, please ask a member of centre staff for directions to the designated area. Anyone caught smoking indoors will be asked to leave. No refund will be given.

Heating: Please could we ask you to help us keep our heating costs down. You can do this by turning down electric heaters in your building when you leave for the day. Please note that Storage Heaters are pre-set and should not be touched.

APPENDIX 6

Rules for Residential Groups

1. **No smoking** inside the centre at any time. See Centre Staff about smoking areas.
All ash/rubbish should be placed in bins provided.
2. The following areas are **OUT OF BOUNDS** unless special arrangements have been made:-
 - Woodland

- Other schools' camp fields and dormitories
 - Kitchens
 - Any buildings not specifically allocated to your group
 - Top car park
 - Main track further than the Indoor Archery Range (poly tunnel)
 - Chicken Pen
 - Owl Aviary
3. Group members **must not** be left unsupervised at the Centre.
 4. **Bedrooms:** Groups are expected to make their own beds and tidy bedrooms. Groups are particularly requested not to consume food or drink in the bedroom areas. Floors and doorways must be kept clear to aid escape in the event of a fire.
 5. Schools may be sharing the centre with other schools, particularly during the summer. We expect all pupils to be friendly and considerate to other schools and never to enter other schools' allotted spaces.
 6. The Centre must be left in a clean and tidy condition. If it is not, we may charge an additional cleaning fee.
 7. Groups are to show care and consideration towards the chickens, ducks, owls and any wildlife living on site.
 8. Groups must follow the country code, especially with regards to climbing walls, fences and litter. The Centre is located in agricultural countryside and the centre has built good relationships with neighbouring farmers and land-owners but such relationships can be delicate – please respect those living and working in the area, their property and animals. You must keep to the authorised footpaths at all times. If you would like information about public footpaths, please see Centre staff.

It is the Leader's responsibility to ensure these rules are adhered to. We reserve the right to ask any group or group member failing to observe the above rules to leave, without refund. PLEASE make sure that students keep out of the fields around the Centre and stay away from the reservoir and overflows, etc.

APPENDIX 7

Checklist

- **Dates & Details** – Your school should have signed a 'Confirmation of Booking Form' and returned it to Stanley Head. Please retain a copy for yourselves. Final numbers should be provided to Stanley Head office 10 weeks prior to the visit. Please ensure that you have taken time to read the cancellation policy, should your numbers drop nearer to the visit.
- **School/LA Approval** – Has this visit been put on Evolve and approved? If your school is not from Stoke-on-Trent, you may have an alternative model for approval.

- **Parental Consent** – Schools should ensure that they have informed parental consent for the trip. School forms or electronic systems can be used, or the Centre can provide a template. Stanley Head do NOT require these forms.
- **Medical Information** – Trip leaders must ensure that all relevant medical details for children and staff are sent to Stanley Head at least two weeks before the visit, using the forms that the Centre will provide.
- **Bedwetting** - Staff should ensure that any children suffering from this condition should sleep on the bottom bunk and bring sufficient changes of clothes. Please notify the Housekeeper on arrival so that discreet assistance can be given in the mornings.
- **Medication** - the students' medication should be taken under your supervision.
- **Group and Staff Information Forms** - The names of all students attending, with relevant medical and dietary requirements, should be returned to Stanley Head two weeks before the visit date. This will enable the Centre to plan menus, programmes and accommodation effectively.
- **Special Dietary Requirements** – Please ensure that any requirements are sent to Stanley Head two weeks before, using the Group and Staff Information Forms. Please note that we cater for all genuine allergies, intolerances and religious requirements but cannot make significant alterations to our menus for 'fussy' eaters.
- **Luggage** – Please encourage students to bring appropriate amounts of luggage in a reasonably sized bag. Large suitcases are probably not necessary. However, please consider the possible weather conditions. A drying room is available to dry wet clothing.