



# Information and Welcome Pack for Schools and Visiting Groups

## An Xperience of a Lifetime

Caldecotte Xperience  
George Amey Centre  
366 Simpson Road, Simpson  
Milton Keynes, MK6 3AG  
Tel: 01908 232042 Fax: 01908 233927  
Email: [caldecotte@milton-keynes.gov.uk](mailto:caldecotte@milton-keynes.gov.uk)  
[www.milton-keynes.gov.uk/outdoor-education](http://www.milton-keynes.gov.uk/outdoor-education)

Thank you for choosing to come to The Caldecotte Xperience with your group.

We look forward to welcoming you to The George Amey Centre and hope that we can work together to make your visit as comfortable, exciting and safe as possible.

Whether this is your first visit to The Caldecotte Xperience, or whether you are a regular visitor, we hope this Welcome Pack will enable you to plan and manage effectively for your stay and answer any questions you may have about preparing for your visit. Details can also be found on our website ([www.milton-keynes.gov.uk/outdoor-education](http://www.milton-keynes.gov.uk/outdoor-education) ) but if you have any queries at any stage of your booking, please do not hesitate to phone us on 01908 232042 or email us at [Caldecotte@milton-keynes.gov.uk](mailto:Caldecotte@milton-keynes.gov.uk)



## CHECKLIST OF IMPORTANT DEADLINES

This information is critical for the smooth organisation of your visit. Please use the checklist as an important guide and confirmation tick list to ensure you have taken all appropriate action.

WHAT TO DO	WHEN TO DO IT	TICK ON COMPLETION	IMPORTANCE
Contact Caldecotte Xperience to reserve dates	As early as possible in the academic year or in the prior year to avoid disappointment		<b>ESSENTIAL</b>
Plan your visit to the centre and build it into your yearly planning	During your planning		VALUABLE
Return Outdoor Education Booking Confirmation Form and Initial Deposit, ensuring you are aware of all our terms and conditions.	As early as possible in the year or in the prior year to avoid disappointment		<b>ESSENTIAL</b>
Arrange Activity Programme and share medical and disability information with Graham Foster or Martyn Frost	As soon as possible after your booking has been confirmed		<b>ESSENTIAL</b>
Arrange your own presentation or information for parents/guardians to inform them of details of visit	Once programme and arrangements have been finalised		VALUABLE
Hand out Permission Forms and suggested clothing list to parents/guardians	At presentation evening or at least 2 weeks before the visit		<b>ESSENTIAL</b>
Book Coach transport & confirm collection times	At your groups convenience		NECESSARY
Prepare the children for their activities; objectives, expectations, enjoyment	During sessions before your visit		<b>ESSENTIAL</b>
Remember to bring a camera	Bring your own or book the one at school		VALUABLE TO ENHANCE FOLLOW UP WORK
Complete and return your evaluation form	At end of visit, prior to departure		<b>ESSENTIAL</b>

## Provisional Booking

A provisional booking will be accepted by telephone or letter, on a 'first come first serve basis' and will then be held for fourteen days only.

## Initial Deposit & Confirmed Bookings

Your provisional booking must be confirmed with an online booking form from our website. Failure to do this may result in your booking being released. Your booking is only confirmed when Caldecotte Xperience has received and acknowledged the completed booking form with an email. With residential bookings we require a non-refundable deposit for the week and part there-of.

## Final Numbers and Payments

Unless any change in numbers is notified at least 2 weeks before the visit it will be assumed that numbers previously notified to The Caldecotte Xperience are correct. You will be charged for the number booked unless the Xperience is notified at least 2 weeks prior to the visit.

## Method of Payment

Payment of the initial booking deposit should be made by cheque payable to **Caldecotte Xperience**. An invoice for the full and final amount will be sent to your school prior to your visit and we request that prompt payment is made by cheque or bank transfer. Details of transfer payments or ITO payments are available on request.

## Supervision

Group leaders are responsible for a high standard of conduct within the group. Young people must be accompanied by adult leaders and will gain so much from the support and encouragement of their own familiar staff. The staff of Caldecotte Xperience accepts responsibility for young people during instructed programme sessions.

Groups are responsible for the cost of repairs necessitated by any wilful damage to our property or equipment.

Smoking is not permitted **anywhere** on site and alcohol must NOT be brought onto the site.

No dogs are allowed on site except for guide dogs.

*Group leaders should allow half an hour to liaise with a member of Caldecotte Xperience staff, on arrival and on departure.*

## Equipment

All specialist equipment is provided. All equipment will be fit for purpose and is inspected as part of our Adventure Activities Licence. Records of equipment checks are available for inspection on site.

## Parental Permission Form

It is vital that you obtain signed permission from each pupil's parent or guardian to allow you to take responsibility for them during the visit. This form also records emergency contact details and disabilities or medical issues, which you will need to pass information on to us in order to help us prepare appropriately for your activity. Information about medical and disability must be shared with the organising staff at the time of arranging your activity programme wherever possible.

## Evaluation Form

Your instructor will give you an Evaluation Form at the beginning of your visit, but you may find it useful to refer to it in advance so that you can consider appropriate feedback during your stay. You will find the evaluation form at the end of this pack.

## SAFETY

Caldecotte Xperience offers a wide range of adventurous activities and although we have undertaken comprehensive risk assessments there are some areas which require your judgement and where you need to plan how you are going to exercise control of your group of pupils. Whilst our Instructors will take the lead on structured activity sessions, you are responsible for your group's behaviour at all times. We are here to assist your pupils to gain the maximum amount of learning during their stay, working in close partnership with you and your staff, but we need to ensure that you will exert necessary control over your group to guarantee a safe and enjoyable visit and that your pupils show appropriate respect to staff and other users of the Centre.

<b>Hazard</b>	<b>What we have done</b>	<b>What we need you to do</b>	<b>Your personal notes (e.g. other issues you wish to consider)</b>
Equipment on site	Our activity equipment must not be used unless you are accompanied by one of our Instructors.	Brief your students and staff about not using equipment unless under supervision and monitor this.	
Buildings	The instructor will brief you on safe usage of the buildings.	Ensure your students do not stand on furniture, sills etc. Please note that ball games are not allowed inside.	
Slips and trips	Our Centre is located on a natural site and the grounds are uneven. We have ensured that play areas are level and safe.	Monitor students and remind them of the consequences of playing on uneven surfaces. Ensure they are always supervised when playing outside.	
Accidents and incidents	All of our instructors are qualified first aiders. An incident report will need to be completed by a staff member Residential groups will need to make their own first aid arrangements for over night.	Ensure that all accidents are reported to one of our staff members.	Please note that you must bring your own basic First Aid Kit with you
Members of the public	All visiting public and contractors are to sign in, at Reception and will wear a visitors badge while on site. CCTV cameras monitor several areas of the site	Ensure appropriate adult supervision for your group(s) at all times and set boundaries on their behaviour. Ask students to be courteous to visitors.	
Hygiene	We provide facilities for washing hands before meals.	Please ensure your students wash their hands before eating.	
Wildlife	The centre manager or instructors will brief you about the wildlife on site, especially when they are nesting.	Ensure that students do not chase wildlife or behave inappropriately towards them.	

## Risk Management Summary

The Caldecotte Xperience has a risk management summary available on request. The purpose of this summary is to satisfy clients that our risk analysis and management schemes are adequately robust.

## **CENTRE DETAILS**

Name: Caldecotte Xperience  
Address: The George Amey Centre  
366 Simpson Road  
Simpson  
Milton Keynes  
MK6 3AG

Website: [www.milton-keynes.gov.uk/outdoor-education](http://www.milton-keynes.gov.uk/outdoor-education)

Email: [caldecotte@milton-keynes.gov.uk](mailto:caldecotte@milton-keynes.gov.uk)

Telephone: 01908 232042

FAX: 01908 233927

## **ADVENTURE ACTIVITIES LICENCE DETAILS**

The holding of an Adventure Activities Licence means that Caldecotte Xperience has been inspected by the Adventure Activities Licensing Authority (AALA) and our risk analysis and management systems were found to be at least satisfactory. More about what holding a license means can be found on the Licensing Authority's website [www.aala.org.uk](http://www.aala.org.uk)

Reference No: R0991

Licence No: L8809

Licence Renewal Date: 21st July 2011

## **STAFF COMPETENCE AND QUALIFICATIONS**

All staff will either hold a relevant National Governing Body (NGB) qualification or a statement of competence signed by an appropriately experienced and qualified person, consistent with the requirements of the Licensing Regulations. Copies are available for inspection on site.

## **CHILD PROTECTION**

Our policy is consistent with current good practice in this area and meets current statutory requirements. Criminal Records Bureau (CRB) checks are carried out on all centre staff.

## **SUPERVISION WHEN NOT ON ACTIVITIES**

Visiting school staffs act *in loco parentis* for the duration of the visit. Caldecotte Xperience has a number of qualified First Aiders based on site at all operating times.

## **RISK ASSESSMENT**

Inspected as part of our Adventure Activities Licence

## ACTIVITY PROGRAMME

Caldecotte Xperience offers the following adventurous activities:

### Water-based activities

Open Canoeing  
Rafted canoes  
Kayaking  
Windsurfing  
Fun boards  
Sailing – single-handers  
Sailing – crewed boats  
Raft building  
Rowing  
Power boats

### Land-based activities

Abseiling  
Bouldering  
Bushcraft  
Climbing  
Crate stack  
High Ropes Challenge  
Low Ropes  
Archery  
Orienteering  
Camp craft  
Fencing  
Caving  
Problem solving  
Ice breakers  
River studies

### Session times

Activity sessions are available on a timetabled basis.

Session A: 10.00-12.30

Session B: 1.00-3.30

Session C: 3.30-5.30

Session D: 6.00-8.00

### Planning your visit

Before planning your activity programme you need to consider the following points:

- Do you have any specific aims and objectives you want to meet through your visit?
- What is the size of your group and how could you best be split up to get the most out of the activities? (We usually work on a maximum group size of 12 dependent on the activity).
- Do you wish each young person to participate in all the programmed activities or do you want some participants to repeat activities on more than one session?

By considering your response to these questions we will be able to plan your OAA to ensure that we make the best possible benefits for your visit. A sample programme is shown below. Please note you will need to decide which pupils will make up each group and bring this information with you when you come to the Centre.

Please note that although we do our best to keep to the planned programme, there may be circumstances (such as adverse weather conditions) which mean we have to make changes on the day.

As soon as you have identified your aims and objectives, please contact Graham Foster (Centre Manager) or Martyn Frost (Chief Instructor) on 01908 232042 to arrange the programme content for your stay. You need to do this as soon as possible so that we can give you priority in choosing your activities. If you leave it too late we may not be able to offer all your chosen options.

Activity programme	Suggested plan
Date of visit	
Name of group	
Group size	
Examples of objectives	<ul style="list-style-type: none"> <li>- Build self esteem</li> <li>- Improve communication skills</li> <li>- Develop co-operation skills</li> <li>- Experience Outdoor Adventurous Activities</li> <li>- Consider environmental issues</li> </ul>
Example of a one day visit	9.45 Arrival, familiarisation with site 10.00 OAA session 12.30 Packed lunch 1.00 OAA session 3.30 leave centre and return to school

Further examples of programmes are available on request and programmes can be designed for your group with the Centre Manager.

### Personal & Educational Goals

Courses and activities at Caldecotte Xperience are designed to meet challenging personal and educational goals, allowing individuals to learn at their own level and develop the five learning outcomes of:

- being healthy
- being safe
- enjoying and achieving
- making a positive contribution
- learning skills to help achieve economic well-being

The following section provides support for visiting group leaders on how the core goals of Caldecotte Xperience and the learning we offer can contribute to your pupil's learning experience and curriculum targets.

### Caldecotte Xperience focuses on core goals of:

- Self awareness
- Contributing effort to gain success
- Thoughtfulness for others
- Listening skills
- Communicating clearly
- Taking responsibility
- Working well together

### And on The Ten Outcomes of High Quality Outdoor Education:

- Enjoyment/Fulfilment
- Confidence
- Social Awareness
- Activity Awareness
- Activity Skills
- Personal Qualities
- Key Skills
- Health and Fitness
- Motivation for Learning
- Broadened Horizons

## **These also contribute to curriculum developments for:**

- Personal, social and health education
- Spiritual, moral, social and cultural development
- Citizenship
- Safety education
- Key skills development

It is recommended that leaders identify the key needs for their group. The activity experience contributes to learning in the following areas:

### **ORGANISING YOURSELF**

Clothing and kit  
Planning ahead  
Cleaning up afterwards

### **ACCEPTING RESPONSIBILITY**

Showing a mature attitude  
Recognition of limitations

### **UNDERSTANDING GREEN ISSUES**

Country code  
Recycling  
Avoiding litter

### **CONSIDERATION FOR OTHERS**

Around the centre  
In public  
Helping each other

### **BEING SOCIABLE AND THOUGHTFUL**

Working with others  
Respect for others  
Dealing with conflict

### **PERSONAL DISCIPLINE**

Thinking safe and being safe –  
protective behaviours model  
Good timekeeping  
Acceptable behaviour

### **MANNERS AND POLITENESS**

With each other, leaders and  
instructors  
During activity sessions  
At lunch time  
During conversations with others  
Choosing polite language

### **COMMUNICATION SKILLS**

Listening skills  
Showing understanding  
Contributing to discussions and  
conversations

### **CARE OF EQUIPMENT**

Safe usage  
Correct storage  
Return clean, dry and undamaged

### **LOOKING AFTER YOURSELF**

Hygiene  
Care of clothing and personal items –  
we recommend that you do not bring  
any valuable items  
Sensible eating and taking rest

### **HELPING YOU ACHIEVE**

Positive attitude  
Making a real effort  
Celebrating success  
Supporting your team

### **WORKING AS A TEAM**

Cooperation  
Contribution  
Encouraging  
Supporting  
Listening

## **Children & Teachers / Group leaders Procedures during Visit**

This information will help you to make your stay with us more relaxed. There are a number of questions that are asked by visiting staff and the following is an attempt to provide answers. If your specific question is not answered here then please do not hesitate to contact the Centre.

### **Arrival**

Allow time for liaison between the group leader and the Instructor when you arrive. The group leader is the person who will take responsibility for the group during the visit.

### **Responsibilities of Teachers & Leaders**

Teachers are required to supervise the children and ensure acceptable behaviour.

Leaders will be responsible for any damages attributed to their group for the duration of the visit. The group will be financially responsible for any replacement or repair necessary.

Teachers should take part in or help with activities under the guidance of Centre staff.

Lost property will only be retained for one week after a visit.

**Allow time** for departure **liaison** with the **centre manager, administrator or instructors** where necessary

**Please arrange** for the **coach or other transport** to arrive at least 15min before your planned departure time.

## Emergency Procedures

### WHAT TO DO IN CASE OF THE FOLLOWING:

#### FIRE

- Operate the fire alarm.
- Leave the building via the nearest exit.
- The Centre Manager or On Call member of staff will ring the fire brigade or detail another member of staff to do so.
- Gather on the grass by the apple trees at the front car park of the Centre.
- The **Group Leader should call the roll call**. The Group Leader must then report to the Centre manager during the day.

#### ACCIDENT (involving injury)

- Inform a member of staff; Appropriate action to be taken by first aid staff.
- A member of Centre staff must complete an incident report form at a later time with the assistance of a member of the visiting staff.

#### POWER FAILURE

- Emergency lighting operates automatically throughout the building.

### ALL ACCIDENTS AND EMERGENCIES MUST BE REPORTED TO A MEMBER OF CALDECOTTE XPERIENCE STAFF

#### IMPORTANT INFORMATION

- **Fire routines** are posted in all the bedrooms and indicate that on finding a fire the **fire alarm** should be sounded. On **hearing the alarm** everyone should leave the building by the **nearest exit** and gather on the grass by the apple trees at the front car park of the Centre for numbers to be checked. The **fire alarm** maybe sounded on arrival, please ask the member of staff giving the induction talk and we request that you carry out a fire drill during your stay and record your fire drill in the drill record book.
- Instructional staffs are all qualified first aiders.
- In **case of emergencies** or accidents, **inform** a member of **Centre staff**.

## CLOTHING

These lists are intended as guidance for clothing that should be brought when visiting the Centre for an activity session.

The Centre has all the safety equipment needed and wetsuits are used in cold weather for water sports.

It should be stressed that students should bring old clothes, as they may get wet and dirty on some activities.

### Summer Kit List

#### For Land based activities:

- Old clothes you don't mind getting dirty (if caving bring a long sleeved top and a pair of tracksuit bottoms)
- A pair of old trainers that you don't mind getting dirty + a spare pair to wear home
- Sun cream
- A sun hat/baseball cap
- Something to drink
- DON'T WEAR JEANS!!**

#### For Water based activities:

- Old clothes you don't mind getting wet (including trainers)
- A full change of clothes to go home in (including footwear)
- Swimming costume/trunks/shorts
- Sun cream
- Something to drink
- A towel
- DON'T WEAR JEANS!!!!**

## Winter Kit List

### For Land based activities:

- Old clothes you don't mind getting dirty (if caving bring a long sleeved top and a pair of tracksuit bottoms)
- A pair of old trainers that you don't mind getting dirty
- A spare set of clothes to wear home (including footwear)
- A nice warm jumper
- A water-proof coat
- Something to drink
- Gloves, hat and scarf
- DON'T WEAR JEANS!!**

### For Water based activities:

- Old clothes you don't mind getting wet (including trainers)
- A full change of clothes to go home in (including footwear)
- Swimming costume/trunks/shorts
- A woolly hat
- Something to drink
- A towel
- DON'T WEAR JEANS!!!!**



## Group Evaluation Form

At Caldecotte we strive to ensure that all young people benefit from the High Quality Outdoor Education and Adventure that we offer. Our evaluation form is designed to help you and the Centre team reflect on the experience that you and the young people have had with us. Your answers enable us to set about improving the quality of outdoor education and adventure that we can offer in the future.

### About your Group

Group Name		Date of Visit	
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Your Name	
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Type of session? (delete as appropriate)	Regular weekly	Single session	Day's activities
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### Numbers in your group:

Girls		Boys		
Female staff		Male Staff		<b><u>TOTAL</u></b>

School year group	
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### Activities Undertaken (please circle)

**Water Sports:** Canoeing    Kayaking    Sailing    Raft Building    Rowing  
Windsurfing

**Land\Based:** Climbing    High Ropes    Archery    Orienteering    Caving  
Problem-solving    River –Studies    Fencing

### General

Information given prior to your visit	
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Assistance / advice given prior to your visit	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Your welcome to the Centre	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Information given to you about regular participation / extended schools	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Would you like a school visit to discuss other opportunities?	Yes                      No
Were the activities undertaken appropriate to your group?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

### Enjoyment

Did the young people enjoy participating in the outdoor activities that they did today?

				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Were they keen to seek out the new challenges being offered?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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### Confidence

Did the young people succeed where before they felt they could not?

				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Did you consider that the young people wanted to move forward and on to the next challenge?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Were the young people excited to tell you about their successes?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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### Social Awareness

Did you observe young people appreciating their own strengths & current limitations?

				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Were young people prepared to accept trust from others and accept their support?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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### Activity Skills / Personal Qualities

Did the young people adapt the physical skills that they already have and adapt them to the challenges today?

				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Undertake the appropriate tasks with minimum levels of intervention?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Did they demonstrate initiative in overcoming obstacles to their progression?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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### Key Skills

Did they listen to instructions and safety briefings and act accordingly?

				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Did you observe them coming up with ideas and were they able to express them to each other?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Did they work cooperatively?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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### Instructors

Did the instructors inspire the young people?

				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Did you and the young people feel safe under the guidance of the Instructor?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Did the instructors listen to the young people and value what they had to say?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Are there any other comments about the day you would like to make?**