

PRE VISIT INFORMATION

Please see below further information in relation to your forthcoming residential camp booking with us.

BOOKING CONFIRMATION

Ensure you have read through your booking confirmation (attached to your confirmation email) to check all details are correct.

- Residential date
- Arrival and departure times – please ensure your coach company are aware of your departure time, and arrive at Oaker Wood in plenty of time to have a break/load cases.
- Directions - please see the directions on our web site. Please ask your coach company to contact us as sat navs may direct them down roads too narrow for a coach.
- Approximate numbers – please note our free staff place policy is based on 1 staff for 10 children.
- Activities (if confirmed)

SITE VISIT

If you would like to organise a site visit prior to your visit please contact us.

MENU OPTIONS

If Oaker Wood are catering, a menu for evening meal options will be sent about a month before your trip – please inform Oaker Wood of your meal choice(s) and any dietary requirement/food allergies a couple of weeks prior to your arrival

KIT LIST

An information pack and kit list for the parents/pupils will be sent over to you about a month before your trip unless you require it sooner (please email us to request this). Ensure the children bring any medication they need including inhalers



FINAL NUMBERS

Please inform Oaker Wood of your final numbers a few weeks before your residential (a reminder email will be sent). The balance invoice will be sent upon confirmation of final numbers. Please note: credits for pupils not turning up on the day will only be given in exceptional circumstances.

We will ask you for a breakdown of boys/girls/male/female staff. We will send you a plan of your Glamping Village showing pod layout, and you can confirm pod breakdown.

e.g. Pod 1 - 6 girls

pod 3 -7 boys

pod 7a - 2 teachers

It is also helpful if children are broken down into activity groups prior to arrival. We will advise you how many groups in the lead up to your visit.



Teachers Information Pack

Contact Details

Oaker Wood Leisure
Kingsland
Leominster
HR6 9PT

01568 780111

info@oakerwoodleisure.co.uk

ADDITIONAL NEEDS

Please advise us of any additional needs (behavioural, religious, cultural, dietary, disability) as soon as possible so that we can work with you to accommodate these children

RISK ASSESSMENT/ INSURANCE

We can send you full details please contact us.

PARENTS MEETING

We are happy to come and visit your school to give a presentation to parents and children. Or we can provide a powerpoint presentation if you prefer to run your own meeting.

Please contact us to select an appropriate date.

CAMP FACILITIES- EXCLUSIVE TO YOUR SCHOOL

Sleeping Accommodation - is in wooden pods each sleeping up to 8 people on 4 bunk beds. Oaker Wood provide sheets. Children/ students need to provide a sleeping bag or quilt and a pillow. There are 2 pods in each village which have 2 separate compartments each sleeping up to 4 people. These are perfect for staff requiring single/ twin accommodation or small groups of children.

In the Kitchen/ Dining Hut

Our covered dining area has ample seating. There is electric lighting and electric sockets. Barbecue, electric range oven, Crockery & Cutlery, Pots & Pans (only if self catering), Kettle or Burco Boiler, Toaster, Microwave and a Fridge.

Please note we ask that all food is kept in either locked containers (provided) or the fridge as we have some over friendly and cheeky squirrels on site!

NO FOOD OR DRINK IS PERMITTED IN THE GLAMPING PODS.

Barbecue Hut

The barbecue hut will be available for your use. Please note it seats approximately 20 -25.

Camp Fire

There is a purpose built camp fire circle with seating in both Camp Villages. We will assist you in lighting the camp fire, though by the 2nd night, many groups like to do this as a group activity, as it offers great educational opportunities for students.

Showers/ Toilets

Located within your village. There is lighting around the village at night so children can see to walk to the toilets.

We have a small gift shop which will be open one night of your stay - we recommend no more than £10 pocket money (optional). We do not sell sweets.

EDUCATIONAL BENEFITS

A visit to Oaker Wood supports a range of skills and outcomes which cannot be easily achieved in a school environment. We encourage the physical, social and mental development of children and promote their well being and positive attitudes.

Children are expected to keep their sleeping pods clean, wash up after meals and keep the Glamping Village area clean. We talk to them in the camp induction about respecting the environment, ensuring litter is not dropped as this is a danger to wildlife. This responsibility leads to powerful learning outcomes which contribute to a sense of belonging, feeling valued and making a positive contribution in their community and society at large.

The challenge of participating in new activities encourages children's social and interpersonal skills, giving encouragement to others and experiencing the benefits of peer support. Rising to new challenges helps your pupils to become more adaptable and confident, skills which are critical to so many areas of their learning.

All of our Activities lay strong foundations for encouraging successful learning and building positive attitudes which subsequently lead to improvements in achievement and motivation in all areas – including academic.

ON ARRIVAL & DURING YOUR STAY

Please call us on your arrival day if you are running late 01568 780111.

Please note if you arrive considerably later than your itinerary then we may need to reduce the number of activity slots during your stay.

You will have exclusive use of your glamping village – your entire group will be given a camp induction when you arrive (or after your first activity). During this you will be shown the boundary of the glamping village, we ask that your students respect this for their own safety.

Inform Oaker Wood staff of any medical conditions they need to know about

There will be an Oaker Wood member of staff on site 24 hours a day. All our staff are DBS Checked and the lead Instructors are First Aid trained.

At all times when the children are not participating in an activity they are the responsibility of your school staff members

Whether you are self-catered or catered, it is the responsibility of you/your pupils to wash/dry up – all equipment needed will be provided

Should any damage be caused during your stay, we ask that you inform us immediately. Any damage will be expected to be paid for and will be invoiced to the school.

EMERGENCY PROCEDURES

All senior instructors at Oaker Wood are 1st Aid Trained.

Please note that you should have a car on site in case a child needs to go to hospital.

WEATHER & ACTIVITIES

In the event of met office warnings for high winds/ snow in the interests of Health & safety we may have to close our Glamping Villages.

In the unlikely event we will contact you at least 48 hours in advance of arrival to discuss options:

- o Re-arrange for an alternative date
- o Find alternative accommodation subject to availability
- o Full refund

In the event of extreme weather during your stay: High Winds /Extreme Cold/Snow/Heavy Rain/Lightening, we may at times have to make amendments to your Activity Itinerary in line with our Health & Safety policy. If we have to cancel one of your activities due to weather we will offer you an alternative activity or a refund.

Fire Procedure/ High Winds for Glamping Villages - In the event of fire/ or extreme high Winds the Meeting Point is in the field. The group should make their way quickly into the field where a role call is completed.

Appendix - Covid 19 procedures

Please see below for details of procedures we have introduced to help keep your group and our staff safe in these challenging times.

Hand Washing, Sanitisation & facemasks

- On arrival on site all children and staff will be asked to wash hands or use sanitiser.
- All activity stations have hand sanitiser, and children will be asked to clean their hands regularly.
- It would help if children bring a pocket sized sanitiser with them.
- Children should also bring a facemask with them, they will only be asked to wear this if first aid is administered.
- Oaker Wood staff will wear a visor/facemask when required following Government Guidelines.

Camp Village

- Your village and all facilities are exclusive to your group and will have been fully cleaned and sanitised prior to arrival.
- We will ask children to put sheets on their own beds, and take sheets off their beds at the end of their stay. This means our staff do not enter the pods once they have been sanitised.
- Common touch points, such as light switches and door handles will be cleaned regularly during your stay.
- Children are not permitted to enter pods other than the one they are allocated.
- Please note we will be keeping the barbecue hut locked this summer as it is a small enclosed inside space.

If a School Child develops symptoms on-site

- 1 - High Temperature/Fever
- 2 – New persistent Cough
- 3 – Lack of Taste

- If a school child complains of any of the above symptoms, our staff member will inform the teacher straight away. The teacher will contact the parents/guardian who will need to collect the child immediately.
- The child will be taken to the activity hut, windows will be opened and an Oaker Wood staff member is to remain outside with the door open.
- When the child has been collected, the activity hut, and any other equipment the child has been in contact with is disinfected.
- Oaker Wood will discuss with teachers whether the children from the same sleeping pod/ activity group should also go home.

Other

To reduce touch points we will not have drink stations. Children should bring a named water bottle. We recommend teachers bring a flask/ travel mug if they wish to have a hot drink during activity sessions.

All Oaker Wood staff take a lateral flow test twice a week.

This document should be read in conjunction with our Covid 19 RA & Covid 19 Procedures for schools

Bubble Size - as detailed in government guidelines

- Bubbles should be formed from existing school bubbles
- bubbles no larger than circa 30
- only teachers and members of the school workforce already part of the established school bubble should accompany pupils on the visit as they are already part of the existing school bubble - they do not count towards the bubble size
- parents, carers or volunteers should not accompany the group to maintain the integrity of the bubble

Oaker Wood response

All accommodation at Oaker Wood is exclusive to your school group within a camp village. Meals are taken within the camp village.

When in the main activity site – schools are kept separate from each other, and follow their own activity schedule, at no point are 2 different schools within the same area.

Children are in activity groups of between 9 and 12 children from the same bubble. These groups are maintained throughout the visit.

Toilets are allocated for each school group for use when in the main activity site.

We ask that you inform us prior to your visit of how your group breaks down into bubbles i.e. are all children travelling in the same bubble.

We ask that you provide us with a pod allocation, ensuring that bubbles are maintained.

The accommodation provider should confirm that they:

- are confident they can maintain the integrity of the school bubble and prevent mixing with other guests and bubbles

All accommodation at Oaker Wood is exclusive to your school group within a camp village. Meals are taken within the camp village.

When in the main activity site – schools are kept separate from each other, and any other customers on site.

- have assessed overnight sleeping arrangements in line with the size of the group that will be expected to share rooms or dormitories, particularly in respect of measures to ensure appropriate ventilation (see more in the accommodation section)

Children sharing a pod are all from same bubble. Maximum of 4/8 pupils per pod. Adults will have own pod/ sleeping accommodation.

It is recommended that the windows in the pod are kept open for additional ventilation. Doors are left open for a period of time daily to allow a full flow of air. The pods are re-sanitised mid week for stays of 3 nights+.

It is prohibited that children enter a pod except the ones in which they are sleeping.

- have measures in place to ensure the effective and frequent sanitising and cleaning of any shared facilities such as: bathrooms kitchen or dining any potentially shared equipment or communal facilities frequent touch surfaces

Toilets/ showers/ kitchen and dining areas are exclusive to the school group. Toilets and showers are numbered, so if there is more than one bubble per school group, each bubble can be allocated a numbered toilet/ shower.

The camp dining area has clearly defined seating areas which can be allocated to separate bubbles if more than one bubble within a school group.

All facilities and common touch points within the camp villages are cleaned regularly. In addition disinfectant spray, sanitiser and wipes are available at all times in camp for the use of teachers.

- Both the school and the accommodation provider have a responsibility to ensure the integrity of the bubble is maintained throughout the visit.

Oaker Wood will work with each school individually to ensure that bubble integrity is maintained.

- If asked, the provider should be in a position to set out how the integrity of the bubble can be maintained throughout the visit.

As outlined above, each school has their own accommodation exclusive to them. All activity sessions are exclusive to each group of children (9-12 children, all from the same bubble). If 2 groups from the same school come together to participate in the same activity, e.g. rafting/ paintball, bubbles are kept separate – e.g. separate rafts, separate paintball teams

- The accommodation provider risk assessment should amongst other things manage the numbers in each room overnight, space between beds, space between groups of beds and reflect the HSE standards on the quality of ventilation.

Children sharing a pod are all from same bubble. Maximum of 4/8 pupils per pod. Adults will have own pod/ sleeping accommodation. It is recommended that the windows in the pod are kept open for additional ventilation.