

Food & Drink

Visiting staff and adults are welcome to use the **tea and coffee** facilities provided in the kitchen for a small donation.



All pupils and adults need to bring a **packed lunch** with them as the Centre has **no facilities to purchase food**.

Please note that there is often the opportunity for a snack during the day, so school fruit may be brought along for snack time.

Other information

On arrival at the Centre please give your **class register** to your Tutor. We would really appreciate it if this list could include a **gender breakdown** (male / female) of the class. This data needs to be collected as part of our contract with Lewisham Council.

It is also really helpful if on arrival at the Centre the Group Leader can make themselves known to Horton Kirby Staff and advise them of any relevant information to do with your class.

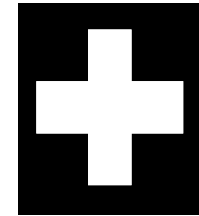
We look forward to seeing you and your class at Horton Kirby. **We will contact you approx. 1 month** beforehand to check that everything is in place for a successful visit.



WIDEHORIZONS OUTDOOR EDUCATION TRUST



Group Leader Guidelines



Please read the following information before bringing your class on a visit to Horton Kirby.

If you have any queries please don't hesitate to contact the Centre:

*Horton Kirby Environmental Studies Centre,
Horton Road, Horton Kirby, Dartford, DA49BN.*

Phone - 01322863465. Fax - 01322861031.

E-mail - hortonkirby@widehorizons.org.uk

Web - www.widehorizons.org.uk

Group Leader Roles & Responsibilities

The safety of pupils, teaching staff and adult helpers who visit the Centre is extremely important.

It is Horton Kirby's policy that all groups visiting the Centre **must be accompanied by a qualified teacher**. The teacher must stay with the group at all times during the day. If a teacher becomes unwell and feels unable to go to off-site study areas with the group then unfortunately the class cannot go without them.



It is our policy that all visiting groups have **at least one other responsible adult** with them along with the teacher, however additional adults are strongly recommended. The child to adult ratio depends on many factors such as activities being undertaken, age of children and school policy. Please investigate this further at school with your EVC before the visit and ask Horton Kirby for advice.

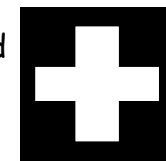
As group leader the teacher retains **overall responsibility** for the class throughout the day, this includes behaviour management at all times. Lunch and playtimes must be **supervised** by school staff.

During activities Horton Kirby staff will lead the group but **input** from school staff is welcomed.

It is our aim to provide a **safe and enjoyable** experience for all visitors to Horton Kirby. If at any point during your visit you have any concerns please raise them with your tutor or the Senior Tutor in Charge (Tracy Comfort).

1st Aid

It is recommended that one of the accompanying adults (not the teacher) is the **designated 1st Aider** for the day. All Horton Kirby Tutors hold 1st aid qualifications and are trained to deal with a major incident outside, however the tutor will not be accompanying you on your journey to and from the centre.



It is important to remember to bring any **medication** that students may need during the day. This includes asthma pumps and Epi-pens. These also need to be taken with you when visiting off site study areas. Medication can be stored in the Centre fridge if necessary.

Clothing

Many of the activities that your class may take part in at Horton Kirby are undertaken outside. This needs to be taken into consideration when advising pupils on what to wear. We would recommend old clothes which can get dirty. Welly boots and waterproof coats are always recommended in the winter months, whilst hats and sun cream are advisable in the summer.

Please note most outdoor activities will take place unless there is **extreme** weather, so please be prepared for this.



Some activities such as river studies **require welly boots** to be worn. If students can bring their own wellies in a separate, named bag this is really helpful and saves time. However, if this is not possible Horton Kirby can provide students with a pair of wellies for the day.