



# Parents Information Pack

This information has been put together to help you and your child prepare for your forthcoming visit to Adventure Bude.

If you have any further questions after reading the information below then please don't hesitate to contact your party leader.

Thank you and we look forward to your visit.

**Contact us** – We're here to help and answer your questions

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# Adventure Bude

# Dear Parents

It is my absolute pleasure to send you this parents pack. As your child will shortly be departing for a week of adventure and excitement we have compiled this information to help you and your child prepare for a stay with us. We hope that being prepared will allow you to relax and gain the most from your time with us. Hopefully with some pleasing long lasting changes.

To help with the success of any visit, we have developed a code of practice and conduct for all who visit our centre. Our main aim is to develop respect for oneself, each other and the environment. By setting parameters of acceptable behaviour; we are able to achieve a happy, safe learning experience for all.

We have five main rules that enable everyone to enjoy their week with us and hopefully return home more aware of the needs of others when living together.

1	<b>No anti-social behaviour</b>
2	<b>No bringing or using mobile phones on to the premises.</b>
3	<b>No leaving the Centre unsupervised.</b>
4	<b>No girls in boy's room or vice versa.</b>
5	<b>No students allowed in other schools allocated areas.</b>

Your child will be supervised 24 hours a day. When on activities by appropriately trained and qualified instructors. Whilst around the centre in free time there is a team of senior instructors on duty and visiting supervisors are placed in rooms next to the students during sleeping hours. As you can see we have taken every possible step to ensure the safety and well being of your child. The majority of our groups have been returning to us for many years building traditions and reputations between ourselves and the school.

When equipping for this trip, please remember that this is an activity week which does mean that all participants will get wet and muddy at some point. Please bear this in mind when packing! T-shirts and shorts don't take up much room so plenty of those. Old trainers are essential. Tracksuit bottoms are preferable to jeans as they dry quickly. Waterproof trousers are always handy if you own them already, but are not essential. Sunscreen is required for the warmer months.

We would suggest you ensure your child has some pocket money for the duration of their visit. We have a gift shop on site that sells T-shirts and a host of other souvenirs as well as a tuck shop and vending machines that are available daily.

Our menu consists of three healthy meals a day; Breakfast is cereals, toast and or cooked breakfast, lunch is either packed or 2 courses, evening meal is a 2 course meal. Please find attached a sample menu for your perusal.

As the students are involved in 3 activities per day they have only a small amount of spare time however there is lots in place to ensure this is as much a part of the experience as the activities. There are many free games, basketball, football, etc. for them to play, as well as a games room with a number of electronic games including a dance machine and basketball game. Along with this we also show a differing movie nightly and have a stocked library area to ensure there is something to cover everyone's taste.

As part of our evening entertainments programme you will see we have a fancy dress disco, so please ensure your child has a costume for the evening.

Some children go through a phase of homesickness in the early part of the week. We have found that phoning home only exacerbates the problem, so we have now taken out all public phones. Please be assured any case of homesickness will be dealt with by the supervising staff who have bought the group away with support from our skilled staff members. If you should need to contact your child at any time please feel free to call the centre on the number above.

We look forward to greeting your child and please don't hesitate to contact us if you have any queries.

Kindest Regards

**The Adventure Bude Team**

# Health & Safety



Adventure Bude is continually evolving to ensure compliance with all relevant and required Health & Safety regulations. As you are probably aware this is a constantly ongoing process with new issues and requirements being highlighted each and every year.

In order for us to stay on top of these requirements we employ the help of a professional health and safety company who visit us throughout the year and ensure that the centre building and grounds are fully compliant and to inform us of any changes to regulations. An annual fire risk assessment is also carried out. Confirmation of our adherence to these requirements takes place through a myriad of inspections including the Fire Brigade, Local Authorities and Environmental Health.

The health and safety regarding our activities is paramount and we take great pride in our excellent record. In order to ensure this continues and staff perform at the highest standards and in line with current best practice we employ the services of technical advisors for all activities where required, ensure staff training is credible and continuous and that staff are constantly monitored. Again we are inspected to ensure these levels of performance and are proud to be holders of the Adventure Mark Award and Learning Outside of the Classroom Quality Badge. This is used by many Local Authorities as the benchmark standard for school residential visits.

Every member of our instructional staff is 18 or over and this policy will remain, in spite of many other centres employing 16 – 18 year old staff as Assistant Instructors under the new 'apprenticeship scheme'.

A Quality Assurance folder is available for inspection and contains all relevant details concerning Health & Safety, including Risk Assessments for all areas of our operation and our public liability insurance certification.

## Instructor Training

All instructional staff employed at Adventure Bude go through a very vigorous selection and training programme. This starts with a selection interview and if successful an intensive training period for a number of weeks prior to the season beginning. This will include gaining National Governing Body Awards in the various activities as well as intensive in-house training covering all aspects of the residential instructor's role i.e. First Aid, Life Saving, Fire Evacuation, teaching & tutoring skills, etc. The Management Team and highly qualified senior staff run the training in addition to independent outside assessors & examiners.

After training, staff are then required to complete a 6-week probationary period and are profiled on a regular basis. Prior to working with a group, each instructor is assessed for competence by a member of the centre's senior staff on each activity that they're qualified and trained to work on. This assessment is in addition to them holding the required level of National Governing Body qualification. Also after rigorous checks and references all staff are only employed after obtaining an enhanced disclosure from the Disclosure & Barring Service.

As usual, many of our staff will be returning for another season with us, so there will be lots of familiar faces and naturally these staff will all be highly qualified with great personalities.

# Activity Kit List



All Activities require clothing suitable for the weather that day. If it is cold dress warmly, tracksuit bottoms, warm jumpers, coats. If its sunny wear knee length shorts (no short shorts on any activity), t-shirt (no vests or strappy tops on any activity), sensible footwear (no flip flops or sandals on any activity), a hat. Protect your skin and drink plenty of fluids. Bring a water bottle.

## WATERPROOF JACKETS ARE PROVIDED FOR ALL ACTIVITY SESSIONS

### Abseiling & Climbing

Warm comfortable clothing.

Sensible footwear – trainers or boots.

### Evening Activities

Warm comfortable clothing, shorts (not short shorts) when hot

Sensible footwear with full length socks.

### Body Boarding

Swimwear & towel, loose clothing for before & after.

Trainers to get wet or wet shoes.

### Canoeing

Warm comfortable clothing to get wet, shorts (not short shorts) when hot.

Trainers to get wet or wet shoes.

### Caving

Lightweight clothing to go under a boiler suit. Long trousers & sleeves

Sensible footwear with full length socks.

### Dragon Boating

Warm comfortable clothing to get wet, shorts (not short shorts) when hot.

Trainers to get wet or wet shoes.

### High Ropes

Warm comfortable clothing.

Sensible footwear – trainers or boots.

### Kayaking

Warm comfortable clothing to get wet, shorts (not short shorts) when hot.

Trainers to get wet or wet shoes.

### Mountain Biking

OLD clothing MUST have Long trousers & full length socks

Sensible footwear – trainers or boots.

### Mountain Board

OLD clothing MUST have Long trousers & full length socks

Sensible footwear – trainers or boots.

### Surfing

Swimwear & towel, light clothing for before & after.

Trainers to get wet or wet shoes.

### Team Trail

OLD clothing MUST have trousers & full length Socks.

Trainers to get wet or wet shoes.

ABSOLUTELY NO JEWELLERY ON ACTIVITY SESSIONS  
ASTHMATICS MUST TAKE INHALERS TO ALL SESSIONS  
NO SHORT SHORTS, STRAPPY TOPS OR FLIP FLOPS ON ALL ACTIVITIES

# What to pack



Please use the table below as a guide line as to what to pack for your child's week of activity with us at Adventure Bude. Obviously the prevailing weather conditions for the forthcoming week will have an influence on exactly what to pack so please do have a look at the weather forecast for the week of their trip. Please also be aware however that the weather here on the North Coast of Cornwall can be very unpredictable and it is sensible to have cover for all eventualities.

Items to Pack			Specialist Equipment	Packed
4	x	T-Shirts	<p>Any specialist equipment required for activity sessions is provided by the centre.</p> <p>This includes : Helmets, Harnesses, Wetsuits, Padding, Gloves, Waterproof Spray tops &amp; Jackets and all session equipment such as Ropes, Surfboards, e.t.c.</p>	
3	x	Long Sleeved Tops		
3	x	Shorts (no short length shorts on activities)		
3	x	Tracksuit Bottoms		
4	x	Jumpers		
1	x	Clothes to wear in the evening		
8	x	Socks (no trainer socks on activities) & Underwear		
1	x	Warm Jacket/Coat		
2	x	Trainers to stay dry		
1	x	Wet Shoes or Trainers to get wet		
2	x	Swimwear		
2	x	Towels		
1	x	Toiletries		
1	x	Water Bottle		
1	x	Hat		
1	x	Sun Lotion		
1	x	Hair Bands		
1	x	Fancy Dress Costume		
1	x	Black Bin Liner for Wet Clothes		

## What Not To Pack

**Please do not allow your child to bring any of the following items to the centre :**

Mobile Phone, Cigarettes, Drugs, Alcohol, Matches, Lighters, Pets, Electric Iron, Curling Tongs, Hair Straighteners, Ipods, MP3 players, Games Consoles, Jewelry, Chewing Gum, Sweets or Fizzy Drinks.

## Medication & Jewelry

Any medication required to be taken by your child should be clearly labelled and handed to the teacher prior to departure with clear instructions for distribution.

**Any child that requires an Asthma Inhaler or Epi Pen must have it with them on all activity sessions**

**Jewellery CANNOT be worn on any activity session.**

# Sample Programme



Day	Morning Activity	Meal	A.M. Activity	Meal	P.M. Activity	Meal	Evening Entertainments	
Sunday							Meet Tutor Tour Centre	Meet & Mix Disco
Monday	Run	Breakfast - See sample menu	Surfing	Lunch - See Sample Menu	Kayaking	Evening Meal - See Sample Menu	Karaoke	Parachute Games
Tuesday	Swim		Mountain Boarding		Canoeing		Fancy Dress Disco	Tug of War
Wednesday	Run		Climbing		High Ropes		Talent Night Disco	Five a Side Football
Thursday	Swim		Team Trail		Body Boarding		Presentation Evening	
Friday			Caving		Mountain Biking		Depart	

During all of the children's free time including meals and evening Entertainments the centre environment is free for them to explore.

The Astroturf and lounge are available for games a differing movie is shown each evening in the T.V. Lounge, the stocked reading area and the games room is available for people to enjoy the facilities it provides.

# Sample Week Menu



	Breakfast	Lunch	Evening Meal
Sunday			Sausage Roll Cheese & Onion Quiche Salad Bar Fruit Ice Cream
Monday	Sausage Hash Browns Beans Cereal / Toast Orange Squash	Fish Fingers Vegetable Nuggets Chips / Peas / Salad Fruit / Jelly Blackcurrent Squash	BBQ Chicken Fillet Vegetable Kievs Roast Potatoes Broccoli / Carrots / Gravy Tray Bake / Ice Cream / Fruit
Tuesday	Bacon Hash Browns Beans Cereal / Toast Orange Squash	Chicken Pasta Bake Tomato & Basil Pasta Bake Warm Roll / Salad Mousse Blackcurrent Squash	Chicken Burger Spicy Bean Burger Chips / Coleslaw Salad / Fruit Apple Crumble / Ice Cream
Wednesday	Croissant Pain au Chocolat  Cereal / Toast Orange Squash	Jacket Potato Cheese / Tuna Beans / Coleslaw Fruit / Jelly Blackcurrent Squash	Ham & Pineapple Pizza Spicy Chicken Pizza Cheese & Tomato Pizza Jacket wedges / Salad Chocolate Flapjack / Ice Cream
Thursday	Bacon Hash Browns Beans Cereal / Toast Orange Squash	Hot Dog Veggie Hot Dog Salad Bar Fruit / Mousse Blackcurrent Squash	Chicken Goujons Veggie Spring Rolls Chips / Peas Fruit / Salad Chocolate Sponge / Ice Cream
Friday	Sausage Hash Browns Beans Cereal / Toast Orange Squash	Packed Lunch Various filled rolls Crisps Fruit Bag / Cookie Drink	

# Thank You For Reading



# We Look Forward to Your Visit!

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