

WELCOME TO CHÂTEAU DE CHANTEREINE



We've put this pack together to help you plan your stay at Kingswood. It contains useful information for you, along with some important forms we need before your visit.

PLEASE COMPLETE AND RETURN THESE AT LEAST EIGHT WEEKS BEFORE ARRIVAL:

- Group information
- Medical, dietary & special requirements (Return 2 weeks before arrival)
- Programme preference

PLEASE COMPLETE AND BRING WITH YOU:

- Fire safety form

You can pop your forms in the post to us at: Le Château de Chantereine, Rue de Chantereine, 76910, Criel-sur-Mer, France or email them to parents.chateau@kingswood.co.uk. If you've got any questions, please call the centre on 0033 235 821 335 or email parents.chateau@kingswood.co.uk alternatively you can fax us on 0033 235 821 335 and we'll be happy to help.

GROUP INFORMATION FORM

Please complete this and send it back to us by fax, email or post at least **EIGHT WEEKS** before your stay. We'll use this to allocate accommodation to everyone in your group.

Tour Ref: _____ Dates of Visit: _____ Centre Name: _____

School/Group Name: _____ School Address: _____

Postcode: _____

Party Leader Name: _____

Title in School: _____ Please tick your preferred method of communication prior to visit.

Email: _____

Mobile No: _____ Tel No: _____ Fax No: _____

If you will not be attending the trip, please complete:

Secondary Party Leader Name: _____

Title in School: _____ Please tick your preferred method of communication prior to visit.

Email: _____

Mobile No: _____ Tel No: _____ Fax No: _____

Total No. of Students in Party: _____ Age Range: _____

No. of Boys: _____ No. of Girls: _____

Total No. of Adults in Party: _____

Names of Accompanying Adults: _____

No. of Males: _____ No. of Females: _____ (Adults usually share twin rooms)

Special Accomodation requests: _____

(Please note we will do our best but cannot guarantee)

Estimated Arrival Time: _____ (We plan for your party to arrive between 2.30 & 3.30pm on centre. If you anticipate arriving outside of these times you must contact the centre to seek agreement.)

Emergency contact details (out of hours) in the event of an emergency during or before the party's visit:

Name: _____ Tel. No: _____ Relationship to party: _____

Name: _____ Tel. No: _____ Relationship to party: _____

I confirm that each of our accompanying adults is over the age of 18, has had an Enhanced Criminal Records Bureau Disclosure completed and is suitable for working with children.

Signed: _____ Date: _____

Name (in capitals): _____

MEDICAL, DIETARY AND SPECIAL REQUIREMENTS FORM

Please complete this and send it back to us by fax, email or post at least **TWO WEEKS** before your stay.

School/Group Name: _____

Dates of Visit: _____

Party leader Name: _____

At Kingswood we try where possible to cater from the special dietary requirements of multi-faith groups. Please indicate the number of students in your group which would require this and a basic outline of their requirement.

Please give us the names and details of anyone in your group with special requirements, for example, disability, ongoing medical problems or recent injury, behavioural issues, dietary requirements or exposure to contagious diseases within the last 21 days. You must also let us know if any of these occur between the date you fill out this form and the date you join us. Students taking medication should bring enough for their stay. Please note, we're unable to administer medication.

Name	Special Requirements	Carer Attending
1 _____	_____	Yes / No _____
_____	_____	Yes / No _____
2 _____	_____	Yes / No _____
3 _____	_____	Yes / No _____
4 _____	_____	Yes / No _____
5 _____	_____	Yes / No _____
6 _____	_____	Yes / No _____
7 _____	_____	Yes / No _____
8 _____	_____	Yes / No _____

Please continue on a separate sheet if necessary.

KEY STAGE 2 PROGRAMME PREFERENCE FORM (7-11 YRS)

Please complete this form and fax, email or post it back to your chosen centre at least **EIGHT WEEKS** before your visit.

If you need any help completing this form, please call your chosen centre on the number below. You'll find a full list of activities and evening entertainment options at www.kingswood.co.uk/centres/chateau-de-chantereine

School name: _____

Dates of visit: _____ Age of students: _____

Type of course: _____

(This can be found on your booking confirmation)

To help us deliver the best quality programme for your students, please tell us what you hope the group will achieve during their visit.

Adventure Activities

Please choose up to 4 preferred activities.

1 _____ 2 _____
3 _____ 4 _____

Twilight Zone (evening entertainment)

Please choose one activity for two-night stays or two activities if you're with us for four or five nights.

1 _____ 2 _____

Name (in capitals): _____

KEY STAGE 3+ PROGRAMME PREFERENCE FORM (11-14 YRS+)

Please complete this form and fax, email or post it back to your chosen centre at least **EIGHT WEEKS** before your visit.

If you need any help completing this form, please call your chosen centre on the number below. You'll find a full list of activities and evening entertainment options at www.kingswood.co.uk/centres/chateau-de-chantereine

School name: _____

Dates of visit: _____ Age of students: _____

Type of course: _____

To help us deliver the best quality programme for your students, please tell us what you hope the group will achieve during their visit.

Adventure Activities

Please choose up to 4 preferred activities.

1 _____ 2 _____
3 _____ 4 _____

Twilight Zone (evening entertainment)

Please choose one activity for two-night stays or two activities if you're with us for four or five nights.

1 _____ 2 _____

Name (in capitals): _____

GROUP EXCURSIONS PREFERENCE FORM

A brief overview of each of the Excursion options is given on page 12. Please indicate your preferred options below based on your chosen course as follows:

School name: _____

Dates of visit: _____

Course: _____

Please Indicate your excursion choices in the boxes below

La Semaine - Excursions Programme 3 days' of excursions made up of full day or half day options.

Le Weekend - Excursions Programme 2 days' of excursions made up of full day or half day options.

Reportage - La Semaine - 2 days' of excursions made up of full day or half day options.

Reportage - Le Weekend - 1 day of excursions made up of full day or half day options.

EXCURSION OPTIONS



Rouen - Full Day

- A guided walking tour of Rouen, the historic capital of Normandy.
- Evoke the dramatic events that have shaped the city, from the execution of Joan of Arc to bombardment during the Second World War.
- Workbooks incorporate French language with a study of Rouen's history. Recommended as a Reportage research day.

Boulogne - Nausicaa - The French National Sea Experience Centre - Full Day

- Recognised as the world's first Centre of Excellence for raising public awareness on the long-term management of ocean resources.
- Exhibits include: Man's Ocean; Responsible Tourists; Managing Biodiversity.
- Worksheets are available in English and French for Key Stage 2, 3 & 4.

Eu - The last Royal Domain of France - Half Day

- A tour of the historic town, with links to William the Conqueror & Joan of Arc.
- A typical French market is held in the Market Square on Friday mornings.

Neufchatel - Half Day

- A small town famed for its cheese production, with a Friday morning market.
- Combined with a visit to Eu, can provide a study of the local produce industry.

WWI Battlefields - Full Day

- Somme Trench Museum, Albert - Situated in a series of tunnels beneath the town, the museum has excellent recreations of life in the trenches.
- Guided tour of WWI Battlefield sites with excursion notes and workbooks.
- Sites include: Beaumont Hamel; Lochnagar Crater; Thiepval Memorial.

Arras & Vimy Ridge - Full Day

- A visit to the underground cellars and tunnels used by the British in WWI.
- A guided tour taking in many aspects of the town's 2000 years of history.
- A walk through preserved trenches at the scene of the historic WWI battle.
- A guided underground tour is provided.

Amiens

- Walking tour of Quartier St Leu & the largest gothic building in France, the cathedrale Notre Dame.
- Home of Jules Verne, with a reputation for gastronomy including chocolate, pancakes & Macarrons.

Please contact us to find out more about the above excursions on 0870 499 7744 or visit our website www.kingswood.co.uk for further information and risk assessment.

Any additional or alternative excursions may incur extra cost.

CONTACTING GROUPS AT THE CHÂTEAU



We discourage parents from 'phoning their children, and vice versa, simply to pass on news about the day. In our experience, it only makes it harder for the child in question to adjust to his/her new surroundings. In special cases, though, it is always possible to contact guests via the Main Office at the Château. Addresses and phone numbers will be advised by the Château prior to your visit.

We do, however, encourage written, emailed or faxed correspondence. We have a dedicated email address at Château de Chantereine for parents to contact their children. Messages are printed out and passed onto their Party Leader. Party Leaders may collect the group's post each day and distribute it when they wish. We do ask that all mail is clearly addressed to the party member and identifies the school group that he or she is travelling with.

If a member of your party should need to be contacted by telephone during your visit, a message will be taken at reception. We will then ensure that the message is passed on to the Party Leader or the group member concerned as soon as possible.

Visits to Paris & Eurodisney

If you are staying in Paris you will receive notification under separate cover of the name and address of the hotel we have booked for you. We will arrange for all special medical and dietary requirements listed on the forms you return to us to be notified to the hotel.

If you are visiting Eurodisney, you will be sent a voucher to be presented at the ticket office upon arrival at the Eurodisney Park to collect your entrance tickets.

VISIT TO PARIS / EURODISNEY



If your Party is visiting Paris and/or Eurodisney and staying in one of our approved Parisian hotels, we will arrange to send your dietary and medical requirements to the hotel prior to your arrival. Please note that Kingswood personnel do not accompany schools group in Paris or at Eurodisney.

Our Operations Staff will forward a voucher which will enable you to collect your entrance tickets to the Disney Park.

Your Coach Driver will be happy to take your party on a driving tour of the Paris attractions, however, we do need to advise us in advance if you would like to stop and leave the coach as French regulations require a permit to enable coaches to stop. Please indicate your requirements below in order that we may obtain the necessary permit prior to your visit.

Please note that the cost of your visit does not include entrance to any of the Paris Attractions.

<i>Date for Paris Tour</i>	<i>Timings (AM/PM/All Day)</i>	<i>Attractions to Visit</i>

FIRE SAFETY FORM

You will be able to complete this when we have sent you your dormitory allocation and provisional programme.
Please photocopy this form as necessary.

School name: _____

Group Letter:

Arrival Date: _____ Departure Date: _____

Adult in charge of this group: _____

	Name	Building/Area	Dormitory
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Additional adults allocated to this group: (for fire safety purposes)

	Name	Building/Area	Dormitory
1			
2			
3			
4			
5			

The adult in charge of this group should keep this list with them at all times. If a fire alarm sounds the adult in charge is responsible for counting the group members listed above. Please provide a copy of this form to the centre on arrival. A copy will be held as a back-up and be available at the fire lines if needed.

Completed by:

Name (in capitals): _____

Signed: _____

RISK ASSESSMENT AND EMERGENCY PROCEDURES



Kingswood carries out comprehensive risk assessments for each activity and site. You can view and download these at www.kingswood.co.uk/health-and-safety. Or call **0870 499 7744** and we'll send you copies.

Special educational needs:

For information about S.E.N. please visit

www.kingswood.co.uk/health-and-safety/special-educational-needs.

Emergency procedure

We have trained First Aiders on site and procedures in place just in case an emergency should occur; however please have sufficient cash with you on site in the event you need to take any member of your party to hospital. Staff will drive accompanied with an adult.

Fire Safety

We'll take all groups through a fire drill on arrival day, or within 24 hours of arriving on site so everyone knows exactly what to do in the event of an emergency.

If the fire alarm sounds, our priority is to evacuate the building and account for every occupant as soon as possible. To do this, we'll need your help. When we send your dormitory allocations and agree your provisional programme, we'll ask you to split your students into activity groups of no more than 15. If there's a fire alarm students will line up in designated area allocated activity group number or letter to be counted.

Before arrival, you'll need to compile a list of the pupils in each activity group, along with the room they're staying in. Please also nominate one adult to each group. This adult won't have to stay with the group for all activities but will be responsible for counting heads and reporting to our Fire Marshall. We'll send you a blank form which you can photocopy and use for your group lists.

Please note, nominated adults should give us a copy of their group's list on arrival so we have a spare and they'll need to keep a copy with them at all times. If there are more adults than activity groups in your party, please add additional adults to the fire lists so we can account for them.

Thanks for your help!

KINGSWOOD'S CODE OF CONDUCT



Please make sure your students have read and understood our code of conduct before arriving on centre. Party leaders are responsible for ensuring students stick to the rules during their stay.

- All guests must observe and respect these rules at all times.
- Guests will treat the centre with respect, particularly the woodland, grass and planted areas.
- Guests will use the bins provided at all times.
- All guests will treat each other with respect, regardless of race, religion, gender or special educational needs.
- Guests must not use the activity areas and equipment unless supervised by Kingswood instructors.
- During activity sessions the Kingswood instructor in charge is responsible for participants' safety. Participants must follow his or her instructions so as not to do anything that may compromise their own or anyone else's safety.
- Guests will keep their dormitories and the communal areas clean and tidy at all times. Any damage to Kingswood property must be paid for before leaving the centre.
- Guests should arrive promptly for sessions and meal times.
- Students must return to their dormitories at the agreed times and keep noise to a minimum. Guests should stay in their accommodation, except in an emergency, without disturbing any other groups during the night.
- Under 18s must not drink alcohol.
- Under 18s must not smoke.
- The centre manager has the right to ask any group behaving inappropriately to leave the centre.

Please note, if an activity takes place off-site, an adult member of the school party must accompany the group.

CENTRE DIRECTIONS

Château de Chantereine

For SAT NAV use postcode: CH7 5LB



Calais: 2hr

Dieppe: 20 min

Travel times are approximate and rounded to the nearest 10 minutes

Please call 0033 235 82 13 35 in case of delays or for more detailed instructions.

WHAT TO PACK



Here's a list of things you'll need to pack – along with a few that aren't essential but could be useful.

Things you'll need

- Toiletries etc (please note deoderants must be roll-on, no aerosols)
- Old clothes for activity sessions – (long-sleeved shirts, trousers and closed-toe shoes are required for nearly all sessions so bring plenty)
- Clothes, shoes and underwear for other times
- Pair of shorts
- Waterproof clothing (jacket, trousers and wellingtons)
- Large plastic bag for dirty clothes
- Swimming kit for Kingswood's Isle of Wight, West Runton, Peak Venture, Colomendy and Grosvenor Hall centres
- A bath towel
- Sunglasses, sun cream and hat
- Gloves, hat and scarf in winter
- Pyjamas and slippers

Useful items

- Wet weather gear for field studies
- Books, playing cards and other quiet activities
- Torch
- A named water bottle
- Money for snacks and souvenirs in our shop

Kingswood can't accept liability for the loss of any personal property brought to our centres – so please don't bring any valuable items, expensive clothing and footwear, mobile phones, handheld games consoles etc. We're unable to store them and they won't be insured while on centre.

TEACHER TIPS



Here are a few tips to help your trip run smoothly.

- Don't forget to fill in and return your forms – without them we can't plan your programme or allocate your group to their dorms and this could cause delays to other groups as well.
- Please encourage every member of your party to bring a named water bottle with them. This can be filled in the diner during the day to prevent de-hydration, especially in warmer weather.
- We do have outdoor shelters to prevent bad weather putting a stop to activity sessions, but warm, waterproof clothing and wellies are a must.
- Please let your group know that they'll need to wear long sleeves and long trousers for most activities – and long hair must be tied back.
- Please ask parents to label clothing either by writing or stitching their child's name on the inside where it can be easily seen.
- Kingswood staff are fully trained in first aid, but we can't give out or administer medication. Please ensure any member of your party who requires medication, including asthma inhalers, brings it with them. This includes suncream during warmer weather.
- There will be times when there are no activities running, for example in lunch breaks. So please bring your own games for use at these times.
- Please ask your party to bring roll-on deodorants – some fire alarms are sensitive to aerosols.
- We strongly suggest all students turn their lights out by 10.30pm. If your pupils aren't asleep by this time, please ask them to keep quiet. They might like to bring books or cards to entertain them before bed.
- We recommend pupils bring no more than £15 for a 3 day stay and £30 for a 5 day stay.
- Parties are divided into groups of up to 15 – so 45 students will be split into 3 groups. It is up to you who goes in which group, and you may want to give this some thought before arrival.
- You can park on centre but we can't be held responsible for any loss or damage.
- Each adult in your party will be given a key to our teacher rooms – you'll need to pay a £10 refundable deposit to collect your party's keys.
- We offer wireless internet in the teachers' retreat. Please ask our Guest Services Team for the passcode.
- Mobile signals can be patchy across the centre so please use our landline number as an emergency contact for your trip.
- Kingswood can't accept liability for the loss of any personal property your party may bring. That's why we ask you not to bring anything valuable, including expensive clothing and footwear, mobile phones, handheld games consoles, cameras etc. Please call us on 01603 309 370 for more details.

TEACHER TIPS

- Once you've received your programme and dormitory allocation, we recommend you share this with your group before arrival.
- If this is your first visit, please do come and see us before you bring your students with you.
- Upon arrival, we'll ask you to sign a 'Guest Number Confirmation Form' agreeing the number of students and adults in your party. We'll check this form against our own booking record.
- If any member of your group has their birthday while on centre, we'd be happy to supply a birthday cake for a small extra charge.
- Our centre Programmer and Guest Services Team will be more than happy to help answer your questions or tailor your group's visit, so if you need anything, just call 0033 235 82 13 35.

Don't forget to return your forms to us:

- Group information - 8 weeks prior
- Programme preference - 8 weeks prior
- Medical, dietary and special requirements - 2 weeks prior

Don't forget to bring with you:

- Fire Safety Form (one per activity group)



KINGSWOOD

EDUCATION + ADVENTURE

Ideally situated in Normandy and close to the border of the Picardy regions, the Château de Chantereine is the perfect place for a school tour or group visit, offering comfortable accommodation, full on-site facilities and a whole host of educational excursions designed to teach students about the dramatic history and culture of France

www.kingswood.co.uk

t | 0033 235 82 13 35 f | 0033 235 82 13 35 e | parents.chateau@kingswood.co.uk

Le Château de Chantereine | Rue de Chantereine | 76910 | Criel-sur-Mer | France

Kingswood is part of

education / travelgroup



Institute for Outdoor Learning

