



# Pre-visit Pack | West Runton

**“An excellent experience, especially for our first time away from home children. The centre allowed children to develop their independence and team skills.”**

*- All Saints School*





# Welcome to West Runton

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
- Programme preference

**Please complete and return these at least TWO WEEKS before arrival**

- Medical, dietary and special requirements

**Please complete and bring with you:**

- Fire Safety Form (one per activity group)

You can put your forms in the post to us at: **The Kingswood Centre, Cromer Road, West Runton, Norfolk, NR27 9NF** or email them to **[Guest.Wrunton@inspiring-learning.com](mailto:Guest.Wrunton@inspiring-learning.com)**

If you've got any questions, please call the centre on **+44 (0) 1263 838 384** or email **[Guest.Wrunton@inspiring-learning.com](mailto:Guest.Wrunton@inspiring-learning.com)** and we'll be happy to help.

# Group information form

Please complete this and send it back to us by 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: _____
<i>Please tick your preferred method of communication prior to visit.</i>		
<input type="checkbox"/> Email: _____	_____	
<input type="checkbox"/> Mobile No: _____	<input type="checkbox"/> Tel No: _____	<input type="checkbox"/> Fax No: _____
<i>If you will not be attending the trip, please complete:</i>		
Secondary party leader name: _____		Title in school: _____
<i>Please tick your preferred method of communication prior to visit.</i>		
<input type="checkbox"/> Email: _____	_____	
<input type="checkbox"/> Mobile No: _____	<input type="checkbox"/> Tel No: _____	<input type="checkbox"/> Fax No: _____
Total no. of students in party: _____	Age range: _____	Kingswood insists that all adults visiting our centres in a supervisory capacity are in compliance with the UK Disclosure and Barring Service (DBS) and, where appropriate, hold a valid DBS Check. If in doubt of how this applies to you then information, including the requirements for volunteers, can be found here: <a href="http://www.gov.uk/disclosure-barring-service-check/overview">www.gov.uk/disclosure-barring-service-check/overview</a>
No. of boys: _____	No. of girls: _____	
Total no. of adults in party: _____		Any adults found to be in non-compliance with UK Government policy in this area will be asked to leave the site.
Names of accompanying adults (and position):		
1: _____	2: _____	
3: _____	4: _____	
5: _____	6: _____	
7: _____	8: _____	
9: _____	10: _____	
No. of males: _____	No. of females: _____	<i>Adults usually share twin rooms.</i>
Special access requirements: _____		
_____		
<i>Please note we will do our best but cannot guarantee all accommodation requests.</i>		
Estimated arrival time: _____ <i>Unless you have booked an early arrival, please plan to arrive from 13:30 to meet your Course Director.</i>		
Estimated departure time: _____ <i>We plan for your party to depart between 12:30 &amp; 1:30pm from centre. If you anticipate departing outside of these times you must contact the centre to seek agreement.</i>		
Emergency contact details (out of hours): <i>In the event of an emergency during or before the party's visit.</i>		
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: \_\_\_\_\_

# Your programme

Please complete this and send it back by email or post at least **EIGHT WEEKS** before your stay. One of our education specialists will then be in touch to discuss your tailor-made programme with you.

School/Group name: \_\_\_\_\_ Tour ref: \_\_\_\_\_

Dates of visit: \_\_\_\_\_ Age of students: \_\_\_\_\_

Please tell us your special interest area: *(Please tick)*

Personal Development  Discovering Nature  Environmental Field Studies  Skills  Adventure

Programme choice: \_\_\_\_\_ *This can be found on your booking confirmation.*

Ages of group: *(Please tick)*  5-6 (Yr 1)  6-7 (Yr 2)  7-8 (Yr 3)  8-9 (Yr 4)  9-10 (Yr 5)  10-11 (Yr 6)  11-12 (Yr 7)  
 12-13 (Yr 8)  13-14 (Yr 9)  14-15 (Yr 10)  15-16 (Yr 11)  16-17 (AS)  17-18 (A2)

**Learning Outcomes:** *(Please tick)* We are absolutely committed to helping young people get the most from our residential programmes. You can choose up to three of our ten learning outcomes. Visit [kingswood.co.uk/programmes/learning-outcomes](http://kingswood.co.uk/programmes/learning-outcomes) to find out more



Team work



Communication



Problem solving



Resilience



Leading and supporting



Challenge and risk



Self-confidence



Motivation



Environmental awareness



Learning a skill

**Activity Categories:** *(Please tick)* We have grouped our activities into categories, of which you can select up to three. Your selected categories will not restrict your programme, but they inform us of your activity preferences. Visit [kingswood.co.uk/programmes/activities](http://kingswood.co.uk/programmes/activities) to find out more.



Challenge



Get creative



Go explore



In the air



On the water



Get active

*Please note whilst we will try to accommodate all your preferences, some sessions and activities are weather and resource dependant.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name in capitals: \_\_\_\_\_

# Field studies programme preference form

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

If you need any help completing this form, please call the centre on the number below. You'll find our most popular studies at [www.kingswood.co.uk/centres/colomendy](http://www.kingswood.co.uk/centres/colomendy)

School/Group name: \_\_\_\_\_ Age of students: \_\_\_\_\_

Dates of visit: \_\_\_\_\_ Tour ref: \_\_\_\_\_

Field study topic: \_\_\_\_\_

Key Stage: *(Please tick)*  KS3  KS4  AS  A2

Exam board: \_\_\_\_\_

Details:

Controlled assessment/exam:  Yes  No If yes, title of exam: \_\_\_\_\_

Details:

Do you require transport for your study visits?  Yes  No If no, number of spaces of transport available for Kingswood staff: \_\_\_\_\_

*Please note there is an additional cost per student per trip, which will be invoiced after your visit. Please contact the centre for further details.*

Name in capitals: \_\_\_\_\_

Contact tel. no: \_\_\_\_\_

Contact email: \_\_\_\_\_

# Medical, dietary and special requirement form

Please complete this and send it back to us by 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 for 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.

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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:	Yes / No
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____

Will you or any of your party members who have mobility restrictions require assistance to evacuate from the building e.g. during a fire alarm?  Yes  No

If yes, please provide details below:

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*Please continue in the space below or on a separate sheet if necessary.*

# 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, completing one form for each activity group.

School/Group name: \_\_\_\_\_ Group number:

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.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name in capitals: \_\_\_\_\_

# Photography and social media

We like to share our most exciting and inspiring Kingswood moments via our social media channels. It is a fantastic way for parents and other groups to see what happens at our centres and for you and your group to look back on your experience. You are welcome to use any photographs we post of your group in your own communications.

From time to time you may see the centre social media representatives walking around with an iPad taking photos and videos of the activities, they will always ask the party leader's permission before photographing the children.

Please carefully read our Photography and Social Media Policy below and indicate whether Kingswood have permission to photograph your group.

## Photography and Social Media Policy

### 1. Consent and permission

It is the responsibility of the party leader to obtain permission from parents/ guardians for children to be photographed for social media purposes. This may be covered by the school or group's consent form or you may obtain permissions for your Kingswood visit separately. A template photography consent form is available to download from [kingswood.co.uk/organisers-and-parents/organisers](http://kingswood.co.uk/organisers-and-parents/organisers).

Before taking a photograph or video of a group, the social media representative will ask the party leader if permission has been obtained for all children in the shot. The party leader should notify the social media representative at this point if any of the children cannot be included for any reason.

A party leader, child, parent or guardian may request that images may be removed from our photo library at any time. The photograph will be removed from any online platform (e.g. website or social media) and will not be used in future printed materials.

### 2. Photographers and devices

Only the designated social media representatives within the centre are permitted to take photographs of the children with the consent of the party leader. All photographs will be taken and stored on the centre iPad which is kept on-site at all times. Under no circumstances will Kingswood staff take photographs or videos using personal cameras or mobile devices.

On occasions where an external photographer is visiting, Kingswood will contact the school or group to obtain permissions separately.

### 3. Appropriateness of images

The subject of our photographs and videos is always the Kingswood activity and not the child, children will not be singled out for photographs and we will not photograph a child who appears to be in distress.

Photographs will only be taken where children are appropriately dressed for their activity. If photographs are taken during swimming activities, children will only be photographed from the shoulders up.

### 4. Identification of subjects

We will not disclose the identity of any children who are photographed. Full names of children will not be published alongside their photographs.

### 5. Distribution

Photographs taken by our social media representatives will be distributed via our official Twitter, Instagram, Facebook and any other social media accounts. They may then in turn be published on the Kingswood website.

Please indicate below whether parental consent has been given for the majority of your group to be photographed for the following purposes (Group leaders can indicate any individual children who cannot be included in photographs at the time of the photograph).

Yes, Kingswood can take photographs of my group to publish on Twitter, Instagram, Facebook and other social media

No, Kingswood cannot take photographs of my group to publish on Twitter, Instagram, Facebook and other social media

## Your social media

Keeping a blog or social media account is a great way to document your visit. Visitors to Kingswood often use their social media accounts to post pictures throughout their stay and keep parents informed.

Please let us know of any blogs or social media accounts you will be using to post during your visit:

Blog: \_\_\_\_\_

Twitter handle: @ \_\_\_\_\_

Instagram, Facebook, other: \_\_\_\_\_

Don't forget to tweet us @Kingswood\_





# 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](http://www.kingswood.co.uk/health-and-safety).**

## Special educational needs

For information about S.E.N. please visit [www.kingswood.co.uk/health-and-safety/special-educational-needs](http://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. Where appropriate and required emergency services would be contacted, however please ensure that you have sufficient cash with you on site in the event you need to take any member of your party to hospital by taxi. For minor injuries, Cromer is 5 minutes away in a taxi which costs around £7.00 each way. For accident and emergency, the Norfolk and Norwich hospital is the closest and a taxi costs around £35.00 each way.

## 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 front of their 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 at least 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. Included is 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.



# 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. Liability for any damage caused to Kingswood property, liability must be signed before leaving the centre and will be invoiced post visit.
- 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 general 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 location

**For Sat Nav use postcode: NR27 9NF**

(Please ensure this postcode is used for SATNAV directions and not the postcode from the centre's postal address.)



**The Kingswood Centre, Cromer Road, West Runton, Norfolk, NR27 9NF.**

**From London, the south or west.**

- Take the M11 to junction 9.
- Then the A11/A14 to Norwich.
- At Mildenhall you can either take the A1065 to Swaffham & continue with directions as below - or continue on A11 to Norwich.
- On arriving at Norwich turn left onto the ring road and follow signs for A140 to Cromer.
- Take the A140 to Cromer.
- Then continue through Cromer to West Runton on the A149.
- The Centre is on the right just after West Runton village centre.

**From the north, west or midlands.**

- On the M1/M6, take the A14 to Thrapston.
- Next, take the A605, signposted Peterborough.
- On approaching Peterborough take the junction marked (M)A1 /A1139 Peterborough Service Area.
- At the roundabout take the 3rd exit (signposted City Centre) to join Fletton Parkway A1139.
- Follow signs to Wisbech, joining the A47.
- Follow A47 to Kings Lynn and onto Swaffham, then take the A1065 to Fakenham.
- On arriving at Fakenham take the A148 to Cromer.
- Turn left onto the A1082 (signposted Sheringham).
- At the roundabout take the 3rd exit (A149) signposted Cromer.
- The Centre is on the left before you reach West Runton village centre.

**Please call +44 (0) 1263 838 384 in case of delays or for more detailed directions.**





# 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 deodorants must be roll-on, no aerosols).
- Clothes, shoes and underwear. For many activity sessions closed-toed shoes, long-sleeved t-shirts and trousers are required (these are required for nearly all sessions, so bring plenty.) We recommend wearing old clothes for activity sessions.
- Waterproof clothing (jacket, trousers and wellingtons).
- Large plastic bag for dirty clothes.
- A bath towel.
- Sunglasses, sun cream and hat in summer.
- Gloves, hat and scarf in winter.
- Pyjamas and slippers.
- A named water bottle (essential in summer).

- If you have swimming or pool party on your programme please ensure your students bring a swimming kit (only applicable for Kingswood's Isle of Wight, West Runton, Grosvenor Hall centres.)
- If you have watersports on your programme please ensure that you bring light-weight trousers or shorts, t-shirt and old trainers with closed laces.

## Useful items:

- Wet weather gear for field studies.
- Books, playing cards and other quiet activities.
- 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 dormitories.
- Please encourage every member of your party to bring a named water bottle with them. This can be filled in the dining hall during the day to prevent de-hydration, especially in warmer weather.
- 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.
- During wet weather, outdoor shoes must go in the boot racks available and guests can only wear indoor shoes inside the accommodation. Regardless of weather, outdoor shoes should never be worn in the bathrooms.
- Guests can use the drying facilities on centre – and in exceptional circumstances washing facilities will also be available.
- 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 sunscreen during warmer weather.
- There will be times when there are no activities running, for example in lunch breaks. 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 have a small shop on centre where students can buy souvenirs and snacks. 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 Customer Service 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. If you'd like to insure your group's personal property, we can offer insurance through Endsleigh for just £3 per person. Please call us on **01603 309 370** for more details.
- 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 call the centre and arrange a preview.
- 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 Customer Service Team will be more than happy to help answer your questions or tailor your group's visit, so if you need anything, just call **01263 838 384**.

### Don't forget to return your forms to us before arrival:

- Group information (8 weeks).
- Programme preference (8 weeks).
- Medical, dietary and special requirements (2 weeks).

### Don't forget to bring with you:

- Fire Safety Form (one per activity group).

# Centre locations



## Dukeshouse Wood

Location: Hexham, Northumberland, NE46 1TP



## Peak Venture

Location: South Yorkshire, S36 7GF



## Dearne Valley

Location: Doncaster, South Yorkshire, DN12 4EA



## Colomendy

Location: Denbighshire, Wales, CH7 5LB



## Staffordshire

Location: Wolverhampton, WV7 3AW



## West Runton

Location: Cromer, Norfolk, NR27 9NF



## Overstrand Hall

Location: Nr. Cromer, Norfolk, NR27 0JJ



## Grosvenor Hall

Location: Ashford, Kent, TN25 4AJ



## Isle of Wight

Location: Bembridge, Isle of Wight, PO35 5PH



## Château de Chantereine

Location: Criel-sur-Mer, nr Dieppe, Normandy.

