

**Teacher and Group Leaders’ Guide**

**How to lead a successful residential trip to Kench Hill Centre**

****

[**www.kenchhill.co.uk**](http://www.kenchhill.co.uk)

The Kench Hill Charity (Reg. 1123878) A limited company (Reg 6558879) working in partnership with

**Contents**

| **SECTION** | ***PAGE*** |
| --- | --- |
| **Introduction** | ***2-3*** |
| **Organisation** | ***4*** |
| **Planning a Visit – Flow Chart** | ***8*** |
| **During the Visit** | ***9*** |
| **Equipment available** | ***13*** |
| **Children with SEND** | ***15*** |
| **Health and Safety** | ***16*** |
| **Kench Hill Rules** | ***17*** |
| **What To Bring – Checklist** | ***18*** |
| **The Country Code** | ***19*** |
| **Sample letter to parents** | ***20*** |
| [**Accommodation**](http://www.kenchhill.co.uk/what_we_offer/activities.asp) **and room plans** | ***21*** |
| [**Directions**](http://www.kenchhill.co.uk/what_we_offer/day_trips.asp) **for travel** | ***24*** |

***Updated December 2024***

**Introduction**

Kench Hill is a residential environmental study centre in the heart of rural Kent, within easy reach of London. It has a relaxed, homely and friendly atmosphere, providing opportunities for learning not available in urban areas.

The 18th Century Grade II-listed manor house occupies a site going back to 1448. In more recent times it was a nursing and maternity home. Kench Hill became a fully catered residential study centre in 1977 and is currently owned by Hackney Council and managed on its behalf by The Kench Hill Charity. Staff are employed by Hackney Education. The Centre is a non-profit making service.

The beautiful Georgian mansion is set in 3 acres of grounds with lawns, ponds, a variety of mature trees and an extensive kitchen garden. These offer potential for study as well as for aesthetic stimulation and recreation. The surrounding countryside, historical sites and nearby coast offer excellent opportunities for learning across the curriculum.

The main aim of the Centre is to provide highly motivating learning experiences in a holistic setting. Our ethos is to help pupils develop self-confidence, mutual respect, social skills and a sense of responsibility – all goals achievable in a residential setting. Children often return to school with a new zest for learning and a more positive attitude towards others.

Kench Hill plays an important role in the principles of Learning for Life and ‘Learning outside the Classroom’ and operates within the framework of ‘Every Child Matters’. Sustainability is at the core of our practise – recycling, waste reduction, energy and water-saving, healthy eating etc. are fundamental aspects of the Kench Hill experience.

The information enclosed is to ensure that your Kench Hill visit is as well-planned and problem-free as possible. It cannot substitute for a preliminary visit for any new leaders, which is strongly encouraged, but it tries to cover many points that can arise in a residential situation and might cause apprehension. Don’t worry – very few problems do occur and over the years, thousands of students and teachers have come to regard a stay at Kench Hill as a most positive and rewarding experience:

*“A fantastic place…we don’t want to go home and we’d like to come back next year. The food was marvellous and the rooms very spacious and the beds very comfy. We enjoyed the walks and the visits and the staff were very nice.”* **Hackney Student**

*‘The environmental focus is a real incentive for further visits…the teachers that ran the gardening sessions were brilliant. They had a great relationship with the children and certainly knew their stuff! …key skills and vocabulary were used at every possible opportunity and we have revisited learning back in class…They appreciated every bit of food that was served because they understood the work and commitment that went into growing it.’* **Hackney teacher (Y6)**

**ORGANISATION**

Various tasks need to be undertaken for a visit to Kench Hill to proceed safely and smoothly, and to achieve your educational and social objectives.

**Top Tips**

* **SHARE** jobs and delegate tasks between school staff eg collecting money, forms
* **SHARE** information –eg with parents and pupils as soon as a date is booked.
* **SHARE** your experience after the trip – produce a display or presentation to the rest of school
* **ENJOY** having fun with the children and colleagues in an out-of-school setting
* **WEBSITE** has all the forms and information you need [www.kenchhill.co.uk](http://www.kenchhill.co.uk)
* **EMBED** a residential experience into the prospectus for your school, so that from the first day in Reception parents expect that their child will spend a week away during KS2 or 3.
* **PLAN** the curriculum around the residential trip (or vice-versa!) to cover several of that term’s attainment targets e.g. in science, DT during the week.

**THE SCHOOL DIARY**

When dates are confirmed, ensure this information is recorded in the school diary.

**GROUP LEADER**Appoint a group leaderand inform Kench Hill of their contact details. This person will determine the programme and be the main point of contact. If it is a class teacher who has not yet started (e.g. in next academic year), appoint an interim person.

**GROUP SIZE**

Bookings and per capita prices are made on the basis that a minimum group size will attend (usually 26). Care should be taken over the inclusion of ‘*disruptive and non-trustworthy pupils as this could affect the health and safety of the whole group’, (HASPEV)* but we are very willing to accommodate all special needs.

There are 43 pupil beds (mainly bunks) and 4 single/twin staff bedrooms, plus several comfortable camp beds over 2 floors with a max capacity of 50 pupils, so numbers can vary and an imbalanced ratio between girls and boys should not cause difficulties. Please inform us early if you intend to bring groups of more than 34 pupils as we may need to organise additional transport and activities.

**STAFFING (See also Health and Safety Manual)**

The minimum staff to pupil ratio is 1:12\* at Key Stage 2 and there should be at least two qualified staff accompanying all groups, one of whom must be designated as “Teacher-in-Charge/Group Leader”. This person must be a suitably qualified, experienced teacher and, preferably, will have had previous experience in participating in a school journey/field trip. At secondary level it is a requirement that at least one teacher should be of the same sex as the group, or one of each sex if a mixed group. For primary schools at least one female teacher would need to accompany the group.

\*We offer free places for teachers based on a ratio of 1 free place per 10 paying students.

**SORRY – NO PETS ALLOWED**

`

**COMMUNICATION 1 – Up to a year in advance**

If this is a school’s first trip we recommend that you hold an initial meeting with prospective parents **before making a booking** to gauge the level of interest, (unless the residential trip is already part of parental expectation in your school). *The cost is based on a minimum group size of 26 – please discuss with Kench Hill if you plan to bring a smaller group*. When the composition of the group has been decided, have a meeting of all eligible pupils and/or parents or send a letter to parents/carers (see example p 20, containing contain brief details of the objectives, emphasising that it is part of the child’s’ core education entitlement, not a holiday!). You can state that the trip will not take place if parents are reluctant to support it.

At this stage, you should start collecting payment – often carried out by the School Secretary/Bursar or other support staff. If this is still far in advance of the trip you may like to ask for a deposit initially. Many families will find it easier to pay a regular contribution up to a year in advance, rather than a lump sum.

When deciding on how much to charge pupils you should take into account the cost of coach travel to and from Kench Hill (some schools pay this from their own funds) and provision of the school grant to eligible pupils.

**COMMUNICATION 2 – 6 weeks in advance**

Parental consent **must** be obtained for every child visiting Kench Hill. The combined consent/medical form – **KHM/1** covers all medical and emergency situations, dietary needs, consents and contact details. These forms must be brought to Kench Hill and be available to key staff at all times. The Kench Hill address and email can be given to parents so that they can write to their children, although beware that a letter from home often causes more upset than pleasure. An emergency telephone number (not the Centre’s) may be given for use outside school hours. Parents will not be able to contact their children via the Centre telephone during the visit.

This final letter to parents should also contain a clothing list, programme details and a list of rules.

**COMMUNICATION 3 - FINAL MEETING WITH PUPILS**

In the week prior to the visit, remind them of travel arrangements, equipment, good behaviour etc. Lunch is provided at the Centre on the first day. We recommend that children do not bring any valuable items, including mobile phones, MP3 players etc. All pocket money should be handed in to staff before arrival. We cannot be held responsible for any loss or damages to personal items. It is advisable to limit pocket money eg £5. We provide all bedding – pillows, duvets, linens etc. Children should not bring their own personal bedding, to avoid any infections.

**Please remind children not to bring any other food /sweets, apart from water bottles for the coach trip.**

Staff are usually contactable at the Centre on Fridays until 4pm so you can contact us if there are any last minute queries. Any last minute changes or messages can be left on the answer phone or please email, which will be checked over the weekend prior to your visit.

**FINAL INFORMATION TO KENCH HILL**

Use the information collected from the consent forms to fill out the **KHD/1** form. Send the form to Kench Hill 1-2 weeks before the visit with a list of pupils’ names, ages, dietary requirements, room allocations, if they have a birthday during their stay (so we can make a cake!) and any relevant information e.g., asthmatic, hearing difficulties etc. The bedrooms at Kench Hill are arranged as follows:-

**First floor** **Second floor**

Room 6 8 beds Room 7 8 beds

Room 3 9 beds Room 8 2 beds

Room 2 4 + 1 beds Room 9 2 beds

Staff Bedroom 5 1 double bed Room 11 8 beds + 1 camp-bed

Staff Bedroom 4 1 bed + camp-bed Staff Bedroom 10 1 bed + camp-bed

Staff Bedroom 1 1 bed

‘The Library’ Up to 6 fold-down beds

**Ground floor**

Staff Room 2 – 3 beds for wheelchair users

There are 4 comfortable camp beds available, one of which can be added to any room except Room 5. We also have extra mattresses. There are separate bathroom/toilet facilities on each floor so boys/girls can be kept separate (Room 3 can be used for either floor). There are no locks on bedrooms, apart from some of the staff rooms.

Emergency contact numbers for all accompanying adults should also be brought.

Occasionally, in an emergency, the Head of Centre/Teacher-in-Charge will need to contact the Head of the school outside normal session times, so the group leader must have the Head’s and/or Deputy’s home telephone number which will only be used if absolutely essential.

**ACCOUNTS**

A booking form will be sent to the school with a pro-forma invoice for the booking fee of £500 per booking (or pro rata for day visits). The final invoice will be emailed to the school office at the end of the visit, and must be paid within 1 week following the visit. It will include any additional items eg. transport, postage stamps, entrance fees. Please make all cheques payable to Kench Hill Charity.

**INSURANCE**

Pupils and teachers staying at Kench Hill are covered for insurance purposes in the same way as on school premises i.e. third party only. The Charity is fully insured by Employers and Public Liability. If the school wishes to consider additional insurance (e.g., for injury, personal luggage etc.) favourable rates can be obtained through the School Journey Association Tel: 020 8356 2635. We recommend that the school obtains insurance against the cancellation of the trip (eg. due to unavoidable circumstances such as staff illness).

**PRELIMINARY VISIT**

A preparatory day visit by the teacher-in-charge is advised (except where that person is an experienced Kench Hill group leader) in order to:-

1. Plan the group’s educational programme
2. Familiarise the leader with Kench Hill’s organisation and layout, before arriving with a party of excited children.

This visit should be well in advance of the school’s booking so that the programme can be finalised.

‘The Headteacher has a responsibility for ensuring appropriate supervision and planning’ (D.F.E.E. ‘Safety in outdoor Education’)

**All necessary arrangements/bookings/coaches will be processed by Kench Hill.**

**DURING THE VISIT**

ADULT ROLES

**Head of Centre - Barney**

Responsible for the direction and co-ordination of Centre operations. Health and Safety Manager. Responsible for all financial aspects of the Centre, arranging transport etc. Accounts Manager.

**Education Manager - Arthur**

Development of educational facilities, teaching and leading activities. Managing school programmes. Leading team of tutors. Day to Day school contact. Discipline and welfare.

**Resident Tutor - Viki**

Responsible for emergency on-call cover at night.

**Visiting staff**

Responsible for liaison with the Head of Centre and Administrator, supervision of pupils in the Centre and on outside visits. Supervision of pupils during free time and evening classroom sessions. Switching off all electrical appliances/lights and locking up at the end of the day.

Although visiting staff being in “loco parentis” are on duty 24 hours per day, in emergency help at hand:

**Head of Centre** *07855 421 018*

**Education Manager**  *07540 472 918*

ARRIVAL DAY

8.30 am Depart school

10.45 am Arrival. Leave luggage outside and assemble in lounge.

Head of Centre and staff welcome group, explain rules and show to rooms. Tea/coffee for visiting staff to discuss final arrangements/changes, individual pupil needs with Head of Centre. Children unpack, pre-evaluation questionnaires, hand in pocket money, medicines.

12 or 12.30 Lunch

1:30 pm Tour of the grounds, free time.

2:00 pm Environmental walk led by KH staff

5:30 pm Dinner (5pm in winter)

6.30 pm Fire drill

7.00 pm Class session eg diary, postcards (led by school staff)

8.00 pm Evening snack, free time

9.00 pm Showers, story

9.30 pm Bedtime!

A TYPICAL KENCH HILL DAY

7:00 am Get up.

8:00 am Breakfast.

8.30am 1 group

chickens.

8:45 am Clean and tidy bedrooms.

9:00 am Room inspection (school staff). Make sandwiches if off-site.

9:30 am Educational programme starts.

12:30 pm Lunch or packed lunch if away from the Centre.

1.00 pm Free play time.

1.30-5pm Educational activities.

5-5:30 pm Dinner.

7:00 pm Optional evening activity eg. camp fire, talent show, night walk

8.00 pm Evening refreshments.

Bedtime: At the discretion of the party leaders. A staff presence on the bedroom corridors for the first 30 minutes prevents wandering about and encourages children to settle down.

ACCIDENT OR ILLNESS

All accidents and illness MUST be reported to the Head of Centre. A doctor will be available in case of emergency. There are numerous First Aiders at Kench Hill. Accident forms must be completed as necessary.

ACTIVITIES

The majority of activities at Kench Hill are taught or led by Kench Hill tutors, however on occasion visiting teachers will be expected to lead an activity. Training will be given and teachers’ notes are provided for all sessions. The Kench Hill programme aims to fully support curriculum learning taking place in school. Class teachers should consult with Kench Hill tutors who can advise on the most suitable activities to support the aims of the trip. We are also able to devise new activities or facilitate off-site adventurous sports if given prior notice. See the Activities and Day Trips brochures on the website for more information.

CASH

Parents/carers should give children only the agreed amount of pocket money.

CLOAKROOM

Children are allocated pegs for all boots, coats and clean indoor shoes. They should not walk through the house in dirty shoes. The corridor should be kept tidy as it is a fire exit.

DAMAGE

Any damage should be reported to the Head of Centre. As it is important that the Centre be kept in good condition for ALL visiting groups, any wilful damage will be chargeable to the individual(s) responsible.

DEPARTURE DAY

There should be no showers on the last morning – towels should be dry and packed away. All bedrooms must be tidied with beds stripped, sheets and duvet covers folded. Suitcases brought downstairs before breakfast at 8:30am. There should be nothing left in wardrobes, drawers or on the floor. After breakfast upstairs is out-of-bounds for cleaning. The period between breakfast and lunch will be used for completing work, returning equipment, welly-washing, team games and post-visit evaluation. They can wear socks in the house, so slippers can be packed away.

Lunch is at **11:30-12** to leave by 12.30pm (unless a day trip is planned for the return journey). Bags are usually loaded onto the bus during lunch. Any items you want on the bus with you should be left on chairs in the lounge or staffroom.

DIETARY

We cater for all diets and allergies. Please inform the office of any special dietary requirements prior to visit. Be as specific as possible eg if Vegetarian, state if does not eat fish. (**KHD/1** Form). We follow Healthy Food guidelines and do not allow fizzy drinks, crisps etc. We do not serve pork and our fresh local chicken meat is halal unless requested otherwise. It is helpful if teachers role model the policy for healthy meals in front of children. Chewing gum is not allowed.

DINING ROOM

Meals in the dining room are served at tables of 5-8 places. The tables and floor must be left clean after every meal and children are organised into a monitor’s rota for clearing away. Because of lack of space this must only be done by one person from each table. The opportunity should be taken to encourage social skills and healthy eating.

DRYING

There are drying racks in the bathrooms for damp towels and swimming gear. Children will need help hanging things up. Bath mats should also be hung up after evening showers.

EVALUATION

At the end of the stay teachers may be asked to complete an evaluation for a specific activity or for the visit as a whole. Please do provide any feedback at any time, and if there are any complaints do not wait until the end of the week to address these e.g. about food, accommodation etc. We can usually solve any problems immediately.

EVENING ACTIVITIES

Visiting staff are responsible for organising evening activities for groups. Most schools bring pre-prepared workbooks eg diaries for completion, or games ideas. Kench Hill staff will help prepare a campfire

FIRE DRILL

Kench Hill is an old building containing flammable material. Immediate evacuation of the building on discovering a fire/hearing the alarm is essential, gathering on the front drive where numbers can be checked. The drill is explained to groups in the introductory talk and a practice will occur sometime during the first day.

GIFTSHOP

We have a small gift shop which is usually set up on the last afternoon. We discourage children from opening these gifts until they get back to school, so they are put in a named bag and given to staff to distribute

HEALTH AND SAFETY/PUPILS WELFARE

The Head of Centre, as the Key Health and Safety manager has the final responsibility for ALL matters concerned with management and pupil welfare. If, after consultation with the Teacher-in-Charge, it was decided to send a pupil home the Headteacher of the school would be informed and asked to make any necessary travel arrangements for the pupil. See the Health and Safety statement in this pack.

KEYS

Keys to teachers’ bedrooms, rear exit door and library are kept in a cupboard in the staffroom. **Please leave keys at Kench Hill when you depart.**

LEISURE

Rope course and swings, table tennis plus games hut with pool, table football on site. Children may bring small indoor games, books, although the Centre is reasonably well stocked with these items. Tenterden Leisure Centre can be used for swimming if booked in advance.

LINEN

Visiting staff should check (on the first night) that younger children are sleeping between a sheet, duvet and using a pillowcase. Any soiled linen should be reported to the staff without delay. Children must not swap beds during the week. All linen used is flame retardant and pillows are polyester filled. Spare clean sheets are in all staff bedrooms. Mattresses are new, with either spring or foam filling and water-resistant covers.

LITTER

Please ensure all litter is placed in the correct bins. There are many bins in the house and grounds.

LOCKING UP

Visiting staff will be given instructions on how to secure the building at the end of the day and how to contact duty staff at night incase of an emergency.

MEALS

Breakfast – 8.00 am

Lunch – 12.30 am approx. *We strive to be a ‘Healthy Eating Centre’.*

Dinner – 5 – 5..30 pm

Home-made snacks are available in the evening. Packed lunches are made by children on the morning of any all-day trips. This is prepared by our staff, but should be supervised by a visiting staff.

MEDICINES

Visiting staff should keep and administer medicines brought by pupils. These medicines should be clearly labelled with exact dosage written on. There is a medicine cupboard containing the usual medicaments\*, including sanitary towels, in the office. A record must be made of any treatment given.

MINIBUS

The Centre’s 17-seater minibus is available for all reasonable use connected with the programme. A charge will be made for all journeys over 5 kms (£1.50 per mile).

REFRESHMENTS

Evening drinks and washing-up is to be organised by visiting staff. If anyone celebrates their birthday whilst at Kench Hill, let us know in advance and we will prepare a birthday cake.

ROOM INSPECTION

Unless requested otherwise, visiting school staff are responsible for doing the room competition, judging the cleanliness and tidiness of bedrooms and bathrooms after breakfast each morning. Learning how to make beds etc is an important part of the residential experience, it is also important for health and safety to keep rooms clear. There is also a possibility that other visitors may preview the rooms during the day. Curtains should be drawn and windows opened before breakfast. If any room is not judged to be in a fit state at room inspection, the children concerned should stay behind and tidy while others go outside for free time!

RULES

Mostly concerned with safety. Eg children are not allowed access to bedrooms during the day or to go into other children’s rooms. The list enclosed should be read out to the children in school so that they know what is expected of them. A copy of the rules and a checklist of what to bring should be given to the parent/carers prior to the trip.

SHOPS

The only shop within walking distance is a farm shop. It may not be possible to get to a shop for supplies so please bring anything you may need during the visit.

SHOWERS

Younger children, even Year 6, need supervising while showering. Bath mats should be hung up to dry after showers. Teachers have their own bathing facilities.

SMOKING

The Kench Hill building and grounds is a non-smoking site. Adults are permitted to smoke in outside areas, away from the view of children, and to dispose of cigarette ends. Youth groups must discuss with the Head of Centre if they want to allow smoking and will be advised of safe areas.

SNACKS

An evening snack is provided and schools are welcome to make a hot milk drink, but bear in mind that chocolate contains both sugar and caffeine and is not always conducive to a restful night!

TELEPHONES

There is an external phone in the teachers’ lounge which can be used to make calls. It does not receive incoming calls – if you wish to be contacted on the landline you can use the phone in the kitchen or office. Please leave a donation for personal calls. There are NO telephone facilities for children so **it should be stressed to parents that the Centre’s telephone number is for emergency use only.** In emergency contact can be made via school. The Centre must have an emergency number for school e.g. Head/Deputy’s home/mobile number.

**INCLUSION OF CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND BEHAVIOURAL PROBLEMS**

We make every effort to include pupils with special educational or medical needs, but must ensure the health and safety of ALL pupils on a school visit. **Prior agreement must be obtained from the Head of Centre** before planning your trip and the needs of individual pupils discussed fully in advance. We may adapt or revise programmes to accommodate the pupils safely and to meet their needs. We can cooperate with teaching staff by adopting your specific behaviour management strategies during their stay.

If a child is likely to exhibit particularly challenging behaviours, which could endanger others, you will need to consider additional supervision and prepare a contingency plan in case s/he has to be removed from the Centre. Kench Hill is quite remote, without public transport links, and it is the **school/headteacher’s responsibility to return children to their parents/carers.**

The DFEE’s ‘Health and Safety of Pupils on Educational visits’ (Paras. 99-108) gives guidance which is supported by Kench Hill’s own information pack.

On arrival, staff should identify SEN pupils to Head of Centre and agree responsibility for conduct and learning aims during school staff briefing.

Barney Clarke

Head of Centre, Kench Hill

**Health & Safety**

* The most recent versions of the Health and Safety manual, which includes all risk assessments, is available to [download from the website](http://www.kenchhill.co.uk/wp-content/uploads/2016/08/Health-and-Safety-manual2016.pdf).

All visiting staff should read and remind themselves of the Centre’s Health and Safety statement as soon as possible on their first day. Risk assessments for all the Centre’s activities both on and off site have been drawn up and the relevant ones should be read by staff before commencement of the activity. These documents are available in the folders in the staff room (Small lounge).

* Visits to potentially hazardous sites e.g. rivers, coast, castles etc. should be discussed with the Head of Centre beforehand. Although with older students unsupervised time is sometimes to be encouraged, there are certain situations, including all those mentioned above, where there must always be a teacher present and available to pupils. On all occasions the means of contacting a teacher should be known to all pupils in the party.
* All teachers should know the **Kench Hill phone number (01580) 762073** in case of emergency, and all staff mobile phone numbers will also be available during your stay. Group leaders should ensure they are carrying a First Aid kit on all excursions away from the Centre. Only qualified first aiders should administer first aid. Report all accidents to the Head of Centre. In the case of a serious accident the Head/Deputy Head of school should be contacted without delay.
* If a child needs **medication** eg. aspirin, parental consent should be obtained if possible and the Head of Centre informed. A medication record should be completed and filed at Kench Hill.
* Any changes to the agreed programme of visits must be discussed with the Head of Centre beforehand. The use of questionnaires involving members of the public is not allowed without prior consent.
* It is the responsibility of the Teacher-in-Charge of the visiting group to ensure that all electrical equipment is switched off when he/she “retires” to bed at night-time and to secure all ground floor external doors and windows.
* Good discipline is essential to the success and safety of any visit and teachers must consistently exercise the sort of control which is calculated to ensure the safety and welfare of pupils and other members of the public.
* Staff are responsible for the safety of pupils at all times and should be able to respond to an emergency eg fire, a child needing to go to hospital.

**Kench Hill Rules**

**IN ORDER TO HAVE A SAFE AND PLEASANT STAY AT KENCH HILL, ALL VISITORS MUST RESPECT THESE RULES.**

**GENERAL**

* If fire bells ring, make your way **immediately** to the driveway in front of the house. Make sure you know the different ways of getting out of the house. Line up quietly facing the house. Do not stop to collect anything.
* No littering –use the bins provided.
* No mobile phones or ipods. Hand in any valuables for safe-keeping.

**INSIDE THE HOUSE**

* Wet/muddy footwear or clothing is not to be worn inside. Leave them in the cloakroom. Only soft shoes/ trainers/ slippers are to be worn inside – no wellington boots.
* Do not run around the house. No noise or moving around after “lights out” or before 7am.
* Your room will be clean and tidy when you arrive – please keep it so.
* No food or drink allowed in the bedrooms.
* Do not go into other people’s rooms and respect the property of others.
* You must get permission to go to your bedroom during the day.

**OUTSIDE THE HOUSE**

* Do not leave the grounds unless accompanied by a teacher.
* Do not climb fences or trees or disturb animals.
* Do not throw stones.
* Do not pick flowers/fruit or walk on the flower beds.
* Only play football on the football field.
* Be very careful near the ponds and use only the flood-lit area after dark.

**Most of all – Have fun!**

**What you should bring – checklist**

Kench Hill is an outdoor education centre, clothes and shoes will get muddy and wet during our activities. Please provide appropriate clothing for your children.

* Towel + flannel/face cloth
* Soap/shower gel
* shampoo, hairbrush/comb
* Toothpaste; toothbrush
* Personal medication
* Nightclothes
* Underwear and socks
* Trousers for dirty outdoor activities – nothing new!
* Shirts or T-shirts
* Warm jumpers
* Trainers - that can get muddy!
* Anorak/coat and shoes for outdoor wear/long walks – there are waterproof coats and Wellingtons at Kench Hill which you may borrow.
* Woolly hat, scarf, gloves and fleece/thick jumper are essential in winter and long, warm socks to wear in Wellington boots.
* Soft footwear for indoors (trainers or slippers)
* Sun hat, sunglasses and sun cream in summer months
* Swimming costume (& goggles, swim cap) if swimming or the beach is on your timetable
* It is helpful if all items of clothing are marked with the child’s name. We will try to return any left items to the school.
* No electrical items including MP3’s and phones.
* No food please, all will be provided.

**The Country Code**

**1. Enjoy the countryside and respect its life and work.**

1. **Guard against all risk of fire.**
2. **Leave gates as you find them.**
3. **Keep to public paths across farmland.**
4. **Use gates and stiles to cross fences, hedges and walls.**
5. **Leave livestock, crops and machinery alone.**
6. **Take your litter home.**
7. **Help keep all water clean.**
8. **Protect wildlife, plants and trees.**
9. **Take special care on country roads.**
10. **Make no unnecessary noise.**

**LEAVE ONLY FOOTPRINTS – TAKE ONLY MEMORIES AND PHOTOS!**

******

**SAMP LE**

**FIRST LETTER – To be sent out in September, or Summer Term prior to an Autumn term visit.**

*(School paper)*

Dear Parent/Guardian,

**Year X Residential Trip to Kench Hill Centre**

As part of your child’s curriculum entitlement in Year X, his/her class will be visiting Hackney’s residential study centre, Kench Hill, located in rural Kent.

The visit will last from Monday to Friday and will take place on (*dates*). The cost will be approximately (£*230.00*) per child, including transport and accommodation\*.

The trip will include work on several important aspects of the school curriculum this year eg in Geography, Science and History. The exciting, fun and practical activities at Kench Hill will help your child learn more effectively and improve their level of achievement. For many pupils it is the best experience of their school career, a memory which will last a lifetime.

During the trip, pupils will have an opportunity to develop social and personal skills which will help them in many ways. The Centre provides a caring, supportive environment where every child matters. If you have any concerns about how your child will cope away from home, please discuss this with their teacher. Your child’s class will have exclusive use of the Centre while they are there, and individual needs can be catered for, including any educational, emotional or religious needs.

If you would like information in a different language, please contact the trip leader.

We hope you will give permission for your child to attend.

Yours sincerely,

(*Group leader/Headteacher*)



**YES** I would like my child (Child’s name, Class) to be considered for an opportunity to visit Kench Hill. Please send me further details later.

**NO** I do not give permission for my child (Name, Class) to travel to Kench Hill.

Signed (Parent/Guardian) Name Date