

Group Leaders Notes - Full Board & Activity Groups

Set out below are some notes about the Centre, we hope that these will help you in planning your visit. Should you have any questions at all about your visit please do not hesitate to contact the Centre, we are always pleased to help.

Centre Routine

The routine set out below is the one normally followed by resident groups, but we are FLEXIBLE and can change the routine to suit your needs, please ask.

0800	Breakfast	1330	Second Activity
0930	First Activity	1630	Free Time
1230	Lunch	1800	Dinner
		2200	Supper

Groups on full board and activity programmes will be occupied after dinner with team games, etc. from 2000 until 2100.

Group Leader Responsibilities

During your visit we will keep your group occupied from breakfast time to 2100. You are very welcome to either take part in activities, come along just to watch or relax in the Centre and visit the village. We do, however, ask you to do the following:

- Act as the first point of contact for your group with any personal problems that may arise (homesickness, etc.)
- In conjunction with the duty instructor supervise your group washing up at meal times, this allows our staff to prepare equipment for activity sessions.
- Supervise your group at bed time and after lights out, we do not wish to have our staff going into your group's bedrooms at night time.
- Help us to supervise your group clearing up before departure. Please allow 1/2 hour for this in your planning.
- NOT ALLOW ANY MEMBER OF YOUR GROUP TO LEAVE THE CENTRE GROUNDS UNLESS ACCOMPANIED BY ONE OF YOUR GROUP'S ADULT LEADERS. We enforce this rule very strictly and will require anyone breaking it to leave the Centre immediately and return home.

Medical Consent

Please note that you will need to have obtained written consent from the parents/guardians of any group member who is under 16 years old for emergency medical/dental treatment to be carried out. The written consent must be brought with you to the Centre.

Lost Property

Should your group leave items of clothing etc. behind after you depart we will keep them for two weeks, if we do not hear from you in that time we will dispose of any unclaimed items.

Tuck Shop & Telephone

We have a tuck shop selling sweets and T-shirts, pens, etc. Centre T-shirts are currently £5.00 each. Should you wish to give an EMERGENCY contact phone number for your group please use 01833 640881. This is an office phone and is not available for group members to receive incoming calls. Should you wish your group to not have the use of the tuck shop please let us know. Following various problems we no longer provide a payphone for guests. We also do not provide basketballs, footballs, etc.

We do have a basketball hoop and a front lawn suitable for football. We also have 2 table tennis tables. Bats are provided and TT balls are available for purchase from the tuck shop.

Shared use of Centre

As Kingsway has become better known we are now receiving more and more bookings, particularly in the Summer months. This does mean that we sometimes have to book two groups into the Centre at the same time. If this happens with your group we will tell you in advance and arrange to put you in contact with the other group before you arrive so that you can make contact if you wish to. We have now had several groups sharing the Centre without any problems. Groups of 30 or more may have sole use of the Centre if they so wish.

I trust that the above will be helpful to you, if there is anything at all that you wish to discuss please do not hesitate to telephone Lin or Adam on 01833 640881.