

## **Group Leaders Notes - Self Cater & 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.

0930 - 1230 First Activity Session

1330 - 1630 Second Activity Session

### **Group Leader Responsibilities**

During your visit we will keep your group occupied during any activity sessions that you have booked. 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.)
- Supervise your group at all times other than during activity sessions booked with the Centre. At bed time and after lights out, we do not wish to have our staff going into your group's bedrooms at night time.
- Supervise your group clearing up before departure. We ask you to litter pick your rooms and sweep the public rooms, etc. Please allow 1 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 Forms**

Please note that you will need to have obtained written consent from the parents/guardians of any group member who is under 16 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 (normally these are sent as relief aid the Eastern Europe).

### **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.

### **Ordering of Food**

Local traders are happy to supply you with produce the telephone numbers are listed below, all bills MUST be settled direct with the trader before you depart from the Centre.

Milk 01833 640359

Meat 01833 640608

Bread 01833 640553

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.