

OXFORDSHIRE OUTDOOR LEARNING SERVICE
BOOKING INFORMATION 2011/12

"learning outside the classroom..."



...requires teaching outside the box"



OXFORDSHIRE OUTDOORS AT
KILVROUGH MANOR | WOODLANDS | YENWORTHY LODGE

Dear Headteacher

The Oxfordshire Outdoor Education Experience: 'a very significant contribution to the curricular provision of the local authority'

The quote above came from a review that we commissioned in June 2009 to give us an external opinion on the quality of the provision that we make in our Outdoor Centres. The review was undertaken by an experienced Ofsted Inspector.

We were pleased to receive this external confirmation of the quality of the provision at our Centres. As a County Council we believe all children deserve an opportunity to have a residential experience in a challenging but safe environment. For this reason we continue to maintain and subsidise our own Centres so we can give you the opportunity to make that happen with the reassurance that your pupils will have a high quality, value-for-money experience.

Our Centres continue to offer courses which will challenge and engage your pupils. Our feedback tells us that pupils who participate in one of our courses will often achieve beyond their own expectations; they will learn about themselves and about their peers; they will experience challenge and success and realise the importance of assessing risk and making careful judgements.

Our Centres are AALS licensed, their risk assessments and safety checks are continually reviewed so that your staff will not have to do their own. This has the joint advantage of reducing workload for staff in planning the visit and increased peace of mind during it.

All of our Centres have teachers on the staff and staff members have additional qualifications in the activities they lead. The Centres can design a course to suit your specific needs, whether for an exam course or aspects of the curriculum or for exploring the potential to encourage life style choices for young people. We offer courses for teachers who may wish to extend their own skills and for adult and youth groups. We have also successfully delivered courses for partnerships of schools as part of their extended schools holiday provision for families.

We are all aware of the increasing financial constraints that we are working under and as result we must consider carefully value for money both for you and the County. In view of this we have had to increase our charges above the level of inflation. However we still feel this reflects very good value given the quality of the experience that your pupils will receive. If you are looking to compare with an alternative residential provision I would ask you to remember that our charge is fixed and is inclusive of transport and insurance. There will also be less time needed from your staff in preparation and you will be able to re- assure parents that their children will be looked after by Oxfordshire County Council staff at all times.

I am confident that a residential experience can make a real contribution to achieving the aims of Every Child Matters and I encourage you to make the most of the opportunity offered in our Centres.

Yours sincerely

Alan Lindsay
Strategic Lead – School Improvement

WHAT WE CAN OFFER YOUR SCHOOL

Kilvrough Manor, Woodlands and Yenworthy Lodge operate as part of the Oxfordshire Outdoor Learning Service and deliver a wide range of courses in a variety of environments and habitats. The Centres enjoy a long standing tradition for delivering high quality, safe residential courses to Oxfordshire Schools. Whilst supporting and contributing to subject areas within the National Curriculum we are also able to contribute to many of the intended outcomes, contained within Every Child Matters and the Manifesto for "Learning Outside The Classroom".

"There is overwhelming consensus amongst schools and users that the (OE) experience provided by OCC Centres is hugely valued as part of the school curriculum, offering challenging experiences and "memories of a lifetime". There is a strong recognition that these experiences make a particularly significant contribution to the personal and social development of young people, which can lead to improvement in self confidence, behaviour and attitudes and their ability to work collaboratively. The evidence collected during the review confirmed these views." **This statement was taken from the report which was commissioned by Oxfordshire and carried out in June 2009 by Carole Raymond, former H.M.I., to review the Oxfordshire Outdoor Learning Service.**

Our aim is to be as flexible and accommodating as possible. With our professional staff and their local knowledge, combined with your specific requirements, we can design a powerful learning experience for you and your pupils. We encourage dialogue between Educational Visit Co-Ordinators, Group Leaders and Centre staff to achieve this individual course design.

Where required, courses of different duration can also be accommodated, as well as weekend courses. The Centres offer a range of adventure activities, as well as Geography, Biology, Environmental Education and History. Other subject areas can also be supported, for example, Drama, Art and Music etc. We also offer specialist revision and study support courses, which can complement work already undertaken by schools. You will be given the opportunity to identify specific course aims once your booking has been confirmed.

The residential experience particularly emphasises the values of self, relationships, society and the environment as well as the spiritual, moral, social and cultural development of young people. It focuses on and supports schools with the wider issues of PSHE and Citizenship and provides opportunities to reflect and evaluate personal learning.

The Heads of Centres welcome contact from Headteachers, Educational Visits Co-ordinators and Group Leaders. Our aim is to support the development of your pupils and staff and provide you with the best possible course suited to your needs.

IN BOOKING WITH US THE BENEFITS INCLUDE

- All Transport and Insurance
- Full board and lodging
- All specialist equipment
- All Centres fully AALS licensed
- All Risk Assessments completed
- No pre-course visits required
- Curriculum related courses, designed to your needs
- Wide range of activities and venues
- Comfortable, secure, supported accommodation
- Qualified and experienced staff



THE CENTRE WILL PROVIDE:

- Supervision on all activities both in the Centre and remote locations
- Night time call-out assistance
- Local weather forecasts and related planning
- Detailed local knowledge
- Alternative programme options appropriate to the group and prevailing conditions
- Support for behavioural problems, illness or injury
- Rigorous and robust emergency procedure frameworks
- Advice and guidance on specific activities as well as educational content of the programmes
- All in-course transport

Consequently there is no requirement for pre-visit completion of an MA1 form or detailed risk assessment by accompanying staff. The respective Heads of Centres will be pleased to offer any advice, guidance and assistance in the planning of courses and programmes.

VALUE

We provide the whole package for your residential visit. Accompanying staff can therefore relax and enjoy the experience with the children. Included in the fee is full transport package to and from school including school party journey insurance, all specialist equipment, and full waterproofs.

Possibly the most important factor in this equation is that the courses are staffed by qualified, competent and experienced teachers who hold an impressive array of nationally recognised specialist qualifications.

Oxfordshire's commitment to outdoor education enables this package to be offered to its schools at a subsidised rate and therefore presents unbeatable value for money.

SAFETY

The three out county residential Centres are fully licensed by the Adventure Activity Licensing Service (AALS) under the Activity Centres (Young Persons Safety) Act 1995. All three are inspected and licensed for climbing, caving, trekking and watersports.

The Centres comply with all the regulations with reference to fire, food and hygiene and other premises related requirements. They have robust and rigorous emergency procedures in place, which cover the wide range of activities offered. All three Centres have been awarded Eco Centre status. The three Heads of Centres are members of the Association of Heads of Outdoor Education Centres and the Head of Centre at Kilvrough sits on the Outdoor Education Advisers Panel.

The Centres provide comprehensive advice and support with safety management systems in compliance with current DCSF guidance.



**STOP PRESS -
VISIT THE NEWLY DESIGNED
WEBSITES FOR VIRTUAL TOURS OF
THE FACILITIES AND ACTIVITIES**

KILVROUGH MANOR



Kilvrough Manor
Parkmill
Gower
Swansea
SA3 2EE

Tel. No. 01792 232743

E Mail. jsmith.kilvrough@ocnmail.net
Web. www.kilvroughmanor.org.uk

Kilvrough is located on the Gower Peninsula, which has recently enjoyed its 50th anniversary as a designated Area of Outstanding Natural Beauty. The Centre is

set in ten acres of grounds, most of which is established woodland. With access to an extensive range of spectacular locations, our courses provide a wide range of opportunities for all. Kilvrough is a short distance from the Brecon Beacons National Park and we make full use of this to supplement the coastal environment.

Kilvrough is a converted Manor House and accommodates up to 60 students plus visiting staff.

Please visit our website for an extensive tour of Kilvrough's provision and programme opportunities.

WOODLANDS



Woodlands OEC
Glasbury on Wye
Powys
Via Hereford
HR3 5LP

Tel: 01497 847272
Fax: 01497 847447

E Mail: aclipson.woodlands@ocnmail.net
Web: www.woodlandsoec.org

Woodlands is located in the village of Glasbury on Wye, close to the historic town of Hay on Wye and the Brecon Beacons National Park. All of our courses make the most of the surrounding contrasting environments to enrich and implement their activities. The Centre, has over the

years, had a number of improvements to offer a welcoming and high standard of accommodation ideal for many groups and their needs. Woodlands, with its experienced and friendly staff offer a wide range of programmes for learning. Woodlands can accommodate over 50 students and their accompanying staff.

WOODLANDS ANNEX AND SELF CATERING FACILITY

The centre has a separate, recently refurbished self catering facility. This has 20 bed spaces and can suit options for courses with different needs

Please visit our website for an extensive tour of Woodlands provision and programme opportunities.

YENWORTHY LODGE



Yenworthy Lodge OEC
Oare, Lynton
North Devon
EX35 6NY

Phone: 01598 741266
Fax: 01598 741919

E Mail: admin@yenworthylodge.co.uk
Web: www.yenworthylodge.co.uk

Nestling in a wooded valley with stunning views over the Bristol Channel to the cliffs and mountains of South Wales, Yenworthy provides warm and comfortable

accommodation for 36 children and up to 6 accompanying staff.

Set in six acres of beech and oak woodland within Exmoor National Park, the Centre is within walking distance of beautiful open moorland, ancient woods, wild rivers, rugged and dramatic cliffs and rocky shores.

Its proximity to such a wide variety of environments creates endless opportunities for a truly complete outdoor educational experience.

Please visit our website for an extensive tour of Yenworthy's provision and programme opportunities.

IMPORTANT CONSIDERATIONS WHEN CHOOSING YOUR EDUCATIONAL VISIT



Safety

The staff at all three Centres are employees of Oxfordshire County Council. All teaching staff are qualified, experienced and competent to work with pupils in challenging environments. At the Oxfordshire County Council Centres, identifying Risk and Safety Management objectives are an integral part of course design. Students, visiting staff and Centre staff are all involved in this process, which can dramatically enhance opportunities for self-development and confidence.

Accommodation

All three Centres are furnished to a high standard and are regularly inspected in order to comply with local authority environmental health requirements. All courses are fully catered with meals provided being nourishing and tasty. Kilvrough, Woodlands and Yenworthy have been awarded Eco Centre status and advocate by example, the Healthy Schools agenda.

Special Needs

All three Centres welcome students with a wide variety of specific needs. There are individual staff on the staff teams who have training and experience in working with special needs students in outdoor and challenging environments. Special adaptations to bedroom and shower rooms and minibuses for students with physical special needs are provided at Yenworthy Lodge. Please contact the Head of Centre to discuss particular requirements for your students. We will provide a memorable experience for all involved.

Training and In Service courses

The Centres operate a full programme of training and assessment courses for a wide range of national Governing Body awards in addition to a comprehensive array of skills development courses. Please contact Heads of Centres for details.

Activities

Using mountain, moorland, sea and river we can provide opportunities to climb, cave, canoe, kayak, surf, walk, scramble, navigate, adventure, develop, grow, mature...

Curriculum

Using the outdoor classroom, the Centres can provide a wide range of opportunities and contribute to National Curriculum requirements across a wide range of subjects at Key Stages 1, 2, 3 and 4, as well as providing specific examination field course opportunities at both G.C.S.E. and A level Geography, Geology, Biology and History.

General courses can contribute to the development of Key Skills, PHSE, Citizenship, SMSC and Health and Safety for Key Stages 2, 3, 4 and sixth form. In addition, we can help deliver specific curricular or other aims you may have (e.g. PE, GCSE / A Level, D of E, Year group induction). In the lead up to the course, with your help we will endeavour to design your course to meet all your needs and outcomes. Group and individual profiling and progress can be incorporated into your course.

ACCOMPANYING STAFF

Headteachers are asked to give careful consideration to the selection of accompanying staff as operational circumstances at the Centres may necessitate them undertaking a full teaching role in an outdoors setting.

Additional accompanying staff and assistants are welcome. Staff places are free of charge and provide obvious benefits for your course. Please bear in mind the following when selecting your staff:

- All adults working with young people should be police checked in accordance with recent legislation
- Please check with your confirmed Centre the appropriate number of teachers and adults (other than teachers) who will accompany the group

CHARGES

COURSE CHARGES AND INSURANCE 2011/2012

The charge for board and lodging for a five day course is £270.00 per pupil. This is a legitimate charge to parents. No charge can be made for board and lodging costs for pupils whose parents are in receipt of: Income Support; Income based Job Seekers Allowance; Support under Part VI of the Immigration and Asylum Act 1999; Child Tax Credit, where the parent is not entitled to Working Tax Credit and where annual income (as assessed by the Inland Revenue) does not exceed £16190.00 or the guarantee element of State Pension Credit; where the board and lodging is a component of a residential trip which is deemed to have taken place in school hours or which is out of school hours but is necessary as part of the National Curriculum or for prescribed public examinations. In these cases the school will need to meet the cost from its own resources. While parents cannot be charged in such circumstances voluntary contributions may be sought.

The transport charge is £30.00 per pupil. The transport cost for residential visits cannot be charged to parents if the course takes place in school hours or outside school hours but is required by the National Curriculum or as part of the syllabus for prescribed examinations. However, voluntary contributions can be sought. Insurance cover for participating pupils/students and adults on courses at the Centres will be provided automatically dependent on payment of deposit invoice, at a cost of 35p per person per day (£1.75 per week). The cost of this cover (which includes travel) will be added to the charge for the course and no other insurance cover will be necessary. This charge is to be met by the school but voluntary contributions can be sought.

Therefore the total cost per place for a 5 day course from 1st September 2011 — 31st March 2012 will be £270.00 per pupil for board and lodging, transport and insurance.

From April 2012, we will be altering our financial forecasting and management to financial years so the price increase for 2012 will take effect 1st April 2012 — 31st March 2013.

STOP PRESS

EXTENSION OF BOOKING PERIOD UP TO AUGUST 2014

In order to help schools and groups with their long term planning it has been decided to allow bookings for residential bookings to be made up to 3 years in advance.

Please indicate your preferred term and if required, dates and we will endeavour to offer within this request.

Some schools may wish to block book the same week across all three Centres to allow whole year groups to be accommodated.

Further details can be provided by contacting the Centre of your choice.



THE DAVE THORNE BURSARY

Dave Thorne was a qualified and experienced teacher at Woodlands Outdoor Education Centre, Glasbury on Wye, where he worked for nearly 20 years. Sadly, he died in a canoeing accident whilst on holiday in the Lake District in January 2007.

The Dave Thorne Bursary is for children in Oxfordshire who would like to attend its Outdoor Education Centres but are unable to do so due to financial constraints. This bursary has been set up, under the auspices of the Oxfordshire Outdoor Learning Trust, by Dave's family and friends to honour his commitment to the development of young people and to encourage children to enjoy the outdoors.

Pupils who attend outdoor education courses gain skills such as climbing or navigation, whilst learning how to work safely with others and overcome challenges. For some it can be a crucial week in their personal development; many claim it is the best week of their lives.

Dave overcame many challenges in his lifetime and was an inspiration to children and staff alike.

Applications for financial support from the Bursary should be made to the individual Centre.



COURSE TRANSPORT

The contract for school to Centre transport has been negotiated by Oxfordshire County Council.

Detailed timings and arrangements will be organised through your confirmed Centre and will normally depart from your school early on Monday morning and return on Friday evening.

Each Centre maintains a fleet of minibuses (with seat belts) for on course transport.

One mini-bus, based at Yenworthy, is adapted to carry up to three wheelchairs.

ALL CENTRES

Tappins Coaches
Collett Road
Southmead Park
Didcot
Oxon
OX11 7ET

Telephone: 01235 819393 (24 hr)

E Mail: coaches@tappins.co.uk

FULLY INCLUSIVE TRANSPORT PACKAGE INCLUDED IN THE PRICE

A coach will leave your school at 7.30am on the Monday morning, arriving at your centre of choice around midday. The returning coach departs the Centre on Friday afternoon returning to school Friday evening. Please contact the Centre for detailed timings.



SCHOOL JOURNEY POLICY

SCHOOL JOURNEY POLICY - Policy No. SJ 18AC04 - 0026

SPECIFICATION A

(incorporated in and forming part of the policy numbered as above)

Cancellation And Other Expenses

The Company will indemnify the Insured and, at the request of the Insured, any Person Insured in respect of the following expenses arising as a direct result of the cancellation, delay in commencement, curtailment (proportionately only) or extension of the School Journey by any fortuitous event outside the control of the Insured or the Persons Insured and which are not recoverable from any other source.

- a. Loss of deposits and charges for which the Person Insured is legally liable
- b. Additional travel and accommodation costs necessarily and reasonably incurred.

Provided that in the event of cancellation or interruption of public transport services by riot, strike or civil commotion occurring at commencement of or during the journey:

- i) the said riot, strike or civil commotion was not in existence or threatened at the commencement of the Period of Cover
- ii) where such circumstances occur and are not excluded under (i) above the Insurer reserves the right to arrange alternative means of transport and route
- iii) any alternative transport by air must be provided by the Insurer

The limit of cover under the cancellation section of the policy is £1,000

Limit of Liability under Specification A In respect of any one Person Insured

£5m.....

Exceptions to Specification A

- 1 The Company shall not be liable to make any payment under this Specification in respect of any expenses resulting directly or indirectly from
 - a. government regulations, service with the armed forces, disinclination to travel or financial circumstances other than redundancy of a parent or guardian where such redundancy occurs after the School Journey has been arranged.
 - b. act, error, omission or default of any agent, firm or person undertaking to provide transport, accommodation or other services to the Person Insured.
 - c. riot, strike or other civil commotion existing or threatened prior to the completion of the arrangements for the School Journey.

The Company shall not be liable for the first £15 of any claim for any Person Insured other than the loss of deposits only.

THE LIMITS FOR ALL AREAS UNDER THE POLICY:

1. Cancellation and Other Expenses: £1,000
2. Medical and Associated Expenses: £1,000,000
3. Personal Accident: £20,000
4. Personal Effects and Money any one article or pair/set of articles: £250
5. Legal Liability: £5,000,000

DEPOSIT, CANCELLATION, INSURANCE & CHARGES

When an application is confirmed the school will be required to pay £75 per place as a deposit 4 months before the course takes place. The full cost of the insurance (£1.75 per place) must also be paid at this stage. The remainder of the charge, including transport, will need to be paid after the course takes place.

If the school cancels more than four months before the course takes place deposits and insurance will be reimbursed.

If the cancellation is within four months the deposit and insurance will be retained, and the school will be liable to pay the full charge if the places booked are not filled by another school. The insurance taken out provides for full reimbursement of deposits lost as a result of any entirely unforeseen event, subject to the insurers' acceptance. A £15 excess is payable, per person, per incident, in respect of any other claim.

BOOKING FORM

ABOUT YOU

Choose a Centre
Course Description
Name of your School
Course Organiser
Contact Address line 1
Address line 2
Address line 3
Postcode
Telephone
Email

GROUP DETAILS

Group Leader
Year Group
Proposed Numbers
Preferred term/date/year
2nd choice course dates

IF YOU ARE NOT FILLING THE CENTRE PLEASE COMPLETE THIS SECTION

Do you have a school to share with?

(please tick one)

Yes
No

If yes Name of School
Course Organiser

While we will do everything we can to offer you a place in the term requested, demand for places sometimes outstrips availability. Should this occur please indicate your second choice Centre.

Kilvrough Woodlands Yenworthy

Signature Today's date

(Electronic signature acceptable)

The necessary permissions for this application have been obtained from the Head of my establishment

With Eco matters in mind it is the intention that this booking process is paperless, however if you want to print off the booking form and either post or fax we can accept this method. Our online booking form is [here](#).

If you do not receive a confirmation of your booking within 7 days, please contact Centre directly.

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Some schools may wish to block book the same week across all three Centres to allow whole year groups to be accommodated.

Further details can be provided by contacting the Centre of your choice.

If booking a number of courses in advance, please submit a separate booking form for each request.

CLICK HERE TO BOOK ONLINE AT
<http://www.oxfordshireoutdoorlearningservice.co.uk/contact.php>