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### Travel arrangements

- Coach departs from PHP at approx. 11:00am on Monday the 18<sup>th</sup> of May. **Note:** Children will need a packed lunch due to the time of departure. We will eat lunch when we arrive at the centre.
- Trip to Boreatton Park takes approximately an hour
- The first activity will begin in the afternoon after arrival and briefing
- Departure on Wednesday the 20<sup>th</sup> of May will be at 2:00pm

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### Staffing and PGL code of conduct

- Lead teacher – Mr Carter
- Class teacher – Miss Franke
- Support staff – TBC
- Instructors – work on a ratio of 1:12

#### Code of conduct

- Students must be considerate and polite and keep the PGL centre tidy, aim to be punctual and to support and encourage each other.
- At mealtimes students are expected to read the menu before going to the server. To line up quietly, remember their manners when being served their meal, clear their plates, cups and utensils from the table and return them to the kitchen.
- During free time pupils must stay away from activity areas, share equipment and involve others in their games. They are asked to stay out of bedrooms unless told otherwise by a leader.
- Rooms, at no stage are boys allowed in the girls' rooms or girls allowed in the boys rooms. Students must respect the fact that other people need sleep and to be quiet when asked.
- Eating and drinking is not allowed in rooms.

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## Arrival

On arrival the PGL team will greet the group from the coach, staff will safely store luggage in a secure area then conduct the welcome talk.

They will explain the following:

- Site rules
- Safety procedures
- Courses
- Tour of the centre
- They will meet their instructors and take part in some ice breaking games

First Activity

- The first activity will start at 2.10pm



## Accommodation – Timber Lodges

- Dormitory style
- Boys rooms (en-suite)
- Girls rooms (en-suite)
- Bedding is not provided – children need to bring a pillow and a sleeping bag or duvet
- All rooms are centrally heated
- Bathroom/shower facilities are next to rooms



## Safety & Security



- Site Tour – each group will be given a site tour and fire points are highlighted.
- Fire Safety – All PGL centres comply with UK standards and are audited to ensure all procedures are up to date.
- Site Security – the site has controlled barrier access for vehicles, CCTV and security staff patrols throughout the night. All staff and visiting adults wear ID badges
- Access to Public – there is no access to the general public at this site.
- PGL staff on Duty – there will be a member of PGL staff on call 24hrs a day.
- Out of bounds areas – areas will be highlighted to each group during the welcome tour for security and health and safety reasons.



## Shops, spending money and medicine

- All children to give Mr Carter their labelled spending money on Monday morning so it can be kept separate and safe
- Shops - there is an onsite gift shop with specific opening times and at peak times groups may be allocated a certain time slot to visit. In addition there is a small convenience shop which operates as a snack shop in the evenings and also sells essentials.
- There is also a snack and a cold drinks vending machine. The machines only take coins but do give change.
- For both the shop and the vending machines it would help us if pupils brought their spending money in change rather than notes as money cannot be changed at reception.
- Amount of money to bring - due to the limited amount available to purchase no more than £10 spending money (in change) is necessary for the week.
- Inhalers and any other medicine (e.g. travel sickness or hay-fever medicine) to be labelled and given to Mr Carter on Monday morning.

## Activity Schedule

PGL		Boreation Park 20/05/2019 - 23/05/2019		Provisional Activity Programme		Pool Hayes Primary School	
Booking Reference		AU19003380					
Group	Meeting Point	Group Leader	Session 1 8:00 - 10:30	Session 2 10:40 - 13:15	Session 3 13:25 - 15:00	Session 4 15:10 - 17:30	Evening 18:00 - 21:00
Monday	1				Pool Training	Pool Training	Games (G1)
	2				Pool Training	Pool Training	Games (G2)
	3				Pool Training	Pool Training	Games (G3)
Tuesday	1		Guest Briefing (G1)	Anthony (A1)	Survivor (S1)	Guest Briefing (G1)	Shop (S1) (S1)
	2		Anthony (A1)	Guest Briefing (G2)	Clanking (CL1)	Survivor (S1)	Shop (S1) (S1)
	3		Anthony (A2)	Clanking (CL1)	Guest Briefing (G2)	Survivor (S2)	Shop (S1) (S1)
Wednesday	1		Clanking (CL1)	Clanking (CL1)	Clanking (CL1)	Clanking (CL1)	
	2		Clanking (CL1)	Clanking (CL1)	Clanking (CL1)	Clanking (CL1)	
	3		Clanking (CL1)	Clanking (CL1)	Clanking (CL1)	Clanking (CL1)	

## Centre recommendations

### Name Tags and Luggage Labels

- Please clearly mark all student's belongings with their name and their entire luggage with a label showing student name and school or group name.

### Items PGL Suggest Not to Bring

- Mobile phones/digital camera (e.g. GoPro)
- Computer games
- Jewellery either expensive or of a sentimental value
- IPods, mp3 players or other electronic/Internet devices
- Items of value or sentimental value
- Sharp or dangerous objects