

Actual Reality

Centres for Learning and Leadership



Castle Toward
5 Day PSD
Essential Information

Introduction.

Introduction:

Dear Course Leader,

Now that your visit to Castle Toward is drawing nearer, I am pleased to provide you with some important information about your stay.

The Medical Consent Forms must be returned as soon as possible, no later than 3 weeks before your visit; this ensures special dietary information can be catered for. The Friendship List must be either faxed or posted to the centre as soon as possible and again no later than 3 weeks prior to your visit; The centre organises each course two weeks in advance to enable us to make your stay run as smoothly as possible.

This pack includes:

- Directions and Ferry Times.
- Notes and Responsibilities for Visiting Staff.
- Medical Consent Form *(for photocopying)*
- Recommended Clothing List. *(for photocopying)*
- Friendship List Form. *(for photocopying)*
- Group Arrivals Procedure.
- Activity Day Procedure.
- Departure Day Procedure.
- Sample Timetable.
- Maps of the Castle.

Directions

From Western Ferries (McInroys Point to Hunters Quay)

These depart frequently during the day and the service continues well into the evening. Friday to Sunday departures run until midnight. Ferry crossings take approximately 20 minutes and a further 20 minutes to drive to the centre.

(then take direction from bullet point 1)

From Caledonian MacBrayne ferry terminal

Leaving Gourock at 20 past the hour arriving at quarter to the hour

(then take directions from bullet point 4)

1. At Hunters Quay, Dunoon, exit the ferry terminal to the left.
2. Follow the road to the first roundabout
3. Go straight through mini roundabout, staying on the shore road
4. At second mini roundabout take 1st left passed Caledonian MacBrayne ferry terminal
5. Go straight through 3rd mini roundabout and carry on this road for a further 6 miles or so, through Innellan and into Toward
6. Once passed Toward sign carry on straight for a further mile and a half until sighting the Castle Gatehouse on right hand side (with Toward Sailing Club opposite it on left hand side)
7. Follow the road around a right hand bend to gain access to the driveway entrance (just past the Gatehouse)
8. Follow driveway up and follow signs for car park

Should you require further information, please telephone the centre on 01369 870249

Please note that for the arrival of Monday and Friday courses, we require the groups to arrive at the Centre no earlier than 12 noon on the Monday and depart no earlier than 12 noon on the Friday (Monday morning is reserved for Instructor preparation time and 12 noon is when then the End of Course presentation will finish).

Groups arriving for Friday to Sunday courses (weekend groups) are required to arrive **no earlier** than 4pm on the Friday afternoon. This allows our house staff time to prepare dormitory accommodation and the main communal areas for your visit.

Notes and Responsibilities For Visiting Staff.

Other Groups:

In the event that groups are of the same age and course type it is policy to combine groups so that activity and dorm groups are mixed. The aim being to increase the social development side of the PSD courses by providing a strong opportunity for pupils to meet new friends, build new relationships and explore new expectations.

To ease this interaction we ask each school to compile a 'Friendship List' (enclosed) in which each pupil is asked to state one friend with whom they would like to share a dorm. Input from Visiting Staff on who should not share a room/group would also be appreciated on this form

Within each mixed activity group we endeavour to ensure that the ratio of different schools/groups is roughly the same. Pupils should have at least one other member of their school/group to associate with.

Discipline:

Overall responsibility here lies with the visiting staff, however in specific situations the Head of Centre and centre staff are in charge. Should there be a serious breach of rules by an individual, the visiting member of staff and the head of centre will work together to sort out difficulties. Any resulting action should be mutually agreed.

Accident / Illness Procedures:

In the case of a serious or urgent, illness or injury, we may take the individual to the A & E unit at Dunoon Hospital . Again a member of the visiting staff team should accompany the individual.

Medication:

Visiting staff are responsible for keeping and distributing medication required by the pupils, where parental consent has been given. Medication to be given during activity time, including emergency medication such as 'Epi pens', can be passed on to the relevant instructor who will then be responsible.

Fire Drill:

On the first evening of the visit a fire drill will be practised. During the afternoon of the first day the pupils will be taken through the fire procedure and shown the fire assembly point by the castle staff. At the end of the afternoon all pupils will be gathered together and the procedure will be underlined. All pupils will then return to their dorm to wait the sounding of the siren. Once the siren has been sounded all residents proceed, by the main stairs, to the relevant fire exits and assemble. A register is then taken.

Notes and Responsibilities For Visiting Staff. (cont)

Activities:

All visiting staff are welcome and encouraged to join the various activity groups, but in no way should feel obliged to. Indeed as many of the activities are based on site it is not unusual for visiting staff to walk in the grounds and 'drop in' on groups.

It is common practice to have no more than one member of visiting staff with any one activity group. This is to ensure that groups don't become 'adult heavy'. To this end it would ease the running of the morning meeting (see below 'Morning Meeting') if visiting staff have an idea of what each other may be planning to do that day.

Evening Activities:

Evening instructors will organise a range of activities between 1900 and 2045 with visiting staff playing an important role during this time, either assisting the evening instructors or being incorporated into the games themselves.

Teacher Time:

This is time set aside for visiting staff to 'touch base' with their pupils. Each school/party is allocated a room from which to base any work/activity. This period of time is a chance for pupils to share the day's experiences.

The time can be used for anything the visiting staff feel fit. For example:

- Quizzes/games based within the allocated room,
- Outdoor games, football, rounders, etc. (Limited equipment available),
- Free Time or showers,
- Drawing and painting (equipment provided)
- Draw out ideas for the pupils review night on Thursday
- **Diaries** - We consider the diaries to be an important part of the visit and would like visiting staff to ensure time and care are spent on them
Castle Toward provides a standard diary which will be sent out prior to the course, but please feel free to bring your own.

Bed Time:

After supper the pupils retire to their dorms. Visiting staff are responsible for implementing a 'lights out' time and to ensure that the fire doors in the dorm corridors are closed. After supper and until after breakfast there will be a Duty Instructor (DI) on call, who can be contacted in the DI room on extension 28. The D.I. is responsible for locking up the building at 10.p.m each night.

Notes and Responsibilities For Visiting Staff. (cont)

Meal Times:

On arrival (see 'Arrival Procedure') a hot lunch will be provided. All other lunches will be a packed lunch, made after breakfast. Meals include breakfast, evening meal and supper.

An evening instructor will be present for each meal and in each dining room being used during your stay. Their role will be to ensure that the dining room runs smoothly. The visiting staff are asked to help enforce this procedure.

Breakfast is at 08.15 and consists of cereal, tea and toast. Packed lunches are made directly after breakfast.

Evening meal is at 17.30 and finishes at 18.15. During this time a two-course meal is eaten and the tables cleared.

Supper is at 20.45 to 21.00, and consists of a cookie or cake with juice. At this time the table will be set for breakfast.

Tuck Shop:

As of 1st March 2009 our tuck shop/souvenir shop will operate on a “no cash” basis. This will help to make the shop element of your course run more smoothly.

Each child will have a credit balance on our shop sheet (usually about £7.00). At the end of your visit the sum spent will be added to the invoice for the total cost of the course with a detailed list of how much each child spent at the shop.

Then you will be able to discreetly recover each child's tuck shop/souvenir shop spend.

Consent Form

Name of School or Group:..... Date of Visit:.....

I agree to my charge/myself (full name):.....taking part in a visit to 'Actual Reality' centres. I agree to their/my participation in all activities and also acknowledge the need for responsible behaviour on their/my part.

Personal Details

Age :..... Date of Birth :..... Height :..... Shoe Size :.....

Medical Details

Do you/your charge suffer from any conditions requiring medical treatment? yes no details :.....

Are you/your charge allergic to any Medication. yes no details :.....

Have you/your charge suffered from or been in contact with any contagious diseases within the last 4 weeks yes no details :.....

Have you / your charge received a tetanus injection in the last 10 years? yes no

Dietary Requirements

Life style/religious requirements (e.g. vegetarian, vegan, Muslim)? Yes no details :.....

Are you/your charge allergic or sensitive to any food or additive? yes no details :.....

Additional Information

Is there any other physical or social information about your charge/yourself that would assist in the centres pre-course preparation/group & dorm allocation; or would be useful background knowledge for the instructional staff (e.g. visually impaired, wheelchair, bedwetting, aspergers, hearing impaired, etc)?

Emergency Contact details

NB: if leaving a MOBILE phone number, please ensure the phone is FULLY CHARGED and LEFT ON at all times

1st Point of Contact: Name :..... Phone No: (day) :..... (eve) :.....

Address :.....

2nd Point of Contact: Name :..... Phone No: (day) :..... (eve) :.....

Address :.....

Doctor: Name :..... Phone No: (day) :..... (eve) :.....

Address :.....

Declaration:

I agree to inform the centre of any change to the above information as soon as possible. I agree to myself/my charge receiving any medical treatment, including anaesthetic, as soon as considered necessary by the medical authorities present.

I do not wish any photos taken of myself/my charge I do not wish to be included in any future mail-outs

Printed Name : **Date :**

Guardian Signature:

Recommended Kit List

Castle Toward will provide all specialised clothing for activities. In addition warm fleece jackets, balaclavas and gloves can be provided, although sometimes it is more comfortable for you to bring your own if you have them.

Warm clothing even in summer is advisable. We recommend that you do not bring new clothes to the centre, they may end up damaged and will certainly get dirty if used on the activities. Denim jeans are not suitable for outdoor activities and should not be brought for that use.

Please mark everything with the student's name.

Things to bring for a 5 day course:-

Clothing

- 3 warm jumpers
- 5 t-shirts
- 3 pairs of jogging bottoms/tracksuit bottoms/trousers
- 8 pairs of socks
- 4 sets of underwear
- pyjamas
- old trainers (a set for outdoor use that can get wet)
- trainers (one set for indoor use)
- swimsuit (to go under wetsuit if water sports are on the time table)
- hat & gloves
- sun hat (summer only)

Other things

- | | |
|---------------------------------------|----------------------------|
| 3 towels (2 normal 1 small) | toiletries |
| sun block (summer only) | plastic water bottle |
| midge cream | torch (in Autumn & Winter) |
| A book or magazine to read at bedtime | |

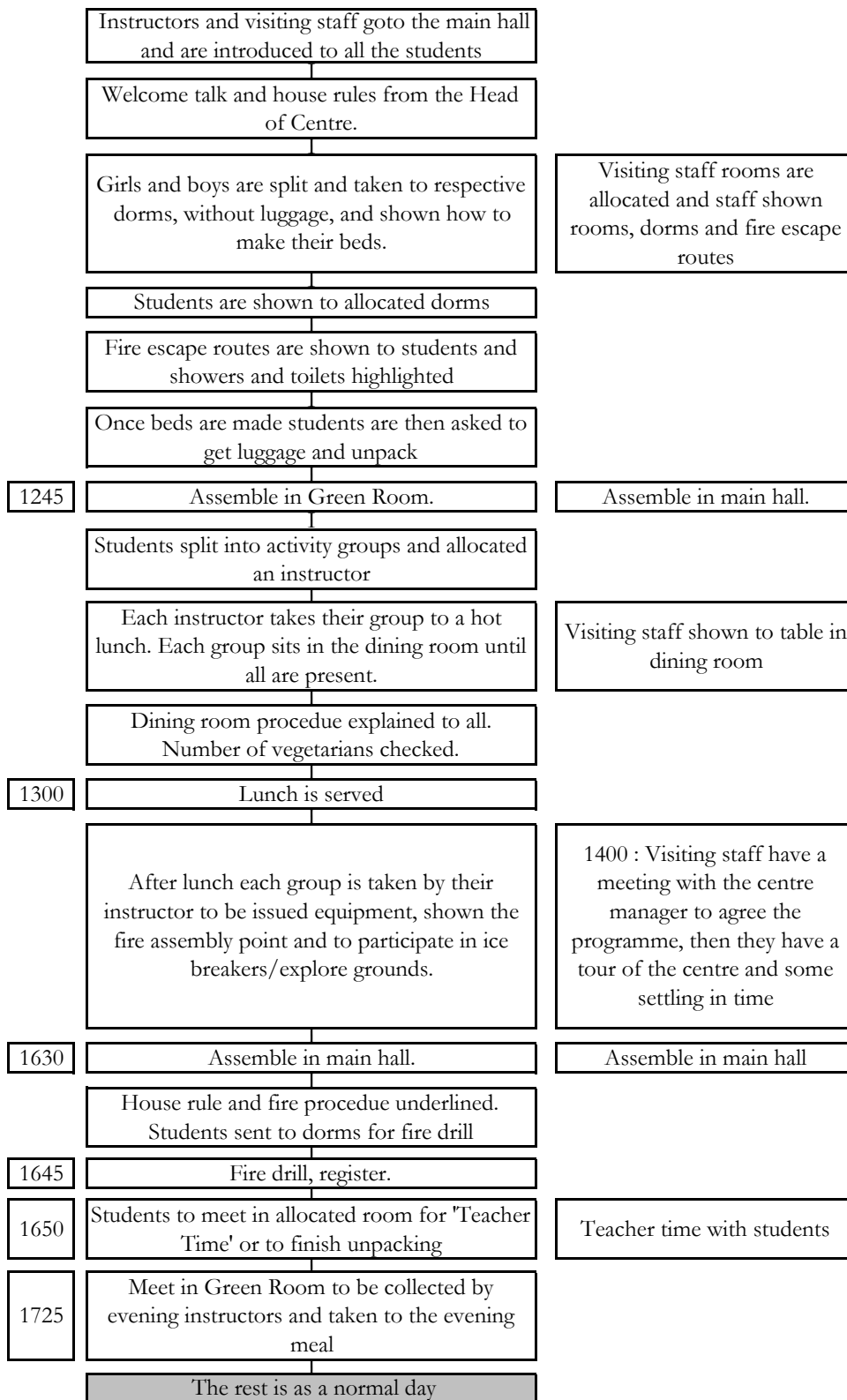
Notes: Spare batteries are good to bring along with a cheap torch. If bringing a disposable camera, rip cardboard off and tipp-ex/paint/inscribe child's name on original casing.

The undernoted items are not allowed

- | | |
|----------------------------|-----------------------|
| Mobile phones | Personal stereos |
| Games machines | TVs |
| Hairdryers / Straighteners | Electrical appliances |
| Chewing Gum | Football Strips |

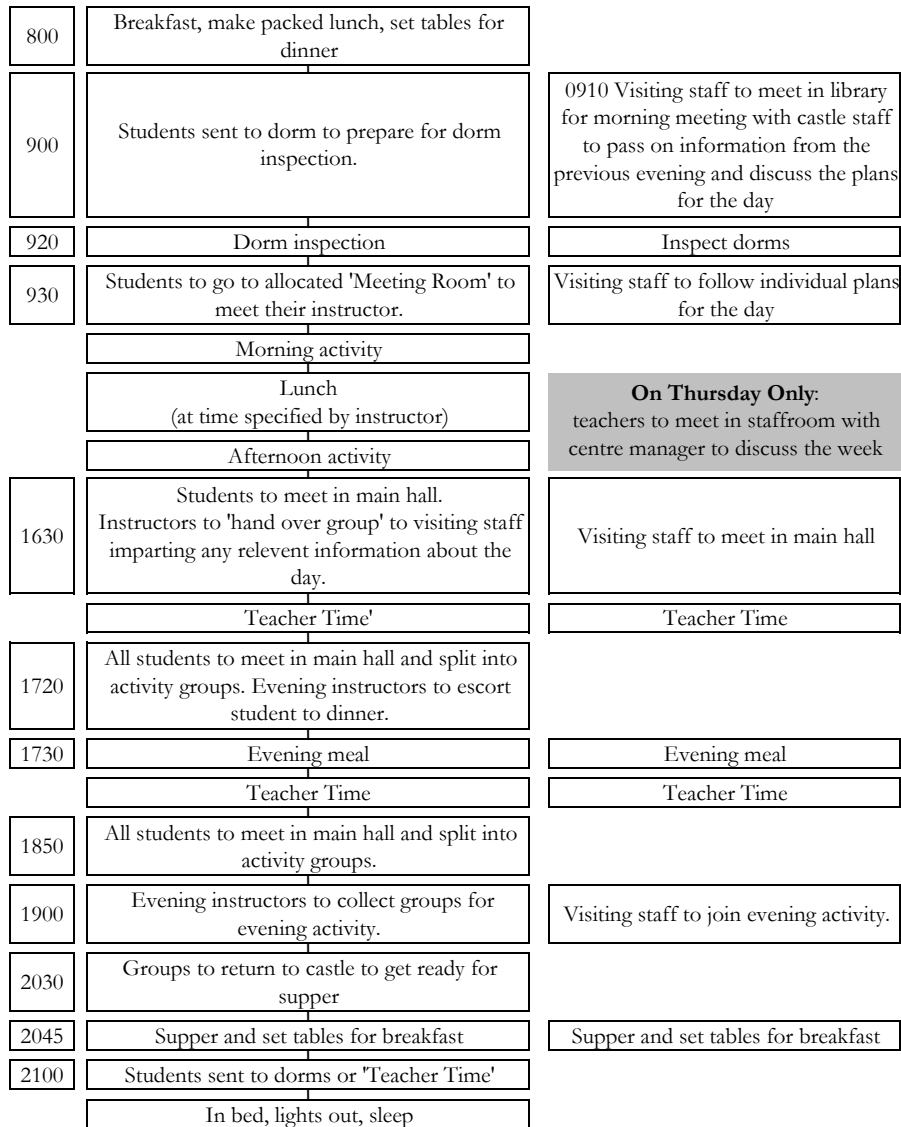
Group Arrivals Procedure

The following diagram has been drawn to outline the order of events for the **first day**. If groups are late then the needs of the day are based around the meal times.



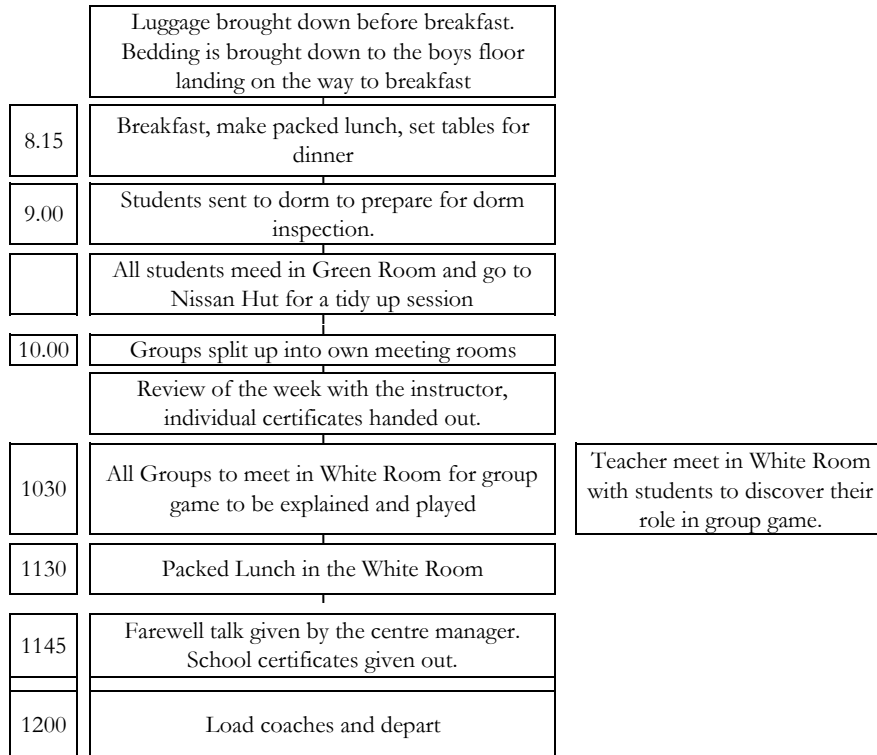
Activity Day Procedure:

The following diagram has been drawn to illustrate the daily routine of an 'Activity Day' (Tue to Thur).



Departure Procedure:

The following diagram has been drawn to illustrate the routine for the departure day (Friday)

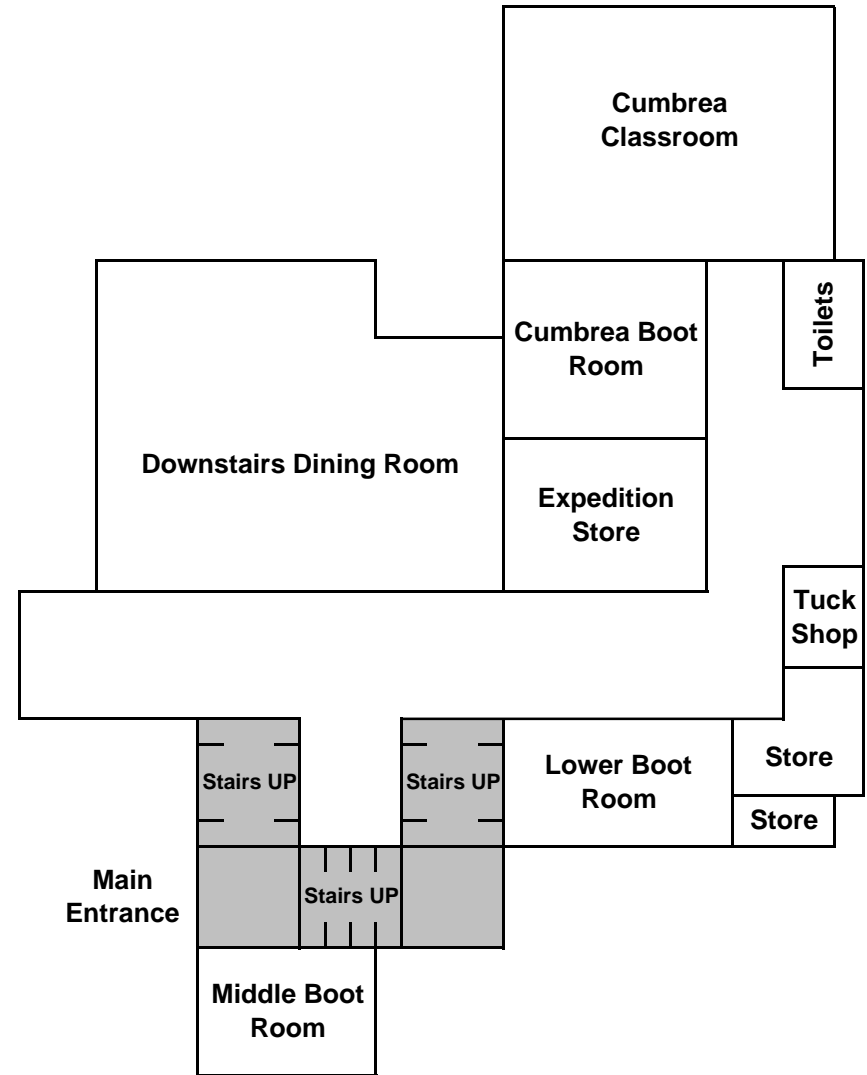


Sample Program.

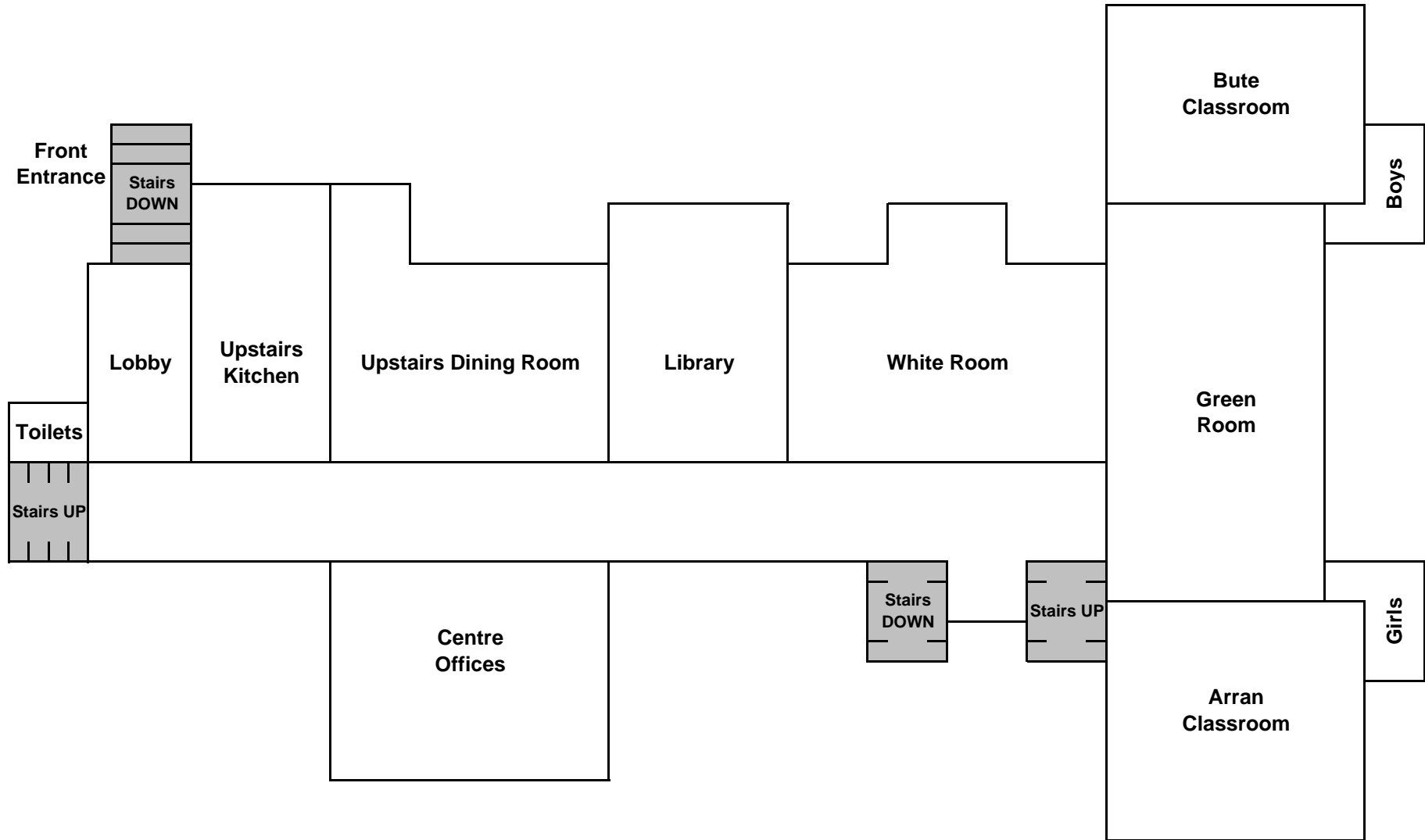
	Steve	Gill	Vickie	Raymond	Andy	Sweeney	Barry	Evening Activity	Duty Instructors
Monday	Arrive, Welcome talk, Lunch, Give out wellies and stuff and go exploring							Night Hike (1-4)	Jo
								Wide Game (5-8)	Steve
								Mixed Bag (9-11)	Andy
Tuesday	Hill Walk	Hill Walk	Hill Walk	Hill Walk	Gorge Walk	Gorge Walk	Team Challenge	Wide Game (1-4)	Raymond
					Team Challenge	Team Challenge	Gorge Walk	Mixed Bag (5-8)	Dave
					Team Challenge	Team Challenge	Gorge Walk	Night Hike (9-11)	Lindsay
Wednesday	Team Challenge	Team Challenge	Gorge Walk	Gorge Walk	High Ropes	High Ropes	Archery	Mixed Bag (1-4)	Gill
								Night Hike (5-8)	Richard
	Gorge Walk	Gorge Walk	Team Challenge	Team Challenge	Archery	Archery	High Ropes	Wide Game (9-11)	Caroline
Thursday	High Ropes	High Ropes	Orienteering	Orienteering					Eddie
					Hill Walk	Hill Walk	Hill Walk	Review	Barry
	Archery	Archery	High Ropes	High Ropes					
Friday	Tidy-up stuff and 'Friday Game'								

From March to September Watersports (canoe,kayak and raft build) can be included in the timetable.

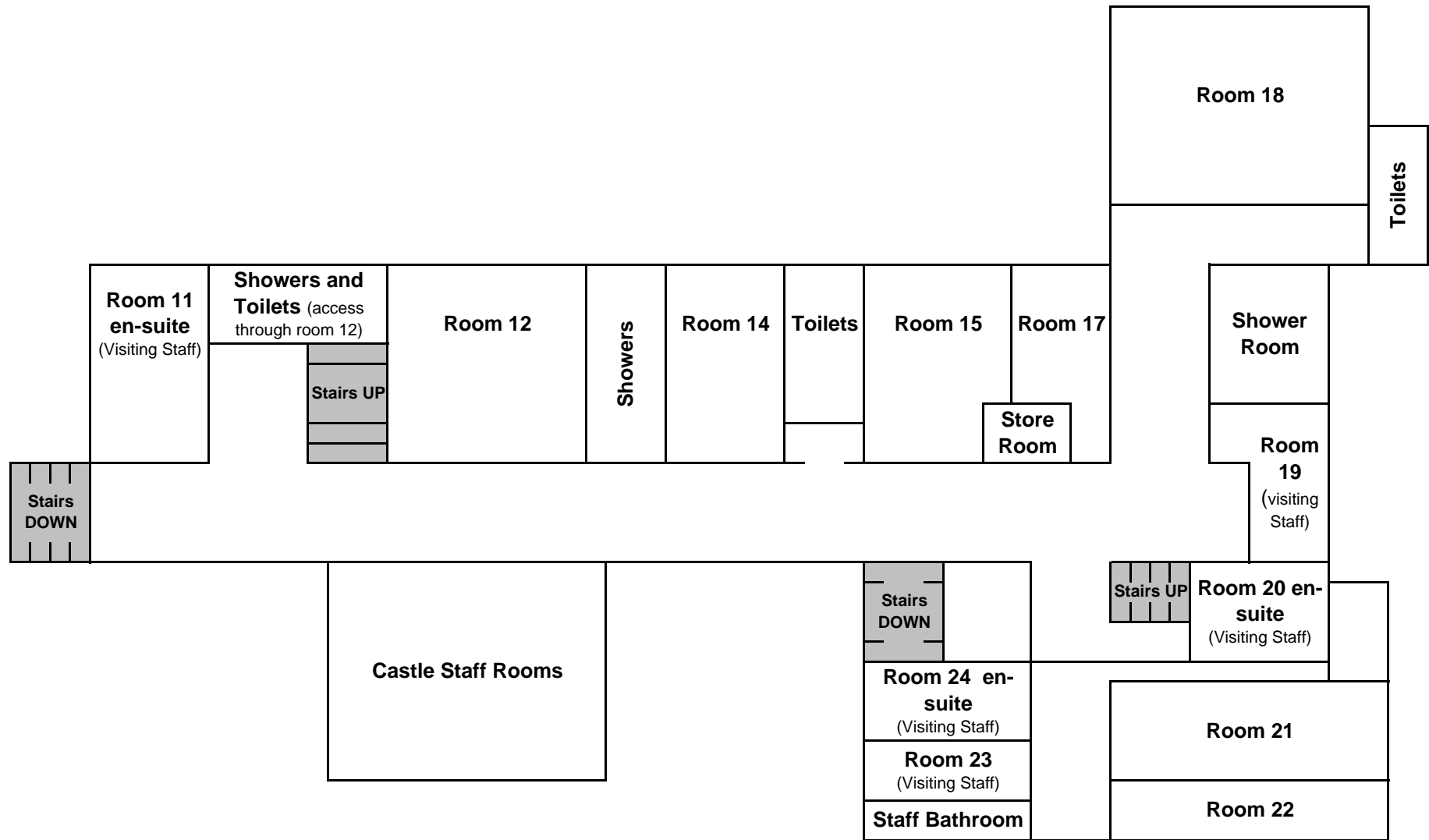
Castle Map - Basement.



Castle Map - Ground Floor.



Castle Map - First Floor -Boys.



Castle Map - Second Floor - Girls.

