

# Condover Hall (JCA Adventure)



## Condover Hall – Residential (Outdoor and Adventurous Activities)



Dear Parent/Guardian and Student,

Please find enclosed detailed information regarding the Condover Hall residential.

This information has been compiled to give you a better understanding of how the trip has been organised, what you require and what is expected.

It is recommended that parents and pupils read the documentation and that parents reinforce the important sections regarding pupils' responsibilities, supervision and safety.

If there is anything in particular that you would like to discuss, please do not hesitate to contact me.

Please take note of the following date: **12<sup>th</sup> February 2019 5pm – 6pm.** This will be the parents' information evening taking place at Bishop Challoner Catholic College to go over any queries / questions. I will be going through equipment requirements, registration and dorm groups, health and safety and more.

Yours faithfully,

Mr S. Moreira

Trip Leader

Assistant Head of Year 7



## Condover Hall (JCA Adventure)

### Condover Hall:

Church St, Condover, Shrewsbury SY5 7AU

### Accommodation:



### Staff Travelling & Responsibilities:

Mr S. Moreira – Trip Leader, Assistant Head of Year 7, First Aider

Mrs H. McGowan – Head of Year 7 / Teacher of Modern Foreign Languages / English

Miss H. Hunter – First Aider / Teacher of Physical Education

Miss M. Smith – First Aider / Support Staff

Mr N. Mohammed – First Aider, Trainee Teacher (Physical Education)

### Medical Information:

If a student is taking any medication this must be discussed with Mr Moreira, Miss Hunter, Mrs McGowan and Miss Smith prior to the departure. Students must have all medication **clearly labelled with their name on and any instructions such as timings and/or dosage** also stated. Inhalers / Epi Pens should be carried by students but must be shown to their teachers prior to departure. Any additional medication that is to be kept during the trip must be given to teachers. If pupils prefer to keep their medication on them (for example travel sickness), that is fine too – but it must be shown to staff prior to departure so that we're made aware.

Below is some vital information for drop off and pick up times:

### **Drop off at Bishop Challoner Sports Centre @ 12:30 (after) noon – Wednesday 20<sup>th</sup> February 2019.**

Students to meet inside the Sports Hall. Please note that if you are intending to use the St. Dunstons car park then you may be charged £1. Alternative parking available in the car park next door to Kwik Fit (also at a cost). Students to be wearing appropriate sports kit – ready for their first activity on arrival.

**Pick up at Bishop Challoner Sports Centre @2:30pm – Friday 22<sup>th</sup> February 2019.** We will inform you of any changes to the estimated time of arrival.



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Each registration group leader will open up a Bank System in the Sports Hall as soon as students arrive on Wednesday 20<sup>th</sup> February. Here they will be required to hand in all money, within a named envelope detailing the amount that is inside. Students will then be available to obtain money from their registration group leader throughout the trip, as and when it is needed, particularly for the gift shop. This will prevent students from losing any money. If you choose to keep hold of your own money, this is fine too but please be reminded that if money is lost, it is your own responsibility. It is recommended that pupils do not bring any more than £30 to the trip. This is just a guideline and students are more than welcome to bring more/less. Please be aware that all food, activities and accommodation is included in the original price of the trip.

### Health & Safety:

The Health & Safety of all members on the trip is of the most importance to us. Condover Hall have carried out full risk assessments of all venues, activities and surrounding areas. At Bishop Challoner, we have also carried out our own risk assessment. Additionally, JCA Adventure have provided us with the following safety accreditations;

- **BAPA** - We operate within the code of practise laid down by the British Activity Providers Association
- **LOtC** - Learning Outside the Classroom for educational provision and effective risk management
- **AAIAC** - Adventuremark ensures our activities have been assessed for safety and risk management
- **AALA** - Adventure Activities Licencing Authority ensures safety standards are met
- **IOL** - We are corporate members of the Institute of Outdoor Learning

### Pupil Free Time:

It is customary on trips of this nature for pupils to be provided with occasional free time (within Condover Hall). On such occasions, students will be required to carry a contact card with them at all times. This will be given to students when they arrive at Condover Hall. In the unlikely event that students misbehave they will be sanctioned appropriately according to the severity of the incident. Students should expect to miss part or parts of the trip if this happens and in the most severe of circumstances could face being sent home with a member of staff.

### First Aid:

Four out of the five members of Bishop Challoner staff are First Aid trained and a First Aid kit will be carried at all times. Those students who need a blue inhaler must show their registration group leader prior to departure and will need to carry these at all times. If your child suffers from travel sickness, please ensure that the appropriate medication is provided and given to their registration group leader, detailing name and dosage amounts. If your child requires an **Epi-pen**, then they will be required to **carry one at all times** and also give a **spare one to their registration group leader**. Any information on what may cause an allergic reaction should be told to Mr Moreira and your son's / daughters registration group leader. If your son has Asthma, then he / she must carry a Blue



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Inhaler. Your son's / daughters trip leader will check that this is the case before we departure to Condover Hall on the first day (20<sup>th</sup>).

### Pupil Responsibilities:

- Room Inspections: Each morning, all four Bishop Challoner staff members will inspect the rooms for cleanliness and for hygiene purposes. Students will be required to keep their rooms tidy and clean to avoid being sanctioned. Please note: Any damages/costs that may occur to the property of the manor house rooms will be subject to the individual or group that caused them. It will be the individual/s or room/s responsibility to cover the cost of the damage/s.
- Room Rules: If Bishop Challoner staff members need to enter they will first knock and then call out to the occupants. Pupils must not enter other students' rooms at any time in order to avoid being sanctioned. Each night a time will be given to students to go to their room and also one where they will be expected to be asleep. Failure to keep to this time will result in sanctions being put into place.
- Students - Remember that you are representing Bishop Challoner. Be polite, respectful of any rules given and be courteous towards other members of the public / staff at Condover Hall.
- Pupils are not permitted to enter the water AT ANY TIME.
- Pupils are also not permitted to enter the pool at any time without a member of Bishop Challoner staff supervising them.

### Insurance:

The trip is covered by the Bishop Challoner School insurance. A section of the insurance can be provided upon request.

Website; <https://www.condoverhall.com/>



## Conover Hall (JCA Adventure)

Equipment List:

### Clothes;

Night wear

Underwear

Pairs of socks (including plenty of spares)

Trousers (It is important that the students do not wear jeans whilst doing the activities for safety and comfort reasons)

Shorts

T-Shirts

Long sleeved top for archery

Jumper/sweatshirt/fleece Waterproof jacket/anorak

Waterproof trousers or trousers that can get muddy

Disco clothes

Towels

Swimwear

Trainers or other substantial footwear, plus extra to get wet/dirty

### If you're doing watersports (Weather permitting);

Aqua shoes or old trainers

### Toiletries;

Toothbrush

Toothpaste

Sponge/facecloth Soap / Shower gel

Hair products i.e. shampoo/conditioner Hair ties (for long hair)

### Other;

Sunglasses

Book/magazine to read

Water bottle

Gloves/hat/cap

Camera

Small Torch

**Items We Suggest Not to Bring • Mobile phones • Computer games • Jewellery either expensive or of a sentimental value • iPods or other mp3 players • Items of value or sentimental value. • Sharp or dangerous objects**



## Condover Hall (JCA Adventure)

### A typical day at Condover Hall;

7.15 am Wake up, wash, brush teeth and make beds.

8.00 am Breakfast

8.30 am Get ready for your day! (Remember your water bottles!)

8.50 am Your instructor will meet you at your accommodation or your first activity point, are you ready?

9.00 am Your first activity begins.

10.30 am You have a 15-minute break – fill up water bottles, visit the toilet and look forward to session 2!

10.45 am Second activity begins.

12.15 pm Lunch

1.50 pm Your instructor will meet you at your accommodation or activity point. Time for more fun!

2.00 pm Your third activity begins.

3.30 pm You have a 15-minute break – fill up water bottles, visit the toilet and look forward to session 4!

3.45pm Your fourth activity begins.

5.15 pm Free-time – Leaders, you may have something fun planned, or you and the students can catch up with your friends in other activity groups.

5.30 pm Evening meal

6.30 pm Free-time\* – Time to recharge before the evening's fun or visit the shop!

7.15 pm Evening activity begins.

8.45 pm Return to rooms. Wash up, brush teeth and get ready for bed.

9.00 pm Quiet time in rooms.

10.00 pm Lights out. Time to sleep!

### Important Notice:

Mass: As a catholic college it is an expectation that the trip leader will build into the trip an opportunity for students to prayer and reflect, especially if the trip takes place over the course of a weekend. Fortunately, the trip is running throughout weekdays and pupils will still be able to attend mass as usual on a Sunday if they wish.

In addition to this, prayer booklets will be made available to all students on the trip and time for reflection and prayer within free time will be included into the itinerary.