



Ardentinnny Outdoor Education Centre

**Adventures in
Outdoor Learning**



Essential Information Pack

Your visit to Ardentinny

At Ardentinny we work closely with the schools and other groups that stay at our centre to make the visit a safe, organised and unforgettable experience for all the participants.

We believe that a visit to a residential centre, whether it is to take part in an outdoor course, a drama workshop or concert rehearsal or any other organised course is highly beneficial to children and young people. Being challenged by the new situation of staying away from home and trying out new activities, children and young people will develop a heightened sense of self-esteem, they will learn how to work in a team and develop skills for learning, life and work that will stay with them and help them for many years to come.

A trip to Ardentinny is a journey of adventure, fun and challenge for your pupils: they will learn how to deal with insecurities, they will be challenged and they will have to overcome their own fears. But it will also be an amazingly fun, adventurous experience that will help them grow as individuals and as a group, strengthen their confidence and equip them with new knowledge about themselves, about their environment and about living a healthy life.

The information contained in this pack will help you and us to ensure that your group's visit is as successful and safe as possible. Please take your time to read through the notes and share them with any other staff coming on the course.

The medical consent form and the friendship group list must be faxed, emailed or posted back to the centre two weeks prior to your visit.

You can find further information such as a sample programme and a sample menu on our website: www.ardentinnycentre.org.uk . If you have any other questions, please do not hesitate to contact us.

We are looking forward to welcoming you at our centre,

The Ardentinny Team

Dear Course Leader

We have enclosed 5 information sheets. Of these, the medical consent form and friendship list must be either faxed or posted back to the centre two weeks prior to your visit to enable us to run your course as smoothly as possible.

- **Notes for Visiting Staff**

This explains the routines at the centre. It outlines the specific responsibilities and roles of visiting staff.

- **Kit List (for photocopying)**

This lists the clothing and other items that pupils should (and should not) bring to the visit. Please ensure that all parents and guardians receive a copy of this.

- **Medical Consent Form (for photocopying)**

The consent forms must be completed and signed by parents / guardians of every student coming to the centre. We cannot take students without this medical information. All students under the age of 18 must have adult consent before the visit.

All staff must also complete a medical consent form.

- **Friendship Group List**

Please organise the students in friendship pairs. This enables us to allocate dormitories.

- **Contact information**

A contact sheet is provided, with the address, phone numbers and important email addresses of the centre, as well as important information about transport and timing.

Other notes:

- **Dietary requirements**

Any specific dietary requirements e.g vegetarian, gluten free or nut allergies need to be discussed with the Centre at least two weeks prior to the visit to accommodate requirements.

- **Mixed activity groups**

Please note that, unless you negotiated a bespoke programme and price with us, your pupils will probably be mixed in activity groups with pupils from other schools attending the centre that week. You need to contact us if you wish your pupils not to be mixed with other schools. Please be aware that this might incur in an increased price due to higher instructor costs.

Notes for Staff Bringing Groups to Ardentinny

- **Morning routines**

Visiting staff are responsible for morning routines, including waking the pupils up and ensuring they get ready for the day.

- **Meal Times**

Visiting staff are requested to work alongside the duty instructor for the smooth operation of meal times. The dining room routine will be explained at the first meal.

- **After Dinner Until Evening Activities (Diary-time)**

We have provided a diary for Primary Schools that is an integral part of the outdoor and residential experience at Ardentinny. The diary continues the work done during the day, asking the individual to reflect on their experiences. The students are likely to require some degree of help completing them. We can set aside time for diaries. We ask visiting staff to supervise this time. It is hoped that individuals will treasure their diaries as an important part of their time with us, the emphasis clearly being placed upon enjoyment as opposed to a written exercise.

- **7.00 –9.00 pm (Approx)**

The duty instructor will organise a range of activities. They rely on visiting staff to assist in the delivery of the evening programme, taking a lead from the duty instructor and working together with them.

- **Supper**

A drink and snack will be available at 9pm (approx) in the dining room. We ask teaching staff to supervise this, ensuring the tables are laid out for the following morning.

- **Bed time**

Visiting staff are responsible for settling children, turning lights out and checking the dorms. The duty instructor is on call and can be contacted in the Duty Instructor Room / Staff Lounge (Lower Dormitory Floor).

- **Medication**

Visiting staff are responsible for keeping and distributing medication required by the students, provided with parental consent. Pupils should be responsible for medication such as asthma inhalers.

- **Accident/ Illness Procedures**

We may take an individual to visit the doctor along with a member of visiting staff if necessary. Minibuses are usually used as transport to the surgery.

In case of a more serious illness or injury, we may take the individual to the A & E unit at the local hospital. A visiting member of staff should accompany the individual. Should the situation arise where visiting staff are not present we will make immediate arrangements to transport them to the individual child concerned.

- **Sharing**

It is common that you will be sharing your visit with another group. We will probably combine your group with another so the activity groups are mixed. This enables the pupils to meet new friends, build new relationships and explore new ways of working together.

- **Discipline**

Overall responsibility for the group is with the party leader. Should there be any serious issues, the group leader and a senior member of Ardentinny Staff will work together to ensure a safe and satisfactory outcome.

Kit List – Residential Courses

The centre will provide all specialised clothing for the activities. Warm fleece jackets, balaclavas and gloves can be provided, although sometimes it is more comfortable for you to bring your own. 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 fabric of any sort is not suitable for outdoor activities and should not be brought for that use.

Put name-tags on all items of clothing or mark them with a permanent marker

THINGS TO BRING FOR A 5 DAY COURSE

- 4 warm jumpers or heavy sweatshirts
- 6 warm t-shirts
- 3 pairs of jogging bottoms / tracksuit bottoms
- Hat and gloves
- 10 pairs of thick socks
- Underwear
- Old trainers that can get wet
- Midge hood (May – October)
- Sun hat
- Sun block (at any time of year)
- Wellington boots (if you have them, otherwise we can supply)
- Torch
- Swimming costume
- Lunch box and plastic water bottle

ADDITIONAL CLOTHING FOR INDOORS

- Night clothes
- Shoes / trainers
- T-shirts, trousers, sweatshirts, socks (for arrival/departure and indoors)
- Special clothing for Thursday night disco

ADDITIONAL ITEMS

- 2 medium towels
- Toiletries
- Sufficient medication (labelled)
- Disposable camera

THINGS NOT TO BRING TO THE CENTRE

- Mobile Phones & Chargers
- Football strips
- Hairdryers / straighteners (Hairdryers will be provided by the centre)
- Chewing gum
- Aerosols (can set fire-alarms off)
- Radios / CD players / MP3 etc
- TV'S / electronic games
- Any other Electrical Appliances

These items do not lend themselves to the ethos of the centre: that the experience of the visit should be unique and removed from everyday life. In addition, some of them can present a genuine fire risk.

Actual Reality Medical Consent Form

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

Name/ name of guardian: Date of visit:

Personal details:

Age: Date of birth: Height: Shoe Size:

Medical Details:

Does your charge/ Do you suffer from any conditions requiring medical treatment? YES NO

Details:

Is your charge/Are you allergic to any medication? YES NO

Details:

Has your charge/Have you suffered from or been in contact with any contagious diseases in the last four weeks?

YES NO

Details:

Has your charge/Have you received a tetanus injection in the last ten years? YES NO

Dietary requirements:

Does your charge / Do you have any special dietary requirements or is your charge/Are you allergic to any type of food or sensitive to any food 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 and dorm allocation or would be useful background knowledge for the instructional staff. (For example; specific learning difficulties, visual or hearing impairment and any other special needs/requirements.)

Details:

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Primary contact:

Name:

Address:

Phone number: (Day): (Evening):

Secondary contact:

Name:

Address:

Phone number: (Day): (Evening):

Own doctor and name of surgery:

Name:

Address:

Phone number: (Day): (Evening):

During the visits, photos might be taken of you/your charge. Do you agree to the use of those in future promotions (printed and online)? YES NO

Declaration:

I agree to inform the centre of any change to the above information as soon as possible. I agree to my charge/myself receiving any medical treatment, including basic medication (such as paracetamol & antihistamine) and anaesthetic, as soon as considered necessary by the medical authorities present.

Signed:

Printed name:

Contact and Transport Information

CONTACT DETAILS:

Address: Ardentinny Outdoor Centre
Ardentinny
Dunoon, Argyll
PA23 8TR

Phone: 01369 810 271

Email: info@ardentinnycentre.org.uk

Web: www.ardentinnycentre.org.uk

TRANSPORT & TIMING

- You are responsible for arranging transport to and from the centre.
- Your group should arrive no earlier than 12 noon on the day of arrival and depart no later than 12 noon on the day of departure, except when specific arrangements have been made beforehand.
- There are two possibilities when travelling from Glasgow, either by road only, travelling through Arrochar, or by road and ferry, taking the Western Ferries from Gourock to Dunoon.
 - The timetable for Western Ferries can be found [here](#).
- Please note that early arrival at the centre could result in final pre-course organisation being incomplete, and this may affect the critical start of the course.

