

Information Sheets

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CRANEDALE
CENTRE

natural environment and living world learning

Joining Instructions

Joining Instructions for Visiting Staff attending The Cranedale Centre

THIS SHEET IS FOR THE ATTENTION OF VISITING STAFF ONLY

How to get to the Centre

A detailed location map can be downloaded from www.cranedale.com

The Cranedale Centre is situated in Kirby Grindalythe, approximately nine miles from Malton and two and a half miles from Sledmere. Schools normally arriving by coach are requested to arrive at the rear car park. You will find an entrance passage off the rear drive which will bring you into the Centre courtyard. Please note that coaches are requested to reverse into our rear driveway for unloading and NOT to remain on the main street where they can cause an obstruction. Thank you for your consideration.

Aims of the course

Please ensure all students understand the purpose of their stay at the Cranedale Centre, and what is expected of them in terms of appropriate behaviour. Do contact the Centre for any further information as required.

Role of visiting staff

Visiting staff are expected to take a full and active part in the course, both in the field and in lecture sessions. Visiting staff will be required to take full responsibility for the behaviour of students whilst at the centre and to enforce centre rules with particular regard to matters such as smoking and alcohol. A more detailed description of staff responsibilities (Guest Information) can be downloaded from the "Admin Forms" downloads section of our website, and a copy will also be provided on arrival at the centre. Visiting staff are requested to read through their roles & responsibilities prior to their arrival on the fieldcourse.

Stationery

Schools should bring, or make sure that students bring, an adequate supply of lined paper and graph paper. Document wallets for students to store completed work are particularly useful, and notebooks are essential for note taking in the field. You may wish to make copies of collated data to take back to school, so please bring along a memory pen for this purpose. All students are required to bring a clipboard. Cranedale Centre will no longer provide these but a limited stock is available for any student who loses their own clipboard.

Internet

Free wireless broadband access is available in most areas of the Centre. Staff and students may use this facility if they have a wireless enabled laptop or smartphone. A laptop is available in the Main Office for visiting staff use only.

Emergency Contacts

Please bring copies of all pupils' names, addresses and emergency contact details. These details should go out into the field with the students, so a copy will be needed for each separate party. Thank you.

The next page of this document is entitled: 'A Level and GCSE Induction'.

We would be grateful if you would make a copy of this document available to all students. Thank you.

A-Level and GCSE Induction

Your field course at the Cranedale Centre will be commencing soon and we look forward to welcoming you here for an enjoyable and productive stay. You may be unsure of what to expect, so the information in this induction sheet will help you make the most of your field course.

Please remember that you, your school or college, and the Cranedale Centre have made a big commitment in terms of time and money towards the success of your course, and this will probably be the only opportunity you will have to carry out this sort of work. In order to ensure that this commitment is rewarded we do need to insist upon certain standards.

The Working Routine

The course programme will have been arranged in advance with your school or college and usually a single different topic will be studied throughout each day. The working day may be longer than you are used to – it starts in a teaching room at 9.15 am and after breaks for meals and some free time, finishes around 8.30 pm in the evening. The day begins with a briefing session to establish the aims of the study. We go out in virtually all weather conditions and will be out all day, so please ensure you have appropriate clothing. Late afternoon and evening sessions involve analysis and interpretation of the fieldwork data. There will probably be other courses running in the Centre at the same time and often several small courses work together.

Free Time

Under normal circumstances you will have a short break (up to 1 hour) on your return to the Centre in the afternoon. You will also have free time from the end of the evening work session till 11.00 pm. The Centre must ensure certain standards of safety and hygiene throughout your time with us and consequently we must insist on some things.

1. Students must remain on Centre premises.
2. No alcohol may be brought to the Centre or consumed during your stay.
3. There must be no smoking in any Centre building
4. No chewing gum is allowed in the Centre. Students are asked to refrain from buying it and bringing it onto the premises.
5. That students return to their own bedrooms by 11.00 pm and be quiet with lights out soon afterwards. Experience shows that lack of sleep and tiredness can have a detrimental effect on the course. Please don't allow your course to be devalued in this way.

Accommodation and Meals

The Centre is located in converted farm buildings in a small village. All bedrooms have central heating and washbasins. Toilets and showers are available in adjacent blocks. Bedrooms are provided with keys so that your room may be locked while you are out in the field. However, the Centre cannot be responsible for your belongings and you may wish to insure valuable items. Care should be taken with all Centre equipment and all breakages must be reported immediately.

The Centre has a Common Room with table tennis and table football facilities in addition to a board games cupboard. There is also a television which is available on request for viewing special events, e.g. sports fixtures.

The Centre has an all weather tennis court/outdoor play area and soft tennis balls and footballs are available for use. Unfortunately, we do not have anywhere to play football or rugby, so please do not bring balls with you.

A-Level and GCSE Induction

Breakfast is at 8am each day and the evening meal is at 6.15 pm. The Centre prepares a packed lunch for each student and you are asked to bring along a water bottle to ensure you have enough to drink in the field. If you are visiting the Centre during the colder months, you are advised to bring a small thermos flask for a hot drink. This will be filled for you each day by the kitchen staff.

Safety And Behaviour

Please ensure that any medical conditions are reported to your staff in order that this information can be relayed to us. Also ensure you bring with you any medication you might require as Centre staff cannot issue any form of medication. All Centre tutors have First Aid training and a First Aid Post is available in the office.

The Centre maintains a strong commitment to safety and Centre tutors are very safety conscious. Please help us by adhering strictly to any safety warnings issued and by behaving responsibly at all times. This is essential for the safety of all concerned, and tutors may curtail activities if they feel safety is being compromised.

You will be expected to behave in a courteous and respectful manner to both tutors, and other centre staff, just as you would at school or college.

All Centre minibuses are fitted with seatbelts, which must be used.

And Finally...

Enjoy yourselves. Most of our visitors are pleasantly surprised at the high standard of accommodation, food and tuition the Centre provides. Although the course is demanding, it is also fun, and if you bear in mind the points made here you will have a good time and learn a great deal too.

We look forward to seeing you at the Centre soon.

Joining Instructions

Joining Instructions for Students attending The Cranedale Centre

WHAT TO BRING:

Stationery

You must bring your own **paper, pencils, pens, scientific calculator** and a **clipboard**. A large clear **polythene bag** will be needed to protect your work if it rains.

Clothing & Bedding

Bed linen will be provided by the Centre but please bring your own towels, soap and toiletries.

You must be equipped for cold and wet conditions whatever the time of year. The following list is an indication of what to bring for outdoor work.

- Waterproof Jacket (with hood)
- Wellington Boots
- Thick Warm Trousers
- Day Rucksack
- Scarf
- Thick Socks
- Hand Torch or Head Torch (*September to April only*)
- Waterproof Trousers
- Warm layers/fleece tops (at least 4)
- Long sleeved T-shirts
- Gloves
- Woolly Hat/ Sun Hat
- Sun protection

Walking boots can be worn for some of the days and are very useful, but not essential. The Cranedale Centre does have a limited stock of waterproofs and wellingtons for loan, but we strongly recommend you bring your own if possible. You will need indoor shoes and change of clothes for time spent in the Centre itself.

Drinks

Students should bring a water bottle (min 500 ml) for use in the field. Alternatively you may buy bottled water/drinks from the Centre's vending machine. If you would like a hot drink, please also bring a small 300–500ml flask. This will be filled for you each day from a list of hot drink options. Any student who wishes to bring a flask for use during fieldwork on their day of arrival is asked to fill it prior to leaving home. The daily flask filling system will be explained to all students on their first evening at the Centre.

Miscellaneous

There is a mobile phone signal for the majority of networks at the Centre.

The Centre does have a small shop and a vending machine but there are no other shops in the vicinity so try to bring with you all that you might need for your stay. You may wish to bring a torch (September to April only).

Joining Instructions

Leisure Time

During evenings the Centre's small shop will be open for souvenirs, sweets etc and the bar will be open for all sixth form students on a soft drinks only basis. Alcohol will only be served to persons over 21 yrs.

Time may be available to play table tennis, softball or tennis up until 9.00pm. The Centre has equipment for these activities, or you may prefer to bring your own. In addition there will be a selection of indoor games available for student use in the Common Room. Hard footballs/rugby balls/tennis balls are not permitted but soft balls are available for football/tennis in the courtyard.

Breakages

Students must be particularly careful with all equipment in the teaching rooms and in the field. Students should also take care with all the Centre's facilities. The cost of breakages may be passed on to the school or the student.

General

Accommodation is in bedrooms of 4 – 6 students.

Smart phones and other similar devices are permitted provided that they are used in a responsible way and will not disturb other people. Students are requested not to bring domestic equipment with them (toasters, toastie makers, kettles etc) as these are not necessary and if brought onto the premises will require a current PAT certificate.

Students are also requested not to bring valuables on the field course but anything they do bring will be at their own risk.

Internet

Free wireless broadband access is available in most areas of the Centre. Staff and students may use this facility if they have a wireless enabled laptop or smartphone. A laptop is available in the Main Office for visiting staff use only.

Provider Statement of Safety and Risk Management

The Cranedale Centre is an Independent Educational Charitable Trust (Reg. Charity No.1087766), providing environmental education courses for all age ranges. It specialises in Geography and Biology fieldstudies for A Level/GCSE students and Environmental Studies courses for KS2 pupils.

Health and Safety

- The Cranedale Centre complies with relevant health and safety regulations including the Health & Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999. The Centre has a recorded health and safety policy and recorded risk and COSHH assessments for all Centre departments.
- Written Codes of Working Practice and Risk Assessments are in operation for all activities and procedures and, where appropriate, comply with the guidance provided in the DfE Department Advice on Health and Safety for Schools (February 2012, updated June 2013); Health and Safety Executive – School Trips and Outdoor Learning Activities (June 2011) and the National Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom (OEAP 2012)
All policies, general risk assessments and site specific risk assessments are available on request
- Accident & Emergency Procedures are maintained and written records kept.
- The Centre's Catering Department is inspected by the Local Authority Environmental Health Officer.
- All equipment used in activities is suited to the task, adequately maintained and examined in accordance with current good practice. Where appropriate records are kept of examinations and maintenance checks.
- All operating procedures, policies and risk assessments are regularly reviewed and updated.

Insurance

- The Cranedale Centre has Public Liability Insurance of £10 million.

Vehicles

- All vehicles are roadworthy and meet the requirements of the law. The Centre maintains regular recorded vehicle checks.
- Vehicles are operated under the Section 19 Small Bus Permit Scheme issued by the N.E. Traffic Area Commissioner.
- All Cranedale Centre drivers of vehicles with 9-16 seats possess either pre 1997 licences with a D1 category or post 1997 PCV(D1) licences.

Staff

- The Cranedale Centre operates a policy for staff recruitment, training and assessment which ensures that all staff are competent to undertake their duties.
- All Cranedale Centre staff have been vetted under the Disclosure and Barring Service at the enhanced level.
- All teaching staff are qualified first aiders.
- There is a clear definition of responsibility between providers and visiting staff regarding supervision and welfare of participants. Study programmes are negotiated in advance with visiting staff, and changes to these programmes are only made in consultation with visiting staff

Safety and Risk Management

Fire

- The Cranedale Centre conforms to the Fire Regulations relevant to the Regulatory Reform (Fire Safety Order), 2005 which came into force in 2006 and the 1982 Education Act relating to residential establishments. The Centre is inspected by the North Yorkshire Fire and Rescue Service. A Work Place Fire Risk Assessment is in force and subject to an annual review.

Accommodation

- The Centre provides 24 hour on call cover from both male and female staff whilst the centre is occupied.
- There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
- Separate male and female sleeping accommodation is provided in rooms of up to 6. Staff accommodation is close to student accommodation.

Licensing

- The Cranedale Centre does not operate any activities requiring a licence from the Adventure Activities Licensing Authority.

Procedures for Self Tutored Groups

Procedures for Self Tutored Groups

Groups who choose to self tutor at Cranedale will receive a 25% discount off our normal tutored price and will be provided with all meals and accommodation and access to one or more teaching rooms which are resourced with overhead computer projectors and white boards.

Access to Cranedale's official fieldwork sites can only be granted by the landowners and all self tutored groups are asked to make their own arrangements with landowners for access. They may not visit sites on the authority of the Cranedale licence.

In addition all self tutored groups must provide the following for themselves:

- All transport to and from the Centre and all transport to field-study sites.
- All field equipment for their studies.
- All waterproof clothing and wellington boots.
- All paper and handouts for the fieldcourse and laptops for power point presentations / data analysis sessions.
- Students are asked to bring their own stocks of pens, pencils, calculators etc for their written work.

Terms & Conditions

Booking Fee:

Payment of a booking fee within 2 weeks of the date of our invoice is required to secure your reserved dates. Non payment of the booking fee within two weeks of our invoice will result in your dates being re-allocated to other customers. Please note that the booking fee is **not** an extra cost on your course and it will be shown as a deduction on the final sales invoice. However, should you decide to cancel your course, the booking fee will be forfeited and other penalties may also apply.

Payment Terms:

Having paid the booking fee a deposit request will be sent to you 26 weeks prior to the commencement of your course. This will be based on the student numbers reserved with us and will be calculated on 40% of the course fee. Payment will be required by the stipulated date to maintain the security of your booking. The deposit will be non refundable in the event of cancellation of student places or cancellation of the whole booking. Payment of the final balance is due 3 weeks prior to the commencement of the course. If payments are not received by their due dates then Cranedale Centre reserves the right to cancel your reservation. If you anticipate a delay in making your payments please inform the Centre.

Financial Penalties for Cancellation of Bookings:

Cancellation of the group booking by the customer, for any reason, once within 26 weeks of the commencement of the course will render the deposit and booking fee non-refundable. If the cancellation is close to the commencement date of the course other penalties will apply. Cancellation of a booking after the 6th week date will render 50% of the total course fee payable and after the 3rd week date the full fee will be payable.

Please inform the Cranedale Centre in writing if you wish to cancel your booking. Cancellation will be effective from the date your letter is received at the Centre and normal cancellation fees/dates will apply.

Financial Penalties for Cancelled Places:

Please note that deposits are non refundable and once beyond the 6th week date any cancellations will render 50% of the course fee due and beyond the 3rd week date the full fee will be payable.

If your group numbers fall to 8 or less then our Small Groups Terms and Conditions will apply. Please see **Small Group Bookings** below.

Travel/Cancellation Insurance:

Fees cannot be reimbursed for cancellations once within 26 weeks of the date of commencement of the course and it is strongly recommended that adequate travel/cancellation insurance is obtained for the group.

Visiting Staff

Visiting staff must take full responsibility for the behaviour of their students while at the Centre and assist with reinforcing Centre rules and regulations. Visiting staff will be considered to have a *duty of care* for their students and should be responsible at all times for their welfare. This will be particularly important during the overnight period when the Cranedale Centre staff are on-call but not in residence at the Centre.

A detailed list of Visiting Staff responsibilities and emergency procedures is available in our Guest Information File which is available at the Centre or at www.cranedale.com You are welcome to download this information, from our website, prior to your visit.

Terms & Conditions

Change of Programme

In the interests of health and safety it may, on occasions, be unavoidable to cancel or modify programmes and timings of activities/studies due to adverse weather conditions, poor tides, changes to group size or unforeseen unavailability of Cranedale staff.

Small Group Bookings

For bookings of 8 students or less (or existing bookings that drop their numbers to 8 students or less) it will be highly likely that your group will be asked to join with another school for fieldwork purposes. Consequently it may be difficult to meet your exact course requirements as the programme will have to reflect some or all of the course unit choices of the other larger group. Inevitably some fieldwork topics may not be your first choice but it is hoped that a useful compromise can be achieved.

Greater flexibility in achieving your exact requirements could be achieved if you remained separate. In this situation and for group sizes of 5 - 8, Cranedale Centre tutors would teach your individual day-time course and you, as the visiting teacher, would be required to teach some or more likely, all of the evening follow-up sessions. We cannot accept groups of 4 or less unless a) they self tutor and provide their own transport or b) they join completely with another school. Further details can be obtained from your Course Director.

Self tutored groups

For schools/colleges wishing to self tutor their course entirely the following conditions will apply:

For self tutored days all transport and field equipment, including worksheets, resources and outdoor clothing, must be provided by the school/college.

No Cranedale Tutors or transport will be provided.

All evening sessions should be covered by the school/college staff. For courses booked on this basis a reduced charge will apply. Further details are available from the Administrator.

Complaints procedure

If you have a complaint about any aspect of the service offered by the Cranedale Centre please put it in writing to the Director at the above address or speak to him personally. All complaints will be acted upon immediately. If you are not satisfied with the Director's response, then please write to the Charity's Trustees at the above address. It is then the responsibility of the Trustees to investigate the matter further and respond directly to the complaint.

Acceptance of Terms and Conditions

The receipt of your booking fee will be taken as confirmation of your acceptance of the above Terms and Conditions.