

RESIDENTIAL BOOKING FORM

Be Part Of It...

Please use the list of activities on the next page to fill out the program below

Please include your arrival and departure times where possible

Timings are suggested on the form, but most are flexible to work around your requested activities

Many groups choose to split into smaller activity groups (eg, a group of 30 may split into 2 groups of 15) to allow them to take part in activities that are limited by numbers

Some requested programmes may need modifying, taking into account activity ratios, availability of staff and equipment as well as group numbers

GROUP DETAILS (FOR INVOICE PURPOSES)			
Group/School Name			
Group Leader		Group Age	
Address			
		Post Code	
Contact Telephone			
E-mail			
BOOKING DETAILS			
Dates From - To			
One Night Residential with Activities: £95 Per Young Person/£25 Per Adult			
Two Night Residential with Activities: £140 Per Young Person/£45 Per Adult			
Three Night Residential with Activities: £195 Per Young Person/£65 Per Adult			
Four Night Residential with Activities: £240 Per Person/£85 Per Adult			
GROUP NUMBERS			
Males over 18	Females over 18	Males under 18	Females under 18
ACTIVITIES			
In order for us to provide you with a trip that best suits your requirements, please supply us with some background information on the group, below			
What are the current Learning Outcomes and Objectives for the group?			
Have you stayed with us before?	Y / N		
Would you like to pay a £10 per meal service charge to have your dishes cleaned by centre staff?	Y / N		
Cancellation - Please note that all bookings are subject to a cancellation fee of 25% if the booking is cancelled more than 90 days before the start of booking, 50% within 90 days and 100% within 14 days of the start of the booking. By completing this form you hereby agree to this. Please sign and date the box that you have read and understood these terms.			
Signed :			Date/...../.....

Survival/Backwoods Cooking

The group is taught to survive with basic bushcraft skills, including fire lighting, shelter building and cooking over a campfire. Suitable for up to 30 at a time, and can be tailored to last for a full day or for a morning or afternoon session.

Archery

The group is taught the basic skills of archery, are coached to improve their technique, and play various individual or team games. Suitable for up to 16 at a time, this activity will take a whole morning session, or most of an afternoon session.

Orienteering

The group is given a map and challenged to find various control points, all contained within the grounds of the centre. Suitable for up to 20 at a time, it can be tailored to run between an hour or a morning or most of an afternoon session.

Mountain Biking

The group are given a helmet, gloves and a bike each and are lead round a guided mountain bike ride around the local area. Some road riding will be included. Suitable for up to 16 over 10s at a time, it will take a full morning or most of an afternoon session.

Mountain Bike Development Course

Run on our field, the group receive coaching to improve their skills on a bike, using a skills course which is customisable to the skills of the group, from those unable to ride, through to riding jumps and major obstacles. Suitable for up to 20 at a time, it will take a full morning or most of an afternoon session.

Climbing Wall

The group are challenged to reach the top of the Oxenwood Climbing Wall. Four people can climb at a time, making this activity suitable for a whole group. This activity can be tailored to run from an hour to a full morning or afternoon session.

Problem Solving

The group is split into smaller teams and given challenges designed to promote teamwork, communication and critical thinking. Suitable as a whole group activity. This activity can be tailored to run from an hour to a full morning or afternoon session.

Fencing

The group learn the basic skills of fencing, using plastic Midi Fence kit for the younger groups, and full metal equipment for older and more able groups. This activity will take a whole morning session, or most of an afternoon session. Suitable for up to 15 at a time.

Canoes

Run at the local canal, this activity is suitable for up to 16 over 8s at a time, this activity will take a whole morning session, or most of an afternoon session. The group learns basic canoe handling skills in partners or small groups and is challenged to paddle for a short journey, involving games and challenges along the way. Spare clothes and a towel are required.

Mixed Craft Watersports

Run at the local canal, this activity is suitable for up to 16 over 8s at a time, this activity will take a whole morning session, or most of an afternoon session. Using a mixture of open canoes, kayaks, stand up paddle boards and some elements of raft building, the group gets to experience a range of different craft, paddled both solo or in small groups. Spare clothes and a towel are required.

Kayak

Run at the local canal, this activity is suitable for up to 16 over 8s at a time, this activity will take a whole morning session, or most of an afternoon session. The group learns basic kayak handling skills, paddling solo, but learning in small teams, and are challenged to paddle for a short journey, involving games and challenges along the way. Spare clothes and a towel are required.

Raft Build

Run at the local canal, this activity is suitable for up to 16 over 8s at a time, this activity will take a whole morning session, or most of an afternoon session. The group is challenged to design and build a raft in small groups. They are then challenged to paddle for a short journey, involving games and challenges along the way. Spare clothes and a towel are required.

Stand Up Paddle Boarding

Run at the local canal, this activity is suitable for groups of up to 6 only and will take a whole morning or afternoon session. The group learns basic SUP handling skills, takes part in a short journey and plays some games and challenges along the way. Spare clothes and a towel are required.

Hill Fort Walk

A full day activity involving a 5 mile walk, with various interesting and informative stops along the way, including visits to our fossil hunting field, and the Iron Age Hill Fort. Suitable for a whole group.

Stream Dipping

Run at a local stream, the group is tasked with finding, identifying and reintroducing various different stream based animals. Can be run alongside the Kennet and Avon Canal Walk. Suitable for a whole group.

Kennet & Avon Canal/Windmill Walk

A full day's 5 mile walk alongside the Kennet and Avon Canal, learning some of its history and how the infrastructure works. Can be extended by a mile to include a guided tour of the local windmill. Suitable for a whole group.

Shelter Building

The group will be lead to our woodland area, and are tasked with building shelters to accommodate the small group they are working in. Suitable for a whole group, this activity will take a full morning or most of an afternoon session.

Woodland Art

The group are taken to our woodland area, and are challenged to make some form of art from the resources they can find around them. A great way to bring out a groups creativity, and a great way to get young people interacting with the natural world around them. Suitable for whole groups. This activity will take a full morning or afternoon session

MiniBeast Hunting

Run in our woodland area, the group is challenged to find as many MiniBeasts as possible, and is shown various ways to find, observe and identify them. Suitable for a whole group, it will take up a whole morning or most of an afternoon session.

History Days

A full days activities based around the history topic of your choice, with fully tailored days to each time period. We regularly run Viking and Anglo Saxon, Medieval and Knights, Roman, and WWII days, and have provisions to run many more. Please inquire for more details, as each day is built bespoke to the needs of the school

Long Shot Archery

Using blunted arrows and lower powered bows, Long Shot is a safer Archery alternative, which can be run with larger groups. With targets being much further away, and regimented shooting details, it puts a new swing on Archery. Suitable for groups of 20. This activity can be tailored to run from an hour to a full morning or afternoon session

Indoor Problem Solving

A scaled down version of our Outdoor Problem Solving activity for when the weather is too bad to keep groups outside. The group is split into smaller teams and given challenges designed to promote teamwork, communication and critical thinking. Suitable as a whole group activity. This activity can be tailored to run from an hour to a full morning or afternoon session

Air Rifles

The group learn to shoot either indoors or outdoors, with 4 shooting at a time. We have the facilities to work with less able and visually impaired students. This activity will take a whole morning session, or most of an afternoon session. Suitable for up to 15 at a time.

Pioneering

The group will be given building materials, and are tasked to build a structure to complete a challenge. This could be to bridge across an area, form some kind of structure or building, or anything in between. This activity will take a full morning or most of an afternoon session.

Technology Days

A full days activities based around the designing, building, marketing and testing of a new electric vehicle. Models will be buit to scale and can vary in complexity dependant on group age, ability or can be designed around a groups theme. These sessions are suitable for a whole group and will last for a full day.

Evening Activities

Spooky Alley Walk

A 3 mile walk round the local area, with a focus on the landscape around us. Also taking in "Spooky Alley" and the story that makes it famous in the local area.

Oxenwood Challenge

A series of fun team challenges to end the day, while building teamwork and burning off any energy left after a full days activities.

Mini Olympics

A set of team games, races and challenges to end the day, burn off any residual energy and promote team support and communication.

Construction Challenges

Small teams are set problem solving challenges based around small scale construction challenges, including making devices to save eggs from large drops, bridges to support bricks and many more.

Many of our daytime activities can also be run as evening activities, dependant on time of year and size of groups.

Some activities may not be suitable for specific groups because of group size, age or abilities. We will do our best to accommodate all groups and all their choices of activities

Prices are dependent on group numbers and activity length. Please enquire for more details.

Some requested programmes may need modifying, taking into account activity ratios, availability of staff and equipment as well as group numbers

Prices include one centre lead evening activity. Further evening activities can be requested for extra cost, or we are happy to provide activities to be lead by group leaders

PROPOSED PROGRAMME - DAY ONE	
Morning Session(s) 9.30 - 12.00	
Lunch - 12.00 - 13.00	
Afternoon Session(s) 13.00 - 17.00	
Dinner - 17.00 - 19.30	
Evening Session 19.30 - 10.00	

PROPOSED PROGRAMME - DAY TWO	
Morning Session(s) 9.30 - 12.00	
Lunch - 12.00 - 13.00	
Afternoon Session(s) 13.00 - 17.00	
Dinner - 17.00 - 19.30	
Evening Session 19.30 - 10.00	

PROPOSED PROGRAMME - DAY THREE	
Morning Session(s) 9.30 - 12.00	
Lunch - 12.00 - 13.00	
Afternoon Session(s) 13.00 - 17.00	
Dinner - 17.00 - 19.30	
Evening Session 19.30 - 10.00	

PROPOSED PROGRAMME - DAY FOUR	
Morning Session(s) 9.30 - 12.00	
Lunch - 12.00 - 13.00	
Afternoon Session(s) 13.00 - 17.00	
Dinner - 17.00 - 19.30	
Evening Session 19.30 - 10.00	

PROPOSED PROGRAMME - DAY FIVE	
Morning Session(s) 9.30 - 12.00	
Lunch - 12.00 - 13.00	
Afternoon Session(s) 13.00 - 17.00	

Please complete the form below with **ALL** medical, behavioural, dietary or other needs within the group.

At least 2 weeks notice is needed to ensure that all group needs can be met with the correct staffing levels and activity setups. We have facilities to accommodate most needs on most sessions without problem.

Failure to give adequate notice of any specific needs may lead to us having to refuse activities or catering to group members who need special arrangements on health and safety grounds.

Name	Additional needs	Support needed

OXENWOOD OUTDOOR EDUCATION CENTRE

MEDICAL AND ADDRESS FORM

All visitors, including staff, need to complete a Medical and Address Form before attending Oxenwood OEC.

Copies of these forms should be should be left with an emergency contact number e.g. at school, and the originals should be brought with the group.

Name of Child/Adult	
Next of kin (e.g. parent/guardian)	
Home Address	
Home telephone number	
Emergency telephone number	
Name of Family Doctor/ NHS Number	
Address of Doctor	
Doctors Telephone Number	
NHS number	

Please list any Medical Conditions or other information concerning the Adult/Child that would be helpful, including allergies.

CENTRE RISK MANAGEMENT SUMMARY

TERMS AND CONDITIONS OF HIRE

Oxenwood Outdoor Education Centre and Wiltshire Council recognise the need for visiting groups to reassure themselves as to the quality and safety of our provision. The purpose of this document is to help organizers by providing the information usually required.

CENTRE ACCREDITATION

Until September 2015 Oxenwood Outdoor Education Centre held an AALS (Adventure Activities Licensing Service) license for the safe conduct of activities it delivers. The inspectors are experts in the field of Outdoor Activity delivery and the inspection is rigorous. AALS include in their inspection non-licensable or "Out of Scope" activities and unrelated activities, to establish whether a "culture of safety" exists within the organisation. The activities offered by Oxenwood Outdoor Education Centre were accredited by the inspections as being "Out of Scope", but of a high safety standard.

However, in recent years, Oxenwood's shift towards a more Education/Curriculum focused approach to the delivery of activities has led to the decision to switch away from the AALS accreditation mark, and to work towards the Learning Outside the Classroom (LOtC) Quality Badge Award. The Quality Badge is a nationally recognised indicator of good quality educational provision. Oxenwood is currently working towards achieving the Quality Badge, and maintains its culture of safety following guidance from the AALS inspections.

STAFF COMPETENCE

All staff leading activities will hold the relevant National Governing Body qualification or have been assessed as competent by an appropriately experienced and qualified person as required by the Licensing Authority. Sessions are also observed regularly to help maintain quality and safety standards.

RISK ASSESSMENTS

The centre conforms to Wiltshire Council Health and Safety policies, which are further supported by the centres own Risk Assessments and Operating procedures. Activity risk assessments are reviewed daily to take into account any variables e.g. the weather forecast, which may affect the safe conduct of an activity. Risk assessments and risk management is also a major part of the AALS inspection.

TEACHER/GROUP LEADER RESPONSIBILITIES

The visiting group leader has overall responsibility for their group at all times. The Centre requests that a visiting staff member is present for pastoral/behavioural supervision of group participating in activities. Centre staff are not responsible for the general behaviour and discipline of a group: this remains the responsibility of the visiting staff, however, the centre staff will take measures in the event that they feel the safety of an activity is compromised by such behaviour. The Centre Staff have responsibility for the program, the equipment and general provision of the centre and for operating the centre to legal requirements. Centre staff will be responsible for the safety and management of participants on all centre led activities.

It is essential that visiting staff provide advice regarding individuals and offer appropriate support to enable the Centre staff to properly perform their duties. The Centre has procedures in place for recording this information to ensure that all Centre staff that are due to work with these individuals, are made fully aware of their requirements and can tailor the activities appropriately. Visiting staff remain in loco parentis at all times for participants under 18. Pastoral care is still ultimately the responsibility of the Teacher/Group Leader. As such, we suggest a ratio of 1 Staff member to 10 Young People.

If at any time the visiting staff are unhappy about the activity, it is essential that they make their concerns known to centre staff at the earliest opportunity. Visiting staff may insist that any activity does not continue on the grounds of physical or psychological harm.

Visiting staff are responsible for the supervision of their groups when not in a structured session led by centre staff. With this in mind, Oxenwood kindly asks that visiting staff refrain from engaging in activities at this time which could hinder themselves from properly performing this duty, including the consumption of alcohol or other inhibiting substances.

Oxenwood have a member of centre staff on call at all times for assistance, or in the event of an emergency, who is a qualified First Aider.

STAFF RATIOS

Visiting staff remain in loco parentis at all times for participants under 18. Pastoral care is still ultimately the responsibility of the Teacher/Group Leader. As such, we suggest a ratio of 1 Staff member to 10 Young People.

ESSENTIAL DUTIES

During your visit we expect that all groups keep the centre in a tidy condition. Where the centre is supplying the provision of food for your group, our catering staff will prepare your meals for you and put them ready for you to serve up at a time that is convenient for you. Please note that it is the groups' responsibility to serve meals. If the group has opted to wash up afterwards any dishes, cutlery and serving equipment/dishes, and to put them away in the appropriate locations. Any dishes, pots and pans used during the cooking of the meals shall be the responsibility of the centre's catering staff to wash up.

ALLERGIES/MEDICAL/DIETARY REQUIREMENTS

We will supply allergen specific/special dietary requirement/vegetarian alternatives where necessary but we ask that you inform us in good time to ensure we have the necessary stock to do this.

CHILD PROTECTION

A criminal background check via the disclosure process is carried out on all centre staff and volunteers. The centre's policies are consistent with Wiltshire Council procedures.

SECURITY ARRANGEMENTS

All external doors can be secured to prevent entry by an intruder and a night time lock up procedure is in place. External doors to bedroom areas can be alarmed to warn visiting staff of egress by residents. CCTV cameras are also in place at the centre covering the main entrances.

FIRE PROTECTION

The centre is not required to hold a Fire Certificate, however, the Centre is inspected by a Wiltshire Council appointed person, who produces the fire risk assessment and ensures the centres meet the Council's Fire Safety standards. Please note that the Centre operates a No Smoking policy throughout its premises. This is in line with the Wiltshire Council's No Smoking policy.

INSURANCE

The Service, as part of Wiltshire Council, holds Public Liability insurance, as required by law. It has a limit of £30 million indemnity for any one incident. We would recommend participants make their own provision for personal accident cover should they consider it appropriate.

Please sign to indicate that you have read and understand all the points contained within the Centre Risk Management Summary:

Signed:

Date:

FIRE & EMERGENCY

AMBULANCE – Please dial 999 in the event of an emergency, stating name, location and nature of the problem.

DOCTOR – Great Bedwyn Surgery 01672 870388
– Burbage Surgery 01672 810566

MINOR INJURIES – Clover Centre, Great Western Hospital, Swindon. Walk in service 7am – 1am, 7 days a week.
– Andover Minor Injuries Unit, Charlton Road, Andover, SP10 3LB - 8:30am – 9:30pm, 7 days a week

TELEPHONE – A phone is available in the staff room. Please note there is limited mobile phone signal available at the centre. Some networks may not provide sufficient coverage.

FIRE – If you discover a fire – Activate the nearest fire alarm call point and evacuate the building and head to the fire assembly point located in the main car park. Dial 999 and state your name, location and nature of the problem. The Hirer to carry out a head count to ascertain if all party members are present. The Hirer must also inform the Centre's out of hours emergency contact – contact numbers are located in the welcome pack folder, located in the staff room.

THE HIRER MUST FAMILIARISE THEMSELVES WITH THE WELCOME PACK FOLDER UPON ARRIVAL AT THE CENTRE, AND KEEP CLOSE TO HAND AT ALL TIMES DURING YOUR STAY.

PLEASE ALSO NOTE THAT IN THE EVENT OF THE FIRE ALARM SYSTEM BEING TRIGGERED, THE BIOMASS BOILER SYSTEM WHICH HEATS THE CENTRE AND HOT WATER WILL AUTOMATICALLY SHUT DOWN AND REQUIRES MANUALLY RESTARTING BY A MEMBER OF CENTRE STAFF.



OXENWOOD

OUTDOOR EDUCATION CENTRE

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