



# Tower Wood Planning Your Course

The following information has been provided in order to help you prepare all elements of your residential visit, whether you are booked in to the main house or in to one of the lodges at Great Tower.

## 1. Booking Process

1. Following the provisional telephone reservation, a booking form will be sent out to you and the dates held for 10 days.
2. Once you complete and sign the booking form and return it to Tower Wood, along with the deposit\* as appropriate, the booking will be secure. We strongly advise you read our booking conditions thoroughly before signing the form, and ensure that you have cancellation insurance in place as the costs of cancellation can be considerable.

\*Deposits are due from **all** groups except Lancashire Journal Transfer schools who are not required to pay a deposit but should fill in their objective & subjective codes on the booking form – the deposit and/or cancellation fees will then only be taken should the booking be cancelled. All deposits are non-refundable.

3. On receipt of the signed booking form, we will send confirmation of your booking. Six months before you are due to arrive we will email course information to you, but this can also be found on our website.
4. Approximately four to six weeks before your arrival, the duty tutor for your course will contact you to discuss the activity programme and any other requirements that you may have. Please consider the information below in preparation for this contact with your duty tutor.
5. Four weeks prior to arrival, the administration team at Tower Wood will contact you with regards to returning the following forms which we need before you arrive:
  - Group Register
  - Activity Group List
  - Room List

These forms are important as we use them to make final preparations for your course, as well as for ordering the food and preparing the accommodation. The easiest way to get them back to us is to email them to [tower.wood@lancashire.gov.uk](mailto:tower.wood@lancashire.gov.uk)

## 2. Residential Course Information Web Page

[www.lancashire.gov.uk/outdooreducation/our-centres/forms-and-resources/](http://www.lancashire.gov.uk/outdooreducation/our-centres/forms-and-resources/), Tower Wood section of the page

Here you will find the following:

### Parental & Group Information

Register for Residential Courses  
Activity Group List  
Room Lists  
Adult Medical Form  
Parents' Information Letter  
Parental Consent Form  
Kit List

This list contains information that the group leader needs to complete and return to Tower Wood, as well as information for group members and parents which will need to be printed and distributed as appropriate.

You will need to consider the following:

- Are there any medical conditions of pupils / accompanying adults? (Asthma inhalers must be brought however small the likelihood of needing them may be.)
- Your school's policy concerning the safekeeping and administering of medication should be continued whilst at Tower Wood. If you require any storage facilities to help you with this, please contact us.
- Dietary needs / food allergies of pupils and/or accompanying staff

### Directions

The web site also provides directions to Tower Wood. Coaches should unload in the lay-by at the entrance to the centre and make their way on foot up the main drive.

### Tower Wood Power Point Presentation

This presentation has been provided for group leaders to show to teachers, parents or governors to give an overall view of what to expect from a residential visit.

### Risk Assessments

Lancashire County Council schools do not need to carry out a Risk Assessment for Tower Wood's activities, but only for transport to and from the centre, for any additional or evening activities not undertaken by the centre, and for any risks associated with individual group members' needs / behaviour. For all other groups, a resumé of our risk assessments is available here (Risk Management Summary).

### 3. Booking Provision

**Standard 5 day week and weekend courses at Tower Wood run as follows:**

#### **Week courses**

Monday Arrive 11.00am, lunch 12.30pm, pm activity  
Tuesday am & pm activities  
Wednesday am & pm activities  
Thursday am & pm activities  
Friday am activity, lunch 12.30pm, depart 2.00pm

#### **Week-end courses**

Friday Arrive 6.00pm, dinner 7.00pm, evening activity  
Saturday am & pm activities  
Sunday am & pm activities, depart 5.00pm

Please note that alternative arrangements may be possible and should be discussed with Tower Wood staff when booking. Additional fees may be applicable, usually the appropriate Day Visit rate if additional sessions are requested.

#### **Fees**

The basic cost of the course is based on a price per person per night and is shown in the basic fee section of the booking form. In addition there may be supplements to add as appropriate. Staff members are free on a ratio of 1:10, additional staff are charged at our B&B rate. Please contact the centre for current prices.

#### **Tower Wood activities include:**

- Kayaking
- Canoeing
- Raft building
- Sailing
- Low ropes course
- Tree climbs
- Tree abseil
- Sky pole
- Jacob's Ladder
- Problem solving
- Orienteering
- Rock climbing & abseiling
- Full/half day walks
- Mountain days
- Gorge scrambling
- Coastal scrambling
- Mountain biking
- Caving

#### **Additional Activities**

We are also able to offer the following as a part of a residential programme **at extra cost**.

- Evening Activity: various activities are possible for £100 per evening per instructor
- Dry Slope Skiing: £10 per person per ½ day
- Indoor climbing wall, Kendal: £3-6 per person depending on age

To arrange one of these optional activities, we require as much notice as possible to guarantee the booking.

#### **Insurance**

Lancashire County Council does not insure against personal accident or lost/damaged possessions. You may wish to make your own arrangements for group insurance, including cancellation insurance.

## 4. Activity Programme

Before deciding on the activities you wish to include in your course, consider the following:

- Reasons for organising your visit: curriculum, educational, personal & social, adventurous activities, teamwork, independence, and outdoor skills
- Are there any activities that you feel would specifically support your aims and objectives?
- Skills / experience / qualifications of your staff that may be useful, e.g. Single Pitch Award, Midas Minibus Driving Test, Royal Yachting Association Safety Boat Certificate.
- Which activities have you planned to organise for the evenings?

### **Aims and Objectives**

Outdoor Education focuses on personal development through interaction with others and responsible use of the natural environment. It involves the acquisition of knowledge, values and skills relating to self, others and the environment.

Most of the activities we offer fall into one or more of the following categories: adventure in the outdoors, the environment and personal & social skills. Activities will be suggested that meet the desired learning goals and take account of the students' past experiences and present skills. However, you may wish to suggest other curriculum-related activities to be included in your programme.

### **Adventure Education**

The adventure activities are both physically and mentally challenging and provide an opportunity to promote aspects of personal development such as independence, determination and self-confidence. By introducing students to challenging and adventurous activities we believe the skills acquired may lead to a lifelong involvement in worthwhile leisure pursuits. It is within the context of these activities that students are encouraged to develop a responsible attitude towards personal and group safety.

### **Environmental Education**

The area surrounding Tower Wood provides an excellent opportunity to explore the open countryside. In this outdoor setting we endeavour to stimulate learning through a sense of excitement, challenge and purpose, increasing awareness of the place of humans in the natural world and the need to understand, respect and care for the environment.

### **Personal & Social Education**

Many of the activity sessions are designed to offer groups a chance to explore the concept of teamwork. They will address issues such as decision making, problem solving, respect for others and communication skills. This part of the course is particularly relevant for building trust, understanding and appreciation of individual differences. Whilst activities can be specifically designed to address these objectives, it is envisaged that personal and social education will be an integral part of all aspects of the course.

## 5. Visiting Staff

### Number of Accompanying Staff

Groups should bring one adult per activity group. (For schools, these adults can be anyone approved by the school's head teacher, i.e. teachers, parents, governors, etc.) Places for these adults are free of charge. If you bring fewer than one adult per activity group it may affect the programme that we are able to offer. Adults accompanying the group in addition to this number are normally charged at a bed & breakfast rate. Contact Tower Wood for current prices.

### Visiting Staff Responsibilities

Visiting staff are given the Visiting Staff Handbook on arrival and guided through the information in it. It contains plenty of useful information and describes in detail staff responsibilities during the course. These responsibilities are outlined below:

- Care of all students welfare **at all times** during the course, under the direction of a member of the Tower Wood staff where appropriate.
- Overnight supervision (staff at Tower Wood are on call for emergencies only).
- To have Adult Medical Declarations and a Parental Consent Form duly completed for each student on the course and to advise Tower Wood staff of anything that may affect a pupil during their stay. This information must be available to all visiting staff and instructors at all times during the course.
- To participate in or lead group activities (according to the programme arranged before the course and dependent on the level of expertise offered by the members of staff). It is normally required that visiting staff are present during all activities to assist with supervision of group members.
- Supervision of pupils during evening meals, overnight and through to breakfast the following morning, including evening drinks and snacks.
- Assisting or organising evening activities (as arranged before the course).
- Supervision and checking of students bedrooms each morning, ensuring the accommodation is generally left in a clean and tidy manner.
- Ensuring students have prepared a packed lunch and flask for the day if appropriate.
- On the last morning of the course, all bedrooms, communal rooms and kitchens should be emptied and cleaned (including waste bins). The accommodation should normally be completely emptied by 9.30 am so that cleaning staff can start to prepare the accommodation for the next group.

If you are unsure what is involved in any of the above responsibilities, please make sure you make this known to a member of Tower Wood staff.

### Staff Ratios & Requirements

Staffing levels and qualifications for adults accompanying groups are determined by school / youth & community group policies and all trips are to be governor approved. LOE has had a number of enquiries and we hope that the following advice is of assistance when planning your visit to Tower Wood.

Visiting staff are responsible for the group at those times when not being led by centre staff - see your individual course programme. LOE has approved call out and emergency procedures and you will be made aware of these on the day of arrival.

### For group sizes of 30 plus

- A recommended minimum 1 to 10 staff / pupil ratio.
- A mixed group needs a female teacher for students over the age of 11. Two females are allowed for children younger than 11 but not two males.

- Head teacher approved adults may be used in addition to teachers.
- One adult needs to have a current First Aid qualification for evening and night time cover.
- If at all possible, the same teachers are advised to stay throughout the course.
- It is advised that at least one teacher / leader / school approved adult accompanies each activity group during Tower Wood tutored sessions to assist the efficient running of the programme. If this is not possible then the programme may have to be changed and certain activities may not be available.

For groups smaller than this size you may consult the centre for more details.

For centre-led activities there are set working ratios which appear in the centre's working practice documentation. This has been approved by LCC and the Adventure Activities Licensing Service (AALS). For self-tutored courses the full responsibility falls on the activity leaders.

### **Telephone**

In the event that visiting staff need to be contacted when the Tower Wood Reception is closed, outside normal office hours, the centre's phone number (015395 31519) can be used but it is best for visiting staff to be waiting at Reception to intercept the call before it goes to voicemail. Parents of pupils should be discouraged from telephoning on this number, except in emergencies.

### **Lost Property**

Any lost property should be collected up by the group leaders on the last day of the course and taken away when they leave. Please check all bedrooms, the back porch and the drying room before you go. Tower Wood declines any responsibility for lost property and is unlikely, due to the number of groups passing through the centre, to be able to identify and return lost property once a group has left the premises.