

WELCOME PACK FOR TEACHERS AND GROUP LEADERS



In partnership with



Cardfields, Bumfords Lane, Hatfield Peverel, Essex CM3 2NR. Tel: 01245 380 371

Welcome to Cardfields

Thank you for choosing Cardfields for your residential experience. We hope that your stay will be a most enjoyable one. In order to help with preparations for your visit we would invite you to take some time to read this welcome pack. We have included a range of information that we hope will be of use to you, from the initial booking and planning of your visit through to your final day with us. If you have any further queries or would like to discuss any matter, then please do not hesitate to telephone the Centre (01245 380371) where a member of our staff will be pleased to help you.

Cardfields has been a residential school journey centre since the 1980s, providing curriculum and non- curriculum based activities, with a programme tailored to suit individual school needs. Our aim is to provide an environment where children feel safe and can explore the rural environment in a way that helps to inspire and enhance educational achievement as well as developing social skills.

We look forward to welcoming your group to Cardfields.

A handwritten signature in black ink, appearing to read 'Elaine Clarke', with a small dot at the end.

Elaine Clarke
Centre Manager

Planning for your visit

The following checklist will help guide you through the planning stage of your visit to Cardfields:

- The booking form will be sent to you following your initial inquiry. Complete and return it to cardfields@islington.gov.uk and ensure the deposit payment is made. We are happy to discuss your group's specific requirements – feel free to call us on 01245 380371 with any queries you may have.
- Discuss your programme of activities with the Activities Officer at Cardfields. A list of on and off-site activities is included below in this pack, and other information is available on our website.
- Consider transport arrangements for your journey to and from Cardfields, as well as for any off-site visits you may have planned. We are happy to book transport for you with Jacksons Coaches (details further below).
- Plan evening activities for your group, led by your own accompanying adults. A list of suggestions is available in this pack, and we are very happy to leave activities set up for your group to use.
- Prior to your visit we'll email you:
 - a full set of risk assessments and the planned activities for your stay
 - a Group Information Sheet which we ask you complete and return to us two weeks prior to your visit. This provides us with the necessary information we need to plan for your visit, e.g. dietary requirements, room allocation, relevant medical information, etc.
 - a sandwich choices sheet for lunchtime options during your stay. Please complete and return to Cardfields two weeks prior to your visit
 - a menu for the evening meals during your stay
- Nominate accompanying adults for your visit. We ask that you bring a minimum of three adults, one of whom must be a trained first aider.
- Do look at our website (www.cardfields.co.uk) which contains a range of useful information, including lesson plans and follow-up ideas plus a picture gallery and children's page for your students to explore before their visit.

Suggested Kit List

Please ensure that students bring the following suitable and adequate clothing for their visit:

- Label all clothing
- Old clothes are fine as they may get wet and/or muddy and they may require several changes of clothes
- A plastic bag for used clothing
- A warm jacket and a waterproof coat if available*
- Wellington boots (in a plastic bag)*
- Slippers / soft indoor shoes essential
- Warm hat, scarf, gloves, warm socks in winter
- Sun hat, sunblock cream in summer
- Plenty of socks and underwear
- Trousers / shorts
- Shirts / T shirts
- Warm jumpers
- Nightwear
- Outdoor shoes / trainers
- Toiletries (soap, flannel, shampoo, toothbrush, toothpaste, hairbrush, comb, etc.)
- Towel
- Small backpack (to be used for carrying a picnic lunch during off-site activities)
- Water bottle which can be re-filled
- Torch (not essential)
- Prescribed medical requirements, clearly labelled – **all medicines must be handed to the teacher in charge**
- Pocket money (suggested maximum of £5.00)



- Please do not encourage students to bring expensive cameras, binoculars, etc.
- Disposable cameras are recommended if the student wants to take photographs – please ensure it is clearly labelled!
- Students are asked not to bring their own electrical items to the Centre. Please do not bring electronic games, radios, CD/DVD players, hairdryers, mobile phones, etc.
- Please bring a packed lunch, including a drink, for your first day.
- Please note that aerosol sprays (e.g. deodorant) can only be used in the bathroom as elsewhere in the house they will activate the fire alarms. Roll-on type deodorants should be encouraged instead.
- Children will have to carry their own suitcase/holders upto their bedrooms, please encourage suitable luggage they can manage. Appropriate size would be 20"- 22" and small backpack.

*We have a supply of wellington boots and waterproof coats which visitors are very welcome to borrow if they do not have their own.

Facilities and Services

We aim to make your stay as comfortable and straightforward as possible. We hope that these facilities and services will help you to make the most of your stay at Cardfields:

- Cardfields staff operate a 24-hour emergency on-call facility. We do ask that one of your accompanying adults be a nominated first aider, and ask that you bring a minimum of three accompanying adults. It is also recommended that adults bring mobile phones for use if necessary during off-site visits
- A first aid kit is available at the Centre, and we ask that you bring your own first aid kits for on and off- site activities. You will also need to provide any child-specific items, e.g. asthma pumps. You should also provide a first aid kit for the journey to and from your school to the Cardfields Centre. We can provide group leaders with bum bags for carrying first aid supplies off site
- Your group will be the only group staying on-site for the duration of your visit
- An experienced, qualified Activities Officer is available to work with your group
- There is an opportunity for groups to purchase souvenirs during their stay at Cardfields. Please arrange a time with the office staff that suits your group to purchase souvenirs. Items range in price from 80p to £2:50
- Wet weather gear (coats and wellington boots) are available to borrow in wet or muddy weather
- Spare backpacks are available for off- site use
- A payphone is available for visitor use
- We are happy to post any letters or postcards that your children may write. (Please provide appropriate stamps)
- Tea and coffee served to visiting adults throughout the day, and you are welcome to make your own drinks at other times if required
- A full set of risk assessments is available and will be sent to you prior to your visit
- Fire safety – all groups will carry out a fire drill on their day of arrival
- We can cater for a wide range of dietary needs, please inform the office in advance of any specific requirements



House Rooms and Classrooms

- **Sitting Room:** This large room is equipped with large leather sofas, bench and small coffee tables. It is a room where your group can relax when not taking part in activities, or can be used for group meetings. The room contains a large, flat-screened television, DVD player and small fiction / non-fiction library and a karaoke machine is available to borrow. The sitting room is created for quiet time.
- **Games Room:** A games room, which is located in the loft above the stables, contains a range of board games, table tennis, pool table, bar football and air hockey.
- **Dining Room:** This light, airy room looks out onto the patio and back gardens. We aim to provide a healthy, homemade menu using, when possible, the produce from our own kitchen garden. A sample menu is available on page 9, and we are happy to cater for a range of diets including vegetarian, halal, gluten free, etc. Breakfast and evening meals are served in the dining room, but where possible lunches are served outdoors on the patio. Meal times are:
 - 8.30am Breakfast
 - 12:30pm Lunch (this time can be flexible depending on activities)
 - 5:30pm Dinner
- **Bedrooms:** Bedrooms are located on the first and second floors of the house, with a separate accessible bedroom on the ground floor. Our comfortable student bedrooms are equipped with beds (mostly bunk beds) with a pillow, duvet and an extra blanket in cooler weather. Each bed has a bedside cabinet and space underneath the bed to store cases. We recommend that visitors bring only a small bag or case, as they will have to carry their own bags up the stairs! Separate staff bedrooms are available on both floors, which can accommodate up to two accompanying staff, with tea and coffee making facilities available in these rooms.
- Our ground floor accessible bedroom can sleep up to two visitors, and has its own en-suite bathroom. Both rooms are fully adapted for wheelchair users.
- **Bathrooms:** Student and staff bathrooms are available on both floors. Showers are available in the student bathrooms, and baths with overhead showers in the staff rooms. Please be aware that aerosol sprays (e.g. deodorant sprays) can **only** be used in the bathrooms; if used elsewhere in the house they will trigger the fire alarms.
- **Classrooms:** We have three indoor teaching rooms available for your group's use:
 - The sports classroom is a conference style room with large floor space and an interactive whiteboard. This can be used as a teaching room and/or games room
 - The lab was once a stable block and is now a fully equipped art and science room with project and whiteboard facilities



- The loft can also be made into a classroom space with sufficient chairs and tables for a group of 30

A Sample Menu

Our fresh, home cooked food is always enjoyed by visiting groups, and many of our regular visitors really look forward to this aspect of the school journey! Our chef is happy to accommodate a range of dietary needs, but below is just an example of the type of menu offered at Cardfields.

Lunchtimes include sandwiches, rolls and wraps, and visitors are invited to choose their own fillings for these.

Day of week	Breakfast	Lunch	Dinner
Monday			Homemade Pizza served salad bar Vegetarian option: Jacket Potato and salad bar Fruit salad with ice cream
Tuesday	Apple juice Cereal Toast and jam/marmalade Dried fruit Scrambled egg Tea	Filled rolls of your choice Apples Cake Water	Homemade Meatballs served with garlic bread and pasta. Vegetarian: Vegetarian balls served with garlic bread and pasta. Apple crumble & custard
Wednesday	Cereal Dried fruit Toast and jam/marmalade Tea	Jacket potato Cheese/beans Oranges Cake Water	Roast Chicken, Roast Potatoes, Yorkshire puddings, fresh vegetables and gravy Vegetarian option: Soya chunks in short crust pastry pie, new potatoes, fresh vegetables & gravy. Chocolate ice cream roll
Thursday	Cereal Dried fruit Toast and jam/marmalade Tea	Sandwiches of your choice Crisps Satsumas Cake Water	Breaded Cod Fish Fingers, Chipped potatoes, baked beans and salad bar. Pancakes
Friday	Orange juice Cereal Dried fruit Toast and jam/marmalade Tea	Wraps of your choice Apples Cookies Water	

Outdoors at Cardfields

With 5 acres of grounds we have plenty of space in which our visitors can relax and enjoy the picturesque rural outdoors. We do ask that during free time outdoors, young people are supervised by their accompanying adults. Our facilities include:

- A patio area with picnic tables, complete with parasols
- Our trim trail, a low level wooden climbing course for use during free time activities
- Our pond area is attracting an ever increasing range of wildlife, and pond dipping is a planned, supervised activity enjoyed by many of our visiting groups
- Team building exercises including Bush Craft - building of shelters, lighting fires



- An all weather games court which provides opportunities for a range of ball games including basketball and tennis. This court is floodlit for use at evening time
- A football pitch with goal posts
- A campfire area. Groups are welcome to use this area for an evening fire, perhaps even toasting some marshmallows!
- Our blindfold trail; this winds itself around the trees and is great entertainment for a supervised group



- The sunken garden – a more peaceful and relaxing area for those wanting to take things a little more leisurely
- The kitchen garden, where seasonal fruit and vegetables are grown for the Cardfields menu
- Our flock of chickens are always a fascination to visiting children, who enjoy feeding them and collecting their eggs



- Our BMX tracks are always a highlight of the visit. BMX biking is a planned, supervised activity where children can enjoy the challenge of learning to ride a bike or negotiating the hills and chicanes of our more advanced track. All bikes and safety equipment are supplied
- Open space and a wide variety of tree species – for you to relax in and enjoy!

Activities at Cardfields

We are pleased to offer a wide range of on and off site activities covering many curricular and non-curricular areas. Children will have an opportunity to learn from the environment in a safe and supportive way, and our aim is to encourage good communication and team skills as they learn. After booking your visit our Curriculum Activities Coordinator will make contact with you to discuss the programme for your visit. This is tailored to your individual needs, and we are always happy wherever possible to facilitate any specific requests you may have.

Activities in the Centre grounds

Orienteering: activities span across KS1 and KS2 making use of site maps, OS maps and compasses:-

- KS1 – using site maps and recording onto a 4x3 grid, children use a site map to locate pictures which, when drawn onto the grid, produce a wildlife picture
- KS2 Years 3/4 - using site maps to solve a number of anagram puzzles
- KS2 Years 5/6 – using compasses to set bearings and follow six separate course, collecting and recording symbols en route



Pond dipping: using our recently established pond and purpose-built dipping platform, children investigate a freshwater habitat. Follow- up work in our lab includes viewing freshwater invertebrates through microscopes and computer microscopes, identification, feed-back and can include some written work such as a creating fact sheet or zig-zag book.

Food chains/webs: following on from the pond dipping or woodland study (see off-site activities) children explore food chains in a range of habitats, and can create their own to take back to school.

Screen printing: children use silk screens and a range of acrylic paints to design and make a screen print – this can be based on a pond/woodland study, or themed to an area of particular interest.

Natural sculpture: based on the work of Andy Goldsworthy, children create natural sculptures around the grounds.

Clay modelling: a creative activity to make a never-seen-before invertebrate!

Stone painting: painting a memory stone to take home a memory of Cardfields and keep forever!

Observational drawing: using pencils and pastels, children can make observational drawings of a range of subjects in the grounds.

BMX biking: always a favourite activity, we offer a range of BMX bicycles and two purpose-built tracks. The tracks are designed for beginners and more confident cyclists, and we provide safety equipment such as helmets, knee and elbow pads and cycle gloves.

Canal study: children can learn why canals were built, the craft and how horses powered them. They also have the opportunity to visit Paper Mill Lock.

Gardening: our kitchen garden provides year-round opportunities for visiting schools to take part in the growing of our fruit and vegetables. Children have an opportunity to sow and harvest, weed and compost, and a range of other jobs depending upon the time of year.

Cooking: using, wherever possible, food from our kitchen garden, children can prepare and cook a dish for their evening meal. Apple crumble, using the apples from our orchard, is a favourite!

Team challenges: a wide range of small group challenges to develop team building, including land skiing, water chute, blindfold trail and many more!



Archery / trebuchet building: these activities are delivered on-site by an outdoor adventure company. The company provides full safety equipment and instructors, and encourages the children to challenge themselves in a range of physical and team building skills. (This activity will incur an additional cost.)

Star gazing: this activity will enable children and young people identify very simple star constellations which form a pattern in the sky (weather permitting).

Bush craft: Children are encouraged to be imaginative in their design and building to incorporate a range of 'features' in the shelters. Learn how to build a fire and possibly learn out to cook e.g. toasting marshmallows.

Activities away from the Centre grounds

Orienteering/walking: using maps and compasses to walk from Cardfields to Heather Hills. This activity extends the compass work undertaken during the orienteering activity at Cardfields, and is an excellent walk up to the woods, ready to take part in a woodland study and some shelter building. We can also provide details for a circular orienteering walk, passing via Paper Mill Lock and for the more energetic a walk along the river towpath to Maldon.

Woodland study: following an introduction to this activity back Cardfields, children explore the woodland habitat of Heather Hills. They have an opportunity to observe and identify woodland invertebrates, and to classify and measure trees.

Shelter building/Bush craft: in the woodland at Heather Hills, children work in small groups to build shelters, using the natural materials found in the woods. Children are encouraged to be imaginative in their design and building to incorporate a range of 'features' in the shelters.

Paper Mill Lock: groups can walk along the towpath of the River Chelmer to visit Paper Mill Lock (situated approximately 1.25 miles from Cardfields). This working canal lock is an opportunity for children to explore the workings of transport from a bygone era, and is an ideal location for sketching and observational drawing.

Further off-site visits

Groups have much enjoyed visiting the following centres, and we would be happy to arrange visits to these as part of your programme. (Visits do incur the additional cost of transport and entrance fees.)

- Colchester Castle (links well with study of Romans)



- Colchester swimming pool
- Colchester Zoo



- Ice Skating – Riverside Ice and Leisure Centre, Chelmsford
- Nuclear High Ropes – high ropes course at Kelvedon Hatch (an excellent stopping-off activity for schools returning to London)



- Bradwell Outdoors – high ropes, archery
- Stubbers Activity Centre – canoeing, high ropes, archery, raft building, etc.
- Coastal visits (Southend-on-Sea and Walton-on-the-Naze)



- Marsh Farm
- Thorndon Park, Brentwood – a country park open to the public with an established orienteering course



Suggestions for Evening Activities (school led)

Outdoors	Indoors
<ul style="list-style-type: none"> • Olympics-style games tournament • Camp fire with marshmallow toasting • Organised games, e.g. rounders", cricket, netball, basketball, etc. • Scavenger hunt • Wide games / night walk • Astronomy 	<ul style="list-style-type: none"> • Paper engineering • DVD night • Talent show • Quiz night • Karaoke night • Letter and journal writing

Example of a week's KS2 programme

DAY OF WEEK	MORNING	LUNCH	AFTERNOON	EVENING (school led)
MONDAY	10:30am Arrive Introduction to Centre Free time to explore grounds	Own lunch at Centre	Settle into rooms Fire drill Orienteering (solving anagram)	Camp Fire (Inc. toasting marshmallows) or indoor paper engineering if wet
TUESDAY	Walk to Heather Hills using map and compass skills	Picnic in woods	Woodland study Shelter building Walk back to Centre	DVD night
WEDNESDAY	Activity day <ul style="list-style-type: none"> • Natural sculpture • Screen printing • BMX biking • Gardening 	Lunch at Centre	Activity day <ul style="list-style-type: none"> • Natural sculpture • Screen printing • BMX biking • Gardening 	Quiz night
THURSDAY	Pond dipping and observation in lab using microscopes	Lunch at Centre	Clay modelling – follow up work from pond dipping Visit to Cardfields souvenir shop	Talent show
FRIDAY	Team Challenges: <ul style="list-style-type: none"> • Land skiing • Water chute • Blindfold trail • Toxic waste • Head skittles • Walk the plank 	Lunch at Centre	1.30pm depart for school	

First Day Routine (with approximate timings)

- 10:30am Arrive at Cardfields, unload coach and meet in sitting room.
- 10:45am Welcome by Centre Manager and Curriculum Activities Coordinator, followed by tour of house and grounds with information about free play areas, house rules and routines, etc.
- 11:45am Free time and lunch (visitors should bring their own lunch for the first day). We encourage schools to eat their lunches outdoors on our patio area when the weather is fine. The Cardfields teacher will meet with visiting teachers to discuss the week's programme, routines and any queries that may arise.
- 1:30pm Planned activity (often this is orienteering in the Centre grounds – a good way for the children to become familiar with the Cardfields site).
- 3:30-4.00pm Up to bedrooms – children will be asked to take their own cases upstairs (so please encourage small, light luggage), to settle themselves into their bedrooms and make their own beds. We will carry out a fire drill at this point in order that visitors are familiar with the sound of the alarm, know the fire exits from the house, and know where to assemble outdoors.
- 4:30pm Free time
- 5:30pm Evening meal served in the dining room.
- 7:00pm Evening activity (led by visiting staff). Cardfields Centre staff will depart by 5:30pm; the premises officer is based on site adjacent to the house and is on call 24hours.
Visiting staff will be left with full emergency contact details and on-call information.
- 8:30pm Supper – drink and biscuits. Please could we ask visiting staff to wash up cups after use. (Food and drink not allowed in the lounge/bedrooms).
Secure the house - visiting staff will have been instructed in how to lock the Centre doors and windows and to carry out other security/safety checks.
- 9:00pm Showers and bed.

Last Day Routine (with approximate timings)

- 7:00am Wake up, wash and dress. Pack bags and bring downstairs – take bags across to the Sports Classroom. Children to strip beds of duvet cover, pillow case and bottom sheet, and bring downstairs. Duvets and pillows should be left in place on the beds.
- 8:30am Breakfast. After breakfast ensure that all luggage, coats and footwear are moved to the Sports Classroom. From 10:00am there will be no access to the main house, as this needs to be cleaned and prepared ready for the next group visiting. Toilets and tea/coffee-making facilities are available in the Sports Classroom. (The table tennis and pool tables will not be available for use at this time.)
- 10:00 am Planned activity. Visit to the Cardfields shop, if this has not already been done earlier in the week.
- 11:30am Children and teachers to complete Cardfields evaluation forms. Tidy grounds, returning all sports equipment to the house and picking up any litter they may have dropped during their visit.
- 12:30pm Lunch
- 1:30pm Load coach, collect any artwork completed during the visit and depart.

We would ask that after breakfast children remain outside of the house, using the outdoor toilets and classrooms if needed, in order that the house may be cleaned in preparation for our next visitors. Lunch will be served outdoors on the patio if fine or in the Loft in bad weather. Teachers are very welcome to come into the house for access to tea and coffee, etc.

Fire Information

In case of a fire alarm, please follow the instructions below:

- Evacuate the building immediately
- Grab 'Emergency grab bag@ by exit door
- Assemble on front grass opposite car park
- Check to ensure all the group are present
- Walk down the driveway and assemble behind the large tree (away from the tree) to wait for further instructions
- **Nobody must re-enter the building until the all clear has been given**
- The responsible member of Cardfields staff or group staff should look at the Fire Alarm box and check which zone was activated
- The member of staff should check the whole area of the activated zone to find the point which has been set off. Check all area for smoke / fire / aerosol spray etc.
- If a ceiling mounted sensor has been activated a red light will show on the sensor
- If a break glass panel has been smashed - the glass may be broken
- **If a fire is found or suspected the member of staff should call 999 for the fire brigade – giving address details for Cardfields and their contact phone number**
- If there has been a false alarm the alarm can be reset - See information by fire panel / in info book
- No one apart from the responsible member of staff should enter the building whilst the alarm is sounding
- No one should enter the building until the all clear has been given by the responsible member of staff
- Do not switch off alarm until the building has been thoroughly checked for smoke / fire / cause of alarm
- Fire Alarm Emergency Call Out 'Arline Herson' 0784 338 3909

Useful Information

Cardfields
Bumfords Lane
Hatfield Peverel
Essex CM3 2NR
Telephone: 01245 380371
Email: cardfields@islington.gov.uk
Website: www.cardfields.co.uk

Jacksons Coaches
Bicknacre House
Leighams Rd Bicknacre
Essex CM3 4HF
Telephone: 01245 320598
Website: www.jacksonscoaches.com

Information for school groups

List of useful contact numbers	Telephone Number
Your 'on call' emergency number is:	07928 525161
Combination Lock for the gate at the end of the drive:	3837
Emergency Services:	999
Hatfield Peverel Doctors Surgery: <i>(in case of after-hours, dial surgery and listen for the after surgery number)</i>	01245 380324
Broomfield Hospital, Chelmsford:	01245 362000
NHS Direct:	0845 4647
Police – Witham:	01376 501212
Out of office contact number for Emergencies: Elaine Clarke	07496 212576
Cardfields Office telephone: <i>(until 5.30pm)</i>	01245 380371
Cardfields Payphone:	01245 381539