

Ardroy OEC

Briefing Notes for Visiting Teachers

We will normally go through these notes with you soon after you arrive, but they may prove valuable for reference during your stay

The main point of contact for your course is the Duty Instructor

The DI oversees the smooth running of the programme, and is available throughout your stay from 9-5. This role is normally taken on by the Programme Manager, who has overall responsibility for the instructional team and programme delivery.

After 1700 the DI hands over to the evening duty staff, and they deliver the evening programme. One member of the instructional staff will sleep in overnight in the Duty Bedroom on the ground floor, should a problem you cannot deal with arise, such as injury, illness or the fire alarm going off.

*Should you need to contact the DI, they are normally in the instructors office during the day, or contactable on **07776 024243**. Office staff in reception will usually know where they are during the day as well. Any phone around the building will dial out - dial 9 for an outside line. Easily accessible phones are in the staff room and dining room. Please also feel free to use these phones to contact school, parents etc.*

Please attend the morning meeting at 0900 sharp in the staff room.

This is the only time in the day when all of the staff meet and is an invaluable time to pass on any relevant overnight information, report any problems with the building to the facility team and to be involved with the plans for the day.

We run the meeting in two phases; the first where we ask you attend, then depart before we deal with any other business, some of which may not be relevant to your course. We normally ask visiting staff to do dorm inspections during this time.

Groups will start the day with their instructor in their meeting rooms at 0920.

Fire Procedure

We will do a fire drill within the first few hours of any school group arriving. Prior to this, we will show your pupils the normal fire exit route from their dorms. We will not repeat this practise, so any fire alarm going off after the first day must be taken seriously.

*If the alarm goes off at night, you will be responsible for ensuring that the floor you are sleeping on is evacuated. The instructor sleeping in overnight will take charge of the situation, but they cannot simultaneously ensure that a total of 9 bedrooms on three floors are evacuated. Children will be familiar with the exit routes after the practise, and they should assemble outside **in dorm groups** until a head count is made and the building deemed safe. A fire list is pinned at the exit to the main centre, and also under the white table near the fire assembly point.*

The member of Ardroy staff on duty will take charge, but should they be unavailable, or injured, then please note that the fire alarm system does not automatically dial 999. You can do this from any phone, or by switching on the automatic dialler at the exit of the main house. This switch will be shown to you.

These are your pupils not ours

While Ardroy staff are responsible for your pupils on activity, we never lose sight of the fact that you know them far better than we do, and you will largely witness the benefits of their stay long after the end of the course. School should dovetail into Ardroy, which should dovetail back into school. We try to reflect the ethos of your school, but this is difficult without feedback. If any Ardroy staff are dealing with a child or problem in a manner that you know is not your schools approach, or less likely to get a good result, then please tell us. We would see this as constructive feedback, not criticism.

Please don't be backward about coming forward

If something is not right - tell us. We will give you a feedback sheet on the last night, but we would much rather you told us on the spot and can fix it then and there, not wait to be told we got it wrong. The first point of call for feedback is the Duty Instructor, and they will touch base with you regularly to ensure all is well.

Most problems happen when pupils are not on session and have free time

For this reason, we limit the amount of free time that pupils have to no more than about 20 mins at any period - this usually occurs during lunch, and after tea. Ardroy staff will hand the children over to you during these periods as they will be busy putting away resources from the session just finished, and then pulling out the next set for the session to come. Times that we find teachers need to be most involved are during lunch time (when we would ask that you supervise the dining room), between 1700 and 1725, and after tea. Please tell us if there is too much free time and we can limit it further.

We also have a diary that pupils can complete in the evening; this can soak up some of the free time

We will never force anyone to do anything - especially teachers!

We firmly believe in 'challenge by choice'. We will be persuasive and encourage children to try, but also know when no means no. We will also respect your right to opt out of any activity, and the need to retain dignity in front of the children!

We welcome your presence on activity

*We feel it is important that you come along and get involved during activity (even as an observer). Ideally, please have an idea of which activity you wish to attend in advance, and the instructor can ensure that he/she has the right kit packed for you. This can be discussed in the morning meeting. **We would request that you attend an abseil session where possible** - this is because the instructor running the session is literally tied to a tree at the top, and cannot easily keep order at the bottom where the group normally congregate. It is not essential, but nonetheless useful.*

Evening Activities

We do request that you assist us with evening activities. We will never ask you to 'front up' any activities, but rather in a supporting role. We have now fixed the evening activity per theme, to ensure that there will always be enough Ardroy staff to deliver the activities. Session plans for each activity are in your bedroom, and also available from the Ardroy website

Bedding

Spare sheets are in your dorm - in the event of bed wetting, there is a key available in each staff bedroom for the cleaning cupboards on Buzzard floor & Heron block where you will find disinfectant wipes. Ideally wipe the waterproof mattress and resheet the bed, put the wet sheets in your bathroom, and inform us at the morning meeting - we will then remove and wash the sheets

Please take time off!

Looking after children 24 hrs a day for up to five days is tiring stuff. Please take some time off during the week - we can offer a lift to the local hotel, or into the village for a bit of R&R. There is a Jacuzzi in the hotel.....

Internet Access/ Television

The computer in the staff room is set to enable visitors to access the web -log in as 'powerpoint' and use the password 'powerpoint'. WiFi is available in the main house. We can show you how to connect to this if you have brought your own laptop. There is also a telly in there, but don't tell the children!

Cameras

We have two Olympus digital cameras which you are welcome to borrow for the course - we can then burn any pictures you take to a CD Rom

Medication

We will assume that you will take charge of administering any medication prescribed to your children - eg travel sickness tablets, hay fever etc. We do have a stock of Junior Disprol - but please ensure that any medication that we supply (i.e. not given to the children by their parents) is done through Ardoy staff, as we will check that their medical form has consented for the administration of said medicine, and also we will record the dosage - this is to ensure that there is no risk of an overdose.

Children's bags.

On the first afternoon, we will encourage the children to unpack their bags into drawers under their beds. To avoid large cases taking up space in dorms then we would ask that they get put away as follows

Eagle	cupboard space in each dorm
Buzzard	cupboard behind door of teacher's bedroom
Heron	cupboard behind door of Otter Dorm

Daily Routine

0730	Teachers Wake up children
0755	Assemble in Carnegie Room
0800	Breakfast
0845	Pupils go upstairs, complete morning duties and tidy dorms before inspection
0900	Staff Meeting
0905	Teachers do morning dorm inspection
0920	Morning activities commence, pupils meet instructor in their meeting room
1230	Lunch (and souvenir shop on certain days)
1330	Afternoon session commences (unless group are out for whole day)
1630	Review with instructors
1700	Children go up to dorms
1725	Meet in Carnegie Room for Evening Meal
1730	Evening Meal
1815	Pupils go upstairs, complete evening duties and tidy dorms before inspection
1845	Ardroy staff do evening dorm inspection
1900	Evening Activities Commence
2030	Evening Activities Conclude, Supper
2040	Children head upstairs
2100	Ardroy overnight staff lock up, and hand over to teachers