



Holt Hall



www.holthall.org.uk

Toftwood Junior School Residential

March 2018

Information for Parents and Carers

Quality Badge awarded by



**Educator
Solutions** 

Contact Details for the Visit

Postal Address: Holt Hall Field Studies Centre
Kelling
Road Holt
Norfolk, NR25 7DU

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Fax: 01263 712396
Email: holthall@educatorsolutions.org.uk
Website: www.holthall.org.uk

Toftwood Junior School Mobile

The staff will have a designated mobile with them for emergency use only out of Holt Hall Office hours. If you need to contact the staff during an emergency, then you may use this number.

Emergency mobile number: 07511940416

Please do not use this number to send text messages.

Staff attending Holt Hall:
Monday Tuesday Wednesday

Mrs Macqueen
Miss Connors
Miss Yeoman
Mrs Brown
Mrs Shaw

Wednesday Thursday Friday

Mrs Williams
Mr Hardy
Mrs Saunders
Mrs Brown
Mrs Shaw

HOLT HALL: ACCOMMODATION

Holt Hall provides a residential experience for up to 70 students and 8 staff in a country house setting of 75 acres of woodland, lakes, fields, lawns and gardens. It offers a brief refuge from the hurly burly of modern life and provides opportunities to become engrossed in learning outside the classroom, develop new skills and interests and make new friends.

We hope that you will enjoy your stay and find Holt Hall to be welcoming and comfortable. We know you will wish to support the Centre staff by encouraging everyone in your group to consider the wellbeing of others and to take care of the historic building and beautiful environment during their stay. The information in this pack will help you to plan a successful and safe visit.

To assist domestic staff all bedrooms need to be vacated by 08.30hrs on the day of departure but bags can be stored safely in the Boot Room storeroom.

Each bed has a bedside cabinet and there are plenty of wardrobes. Student beds have non-allergenic pillows and a bedspread, blankets are available in each room.. They are expected to make and keep their bed and room tidy and safe.

There is a Boot Room where outdoor coats, boots and shoes should be kept.

WHAT DO WE NEED TO BRING?

ESSENTIAL ITEMS FOR ALL CHILDREN FOR THE VISIT

- 2 pillow cases, bottom sheet and a duvet in a cover (in a bag please) or 2 pillow cases and two sheets. If preferred a sleeping bag, bottom sheet and 2 pillow cases can be sent.
- A hand towel and a bath towel
- Hair band if applicable (long hair needs to be tied back during all activities)
- Washing kit - flannel, soap, toothbrush, toothpaste, brush or comb, shower gel/body wash, roll on deodorant. (**Please do not bring aerosols** - they can activate the smoke detectors)
- Nightwear, Underwear and socks
- Indoor slippers/shoes/trainers (these must be worn inside for safety reasons)
- At least one complete change of clothing (shirts, trousers and jumpers)
- Outdoor shoes/trainers - these will get dirty! No expensive footwear please.
- Full length wellington boots (please bring in a carrier bag to hang in the bootroom)
- Gloves, hat and scarf
- Warm coat or other suitable weather proof outer garments
- A refillable water bottle clearly named (to fill daily to avoid dehydration)
- A disposable Camera may be brought on the understanding photos are NOT shared on social networking sites or via photo sharing sites. Any photos taken must not be shared or distributed and are for personal use only. Any misuse of cameras will result in confiscation.

We suggest that clothes should be warm, old, comfortable and clearly marked with the owner's name. We cannot accept responsibility for visitors' property and advise that valuable items should be left at home.

Please label all items with your child's name, including towels and bedding.

We do not allow children to bring personal electronic equipment with them. Mobile phones, wearable technology and any other electronic devices are not permitted to be taken on this trip.

CATERING ARRANGEMENTS

Food is a key driver in our Sustainable Centre and Healthy Schools work. We feel that the dining experience should be a sociable and pleasant one where young people are supported by our staff and yours, to eat well from both traditional and new dishes.

Our meals are provided by Norse Catering who buy seasonal, locally produced and sourced ingredients wherever possible. Seasonal, non-certified organic fruit and vegetables are supplied from the Centre's kitchen garden. All young people visiting the Centre will have the opportunity to explore the garden and engage with food preparation from earth to table. A balanced seasonal menu is available in advance. To make the most of seasonal opportunities it is subject to availability of ingredients and therefore possible minor changes.

We are pleased to cater for vegetarians, vegans, special diets and for those having food allergies or medical conditions if notified to us well in advance. To make this possible we require detailed information, such as what foods can be eaten and which ones must be avoided.



If your child has a special dietary requirement please fill in and return the form at the end of this booklet by Wednesday 7th February.

We welcome direct consultation with the on-site catering team from Norse, from parents or the school about any complex needs. Due to the complexity of catering for genuine dietary needs we are unable to cater for individual likes and dislikes but choices are offered within the set menu. A fruit bowl and extra bread and a variety of spreads are always available so that students can make a sandwich if they are hungry.

Breakfast. Breakfast will include a choice of apple or orange fruit juice, fruit and yogurt, a choice of low sugar cereals, toast and spreads, tea, coffee, milk or water. A hot option is also available.

Lunch. A light meal will be provided. Where sandwiches/rolls are on the menu there will be a choice of savoury fillings which can be ordered the day before. We try hard to achieve a balance between what we know young people like to eat, traditional English food and the healthier eating agenda.

Evening meal. This consists of a two course hot meal. Meals are freshly made in our own kitchen on the day they are served.

Dining Room Procedures

It is very helpful if students can support the domestic staff by assisting with dining room duties during their stay. These small jobs vary depending on what meal is served.

Refreshments

Drinks are provided at mealtimes.

Biscuits, instant hot chocolate and cold milk are available on a self help basis before bedtime. Fresh drinking water is available on demand in the Dining Room and the Boot Room from where water bottles brought from home can be filled. We highly recommend water bottles are carried by children so they do not dehydrate in the wind and sun.

Snacks from Home

Children are not permitted to bring snacks or sweets from home with them.

Holt Hall Environmental & Outdoor Learning Centre

Dietary Requirements Form

Please photocopy this form if you require more than one.
This form will be shredded after the end of course.

Name:		*Pupil/Student/Staff
Completion can be by Parent /Guardian or School		*Delete as applicable
School / Group: Toftwood Junior School	Date of Visit:	
Please list food related allergies: (Please give as many details as possible i.e. if you have an egg allergy, can egg be used as an ingredient?)		
If specially made foods are provided on prescription, please ensure the relevant items are supplied.		
Please list foods to be avoided: (for medical or religious purposes)		
(Delete as applicable)		
Vegetarian: yes / no		Vegan: yes / no

Holt Hall Environmental & Outdoor Learning Centre

Menu

Breakfast:

Toast, fruit juice and cereal (Weetabix cornflakes or Rice Krispies) available everyday day

Lunch and Tea please see the selections below.

A fresh fruit selection is available all day and hot chocolate and biscuits are available in the evenings for visiting staff to serve

Day 1

Day 2

Day 3

Selection of freshly made sandwiches Cake/biscuit Fresh fruit selection Crunchy cucumber sticks Pizza pinwheel
Roast gammon & pineapple (v) Vegetarian plait Roast potatoes Seasonal veg and gravy Fruit crunch and custard

Bacon roll (v) Beans on toast
Jacket potato with tuna, cheese or baked beans Homemade shortbread Yoghurt Fresh fruit selection
Pasta Bolognese (v) Vegetable Neapolitan Garlic bread Seasonal vegetables Chocolate surprise and ice cream

Porridge
Selection of freshly made sandwiches Cake/biscuit Fresh fruit selection Cherry tomatoes Popcorn

Please notify the office of any allergies or special dietary requirements at least 2 weeks before your visit.

RECREATIONAL FACILITIES

There is plenty to do while you are at Holt Hall. Indoor facilities include a lounge with a large format screen for watching DVDs, table tennis table, pool table, and various board games. We also have available a library and souvenir shop. Any money that is spent in the souvenir shop goes into the Holt Hall Fund which is used to purchase new equipment and improve existing facilities.

Children may bring up to £5 in a named wallet or purse which will be collected in and kept safe by staff.

Telephone

Visiting group leaders will have 24 hour access to the Centre's telephone for emergency use.

Sports Equipment

Includes Outdoor Football Pitch - Volleyball (seasonal) - Softball - Rounders - Croquet - Bowls - Orienteering - Putting - (Quick) Cricket - Parachute - Outdoor Chess.

Visiting schools will be charged for any damage and breakages to property and fittings that has resulted from their pupils' actions. These costs will then be passed to the parents of those responsible.

Health Matters

We assume that all children attending are physically and mentally fit to participate in the activities. If anyone has a special medical need or condition or is deemed to have a 'Complex Medical Need' school staff will need to notify us of this and discuss it with us well in advance so that appropriate medical care and practical arrangements can be effected locally, to the satisfaction of school, parents and Centre.

Would parents please discuss this with the class teacher in advance of the visit.

The Administration of Medicine.

The administration of prescribed and non-prescribed medication to children is entirely the responsibility of the school in line with their own policies. Medication can be locked securely in a staff bedroom or in a locked case kept in the Visiting Staff Room. Medicines which need to be refrigerated must be kept in a sealed and labelled container in the fridge in the Visiting Staff Room.

If your child has medication that needs to be taken on the visit, please fill in the FMED 1 form available from school as soon as possible and give the medicine directly to the teacher on the day of the visit. Please ensure all medication is named clearly.

Emergency Contact Details

In the very unlikely event of an emergency on the trip, we will use the contact details held in school on the children's records to contact parents or carers. Please make sure the school has up to date details for you and notify the school in writing if there will be any changes on the dates of the visit.

If you have any further questions, please do contact your child's teacher.