

CEES at Burwell House

Guidance notes for safe and effective Day Courses

NB It is important that the information given in this and other documents sent to the group leader is shared with all accompanying adults prior to the course. This is to ensure that all adults are fully aware of the programme for the day and of their role and responsibilities during the course.

This document includes **guidance** on safe and effective Day Courses, and a **location map**.

In addition you will have received:

- Day Course Information giving the **aims for the day, programme and risk management** notes for the specific course selected
- Any other documents relating to the course
- **Booking form** To confirm a provisional reservation, this form should be completed, signed and returned to CEES at Stibbington as soon as possible and by the date shown on your booking form.

Timing and leadership

To ensure best value from your CEES Day Course we recommend the following timings:

Key Stage 2 & above 5.5 hours eg 9.30 to 3

Key Stage 1 5 hours, eg 9.45 to 2.45

Foundation 4.5 hours, eg 10 to 2.30.

Timings may be reduced if necessary to suit school start and finish and journey times, but teachers should be aware that if the above times are significantly reduced some parts of the programme may need to be curtailed.

A CEES **teacher** will tutor your course and lead the activities with the support of visiting adults. If you are bringing 2 classes on the same day 2 CEES teachers will be available.

Lunchtime

Packed lunches and drinks should be brought (except on KS2 Evacuation and Victorian days). Tea and coffee making facilities will be offered to adults. As part of our Eco-Centre policy we ask teachers to encourage pupils to bring environment-friendly packed lunches with minimal packaging, and ask pupils to put waste fruit and vegetables into our compost bins.

CEES teaching staff will take responsibility for pupils' activities during the morning and afternoon sessions. School staff will be responsible for **supervising** pupils during the lunch break, which may include a short period of free time.

A **souvenir shop** may be offered at lunchtime. Teachers who would like to include this might suggest a maximum of £2 spending money.

Payment of day course fee

An invoice will be supplied during the month following the visit.

RISK MANAGEMENT

All CEES activities are **risk assessed** and appropriate control measures are taken to minimise any risks identified. Relevant extracts from CEES risk assessments are given on the Day Course Information page. CEES holds the Learning Outside the Classroom **Quality Badge, reg no R2QB102204**. Additional notes relating to risk:

CEES teachers

CEES staff are qualified, experienced teachers who are DBS checked and employed by Cambridgeshire Local Authority. All have a current first aid certificate and carry a first aid kit and other safety equipment.

School teachers and accompanying adults

In addition to the class teacher you will need to bring other adults. Recommended **adult : pupil ratios** for each course are given on the Day Course information page. Please note that DfE guidance states:

- All accompanying adults should be fully aware of their role and responsibilities (see note above)
- Adults should be responsible for a pre-arranged, named group of pupils and should hold a list of their names
- Pupils should not be identifiable by a name badge
- DBS checks are **not** essential for adults accompanying visits where the adult will not be in sole charge of 1 pupil

It is the **responsibility of the class teacher** to hold a register of pupils and adults, with emergency contact details.

Class teachers are required to inform CEES staff of any physical, medical, behavioural or emotional conditions which may affect the safety of the individual or the group.

Notification to CEES two weeks prior to the course is required if pupils' pre-existing conditions may necessitate **adjustments** being made by CEES to the course.

DfE guidance makes clear that **visiting teachers remain responsible for their pupils** at all times. Should behaviour become unacceptable on safety grounds, teachers may be asked by CEES staff to withdraw pupils from activities.

Whilst CEES policies are in place for safeguarding and child protection, please be aware that individual school policies and practice should be implemented and adhered to during your visit.

Weather, clothing and equipment

Teachers should encourage pupils to wear **clothing and footwear** suitable for weather conditions on the day as all CEES courses involve some learning activities outdoors. This may include a waterproof jacket and wellies (in a carrier bag), plus on cold days a warm coat, thick socks, hat and gloves, and on hot days a sun hat and sun screen. CEES holds some spare outdoor clothing which will be made available to those pupils who do not have their own. All materials and equipment needed on the day including clipboards and pencils will be supplied by CEES.

Photography

We encourage you to take photos at appropriate times as a photographic record of pupils and their work during the visit may provide valuable evidence for assessment. Teachers should ensure they are aware of relevant photo permissions.

CEES at BURWELL HOUSE Location map



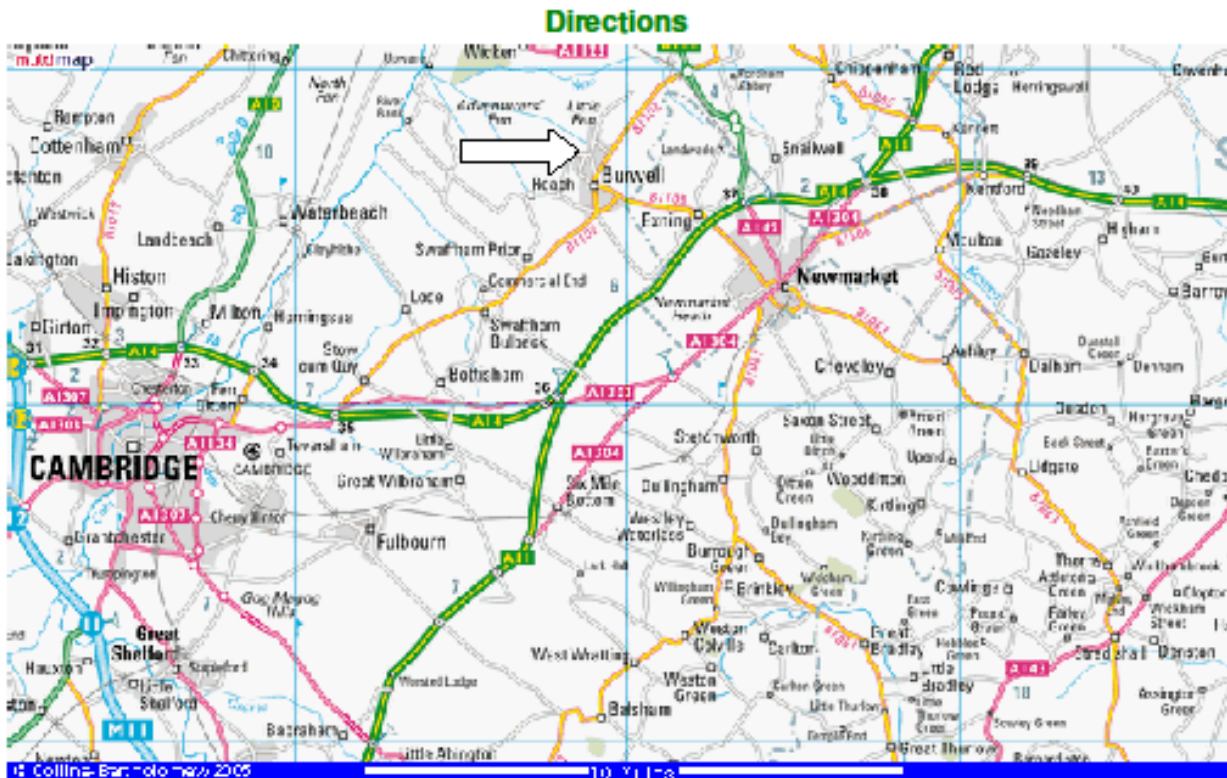
Would group leaders please ensure that bus drivers have access to this information?

Sat Nav postcode: CB25 0EF. The entrance to Burwell House is on Silver Street.

Burwell House is situated within the Fen edge village of Burwell.

Though relatively large in size, the village has retained a peaceful and friendly atmosphere, whilst offering many places of interest, including its own museum, castle site, spring and a very fine church dating back to the 12th Century.

Burwell lies approximately 12 miles North East of Cambridge and a short drive from Newmarket and Ely. With straightforward access to and from the A14 and thence the M11, it is an increasingly popular venue for groups from near and far. On the map below, the arrow indicates the location of Burwell House.



From the M11 North / A14 (West)

M11 Junction 14.
Take the A14 towards Newmarket.
At junction 35 take the B1102 to Stow-Cum-Quy / Anglesey Abbey.
When you reach Burwell (approx. 6 miles) continue through the village.
Turn left onto The Causeway at a fork in the road shortly after the Post Office and Zebra Crossing.
Turn right onto Silver Street. (Just after another Zebra crossing)
Burwell House is approx. 300m ahead on the left.

From the A14 (Bury St Edmunds and Suffolk)

Follow the A14 until junction 37, signposted for Newmarket, Ely, Soham and the A142.
Take the A142 towards Ely and Soham.
Follow road around the Fordham bypass - turn left at the roundabout signposted for Burwell on the B1102.
When you reach Burwell (approx. 2 miles) take the 1st right onto Toyse Lane.
Take the 3rd left onto Silver Street.
Burwell House is approx. 50m ahead on the right.

From the A142 (Ely and the North)

Follow the A142 towards Newmarket.
Once past Soham, take 3rd exit at the roundabout, onto the B1102. (Signposted to Burwell).
When you reach Burwell (approx. 2 miles) take the 1st right onto Toyse Lane.
Take the 3rd left onto Silver Street.
Burwell House is approx. 50m ahead on the right.

From the M11 (Essex and the South)

Take the A11 North, signposted to Newmarket
Join the A14. Follow the A14 until junction 37, signposted for Newmarket, Ely, Soham and the A142.
Take the A142 towards Ely and Soham.
Follow road around the Fordham bypass - turn left at the roundabout signposted for Burwell on the B1102.
When you reach Burwell (approx. 2 miles) take the 1st right onto Toyse Lane.
Take the 3rd left onto Silver Street.
Burwell House is approx. 50m ahead on the right.

Burwell House	tel	01638 741256
CEES	tel	01780 782386