

Oxenwood Outdoor Education Centre

Residential Booking Pack for Schools and Groups



Booking procedure and deposit

Making a booking is very simple, please follow the steps below:

1. Complete the booking form included on page 2 of this booking pack. Please ensure that you read and sign the terms and conditions on pages 3-4 including our cancellation policy on page 4.
2. Select your Learning Objectives (LOs) on page 5 or write your own in the boxes provided.
3. Then return the completed form to us by email or post: info@oxenwood.org.uk or Oxenwood Outdoor Education Centre, Oxenwood, Marlborough, Wiltshire, SN8 3NQ.
4. We will compile the supplied information into an itinerary and confirmation pack for your visit, which we will send to you to check and confirm you are happy with the proposed itinerary. **We now require a deposit to secure all bookings at Oxenwood.** The value of the deposit will be **30% of the total charge** of your visit. An invoice for this deposit amount will be sent along with the confirmation pack. Bookings cannot be confirmed on our system until a deposit has been received.
5. Final payment of the balance will be invoiced 2 weeks prior to your visit. We will also ask for an update on expected numbers attending. If numbers of participants attending the trip changes at the time of the visit, we will contact you after the visit to amend the balance.

Oxenwood Outdoor Education Centre Residential Booking Form

Complete this form and return to:
Oxenwood Outdoor Education Centre, Oxenwood,
Marlborough, Wiltshire, SN8 3NQ or info@oxenwood.org.uk.

Group details – for invoice purposes:

Group leader/teacher in charge			
Group or school name and address			
Year groups/s		Postcode	
Contact telephone			
Email address			

Booking details:

Booking dates

From: ____/____/____ To: ____/____/____

How many in your group? Please be as accurate as possible as we will base the cost and itinerary of your visit on these numbers. Large variation in these numbers could result in some activities having to be cancelled. We will ask for an update of expected participants 2 weeks prior to your visit.

Women Men Boys Girls

Select residential duration:

- ☐ **One night @** £120 per pupil / £40 per adult
- ☐ **Two nights @** £190 per pupil / £60 per adult
- ☐ **Three nights @** £235 per pupil / £75 per adult
- ☐ **Four nights @** £285 per pupil / £90 per adult

Activities:

In order for us to provide you with a trip that best suits your requirements, please complete the section below.

This booking pack includes a list of soft learning objectives, please pick a few that you wish for us to cover or write your own. Do you have any topics of study or area of the national curriculum that we may be able to link in with your visit?

☐ Please tick if you have visited Oxenwood before ☐ If yes, would you like to repeat previous visit programme?

Please list in the space below any activities you would like your visit to include.

Note - many of our activities are subject to a number of factors including weather conditions, environmental restrictions and instructor availability. Where these restrictions prevent the activity from taking place we will endeavour to reschedule the programme if possible or offer an alternative activity.

☐ Please tick to confirm that visiting staff have fully read and understood our Centre risk management summary document included with this booking pack.

Cancellation Policy – Please sign and date in the box (left) to indicate that you have fully read and understood our cancellation policy included with this booking pack.

Important Information

Terms of Service and Risk Management Summary

The following summary defines the working agreement between us, Oxenwood Outdoor Education Centre staff, and you, the client. It sets out a clearly defined understanding of what both parties can expect and conform to during your time with us. It is important that you fully read, understand, and confirm compliance with the terms set out below, prior to the commencement of your visit. If you have any concerns or objections with the herein terms, please speak to us as soon as possible so that the matter can be addressed, and all parties are satisfied prior to the start of the visit. We thank you for your understanding in this matter.

Transfer of responsibilities

The visiting group leader always has responsibility for their group. Centre Staff have responsibility for the programme, the equipment and general provision of the Centre and for operating the Centre to legal requirements. Centre staff will be responsible for the safety and management of participants on all Centre led activities, however, responsibility for discipline and general conduct remains with the visiting group leader(s). Whilst the Centre staff are not responsible for the general behaviour and discipline of a group, the Centre staff will take measures if they feel the safety of an activity is compromised by such behaviour. The Centre requests that a visiting staff member is present for pastoral/behavioural supervision of group participating in all activities.

Visiting staff always remain in loco parentis for participants under 18. If a participant is withdrawn from the “led” activity for any reason, then the responsibility for those withdrawn will revert to the visiting staff. If at any time the visiting staff are unhappy about the activity, it is essential that they make their concerns known to Centre staff at the earliest opportunity. Visiting staff may insist that any activity does not continue on the grounds of physical or psychological harm.

It is essential that visiting staff provide advice regarding individuals and offer appropriate support to enable the Centre staff to properly perform their duties. The Centre has procedures in place for recording this information to ensure that all Centre staff that are due to work with these individuals, are made fully aware of their requirements and can tailor the activities appropriately.

Supervision when not on activities

Visiting staff are responsible for their groups when not on activities or in a session led by Centre staff. It is important that the responsible member of staff is capable to perform this duty. Oxenwood always have a member of staff on call for assistance, or in the event of an emergency, this member of staff is first aid qualified. More information will all be communicated on arrival.

Centre Risk Management Summary

Risk management

At Oxenwood we strive to work to a high-quality standard of provision, the purpose of the next few pages is to provide organisers with all the information regarding required to understand what we do and how we do it.

Staff competence and child protection

All staff leading activities will hold the relevant National Governing Body qualification or have been assessed as competent by an appropriately experienced and qualified person as required by the Licensing Authority. All staff have been criminally background checked via the disclosure process. The Centres policies regarding this are consistent with Community First/Youth Action Wiltshire procedures.

Risk assessments

The Centre conforms to current national Health and Safety

Standards, which are further supported by the Centres' own Risk Assessments and Operating procedures. Activity risk assessments are reviewed daily to consider any variables e.g., the weather forecast, which may affect the safe conduct of an activity. If you would like to see activity specific risk assessments, please find them on our website.

Essential duties

For us to continue running sessions at the Centre is important that the Centre is kept in a tidy and clean condition, whilst groups are onsite it is their responsibility to clean and tidy up after themselves. Where the Centre is providing food for the group, it is the groups responsibility to serve meals from the hall, and to wash up any kitchen items used during mealtimes and serving and put them away in the correct locations. We encourage the young people to get involved with the site chores, and more information regarding this can be found further down in the document.

Food requirements

Where the Centre is supplying the provision of food for your group, we will liaise with you to ensure that any medical and/or dietary requirements within your group are suitably catered for. It is, however, essential that this information is given to our catering staff in good time to ensure that suitable arrangements are made.

Site security

All external doors can be secured to prevent entry by an intruder and a night-time lock up procedure is in place. External doors to bedroom areas can be alarmed to warn visiting staff of egress by residents CCTV cameras are also in place at the Centre covering the main entrances.

Fire protection

Whilst the Centre is not required to hold a Fire Certificate, Oxenwood is inspected by Wiltshire Council who produce a fire risk assessment which ensures that the Centre meets the National Fire Safety Standards. Oxenwood holds a strict **no smoking** policy throughout the premises.

Insurance

The Service, as part of Community First/Youth Action Wiltshire holds Public Liability insurance, as required by law. It has a limit of £10 million indemnity for any one incident. We would recommend participants make their own provision for personal accident cover should they consider it appropriate.

Feedback

As instructors at Oxenwood we strive to deliver the best possible activities and facilities for all users. We heavily rely on feedback to make changes as and when they might be required. On the website you can find feedback forms for both young people and leaders/teachers, and we would really appreciate it if you took the time to leave us feedback after your stay. All feedback must be anonymous in terms of the individual, but it would be helpful to know which group or school they came from.

Equality, diversity and inclusion

We endeavour to create sessions that everyone can enjoy and thrive in. We understand that everyone has different needs and, if told in advance, we will adapt our Centre and sessions to take these needs in to account so that enjoyment can be had throughout the residential.

As per the site layout you will see that a few of the dorms require using the stairs, whilst we do not have wheelchair access here, we have a separate dorm that is completely accessible, and a simple swap of the rooms can be made to not single anybody out. Many of our activities can be, and have been in the past, adapted for individual or group needs without issues. Please ensure that when filling out the booking form you let us know everything we need to be aware of.

Bookings and cancellation

To secure your booking a **completed booking form**, including all relevant information regarding the trip, is required to be returned to Oxenwood as soon as possible. Only once this is received can we compile a **trip itinerary and a confirmation pack**, which will be sent via email. Within your confirmation pack you will find information regarding the **deposit**, this is typically 30% of the total cost, and no bookings will be confirmed until the deposit has been paid.

Following this you will receive an invoice for your **final amount** two weeks prior to your visit, along with any further information regarding your trip. You will be charged for numbers as declared on the booking form.

If numbers attending the trip increase from that declared on the booking form, a further invoice will be issued for the extra attendees. Please note that increased numbers are subject to capacity and we may not be able to accept additional numbers at this stage. It is vital that you contact us prior to the date of your trip if any additional attendees wish to attend.

Any **cancellations** made more than 90 days prior to the residential start date will be met with a cancellation fee of **30% of the total charge**, this will increase to **50%** for cancellations made within 90 days of the start date, and **100%** for cancellations made within 14 days of the start date.

Please sign here to agree to the terms of service: _____ Date: ____/____/____

Please return this signed summary to Oxenwood at least two weeks prior to your visit by post - Oxenwood Outdoor Education Centre, Oxenwood, Marlborough, Wiltshire, SN8 3NQ, or by email: info@oxenwood.org.uk.

Learning Objectives

We will use your chosen learning objectives to tailor a trip itinerary that, to the best of our abilities, will cover each one. A list of activity specific learning objectives is available on request. However, we would like to give you the opportunity to choose more rounded learning objectives, such as listed below.

Suggested learning objectives:

LO:	To work strongly together as a team in activities that are out of your comfort zones	☐
LO:	To solve problems and learn to relate the problem-solving skill to everyday life.	☐
LO:	To develop an understanding of the local environment and wildlife	☐
LO:	To learn survival and navigation skills (perfect for preparation for DofE or Geography Curriculum)	☐
LO:	To develop leadership and team management skills	☐
LO:	To develop self-confidence when trying new things and pushing yourself out of your comfort zone	☐
LO:	To be creative	☐

Specific learning objectives:

Please include any other learning objectives that you are working towards and would like us to include on sessions. We are always happy to work with groups to create an Itinerary beneficial for everyone, and if the above learning objectives aren't what you're looking for then please list your own below.

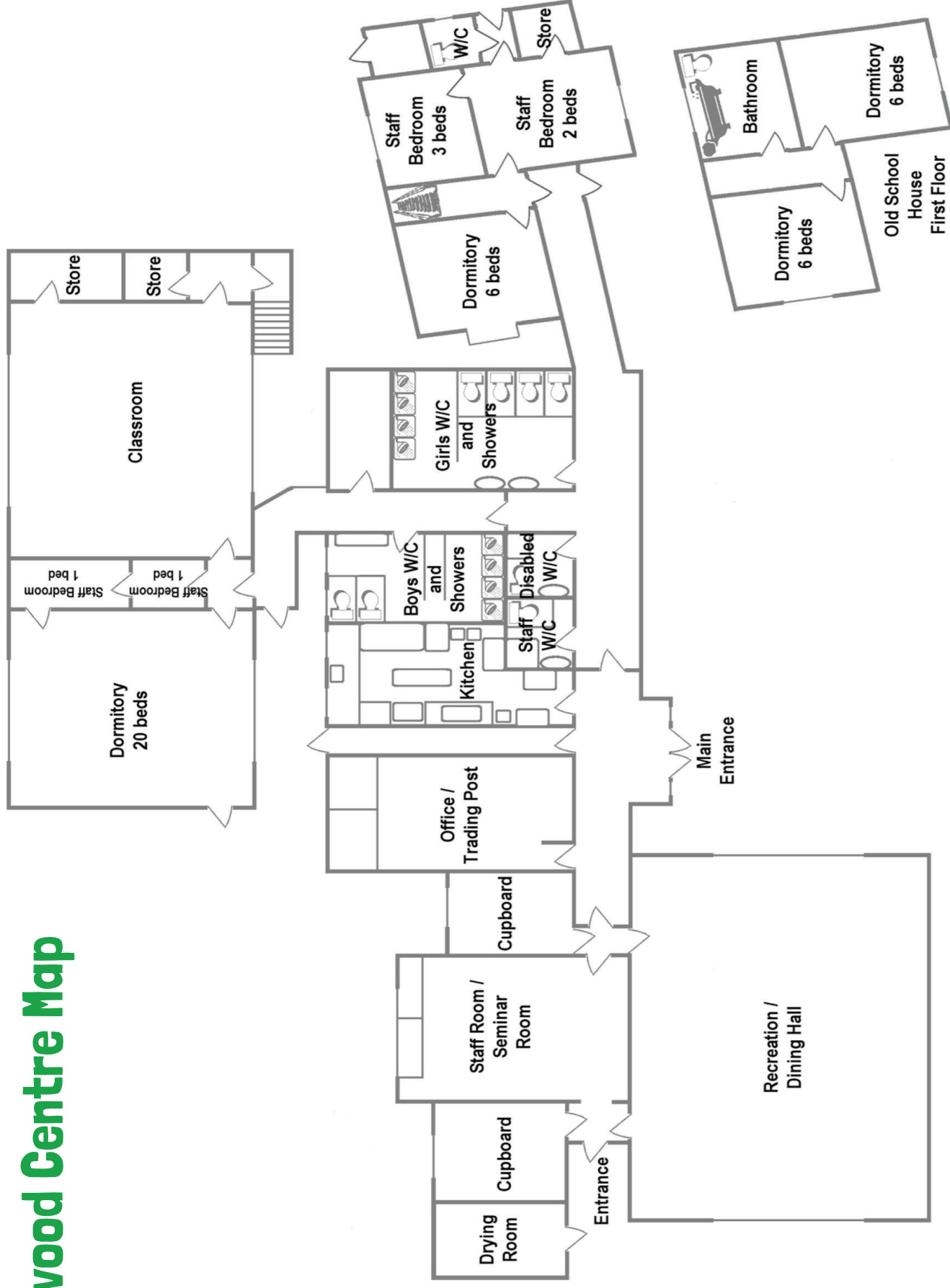
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During the stay we will be **assessing learner progress** and whether learning objectives were met.

One of the ways we do this is assessing as they go, during the session we will ask a few questions or watch over them to see how they are getting on with the task, and whether the intended outcome is being met. We can then change the session direction if necessary. Another example of this is at the end of each session we will ask a question related to the learning objectives and ask for a show of hands for answers, taking a percentage answer. Finally, we will be assessing through our feedback forms, we will be able to get a clear understanding of what the group thought and whether the learning objectives were met.

Please note all learning objectives need to be recorded so that we can plan an itinerary accordingly.

Oxenwood Centre Map



Understanding the importance of chores and free time

It has been accepted for decades by experts that a residential school trip is a powerful learning experience for children, not just academically but socially and personally. A good residential experience will help a child develop their key life skills such as independence, decision making, and the ability to work in a team, just as much as it will develop their knowledge and academic learning. They will discover what they are capable of and what they can achieve if given the opportunity to do so. These opportunities don't necessarily have to be action, adrenaline fuelled, extreme sport activities. Many times it is the mundane chores that don't require a huge amount of skill, which give children the best learning experience about themselves, and that can better set them up for the future.

How many children regularly do the washing up at home or tidy their bedrooms? At Oxenwood we believe that the boring mundane chores and duties of daily life can be a profound

benefit to many young people, and we strongly recommend that you incorporate these tasks into your programme during your stay. You may just find that these new-found skills transfer over into other areas of a child's development; an opportunity to take responsibility can lead to increased self-esteem, which in turn can lead to better team working, or better independent thinking and a thirst to better themselves, both academically as well as socially.

We strongly recommend that you let the children take an active role in the running of your residential visit to us and let them get the most out of their trip. To help you make the most of this we have included a suggested roster of duties and chores below, which the children can take part in during their visit. We can provide details of how best to perform these tasks and the children can use these sheets to organise themselves about the tasks.

	Washing up	Drying up and putting away	Clearing tables and sweeping up	Tidying the drying room
Meal One (evening meal day one)	 Slugs	 Spiders	 Maggots	 Worms
Meal Two (breakfast day two)	 Worms	 Slugs	 Spiders	 Maggots
Meal Three (evening meal day two)	 Maggots	 Worms	 Slugs	 Spiders
Meal Four (breakfast day three)	 Spiders	 Maggots	 Worms	 Slugs

Buts it's not all about work! Don't forget that an element of free time to chill out and chat with their peers can also have an important impact on a child's experience of their trip. Having time to share their thoughts and accounts of their experiences with their friends, and in turn, hearing the accounts of their friends can have a dramatic and profound effect; helping to reinforce a sense of achievement, camaraderie and building bonds with their peers.

Please note that it is the responsibility of each group to serve meals and to wash up afterwards, any dishes, plates, cups etc used during mealtimes, and to put them away in the appropriate locations.

Oxenwood Outdoor Education Centre – Activities

Adventure Activities

Activity	Description	Suitable for
Archery	Individual skills/team competition	All ages
Bushcraft/Survival Skills	Fire, cooking and shelter	All ages. Weather dependant
Canoeing	Multi person boats. Encourages cooperation and team work.	All ages (younger ages only if boats are rafted together to increase stability). Weather dependant.
Paddle Sports	Multi vessel session: canoe, kayak, SUP (Stand Up Paddleboard) try out different types of paddling	Year 4 and above Weather dependant.
Raft Building	Test your team work to build raft to keep you afloat!	Year 4 and above. Weather dependant.
Kayaking	Individual skill	Year 4 and above. Weather dependant.
Climbing Wall	Auto belays	Year 1 and above. Weather dependant.
Cycle Skills	Learn to ride or improve your bike handling skills in a simulated environment	Year 3 and above (based on individual ability)
Mountain Biking	Off road cycling	Year 4 and above (based on ability)
Fencing	Olympic sport of Foil Sword Fencing	All ages
Olympic Style Air Rifle	Target rifle shooting/shooting gallery	All ages

Orienteering/Navigation Activities and Expedition/Journeying

Activity	Description	Suitable for
Orienteering	Different styles of the sport	All ages
Photo search	Basic orientation	Key stage 1+2 ages
Navigation/Map Reading	Use of map and compass	Year 3 and above
Night Navigation exercises	Hone your skills at night	Year 9 and above
Journeying/Basic Expedition	Navigation and camp skills	Year 5 and above

Walking

Activity	Description	Suitable for
Fosbury Iron Age Hill Fort Walk (Very Popular)	Iron Age Hill Fort, spectacular scenery, history talk, Celts & Romans Battle Game. (3 miles or 5 ½ round trip)	Year 3 and above (for younger ages 3-mile option with mini bus to drop off point is available)

Walking (continued)

Activity	Description	Suitable for
Kennet & Avon Canal Walk (Very Popular)	Varied Scenery including the canal and woodland of Bedwyn Brail, other features include Crofton Pumping Station and Wilton Windmill. Nature and history talks and sketching opportunities. (5 ½-mile circular walk) Guided Tour of Windmill	Year 3 and above
Hangman's Walk	Coombe Gibbet/Walbury Hill - features include dramatic scenery, gibbet and Iron Age Hill Fort, history talk (5 ½ miles one way)	Year 3 and above
Windmill Walk	Scenic walk to Wilton Windmill includes talks on local nature and history talk and guided tour of Wilton Windmill. (2 ½ miles)	Year 3 and above
Spooky Alley Walk (Daytime Walk)	From the Centre onto the Downs, looking over the Pewsey Vale, Northern Salisbury Plain and distant views of the Savernake Forest (2 ½ miles circular walk)	Year 1 and above

Night/Evening Walks

Activity	Description	Suitable for
Spooky Alley Night Walk (Very Popular)	Brave your fear of the dark and the mud in the infamous "Spooky Alley". Ghost stories optional. (2 ½ miles circular walk)	Year 3 and above
Evening Nature Walk	Walk through the local countryside and woodland around the village. (1 -2 miles variable)	Reception – Year 4

Team Building/Problem Solving Activities

Activity	Description	Suitable for
Outdoor Problem Solving	Team Building	Year 3 and above
Indoor Problem Solving	Team Building	Year 3 and above
Shelter Building (Very Popular)	Team Building	All ages. Weather dependant

Environmental Studies

Activity	Description	Suitable for
Mini Beast Hunting	Simple Keys / ID Charts	Key stage 1+2
Stream Survey and Stream Dipping	Simple Keys / ID Charts	Key stage 1+2
Tree Identification	Simple Keys / ID Charts	Key stage 1+2
Bird Identification	Simple Keys / ID Charts	Key stage 1+2

Woodland Activities

Activity	Description	Suitable for
Shelter Building (Very Popular)	Team Building	All ages. Weather dependant.
Woodland Art and Sculpture	Using forest materials	Key stage 1+2
Mini Beast Hunting	Simple Keys / ID Charts	Key stage 1+2

Curriculum Enrichment

Alongside our extensive list of outdoor adventurous activities, we also enjoy linking the national curriculum to ODA.

History

Where we meet our ancestors close up, and through a range of interactive and action orientated workshops. We cover any period, from our Stone Age ancestors to the present day. Days we have organised for schools include:

Theme	Description
Stone Age Man	Hunter gatherers, the mobile “supermarket” and the birth of farming
Celts and Ancient Britons	Druids, rebellion and hillforts
Romans	The army, invasion and daily life
King Arthur	The legend and the hero from history
Angles and Saxons	Rune swords, riddles and the forging of England
Beowulf	Heroes and monsters
Alfred the Great	Burnt cakes, heroic battles and strong rule
The Vikings	Long ships, new lands and long voyages
1066	The Year of Battles; the defeat of the Vikings and the coming of the Normans; Stamford Bridge and Hastings
Knights and Castles	Squires, jousts, and fair and fierce maidens
Tudors	A King, Queens, the executioner’s axe and the age of exploration
Explorers and Adventurers	Treasure maps, galleons and new worlds
Pirates	Cutlasses, buried treasure and skulls and crossbones
Wiltshire in the Civil War	Waller and Hopton, gunpowder and sieges
1666 – The Great Fire	A king, a diary, a war and disaster

Literacy

We support your literacy curriculum by offering your children exciting and adventurous experiences, which **inspire** children to write. We can build you an amazing platform for using literacy in a very real sense, something your boys (and girls) will really thank you for. Meet folklore heroes like: King Arthur, Robin Hood and others, and share in their adventures through role play and interactive storytelling. Share the adventures of other characters from great stories, like Jack the Giant Slayer (Jack and the Beanstalk), Bilbo and Frodo Baggins, Beowulf, Sir Francis Drake, and a host of others.



Geography

We have been supporting schools at Oxenwood Outdoor Education Centre and through our outreach service, with topics such as:

- Local studies (focusing on how and why local centres developed)
- Settlement
- Map work and physical geography.

All our workshops are interactive and practical.



Example Programmes

On the booking form (page 2), you are asked to select a few activities. The list on the pages above is very extensive and can look daunting to begin with, to help you understand this better we have included a few example programmes.

One Night Residential Key Stage 1

Day 1

- Arrive at Centre. Introductions, safety talk and tour of building – bags to rooms and fire drill.
- Walk to owl barn (1/2 mile) – learn about owls and owl pellets
- Woodland activities – shelter building, mini beast hunting, woodland art.
- Evening meal and tidy up.
- Evening nature walk
- Bed

Day 2

- Breakfast and tidy up, pack bags and clear rooms.
- Botley Drove daytime nature walk
- Lunch
- Photo search (if time)
- Departure.

Two Night Residential Key Stage 2

Day 1

- Arrive at Centre. Introductions, safety talk and tour of building – bags to rooms and fire drill
- Fosbury hillfort walk – packed lunch from home on route
- Evening meal and tidy up
- Spooky alley night walk
- Bed

Day 2

- Breakfast and tidy up. Day activities briefing split into two groups
- AM session
 - Group A; archery
 - Group B; mountain biking
- Lunch
- PM session one
 - Group A; mountain biking
 - Group B; archery
- PM session two
 - Climbing wall – both groups
- Evening meal and tidy up
- Evening activities – group's own responsibility unless booked otherwise
- Bed

Day 3

- Breakfast and tidy up, pack bags and clear rooms
- Shelter building
- Lunch
- Departure

Please note: Due to circumstances beyond our control, such as staff illness or unsuitable weather conditions, it may sometimes be necessary to cancel certain activities on the day. Where possible we always try to reschedule the programme to compensate, however, sometimes this may not be possible. If it is not possible to reschedule, we will endeavour to substitute the activity with the next best possible activity. We thank you for your understanding in this.