



GUIDELINES FOR NON SCHOOL GROUPS

Responsibility for pupils / guests lies at all time with the leaders who continue "in loco parentis" for the duration of the trip to Ardgour.

Whilst an instructor is leading an activity session, without a visiting leader being present, there is a transfer of responsibility to that instructor which continues to the end of the session, when responsibility reverts to the visiting leaders.

Within the remit of responsibility is the need for visiting leaders to gather consent forms from the parents of children where age necessitates and to provide the Centre with essential information on medical and other issues relevant to health & safety during the course.

On arrival at the Centre, rooms are allocated and an introductory talk is given. This outlines points to ensure a smooth stay and explains the programme for the group.

8.15 - 8.45am	Breakfast
9.00am	Shop
9.15am	Meet for activities
6.00pm	Evening meal
7.30pm	Evening activities
9.00pm	Time out & supper
10.00pm	Bed

The evening programme is organised by Centre staff.

The Centre will be closed at 11pm. The leaders are responsible for any sports equipment used in the evenings when a member of the Centre staff is not present.

Tea and coffee making facilities are available in the leaders bedrooms and will be replaced each day by a member of the House Team.

We would appreciate staff help with supervising meal times. Details will be given to staff on arrival at the Centre.

We do have a payphone that the guests may use - at the leaders discretion - but we do ask that parents do not call in on that line. If there is an emergency, parents may call the office number.

We have a shop which sells sweets and cartons of juice - you may decide to limit the amount that the group spend each day. If you choose to do this then just let the staff know prior to the shop opening.

We would like to thank you for your help and look forward to working with you.