

# SCHOOL ADMINISTRATION PACK

## Educational Services ARRAN OUTDOOR EDUCATION CENTRE



Dear Colleague,

Please find enclosed the 'School Administration Pack' for the Arran Outdoor Education Centre.

Listed below are various Forms and an Information Broadsheet . Some of these are for your information whilst others are for distribution to parents/guardians. Every effort has been made to ensure that these are relevant to both council and national policy in matters relating to educational outdoor activities.

### **General Information**

Four pages of information describing the North Ayrshire Council, Educational Services, Arran Outdoor Education Centre, its aims and objectives, the range of provision, accommodation, catering, and staffing - For distribution to both Visiting Staff & Parents (if requested).

### **Confirmation of Booking**

One page which provides the title of the course, and the client details, to be returned once a booking date has been agreed with the Centre - For Party Leaders & Heads of Establishment.

### **Course Participants Form**

Two pages which list all the Course Participants details. Submission date 10 weeks prior to attendance - For Party Leaders & Heads of Establishment.

### **Parental/ Guardians Consent Form**

A three page document which must be completed before any child can participate in an activity - The Centre requires a copy of these forms for all children participating in outdoor education courses - must be sent prior to arrival on Arran.

### **Adult Consent Form**

A three page document which must be completed by all adults participating in an Outdoor Education Course - must be sent prior to arrival on Arran.

### **Medical Administration Form**

One page which allows clients the opportunity to disclose any medication requirements - Appropriate to all clients, any serious medical condition should be disclosed at least 10 weeks in advance. For some participants further medical information may be required from a specialist/ doctor regarding any special conditions/ illnesses etc.

### **General Information to Parents/ Guardians**

One page which briefly describes the Centre - For Parents/ Guardians.

### **Clothing & Equipment List**

One page describing the recommended Clothing & Equipment required by course participants - All Course Participants.

### **Visiting Staff Responsibilities**

One page which describes the various responsibilities of Visiting Staff. - For Party Leaders.

### **Insurance Information**

This information describes the insurance provision offered to users of the Arran Outdoor Education Centre.

### **Charges Session 08/09 & 09/10**

A list of charges for the various client groups - For Party Leaders & Heads of Establishment.

### **Example Weekly Programme**

An example of an autumn/ winter land base course programme.

### **Dormitory Plan**

An outline of the layout of the Centre Dormitories which is intended to aid Party Leaders in the organisation of the accommodation.

### **Duty Group Planner**

A proforma which will assist in the organisation of Duty Groups.

### **Activity Group Planner**

A proforma which will assist in the organisation of Activity Groups.

### **Please Note:**

To avoid disappointment it is important that all the necessary Administration is completed correctly and that the timescale for returns is strictly adhered to. For more information contact: Arran OE Centre, Lamlash, Isle of Arran, KA27 8PL, Tel 01770 600532 Fax 01770 600083 E-mail - [efaulkner@north-ayrshire.gov.uk](mailto:efaulkner@north-ayrshire.gov.uk)

## GENERAL INFORMATION (1/4)

### Educational Services ARRAN OUTDOOR EDUCATION CENTRE



The Arran Outdoor Education Centre provides outdoor learning experiences for a wide range of clientele. This is achieved by using the world class facilities of the Centre which is positioned in a beautiful location adjacent to the village of Lamlash on the east coast of the Island of Arran. Educational outdoor activities are used to access the magnificent environment of the Island. The outdoor experience can take many different forms and can be either land or water based but emphasis is made on the use of educational outdoor activities to access the more remote and interesting parts of the island not normally frequented by the casual visitor. This is achieved through careful guidance and tuition by fully qualified staff.



The educational outdoor activity courses provided by the Arran Outdoor Education Centre include:-

#### School Courses

Primary School	Residential Outdoor Education Courses
Secondary School	Residential Outdoor Education Courses
School ESB	Residential Courses
Standard Grade P.E.	Residential Courses
Standard Grade Field Study Courses for Geography, History & Biology	
Advanced Higher Geography Field Studies Techniques	
School Hill Walking Clubs	
Schools Canoeing & Sailing Courses	

#### Youth Training Agencies

College Outdoor & SNVQ Courses

#### Community Learning and Development Courses including;

Adult Training Courses  
Duke of Edinburgh Award

#### Other promoted courses which are available through the Centre include;

Introduction to Mountain Navigation  
Scottish Mountain Leader Award - Training  
Scottish Canoe Association - Sea Kayaking Courses  
Royal Yachting Association - Keelboat Sailing Courses  
Royal Yachting Association - Dinghy Sailing Courses  
Royal Yachting Association - VHF Radio Courses  
Royal Yachting Association Powerboat Courses  
Royal Yachting Association - Shorebased Day Skipper Theory Course  
HSE First Aid Courses



One of the great assets of the Arran Outdoor Education Centre is the flexibility it can offer. The aim of the Arran Outdoor Education Centre is to make each course as far as possible, client based, in that the course and its content is designed to meet the needs of the user Group. There are some obvious limitations to this flexibility and these are clearly defined by the North Ayrshire Council, Educational Services, Off-site Activities, Safety Document.

## GENERAL INFORMATION (2/4)

### Educational Services ARRAN OUTDOOR EDUCATION CENTRE



#### Catering

The Centre prides itself on its catering provision. The Centre Cook endeavours to provide meals which are well balanced and adequate for clients involved in strenuous activities. The preparation of packed lunches and supper are the responsibility of the Group assisted by the Visiting Staff and Duty Instructor.

The Centre Cook can also provide for clients with special dietary requirements. If this provision is required, please inform the Centre Secretary prior to attendance.

#### COURSE PROGRAMME

The flexibility of the Centre programme allows the client the opportunity to discuss the course content in advance so that the needs of a Primary School Outdoor Education Course can be satisfied as easily as an adult or field studies course. This is achieved through careful consultation between the centre staff and the group leader prior to attendance on the course. It should be noted that all activities are dependant on the weather conditions on the day.

**It is the policy of the Centre to abandon any activity should the safety of the group or any individual is brought into question.**

The traditional summer season activities offered are:-

High and Low Level Hill Walking  
Rock Climbing  
Orienteering  
Camping  
Problem Solving  
Sea-Canoeing  
Sailing  
Powerboating



The winter activities are the same with the exclusion of watersports. During periods of heavy snowfall it may be possible to offer winter hill walking, sledging, and cross country skiing.

Safety information relating to outdoor activities is delivered on all courses.

Additionally a range of single day options for multi-activity courses are also available.

These include:-

Pony Riding/Horse Care  
Mountain Biking

Additional Cost of £15.00/person\*  
Additional Cost of £10.00/person\*

Swimming is also available at the Auchrannie Country House Hotel - Leisure Club at a cost of 2.60/person. The 'Auchrannie' swimming pool is approved by the North Ayrshire Council - Educational Services.

## GENERAL INFORMATION (3/4)

### Educational Services ARRAN OUTDOOR EDUCATION CENTRE



The duration of the courses provided are;

Monday to Friday (Weekday Course)

Friday evening to Sunday afternoon (Weekend Course)

The centre supports the delivery of the curriculum through the use of educational outdoor activities. Courses provided support a 'Curriculum for Excellence' and our instructors are trained in the use of the Critical Skills to deliver sessions.

It is the policy of the council to promote the training and qualification of visiting staff. Those visiting staff who are qualified and would wish to contribute to the instructional team are able to do so but this is only permissible if the conditions outlined below are satisfied:

- The member of Staff presents evidence of possession of the appropriate NAC qualification for the Activity.
- The member of Staff is fully conversant with the operating procedures of the A.O.E.C.

#### The Staff and their Qualifications



#### The ARRAN OUTDOOR EDUCATION CENTRE

Is registered with the **Adventure Activities Licensing Authority** as licensed to provide specific activities under the following headings:

**KAYAKING, SAILING, WINDSURFING, PADDLE SURFING, HILL WALKING, MOUNTAINEERING, ABSEILING & ROCK CLIMBING (Specific Sites only), MOUNTAIN BIKING.**

The Arran Outdoor Education Centre has also been inspected by both the **Royal Yachting Association** and **Scottish Canoe Association** and is approved as a **Recognised Teaching Establishment** by both of these **National Governing Bodies**.

#### North Ayrshire Council - Policy & Procedures

The instructional duties are delivered according to the policies & procedures of North Ayrshire Council. The Council is at the forefront of developing good practise and safe procedures for the delivery of educational outdoor activities and as such, employs staff who are well qualified and experienced.

#### The Staff Team

The Arran Outdoor Education Centre operates with a staff compliment which includes a Centre Manager, a Senior Instructor and three full time members of the Instructional Staff. Associate Instructors are occasionally employed for specialist instructional duties.

Additionally, there is a Centre Secretary to assist with the administration of the centre, a Catering staff who provide a high standard of food and small team of Cleaning staff who maintain the centre to a high standard.

#### The Instructional Staff and their Qualifications:

##### Mr N.A.Marshall - Learning Manager - 30 Years Experience in Outdoor Education

Teaching Certificate in Outdoor Education

Royal Yachting Association Teaching Establishment - Principal

Royal Yachting Association Senior Instructor

Royal Yachting Association Advanced Powerboat Instructor - Commercial Endorsement

Royal Yachting Association VHF Radio Assessor & Shorebased Course Instructor

MCA Sea Survival Course

British Canoe Union, Senior Instructor Sea, (Coach Level 3)

Mountain Leader Winter

Avalanche Evaluation Course

Nordic Skiing Course

HSE First Aid Standard Certificate

Senior Helmsman for Royal National Lifeboat Institute - Lamlash, Isle of Arran (20 years - retired).

## GENERAL INFORMATION (4/4)

### Educational Services ARRAN OUTDOOR EDUCATION CENTRE



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## The Instructional Staff and their qualifications contd.

### **Miss Anne Lloyd - Senior Instructor - 30 Years Experience in Outdoor Education**

Teaching Certificate in Outdoor Education  
British Canoe Union Senior Instructor Sea (Coach Level 3).  
British Canoe Union Senior Instructor Inland (Coach Level 3).  
Mountain Leader Summer  
Mountain Leader Winter Training  
Mountain Bike Tutor  
Royal Yachting Association Level 2 Dinghy Sailing.  
Royal Yachting Association Powerboat Level 3  
Royal Yachting Association Keelboat Instructor  
British Orienteering Association Instructor  
SNSC Nordic Ski Leader  
HSE First Aid Standard Certificate

### **Mr Archie Hunter - Instructor - 10 Years Experience in Outdoor Education**

Military experience  
International Mountain Leader  
Mountain Leader Winter Training  
Single Pitch Award  
Mountain Bike Trail Leader  
Royal Yachting Association Powerboat Level 2  
Royal Yachting Association Keelboat Instructor  
Swift Water Rescue Technician  
SRC VHF Radio Certificate of Competence  
HSE First Aid Standard Certificate

### **Mr Ian Staples - Assistant Instructor - 10 Years Experience in Outdoor Education**

Military experience  
Mountain Leader Summer  
Mountain Leader Winter Training  
Single Pitch Award  
Mountain Bike Instructor Level 3  
British Canoe Union Coach Level 3 Kayak  
Swift Water Rescue Technician  
SRC VHF Radio Certificate of Competence  
HSE First Aid Standard Certificate

### **Mr Martin Wood -Trainee Instructor - 3 Years Experience in Outdoor Education**

HND Sport & Leisure  
Mountain Leader Summer  
Royal Yachting Association Level 3 Dinghy Sailing.  
Royal Yachting Association Dinghy Instructor  
Royal Yachting Association Powerboat Level 2  
Royal Yachting Association Keelboat Instructor  
British Canoe Union Coach Level 1 Kayak

# CONFIRMATION OF BOOKING (1/1)

**Educational Services  
ARRAN OUTDOOR EDUCATION CENTRE**



**Course Title** \_\_\_\_\_  
(eg. Primary Outdoor Education, Secondary Outdoor Education, Sailing Course, Staff Course etc)

**Course Dates** From \_\_\_\_\_ To \_\_\_\_\_

**Name of School/Organisation** \_\_\_\_\_

**Address** \_\_\_\_\_ **Tel. Number** \_\_\_\_\_

**Town** \_\_\_\_\_ **Fax Number** \_\_\_\_\_

**Post Code** \_\_\_\_\_ **E – Mail Address** \_\_\_\_\_

**Accompanying Staff** \_\_\_\_\_

**Relevant Outdoor Qualifications held by Accompanying Staff**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**North Ayrshire Council - Drivers Licence** Yes No

**Course Members:** Total Number \_\_\_\_\_ Male/Female M \_\_\_\_\_ F \_\_\_\_\_

**Time of Arrival at AOER** \_\_\_\_\_ **Time of Departure from AOER** \_\_\_\_\_

I hereby make acceptance of the above Course Booking.

**Signed by**  
**(Party Leader)** \_\_\_\_\_ **(Date)** \_\_\_\_\_

To ensure that the Course can be designed to suit individual requirements, it is important that this Form is returned six weeks prior to the commencement of the Course.

Please include the **Order Form DP1**.

# COURSE PARTICIPANTS FORM (1/2)

Educational Services  
ARRAN OUTDOOR EDUCATION CENTRE



## Residential Course

Course Title \_\_\_\_\_

Course Dates From \_\_\_\_\_ To \_\_\_\_\_

Name of School/Organisation \_\_\_\_\_

Address \_\_\_\_\_ Tel. Number \_\_\_\_\_

Out of Hours Emergency Contact Number \_\_\_\_\_

Name	Address
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

# COURSE PARTICIPANTS FORM (2/2)

Educational Services  
ARRAN OUTDOOR EDUCATION CENTRE



## Residential Course

Name	Address
21. _____	_____
22. _____	_____
23. _____	_____
24. _____	_____
25. _____	_____
26. _____	_____
27. _____	_____
28. _____	_____
29. _____	_____
30. _____	_____
31. _____	_____
32. _____	_____
33. _____	_____
34. _____	_____
35. _____	_____
36. _____	_____
37. _____	_____
38. _____	_____
39. _____	_____
40. _____	_____

Staff Name	Address
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Signed by \_\_\_\_\_ (Party Leader) \_\_\_\_\_ (Date) \_\_\_\_\_

# PARENT/ GUARDIAN/ CHILD CONSENT FORM (1/3)

**Educational Services  
ARRAN OUTDOOR EDUCATION CENTRE**



## 1. Course Details

Course Title: \_\_\_\_\_  
(Eg. School OE Course, CL&D OE Course, Name of Group)

Course Dates: From \_\_\_\_\_ To \_\_\_\_\_

## 2. Group/ Participant Information

Name of School/Organisation \_\_\_\_\_

Full Name of Participant \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Town \_\_\_\_\_

Post Code \_\_\_\_\_

## 3. Child's Consent

(To be completed by children who are or will be over the age of 12 years at the time of the visit).

### Declaration

I agree to participate in all the activities of the Arran Outdoor Education Centre.

I understand that the programme of activities may have to be altered because of matters relating to the safety of the Group.

I acknowledge the need for obedient and responsible behaviour.

Signed by \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

## 4. Parents/ Guardians Consent

I agree to my son/daughter taking part in all the activities of the Arran Outdoor Education Centre. I understand the programme may be altered to accommodate the group, poor weather etc.

I acknowledge the need for obedient and responsible behaviour on his/her part.

Signed by \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signed by \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

# PARENT/ GUARDIAN/ CHILD CONSENT FORM (2/3)

**Educational Services**  
**ARRAN OUTDOOR EDUCATION CENTRE**



## 5. Watersports Courses (May – September)

Please confirm that your Son/ daughter is Water Confident.

I understand that participation in watersports could result in immersion in cold water.  
I am confident that if equipped and trained my son/daughter will be able to participate in this activity.

Signed by \_\_\_\_\_ (Date) \_\_\_\_\_

Print Name \_\_\_\_\_

## 6. Medical Information

- a) Does your son/daughter suffer from any condition requiring medical treatment including medication? Yes      No

If **Yes** please give **Details** below:

\_\_\_\_\_  
\_\_\_\_\_

- b) Where medication is required, please fill in the Form - Administration of Medicines

- c) Is your son/ daughter allergic to any medication? Yes      No

If **Yes** please give **Details** below:

\_\_\_\_\_  
\_\_\_\_\_

- d) To the best of your knowledge, has your son/daughter been in contact with or suffered from any contagious or infectious disease in the past four weeks? Yes      No

If **Yes**, please give brief details:

\_\_\_\_\_

- e) Has your son/ daughter had a tetanus injection in the last ten years? Yes      No

## 7. Special Dietary Requirements

Has your son/ daughter any special dietary requirements.

If **Yes**, please give details: \_\_\_\_\_

## 8. Family Doctor

Doctors Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

# PARENT/ GUARDIAN/ CHILD CONSENT FORM (3/3)

Educational Services  
ARRAN OUTDOOR EDUCATION CENTRE



## 9. Medical Consent

I agree to my son/daughter receiving medical treatment, including anaesthetic, as considered necessary by the Medical Authorities present in the event of he/she sustaining an injury.

I/we undertake to inform the Arran Outdoor Education Centre as soon as possible of any change in the medical circumstances between the date signed and the commencement of the visit.

Signed by \_\_\_\_\_ (Date) \_\_\_\_\_

Print Name \_\_\_\_\_

Signed by \_\_\_\_\_ (Date) \_\_\_\_\_

Print Name \_\_\_\_\_

## 10. Contact Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel. (Home) \_\_\_\_\_

Town \_\_\_\_\_

Tel. (Work) \_\_\_\_\_

Post Code \_\_\_\_\_

Mobile \_\_\_\_\_

Other contact address if appropriate

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel. (Home) \_\_\_\_\_

Town \_\_\_\_\_

Tel. (Work) \_\_\_\_\_

Post Code \_\_\_\_\_

Mobile \_\_\_\_\_

## 11. Insurance

I acknowledge the receipt of the details of the insurance cover as supplied with the Information pack.

Signed by  
Parent/ Guardian \_\_\_\_\_ (Date) \_\_\_\_\_

Signed by  
Parent/ Guardian \_\_\_\_\_ (Date) \_\_\_\_\_

Please ensure the information supplied in this form is correct.

A copy of this Form must be retained at the Centre

# ADULT CONSENT FORM (1/2)

Educational Services  
ARRAN OUTDOOR EDUCATION CENTRE



## 1. Course Details

Course Title: \_\_\_\_\_ (School OE Course, Sailing, etc)

Course Dates: From \_\_\_\_\_ To \_\_\_\_\_

## 2. Group/ Participant Information

Name of School/Organisation \_\_\_\_\_

Full Name of Participant \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Town \_\_\_\_\_ Work \_\_\_\_\_

Post Code \_\_\_\_\_ E-mail \_\_\_\_\_

## 3. Medical Information

a) Do you suffer from any conditions requiring medical treatment, including medication? **Yes** **No**

If **Yes**, please give **Details** below:

\_\_\_\_\_  
\_\_\_\_\_

b) To the best of your knowledge, have you been in contact with any contagious or infectious diseases in the last four weeks?

**Yes** **No**

If **Yes** please give **Details** below:

\_\_\_\_\_  
\_\_\_\_\_

c) Are you allergic to any medication? **Yes** **No**

If **Yes** please give **Details** below:

\_\_\_\_\_  
\_\_\_\_\_

Have you had a Tetanus Injection in the last ten years? **Yes** **No**

## 4. Family Doctor

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

## ADULT CONSENT FORM (2/2)

### Educational Services ARRAN OUTDOOR EDUCATION CENTRE



#### 5. Medical Consent

I agree to receiving medical treatment, including anaesthetic, as considered necessary by the Medical Authorities present in the event of my sustaining an injury.

I undertake to inform the Arran Outdoor Education Centre as soon as possible of any change in my medical circumstances between the date signed and the commencement of the visit.

Signed by \_\_\_\_\_ (Date) \_\_\_\_\_

Print Name \_\_\_\_\_

#### 6. Special Dietary Requirements

Have you any special dietary requirements.

If Yes, please give details:

\_\_\_\_\_

#### 7. Watersports Courses (May – September)

Please confirm that you are Water Confident.

I understand that participation in watersports could result in immersion in cold water.  
I am confident that if properly equipped and trained I will be able to participate in this activity.

Signed by \_\_\_\_\_ (Date) \_\_\_\_\_

Print Name \_\_\_\_\_

#### 8. Contact Information

Name \_\_\_\_\_

Address \_\_\_\_\_ Tel. (Home) \_\_\_\_\_

Town \_\_\_\_\_ Tel. (Work) \_\_\_\_\_

Post Code \_\_\_\_\_ Mobile \_\_\_\_\_

Other contact address if appropriate

Name \_\_\_\_\_

Address \_\_\_\_\_ Tel. (Home) \_\_\_\_\_

Town \_\_\_\_\_ Tel. (Work) \_\_\_\_\_

Post Code \_\_\_\_\_ Mobile \_\_\_\_\_

#### 9. Insurance

I acknowledge the receipt of the details of the insurance cover as supplied with the Information pack.

Signed by \_\_\_\_\_ (Date) \_\_\_\_\_

Print Name \_\_\_\_\_

# ADMINISTRATION OF MEDICINES FORM

Educational Services  
ARRAN OUTDOOR EDUCATION CENTRE



## Confidential

In the interest of your/child's health and safety, this form must contain accurate and current information.

Name of School/Organisation \_\_\_\_\_

Full Name of Participant \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of General Practitioner \_\_\_\_\_

Address \_\_\_\_\_ Tel. Number \_\_\_\_\_

Town \_\_\_\_\_

Post Code \_\_\_\_\_

Nature of Illness /Medical Condition \_\_\_\_\_

### Medication

- use one section for each different medicine (e.g. 1 Ventolin, 2 Bectide).
- include emergency medication (e.g. rectal diazepam).
- include any other relevant information (e.g. 'as required' - is there a maximum daily dose?)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Seizures/ Fits

Does your child suffer from this condition **Yes** **No**

If **Yes**, date of last **Seizure/ Fit** \_\_\_\_\_

Warning signs preceding a **Seizure/ Fit** (if any) \_\_\_\_\_

**Management** (specific to your child, including emergency procedures).

\_\_\_\_\_  
\_\_\_\_\_

I confirm that my child requires the above medicine, and that it may be administered by a non-medically qualified person. I agree to notify the school immediately of any change to this information.

**Signed by**  
(Parent/ Guardian). \_\_\_\_\_ (Date) \_\_\_\_\_

# LETTER TO PARENTS/ GUARDIANS

## Educational Services ARRAN OUTDOOR EDUCATION CENTRE



### The ARRAN OUTDOOR EDUCATION CENTRE

Is registered with the **Adventure Activities Licensing Authority** as licensed to provide specific activities under the following headings:

**KAYAKING, SAILING, WINDSURFING, PADDLE SURFING, HILL WALKING, MOUNTAINEERING, ABSEILING & ROCK CLIMBING (Specific Sites only), MOUNTAIN BIKING.**

The Arran Outdoor Education Centre has also been inspected by both the **Royal Yachting Association** and **Scottish Canoe Association** and is approved as a **Recognised Teaching Establishment** by both of these **National Governing Bodies**.

**Dear Parent /Guardian,**

Your Son/Daughter has been offered a place on a residential outdoor education course at the North Ayrshire Council, Educational Services, Arran Outdoor Education Centre based in Lamlash on the Isle of Arran.

The courses offered by the Centre are essentially of an outdoor type and are designed to enhance the learning and teaching which take place in school. The activities offered by the centre are outlined below:

**Summer** - Hill Walking, Rock Climbing, Sailing, Kayaking, Camping, Fire Lighting, Orienteering.

**Winter** - Hill Walking, Rock Climbing, Fire Lighting, Orienteering, Cross-Country Skiing, Sledging.  
(Weather permitting).

Other activities available are:

Pony Trekking	£15.00 per person/ session.*
Mountain Biking	£10.00 per person/ hire.*
Swimming	2.50 per person/ session.*

\*These charges are preferential and are only available for A.O.E.C. groups.

The Instruction for the duration of the course will be carried out by an experienced, qualified staff.

The cost of the course can be affected by the options chosen by the Party Leader. He/she will inform you of the overall charge prior to your child's attendance on the Course. It is the aim of the Centre to maintain 'Best Value' in both the cost and quality of service offered.

Transport on the Island and all specialist outdoor equipment will be supplied by the Arran Outdoor Education Centre.

I hope you find this information useful, if you require more detailed information please contact the Party Leader.

Yours sincerely

*Nigel A. Marshall  
Learning Manager*



# CLOTHING & EQUIPMENT CHECKLIST

## Educational Services ARRAN OUTDOOR EDUCATION CENTRE



The clothing and sundries listed below are recommended to make participation in the activities of the Centre a comfortable and enjoyable experience. There is no need to buy specialist equipment, this will be supplied by the Centre Store. However if you have outdoor equipment of your own and it is appropriate to the activity we would encourage you to use it.

Item	Checklist	√
1	Indoor shoes/slippers	
2	Outdoor shoes	
3	Woollen socks - 2 pairs	
4	Jogging Trousers - (Denim is not recommended)	
5	Long sleeved shirts	
6	Disco gear (Primary School Courses)	
7	Warm Sweaters (2)	
8	Woollen Hat, Scarf, Gloves, Sun Hat	
9	Swimming Costume	
10	Shorts	
11	Pyjamas/nighties	
12	Toiletries, Towels (2), Handkerchiefs	
13	Sun Glasses for Summer and Winter	
14	Notebook & pencil	
15	Disposable Camera (not essential but fun to bring if you have one)	
16	Sun Cream	
17	Old Trainers	

The Arran Outdoor Education Centre will provide all the specialist equipment listed below free of charge.

Landbased Courses	Watersports Courses
Rucksac	Wetsuit
Waterproof Suit	Waterproof/ Sailing Suit
Mittens	Lifejacket
Balaclava	Holdall
Boots and Wellingtons	Helmet
Stainless Steel Flask	Stainless Steel Flask

**PLEASE NOTE YOU ARE LIABLE FOR THE REPLACEMENT COST OF LOST OR DAMAGED EQUIPMENT.**

# GENERAL INFORMATION FOR VISITING STAFF

## Educational Services ARRAN OUTDOOR EDUCATION CENTRE



Visiting Staff are responsible for;

1. **The discipline of the group attending the centre.**
2. **Supervision of the group during meal times and the domestic routine.**

A duty group system is employed at each meal time which is supervised by a member of the visiting and instructional staff. This ensures that the various duties are carried out fairly and that the centre cook has assistance when required.

The centre cook will prepare all the meals for the duration of the stay however visiting staff are requested to assist during the organisation of packed lunches and in the provision of supper.

The Group Leader must ensure that the children contribute to the domestic duties of the centre and that the kitchen and centre are kept clean after their group use the facility.

### 3. **Evening Programme**

The centre staff will provide an evening programme (17.00 - 22.00 hrs). During these sessions the duty instructor will deliver a talk/ lecture relating to the course or in some instances the supervision of a swimming session.

### 4. **Operating according to Centre Rules. See Below.**

	<b>The Centre Rules</b>
1	No Smoking.
2	Gambling, use of drugs and alcohol are prohibited.
3	Only indoor shoes are allowed inside the Centre (slippers, flip-flops etc).
4	Only bed linen supplied by the Centre must be used.
5	Bedtime will be decided by Centre & Visiting Staff.
6	Day access is possible
7	Animals are not allowed.
8	All personal property is the responsibility of the owner.
9	Any damage to centre property must be repaired at cost to the party involved.
10	Groups will be expected to carry out some domestic duties.

## INSURANCE INFORMATION (1/2)

### Educational Services ARRAN OUTDOOR EDUCATION CENTRE



#### Personal Accident/Travel – Educational Excursions

<b>Insurer</b>	<b>ACE Europe</b>
<b>Insurer Policy No</b>	<b>53UK473711</b>
<b>Period of Insurance</b>	<b>1<sup>st</sup> April 2009 – 31<sup>st</sup> March 2010</b>

#### EDUCATION DEPARTMENT & SOCIAL WORK DEPARTMENT

##### Personal Accident

Benefit Scale for Educational Excursions/Trips within the UK are as follows:-

	<b>Adults</b>	<b>Participants</b>
death	£20,000	*£10,000
loss of one or more eyes or limbs	£20,000	*£20,000
permanent total disablement from usual occupation	£20,000	*£20,000
temporary total disablement from usual occupation (limited to a maximum of 104 weeks)	£50 weekly	* Nil
temporary partial disablement	£25 weekly	* Nil

##### Insured Persons

All Employees, Organisers, Participants, Members and others permitted by the Insured

All persons participating in Work Experience

\*Reduced benefits if participants are under 18 years of age

##### Travel

Medical Expenses	£10,000,000	(outwith UK only)
Cancellation	£ 5,000	
Baggage	£ 1,500	(£500 single item limit)
Money	£ 1,000	Increased to £1,500 when adult Holds money
Personal Liability	£ 2,000,000	
Funeral Expenses resulting from Accidental Death	£ 7,500 (up to)	

##### Insured Persons

Any employee, participant or pupil

##### Excess

£15 in respect of Medical, Baggage, Money and Disruption

##### Territorial Limits

Worldwide

##### Operative Time

Any trip in connection with the official excursion outwith the School grounds or Council premises

*This is a summary document only. Please refer to the policy document for the exact cover, terms, exceptions and conditions of which you may wish to be aware of, in the absence of a policy document, please contact your Client Adviser.*

## INSURANCE INFORMATION (2/2)

### Educational Services ARRAN OUTDOOR EDUCATION CENTRE



#### Personal Accident

<b>Insurer</b>	<b>ACE Europe</b>
<b>Insurer Policy No</b>	<b>53UK473709(C)</b>
<b>Period of Insurance</b>	<b>1<sup>st</sup> April 2009 – 31<sup>st</sup> March 2010</b>

#### Insured Risks & Benefits

	<b>Employees</b>	<b>Others</b>
Accidental bodily injury:		
Death	5 x salary	* £50,000
loss of one or more eyes or limbs	5 x salary	* £50,000
permanent total disablement from usual occupation	5 x salary	* £50,000
temporary total disablement from usual occupation (limits to a maximum of 104 weeks)	50% weekly	* £250
temporary partial disablement	50% weekly	* £125
* Volunteers Additional Benefits		
Death & Capital Benefits	£50,000	
Temporary Total Disablement	£50 weekly benefit	(maximum 104 weeks)

#### Insured Persons

Employees (subject to a minimum of £35,000 per employee)

Members & Magistrates, JPs on active roll, Member of Children's Panels, Parental Appeals Panels and 'Safeguarders'

Volunteers of the Insured

#### Territorial Limits

Worldwide

#### Operative Time

Occupational & Commuting

#### Policy Limits

Single Event Limit	£25,000,000
Aircraft Limit	£ 5,000,000
Non Scheduled Aircraft	£ 2,000,000
Person Limit	£ 1,000,000

*This is a summary document only. Please refer to the policy document for the exact cover, terms, exceptions and conditions of which you may wish to be aware or, in the absence of a policy document, please contact your Client Adviser.*

## SCHOOL CHARGES SESSIONS 08/09 & 09/10

Educational Services  
ARRAN OUTDOOR EDUCATION CENTRE



These Rates are effective from 1st April 2008 until April 2009

USER GROUP	DURATION	COST/ PERSON
North Ayrshire Council	Week Course Schools	£115
North Ayrshire Council	Weekend Course Schools	£70
Any Other User	Week Course	£225
Any Other User	Weekend Course	£125

All Rates at Cost Per Person

These Rates are effective from 1st April 2009

USER GROUP	DURATION	COST/ PERSON
North Ayrshire Council	Week Course Schools	£135
North Ayrshire Council	Weekend Course Schools	£100
Any Other User	Week Course	£270
Any Other User	Weekend Course	£200

All Rates at Cost Per Person

### Please Note

### FREE PLACES

Educational Services offers a subsidy to North Ayrshire Council - School Groups attending the Arran Outdoor Education Centre. This Subsidy is only available to those children who are eligible for Free School Meals and/or Clothing Grants. The maximum number eligible per group is 33% of the total number of children attending any course.

### EXAMPLE

School Group Size = 24 pupils.

Actual Number of pupils eligible for Free School Meals and/or Clothing Grants = 12 pupils.

Subsidy available = 33% of 24 = 8 free places.

**Education Services requests that Head Teachers use their discretion in the management of the subsidy where applicable.**

# EXAMPLE PROGRAMME

Educational Services  
ARRAN OUTDOOR EDUCATION CENTRE



## Sample Programme (Autumn/ Winter/ Spring)

Monday	Tuesday	Wednesday	Thursday	Friday
0945hrs Ex Ardrossan  1045hrs Ar Brodick				Final Day Debrief Swim at Auchrannie Spa
Welcome & Introductions Equipment Issue Lunch The Rules & Fire Drill Introductory Walk	Hill Walking Shelter Building Navigation	Rock Climbing & Seal Colony Visit	Orienteering Brodick Castle	1350hrs Ex - Brodick  1450hrs Ar - Ardrossan
1700 Dinner 1800 Log Book 1900 Tuck Shop 1915 Talk 2100 Supper 2145 Bed 2200 Lights Out	As Monday	1700 Dinner 1800 Log Book 1900 Tuck Shop Night Orienteering or Expedition to Cloud Base 2100 Supper 2145 Bed 2200 Lights Out	1700 Dinner 1800 Log Book 1900 Tuck Shop  Disco!  2100 Supper 2145 Bed 2200 Lights Out	

**Please Note:** The above is an example programme - It is likely that the forecasted weather will influence the final decision of when and where activities will take place.



**Conservatory**

Mont Blanc (4 beds 2 bunks)

Ben Nevis (4 beds 2 bunks)

**Library**

*Please use this plan to organise your groups sleeping arrangements. Boys & Girls areas are notional, depending on group split.*

Carstenz (4 beds 2 bunks)

Elbrus (4 beds 2 bunks)

**Disabled Toilet**

**Students**

# Boys

Scafell pike  
Special needs dorm (3 beds)

Snowdon  
Staff dorm (3 beds)

Kilimanjaro (4 beds 2 bunks)

Aconcagua (4 beds 2 bunks)

Goat Fell (Staff 2 beds)

Everest (4 beds 2 bunks)

Denali (4 beds 2 bunks)

Vinson (4 beds 2 bunks)

# Girls

# DUTY GROUPS

Educational Services  
ARRAN OUTDOOR EDUCATION CENTRE



1

2

3

4

5

6

