

**Hilltop
Residential
Information for
Parents**

24th-26th April 2024

We are going to talk through the Information for Parents handbook and discuss the following:

- Overview of the trip and activities.
- Room allocations.
- Lunches/ dinner and snacks.
- Things to bring.
- Things NOT to bring.
- Parental contact.
- Behaviour expectations.





COASTAL GARDEN

SEAVIEW HOUSE

OFF-SITE HIKES

WOODLAND STUDY

TEAM TASKS

LOW ROPES

HIGH ROPES

ASSAULT COURSE

ORIENTEERING

HILLTOP.
It's one big adventure.

WOODLAND LODGE

LOW BRIDGES

TREE TOP TRAIL

CLIMBING & ABSEILING

MOUNTAIN BIKES

BIG ZIPPER'S

POWERFAN

MAD HATTERS

SUPER SWING

TEAM TASKS

CRATE STACKING

ARCHERY

NIGHT GAMES

WHERE ARE WE?

TOO WIT TOO WOO

ARCHERY

WELCOME

Wednesday 24th April 2024

Group Name & Details	Morning Activities	Lunch	Afternoon Activities	Evening Meal	Evening Activity
* Accommodated at Woodland Lodge *					
Colman Junior School Arrive:11.30am Numbers:43+6 Age:8-9	Intro, Walk & Talk	Own Packed Lunch	1. Archery & Crates 2. Tree Climbing & Assault Course & Agility	18.15	Games Night

Thursday 25th April 2024

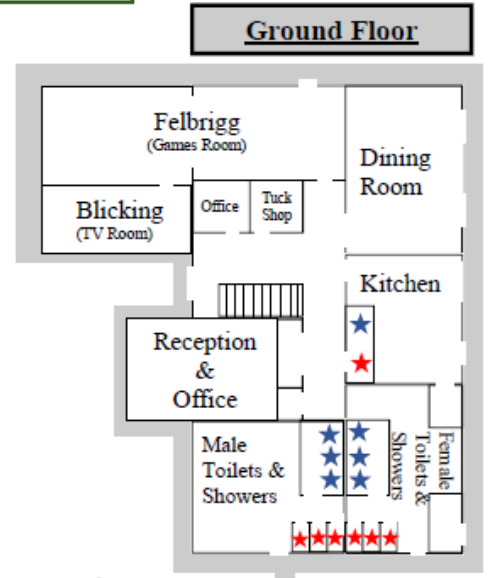
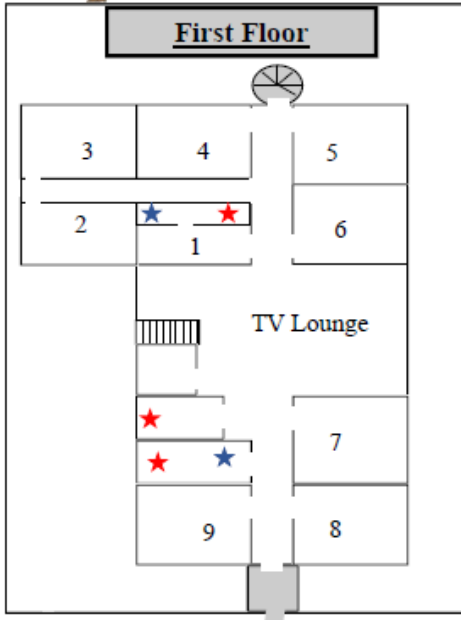
Group Name & Details	Morning Activities	Lunch	Afternoon Activities	Evening Meal	Evening Activity
* Accommodated at Woodland Lodge *					
Colman Junior School Breakfast:8.30am Numbers:43+6 Age:8-9	1. Tree Climbing & Assault Course & Agility 2. High Ropes Course	13.00	1. Aerial Runway & Team Tasks 2. Archery & Crates	18.15	Enchanted Forest

Friday 26th April 2024

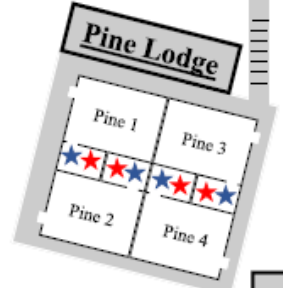
Group Name & Details	Morning Activities	Lunch	Afternoon Activities	Evening Meal	Evening Activity
* Accommodated at Woodland Lodge *					
Colman Junior School Breakfast:8.30am Numbers:43+6 Age:8-9	1. High Ropes Course 2. Aerial Runway & Team Tasks	13.00	Depart 13.30		

On the Wednesday, you will see that it says own packed lunch. If your child receives free school meals, a lunch will provided.

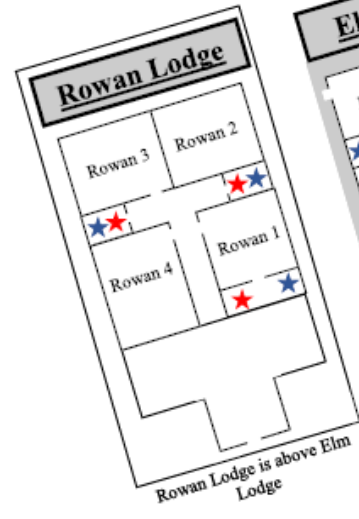
Woodland Lodge Floor Plan



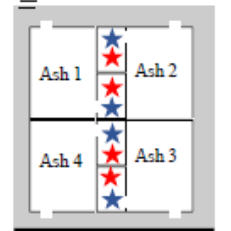
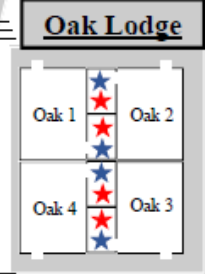
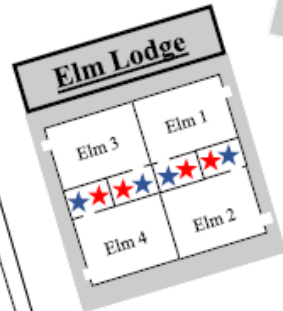
Path to Oak Lodge



Path from First floor



Rowan Lodge is above Elm Lodge



★ Toilet and Wash Basin

★ Shower

Room allocations:

Your child has already been asked to nominate a few friends who are they would like to share a room with.

Teachers have made the final allocation and will let children know who they are with on the day before the trip.

We have made sure that every child is sharing a room with at least one friend from their nomination list.

We ask for parental support in managing feelings around room allocation as we have put a lot of thought into these.

Rooms are for sleeping and we need them to be **calm spaces**.

Page 14:

- Some of you have a special dietary request form on the back of your handbook. Please can these be filled in and returned to the class teacher ASAP.
- Meals will be provided at Hilltop except the lunch on Wednesday - teachers have already let Hilltop know of any dietary requirements e.g. Halal.
- Please do not bring any food with **nuts**.
- Snacks: children do not need to bring snacks. Teachers will bring a selection of healthy snacks which will be shared with children as needed.
- No sweets!
- Teachers will open the tuck shop in the main lodge on one afternoon of the trip. Children only need to bring a maximum of £5 in cash.



HILLTOP – PARENT INFORMATION 1



About Us

Hilltop Outdoor Centre in Sheringham on the North Norfolk Coast is a high quality, family run and independent Outdoor Education Centre. Set in 26 acres of picturesque woodland Hilltop has modern facilities. There are two themed centres within the grounds, the rustic themed Woodland Lodge and the coastal styled Seaview House.

Our Ethos

'Challenge by Choice' is our ethos with the emphasis on Learning through Activity, Enjoyment, Discovery, Responsibility and Reflection.

Hilltop aims to promote the development of:

Self-Respect & Respect of others

Sense of community

Self-esteem, confidence and resilience

Cooperation

Personal Responsibility

Communication Skills

Essential Personal Information

It is essential that we are aware of any medical and dietary information for your child. Hilltop reserves the right to decline a request to provide a special diet if it considers that the medical risk is too great, if insufficient evidence/support has been provided or if requests are made less than 4 weeks prior to arrival.

All dietary & medical information should be submitted via the school NOT directly to Hilltop. Your group leaders are in loco-parentis of your child, it is imperative that they are party to medical and dietary information regarding your child. Hilltop does not accept information sent directly from parents.

Hilltop is happy to assist you with any food allergies or dietary restrictions and suitable alternatives will be provided. While we make every effort to ensure that meals are allergen free, we cannot guarantee this, as airborne contaminants may exist or due to manufacturer substitution beyond our control.

Packed Lunch

If the school is due to arrive at Hilltop before lunchtime, then your child will need to bring a packed lunch. Please send this in a disposable bag or box.

As far as reasonably practical we aim to be a NUT FREE centre. However, TREE NUTS can be found in the natural environment around Hilltop. We request that ALL visitors DO NOT bring NUTS or NUT BASED PRODUCTS on site, however Hilltop cannot be held responsible for this.

Valuables

We strongly advise that children **DO NOT** bring mobile phones, games consoles, expensive cameras or watches. Hilltop does not accept responsibility for loss of money or valuables

Name Labels

It is essential that you label all clothing and footwear with your child's name.

Page 14:

- Please do not allow your child to bring any electronics with them on the trip except a torch.
- Torches will only be used during the Enchanted Forest activity hour on the Thursday and not in rooms. **This is to allow children to sleep.** Nightlights are available in all rooms.
- Please label all belongings. Rooms are lockable and belongings will be kept safe there.
- Children are allowed to bring one teddy to help with sleep. Please can you make sure this does not make noise.



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Page 15:

- Ignore the swimming pool text!
We do not have time on this visit to go swimming.
- Mentioned gift/tuck shop already - £5 limit please!
- Letters for Children are not required for this trip as we are only going for 2 nights.



HILLTOP – PARENT INFORMATION 2



Lost Property

We suggest writing a list of anything you have packed, so it can be checked before leaving. If anything is left behind, we hold items for 2 weeks. We charge a small fee for returns. Please check with the school 1st as they may have a bag of unclaimed items from the trip.

Hilltop Swimming Pool

Our swimming pool is open from approx. April – October however this is subject to weather conditions & water temperature. The pool has a dept of 1.0metres (shallow end) and 1.4metres (deep end). Hilltop will have an STA trained pool attend attendant on duty for all sessions trained in resuscitation and First Aid.

Swimming kit

It is essential that you pack swimming kit for your child, even if swimming is not on the timetable. In the event of bad weather, we may need to substitute an outdoor activity session with a trip the local leisure pool.

Gift & Tuck Shop

We have a Gift & Tuck shop facility on site which is stocked with variety of Hilltop Souvenirs, sweets, snacks and drinks. We recommend that children bring a maximum of £10.00 (preferably in change)

Water Bottles

We recommend that children bring a water bottle or purchase a re-usable Hilltop bottle from our gift shop for £2.50each. Water dispensers and drinking fountains can be found in and around Hilltop.

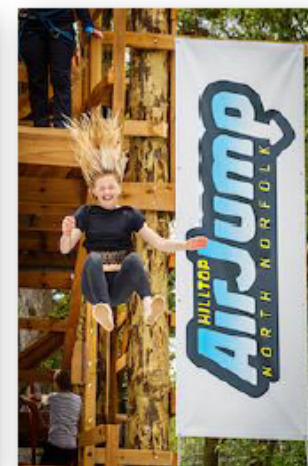
Letters for Children

Hilltop welcomes letters from parents, please ensure that envelopes are clearly addressed and include the child's name and the name of their school to assist with distribution of mail.

Hilltop E-telegram ** we advise you to follow your school / group policy on mail**

Try our Hilltop e-telegram, it's the easiest and most fun way to let someone know you're thinking of them!

Visit: www.hilltopoutdoorcentre.co.uk/e-telegram Passcode: ht95432b



Page 16:

- There are pens and table space for you to sign the parental consent and personal information form after this meeting.
- If you are unable to do this after the meeting, please can you return this form by Wednesday morning.



PARENTAL CONSENT & PERSONAL INFORMATION **F**

(Treated as Confidential Once Completed)

Please complete each section of this form in full and return it to your Group Leader

Group Name: _____ Date of Visit: _____

Child's Personal Details

Child's Name: _____ Gender: _____ Date of Birth: _____

Doctors Name, Address & Phone number: _____

National Health Number: _____ Date of last Tetanus vaccination: _____

Name & Address of person to contact in an **emergency**: _____

Telephone Number of person to contact in an **emergency**: _____

Name, Address & Phone Number of Parent/Guardian (if different to above) _____

Dietary requirements please tick relevant boxes below (Halal and Pescatarian diets will be catered as vegetarian)

Vegetarian Vegan Dairy Free Lactose Free Diabetic Coeliac

Other please specify below: _____

Does your child have a Food Allergy or Intolerance: NO YES If YES, you **MUST** complete a Special Diet Request Form G and return this with a copy of any relevant Care plan for your child.

Medical Information

Existing ailments can be exacerbated or increase the risk of further injury, some minor physical exertion will result in participating in the course. Please provide specific relevant health or medical information.

Please tick if your child has or is currently suffers from any of the following:

Allergies Asthma Back/Neck Problems Diabetes Epilepsy Heart Problems

Joint Problems Raised/Low Blood Pressure Bone weakening condition Other

Please give more detail if you have ticked any of the above _____

Does your child take medication? Yes / No If YES please state condition _____

Dosage Required: _____

Has a medical doctor advised your child to limit or restrict their physical activity in any way? Yes / No

Are you aware of any other condition that limits your child's ability to take part? Yes / No

If you have answered YES to any of the questions above, please explain _____

In signing this form, you:

1. Agree for information detailed within this form to be shared with Hilltop and third-party sub-contractors Hilltop engage for the purposes of providing the service.
2. Give your consent as the Parent or Guardian for this child to attend the course and to be given first aid and medical assistance as necessary.
3. Ensure the child attending (named above) understands it is not compulsory to attempt the activities.

Hilltop has public liability insurance of £10 million. This does not cover you for loss or damage to personal property or personal injury. Hilltop pays particular attention to safety but as with all outdoors activities there is a small inherent risk of minor injury. We advise you to confirm with the leader of your group that they have organised adequate insurance cover for this type of event including cancellation and curtailment cover.

Signed by Parent/Guardian: _____ Date: _____

Print name Parent/Guardian: _____

Group Leader to ensure this form is fully completed, information within this needs collating onto the Hilltop collated Medical (Form C) and Dietary forms (Form D) before sending to Hilltop. This form needs to be in the possession of the group leader for the duration of the visit.

Page 17:

- Bedding - you will need to bring either a sleeping bag or a duvet with a duvet cover as these are not provided by Hilltop.
The school will be unable to provide spare sleeping bags/ duvets.
- It is recommended that you ensure your child has a few changes of clothes, both for outdoor activities and pajamas. A change of footwear, wet weather clothing (wellies/ raincoat) and hot weather clothing (sunhat, sun cream) is also advisable.
- In addition to the list of what not to pack, please can we also insist on no sweets or snacks.



HILLTOP KIT LIST

We advise not to pack any new or expensive items of clothing. Adventurous activity is likely to cause them wear and tear!



Bedding:

- Sleeping bag OR
 - Duvet with duvet cover
- (Hilltop will provide pillows and pillowcases)

Footwear:

- Indoor shoes or slippers (not slipper socks)
- Outdoor shoes/boots/trainers (2 pairs). No crocs or flipflops
- Wellies (optional)

Useful Items:

- A labelled bin bag for wet or dirty clothes
- Torch and spare batteries
- Re-useable water bottle
- Hair bands
- Tuck Shop money (no more than £10, ideally in change)



Clothing:

- (make sure all items are named)
- Socks and underwear
 - Nightwear
 - T-shirts
 - Long sleeved tops
 - Fleeces/jumpers
 - Waterproof jacket
 - Leggings or trousers
 - Waterproof trousers
 - Clothes for the evening
 - Swimming kit

Toiletries:

- A wash bag (including shower gel, shampoo, toothbrush and toothpaste, hairbrush)
- Towel

Warm weather:

- Insect repellent
- Sun cream
- Sun hat
- Shorts

Cold weather:

- Woolly Hat
- Scarf
- Gloves

No Chewing gum

No Hairdryers

No Mobile phones

No iPods



No Games consoles

No Aerosols / Aerosol deodorant

No nuts or nut products

No electronic gadgets

Page 18:

- Children will not be contactable during our visit to Hilltop. This is to help them settle and enjoy themselves.
- If teachers feel that a parent needs to be contacted due to an emergency situation; please can you make sure that the contact number you put on the form is always available.
- Children will have quiet time in their rooms from 8:30pm and lights will be out at 9:00pm.

We have a busy agenda of activities and want to make sure all children (and staff!) are well rested.

- Breakfast will be served at 8:30 am, lunches will be served at 1:00pm and dinner at 6:15 pm. Healthy snacks will be available from teachers if needed.
- If teachers deem that a child is too unsettled to sleep, parents will be called.



FREQUENTLY ASKED QUESTIONS



Is Hilltop Insured?

We have mandatory Public Liability Insurance to £10 million. Public Liability Insurance does not cover for personal accident or loss or damage to personal property. We strongly advise organised groups to take out group insurance to cover cancellation through sickness, injury or any other reasons. This insurance should be in place at time of deposits being paid.

What are the safety measures?

We have an established Risk Assessment Programme that is subjected to continuous review. We pride ourselves on having an excellent safety record due to the Risk Assessment Programme and the diligence and expertise of our staff in safety matters.

Does Hilltop have a child and vulnerable adult policy?

Yes. We have a recruitment and monitoring procedure in force. All staff complete training in child and vulnerable adult protection as part of their induction.

Emergency Telephone Number

In an emergency, you can call through to the Hilltop office on 01263 824514. Out of office hours the answerphone can direct you through to one of our senior management team, just listen to the voicemail for guidance. However, The Group leader should provide parents with an emergency mobile number for the group leaders on site at Hilltop.

Do children need different clothes every day?

Children need several changes of clothes depending on the length of stay and the weather. We have a large drying room for clothes and shoes for wet weather days.

What time do the children go to bed?

This is for the group leaders to decide. The evening activities start at about 7pm for an hour or so then the children have some free time. Group Leaders can supply hot chocolate before the children go to their rooms for the night. Quiet time at the whole centre is between the hours of 11pm to 7am.

Are the bedroom doors locked at night?

All doors have a locking system that allows the door to be locked from the inside without a key. Group leaders are provided with keys that over-ride the locks to open the doors from the outside. Leaders are located on each floor/lodge and a Hilltop member of staff is on duty throughout the night.

What if a child is homesick?

We advise the children not to phone home as this can upset them more; however, this is at the discretion of the group leaders. If a child does become homesick then the group leaders will decide what action to take. The group leader may know that the child gets upset occasionally. The group leaders on site should have a mobile phone contact number.

Do we get a refund if a child is ill or cannot attend?

No. Hilltop is no different to other holiday bookings you may make. Your group leader is advised to take out insurance to cover against this liability at time of booking.

Behavior expectations:

We want the children to have as much  fun as possible!

To do this, we need to ensure that children are:

Safe

Show respect

Follow instructions

If the teachers feel that a child's behavior is proving unsafe, if they are being continuously rude to staff or if they are not following instructions, parents will be called and asked to take their child home.

This will be classed as a suspension from school and the child will not be able to attend school for the remainder of that week.

We ask that parents speak to their children about the expectations of behavior for the trip beforehand and help us to set clear expectations. Teachers will also go through behavior expectations in class on the week before the trip.

Questions?

