

## Day of Departure

### Last Morning:

<b>Breakfast</b>	<b>08.00</b>
<b>Sheets folded and stacked downstairs</b>	<b>08.30</b>
<b>Rooms emptied and luggage stored as directed</b>	<b>08.45</b>
<b>Morning meeting</b>	<b>09.00+</b>
<b>Relocation of group kit as directed, room checks</b>	<b>09.15</b>
<b>Activities (an earlier start may be arranged for some)*</b>	<b>09.30 – 12.00</b>
<b>Kit clean and return (may be activity concurrent)*</b>	<b>09.30 – 12.30</b>
<b>Midday meal</b>	<b>12.30 – 13.00</b>
<b>Depart</b>	<b>13.00 – 13.30</b>

- Except for those departing on Sunday, all groups should aim to be out of their bedrooms by 09.00, to allow cleaners access before the next residents arrive. Liaising instructors will arrange the location of all group luggage with the Group Leader the evening before departure. Groups based in the Lounge should assume that they will be asked to clear this area by 09.30 on the day of departure.
- The sheet sleeping bags issued on the first day must be taken from bedrooms and folded, then left in the designated area downstairs by the payphone. Staff are requested to ensure that bedding is in good order when it is placed in the collecting area.
- The morning meeting may be delayed by the ongoing work of packing and stowing kit. It remains a vital part of the routine as it allows co-ordination of activities with all necessary kit cleaning and returns. All those visiting staff leading activities, plus the Group Leader, should attend this meeting.
- After students have left their rooms there may be as little as an hour before they are re-occupied. Any belongings left in a bedroom are unlikely to be recovered once another group is in residence. Therefore a thorough room check is recommended by at least one member of visiting staff when all students have finally vacated their rooms.
- Kit cleaning is a vital element of the residential experience, part of the ethos of taking responsibility that a Buckden residential is about. It also ensures that leather boots and waterproofs can be issued to the next group in as good a state as possible. It is not a popular activity with students, however! To reduce the scale of this task, keeping boots scrubbed (while dry inside) throughout the week makes the final day easier. Waterproofs can be cleaned the night before departure, and hung on coat hangers in the drying room. Ensuring that all students possess the kit that they were given at the start of their stay will also allow more time for activities on the day of departure.
- Under normal circumstances your instructors will leave you around 12.30 on the day of departure. However you will see them again before you leave when you are ready to get on your transport home.