

Domestic Routine

Around the House

- Groups coming in from wet or dirty activities enter the building via the Annexe door. This brings them past the drying room, and boot cleaning facilities, and their personal coat hooks and boot boxes. It also ensures that only one area of floor becomes filthy. The drying room operates a one-way system.
- Groups taking part in cleaner activities, or playing on the lawn, may enter via the Front door (unless otherwise arranged due to groups sharing the centre). They are requested to take off outdoor footwear and leave shoes in the racks in the porch if at all dirty.
- Damp clothes should be hung up in the drying room, not put over storage heaters in rooms. A washing machine, spin drier, and tumble drier are all available upon request.
- The telephone in the downstairs office is available for visiting staff. It is not recommended that students are allowed to call out unsupervised.
- The fire is available for visitors based in the Lounge. It will be arranged as required during the day, but must be lit and supervised by visiting staff after the evening meal.
- The Staff Room is available for all visiting staff. Please liaise with other groups, and instructors, over its use during the day and in the evening. The kitchen next door is available for staff food or other stores. A DVD player is available; visiting staff are welcome to bring their own, appropriate, films. Please note that students must know how to contact staff; the staff room may not be an appropriate place for group leaders and other staff who are actively supervising groups.

Mealtimes

- Groups are asked to set tables, clear up after themselves, and clean their dining area immediately after mealtimes. The arrangement of which group carries out which tasks over the week are to be arranged by the Group Leader. This should be done with reference to the programme of activities so that groups are not having sessions curtailed by the requirement to set tables. If two groups are sharing the centre it is good practice for one group to set tables for both schools (stressing community, not difference) following communication between Group Leaders.
- Buckden House staff do not attend mealtimes. Instructors will take this time to liaise over group issues and prepare for next sessions; not supervise students.
- Group Leaders will arrange for students to move to the serving hatch in correct batches during the evening meal to ensure that those requiring the same menu choice arrive at the same time. This will be arranged by the catering staff immediately before the evening meal. Group Leaders must ensure that menu choices for breakfast and sandwiches the following day have been filled out in the forms (kept on notice boards in the dining rooms) by 07.00 the following morning, at the latest.

- Mealtimes are 08.00, and 17.00. Students should be waiting in The Lounge by these times, waiting to be called through by the catering staff. Any different arrangements will be talked through by your liaising instructor beforehand.
- Lunch is taken between 12.30 and 13.30, although morning sessions may over-run slightly. Groups are asked to eat in the dining-room, or else outside, and should tidy their eating area when they have finished.
- Supper is prepared by visiting staff at a time of their choosing. If two groups are sharing the centre, Group Leaders must communicate with each other to ensure smooth running of this operation. Groups are asked to eat outside or in dining rooms, not in common rooms, and to tidy their eating area when they have finished.
- The Tuck Shop and Gift Shop are found in the small dining room. Keys for these areas and for the filing cabinet in the downstairs office (which contains the cash box) are given to Group Leaders at the Initial Staff Meeting. If the tuck shop is opened it should be timed so as not to conflict with the start of activities. If two groups are sharing the centre, Group Leaders must communicate with each other to ensure smooth running of this operation.

Evening routine

- By 18.00 evening meals should be finished and the dining room tidied by students.
- Tuck shop is best opened early, if at all, to avoid sugar excess just before bedtime.
- If evening activities have been arranged with an instructor, the session will run from 18.30 – 21.00 unless otherwise arranged
- If country dancing has been arranged, you will be collected from your common room around 19.20. The tutor for dancing will arrange everything from this point.
- Group Leaders are asked to ensure that any activities taking place in grounds, or in the village, are quiet by 21.00.
- There is no set bedtime at Buckden House, but Group Leaders sharing the house are strongly recommended to contact each other in advance of the visit to avoid inconvenience in this matter.
- Supper needs to be prepared by visiting staff at a suitable time, with cups rinsed in the Servery sink and left in washing baskets.
- Buckden House staff live locally, but not on site. The 24-hour contact list will be handed to the Group Leader at the Initial Staff Meeting. In some instances visiting instructors will be living on site for a part of the week.
- A member of visiting staff should walk round the building to ensure that the five external doors are locked before settling down for the evening. All members of staff should be aware that doors at the back of the building should generally be shut after the evening meal.
- Members of staff not on duty, and all staff when students have gone to bed, are welcome to use the Buckden House Staff Room on the first floor. Please ensure that students know where to contact their leaders during this time.

