

Kit List for Day of Arrival

All these items can be worn on the journey or kept in the bag also containing the packed lunch – which should be separate from the main luggage. *All children should possess all of the following, except boots, waterproofs, and maybe medication. Having the rest to hand will speed up the first day considerably. Stress that anything worn on arrival may be very dirty by the end of the day!* If medication is kept centrally, this must be readily available upon arrival.

- **Packed lunch kept apart from rest of luggage (plus drink in a bottle)**
- **Long trousers, not jeans**
- **Long sleeved top, with warm layers as appropriate for the weather**
- **Hat and gloves, if cold**
- **Water / drinks bottle, and sun hat, if hot**
- **Socks suitable for wearing with boots**
- **Outdoors footwear, trainers or boots**
- **Waterproof clothing (if available)**
- **Medication needed on activities e.g. inhalers**

On Arrival

- Group leaders should arrive with the following minimum information: a completed room list, a medical *summary* sheet, a programme for the week's activities (unless otherwise arranged with the Head of Centre), a plan of which visiting staff will be taking part in which activities for the first session, the completed Staff Briefing form, and a Code of Conduct derived from the House Rules.
- All groups should arrive with students already dressed in the most suitable outdoor clothes and footwear that they possess. This must be arranged with parents in advance of the day of arrival.
- All groups will enter Buckden House by the front door, into the Lounge (unless otherwise directed by your liaising instructor). Luggage will be left on the hard standing outside the building, or else brought into the lounge (depending upon weather, group size, and other centre user) as directed by your liaising instructor.
- All groups arrive in a state of excitement and confusion. Allow for this, and for the time taken for all necessary visits to toilets before any coherent communication can take place.
- Timings and running order of the introduction may vary; however, the first day will **always** involve a successfully completed fire drill and the Initial Staff Meeting.