



## Residential information pack

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### Information pack for young people

We go on residential with our whole core company every Summer, currently for 5 days. It's a moment for them to connect, have a break from everyday life and create lots and lots of material that we bring home to explore in our regular sessions throughout the rest of the year.

Here are two templates of an information pack for residential:

1. An information pack for parents/guardians
2. A slightly shorter version of the information pack for the young people

We share this information with parents/guardians and our members as early as possible, approximately 3 months before we leave. We share this information with both adults and young people on Whatsapp and mention it to young people in sessions too.

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## Residential information pack – parents/guardians

Dear Parents,

Thank you all for responding to my messages about Residential attendance. I am glad to confirm that we have a venue for this year's trip which will take place from *[insert dates]*.

Residentials have been a part of Company Three for over 15 years now. They are an opportunity for us to go away from London to make work, build on teamwork, perform, and learn new skills.

We understand that for the year 8s this may be their first time being away from home for this long, but speaking from experience it's also a great opportunity for them to build on their confidence and independence. I hope the information below will ease any concerns you may have.

### **[Name and dates of residential]**

#### **Venue information:**

*Venue address*

*Website link*

*Photo of the venue*

#### **Travelling:**

We will meet at *[location, address]* and will travel by *[coach/train/flight]*.

Meet on *[date and time]* to leave at *[time]* and return at approx. *[date and time]*

If your child is late they will miss the trip and you will need to make other arrangements for them to arrive to Kingswood.

*[Add detailed travel plan if it not a coach journey.]*

#### **Sleeping arrangements:**

- There will be separate dormitories for boys, girls and gender neutral young people, and appropriate staff to look after these dorms.
- Members will share rooms with around two or three other children in their age group.
- Staff will have their own rooms.
- Members will let *[leader name]* know 1 or 2 friends they'd like to share a dorm with.

#### **Staff:**

Staff attending the trip will be: *[names]*

#### **Food:**

The venue has a cafeteria with catering. They will provide us with breakfast, lunch, and dinner. All meals will have Halal, Vegetarian and Vegan options available.

In the form, please specify your child's dietary requirements to share with the venue. This must include any allergies.

#### **What to bring: *[edit this as required]***

- Comfortable clothing for sessions and activities, nothing you're precious about (nothing smart, as clothes may get dirty)
- Comfortable shoes for walks (shoes you are willing to get muddy)
- Cosy clothes for chilling and movie night in the evenings. (Onesies and tracksuits)
- Appropriate night clothes/ Pyjamas
- Towels and toiletries
- Water bottle

Created by Company Three

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- A rain coat

## Activities

### Mornings:

*We will be doing drama workshops and games during the day, exploring new ideas and themes to base our work on when we return in September.*

### Afternoons:

*Group activities, football, rounders etc*

*Walks*

*Games nights*

*Movies*

*Free time*

*One afternoon of activities at the centre which could include, high ropes, ziplining, archery, caving Etc.*

## Snacks:

Members are allowed to bring their own snacks. We will also provide snacks.

## Medication:

All staff are first aid trained.

All individual medications will be labelled, and handed to [staff member name] during drop off, with instructions from parents. This included any pain medication like paracetamol, travel sickness medication or hay fever medication. This information must also be included in the form you will need to fill in for this trip.

Any members with medication or conditions we need to know about will have a scheduled phone appointment with [staff name] to discuss what we need to know to best support your child.

We cannot administer any medication except an allergy pen, but we will supervise your child while they take theirs.

We cannot hand out painkillers or paracetamol.

## Emergencies:

Should anything serious happen we will notify parents/guardians immediately and take your child to seek medical help at the local hospital. If you need to come home due to illness or injury, then a staff member will return by train with them.

Staff contact information:

*Add contact information here*

## Homesick:

Part of going away on residential is about building resilience and confidence – and seeing the week through to the end. Young people are rarely homesick or unhappy at Company Three residentials, but if they are we are very experienced in supporting them. If your child feels unhappy for any reason, we will:

- Do our best to understand and reassure them.
- Contact parents to discuss – we ask that as much as possible parents support us in helping the child stay on residential.
- If the situation is serious, we have processes to ensure a young person is safely accompanied home.

## Mobile Phones:

Members are welcome to bring their phones with them, but we ask that they are kept in their rooms or given to a staff member to lock away during sessions. All staff will have work phones on them so you

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can reach us in an emergency and a list with all core staff numbers will be sent out to all parents. Members will be able to call home during their free time.

## Permission Form:

Please follow the link below to fill in and sign the permission form for this trip. There is also a section for dietary requirements and medication/ conditions we need to know about. Without this form we cannot take your child on residential.

Please fill out this form by [deadline date].

## Donation:

We want everyone to be able to come to Residential. We ask members to **Pay What You Can** towards the cost of the trip. Whatever you can pay will help us, from £5 up to the full cost per person £240. Payment amounts will be kept private.

Bank details if you want to transfer:

Name: [fill in]

Account: [fill in]

Sort code: [fill in]

Or use the link below for secure pay what you can: [insert link]

Best,

[Individual and Company name]

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## Residential information pack – young people

### [Name and dates of residential]

Hey Company! We now have our venue for Residential. More information is below.

*Context or information about the trip – why it's important that they come, why we have arranged it, what it'll consist of.*

### Venue information:

Venue address

Website link

Photo of the venue

### Travelling:

We will meet at *[location, address]* and will travel by *[coach/train/flight]*.

Meet on *[date and time]* to leave at *[time]* and return at approx. *[date and time]*

If you are late you will miss the trip and you will need to make other arrangements to arrive.

*[Add detailed travel plan if it not a coach journey.]*

### Sleeping arrangements:

- There will be separate dormitories for boys, girls and gender neutral young people, and appropriate staff to look after these dorms.
- Members will share rooms with around two or three other children in their age group.
- Staff will have their own rooms.
- You will let *[leader name]* know 1 or 2 names of people you'd like to share a dorm with.

### Staff:

Staff attending the trip will be: *[names]*

### Food:

The venue has a cafeteria with catering. They will provide us with breakfast, lunch, and dinner. All meals will have Halal, Vegetarian and Vegan options available.

Your parents will fill in a form with your dietary requirements and any allergies that you have.

### What to bring: *[edit this as required]*

- Comfortable clothing for sessions and activities, nothing you're precious about (nothing smart, as clothes may get dirty)
- Comfortable shoes for walks (shoes you are willing to get muddy)
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## **Snacks:**

Members are allowed to bring their own snacks. We will also provide snacks.

## **Medication:**

All staff are first aid trained.

Your parents will fill in a form to let us know if we are holding medication for you, or if you are holding medication for yourself. This includes any pain medication like paracetamol, travel sickness medication or hay fever medication. We cannot hand out painkillers or paracetamol.

## **Emergencies:**

Should anything serious happen we will notify your parents/guardians immediately and take the you to seek medical help at the local hospital. If you need to come home due to illness or injury, then a staff member will return by train with you.

Staff contact information:

*Add here*

## **Mobile Phones:**

You are welcome to bring your phone with you, but we ask that they are kept in rooms or given to a staff member to lock away during sessions. All staff will have work phones on them so your parents can reach us in an emergency and a list with all core staff numbers will be sent out to all parents. Members will be able to call home during their free time.

## **Permission Form:**

Please remind your parents to fill in the permission form we sent them by *[deadline]*. If we do not receive this, then you will not be able to come Residential. Any problems with the form give me a call and I can help.

Best,

[Individual and Company name]