

The Beginners Guide to being a Visiting Member of Staff at East Barnby

1 Mid-week Visitors

If you are coming on a week or half-week visit to East Barnby you should arrange to arrive at the Centre between 10.30 and 11.00 if possible, unless you have arranged an afternoon visit en route (please let us know if you have)

On arrival at the Centre someone will meet you as you get off the coach, give you a dormitory list and a time and place to meet to give the students waterproofs and footwear. Could you make sure students are on time (bed making and unpacking can wait), dressed warmly and have all of their own waterproofs, wellies and boots with them for inspection

The students will take ages remembering their shoe size and trying on waterproofs so this is a good time for you to have a practice drive in a minibus if you intend driving one this week (see note below)

At 12.00, or when waterproofs are done, the Head of Centre will talk to everyone in the lounge in the main building (half way down the main roadway)

Dinner is at 12.30 - all our staff will be there and introduce themselves. Your course co-ordinator will make him or herself known and arrange a time to iron out any last minute details for the week. Ask them as many questions as you want, they are there to look after you

After dinner the students will do a half-day activity/study of some sort. You can relax, as during the days this week the East Barnby teaching staff will run everything unless pre-arranged. You just have to be there and join in as much as you want

On return to the Centre at 16.30ish you are again responsible for the students in your dormitory getting changed and ready for tea at 17.30

A duty member of East Barnby staff will be there at teatime and on call until breakfast the next day. They will help organise your evening activities, but you will do most of the running of them. If you leave the site in minibuses only qualified drivers may drive (see note below)

The Centre has 8 minibuses available with enough seating for 17 people (including the driver) and with 3-point seat belts throughout; one of the vehicles is wheelchair accessible. The County requirement for drivers is that they have 4 years driving experience, D1 entitlement, a clean driving licence (no points, even for speeding) and have passed a MiDAS minibus driving test before driving with children. Staff intending to drive must produce original documentation for us to photocopy and keep on file (paper and plastic driving licence, minibus certificate). You will not be permitted to drive unless you have provided these documents

The students, supervised by you and your staff, prepare supper. This is usually some time between 21.00 and 22.00 at your convenience. At this time they will bring up drinks containers to be filled for tomorrow's packed lunch and set the tables for breakfast (a plan of table settings is displayed)

Bed and lights out times will vary with the age of the students and again are at your discretion as you are responsible for them in the dormitory areas. Centre road lights go out at 03.00 but all staff rooms have a torch if you should need to leave the dormitory

All staff rooms have an alarm clock which you can set to get you up in time to mobilise your dormitory for an 08.30 breakfast. Details for the rest of the day will be announced at the end of the meal

Tuesdays, Wednesdays and Thursdays run on pretty much the same routine with a full day out and packed lunch, returning back to the Centre between 16.00 and 17.00 for a 17.30 evening meal

On the morning of your final day, whether it is Friday or Wednesday, we have to ask everybody to vacate their rooms before 08.30 when you come up for breakfast, as the cleaning staff need to prepare for the next group arriving later in the day. This will involve

- stripping linen off the beds to go to crates in the drying room
- packing bags and moving them up to the garages
- a quick tidy up to finish

The final morning will involve a half-day activity of some sort, with waterproofs and boots cleaned and handed in at some stage. It's a packed lunch again today, which can be eaten at the Centre or wherever you happen to be at lunchtime. You can arrange to have your coach to pick you up at the Centre or in Whitby and travel home from there as some groups do

2 Weekend Visitors

Weekends differ from midweek courses in that they are predominantly self-programming and you will not normally be accompanied by a Centre member of staff during the day. You will therefore need to plan your own staffing in advance, especially with regard to having sufficient suitably qualified minibus drivers (see notes above) and staff qualified to lead walks on the moors or coast

It is possible to buy-in Centre staff to lead activities for all or part of your weekend (please see separate sheet for details)

Pre Visit Information

Please feel free to phone us as far in advance of your visit as you wish for any information you need planning your programme, eg tide times, recommended walks, availability of Mulgrave Woods, etc

In any case we will ring you 4-6 weeks before your visit to finalise numbers, special diets, details of your programme, etc

Timetable for the Weekend

On the Friday you need to arrive before 6.30pm but you can move into the dormitories any time after 4pm. When you do arrive the Centre member of staff on duty will meet you, give you your dormitory allocation and arrange a time to talk to the students and give out any waterproof equipment that you may need

Tea is at 7pm on Friday. The Centre duty member of staff will be there and help organise your evening activity if necessary (see separate sheet) but you will do most of the running of them.

Supper - see Mid-week Visitor notes above

Bed and lights out - see Mid-week Visitor notes above

Tea on Saturday is at 5.30pm and most groups aim to be back at the Centre between 4pm and 5pm to give plenty of time to shower and change

Saturday evening routine is the same as Friday

Sunday breakfast is 8.30am as normal though Sunday dinner is a sit down hot meal at the Centre at 1pm. You can keep it like that and have a half day activity in the morning or you can pre-arrange a packed lunch in advance and have a full day out

Vacating Dormitories & Departure - see Mid-week Visitor notes above

Have a safe journey home !

EVENING PROGRAMMES AT EAST BARNBY

During your stay at the Centre there will be several evening programmes to prepare

Each evening there is a Centre member of staff on duty to help as much as possible, but the running of the evenings is usually down to the school staff. A typical evening routine is as follows...

- 5.30pm Tea in the dining room followed by announcements from Centre duty staff
- 6.30pm Tuck Shop open for 15 minutes or so with Centre staff behind the counter. The Tuck Shop sells a wide variety of chocolates, drinks and sweets (no crisps). East Barnby pens, pencils, baseball caps (£4.00), T shirt (£6.00), Barnby Bears (£2.00)
- 7.00pm 2 – 2 ½ hours evening activity, usually 1 or more from the suggested list below
- 9.15pm Students from one of the dormitories prepare supper for the rest of their group
- 9.30pm Supper, after which the duty dormitory clears away, washes up and sets tables for breakfast. Flasks to be brought up for next day
- 10.00pm or later at staff discretion, bed time.
- 10.30pm Staff relaxation time

Possible Evening Activities

INDOORS

- 1 **IT resources** We have a digital projector and big screen available to show videos, DVD's or photos and film from the days activities. There is also an internet ready computer suite with 9 machines available for diaries or anything else you fancy
- 2 **Diaries** Many groups spend some time each evening with the students keeping a brief diary of the week and/or possibly evaluating the day's activities or studies through group discussion. Planning of the next day's activities or studies can also be done at this time
- 3 **Quiz** General quiz questions and answers available
- 4 **Pictionary** Phrases to draw, and rules available
- 5 **Treasure Hunt** Questions and answers available. Separate Primary and Secondary sheets
- 6 **Swimming** Loftus pool (8 miles, open Tuesday, Wednesday, £1.80)
- 7 **Disco** An occasional Thursday night activity. Needs to be handled carefully
- 8 **Indoor Games** Various board games
- 9 **Mini Olympics** Lots of small individual challenges
- 10 **Dingbats** Word play quiz game
- 11 **Mixed Bag** Problem solving – indoors
- 12 **Beetle Drive**
- 13 **Talent Show**
- 14 **Art** There is an art room with all materials provided.

OUTDOORS

(usually more suitable for summer, light evenings)

- 1 **Orienteering** On site course, can be done in the dark with torches
- 2 **Walks** School staff led local map walks
- 3 **Beaches** Tides permitting, drive down to a local beach - Runswick or Sandsend (parking fees may apply). Staff with relevant driving qualifications may use our minibuses
- 4 **Ball Games** Football, rounders, tennis, volley ball - equipment available
- 6 **BBQ** Available Thursday night at £2.00 per person extra