



# Residential Visit Information

We are very pleased to welcome your school to Ufton Court. We hope you'll find the information below useful but if you have any queries, please let us know.

## Important information

- A teacher or responsible adult must still accompany each group, even if Ufton staff are leading the activity, maintaining a minimum ratio of 1:8.
- We are a nut free site. Please do not bring any nuts or nut products with you.
- If you have arranged for a parent drop-off, a member of your team must arrive by 9.30am, ready to take the group register and greet parents.
- Following your arrival briefing, we will start your programme so please ensure that everyone is dressed appropriately for the weather when you arrive.
- There are no shops on site, so children do not need to bring any money with them.

## Before your visit

- Ensure all responsible adults have assigned responsibilities for specific areas/groups. Do contact us if you have any members who are disabled, as defined under The Disability Discrimination Act, for an evacuation with a specific risk assessment.
- If required, book your pre-visit to Ufton via email [enquiries@ufton.org.uk](mailto:enquiries@ufton.org.uk).
- We are an outdoor learning centre and children will be outdoors for most of their visit. Ensure your group are prepared for the weather and outdoor conditions e.g. sun hat, wellies, waterproof jacket, gloves, outdoor footwear, long trousers.
- Share [directions to Ufton](#) with your coach company to avoid unnecessary delays.
- Check your programme thoroughly and make sure you are happy with it.
- Read, sign and return the Fire evacuation procedure.
- Complete and return the Catering Form, Dietary requirements sheet and the relevant bedroom list for your stay at least one week prior to your stay. Please note, administrative fees apply for late submission.
- If applicable, have a look through the Pre-visit information pack to see how it can help your planning before and after your visit.
- Where possible, ensure your mobile phones have Wi-Fi calling enabled and that you have WhatsApp downloaded. Phone signal at Ufton is not consistent and dependent on your provider. For information on how to enable Wi-Fi calling, [see here](#).

## On arrival

- Please use the gate intercom to notify reception upon arrival. If the gate is open when you arrive, please report to reception, which is located by the entrance porch of the Manor House.
- A member of our Education Team will meet you on arrival, guide you through the first part of your visit and lead your programme.
- On the first morning, the member of staff leading your group will talk you through your programme, and confirm some details with you, such as the number of people you have brought with you.
- Please note that a teacher or responsible adult must still accompany each group, even if Ufton staff are leading the activity.

## What to bring

- Please see the Children's Kit list within our [teachers' hub](#).