

ACTION PACK



DAILY TIMETABLE



SAMPLE ACTIVITY PROGRAMME



SAMPLE MENU



ACCOMMODATION PLANS



RISK MANAGEMENT SUMMARY



BOOKINGS PROCESS



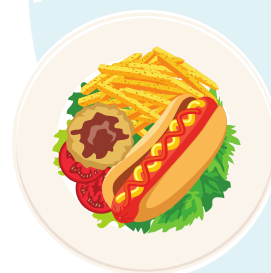
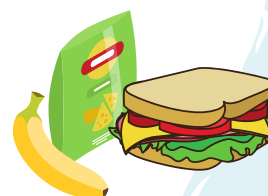
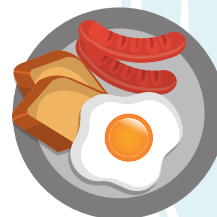
BENEFITS OF OUTDOOR LEARNING





DAILY TIMETABLE

8:30 am	Breakfast
9:30am - 12:30pm	Morning Activity
12:30pm - 1:30pm	Lunch
1:30pm - 4.30pm	Afternoon Activity
4.30pm - 6:00pm	Free time
6:00pm	Dinner
7:30pm - 9:00pm	Evening Activity



Please note: Offsite activities such as Canoeing and Caving usually require the full day depending on the location. If this is the case, lunch and drinks will be provided and eaten whilst out on location.



SAMPLE ACTIVITY PROGRAMME

Day	Duty staff	Morning Activity	Afternoon Activity	Evening Activity
Monday	Rex	Arrival time & Introduction (from 11am)	Orienteering & Tube Slide	Arts & Crafts
Tuesday	Mel	Archery & Sensory Swing	Climbing	Sensory Room
Wednesday	Holly	Caving Day		Sports Hall Games
Thursday	Liz	Zip Wire	Walk in Lake District	Indoor Cave
Friday	Vic	Canoe Day		Disco
Saturday	Lee	Bushcraft	Cycling	Camp Fire & Presentation
Sunday		Departure Time - 10am		

Depending on the needs and number of people in your group, we may split people into smaller groups (usually between 8-12 people) and carry out activities on a rotation basis throughout the course. You'll be assigned a course tutor for the duration of your course but may have different staff accompanying them.

For Schools & Groups - Our Activity Co-ordinator will get in touch before your visit to discuss your needs, aims and objectives and will work with you to write an activity programme that's right for you.

For Family & Adult Courses - If you have a particular activity preference please let us know when you book and we will try to integrate it into the course programme, although this may not always be possible.

You will need comfortable clothing and appropriate footwear for the activities (no jeans) - we will send out a [kit list](#) of what you'll need to bring prior to your stay. We also have a selection of waterproofs, wellies and walking boots which you can borrow if you don't have your own.





SAMPLE MENU

Day	Breakfast	Dinner
Monday	N/A	Steak pie, potatoes, peas & carrots Chocolate brownie & ice cream
Tuesday	Bacon, hash browns & tomatoes	Meatballs, pasta & garlic bread Fruit crumble & custard
Wednesday	Scrambled Eggs	Pizza, chips & coleslaw Fresh fruit salad
Thursday	Sausage, hash browns & baked beans	Roast chicken, potatoes, carrots, broccoli & gravy Pineapple upside down cake & custard
Friday	Bacon butties	Sausage, mash, vegetables & gravy Jam & cream slice
Saturday	Croissants	Pork & Apple Casserole, green beans & potatoes Rice pudding
Sunday	Pancakes	N/A



Dietary Requirements - We cater for the vast majority of dietary requirements including: vegetarian, vegan, blended diets and halal. In order to ensure we have ample time to prepare for any requirements we must receive your medical consent form with details of your requirements at least 4 weeks prior to your arrival.



Additional Breakfast Items - As well as a hot breakfast provided, there will also be a selection of cereals, toast and condiments available each morning, as well as fruit juice, fruit and yoghurt.



Lunch - The lunch provided consists of a selection of sandwiches, fruit and a tray bake. For groups a packed lunch can be provided on the day of departure if prearranged.



Drinks - Tea, coffee, milk, water and juice are available throughout the duration of your stay at the self service brew areas.



ACORN HOUSE

Acorn House is a self-contained accommodation unit and **sleeps up to 24 people** across **10 en-suite bedrooms**. It has its own **central lounge, kitchen and dining area**.

The modern features and gorgeous views overlooking the woodlands, make it a tranquil and relaxing place to stay.

Features and accessible aids include :

- Automatic doors & lights
- Wi-fi
- Ceiling mounted tracking hoists in most bedrooms, bathrooms and the lounge
- Large bathrooms
- Electric shower beds and chairs
- Profile beds (with/without bed sides)
- Laundry Facilities (for emergency use)
- Lockable Medication Fridge

We also have **additional accessible aids** which can be used for the duration of your stay. We recommend reserving these items with our bookings team ahead of time as they will be allocated on a first come first served basis and are subject to availability.



Bendrigg: Acorn House
Ground Floor



NOT TO SCALE: For guidance purposes only

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[Download room plan](#)

[View guided tour here](#)



BENDRIGG LODGE

Bendrigg Lodge sleeps up to **40 guests** across **11 rooms** over **3 floors**. There are **11 shower/bath rooms**. Although currently just 2 of these are en-suite, all bedrooms can be allocated their own shower room if required. 2 of the en-suites contain ceiling mounted tracking hoists which run between the bedroom and bathroom and one of these also contains a shower bed. (See room plan below)

There is a communal dining area which features a balcony overlooking stunning views of the countryside and fells. There is also a brew area and lounge with ample seating, a television and some games.

Features and accessible aid's include :

- Automatic lighting
- Wi-fi
- A lift & ramps to Clouds Corridor
- Ceiling mounted tracking hoists
- Shower bed & shower chairs
- Profile beds (with/without bed sides)
- 2 bathrooms with baths

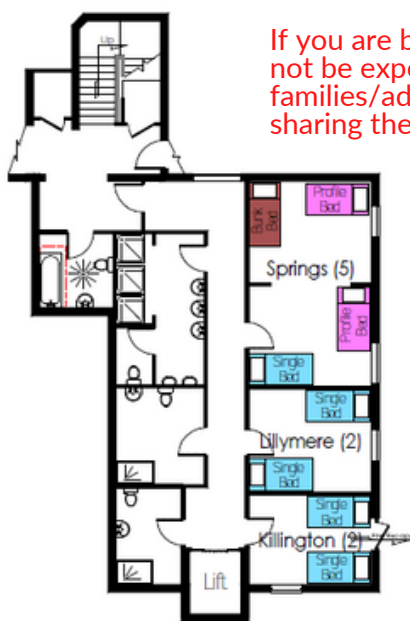
We also have **additional accessible aids** which can be used for the duration of your stay. We recommend reserving these items with our bookings team ahead of time as they will be allocated on a first come first served basis and are subject to availability.

Bendrigg The Lodge

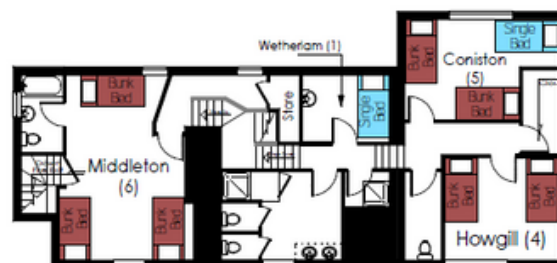


Please note : Depending on your group numbers, the Lodge **can** be shared by a **maximum of 2 groups/schools**. Our bookings team will liaise with you to ensure the groups are compatible with each other.

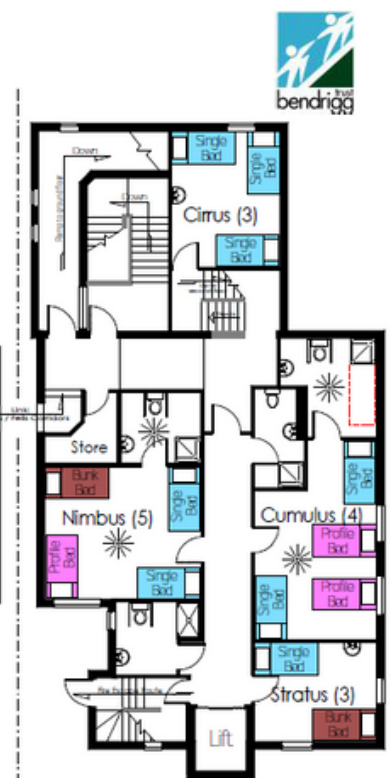
If you are booked on a **family/adult course** you will not be expected to share a room with other families/adults and there will be no other groups sharing the Lodge with you.



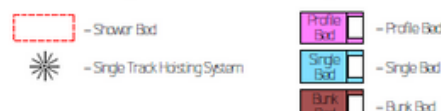
Ground Floor:
Lakes Corridor
(all accessible)



First Floor: Fells Corridor
(not wheelchair accessible)



First Floor: Clouds Corridor
(all accessible except Cirrus)



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RISK MANAGEMENT SUMMARY

Bendrigg Trust recognises the need for visiting groups to assure themselves that the quality and safety of our activity provision and our risk analysis and management systems are adequately robust. The purpose of our risk management summary is to help organisers by providing the information usually required.

The document covers the following :



Adventure Activities License



Association of Heads of Outdoor Education Centres (AHOEC) GOLD Standard



Staff Competence



Acknowledgement of Risk



Insurance



Risk Assessments and Risk Benefit Analysis



Transfer of Responsibilities



Supervision when not on activities



Child Protection & Safeguarding of Vulnerable Adults



Fire Protection



Food Safety



Transport

Our risk management summary is available in full on the [Already Booked](#) section of our website, where you will also find further information relating to :

- Safety and Accreditation
- Safeguarding Policy
- Volunteer Policy
- Certificate of Liability
- Guidance for Group Leaders





BOOKINGS PROCESS FOR SCHOOLS & GROUPS

Contact Our Team

We are happy to answer any questions you might have and provide you with availability and a quote for your trip. Just let us know when you'd like to visit, how many nights you'd like to stay, the needs of your group and the number of participants and carers you'd like to bring.

Booking Form & Deposit

If you'd like to go ahead with the booking we will then ask you to complete a booking form and upon receipt of this we will send you a deposit invoice (20%). Both the booking form and deposit invoice must be received in order to secure your booking. At this stage a "best guess" idea of group numbers is adequate.

12 Weeks Before

12 weeks before your trip we will contact you to confirm your final group numbers and send a balance invoice for your trip.

8 Weeks Before

We will send you some information and forms to complete which have been put together to help you, and us, prepare for your trip. This includes a group summary sheet and medical consent forms. These can be found on the [Already Booked](#) section of our website.

Activity Programme

Our Activity Co-ordinator will also be in touch with you around **8 weeks** before your trip to discuss your aims, objectives and activity preferences. They will then work with you to write your programme of activities and ensure this is suitable for your group.

4 Weeks Before

4 weeks before your trip we ask that you complete some forms with the vital information needed in order to prepare for your visit. This includes medical consent forms with dietary requirements, bed lists and your group summary sheet.

It goes without saying that if you have any questions or queries any time before your stay you can contact our friendly team in the office Monday - Friday 9-5.



Call Us

01539 723766



Email Us

bookings@bendrigg.org.uk



Our Website

www.bendrigg.org.uk



BOOKINGS PROCESS FOR FAMILIES & ADULTS

Contact Our Team

Contact our team with any questions you may have and to check availability on our open courses. We'll need to know which course you'd like to book onto, how many participants, parents and/or carers in your party and some information about your needs so that we can allocate a suitable room.

Course dates for Families & Adults can be found on the [What We Do](#) section of our website.

Booking Portal

Once we ensure there is availability for your party and a suitable room/rooms available we will send you a link to our Online Bookings Portal where you can make your booking. You can choose whether you want to pay in full for the course or, if you're booking over 60 days before the course date, you'll also be given the option of paying a 20% deposit. We will invoice you for the remaining 80% of the course fee around 12 weeks before your course start date. Once you have booked your place you will receive an automated booking confirmation. You won't need to do anything else until closer to the time of your course.

8 Weeks Before

8 weeks before your course we will get in touch and ask you to complete and return a medical and consent form which should include any dietary requirements to help us to prepare for your stay. We will also send you more details about arrival/departure times, directions to Bendrigg and a kit list of what you'll need to bring. These documents can also be found on the [Already booked](#) section of our website.

Activity Programme

If you have a particular activity preference please let us know when you book and we will try to integrate it into the course programme, although this may not always be possible. Our Activity Co-ordinator will be in touch with you around 4 weeks before your course to send through the programme of activities.

It goes without saying that if you have any questions or queries any time before your stay you can contact our friendly team in the office Monday - Friday 9-5.



Call Us
01539723766



Email Us
bookings@bendrigg.org.uk



Our Website
www.bendrigg.org.uk



BENEFITS OF OUTDOOR LEARNING

At Bendrigg as well as having heaps of fun and helping people to create wonderful memories together, we see the benefits of residential experiences every day. As well as many other benefits, we see people build confidence, forge relationships and increase self-esteem during their visits. There are many reports, studies and media available which demonstrate the benefits of outdoor learning including :



[Learning Away Brilliant Residentials](#)



[Learning Away Making The Case](#)



[Institute For Outdoor Learning](#)



[High Quality Outdoor Learning](#)

Our Impact

As well as the above reports, we also measure our own Impact through collecting feedback and testimonials from our visitors and their carers/parents/group leaders. We collate these each year along with our achievements in an [Impact Report which you can read here](#). We'd love you to see some of the testimonials on our website [Impact Page](#) and in videos on our [YouTube Channel](#).



[Video For Groups/Schools](#)



[Video For Families](#)



[Video For Adults](#)

The Bendrigg Experience

The 'Bendrigg Experience' combines accessible adventure activities, social inclusion and the residential experience to create a whole host of positive changes including :

- Increased Health and Wellbeing
- Build Confidence & Character
- Develop Social & Emotional Awareness
- Feel Empowered
- Positive Self Perception

We believe that the positive changes felt here at Bendrigg then go on to create a ripple effect in peoples lives when they return home.



[The Impact Of The Bendrigg Experience](#)