

## **XUK - ESSENTIAL INFORMATION FOR PARENTS**

Please pay special attention to the following information, which acts as an essential guide to camp this year. If you need advice or clarification on anything, please call us before camp.

### **Airport Service:**

We can pick up and drop off from Heathrow, Gatwick, Stansted, Luton or Kings Cross St Pancras. It is vital you let us know the flight details as early as you can. Airport arrivals (Luton, Heathrow, Stansted (BEST OPTION) or Gatwick) should be between 12:00 and 14:00. Departure flights should leave between 14:00 & 16:00 (we check in 2-3 hrs before this time). If booking the Eurostar coming into St Pancras, the Paris train should arrive at 12:30. Trains should depart from St Pancras at 12:24 (Paris) on the day of departure. If you have any questions please do not hesitate to contact us. Please note that we leave considerable time to allow for traffic and to arrive in accordance with guidelines issued by the airports. This may lead to children waiting at the airport/station with our staff before going through the gate.

Please ensure that the mobile phone number is provided of who will be at the airport; either the child or their accompaniment.

### **Transport Service: Coach from Finchley:**

Transport is by coach and seats are guaranteed only on full payment. Please ensure you have booked this if required. **We can't refund places once they've been booked.** Please fit all luggage into one suitcase.

Arrivals & departures are from **Christ's College School, East End Road, Finchley, N2 0SE**

### **Leaving for camp: Sundays: 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> & 29<sup>th</sup> July and 5<sup>th</sup> & 12<sup>th</sup> August:**

Please make sure your child has eaten. Please arrive at 14:45. Coaches are scheduled to depart **before 15:30**. The coach will not wait for latecomers so please arrive at 14:45.

Suitcases should be left by the coaches and you, your child and their hand luggage should proceed to check-in at all 3 desks.

- **Registration:** Please make this your first desk – it lets us know you're here!
- **Medical Information:** You must hand in **all** medication in a named and sealed bag/container with clear written instructions for use, accompanied by one of our medication administration forms. This is available on our website. Please confirm we have the correct details regarding all aspects of your child's medical needs.
- **Bank:** Pocket money must be deposited in the Camp Bank for safekeeping. Please allow for the Damage Levy (£5 – explained in our Terms and Conditions 12.2).

### **Returning to London: Sunday 15<sup>th</sup>, 22<sup>th</sup> & 29<sup>th</sup> July and 5<sup>th</sup>, 12<sup>th</sup> & 18<sup>th</sup> August:**

Returns are also to Christ's College. Traffic permitting, coaches will arrive at 13:00. Please arrive on time!! Please note week 6 finishes on **Saturday** 18<sup>th</sup> August.

### **Travelling directly to XUK:**

**Getting there** - 'The New Eccles Hall School', Quidenham, Norwich, Norfolk, NR16 2NZ

Check-in is **between 16:00 and 17:00 on arrival day.**

**Please do not arrive before 16:00. We will not check in your child before that time.**

**Going Home** - Children **must** be collected **before 12:00noon** on pick up day and must "check-out" with the Camp Manager.

**Optional Extras:** If you'd like to book an optional extra, you must let us know before camp starts.

There are limited places on all options and are booked on a first come first served basis. If booking Gold

service we can only allocate extras that are available. Please note that days and details of optional extras are subject to change.

### **Phone contact with your children:**

Do not be alarmed if you do not get a call from your child. The probability is that you were engaged, out or your child is having too much fun!

Children can only call home once a week during their stay. This is because:

- There is limited time during the day when children are not in activities, eating or sleeping
- We need to keep our lines free for emergencies
- We must be fair to all children (and staff) who all must have the opportunity to call home. This will not be possible if a handful of children are hogging the phone lines.
- **The phones will not be manned on Wednesdays (all day and evening).**
- **Children will not call home on Wednesdays or Saturdays**
- It is vital if children have a problem they talk to us first so we can help them.

### **Contacting us by telephone:**

**WORKING HOURS (9:00 – 16:30): 020 8922 9739**

**OTHER HOURS: 01953 888 236 (during XUK ONLY)**

If we cannot answer please leave a detailed message. We will call you as soon as we can. Please be aware that our camp phone is not manned all the time. The phones will not be manned on Wednesdays (all day and evening).

### **Writing emails and letters:**

Delivery of the post is very exciting for those who receive letters. The address is '**XUK, c/o New Eccles Hall School**, Quidenham, Norwich, Norfolk, NR16 2NZ. **Do not send food parcels**. This is for the safety and health of all children and staff, some of which have very specific allergies. We will check all parcels and dispose of any food. You can also send emails to your children to **summerxuk@hotmail.com**. These are handed out at the next available meal time.

### **Mobiles phones:**

We strongly advise 'Juniors' and 'Intermediates' against bringing mobile phones to camp. However, if they do bring one, they are subject to the following rules:

- 1) It will be kept by their dormitory leader.
- 2) They will only have access to it when the dormitory leader sees fit. This will be to the instructions of the camp manager.
- 3) They may not have reception as most networks do not work on our site.
- 4) We will take no responsibility if the mobile gets lost, stolen or broken.

'Teens' can bring a phone if they wish. If they do they must accept that we take no responsibility if it gets lost, stolen or broken. It must also be firmly understood that phones may not be used during activity sessions or meal times.

### **The countryside:**

New Eccles School is in the countryside and is very different to living in town. If your child suffers from asthma or hay fever there is a chance this will be worse than usual on camp. At nighttime there are a number of animals and insects that come out to play. They are harmless but can get inside the building if doors and windows are open and lights are kept on. All our staff are trained to look out for this but we obviously need children to support our efforts.

### **Sun cream, paracetamol, antihistamine, skin healing cream & plasters:**

In your confirmation or booking form you have signed a declaration giving us permission to administer sun cream, paracetamol, antihistamine, skin healing cream & plasters. If this is not the case you must tell us in writing immediately. If you send sun cream on camp with your child, it must be **hypoallergenic**.

### **Medication:**

If your child has medication of any kind, please call us (or download from our website) to send you a medical administration form. This must be completed and returned to us with the medication on arriving at camp. **We will not administer medication without written consent and instructions.**

### **Our Wednesday trip:**

Each Wednesday the whole camp goes to Norwich, Cambridge or Bury St Edmunds for a bit of shopping & sightseeing. If we believe a child's behaviour may put their, another child or a member of staffs safety at risk we reserve the right not take them on trips.

### **Dormitories:**

Allocating dormitories is a very difficult task. Every possible step is taken to accommodate everyone fairly. If there is a large group who have all requested each other, we may have to split them into 2 or 3 near by dormitories.

### **Sleeping bags & laundry:**

**All children must bring their own (warm) sleeping bag or duvet.** We will provide a pillow, pillow case and bed sheet.

Children staying for longer than one week who require laundry may pay for this service on site. This will be £6 and will be taken off their pocket money. This service is NOT SUITABLE FOR DELICATE OR EXPENSIVE CLOTHES, which should be washed by hand or not brought at all. We advise all children to bring a net laundry bag!! **Clothes that are not clearly labelled with your child's name will be at risk of being lost if they are washed. This is yours and your child's responsibility.**

### **Pocket money:**

We advise approx £35 per week, which should be sufficient for purchases from the Tuck Shop, Arcade machines and for any presents they may wish to bring home. You should make allowance for the Damage Levy (£5 per week - see Terms and Conditions), which all or part of may contribute towards minor damage to our premises or property.


### **XUK Good Citizen award:**

Each week at camp we present the 'XUK Citizen of the Week award'. This will be given to the best 'Citizen' at camp, who our leaders decide best sums up what's good about XUK – a sense of humour, friendship, and a desire to make the most of camp. There will be a presentation each week and each winner will be offered a free week at one of our camps next year!

Please contact us as soon as possible if you have any questions.

We look forward to seeing you over the summer.

Very Best Wishes,



# CHILDRENS' KIT LIST



## Essential items

- SLEEPING BAG or DUVET
- A WATCH
- NAMED WATER BOTTLE
- WATERPROOF COAT
- WALKING SHOES/TRAINERS (comfortable, strong and worn-in) for walks. Suitable shoes are essential for the children's safety and comfort.
- TRAINERS for indoor wear.
- PLENTY OF UNDERWEAR AND SOCKS
- SWIMMING COSTUME
- NIGHT WEAR (optional Dressing Gown)
- SWEATERS/CARDIGANS
- SKIRTS/DRESSES
- T-SHIRTS
- JEANS/LEISURE TROUSERS
- SHORTS
- TRACKSUIT
- TORCH & SPARE BATTERIES
- NAMED LAUNDRY BAG
- LARGE TOWEL (for swimming), BATH TOWEL & FACE TOWEL
- TOILETRIES: Hair Brush, Flannel, Soap, Toothbrush & paste and Shampoo.
- TRAVEL BAG/SMALL KNAPSACK
- CLOTHES THAT CAN GET VERY DIRTY.
- If sleeping in a T-bell - warm night clothes & ensure sleeping bag is a warm one
- LIST OF EVERYTHING THAT YOU'VE PACKED:** Please make two copies of this list, attach one copy to the inside of the suitcase and put the other in the travel bag.

## Optional items

1. STAMPED ADDRESSED POST CARDS, READING BOOKS, NOTEPAD, PEN.
2. FANCY DRESS. Each week there'll be a theme for our fancy dress evenings. Please see the table below and bring (if you can – don't stress about it) your fancy dress accordingly.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6

## Lost Property

1. All items of clothing and shoes should be **CLEARLY NAMED**.
2. Lost property should be claimed and collected before 31<sup>st</sup> August, otherwise it will be disposed of or given to charity. It is your responsibility to retrieve lost property. We will not contact you!
3. We strongly advise children not to bring clothes that may become ruined if dirty. We also advise against bringing valuable items that cannot be replaced if they are lost or stolen.