

**ADVENTURE  
RESIDENTIAL  
TRIP**

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**ALL  
YOU  
NEED  
TO  
KNOW**

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**FOR TEACHERS  
AND LEADERS**

**rootd**

**SCHOOL TRIP ORGANISERS WITH A DIFFERENCE**

# WELCOME TO YOUR ROOTD ADVENTURE

Thank you for booking your school residential with Rootd Adventure!

We're really looking forward to welcoming you to our Rootd camp.

To help you prepare for your trip, we've put together this handy Teacher Guide.

If you have any questions once you've read through the guide, please don't hesitate to contact us.

Ensure we have your party leader's contact details

Please ensure you provide us with the correct name and contact email address for the party leader so that they receive all relevant information in the run-up to the trip.

INCLUDED IN THIS GUIDE:



Promoting your trip to parents



How to prepare for your trip



What to expect on camp



# HOW TO PROMOTE YOUR TRIP TO PARENTS



## Hold an information evening

If you haven't yet, holding an information evening for parents is a great way to share details about the trip and encourage participation.

If parents have any hesitations, it's a chance for them to ask questions so they feel reassured about how the trip will run. And it's an opportunity for everyone to hear more about what their child can expect, so they can get prepared – and excited!

If you'd like us to present at your information evening, we'd be very happy to come along. We just ask that you give us plenty of notice of your presentation date so we can plan ahead.

If you don't need us to attend, but you'd like a copy of our parent presentation, we can send this to you.



## Share our Parent Guide

We'd recommend you share our Parent Guide with all parents to encourage participation and keep them informed.

The guide contains insights on how residential trips can benefit children, as well as providing practical information on safety management, mealtimes and how parents can prepare their child for the trip.

# HOW TO PREPARE FOR YOUR TRIP



## Tell us about your dietary requirements

Your medical and dietary requirement forms will be emailed to you on receipt of your group information form. Please ensure these are completed and returned to us no later than six weeks before your arrival date, so we can make the necessary arrangements.

Please provide the names of the pupils along with their dietary requirements, whatever the dietary need, so we can ensure they receive the correct meal at mealtimes. Please also ensure that teachers are included on this list.

If you wish to discuss any complex dietary requirements with us, please call us as soon as possible.



## Appoint a first aider

Rootd camp leaders are all trained in first aid; however, we do ask that you appoint a first aid-trained teacher or staff member who can respond to minor first aid requirements on the trip, such as administering plasters.

## Arrange a visit

If this is your first time on a Rootd adventure, we recommend you join us for a site visit in advance of your trip. Please contact us to arrange a convenient date and time.



### Arrange Your Groups

Once we've received your completed group booking form, you'll be given a breakdown of the number of pods you've been allocated and how many children will be accommodated per pod.

Please group children in their pod numbers in advance of the trip, to enable a smooth settling-in process on arrival.



### Bring a First Aid Kit and Medication

Please bring a first aid kit with the appropriate contents for an outdoor setting. If any member of your party requires medication, including asthma inhalers, please ensure they bring it with them. Teachers will be responsible for arranging and administering any medication required.



### Leave Money and Valuables Behind

There isn't an opportunity for children to spend any money on the trips, so we advise against bringing any with them.

Rootd can't be held responsible for any loss or damage to personal property incurred on the trip; therefore, we would ask you to stress to pupils that anything valuable, including jewellery, expensive clothing, electronics and mobile phones, should not be brought on the trip.



### Leave Screens Behind

A Rootd adventure should provide an opportunity for children to immerse themselves in the great outdoors, go back to basics and really appreciate and enjoy the physical outdoor activities on offer. We therefore work towards a 'no technology' rule for the trip as much as possible, so they get the most out of the experience.



# WHAT SPARE ITEMS TO BRING

Although every child should have the compulsory items from the kit list, it may help you to bring a few spare items just in case. We recommend you bring:



## Water Bottles

We advise bringing a few spare reusable bottles to ensure everyone stays well hydrated.

## Spare Clothes and Layers

It can be easy to underestimate how cold it gets at night when camping, or how wet and dirty clothes can get when taking part in outdoor activities, so we recommend bringing some spare layers from lost property in case some children don't bring enough.

## Sleeping Bags and Blankets

Accidents can happen, even among older children, so we recommend bringing at least one spare bedding set or sleeping bag.

## Remind parents about clothing

Please remind parents and children that all shoes and clothing should be named wherever possible. Any clothes and shoes brought to camp will get muddy, so please also stress that anything children bring to wear, they should expect to get dirty!

## Snacks

The children will be provided with plenty of food at mealtimes throughout their trip. However, if your group wish to provide a snack in between morning/afternoon activities, we recommend bringing packets of plain biscuits.

# WHAT TO EXPECT ON CAMP

UNPLUG,  
SWITCH ON, AND  
LIVE IN THE  
HERE AND NOW





# TEACHER INVOLVEMENT



| Schedule              | Our Responsibility<br>(with your support) | Your Responsibility<br>(with our support) |
|-----------------------|---|---|
| Daytime Activities    | ✓   |   |
| Free Time             |   | ✓   |
| Meal Times            | ✓   |   |
| Evening Entertainment | ✓   |   |
| Overnight             |   | ✓   |

Our instructors will work as a team with your teachers to deliver fun and engaging activities that get the best out of your pupils.

While our instructors will take overall responsibility for the planning and delivery of activities, we do expect teachers to get involved as much as possible, and at all times, there should be a minimum of one teacher with a group.

We do find that when teachers get involved in the activities, pupils get even more out of the experience, and it helps with relationship-building that has direct benefits for classroom learning – so your participation is very much encouraged!

The best ways you can get involved in the activity sessions:

- Behaviour management
- Encouraging the children to step outside their comfort zones - you know them best!
- Ensuring children have all the items they need before a session
- Giving it a go yourself!

Please feel free to bring sports equipment and games for use during free time (basic sports equipment is provided).

# FOOD

Meals are freshly prepared on site in line with the school's healthy eating policy. Menus are chosen to ensure children are receiving the balanced nutrition they need to give them plenty of energy for their active time at camp.

Dietary requirements are catered for, but as we are catering for large numbers of children at a time, we can't accommodate every fussy eater. Children will be encouraged to enjoy the substantial meals available.

Other than their packed lunch for the first day, we ask that children not bring food with them, as all meals for the duration of their trip will be provided. We have some very persistent squirrels who will quite quickly hunt out snacks in pods, so to avoid any issues, we have a 'no food in pods' policy.

**Marshmallows:** We provide marshmallows for the children to toast around the campfire. However, if you require marshmallows to suit specific dietary requirements, e.g. vegetarian, halal, gluten-free, **please arrange to bring these with you.**

# DEPARTURE AND ARRIVAL TIMES

On your booking confirmation email, you'll find your departure and arrival times. These have been set to work with your activities and mealtimes, so please ensure your coach driver is aware of these times well in advance.

If you need to change either of these times for any reason, please let us know as soon as possible and well in advance of your trip. Please ensure you read the directions and instructions on the route and coach drop-off point and share these with your coach driver.



# A TRIP PROVIDER YOU CAN TRUST

As an experienced school residential trip provider, we know how to run exciting adventures for children in a caring and secure environment.

We hold the Learning Outside the Classroom (LoTC) accreditation, which means we've been assessed against a rigorous framework that evaluates the quality, safety, and educational value of our school residentials, as well as our safeguarding procedures and emergency planning.

LoTC Quality Badge



## FIVE-STAR REVIEWS

We consistently receive five-star reviews from teachers who have been delighted with the quality of our trips.

From our activities and accommodation to the expertise of our Toord team, schools are continually impressed by the high standards we deliver.

To read other teachers' experiences on a Rootd adventure, check out our case studies below:

[rootd-adventure.com/case-studies/](https://rootd-adventure.com/case-studies/)

# HEALTH AND SAFETY

Thorough risk assessments are carried out, and copies will be emailed to you between six and eight weeks before your arrival date.

To ensure the safety of your group on site:

- Children will be fully supervised by our instructors during group activities, and we ask that your teaching staff provide supervision during downtime
- In the evening, you'll have 360-degree views of the camp from your teacher's tipi
- A designated Rootd staff member will be on site overnight to support you
- Your teacher pods will be positioned next to or opposite the pupil accommodation
- Motion sensor lighting and night toilets will be provided, so no one needs to leave the camp at night
- The centre is not open to members of the public, and your school will have exclusive use of your pod village while you're on camp

Your designated group leader will be with you throughout your trip. Every Rootd team member has:



**NGB qualifications and in-house training**



**Level 3 Award in Outdoor First Aid**



**An enhanced DBS check**



**Level 2 Safeguarding Children\* and Food Safety and Hygiene**

\*a designated Level 3 Safeguarding Lead is always on site

# SLEEPING ARRANGEMENTS FOR TEACHERS

Teacher pods sleep up to three adults, and come with a kitchenette, fridge, heating, an ensuite bathroom and electrics for charging.

## Additional Things to Bring

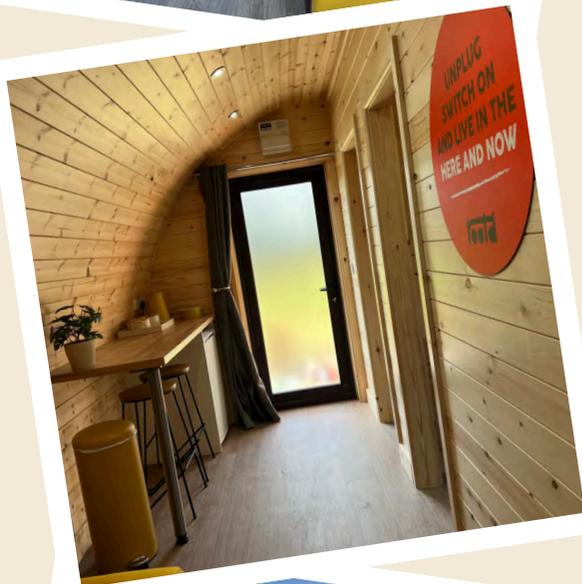
Please bring your own **bedding** (pillow and sleeping bag). You will need to bring your own towel, and you may wish to bring a **hand towel/tea towel** as well.

Whilst we do not allow any food in bedrooms/children's pods, food and drink may be consumed in the kitchenette, which is fitted with a fridge and kettle.

## Phone Signal and Charging

There's phone reception on site, although it's sometimes limited, so you should be able to receive emails and messages and be able to make and receive phone calls.

We highly recommend bringing a **portable phone charger**.



We hope this guide has provided all the information you need to be able to plan your trip. For other helpful resources, you can visit our website:

- Take a look at our [FAQs](#)
- Read our [blogs](#)

If you have any questions about anything covered in this guide, please get in touch as soon as possible.

A group of five people, three men and two women, are walking along a dirt path in a lush green forest. They are all wearing dark brown t-shirts with the 'rootd' logo on the chest. The man on the far left is wearing a dark jacket over his t-shirt. They are all smiling and looking towards the camera. The background is filled with tall trees and dense foliage, with sunlight filtering through the leaves.

**SEE YOU SOON!**



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