

INTRODUCTION

These notes are designed to help you enjoy and make the most of your visit to Fellowship Afloat

ARRIVAL AND WELCOME

On arrival, we will meet you in our car park and assist you with your luggage for the five-minute walk to *Trinity* if you ring 01621 868113 as you arrive in the village. After settling everyone in, we will have introductions and talk through with the children the rules of the centre and safety aspects.

RESPONSIBILITY

During your stay, you will be looked after by both permanent staff and sessional volunteers, all of whom are trained and familiar with life on board and the various specialist activities. Appropriate personal checks, which include a CRB Disclosure, are made on all new staff.

While at Fellowship Afloat, you are responsible for the care, safety and conduct of your students. At particular times – i.e. during specialist activities and studies – our staff will take on the responsibility for the children's safety. Throughout the week they will assist in the running of your programme, providing local, expert knowledge when appropriate, but would expect you to take the lead on follow-up work and supervising your group between activities and when they are being prepared.

At night we have a member of staff "on-call". If you have a problem and need help, the on-call staff member is there to assist. There is an intercom phone situated in the cabin area. If you have any questions or difficulty then do speak to a member of our staff. Smoking and the consumption of alcohol are not permitted on board.

ORGANISATION

Each morning at 8.00am, the Fellowship Afloat staff team and accompanying

teachers meet together in the 'Lookout' to discuss the day's programme, what you hope to achieve during the day and who will be responsible for each activity. We also share a brief 'thought for the day' and a few informal prayers. During this time it will be necessary for you to have one or two staff/helpers overseeing the children's getting-up, washing, etc, so as to be ready for breakfast.

PROGRAMME DESIGN

We will contact you to tailor your programme to ensure that you get the most out of your visit.

CLASSROOM

A classroom, based in one of our Sail Lofts, is available for your use during your visit. It is a good alternative location for you to run follow-up sessions, as the children can leave all their work out if it is not complete.

ON-BOARD FACILITIES

- **Toilets & Showers.** In addition to the toilets and showers for the children, there is a single toilet and shower for the use of visiting staff.
- **Sleeping.** Foam pillows and pillow cases are provided for each individual.
- **Coffee & tea.** Coffee and tea making facilities are always available in the galley.
- **Washing machine and drying room.** Available for visitors – see a staff member for instructions.
- **Telephone.** A payphone is available on-board *Trinity* (01621 869779); you are welcome to make full use of it and receive incoming calls too. We do not encourage children to make or receive calls as this sometimes creates difficulties – though we will be advised by you on this.
- **Presentations.** Video projector, TV, video, DVD & CD player, whiteboard, OHP and flipchart are available for teaching sessions. **Please note:** FACT does not supply other stationery materials.

MEALS

You are invited to sit, along with our staff, amongst the children at meal times. We always wait for everyone to arrive for the meal before starting – even when people are bleary-eyed in the morning; one of our staff will organise the saying of grace and introduce the serving arrangements.

After the meal, a few notices will be presented and teams for jobs will be announced. We encourage *everyone* to remain at the table until this point.

Please ensure any special diets are requested before your visit.

DAILY JOBS

Fellowship Afloat thrives on enthusiastic participation of visitors and meal times are a focus for some essential but simple tasks:

- laying tables for the meal
- washing-up (with a dishwasher to assist)
- vacuum cleaning the saloon
- removing any rubbish and bringing back a few consumables to the centre.

We will organise the rota and look for the full support of accompanying staff.

BARBECUE

During your final evening we usually have a barbecue, and an opportunity for children to provide some entertainment, a singsong and perhaps a presentation of their work from the week. We recommend you to do some preparation for this prior to your visit as, invariably, time quickly runs out during the week.

MOBILE PHONES ETC.

We discourage use of mobile phones, MP3 players and iPods etc. on board; apart from the obvious distraction, they easily get lost and broken.

SHOP AND POCKET MONEY

We have a small souvenir shop on board, items 30p - £7.50, also *Trinity* garments – T-shirts £8.00 -£10.00, baseball caps £6.00. Sweets and drinks can be bought in the village.

We suggest pocket money should be about £5.00 - £10.00.

If an RYA certificate course is followed and a Log Book and certificate are required, this cost will be charged extra to the booking.

SUGGESTED KIT LIST

(bring in a soft bag):

- sleeping bag
- 2 towels
- warm jacket
- indoor and outdoor shoes
- warm jumpers/sweatshirts
- hat / scarf / gloves (for cold weather)
- at least one complete change of clothes
- washing kit
- nightwear
- wellies

FOR WATER BASED ACTIVITIES you will need:

- soft-soled shoes e.g. trainers
- tracksuit trousers or leggings (not jeans)
- plenty of warm layers
- a woolly hat or cap / gloves
- sun cream

PROGRAMME EVALUATION

We are constantly striving to improve and develop the schools work we offer. At the end of your stay, we will ask you to fill in and return to us a feedback form with any

Fellowship Afloat Charitable Trust

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