



BRINGING
ENVIRONMENTAL
UNDERSTANDING TO ALL

COURSE INFORMATION FOR KEY STAGE 5 STUDENTS

We look forward to welcoming you to Flatford Mill for your AS/A2/IB Level field course in the near future. The routines will be different from your normal experience at school, college or academy, so we think that it will be helpful to you to have an idea of what to expect, plus a list of things to bring with you.

There is a lot of information here, so **please take time to read it carefully**. It really will help you make the most of your stay with us.

Work Patterns

- Working days will be longer than normal, starting at 0930 and finishing around 2000 in the evening, with breaks for meals and some free time. You can cover the equivalent of a term's work in your subject if you stay with us for a week!
- Up to five different courses can be running in the Centre at the same time, each with its own activity room. Your group may take up all the places on a course, but quite often several smaller groups work together.
- We design our courses to give you a lot of information, skills, experience and case studies. The work can be demanding, but it is good fun and the old saying 'the more you put in, the more you'll get out' really is true.
- We prepare you for Assessments, Individual Investigations or exams if your specification requires this.
- Normally one Field Centre tutor will teach you for the whole course, but occasionally we organise two tutors to 'team teach'. We will have arranged the course programme with your own teacher or lecturer several weeks in advance, so check with them for more detailed information before you arrive.
- Each new topic begins with a briefing session to set aims and objectives for the fieldwork. Upon returning from fieldwork, we analyse data and interpret results, in some cases inviting you to make presentations in small groups. We will link this your exam board specification.
- We go out in virtually all weather conditions, so make sure you have appropriate clothing and equipment, as listed below.

Free Time

- There are breaks for meals and free time during the day. The time between 2000 and 2230 is your own for quiet recreation.
- The Centre is required by law to ensure that you are safe all of the time you are with us, so this may restrict some of the activities that you might have considered to fill the free time. For example, we cannot allow either visits to pubs OR alcohol to be brought in to the Centre. Please be prepared to spend your free time on the Centre premises. You will be advised upon your arrival of the extent of our buildings and grounds.
- Those of us who live and work here find Flatford is a good place to be and we hope that you will appreciate it too. We are six miles from the nearest town and nightlife, so we hope you'll organise your free time constructively, without access to pubs, clubs and McDonalds!
- Regarding music, MP3 players/iPods with headsets are fine (though not in the classroom). We ask you **not** to bring other types of music players, which could disturb others.
- We have a recreation room with a TV and DVD player, with a selection of DVDs that you can borrow for evening viewing. We have a selection of board games that you can borrow, plus daytime access to a grass area for playing football and other games. Please expect to take personal responsibility for the DVDs, games, etc.

2230

- We ask everyone to be in their own bedrooms **by 2230**, to be quiet soon afterwards, and to remain there until it is time to get up in the morning. This may seem restrictive, but when you think about it, the reason should be logical: everyone needs a good night's sleep.
- Centre Staff (and Visiting Staff), who are responsible for everyone's welfare, cannot go to bed until they are satisfied that you are safe and accounted for. Similarly, the need to be quiet after 2230 is for everyone's benefit. This includes not only the friends you come with, but visitors on other courses as well. It's especially annoying if it's 'the other lot' who are keeping you awake.
- Lack of sleep and tiredness can seriously devalue the whole field course. This will probably be the only opportunity you will have to carry out this sort of work and it is fairly expensive to stage in terms of both your money and time. Please take careful note of this request to consider everyone's welfare.

Domestic Arrangements

Items to bring with you or information you need to provide are given in **bold type**.

General

- Course Organisers are sent an *Information Request* form about 8 weeks before the course starts, which asks you for details of **special dietary requirements, medical concerns or disabilities**. Please help us to arrange for any special needs by ensuring that your staff are given **ALL** the relevant information. This will be treated in confidence.
- Please make doubly sure that you bring any prescribed medications, inhalers etc with you and inform your course organiser that you are doing so.

Accommodation

- The Centre is famous for its association with the landscape painter, John Constable. It occupies a group of old buildings, up to 600 years old, including a former corn mill and two farmhouses. All have been converted to meet the needs of running a Field Centre.
- Our Field Centre accommodation in either the Mill, Willy Lott's House, Valley Farm or Babergh Bungalow offers rooms which all have an individual character. After some significant upgrading of our facilities in 2011, 19 of our bedrooms are now ensuite or, because of the nature of these Listed Buildings, have a dedicated suite across the corridor. The remaining six bedrooms (located in the Mill) all have washbasins and access to a new shower and WC suite close by.
- Staff are provided with a bed ready made up, with a towel. Students will be provided with linen with which to make their beds up on arrival. Everyone should bring their own **toiletry articles**, students need to bring a **towel**, which we do not provide.
- Using Aerosol sprays (deodorants, hair spray etc) in bedrooms WILL set off the smoke alarms! Please bring roll on deodorants and leave the other sprays at home – unless needed for medical reasons. Please **DO NOT** bring hair straighteners/curlers as, not only do they set off the smoke alarms, they are also a major fire risk!

Meals

- Breakfast is normally at 0800 and dinner at 1800.
- You make up your own picnic lunch after breakfast from materials which we provide. You need to bring your own **lunchbox** and a **thermos flask** or **drinks bottle**. Facilities for making hot and cold drinks are available in the workrooms.
- At breakfast and at dinner there is always a vegetarian alternative to a meat dish if this has been requested in advance. It is extremely important that we are made aware of any dietary requirements and any allergies ie, dairy free, gluten free, no beef or nut allergy etc that students may have in order for us to cater appropriately - and it is also important that accompanying staff are also aware of any issues
- but you must indicate any dietary preferences (no beef; no dairy etc) to your course organiser well before arrival so that we can cater properly for you.
- **Please note on the day of arrival everyone needs to bring their own picnic lunch.**

Clothing and Equipment

- You will need plenty of **warm clothes** for fieldwork. At least two changes are recommended, plus hats and gloves, but bring some lighter clothes in the summer months. **Strong shoes** or **walking boots** plus **thick socks** are needed for walking and working outdoors. Please bring your own **waterproof clothing**, **wellies** and a **small rucksack**, if you have them, and a pair of **rubber gloves** ('marigold' washing up type) for freshwater work. Antibacterial handwash for handwashing 'in the field' is also useful.
- The Centre has weatherproof jackets, over trousers, wellies and rucksacks for hire, if necessary, at a cost of £2.00 per item.

We recommend that you bring a **small torch with spare batteries**. A **camera or camera phone** will be useful. Please ensure that you are fully equipped for the classroom work ie, **pens, pencils, paper, calculator**. Wireless internet access is available in the main Mill buildings so you may wish to bring your own laptop for personal use. Centre PCs are used for field work data only. **A memory stick** will be useful for taking away your work.

- Mobile reception is best outside the buildings!
- The shop also sells a small range of stationery, postcards, stamps, soft drinks, sweets etc, plus a wide range of low cost FSC publications related to fieldwork.

Student Kit List

- Towel
- Toiletries (no aerosols, roll on deodorant only)
- Lunch box
- Drinks bottle/thermos flask
- Any necessary medication/inhalers
- Suitable clothing for the weather conditions
- Sun hat/woolly hat and gloves (dependant on season)
- Walking boots/outdoor shoes
- Wellies *
- Waterproof jacket and trousers *
- Small rucksack
- Marigold style gloves
- Torch
- Camera
- Pens/pencils/clipboard/memory stick
- Calculator

*Available to hire from the centre for a small fee

Safety and Security

- A strict **No Smoking** policy operates throughout the Centre buildings.
- Centre Staff will ensure that new arrivals are familiar with the safety routines which we operate, both on the premises and out in the field. Your personal belongings are NOT covered by our insurance. You may therefore wish to separately insure anything of particular value.
- For your information the Centre minibus is fitted with seatbelts, which are used on all journeys.
- **Please ensure your parent or guardian has the Centre office telephone number: 0845 330 7368 / 01206 297110**
- After 1700, a voicemail message gives details of contact numbers in case of emergency.