

# SOLIHULL MUSIC SERVICE



## DUNFIELD HOUSE INFANT RESIDENTIAL COURSES

## INFORMATION PACK

## SOLIHULL MUSIC SERVICE INFANT CREATIVE ARTS COURSE

Solihull Music Service has been successfully running Infant residential courses for year 2 children at Dunfield House for over twenty years.

Each course takes place at Dunfield House, Kington, Herefordshire - a large mansion set in its own grounds in the beautiful countryside of the Welsh borders. The courses include classroom music activities, the opportunity to share a wonderful musical and social experience with children from other schools, singing, a camp fire, country walks, games and the use of a heated indoor swimming pool.

This is a valuable opportunity for children to have a short experience of a residential course, and for school staff to receive in-service training through the musical activities led by the Music Service staff.

**Schools must also give due consideration to assigning an appointed first aider who can also transport any injured pupils or staff to Hereford hospital or the Minor Injuries Unit in Kington if required.**

A maximum of 40 children will be able to take part in each course, and some will need to sleep on the upper bed of a set of bunks.



## PLANNING FOR YOUR COURSE

The music service can deliver bespoke courses for schools around specific topics as part of the creative arts offer. Schools who are attending each course are encouraged to collaboratively plan which topic they would like pupils to work with the partner school they have been placed with. Your course leader will be able to support this collaborative planning between schools and contact details to enable this can be found below. Schools are expected to provide any creative materials such as paper and paints they wish to use on each course to explore other areas of the curriculum.

This year we plan to offer the following music resources for each course which are published by Out of the Ark.

**If you would like to explore another curriculum area please do not hesitate to contact your course leader.**

- Minibeasts
- Space
- Animals
- I love music

Please find below your course leaders contact details for 2018.

<b>COURSE 1</b>	<b>Sunday 22<sup>nd</sup> – Tuesday 24<sup>th</sup> April</b> Yew Tree Primary St Alphege Infants	<b>Course leader: Alison Hawthorne</b> <a href="mailto:ahawthorne@solmus.solgrid.org.uk">ahawthorne@solmus.solgrid.org.uk</a>
<b>COURSE 2:</b>	<b>Sunday 29<sup>th</sup> April – Tuesday 1<sup>st</sup> May</b> St George and Teresa Blossomfield Infants	<b>Course leader : Richard Salt</b> <a href="mailto:rsalt@solmus.solgrid.org.uk">rsalt@solmus.solgrid.org.uk</a>
<b>COURSE 3:</b>	<b>Sunday 24<sup>th</sup> – Tuesday 26<sup>th</sup> June</b> Damson Wood Infants Dorrige Primary	<b>Course leader : Laura Carter</b> <a href="mailto:lcarter@solmus.solgrid.org.uk">lcarter@solmus.solgrid.org.uk</a>
<b>COURSE 4:</b>	<b>Sunday 1<sup>st</sup> – Tuesday 3<sup>rd</sup> July</b> Yorkswood Marston Green Infants	<b>Course leader : Laura Carter</b> <a href="mailto:lcarter@solmus.solgrid.org.uk">lcarter@solmus.solgrid.org.uk</a>

## Agreeing expectations and outcomes for the course

Your SMS course leader will liaise with all participating schools involved on your course and discuss the following.

- **Timetable** and **schools' expectations** and **outcomes** for the course wish to work towards.
- **Staff responsibilities** with regard to such things as: leading or support music sessions/ break time duty rota / adventure playground / mealtimes / bedtime supervision
- **\*\*Pupil: Staff ratio** for each school attending and number of staff attending the course
- **Medical / swimming consent forms** – schools to collate
- **Pupil list** with any **medical** and/or **special dietary** requirements
- **Pupil or staff birthdays** – if Dunfield House are made aware before the course, a cake can be provided

\*\*Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils.

**For further information please refer to the following documents:**

<https://www.nspcc.org.uk/preventing-abuse/safeguarding/recommended-adult-child-ratios-working-with-children-guidance/>

<http://www.hse.gov.uk/services/education/faqs.htm#school-trips>

***In some cases it may be appropriate for the course leader to arrange a twilight meeting for schools to discuss the course expectation and agreed outcomes with the SMS leader***

## WHAT TO EXPECT

**The course will be packed full of lots of fun activities for pupils to experience including:**

Making new friends with children from other schools  
Sleeping in a bunkbed  
Exploring the house and 15 acres of garden and grounds  
Adventure playground  
Swimming pool  
Dance  
Singing  
Creative work  
Performance  
Campfire with hot dogs  
Tuck shop  
Outdoor and indoor games

## PACKING MY SUITCASE

**Pupils will need to bring –**

Casual clothing	Waterproof cagoule/anorak
Underwear	Night clothes
Sun hat	Washing kit
Soft indoor shoes	Small indoor game
Outdoor shoes	Book
Wellington boots (in plastic bag)	Teddy / soft toy (if wished)
Swimming kit	£5.00 pocket money (maximum)
Two towels (one for swimming)	

Please ensure all clothing and personal property is named.

## WHAT WILL SCHOOLS NEED TO BRING

**School staff will need to bring** (in addition to personal requirements) –

1. Full name, address and telephone number of all pupils in the group
2. Medical / swimming / top bunk bed consent forms
3. Name, address and telephone number of each child's doctor  
**N.B.** Swimming sessions are at schools' discretion. Please bring own arm bands if required
4. Record of any known medical conditions / allergies / medication applicable to children in the group (including bed wetting / sleep walking), plus first aid kit
5. Outdoor / indoor games equipment, wet weather activities, dvd's
6. Story books, paper, pencils, paint ,crayons etc.
7. Classroom percussion
8. Torch

All school equipment should be clearly labelled and colour coded. Please liaise with other schools on your course.



## INFANT COURSE TIMETABLE

<b>Sunday</b>	5.30 p.m.	Tea
	6.30	Settle in / make beds House walk / fire drill Story time and singing
	8.00	Bed
<b>Monday</b>	8.30 a.m.	Breakfast
	9.30	<u>Session 1</u>
	10.10	Break
	10.40	<u>Session 2</u>
	11.10	Break
	11.30	<u>Session 3</u>
	12.10 p.m.	Break
	12.30	Lunch
	1.30	Tuck shop
	2.00	Lie down in Chapel
	2.30	<u>Session 4</u>
	3.00	Break
	3.20	<u>Session 5</u>
	3.50	Games / swimming
	5.00	Tea
	6.00	Tuck shop
	6.30	Outside games / walk
	7.30	Campfire songs
	8.00	Bed
	<b>Tuesday</b>	8.30 a.m.
10.00		<u>Final session, with performances and breaks</u>
12.00 noon		Packed lunch
1.00 p.m.		Load coach and depart

# DUNFIELD HOUSE INFANT COURSE RULES

**You are here to enjoy the course, but you need to remember some important rules**

No running / jumping / shouting in the House: beware of trip and bump hazards

Do not lean out of windows or jump from beds

Do not climb on window-sills or stand on furniture

Children are only allowed in their own bedroom (the exceptions are Rooms 11 – 14, which are connecting rooms)

We will practise walking round the House so that everyone knows what to do when we hear the fire bell. Line up silently, by school, in front of the House, as directed by the Course Leader

There will be a fire drill on the first day.

**N.B.** For fire drill, use the terrace. In the event of fire, use the first level of grass, via the shallow slope near the Stables

Never run or roll down the steps or slopes

Do not go on the adventure playground unless supervised

Do not try to climb trees

Keep away from the stream unless you are with a teacher: beware of muddy places and nettles

Do not throw anything unless we are having a games session. Ball games are allowed on the volleyball pitch only

Wear outside shoes / wellies outside, then leave them tidily in the porch

Try not to get muddy

Unless we are all on a walk together, do not go over a fence or through a gate

Make sure that you do not drop any litter

Chewing gum is not allowed at Dunfield

Try to keep rooms tidy (room points = prizes!)

## ALWAYS LISTEN FOR THE HANDBELL

**At mealtimes** Line up quietly and listen to instructions

**At bedtime** Settle down sensibly

**Before breakfast** No-one is to be up before 7.30 a.m.

No-one is to go outside or onto the grass without a teacher.



## DINING ROOM POLICY:

- Pupils should line up outside the dining room when the bell rings for each meal time.
- Once allocated to a table, children should use that table place for the whole of their stay at Dunfield House.
- Servers should always wear sensible footwear.
- School staff collects meals for infants from the kitchen. They should be aware of the number of children on their table and of any dietary requirements identified on parental consent forms.
- **The risks of hot food/ teapots etc MUST be pointed out to all children**
- Servers must keep left at all times and follow the kitchen wall around to the left-hand end of the kitchen serving table to collect the food.
- Servers should be made aware of the hazard created by the three steps from the dining area to the kitchen.
- Servers should serve the food to all children on each table. No other child should be standing or reaching across the table at any time.
- Servers should clear the table between each course, taking the dirty plates to the washing area by hand and not by tray.
- School staff should ensure pupils' good manners and conduct at all times.

## ADVENTURE PLAY GROUND

- A responsible adult must supervise all individuals using this equipment at all times.
- No person above the age of 12 years is to use this piece of equipment. Please ensure no more than 16 children in total use this equipment at anyone time.
- All persons using this equipment must not wear jewellery, take sharp objects or consume any food, sweets or drinks in the playground arena. Please ensure children using the playground have appropriate footwear.
- Anyone using this equipment should ensure they are not wearing clothing that is loose as this could get caught in the equipment and cause injury. Please be aware that clothing with string type ties around the neck area is a particular cause for concern. If you have to wear spectacles extra care should be taken
- Persons on medication that cause drowsiness should **NOT** use this equipment. If anyone is in poor health then again they should not be using this equipment.
- If it is raining or the equipment is wet then it should not be used.
- If any piece of the play equipment looks faulty or broken or you notice any objects in the bark surface then it must not be used and you need to report this to the Manager immediately.

## UNSUPERVISED FREE TIME

Children should only be allowed on the grass area after breakfast if conditions are suitable.

Outdoor shoes – or Wellingtons if wet – should always be worn.

Children should be made aware that:

- They should not cross any fence or go through any gate
- They should not climb or swing on any tree or bush
- They should not try to dam the stream
- They should not run or walk down any of the terrace slopes; the steps should be used at all times
- They should not go onto the adventure playground unless permission and supervision is given by a member of staff

## APPOINTED FIRST AIDER

Please give some consideration as to who will be appointed as first aider for your pupils. If a pupil requires medical treatment it is advisable to ensure a plan of action has been put in place by each school with a named responsible adult to transport injured staff or pupils to hospital

### Directions to Hereford Hospital

From Kington follow signs to Hereford, which should bring you into Hereford on the **A438**.

As you reach the centre of Hereford you will come to a traffic light controlled T Junction with the **Ring Road**, at which you have to **turn left**. (*From this point the hospital is clearly signposted*)

After 50 yards, at the island, take the **second exit (slightly to the right)**

Continue **straight ahead** at traffic lights.

Then follow signs for the **A465 to Bromyard** (and A4103 to Worcester), and **turn left** off the Ring Road. This road should still also be signposted to the railway station and the hospital.

Head down this road for a few hundred yards and then **turn right** immediately **before a prominent branch of KFC**, which is itself just before the railway. This road leads directly into the hospital complex.

# DUNFIELD HOUSE INFANT COURSE EVALUATION SHEET

SCHOOL ..... COURSE .....

The Music Service would be grateful if you would spend a few moments of your time to consider and respond to the questions on this evaluation sheet.

1. How was it for you?  
Will you want to go again?

2. Advance planning -

Did you feel that you received sufficient help/advice/information before the course? If not, please indicate what remained unclear.

3. Transport -

Were you satisfied with the arrangements for, and the quality of, the coach transport provided? If you had any concerns, please indicate below.

4. Overall course management -

Did your course run smoothly?

Were your needs and those of your pupils catered for?

Should there be any amendments to the timetable?

5. Music -

Did the Musical activities give you and the children an exciting and challenging experience?

6. Dunfield House -

Do you have any comments about the facilities and general management of the House?

7. Please add other comments which might help in future planning.

**Thank you for taking the time to complete this form. Please return it to Solihull Music Service before the memory fades!**

## Dunfield House Music Service Courses 2018

Dunfield House residential courses are organised by Solihull Music Service for Solihull schools. The courses require a number of work streams to ensure the courses run successfully each year. Details of the SMS team responsibilities can be found below.

Solihull Music Service team responsibilities and contact details.	
<p><b>Toby Smith</b> Head of Hub and Music Service</p> <p><a href="mailto:stsmith@solmus.solgrid.org.uk">stsmith@solmus.solgrid.org.uk</a></p> <p>07760 411900</p>	<p><b>Allocation of schools</b> <b>Allocation of music service course leaders/team</b></p>
<p><b>Richard Jones</b> Assistant Head of Solihull Music Service</p> <p><a href="mailto:rjones2@solmus.solgrid.org.uk">rjones2@solmus.solgrid.org.uk</a></p> <p>07778 332052</p>	<p><b>Overview and quality lead for Junior Courses</b></p>
<p><b>Claire Batty</b> Assistant Head of Solihull Music Service</p> <p><a href="mailto:cbatty@solmus.solgrid.org.uk">cbatty@solmus.solgrid.org.uk</a></p> <p>07590 991744</p>	<p><b>Overview and quality lead for all Infant Courses</b> <b>Main point of contact for all pre-course administration of Infant and Junior courses</b></p> <ul style="list-style-type: none"> <li>- Pupil list</li> <li>- Dietary requirements</li> <li>- Information pack</li> </ul>
<p><b>Julie Reuben</b> Office Manager for Solihull Music Service</p> <p><a href="mailto:messages@solmus.solgrid.org.uk">messages@solmus.solgrid.org.uk</a></p> <p>0121 743 2483</p>	<p><b>Overview of financial payments</b> <b>Overview of coach booking for each course</b></p>
<p><b>Terry Clarke</b> Consultant lead for Junior Courses</p>	<p><b>Consultant for Junior Courses content</b></p>
<p><b>SMS Course leader</b></p>	<p><b>Responsible delivery for successful of course</b> <b>Lead and main point contact on behalf of course with Dunfield team</b></p>