

SOLIHULL MUSIC SERVICE



DUNFIELD HOUSE JUNIOR RESIDENTIAL COURSES

INFORMATION PACK

Solihull Music Service has been successfully running upper KS2 residential courses at Dunfield House for over twenty years which take place at Dunfield House, Kington, Herefordshire. Each course is set the challenge of learning and performing a musical production in just four days alongside the opportunity to share a wonderful musical and social experience with children from other schools, a camp fire, country walks, games and the use of a heated indoor swimming pool.

This is a valuable opportunity for children to have an intensive musical experience on a residential course, and for school staff to receive in-service training through the musical activities led by the Music Service staff. Children should be chosen from Year 5 and 6 and must be ready and willing to throw themselves into a multi-disciplined arts course which will involve singing, dancing, drama and for those who bring instruments the chance to perform with others in an ensemble.

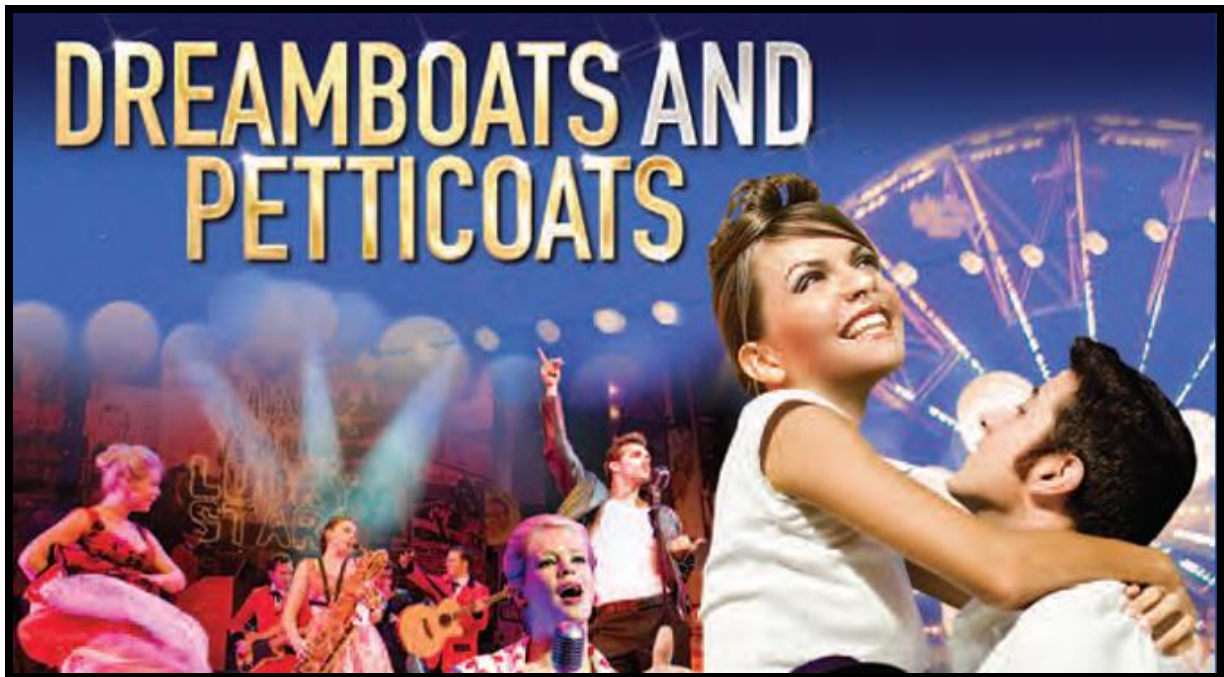
Schools must also give due consideration to assigning an appointed first aider who can also transport any injured pupils or staff to Hereford hospital or the Minor Injuries Unit in Kington if required.

A maximum of 80 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.



Teen Queens and Swinging Blue Jeans

This year's commissioned script and production will be based on the musical *Dreamboats and Petticoats*. This popular jukebox musical was based on popular songs from the fifties and early sixties and has toured extensively round the UK.



Solihull Music Service has commissioned Terry Clarke to arrange and adapt the musical for year 5 and 6 pupils to perform.

The commissioned musical will include the following resources:

- **Script**
- **List of roles for production**
- **Backing tracks**
- **Lead sheets and instrumental parts**
- **Suggested costumes for schools to bring or make**
- **Suggested props for schools to bring or make**

All resources will be available before the course for schools to ensure they can discuss resources and expectations with the other participating schools attending the course.

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** on the type of production schools wish to work towards. *This may be dependent of the number of instrumental players each school brings with them*
- **Staff responsibilities** with regard to such things as: production / project / break time / adventure playground / mealtimes / bedtime supervision
- ****Pupil: Staff ratio** for each school attending and number of staff attending the course
- **Number of students bringing musical instruments** and how this will influence the timetable and final production
- **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

Course Staffing

Roles to be discussed and agreed with schools before course

Role	Responsibilities	Team
Production sessions		
Course leader	Strategic overview of rehearsals and timetable for course	
Drama	Auditioning parts and rehearsing with actors and pupils.	
Dance	Teaching routines to pupils as part of the production	
Vocal	Teaching songs to pupils	
Instrumental	Teaching and rehearsing music with production musicians	
Project sessions		
Costume	Overview of allocation of costumes to production cast	
Set design	Overview of production set and lead in working with pupils to create props and background for each scene	
Instrumental sessions		
<ul style="list-style-type: none"> • Wind/brass • Guitar • Strings • Non- specialist 	<p>If agreed as part of course expectations identified teachers to work with pupils in ensembles rehearsal</p> <p>Groups and appropriate repertoire needs to be agreed in advance of the course by all delivering this aspect of the course</p>	
Activity sessions		
Camp fire leaders	Teachers who are prepared to teach camp fire songs to pupils.	
Free time leader	Supervising and leading on other activities for pupils e.g Football, building camp fire, treasure hunt	
Tuck shop	2 staff members will be required to run tuck shop	

COURSE TIMETABLE

Please see draft timetable on the next page and use to plan the timetable for your course

Production sessions *may* include the following and should be agreed before the course what aspects schools wish to include:

- Drama
- Singing
- Instrumental band
- Dance

Instrumental sessions *may* be included in the timetable for schools where a number of pupils learn and plan to bring their musical instrument. If this aspect is added to the timetable consideration needs to be given to when pupils will perform in the final performance slot (1.25 hrs given maximum)

The following information must also be agreed prior to the course:

- Number of students learning an instrument and number of group to rehearse
- Repertoire and allocated teacher to rehearse each instrumental group
- Musical activities for pupils on course who have not brought a musical instrument (Samba/ Rugby Haka)

Project sessions *may* include the following and should be agreed before the course what aspects schools wish to include:

:

- Building the set for the production
- Creating props
- Working on a scene with actors
- Working on a scene with selected dancers

Activity sessions *may* include the following and should be agreed before the course what aspects schools wish to include:

:

- Swimming
- Tuck shop
- Set design for production
- Free playtime in grounds (this must be supervised by schools)
- Outdoor games / treasure hunt

DRAFT COURSE TIMETABLE

DAY 1	TUESDAY	DAY 3	THURSDAY
12.30pm 1.00pm 2.00pm 2.45pm 3.30pm 4.00pm 5.30pm 6.45pm 8.00pm 9.30pm	Arrive LUNCH Staff production meeting Production session BREAK Production session EVENING MEAL Project session Activity session Drink and bed	8.00am 9.00am 10.15am 10.45am 12pm 1.00pm 2.00pm 3.00pm 4.30pm 5.30pm 6.45pm 8.00pm 9.30pm	BREAKFAST *Production/ Instrumental BREAK Production session Production/ Instrumental LUNCH Project / Activity session Production/ Instrumental Production / Instrumental EVENING MEAL Project session Activity session Drink and bed
DAY 2	WEDNESDAY	DAY 4	FRIDAY
8.00am 9.00am 10.15am 10.45am 12.00pm 1.00pm 2.00pm 3.00pm 4.30pm 5.30pm 6.45pm 8.00pm 9.30pm	BREAKFAST *Production/ Instrumental BREAK Production session Production/ Instrumental LUNCH Project / Activity session Production/ Instrumental Production / Instrumental EVENING MEAL Project session Activity session Drink and bed	8.00am 9.00am 10.30am 11.00am 12.30pm 1.00pm 1.45pm	BREAKFAST Final rehearsal BREAK Performance LUNCH Load coaches Coaches depart for Solihull



All Blacks Haka

Suggested activity sessions ROTA

TIME	Swimming	Tuck shop	Set design for production	Free time in grounds	Outdoor games
8.00 pm					
8.30 pm					
9.00 pm					

TIME	Swimming	Tuck shop	Set design for production	Free time in grounds	Outdoor games
2.00 pm					
2.30 pm					
3.00 pm					



INFORMATION FOR PUPILS

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

Dance
Drama
Singing
Instrumental activities
Creative arts
A performance for parents
Campfire with hot dogs
Tuck shop
Outdoor and indoor games
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

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 games (cards etc)
Outdoor shoes	Book
Wellington boots (in plastic bag)	Teddy / soft toy (if wished)
Swimming kit	£10.00 pocket money (maximum)
Two towels (one for swimming)	
Musical instrument	

Please ensure all clothing and personal property is named.

Please do not bring a personal MP3 player or electronic toys
Pupils must not bring mobile phones to Dunfield

N.B. All bedding for pupils and staff is provided.

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. Costumes and creative arts equipment as agreed with other schools and course leader.
7. Classroom percussion
8. Torch

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

COURSE RULES

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

OUTDOORS

- **Stay within the boundary of Dunfield** – do not go beyond gates or over stiles unless accompanied by a member of staff.
- Never walk, roll or run down slopes. **Walk up/down the steps ONLY.**
- No climbing on trees – take care not to damage plants. **Respect the environment**
- The adventure playground should **only be used when a member of staff is present.**
- Do not dam the stream or attempt to go through the tunnel. **Keep dry/clean**
- Keep away from nettles and muddy or boggy areas and **do not** climb fences.
- No litter anywhere – we are guests at Dunfield and are expected to behave well.
- Stay on the terrace unless told to go on the grass. Do not go behind the house or near to the pool. **Look out for delivery vehicles etc.**
- Ball games are allowed only on the volleyball pitch.
- Do not throw objects.
- No sitting or climbing on the walls around the Stables area.

INDOORS

- No running, jumping or shouting inside the House or the Stables. There are **lots of trip hazards, and places where bumps may happen. TAKE CARE!**
- Do not lean out of windows or jump from bunk beds.
- Do not climb/ sit on window-sills or stand on furniture.

- **Everyone must know the location of fire exits.** When the fire bell sounds, line up **in silence** in front of the House.
- **Do not use the back staircase (by the kitchen) unless other routes are blocked in an emergency. It is very steep and great care should be taken.**
- Children are allowed only in their own bedroom (exceptions: in the House – second floor Rooms 12, 13 and 14, who need to pass through connecting rooms).
- Children in the Stables – **do not** lock rooms until lights out at night. Staff will have the key.
- Keep rooms tidy. Hang damp towels to dry. (Room inspections – prizes)
- Wear clean, safe, non-slip shoes indoors. Leave outdoor shoes/wellies in the porch or under the covered area outside the Stables. No mud indoors.
- Report anything broken/damaged to a member of staff, who will tell the Course Leader.
- Make beds properly: sleep in bed linen, not blankets/sheets – the teachers will check!
- Chewing gum is **not** allowed at Dunfield.

Keep checking your programme and the notice board to find out where you need to be and when.

ALWAYS LISTEN FOR THE HANDBELL

In the morning, no-one should be up before 7.00 a.m.

No-one is to go on the grass before breakfast.

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.
- Servers 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 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 any one time.
- All persons using this equipment must not wear jewellery, take sharp objects or consume any food, sweets or drinks in the playground area. 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 JUNIOR 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 course 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>Toby Smith Head of Hub and Music Service</p> <p>stsmith@solmus.solgrid.org.uk</p> <p>07760 411900</p>	<p>Allocation of schools Allocation of music service course leaders/team</p>
<p>Richard Jones Assistant Head of Solihull Music Service</p> <p>rjones2@solmus.solgrid.org.uk</p> <p>07778 332052</p>	<p>Overview and quality lead for Junior Courses</p>
<p>Claire Batty Assistant Head of Solihull Music Service</p> <p>cbatty@solmus.solgrid.org.uk</p> <p>07590 991744</p>	<p>Overview and quality lead for all Infant Courses Main point of contact for all pre-course administration of Infant and Junior courses</p> <ul style="list-style-type: none"> - Pupil list - Dietary requirements - Information pack
<p>Julie Reuben Office Manager for Solihull Music Service</p> <p>messages@solmus.solgrid.org.uk</p> <p>0121 743 2483</p>	<p>Overview of financial payments Overview of coach booking for each course</p>
<p>Terry Clarke Consultant lead for Junior Courses</p>	<p>Consultant for Junior Courses content</p>
<p>SMS Course leader</p>	<p>Responsible delivery for successful of course Lead and main point contact on behalf of course with Dunfield team</p>

