



## **FSC Flatford Mill**

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## **INFORMATION FOR SCHOOL VISITORS**

We look forward to your course with us soon. It will be different from your usual routine, and it is worth outlining some of our expectations, so you are prepared for your visit.

### **Travelling to us**

**Coach** – your Coach will need to park at the National Trust Car Park – Coach Parking area. You will then walk through the National Trust Car Park and down the pedestrian walkway to the Field Centre (map attached). Please note that a Double Decker buses will **NOT** fit down the lane.

**School Minibus** – you will need to turn down the little lane **BEFORE** the National Trust Car Park. Follow the lane all the way past the Mill and Millpond. Our car park is at the end and has limited spaces.

**By Train** – if you require us to collect and return you to Manningtree Train Station, we require your train arrival and departure times, to ensure we can arrange Transport accordingly.

**By Car** – if you are a teacher staying and travelling by car, please park your car in our car park (instructions as per the School Minibus). **If your school has arranged for parents to drop/collect their students, we advise you to arrange to drop/collect them at National Trust Car Park.** Flatford is a busy area, with deliveries and tourists, as well as our School groups and so for safety reasons we reduce the amount of traffic coming down to the Field Centre.

### **The Centre**

Flatford Mill is a beautiful and unique grade I listed building which is iconic in its links to history and art. Set in the beautiful Dedham Vale AONB, the surroundings provide an engaging and inspirational setting for your course. We are one of 12 residential centres run by the Field Studies Council, an educational charity established in 1943. Flatford Mill is an Eco-centre and one of our values is to promote sustainable actions and reduce our impact on the environment. We ask all visitors to help us by reducing and recycling their waste and through energy conservation. We hope your stay will inspire you to learn about the environment and its conservation as well as giving you the opportunity to meet new and interesting people as well as to learn about some of the stunning environments Suffolk has to offer.

### **Accommodation**

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.

### **Domestic and catering arrangements**

Staff are provided with a bed ready made up, with a towel. Students will be given linen with which to make beds up. Everyone should bring their own **toiletry articles**, and pupils need to bring their own **towel**.

In addition to breakfast and evening meal, materials are provided for you to make up a picnic lunch to your own requirements. Please bring your own **lunchbox** and a **thermos flask** or **drinks bottle** (with tight-fitting cap!). Facilities for making hot and cold drinks are available in the activity rooms. **Please note on the day of arrival everyone needs to bring their own packed lunch.**



Group organisers are sent an *Information Request* form which asks for details of any medical concerns, disabilities or special dietary requirements. It is extremely important that we are made aware of any dietary requirements and any allergies that pupils/students may have in order for us to cater appropriately - and it is also important that accompanying staff are also aware of any issues.

We cater for special dietary requirements. Please include this information on the dietary form sent to your school. Vegetarian options are available for those who eat Halal or Kosher meat. You will be asked to help clear your table after meal times and prepare your own pack lunch each morning. Our chefs work hard to create a choice of delicious dishes for you from local produce. This is a great time to try something new if you spot it on the menu.

Your school may set up a 'telephone tree' to spread news that the group has arrived at Flatford. After this our normal policy is to discourage mobile phones and children from phoning home, since this can potentially have a disruptive effect on group dynamics. Please work on the principle that "no news is good news". You will, of course, be contacted or be able to contact us in case of any emergency.

### **Shop**

The Centre Shop sells a small selection of sustainable and eco-friendly gifts. Pocket money is at the School's/parents discretion. Your FSC Tutor will advise you when the shop is available should you wish to organise your group to purchase from it.

### **Your time**

Your residential day will be long, with activities from 9.15am until 8.00pm, requiring lots of energy, but it will also be good fun and rewarding. You will have some free time each day, usually between 8.00pm and 10.30pm. We have a games room and outdoor space. You can also access your classroom to make drinks. On your departure day, you will have agreed a departing time and this will also reflect on your programme.

### **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. "Foreign Legion" type caps, with a neck protector, are worth considering for hot weather. **Stout shoes** or **walking boots** plus **thick socks** are preferable for walking and working out of doors. A change of shoes for indoors is necessary, particularly in the winter months. Please also bring your own **waterproof clothing, wellies** and **small rucksack**, if you have them; however, the Centre does have a stock of waterproof tops, trousers and wellies. Should anyone require use of waterproof's or wellies please speak to your FSC Tutor. There is no hire charge for these items, but a charitable donation is appreciated.

We would respectfully remind parents to check that their children's luggage is not too heavy for them to handle safely by themselves. We would ask that the bags are **soft cases**, not the hard type, and that if the child cannot carry it, then they need to bring two cases. If they cannot carry their own case, then we can't either!

**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 (dependent on season)  
Walking boots/outdoor shoes  
Wellies  
Waterproof jacket and trousers  
Small rucksack  
Torch  
Camera  
Pens/pencils/clipboard  
Calculator

**SAFETY**

Centre Staff will ensure that newly arrived visitors are familiar with the safety routines which we operate, both on the Centre premises and out in the field. For your information, any hired transport and both Centre minibuses are fitted with seat-belts.

**SECURITY**

You may wish to consider insurance for personal effects. Personal items are only covered by the Centre's insurance if they are handed in at the Office for safe-keeping.