

ESSENTIAL GUIDE

HAF ACTIVITY DAY

Your PGL journey starts here

Arrival time: **9:00am**

Session start time: **9:30am**

Departure time: **3:45pm**

Sample Itinerary	SESSION 1	SESSION 2	LUNCH	SESSION 3	SESSION 4
	9:00-10:45	10:45-12:00	12:00-13:00	13:00-14:15	14:15-15:30
	Orienteering	Climbing	Nutritious Meal/Free Time Food Activities	Canoeing or Archery	Canoeing or Abseiling

Please note: This is a sample itinerary. Your child will be given one activity per session, activities vary from ropes, land and water. We are unable to take requests for activities. All activities are subject to change.

What to expect on arrival

Prior to arrival please ensure you have:

- ✓ Completed medical and contact information in your guest information form.
- ✓ Read all essential pre arrival information, including mobile phone policy and conduct and behaviour policy.

On arrival please have ready:

- ✓ Any medication, if applicable (in original packaging)
- ✓ Pocket money, valuables and mobile phone/devices

Help us make your check-in run as smoothly as possible by having the above items ready to hand over at the appropriate desks.

The check-in process:

1. The check-in desk

This is where your child will be registered. From here you will be directed through the arrivals procedure.

2. The medication desk

If your child requires medication during their stay, this is where you will sign it in. You will be asked to check dosage information provided on the medical forms and sign responsibility of administering the medication over to the centre team. You can discuss any specific requirements your child may have regarding medication with the staff here.

3. The Group Leader

At this point you will meet a team member who will be able to answer any questions you may have about the camp and discuss how valuables are managed. They will also take in your child's pocket money if they would prefer our team to look after it during their stay. They will have access to it when required and it will be locked away otherwise.

The check-out process:

REMEMBER PHOTO ID!

The adult collecting your child at the end of their day will need to be specified on the contact forms and also present photo ID at the check-out desk. You will be guided through the departure process on the day.

What will they need to wear and bring?

- | | |
|--|--|
| ✓ Water Bottle | ✓ Towel |
| ✓ Sturdy footwear | ✓ Spare change of clothes & footwear |
| ✓ Top to cover the shoulders | ✓ Sun Cream and Hat |
| ✓ Trousers or shorts that cover the thighs | ✓ Small rucksack to carry all belongings |
| ✗ Flip Flops/Sandals/Crocs | |
| ✗ Denim shorts | |

What's required from me?

After booking, you will receive an Essential Guest Information Form via an email link. For your booking to go ahead, it is mandatory that we have this information ahead of their arrival. Within this form we collect information on dietary and medical requirements and ask some questions about your child which will enable our team to give them the best experience whilst in our care. It is also compulsory that you provide the details of at least two nominated people that we can contact during their time with us in case of emergency, at least one of these being a next of kin and both being authorised and available to collect your child at the end of the day or should they leave centre prior to this. Your child's personal data will be stored confidentially in accordance with [PGL Beyond's privacy policy](#).

What is the food like?

We work with leading catering organisations to ensure our food is the best. A vegetarian option is always available, and we can accommodate most special dietary requirements. Please see our [sample menu](#).

How old will the children in attendance be?

We welcome guests aged 8 to 16. While we can't guarantee specific ages within this range, we will do our best to group children by age for activities to the best of our ability.

Can my child bring a mobile phone or device?

We do allow children to bring mobile phones with them to centre; however, we operate a strict [Mobile Devices policy](#).

Will there be other guests on centre?

There may be other schools/groups on holiday at the centre at the same time as your children. These guests are supervised by PGL staff and will have completely separate activity programmes and where possible social facilities.

Are you able to support my child's medical condition?

We are able to support children requiring regular medication that can be self-administered. Once your booking has been made you will need to submit an online medical form for your child, found within your Essential Guest Information Form. If you are bringing medication (prescribed or otherwise) you will be required to hand this in on arrival. Please note that this MUST be in original packaging with dosage details enclosed and our medication administration form completed (found within your Essential Guest Information Form)

Are you able to support my child's additional needs?

Please make a note of any additional needs on your child's Essential Guest Information Form. Our Safeguarding & SEND team review these forms prior to arrival and may be in touch before arrival if they require further information. Please note that we operate at a 1:12 adult-to-child ratio. If you are concerned or have questions and would like to speak to us before booking, please contact a member of the team on 0333 321 2114.

How to find us.



PGL Bawdsey Manor
Bawdsey
Woodbridge
Suffolk
IP12 3BH

Car: From the M25 at junction 28, use the left lane to exit towards A12/Chelmsford E. Keep left at the fork, follow signs for C'ford/A12 and merge onto the A12. At the roundabout, take the 3rd exit onto the A14 (E) slip road to A12 (N)/Felixstowe/Lowestoft. Merge onto the A14. Use the left lane to take the slip road to Lowestoft/Woodbridge/A12 N/Ipswich/A1156. At the roundabout, take the 1st exit onto the A12 (continue as from A12 Woodbridge bypass). From the A12 Woodbridge bypass stay on the A12 Woodbridge bypass, then at the roundabout, take the exit onto A1152 Woods Lane. Continue on this road past Melton train station and over the bridge, then at the roundabout, take the exit onto the B1083. At Alderton, turn left and then right to remain on the B1083. Follow the B1083 through Bawdsey village on Ferry Road, until you reach the end of the road at Bawdsey Quay. Follow signs to PGL Bawdsey Manor. Please note: When using satellite navigation devices, despite what some devices may suggest, there is no bridge or car ferry across the river Deben