

ESSENTIAL GUIDE

Your PGL journey starts here

Arrival to PGL: **9:00am*** (for parent drop off at Liddington only)

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

Departure time: **3:45pm**

**If you are using the coach service from school, please check your final information email for coach pick up address and timings.*

HAF ACTIVITY DAY

Sample Itinerary	SESSION 1	SESSION 2	LUNCH	SESSION 3	SESSION 4
	09:30-10:45	10:45-12:00	12:00-13:00	13:00-14:15	14:30-15:30
	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 at centre or coach drop off

Whether you are dropping your child off at the centre or using the coach service from school, the process below applies. If your child will be arriving without a parent or guardian, please ensure they have the necessary forms with them to hand in to staff.

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.

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 the trip, please hand it directly to the designated PGL staff member when dropping your child off at school before coach departure. 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 PGL staff.

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 or trousers | |

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 11 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 Liddington
King Edwards Place
Foxhill, Swindon
Wiltshire
SN4 0DZ

Car: From Junction 15 of the M4, take the A419 dual carriageway towards Swindon. Exit first left and then take the fourth exit off the roundabout (B4192) signposted to PGL Centre, Liddington, Baydon and Aldbourne. Continue through Liddington, over the M4 and take the next left (signposted PGL Centre). Continue along this road, passing over the M4, and PGL Liddington is on your left with two gatehouse lodges, one on either side of the main entrance.