



Staff Information: Lomond School - Helensburgh

Address	Lomond School Sports Hall, Rhu Rd Higher, Rhu, Helensburgh, G84 8JZ
Contact Information	<p>Darren Preston – 07583062236 – Contact for the Sports Hall and the Boarding House.</p> <p>Please can you liaise between you to find out who will be arriving to the boarding house first, then call Darren to arrange a meeting/check in time.</p>
Induction Day	<p>Induction Day – Sunday 7 July 1000-1400</p> <p>Meet as a team at Lomond School Sports Hall. Please don't leave any equipment out in the sports hall after induction day.</p>
Accommodation Details	<p>You will be staying in the boarding house at Lomond School. Burnbrae Boarding House, Campbell Street, Helensburgh, G84 9NL</p> <p>Check-in is on Saturday 6 July, the time is flexible but I would recommend arriving in the afternoon where possible.</p> <p>If you are the first person to arrive, please ensure you have contacted Darren in advance, as per the above.</p> <p>Please chat within the WhatsApp group to coordinate everyone else's arrival and check beforehand with Darren whether he will need to meet all of you as you arrive to hand out key-cards, or just the first person.</p> <p>You will each have your own bedroom which has an en-suite. Bedding and towels are provided and there are full kitchen facilities. Parking is available on site and there is room for around 10 cars, however street parking is also available should there be any issues with space on-site.</p>

	<p>Wifi is available in the boarding house and you will each be supplied with your own password by Head Office prior to your arrival.</p> <p>It is expected that you stay in the accommodation over the course of the camp as travel expenses will only be paid for travel to the camp and your return journey.</p>
What to bring	<ul style="list-style-type: none"> • 2 forms of ID - Passport, driving licence or birth certificate • Your disclosure certificate • Your online learning certificates (downloaded on your phone) • Toiletries • Your Kings Camps Uniform including lanyard (if you are a returning staff member) • Drinks and snacks • It is entirely up to you if you wish to bring your own bedding/pillow
Camp Information	<p>You will be operating a camp 08:00-17:00 for a maximum of 90 children.</p>
Travel Arrangements & Expenses	<p>The cheapest form of travel will need to be arranged and a contribution will be made towards your main travel to and from camp. Please ensure that travel arrangements, particularly the price and time of train tickets, are all pre-agreed prior to making any bookings yourself.</p> <p>It is expected that staff share vehicles where possible. Train journeys should be booked as far in advance as possible to make the best use of special offers and deals. All receipts must be retained in order to claim back expenses. An expense form will be sent to you which must be completed and returned to us within 2 weeks of camp ending.</p> <p>If you are unsure of your arrangements, please contact us – 0114 263 2150 or operations@kingsactive.org</p>
Meals/Laundry	<p>You will be issued with a contribution to your food that will be paid into your bank account prior to camp starting.</p> <p>We suggest you do a weekly supermarket shop and pool your money together to buy the essentials that can be shared.</p>

	<p>You will have access to laundry facilities in the boarding house. You may wish to bring your own detergent etc.</p>
Cleaning/Check Out	<p>You must keep the accommodation clean at all times.</p> <p>All beds are to be stripped on the last day and bedding left in a neat pile. All food to be disposed of and bins emptied.</p> <p>Check out: Saturday 20 July. Darren will be able to confirm a check out time with you.</p>
Expectations & Behaviour	<p>Important: It is vital that you remember you are representing Kings Camps at all times, 24-hours a day. The manager is responsible for the behaviour of the staff both on and off the camp.</p> <p>Noise levels must be appropriate and respectful at all times, particularly in or near sleeping areas. Language must be appropriate for the group you are with particularly when children are present but lewd or crude language or comments will not be acceptable at any time. Staff must communicate with each other respectfully at all times. It is important due to the amount of time you will spend with colleagues that you try hard to resolve relational problems quickly and ask the Manager, Regional Manager or head office to be involved if you cannot find a resolution.</p>
Head Office Support & Contact Details	<p>Your first point of contact is your Regional Manager Jade Evans - 07772914382</p> <p>If you have any issues or concerns either before or during the camp, Head Office is available on 0114 263 2150</p>