



# Staff Information: Lomond School - Helensburgh

<b>Address</b>	Lomond School Sports Hall, Rhu Rd Higher, Rhu, Helensburgh, G84 8JZ
<b>Contact Information</b>	Darren Preston – 07583062236 – Contact for the Sports Hall and the Boarding House.
<b>Induction Day</b>	<b>Induction Day – Sunday 13 October 1100 - 1500</b>  You should arrive no later than <b>15 minutes</b> prior to the start time on your induction day. Meet as a team at Lomond School Sports Hall. Please don't leave any equipment out in the sports hall after induction day.
<b>Accommodation Details</b>	<p>You will be staying in the boarding house at <b>Lomond School. Burnbrae Boarding House, Campbell Street, Helensburgh, G84 9NL</b></p> <p>Check-in is on <b>Sunday 13<sup>th</sup> October</b>. Lesley Serpell will meet the first person to arrive (ideally the Site Manager) at the boarding house between 10.30am and 11am on Sunday. They will provide them with the keycards for entry and go over additional information. Should you need to contact Lesley, her contact number is 07852224860.</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. Details are below. Network: Lomondstaff2 Username: Kingscamp11 Password: Lomond10033</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>

<p><b>What to bring</b></p>	<ul style="list-style-type: none"> <li>• 2 forms of ID - Passport, driving licence or birth certificate</li> <li>• Your disclosure certificate</li> <li>• Your online learning certificates (downloaded on your phone)</li> <li>• Toiletries</li> <li>• Your Kings Camps Uniform (if you are a returning staff member)</li> <li>• Drinks and snacks</li> <li>• It is entirely up to you if you wish to bring your own bedding/pillow</li> </ul>
<p><b>Camp Information</b></p>	<p>You will be operating a camp <b>08:00-17:00</b> for a maximum of <b>50</b> children.</p>
<p><b>Travel Arrangements &amp; Expenses</b></p>	<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 Head Office.</p>
<p><b>Meals/Laundry</b></p>	<p>As a group, you will be issued with a contribution to your food prior to camp starting. This will be in the form of supermarket vouchers or a set amount via bank transfer. This will be confirmed closer to camp.</p> <p>We suggest you do a weekly supermarket shop as a group to buy the essentials that can all 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>
<p><b>Cleaning/Check Out</b></p>	<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><b>Check out: Saturday 19<sup>th</sup> October. Darren will be able to confirm a check out time with you.</b></p>
<p><b>Expectations &amp; Behaviour</b></p>	<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>
<p><b>Head Office Support &amp; Contact Details</b></p>	<p>Your first point of contact is Head Office. If you have any issues or concerns either before or during the camp, please contact us on <b>0114 263 2150</b></p>