

SPORTS

Plus

WELCOME

KING'S PARK
INFORMATION FOR
SCHOOLS



PRIOR TO YOUR VISIT

DON'T WORRY ABOUT RISK ASSESSMENTS

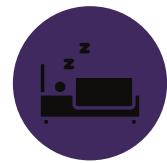
King's Park will send out Risk Assessments for the accommodation facilities and sports activities.

ACTIVITY AND SPORTS PROGRAMME

Our sports team will send you a draft activities and sports programme in due course. Please feel free to contact the sport team to discuss needs and the programme

SCHOOL INFORMATION PACK

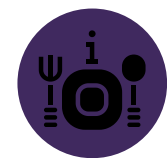
This pack will be send to you around 6 weeks prior your visit and includes:



BEDROOM ALLOCATION / SAFETY

You will indicate who is staying in which room. This information will be also passed on to the house team who will insure that tea and coffee making facilities are removed from the children's bedrooms. Don't worry the children's bedrooms only.

This will also give our Estates Team the information they need to fit security key pad locks to the corridors where the bedrooms are located. Unless the children are in Winnie Hall Lodge bedrooms which is a separate wing. Also the team will check that all window retainers are on and working correctly.



CATERING INFORMATION / FOOD ALLERGIES / SPECIAL DIETRY

The pack will also include catering information and we are asking for food allergies and special diets to ensure all needs are catered for.



GET STARTED

9.30AM - 11AM ARRIVAL

You will be shown your allocated event room which will be allocated to your during your whole stay. The bedrooms might be not ready to settle in, but you can put the luggage in room. A key will be given to you.

ANNOUNCEMENTS TO PUPILS

At the earliest possible opportunity the Duty Manager will instruct the pupils on the house rule - fun but also seriously. They will run through the fire procedure, fire exits and meeting points. They will discuss the smoke detectors, bedroom security, child supervision procedures (not playing in the lift etc.); and check out.

Door codes will not be mentioned to the children, this is for the Teachers to discuss.

FIRST ACTIVITIES

The children will be collected by one or more of our activity instructors, who will the children about road safety while on King's Park Site. They will accompany the children and the teachers to the set activity where they will instruct them.

After the fun and challenges the instructor or the teachers will escort the children to the next session or back to the King's Park Lounge in the main building, ready for their meals.



SCHOOL ORGANISER INFO

Health & Safety

You will be given a Health and Safety talk by our Duty Manager which will cover fire alarm procedure, front door lock code, bedroom wing code and emergency out of hours.

Parking

Parents are welcome to drop off their child opposite the Conference Centre. If you arrive by coach, please also park opposite of the Conference Centre. Parking for disabled guests is available close to the main entrance.

Packed Lunch

Don't forget your own packed Lunch on the first day.



TREAT YOURSELF

MEALS

You can look forward to freshly prepared meals, suitable for children. At the beginning of each meal the chef will ring the bell and make announcements about timings, meals and allergies. He will introduce you to the Dining Room Team who will look after you.

1PM
Lunch

OWN
packed
Lunch

6PM
Dinner

8.30AM
Breakfast

1PM
Lunch

REFRESHMENTS

Stay hydrated. We always have water available to fill up the bottles. During the proper breaks we also have squash available. For Teachers we have a nice cup of Tea or Coffee.



Special Diets

Nearer the time we are asking for special diet requirements. Please ask the parents for the information in due course.

Children

Our chef will have suitable food on the menu for children. Please feel free to contact us if you have a specific dish to add.

SWEET DREAMS

4PM

Bedrooms available for you at 4pm at the latest.
We have a room allocated to store your luggage.

10AM

Please strip the bed and vacate your
bedroom at 10am on the day of departure.



EN-SUITE BATHROOM

Bedroom Linen & Soap provided. Please bring your own
towel.



TEA AND COFFEE FOR TEACHERS PROVIDED



SINGLE BEDROOMS FOR TEACHERS

SCHOOL ORGANISER INFO

Bedrooms

105 bedrooms are twin
bedded and have an en-
suite bathroom
Lift access to bedrooms
201-316.

Accessible

We have 5 specially
adapted bathrooms for
wheelchair users or others
with special mobility needs.

- 3 are on the ground floor
- 2 are on the 1st and 2nd
floor (lift access)



More children

We have 2 rooms with 1
bunk bed and three single
beds

Folding Beds:
We have a limited number
available.

WHILST YOU ARE HERE

8AM - 10.30PM

Our Duty Managers will assist you from 8am - 10.30pm. For emergencies only, a contact number will be given to the teacher.

CONTACT THE CENTRE

Our team is happy to forward any messages for teachers by email or phone. Please find the contact details on page 5.

SECURITY

Our front door is secured with a code and will be provided for out of hours access.

OUR CONTACT DETAILS

 King's Park Conference and Sports Centre
Kings Park Road
Northampton
NN3 6LL

 01604 493111

 DutyManager@kingspark.org.uk
www.conference.naycacuk.co.uk



Copies & Prints
Please arrange bulk print outs before your stay. Small favors can be done at a cost.

FIND OUR SITE RULES ON PAGE 8



KING'S PARK SHOP

We love our small gift shop - our King's Park Treasure Box. We try to support independent small suppliers as well as having some essentials. Go for a hunt, you will find a good selection of

- Christian Books
- Gifts
- Cards & Stationery
- Basic toiletry items
- Sweets
- Crisps & Snacks
- Soft-Drinks



ACTIVITY AND SPORTS PROGRAMME

Our sports team will send you a draft activities and sports programme in due course. Please feel free to contact the sport team to discuss needs and the programme. We have a wide range of activities available. For example:



Roller Skating



Trampolining



Football



Tennis



Archery

and more... our sports team will be happy to assist.

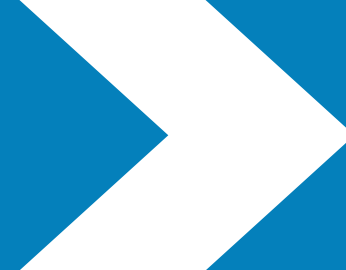


01604 493111



benham@acuk.net /
tennisoffice@acuk.net





- 1. ID Badges must be worn by visiting group leaders at all times.
- 2. Visitors who are not staying residentially must be signed in at reception and sign out on departure before reception closes.
- 3. Alcohol and illegal drugs are prohibited on site. Persons found with these items in their possession will be asked to leave immediately.
- 4. No smoking / vaping anywhere on site, except in the designated smoking area. It is illegal to smoke in our premises.
- 5. No pets, except guide dogs, are permitted anywhere onsite, including car park. Guidance on attendance with guide dogs will be communicated in advance of arrival.
- 6. Parking must be in designated areas only to ensure driveways are kept clear for emergency vehicle access. Please observe the site speed limit and be aware of children. Do not park or drive on the grass at any time.
- 7. Access to residential lodges and rooms other than your own booked accommodation is not permitted.
- 8. Tampering with fire detection equipment and alarms is a criminal offence (inc. covering detectors) and setting off the fire alarm when there is no fire will result in a minimum £50 (ex VAT) charge per incident but can also result in criminal proceedings.
- 9. Most internal doors are FIRE DOORS, specifically installed for fire safety, and should not be propped open unless equipped with an automatic closing device linked to the alarm system.
- 10. Emergency Exits must not be used for general access unless permission is obtained from the Centre Management and must remain clear at all times.
- 11. Strictly no access to activity areas and equipment unless accompanied by a trained or qualified member of centre staff.
- 12. Quiet hours are between 11pm and 7:30am. For the comfort of other guests, our residential staff and our neighbours please keep your noise to a minimum after hours. Meetings and concerts etc must end by 11pm.
- 13. Switch off lights in meeting rooms and communal areas before going to bed.
- 14. Furniture and other items of centre property must not be moved between rooms without permission from the management.
- 15. Lost or unreturned keys will incur a £20+VAT replacement charge each.
- 16. Notices, posters, banners etc must not be stuck to painted walls. Sticky-tape must not be used anywhere.
- 17. Craft or messy activities especially involving paint or glue, are not permitted in carpeted areas without suitable floor protection being provided and put in place by the group. Groups will be charged for the cleaning or replacement of all damaged carpets, floor coverings and furnishings.
- 18. Groups wishing to arrange their own outside activities, including involving water (water bombs etc) or external contractors, must obtain the agreement of the centre management and keep to any conditions that are specified. Insurance details, risk assessments and any liability waiver must be provided in advance.
- 19. No litter to be dropped anywhere within the buildings or grounds. Group leaders are responsible for making sure that their accommodation and venues are clear of litter before departure. Charges may apply.
- 20. Guests are not permitted to heat or re-heat food (except baby food for infants) and should not bring nut containing products. Pioneer & Whitemoor ONLY dining rooms and public spaces are NUT FREE ZONES. For safety reasons and the management of medical diets/allergies, guests should not bring homecooked cakes without prior written agreement from the Centre Management.
- 21. Guests are generally not permitted to bring electrical items into the Centre. • Exceptions are made for phone chargers, laptop power packs and similar small items and the owner is responsible for ensuring they are in good order. • Hairdryers, hair straighteners and similar small appliances are permitted but the owners must ensure they are also in good order and are unplugged whenever not in use. • Sound and stage equipment may also be permitted through prior approval by the centre and provided that it is fully tested, safe and used only by a responsible and experienced/trained adult for the purposes of providing group sessions. • Larger appliances such as irons, heaters, toasters, microwaves etc are not permitted and their use is prohibited. • The management reserves the right to prohibit the use of any appliance deemed to be a risk to safety.
- 22. No sales transactions may take place on the premises without the prior written consent of the Centre Management.
- 23. Fireworks are strictly prohibited onsite and in the surrounding fields.
- 24. Guests must not attend site with a contagious disease and must evacuate immediately upon diagnosis or related symptoms.
- 25. Group leaders should have access to an emergency vehicle throughout their stay.
- 26. The Centre does not tolerate bullying, harassment, distasteful or hateful speech of any kind to its staff or guests.
- 27. Drones are not allowed without prior written permission, registration, and signed agreement form.

ACTION CENTRES UK SITE RULES AND CONDITIONS OF USE Version 3.1 2022

PLEASE BEAR IN MIND



If you have any questions we will be glad to assist you. Please contact our team.