

Residential Visit information

We are very pleased to welcome your school to Ufton.

What to do before you arrive

- Check your programme thoroughly and make sure you are happy with it;
- Read through the Terms and Conditions on your booking form;
- Read, sign and return the Fire evacuation procedure;
- Complete and return the Catering Form, Dietary requirements sheet and the relevant bedroom list for your stay at least two weeks prior to your stay. (See separate guidance on booking form);
- If applicable, have a look through the Pre-visit information pack to see how it can help your planning before and after your visit;
- Contact our office (enquiries@uftoncourt.co.uk) if you have any queries.

What to do when you arrive

- Please use the gate intercom to notify reception upon arrival. If the gate is open when you arrive, please report to reception, which is located by the entrance porch of the Manor House;
- A member of our Education team will meet you on arrival, guide you through the first part of your visit and lead your programme;
- On the first morning, the member of staff leading your group will talk you through your programme, and confirm some details with you, such as the number of people you have brought with you;
- **Please note that a teacher or responsible adult must still accompany each group, even if Ufton staff are leading the activity.**

What to bring

- Please make sure that children and adults wear appropriate clothing for the season and the weather, including sturdy shoes. We will start your programme straight away after your arrival, so please ensure that everyone is dressed appropriately for the weather when you arrive
- We do not operate a shop on site so children do not need to bring any money with them

Useful information and forms

- All the information you need can be found in our Teacher's hub on our website.

Please contact the office if you have any further questions before your visit:

enquiries@uftoncourt.co.uk

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