

## Residential Visit information

We are very pleased to welcome your school to Ufton. This document provides general information about your Residential Visit to Ufton. We hope you find it useful. If you have any queries, please contact us.

### 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 one week prior to your stay. Please note, administrative fees apply for late submission.
- If applicable, have a look through the Pre-visit information pack to see how it can help your planning before and after your visit;
- Where possible, ensure your mobile phones have Wi-Fi calling enabled and that you have WhatsApp downloaded. Phone signal at Ufton is not consistent and dependent on your provider. For information on how to enable Wi-Fi calling, [see here](#).
- Contact the office 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 see the Children's Kit list within our [teachers hub](#).
- In particular, 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

**[For all the latest bedroom and dietary forms, menus, kit lists, and directions please visit our teachers hub section of the website.](#)**