



# Staff Information: Cams Hill - Fareham

<b>Address</b>	Cams Hill School, Shearwater Ave, Portchester, Fareham PO16 8AH
<b>Contact Information</b>	Rich Berry – Estates Manager 07399297430 Gary 07501588814
<b>Induction Day</b>	<b>Sunday 23<sup>rd</sup> October 1000 - 1400</b>  The code for the gate is 2793 The code for the Sports Hall is 1764  Please can you make sure that the Sports Hall and the Gates are locked when you have finished.
<b>Accommodation Details</b>	<b>22<sup>nd</sup> October – 29<sup>th</sup> October (check in Saturday from 1500)</b> Harbour Ways, 40 Warblington Road, Emsworth, Hants, PO10 7HQ (this is a 15-minute drive from Cams Hill)  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.
<b>What to bring</b>	<ul style="list-style-type: none"><li>• Your online learning certificates (downloaded on your phone)</li><li>• Towel and toiletries</li><li>• Your Kings Camps Uniform (if you are a returning staff member)</li><li>• Drinks, snacks and a refillable water bottle</li><li>• You may wish to bring your own pillow</li></ul>
<b>Camp Information</b>	You will be operating a camp <b>08:00-17:00</b> for a maximum of <b>80</b> children.
<b>Travel Arrangements &amp; Expenses</b>	The cheapest form of travel will need to be arranged and expenses for getting to and from the venue i.e. your main travel costs will be reimbursed. 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.  If you are unsure of your arrangements, please contact us – 0114 263 2150 or <a href="mailto:operations@kingsfoundation.org">operations@kingsfoundation.org</a>

<p><b>Meals/Laundry</b></p>	<p>You will be issued with a contribution to your food that will be paid into your bank account.</p> <p>The accommodation has kitchen facilities, therefore we suggest you do a weekly supermarket shop.</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>If staying in Harbour Ways – check out is Saturday 29<sup>th</sup> October at 1000</p>
<p><b>Expectations &amp; Behaviour</b></p>	<p>Although you are not on a military base the children and parents attending are all military families.</p> <p>We expect appropriate and respectful behaviour and language at all times whilst representing Kings Camps. You must be respectful of sharing your living space with others. 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 resolution. <b>You may not enter the bedrooms of a member of the opposite sex.</b></p>
<p><b>Head Office Support &amp; Contact Details</b></p>	<p>Your first point of contact is <b>Sally Robinson – 07784856232</b></p> <p>The camp will receive a visit from a Head Office representative and if you have any issues or concerns either before or during the camp your Head Office contact is:</p> <p>Izzi Hughes – 07874244032  Sally Robinson – 07784856232  Head Office is available on 0114 263 2155</p>