



Staff Information: Lomond School - Helensburgh

Address	Lomond School Sports Hall, Rhu Rd Higher, Rhu, Helensburgh, G84 8JZ
Contact Information	Available on site
Induction Day	Induction Day - Sunday 2nd April 1100-1500 You should arrive no later than 1045 on Sunday. Meet as a team at Lomond School Sports Hall. Please don't leave any equipment out in the sports hall after induction day.
Accommodation Details	<p>You will be staying in an Airbnb – 50 E Clyde St, Helensburgh, G84 7PG</p> <p>Check-in is after 1600 on Saturday 1st April. This will be via a key left in a lockbox, details will be provided nearer the time.</p> <p>It is a shared house between you. Bedding and towels are provided.</p> <p>There are full kitchen facilities. Parking is available on street nearby.</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>
What to bring	<ul style="list-style-type: none">• 2 forms of ID - Passport, driving licence or birth certificate• Your disclosure certificate• Your online learning certificates (downloaded on your phone)• Toiletries• Your Kings Camps Uniform (if you are a returning staff member)• Drinks and snacks• It is entirely up to you if you wish to bring your own bedding/pillow

Camp Information	You will be operating a camp 08:00-17:00 for a maximum of 50 children.
Travel Arrangements & Expenses	<p>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.</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.</p> <p>If you are unsure of your arrangements, please contact us – 0114 263 2150 or operations@kingsfoundation.org</p>
Meals/Laundry	<p>You will be issued with a contribution to your food that will be paid into your bank account.</p> <p>We suggest you do a weekly supermarket shop.</p>
Cleaning/Check Out	<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>Check out: by 10am – Friday 7th April</p>
Expectations & Behaviour	<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 resolution. You may not enter sleeping quarters of a member of the opposite sex.</p>
Head Office Support & Contact Details	Your first point of contact is Kian Gallacher 07742040190

	<p>If you have any issues or concerns either before or during the camp your Head Office contact is: Izzi Hughes - 07874244032 Head Office is available on 0114 263 2155</p>
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