



Staff Information: Wellington Academy - Tidworth

Address	Wellington Academy, Tidworth Rd, Ludgershall, Andover SP11 9RR
Contact Information	Available on site
Induction Day	Induction Day - Saturday 8th April 1000-1400 You should arrive no later than 0945 on Saturday. Meet as a team at Wellington Academy.
Accommodation Details	<p>You will be staying at an Airbnb - 1 Cleaver Cottages, Appleshaw, SP11 9AD</p> <p>Check-in is after 1600 on Saturday 8th 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 will be provided.</p> <p>There are full kitchen facilities. There is parking available for 5 cars, so please be mindful of making sure everyone can get parked.</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• You may wish to bring your own towel, as there may only be one provided per person• 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

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>Check out: by 10am – Saturday 15th April 2023</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	<p>Your first point of contact is Sally Robinson 07784856232</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: Izzi Hughes – 07874244032 Head Office is available on 0114 263 2155</p>