

# **Woodside Primary School**

## **P7 Residential Trip**

### **Lockerbie Manor**

### **Handbook**



All pupils in Primary 7 have the opportunity to take part in our residential visit to outdoor centre, Lockerbie Manor, at the start of their final year at primary school. Woodside has been attending Lockerbie with our P7's since 2012, as we believe the excellent staff, facilities and activities offer our children the best possible experience.

### **The Centre**

Lockerbie Manor is in Dumfries and Galloway, set amidst 78 acres of woodland and fields with easy access from the M74 motorway. Built in 1814, Lockerbie Manor has a great history and has retained many of the original features with its master staircase, ornate ceilings and wood panelling. Before it was transformed into a country hotel, it was the home of the Marquis of Queensberry, who formulated the "Queensbury" boxing rules in what is now the Dining Room. The Manor was refurbished in 2011 by Manor Adventures to provide an excellent outdoor experience for school groups.

The accommodation has enough space for up to 246 young people - 130 in the Manor House which has ensuite bedrooms/dorms, each sleeping between 4-8 pupils. There are also 4 bed eco pods located in either of the two eco pod villages which can house up to 116 children. The Centre also boasts a large function room, teachers' lounge, plus a fully catered dining room, along with a drying and boot room for those wet and muddy clothes and shoes.

Manor House dorm & bathroom



Pod Village accommodation



The centre offers different options of stays and activities

- a 4 night 5 day visit to the centre with 19 activities, handpicked by the school OR
- a 2 night 3 day visit to the centre with a fixed programme of 9 activities

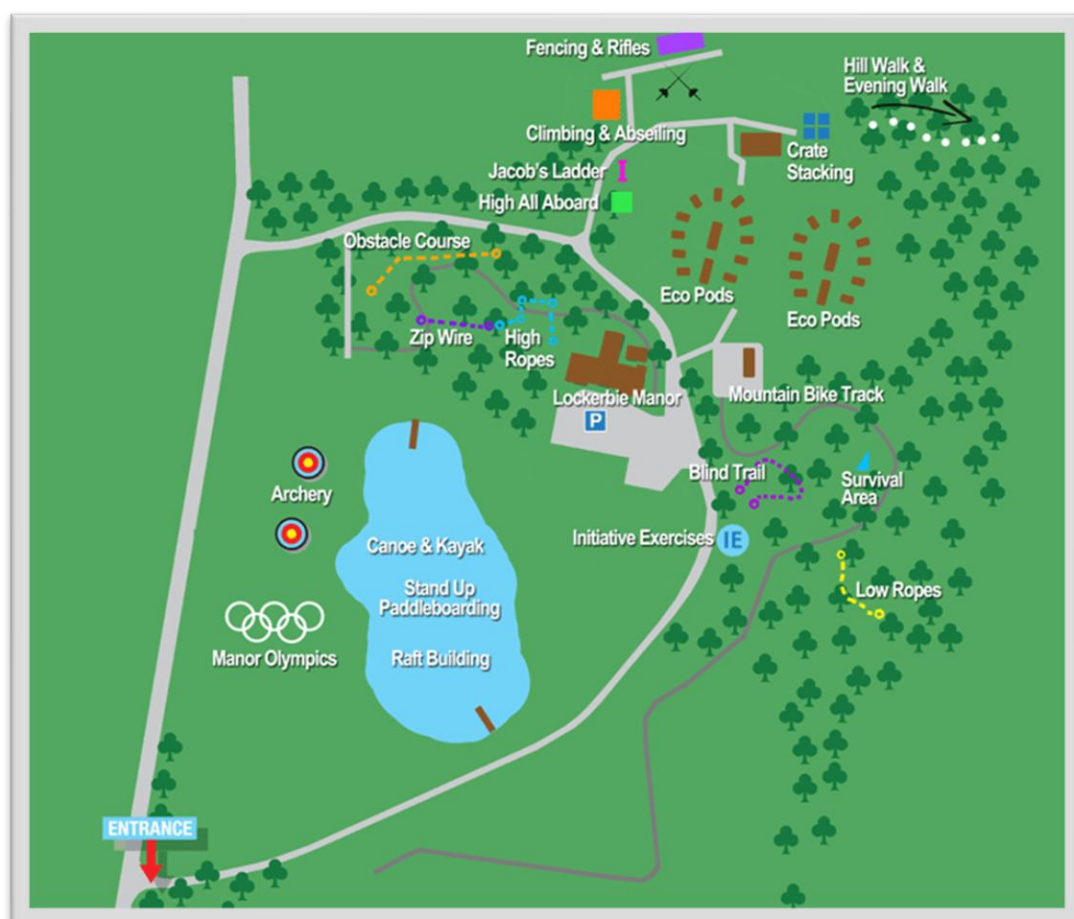
As a school we always choose to stay in the Manor House as the dorms all have ensuite shower rooms for the children, over the outdoor pod village which offers more of a camping experience with central shower/toilet blocks.

We choose to go on our residential trip at the start of the school session, usually around the end of August/beginning of September to promote a full stage experience. We are a large school and this allows the children to come together as a whole to create a 'Primary 7 Team' for their final year at Woodside rather than 2 or even 3 separate classes.

Going at this time of year also gives us a better chance of some good weather!

Staying in the more comfortable Manor House, along with the time of year (high season) naturally reflects in the cost of our time away and although parents and pupils are given the chance to vote on either the 2 or 4 night stay, when asked they have always chosen to attend for the full week Monday- Friday.

Lockerbie Manor is a secure site and all activities are held within the grounds and wooded areas. Once we arrive, we remain on site at all times.



## **The aim of a residential trip**

Our time at Lockerbie offers our pupils many opportunities and experiences to

- develop their self confidence and self esteem - with the skill of the instructors and the support of their school friends, our pupils find they are capable of achieving much more than they thought possible and are able to challenge themselves with new skills and interests
- promote and develop responsibility and organisational skills – the children are given a certain amount of individual responsibility but they also develop team responsibility by understanding they form an important part of a team and that their contribution matters.
- learn leadership skills – the activities help develop leadership skills in everyone, not just the more confident child.
- expand their social skills – the children live, sleep, eat and do activities together, which is especially important in developing social skills.
- promote team building – the children learn how to work together and understand how much more can be achieved as a member of a team which encourages self respect as well as respect for others.
- improve listening and communication skills – the children need to listen carefully to instructions and communicate with their classmates.
- and quite simply to have a lot of fun!

The children will experience some more practical skills beyond the actual outdoor activities as well by

- being expected and encouraged to organise themselves within their dorm, keeping their space tidy and respecting their dorm buddies
- being on time and prepared for their activities
- looking after and organising their belongings
- supporting and encouraging their team mates within the activity groups
- eating together in the communal dining area and clearing away their plates

## **The Activities**

The centre offers many different outdoor activities some of which the children may never have had the chance to try before.

Kayaking	Zip Wire	Crate Stacking
Abseiling	Climbing Wall	Hill Walk
Archery	Survival Skills	High Ropes
Blind Trail	Obstacle Course	Low Ropes
Canoeing	Raft Building	Aeroball
Rifle Shooting	Fencing	Axe throwing
Orienteering	Camp Craft Skills	Manor Olympics
Scavenger Hunt	Bivouac Exercise	Nature Walk
Team Games	Initiative Exercises	Stand Up Paddle Boards

Each child is challenged and stretched with the intention of using the activities to increase their initiative, commitment, personal responsibility and self motivation.

No child will be forced to do an activity they are not comfortable with, however the experienced instructors will encourage and support them to step out of their comfort zone and participate as much as they feel able and secure enough, to achieve a realistic individual goal set by each child.

## **The Instructors & Equipment**

The health and safety of your child during their time away is of the utmost priority to both Woodside and Lockerbie Manor. The instructors go through a rigorous selection and training programme in instructional techniques, health and safety, pastoral care, and first aid. They are continually monitored on safety and performance on all activities. Each staff member is selected for their

- empathy to relate to each child's personality
- awareness of each child's differing levels and abilities
- caring attitude to each and every child
- understanding of each situation as it arises
- awareness of medical & dietary requirements
- character & personality
- social skills

Manor Adventure employs a full time stores manager and assistants at each centre to ensure that all equipment is monitored and logged daily and is renewed on a continual basis.



## **A Day at Lockerbie**

A typical time line for each day

7.00 -7.30am	- Rise & Shine - school's discretion depending on breakfast rota
7.30 – 8.30 am	- Breakfast on a rota basis
8.30 – 9.15am	- Medication administered and tuck shop given out
9.05 - 10.30am	- Outdoor Activity Session 1
10.30 - 10.55am	- Break Time
10.55 - 12.20pm	- Outdoor Activity Session 2
12.20 - 1.45pm	- Lunch Time including some free time
1.45 - 3.10pm	- Outdoor Activity Session 3
3.10 – 3.35pm	- Break Time
3.35 – 5.00pm	- Outdoor Activity Session 4
5.15 – 7.00pm	- Evening Meal including some free time
7.05 – 8.30pm	- Outdoor Activity Session 5
8.30 – 9.00pm	- Ready for bed, medication administered
9.00pm	- Bedtime - at the discretion of the school
9.30pm	- Lights out!

As you can see it is a very busy day for the children, full of outdoor activities and lots of fresh air. Free time is available during breaks and after meals for the children to play outside and the school will take some outdoor games for them to use if they wish. They may however be just as happy to sit and chill with their friends and catch up on each others day.

Weather permitting we will be outside all day, the pupil dorms are not available to 'hang out' in between activities. Children will of course be allowed to go to their dorms to change if necessary, for example wet clothes after being on/in the water.

The free time will also be used for us to come together as a group to discuss or update the children on anything important, as well as giving the children time to tidy their dorms before the all important prize winning dorm inspections!



## **Groupings**

### Activity Groups:

Lockerbie Manor staff will advise us, depending on our overall attending numbers, on the number of activity groups we will have and the number of children in each group. There is usually a maximum of 12 pupils per group. This allows sufficient time over each activity to allow all children to participate fully.

School staff will organise the children into their activity groups before we leave for our trip. We will try as much as possible to have an even boy/girl split. We will also include children from all classes in each group. This encourages them to mix and get to know fellow pupils that they may not have previously spent a lot of time with, promoting our 'Primary 7 Team' rather than just Room 15, Room 16 etc. We will of course take into account the different personalities of all our children where necessary and is feasibly possible.



### Dorm Groups:

The dorms at Lockerbie Manor sleep either 4, 6 or 8 pupils in bunkbeds, each with a private ensuite shower and toilet. Dorms are opened using a keypad and code that only the children in that dorm and school staff have access to.

The week or so before we leave, we will meet with all the children to help them group themselves and allocate dorms. Initially the children will be asked to choose one person they feel 100% comfortable sharing a room with. We will then ask them to choose another pair to share with and so forth until the dorms have all been allocated. Lockerbie Manor allocate the dorms and dorm sizes to us and whilst we try our utmost to ensure the children get to choose who they share with, sometimes it is not logistically possible to guarantee all their friends are in one dorm and some level of compromise may be required. Your support in ensuring your child understands this is appreciated.

## **Food**

The food is ample and delicious at Lockerbie, the catering staff feed us very well!

There are 3 hot meals a day and depending on the meal rota, seconds if you can manage it.

Breakfast – cereal, toast, fruit, yoghurt, sausages, bacon, scrambled egg, potato scones, hash browns and beans.

Lunch – as well as a hot lunch with different options, a salad bar and fruit bowl are readily available.

Dinner – again a hot meal is available with several options and a dessert, this can be ice cream or a cake.

Juice and water are available at all meals.

The catering staff can cater for many food intolerances (dairy, coeliac, allergies) as well vegetarian, vegan and halal. School staff should be advised of this information prior to our trip so Lockerbie staff can be prepared. To ensure all children receive the correct variant of a meal, they are issued with a card to show serving staff at each meal.

Children also receive a daily tuck – a bar of chocolate/packet of sweets and a carton of juice. This is included in the overall cost of the trip and Woodside take our own tuck with us. Children will get this in the morning after breakfast and are free to eat this during the day when they want it.

**As you can see there is plenty for the children to eat during our time away and we ask that parents do not sneak any extra treats into the children's cases. Trying to settle approximately 70 excited and tired children at night can be tricky enough without the aid of any additional sugar rushes 😊**

**Thank you for your support with this.**



**Dining Room**



## **Medication**

Parents and carers are asked to complete medical and dietary information and emergency contact forms before we leave. If there are any changes to this information after they have been submitted to school, it is the parent's responsibility to ensure that the school is updated accordingly.

One member of staff will be responsible for the supervision and administration of any medicine during our time away to ensure consistency. For safety purposes, all medicines are stored together with the staff member.

If your child needs to take any medicine during their time at Lockerbie, you will need to complete an Administration of Medicines form and hand that in with all medicine to the staff member responsible on the Monday morning before we depart. Please ensure all medicine is clearly marked with your child's full name.

Many children require to use an inhaler during their stay. If this is the case, they will be given their inhaler each morning before their first outdoor activity. They are then responsible for holding on to this and taking it when needed during the day. They should then return it to Woodside staff at bedtime for safe keeping. It may be wise to send them with a spare inhaler – they do occasionally get lost in the woods!

In order to avoid several parents handing in a medicines for their children 'just in case', we will take some paracetamol/Calpol and an antihistamine/Piriton with us to cover any minor ailments while we are away. This cuts down on the overall supplies in our medical box. Parents will be asked to give permission for the administration of this if staff feel it is needed.

Over the years school staff have successfully managed many medical conditions while away and we will work with parents, meeting with you if necessary beforehand, to discuss any concerns or questions you may have.

Lockerbie staff are all fully first aid trained as well.



## **Mobiles & Contact**

Our trip away to Lockerbie is an ‘unplugged’ week.

The aim of our trip is to spend the time with our school friends, try lots of new and exciting activities and challenge and enjoy ourselves. This means taking a break from our mobile phones, game consoles and screens.

We ask that all mobile phones are left at home along with any game consoles or electrical items, the items will not be insured. The signal is very poor on site anyway, but more importantly, to protect all children’s privacy, particularly within the dorms, mobile phones are not permitted. Children must take a book or a card game for bedtime so they can wind down before bed. And of course, a small favourite teddy is always welcome.

Staff will have their phones with them as we keep in regular contact with school. We also take lots of photos and staff can be seen ‘chasing’ a signal around the site to try and upload daily photos for parents on our Twitter/X account so you can see what the children are doing – apologies if they’re not the best but there are a lot of action pics (those zip wires go fast!) and trying to get a large group of children all looking and smiling at the same time is tricky! The full album will be available on google classroom once we return where you can view the photos at your leisure. Parents will of course be asked to give permission for their child to be photographed before we leave.

If you have any questions while we are away, your first point of contact should be the school, they will advise and if necessary, contact the staff on site.

As the children take part in several activities on the loch at Lockerbie, staff will have a couple of hairdryers with them so no one is going to bed with wet hair.

## **Pastoral Care**

South Lanarkshire Council set the adult to pupil ratio for any trips our pupils go on outwith the school premises and this will determine the number of school staff who can volunteer to attend Lockerbie with the children. Many of our staff are very experienced and have attended many residential trips over the years. Our main aim is to ensure that your child has fun, feels safe and secure and participates as fully as they feel comfortable doing so. Staff bedrooms are located in the same corridor area as the children and they will know who their closest adult is if they need help with anything.

For many children this might be their first time away from home without their parents and they may feel a little homesick – quite often it’s actually the parents who are more anxious about their children being away from home! Some children may have worries about some of the activities, particularly those on the water or involving heights. This is perfectly normal and staff encounter these situations every year. Please be assured that we will deal with these issues sensitively to ensure your child is able to make the most of their time away.

## **Packing, the kit list and organisation!**

*‘By failing to prepare you are preparing to fail’ – Benjamin Franklin*

Every year our children impress us and make us proud as we watch them push and challenge themselves, and each other, to achieve things they never thought they could. However, when it comes to organising themselves they need a little bit of help!

This is where we need to prepare them as much as possible before we go to make sure they get the best out of their time away.

Instructors are very strict that the children are properly prepared for each activity, especially those on the water and involving a safety harness. If a child turns up for an activity unprepared, they will be sent back to collect what is missing. This holds everyone up, resulting in the whole group getting less time to participate fully in their activity. Please spend some time with your child explaining the importance of them being organised and on time. For safety reasons all long hair must be tied up and we ask that all jewellery, false/gel nails are left at home to avoid injuries with the safety equipment.

Before going on an activity the children must:

- have the correct clothing
- have any medication (inhalers) on them
- have been to the toilet
- tied any long hair back
- have their water bottle
- be on time

The following information is issued by Lockerbie Manor and is strictly adhered to.

### **What to wear on activities**

*Water sports – canoe, kayak, stand up paddle boards, raft building (wet activities)*

Long sleeves and trousers with a minimum of 2 layers plus a waterproof jacket. Old shoes that can get wet.

*Blind Trail & Obstacle Course (muddy activities)*

Long sleeves and trousers, waterproofs, waterproof jacket, old trainers

*High Ropes, Abseiling, Low Ropes, Climbing Wall, Crate Stacking, Zipwire, Survival Skills*

Long sleeves and trousers, waterproof jacket, trainers or walking boots/shoes

*Archery & Fencing*

Long sleeves and trousers, trainers

*Hill walk, orienteering, scavenger hunt, initiative exercises, Aeroball, Manor Olympics*

Weather dependent – but t-shirt and shorts are allowed on these activities if the weather is appropriate

## **Hints and tips for what to pack**

As we approach our time away, start to keep older clothes that are suitable for outdoor activities. Please do not spend a lot of money on or send expensive clothing that may not survive the trip. 95% of what makes it home will be either wet or muddy or both and some of it may only be fit for the bin! It also makes sense to watch the weather forecast a few days before we go and to pack accordingly.

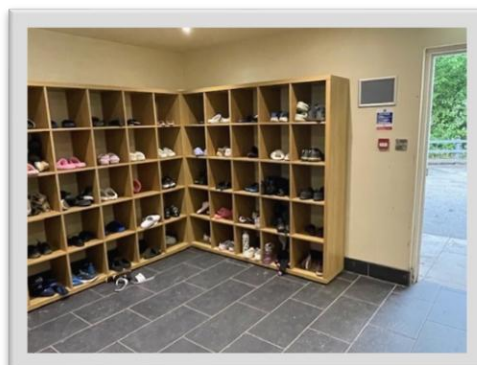
You should also think about the material of clothing that is packed, especially for the wet and muddy activities. Children and clothing will get wet. Bulky padded waterproof jackets, fleecy joggies and hoodies are heavy when wet and take a long time to dry (you want to try and avoid being greeted with a full case of wet and soggy clothing on the Friday afternoon when we return) so are best avoided for on the water. Sports clothing like leggings, trackie bottoms, long sleeved t-shirts, in materials like polyester are lightweight and dry quickly and can be easily layered up. Hoodies and joggies are great for some activities and give an extra layer of warmth and should definitely be packed but please spend some time with your child when packing and discuss what items are suitable for what activities.

Also please think about the amount of clothing that will be needed. Although we are away for the 5 days, the children are taking part in a lot of wet and muddy activities and will require several changes of clothes. It's not the first time a pupil has come to us at the end of day 2 saying they have no clothes left to wear! Pack clothes for each day, then add a couple of more sets just to be sure. Our programme means the children can be on the water up to 3 times over the week – that's a lot of wet clothing. Children are encouraged to re-cycle their clothes when they know they are going to get wet/dirty, they do not need sparkly clean clothes for every activity. Remember muddy clothes means they have participated fully and had a great time.

Sensible footwear is needed and at least 3 pairs of outdoor shoes is suggested.

Although not compulsory water shoes are a good idea for the water activities rather than trainers as they are lighter and dry quicker. Please do not send wellington boots, they take up a lot of room but do not offer sufficient grip or support for most activities.

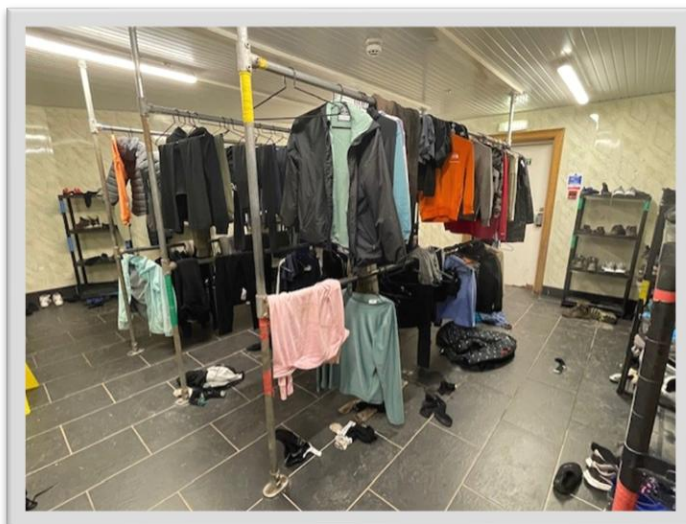
Children should also have a pair of indoor shoes with them. This can be a pair of slippers/sliders/crocs and these are worn at all times within the Manor House. Children access/leave the main building through the boot room. When exiting, children will change into their outdoor shoes and leave their indoor shoes on the shelving provided where they will remain until the children come back into the building and change back into their indoor shoes. This means that all dirty footwear remains the boot room only.



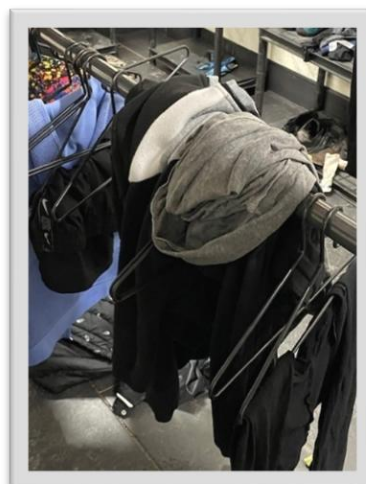
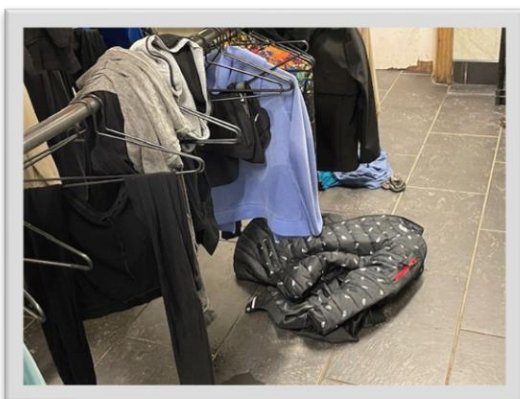
**Boot Room**

## **Drying Room**

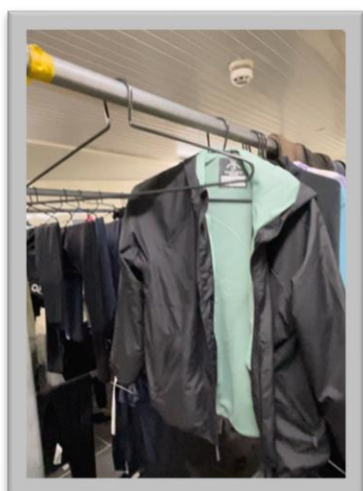
Next to the boot room is a large drying room with rails/hangers for hanging up wet and muddy clothes to dry. This can be a very busy and chaotic room if not used correctly. Depending on numbers at the centre we may have to share the space with another school, so it is important that the area is used effectively. If this is the case Woodside will be allocated an area for our sole use. Staff spend a lot of time picking up piles of soaking wet clothing off the floor and off the rails. The children need to wring out as much water as possible from any clothing and hang it properly on the hangers provided to air them and dry them as quickly as possible. Please show your child how to do this – otherwise it is coming home to you in their suitcase very wet!



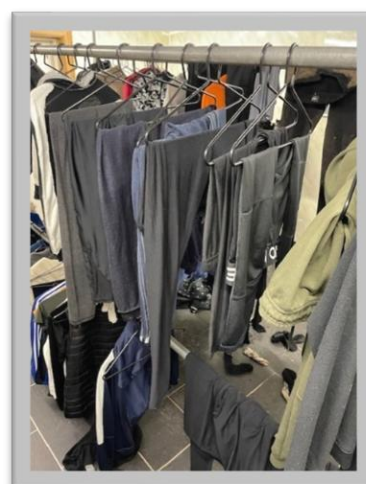
### **How not to use the drying room!**



### **Fixed hangers**



### **Perfect hanging technique!**





## **Bedding**

Children are required to bring their own bedding with them, preferably packed in their suitcase. If it cannot be squeezed into the case, it should be carried and taken on the bus with your child. Please do not tie them to the case, packing the bus is our own version of 'case jenga' and loose items make this more difficult. The dorms are warm so a light sleeping bag, pillow and pillowcase are ideal as are lightweight pj's, there is no need for onsies or dressing gowns. Also please let your child practise stuffing their sleeping bag back into it's bag before they have to do it on the day we leave. Our last morning is extremely busy and staff can't 'stuff' 70 sleeping bags before breakfast 😞

## **Pupil's belongings**

As you can imagine around 70 children come with 70 suitcases full of clothing, split over a dozen dorms, a boot room and a drying room. This is asking for a lot of lost property.

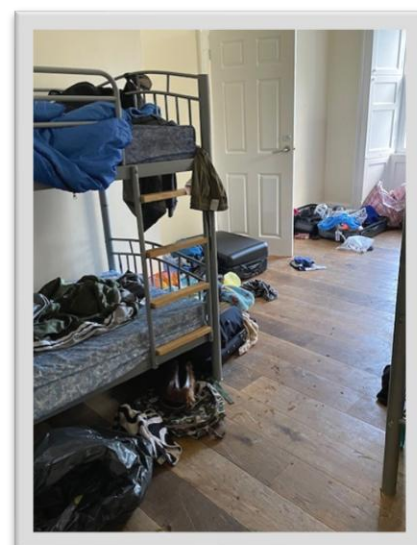
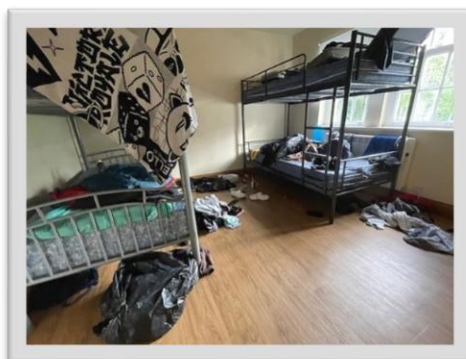
**We cannot emphasise enough the importance of putting your child's name on ABSOLUTELY EVERYTHING.**

For the sake of the staff's sanity, please buy a sharpie pen and mark your child's name/initials on all clothing and shoes. The amount of unclaimed clothing at the end of the week never fails to amaze us. Remember many of you will have shopped in the same places and bought the same basic black leggings and joggies – the lost property regularly looks like the children's department of Primark!

Also, when packing, please do this with your child so they know what is in their case and what clothes they have with them. Children regularly deny ownership of items because mum or dad has packed their case on their behalf, and they have no idea what they have brought with them.

It is also worth considering planning ahead for toiletries. Each dorm can share the load, it doesn't need 8 tubes of toothpaste and 8 bottles of shampoo and 8 shower gels. This can help save on your costs too. Please note that aerosols should not be included in your child's wash bag. The smoke alarms are very sensitive and too much Lynx Africa will set them off.

There can be between 4 and 8 children sharing a dorm, this alone can create a lot of mess. The dorms do not have any wardrobe or drawer storage, so the children effectively live out of their suitcase. They are expected to keep their area and belongings tidy. This not only helps with getting themselves organised for their activities but it keeps the floor clear avoiding any accidents. Staff carry out dorm inspections, awarding points to each dorm for tidiness and cleanliness and there will be a prize for the winning dorm at the end of the week. Not surprisingly neither of these dorms won a prize!



## **Costs**

We try very hard to keep the cost of this trip to a minimum and we appreciate in these times it is a lot of money. We do feel that you get a lot of value for this and we try and give our families up to 18 months to pay for the trip, allowing you to spread the cost and pay it up weekly or monthly via your ParentPay account.

Included in the cost is

- travel to and from Lockerbie Manor
- 5 days and 4 nights accommodation in the Manor House
- 3 hot meals a day
- 19 outdoor activities supervised by trained instructors
- daily tuck shop – chocolate/sweets and a juice
- a trip to Drumlanrig Castle on the Monday before we arrive at Lockerbie for 2pm

The costs for our 2024 trip were as follows:

Lockerbie Manor cost per pupil	£385.00
VAT on Lockerbie Manor per pupil	£ 77.00
Bus to and from Lockerbie £1600.00 – cost per pupil	£ 22.22
Visit to Drumlanrig per pupil	£ 5.00
Daily tuck - cash & carry £298.48 - cost per pupil	£ 4.15
<b>TOTAL COST per pupil</b>	<b>£493.37</b>

South Lanarkshire Council covers the cost of the VAT and our school fund also subsidised the trip, meaning the cost per pupil was reduced to £400.00.

The costs for 2025 are expected to be in the region of £415 per pupil, dependant on transport costs and school subsidisation.

Lockerbie Manor's cost per pupil for 2025 is £402.00 + VAT


Lockerbie Manor's cost per pupil for 2026 is £421.00 +VAT


Parents are asked to pay a non-returnable deposit of £50 to secure your child's place. Once this has been paid, we can confirm our numbers and provisional booking with Lockerbie.


If you have any queries about any aspect of our trip to Lockerbie Manor then please get in touch with us at school, thank you.

## LOCKERBIE MANOR KIT : CHECK LIST

Luggage	<b>PLEASE RESTRICT LUGGAGE TO ONE CASE/HOLDALL AND ONE SMALL BACKPACK (for on the bus and during activities) ONLY - SLEEPING BAGS SHOULD BE IN THE CASE OR CARRIED SEPARATELY ONTO THE BUS</b>	Named?	Packed?
Bedding	Sleeping bag (best option) or light duvet/quilt – packed in your case please		
	Pillow and pillowcase – packed in your case please		
Drinking bottle	For use during activities		
Torch	For during evening activities (not compulsory)		
Plastic bags	For wet/dirty clothing		
Book/small teddy	If your child wants these for bedtime		
Packed Lunch	For the day of travelling to Lockerbie only		

Clothing		Named?	Packed?
	Long sleeved t-shirts		
	Jumpers/sweatshirts/hoodies		
	Trousers/jogging bottoms (NO jeans)		
	Swimwear (for under clothing on wet activities if preferred)		
	Cagoule/waterproof jackets		
	Gloves /warm hat/sun hat – weather dependant		
	Lightweight nightwear		
	Underwear & socks – including extra for wet/dirty activities		
Children are advised to 'layer up' with clothing to allow for changes in the weather/temperature. Arms and legs <b>MUST</b> be fully covered for activities, especially those involving use of safety harnesses.			

Footwear		Named?	Packed?
	2/3 pairs of good supportive shoes – trainers/walking boots		
	Aqua/water shoes are recommended for the water activities (but not compulsory) as they are lightweight and dry quickly		
	NO wellingtons		
	Slippers/light shoes (eg sliders or crocs) for indoor use		

Washbag		Named?	Packed?
	Toothbrush & toothpaste		
	Shower gel		
	Shampoo & conditioner		
	Deodorant – roll on only NO aerosols (the smoke alarms are very sensitive)		
	Bath towel		
	Hand towel		
	Hair baubles – all long hair must be tied back on activities for safety		
	Midge protection		
	Sun cream		
Children who are sharing a dorm may wish to share shower gel/shampoo/toothpaste etc to save on space and money!			

Items NOT to bring	
Mobile phones	The signal is poor on site anyway, but to protect all children's privacy, particularly within the dorms, mobile phones are not permitted.
Hairdryers/Straighteners	Staff will have a couple of dryers with them to dry any hair if necessary.
Electronic consoles	Lockerbie is an unplugged week, plus for insurance purposes these items should be left at home.
Jewellery	For safety, no jewellery should be worn on activities.
Sweets/Food/Money	Food is ample and children receive tuck each day. There is no shop on site requiring spending money.
<b>Lockerbie Manor will not accept liability for the loss of any personal property including valuable items, expensive clothing/footwear, electronic equipment.</b> <b>Please mark ALL belongings with your child's name and involve your child with packing their case so they know what items and clothing is theirs. This avoids denial of ownership of lost items ☺</b>	

