



ENGLEFIELD

ESTATE

Schools Days
9th & 10th June 2021



Teacher Handbook

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Welcome

Here at Englefield we are tackling the big issues that are increasingly dominating public debate, particularly among young people. Getting to net zero greenhouse gas emissions, reversing the decline in species, reducing plastic use and waste are some of the priorities for the coming years.

We do this in an historic landscape deeply mindful of our responsibilities to protect and enhance it for future generations to enjoy.

This natural and built landscape is a giant classroom where young people can have a hands on experience, which we hope will remain in their memory for many years and which will be a help to those who teach them.

We really hope you enjoy your day.

Richard

Lord Benyon



ENGLEFIELD
ESTATE

Introduction

Sustainability is the ability to meet current needs without infringing on the capacity of future generations to meet their needs.

Although the term is relatively new, the ethos has long been integral to the way we work at the Englefield Estate.

Our Englefield Estate Schools Days Tree summarises the content of your visit!



Visiting the Estate provides an ideal opportunity for children to see sustainability in action: how we produce food and timber, provide places to live, jobs and community facilities whilst caring for the environment, conserving the historic landscape and buildings and planning for the future.

As well as the educational benefits of your visit, we feel it is just as important to give children a chance to stretch their legs, take a deep breath and enjoy the space and beautiful natural surroundings of the countryside – particularly after such a difficult and unsettling year.

This handbook contains information designed to make the day enjoyable and safe:

- ✓ It describes how the day is organized
- ✓ Introduces you to the stands and activities on offer and provides contact details for the amazing organisations who are participating in Schools Days this year
- ✓ Contains a map to guide you around the Estate and show the locations of required facilities such as toilets and handwashing
- ✓ Suggests links to the National Curriculum
- ✓ Provides essential Health and Safety information
- ✓ Provides detail on how to find us and how to contact us

The format of this year's Schools Days is different to previous years, adhering to government guidelines on keeping children within their consistent school groups and following COVID-19 secure measures.

For everyone's safety, it is essential you digest the information in this handbook carefully, are aware of the health and safety details and stick to your timetable, which is sent out with this handbook, even if you have attended many other Schools Days events.

Your Day



Preparation



The whole day will be spent outdoors. Appropriate clothing for the conditions is essential. This means a waterproof coat and wellies if rain is forecast or sun hat and sun cream if the weather is hot. **All adults and children need to bring food and water for the day.** Due to COVID-19 safety measures we cannot provide water bottle refilling so please bring enough water for your group. **School staff should bring hand gel for their class's use.**

Arrival



You should arrive at 9.30am, in time to reach the first stand on your timetabled route for a 10.00am start. There is a one-way system for transport vehicles: enter Englefield via The Street from the A340 and proceed to the Coach Park. **Take special care when disembarking coaches and follow Estate staff instructions.** If you are late, go to the stand you should be at according to your timetable.

Toilets and Handwashing



To keep separate and consistent groups (your bubbles) **each group will be assigned a specific toilet for the day.** Plan your use carefully so your whole class doesn't need to queue for the loo at the same time! Soap and water handwashing should be used and hand gel is also available. **School staff should bring additional hand gel for their class's use.**

Timetable and Stands



Start at the first stand on your timetable at 10:00am and follow the route in the assigned order. **You will have 20 minutes at each stand and 10 minutes between each stand** to visit facilities as needed and move to your next location. Staff at stands will be preparing between groups. If you arrive at a stand early, please wait where you are instructed and **do not mingle with other groups.**

Lunchtime



There is a set lunch break from 11:50am until 1:00pm. This gives time for groups to wash their hands, find a place to sit and eat lunch, use the toilets and reach their next stand. **Stay in your groups and take heed of the social distancing measures and signage in place.**

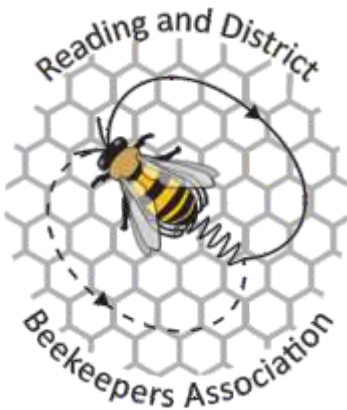
Departure



The final session is timetabled to finish at 2.20pm. Make your way to the Coach Park and safely board your transport. **Stay in your groups and take care when crossing roads.**

If, for any reason, you wish to leave early, you must inform staff immediately so we can ensure safe movement of children and transport vehicles.

Habitats and Wildlife



Route 1

Reading and District Beekeepers Association works to create greater understanding and appreciation of pollinators and their role in sustaining the environment by pollinating flowers and crops to provide food for people and wildlife. The members of the group leading activities are all experienced beekeepers!

For further details about any RBKA activities contact Jenny Morgan: educationrbka@gmail.com

Route 2

The Game Department carry out a huge amount of wildlife conservation work on the Estate. They plant and lay hedges, grow miles of wildflower strips for insects to live in, manage habitats for farmland birds and care for a herd of fallow deer. They are our wildlife experts!



Route 3

Enter the fascinating world of butterflies and moths. Butterfly Conservation and the Berkshire Moth Group work to recover threatened butterflies and moths, increase numbers of widespread species, inspire people to understand and deliver species conservation and promote international conservation actions. For further information, contact Grahame Hawker: grahamehawker@hotmail.com



Energy and Water



Route 1

The Reading and District Angling Association cover 25 miles of local rivers, including the River Kennet, which flows through Englefield Estate land. They care for river habitats and water quality, working to ensure many species of wild fish have healthy populations. For more information, see: www.rdaa.co.uk

Route 2

On the Estate there is a Solar Farm, producing renewable electricity. We also provide wood for biomass heating systems. Learn about renewable energy and how it helps to reduce greenhouse gas emissions in the fight against climate change.



Route 3

Learn about clean water and the importance of using water carefully so it isn't wasted with Thames Water. "Every day, we serve 15 million customers across London and the Thames Valley, delivering life's essential service, so our customers, communities and the environment can thrive."

Contact us at: education@thameswater.co.uk

Farming and Food



Route 1

The Kitchen Garden at Englefield is designed to provide fresh produce all year round. Fruit trees protected from the English weather by high stone walls produce peaches as well as apples, pears and plums. Salad vegetables and berries grow in the summer while root vegetables, squashes, pumpkins and greens are available in autumn and winter.

Route 2

Cows, milk and meat: On the Estate we have a herd of pedigree Hereford cows that are bred for beef. The NADAS educational programme engages children in the countryside and boosts their knowledge of the British farming industry, by educating them of the origins of food, its production and how everyone can benefit from home grown produce. For more details, contact Jan Murray, Education Officer: education@newburyshowground.co.uk



Route 3

Arable farming: Our Home Farm has 450 hectares of arable land (that's 840 football fields!). We use different machinery through the year to plant, care for and harvest crops and it takes a team of hardworking farmers.



Trees and Timber



Route 1

Timber is a vital resource, used to make paper, furniture and in construction for things like roof rafters, floorboards, doors and window frames. Our Estate Carpenter knows what kind of wood works best for different situations and is an expert craftsman.

Route 2

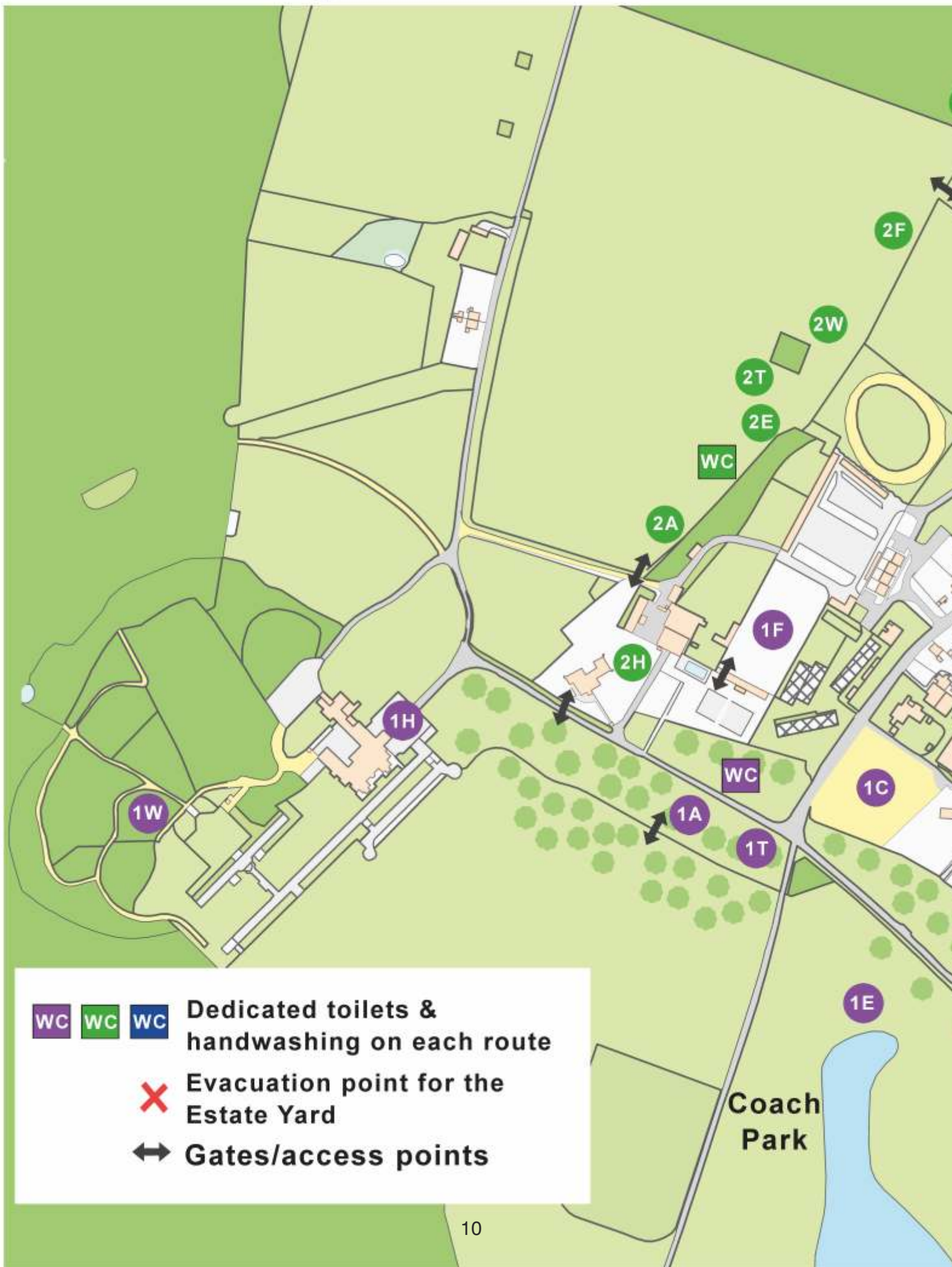
Learn about forestry on the estate, from seeds to fully-grown trees. Find out what the timber we grow is used for and about the importance of woodland as a wildlife habitat.



Route 3

Veteran trees have reached a great age, have a particular beauty and provide important habitats for fungi, invertebrates, birds and bats. The historic park at Englefield is home to many examples and looking after them requires special skills!

Site Map



- WC WC WC** Dedicated toilets & handwashing on each route
- X** Evacuation point for the Estate Yard
- ↔** Gates/access points



Route 1

- 1W Health & wellbeing
- 1H History
- 1A Habitats & wildlife
- 1T Trees & timber
- 1F Farming & food
- 1C Community
- 1E Energy & water

Route 2

- 2W Health & wellbeing
- 2H History
- 2A Habitats & wildlife
- 2T Trees & timber
- 2F Farming & food
- 2C Community
- 2E Energy & water

Route 3

- 3W Health & wellbeing
- 3H History
- 3A Habitats & wildlife
- 3T Trees & timber
- 3F Farming & food
- 3C Community
- 3E Energy & water

History



Route 1

Englefield House is the centre of the Estate and home to the Benyon family. The building you see today dates to the time of Queen Elizabeth I but many generations of people have added to the house right up to the 21st century.

Route 2

St Mark's Church was built in about 1190. Restored in 1857, the church still has many medieval features. John Paulet, 5th Marquess of Winchester is buried at St Marks. He is famous for resisting Parliamentary forces at the siege of Basing House during the English Civil War. Today, the church has regular services as well as weddings, christenings and funerals.



Route 3

The Anderson Shelter was built in 1939. During the Second World War, Estate staff worked in shifts 24 hours a day, 7 days a week and the shelter was for their protection. Although Englefield is a small village, there was an airfield close by and a munitions factory in nearby Theale. A stick bomb did fall in the Old Park to the north of Englefield House but no one was hurt!

Community



Route 1

Five a Day Market Garden is a community project promoting the therapeutic benefits of the natural environment with fruit, vegetables and flowers grown in a one-acre garden by volunteers.

For further details about Five a Day activities, see: www.fiveaday.org.uk

Route 2

A major form of employment at Englefield is the Maintenance Department, who look after all the houses, agricultural buildings and the Estate Office. They also do a lot of work getting everything ready for Schools Days! Learn about the best material for the job and try out your construction skills with our team.



Route 3

The Yard is the centre of much of the work on the Estate and has been for many years.

See what things you can find, including the old sawmill, the blacksmith's shop and the crane.

Health and Wellbeing



Route 1

Get Zen with Hum Bug

Learn how to become mindful with Hum Bug and embrace the positive effects of building a growth mindset. Great for children's mental health and a positive mental attitude. Plus, it encourages children to use imagination, build resilience and feel less restricted, so creativity flourishes. Please, join us in practicing some techniques for stillness and discover the mindblowing power of thought. For further information, see www.lifeslittlebugs.co.uk or contact enquiries@lifeslittlebugs.co.uk



Route 2

Learn about Rights of Way and the new Countryside Code with Gemma Summerfield, Learning and Engagement Officer, Hampshire's Countryside Service and Gemma Clinch, Community Engagement Ranger for the North Access Team. For enquiries contact Gemma.Clinch@hants.gov.uk



Route 3

Small Fire, Big Adventure will introduce you to some fun bushcraft activities. The team offer sessions on outdoor skills, team building, school activity days, family bushcraft days and stay n play in the woods. For further information see www.bsel.org.uk or email sfbabookings@gmail.com



Curriculum Links

All Schools Days stands offer opportunities to tie in with the National Curriculum for Key Stage 2 pupils. The table below identifies links for related teaching opportunities.

Route	Sustainability theme	Stand	Curriculum Links
1	Habitats and Wildlife	Reading & District Beekeepers Association	Living things and their habitats; Cooking and nutrition
1	Energy and Water	Reading & District Angling Association	Living things and their habitats
1	Farming and Food	Kitchen Garden	Living things and their habitats; Cooking and nutrition
1	Forestry and Timber	Carpentry	Properties and changes of materials
1	History	Englefield House	A local history study; The changing power of monarchs; Human and physical geography
1	Community	Five a Day Garden	Living things and their habitats; Cooking and nutrition
1	Health and Wellbeing	Life's Little Bugs	PSHE
2	Habitats and Wildlife	Game Department	Living things and their habitats
2	Energy and Water	Thames Water	States of matter; Human and physical geography
2	Farming and Food	Cows, Milk & Meat	Animals, including humans; Living things and their habitats; Cooking and nutrition
2	Forestry and Timber	Forestry Department	Living things and their habitats; Properties and changes of materials
2	History	St Mark's Church	A local history study; The changing power of monarchs; Properties and changes of materials
2	Community	Maintenance Team	Human and physical geography; Properties and changes of materials
2	Health and Wellbeing	Hampshire County Council	Animals including humans; Human and physical geography
3	Habitats and Wildlife	Butterflies and Moths	Living things and their habitats
3	Energy and Water	Renewable Energy	Electricity
3	Farming and Food	Cattle, Milk and Meat	Human and physical geography; Cooking and nutrition
3	Forestry and Timber	Veteran Trees	Living things and their habitats
3	History	The Anderson Shelter	A local history study; A study of an aspect or theme in British history beyond 1066
3	Community	The Estate Yard	Human and physical geography; Design and technology
3	Health and Wellbeing	Small Fire, Big Adventure	Properties and changes of materials; Physical education

Health and Safety Information

The following pages give a summary of important information. Our full Schools Days Health and Safety Policy & Procedures, including our Risk Assessments, are provided separately.

1. **Abide by the COVID-19 safety procedures.** If you do not, your group will be asked to leave.
2. **Teachers must carry photo identification** such as a staff pass.
3. **School staff are responsible at all times for the safety and discipline of pupils throughout their visit.**
4. **Only use the toilet assigned to your group for the day.** This will be some distance from the Coach Park so use the toilet before leaving school!
5. **Each school must carry an approved first aid kit and have a member of staff who is a trained first aider.** Due to COVID-19, Estate staff assistance can only be provided in the form of a kit and verbal advice, unless there is a direct threat to life and the staff member makes a personal decision to physically intervene.
6. **All adults and children must carry their own water and food for the day.** Due to COVID 19, we cannot provide water bottle refilling so bring spares with you.
7. **Appropriate clothing for the conditions is essential as the entire day will be outside,** e.g. wellies and waterproof coat if the weather is wet, sturdy shoes, sun hats, covered shoulders and sun cream if hot.
8. **Hygiene instructions should be followed,** using hand gel when required and handwashing facilities after visiting any animal area and before eating.
9. Carry a mobile telephone and ensure that the Event Coordinator, Liz Mattison, is advised of the number prior to arrival in case of emergency. **The Event Coordinator's mobile number is: 07881 836 660.**
10. Should you require assistance please report to a member of Estate Staff, who will have a name badge. **In case of emergency dial 999**
11. **You should be aware of any medical problems or allergies that your pupils have,** ensure appropriate training and medication is administered/available and make sure all cuts and abrasions are covered with waterproof plasters.
Allergy Awareness: Bees, wasps, biting insects, nettles, latex, hand gel; animal food may contain nuts
Lyme Disease: Please advise parents to check their children for ticks after spending time outdoors
12. A public road (The Street) runs through Englefield Estate. We have directed your group away from this road unless specified in your timetable. **Please beware of traffic** and follow the routes provided.

First Aid

In case of emergency dial 999

The address is: Englefield House, Theale, Reading, Berkshire, RG7 5EN

Grid References:

Coach Parking SU 62524 71671


Englefield House SU 62254 71958

Estate Yard SU 62838 72213

Then inform the Event Coordinator on 07881 836 660 if a member of staff has not done so already.

If you are in need of first aid please follow the steps below

1. A teacher who is a qualified first aider should use their approved first aid kit.
2. If assistance is required, look for a staff member wearing a First Aider badge (green cross) or call the number listed in the table below closest to where the injured person is located. Inform them who you are, your location and the details of the injury. Due to COVID-19, Estate staff assistance can only be provided in the form of a kit and verbal advice, unless there is a direct threat to life and the staff member makes a personal decision to physically intervene.
3. Alternatively, ring the Event Coordinator on 07881 836 660 who will initiate a response immediately.
4. All cases of first aid need to be reported for accident recording – please fill out the Accident Book available at every stand or ring 07881 836 660.

First Aider Name and Location	Mobile Number
Route 1: Sue Broughton – Kitchen Garden	
Route 2: David Wiggins – Gamekeeping Stand	
Route 2: Rich Edwards – Forestry Stand	
Route 3: Luke Wade – Estate Yard	
Route 3: Charlotte Bamforth – Renewable Energy Stand	

Safeguarding and Child Protection

Safeguarding Lead: Liz Mattison email: education@englefield.co.uk phone: 07881 836 660

Safeguarding Deputy Lead: Rich Edwards email: richard.edwards@englefield.co.uk
Phone: 07774 164 205

The full Englefield Estate Safeguarding Policy is available on request. Key staff hold an enhanced DBS check certificate and are trained in safeguarding at regular intervals.

All staff are aware of, and have access to, our full Safeguarding Policy. **All staff follow a strict Safeguarding Code of Conduct**, which is included in your copy of the Health & Safety Policies and Procedures for Visiting Teachers and Helpers.

Lost Children

1. Children must stay with their group at all times. However, as a precaution they should be informed of the following in case of separation:

- i. Children should know which school they are from and the name of their group and leader.
- ii. Children who cannot find their group should go to the nearest Estate staff member, identified by their name badge.
- iii. If no Estate staff member is in sight, they should go to a teacher from another school group.

2. If a child is lost, immediately contact the nearest member of Estate Staff and the Event Coordinator on 07881 836 660. All other children must be appropriately supervised while a search is carried out.

3. If you find a child who is not in your group, immediately contact the Event Coordinator on 07881 836 660. Keep the child with your group until the Event Coordinator arrives but maintain social distancing.

4. Found children should not be given to anyone except the Event Coordinator.

5. The Event Coordinator will only hand a found child back to a teacher from their school. The teacher should be prepared to show photo ID to confirm their identity.

Fire Safety and Evacuation

1. Smoking is not permitted.

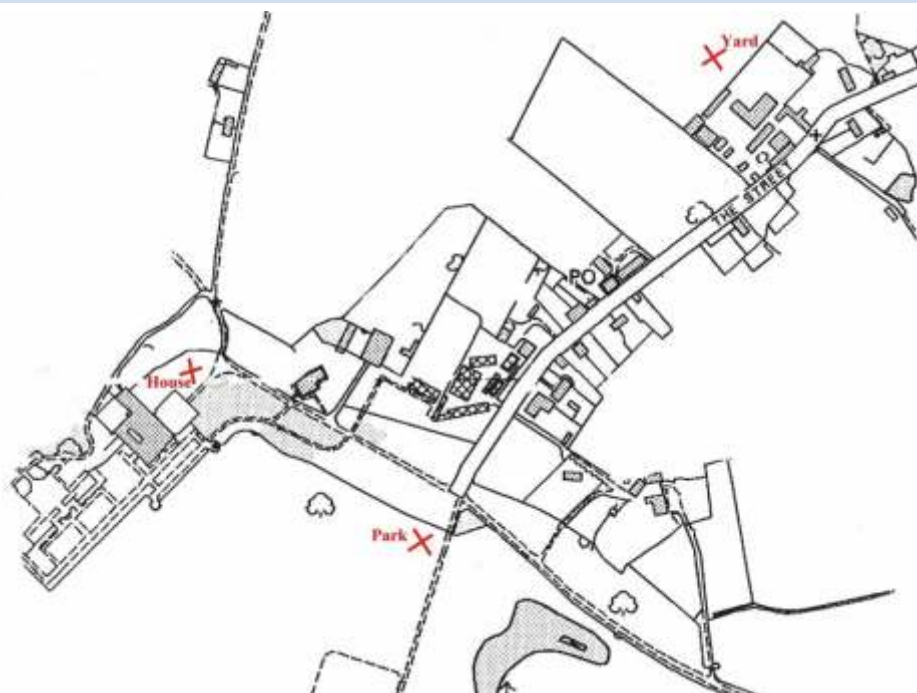
2. Please keep your group together at all times.

3. In the event of a fire in the Estate Yard, the alarm will sound and you will hear a continuous noise.

4. In case of evacuation, please follow Estate Staff instructions and assemble your group at the nearest Evacuation Point (see site plan below).

5. Take a register and advise an Estate staff member that all members of your party are present.

6. Do not leave the Evacuation Point until advised it is safe to do so.



Acknowledgements



It takes a village...

Thanks go to all the staff and friends who help with Englefield Estate Schools Days. We are so grateful to the wonderful local organisations who have taken part this year. You can find their contact details with their stand summaries in this handbook.

We would also like to say a big thank you to the following people for advice and assistance in the planning phase and during the days.



John Simmonds Trust for Education, Rushall Farm
www.rushallfarm.org.uk

Ufton Court Educational Trust
www.uftoncourt.co.uk



HBH (Farming) Ltd.

Ed Jones, Oakey Tree Services
www.oakeytreeservices.co.uk

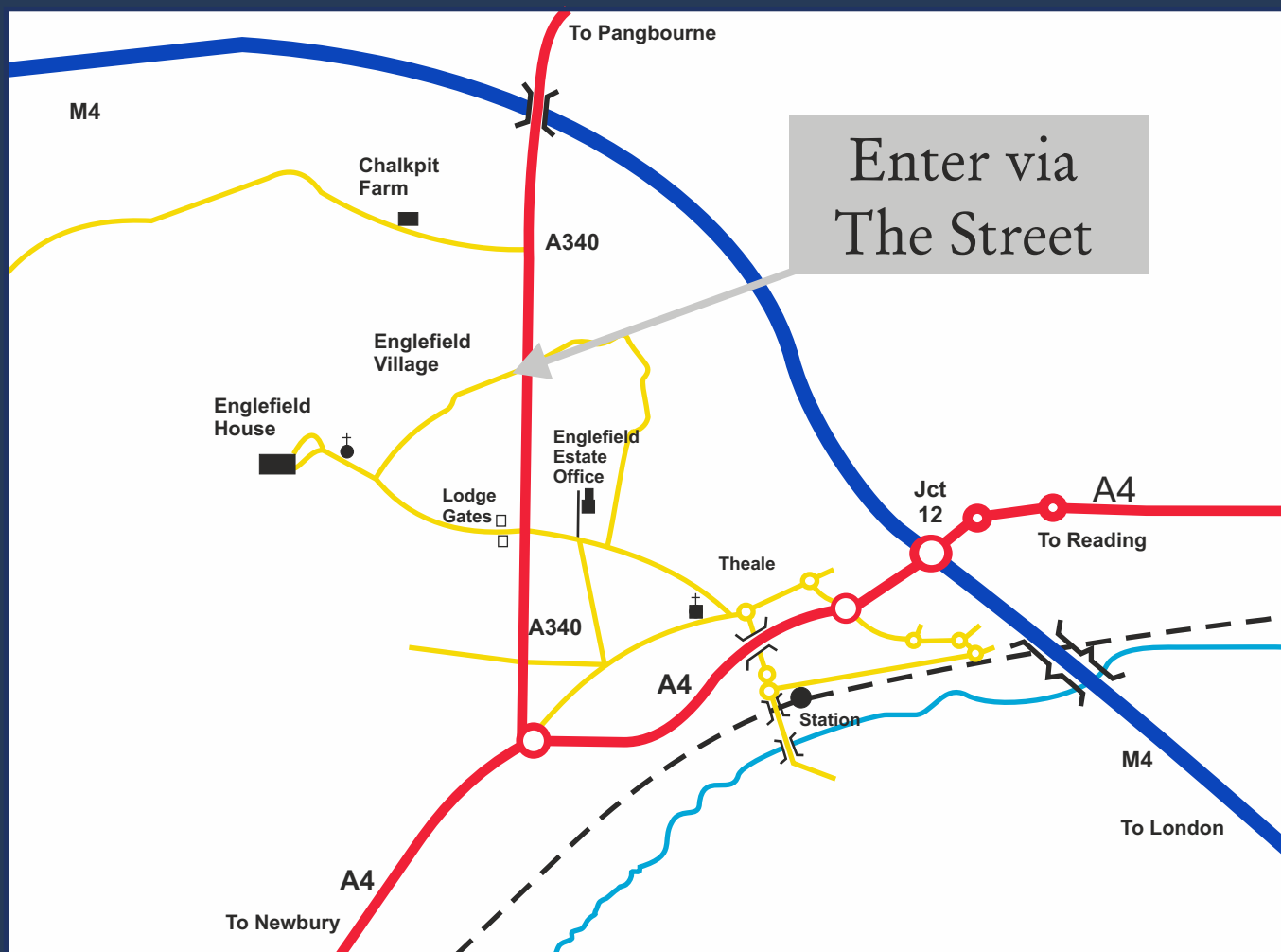


Dave Pocock, Amber Business Services
<http://www.amberbusinessservices.co.uk>

Simon Strang
Andy Stepp
Margaret Stevens
Peter Broomfield
Reverend Nick Wynne-Jones



How to find us



**Englefield Estate, Estate Office,
Englefield Road, Theale, Berkshire RG7 5DU**

Tel: 0118 930 2504

Email: education@englefield.co.uk

