



# ENGLEFIELD ESTATE

Schools Days  
15th & 16th June 2022



Teacher Handbook

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# Welcome

We look forward to welcoming over 1,500 school children again this year for our Englefield Estate School Days.

Each year we make changes to keep the experience as relevant as possible for the children and their teachers and do so in a way that reflects the curriculum. This year will be our best yet, with new stands and different organisations with special stories to tell. We hope that every child leaves at the end of the day with memories that will last well into their adulthood.

In a fast-changing world, we think it is important that every child understands where their food comes from and what makes the countryside something we can all enjoy. I hope you and the children in your care have a fantastic day with us!

*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 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.

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 & Safety information
- ✓ Provides detail on how to find us and how to contact us

**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, 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, covered shoulders and sun cream if the weather is hot. **All adults and children need to bring plenty of food and water for the day. 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



Toilet cubicles, including disabled facilities, and running water sinks with soap and hand towels are provided. It's a good idea to plan your use so your whole class doesn't need to queue for the loo at the same time! **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 your route in the assigned order. **You will have 25 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 12:05pm 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. Please note that staff and volunteers will be taking their break at the same time.

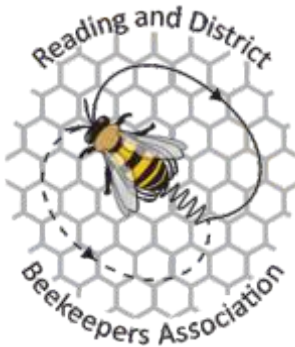
## Departure



**The final session is timetabled to finish at 2.35pm.** 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](mailto:educationrbka@gmail.com)

## Route 2

Meet some beautiful birds of prey, find out about the differences between them and learn about the pyramid of life – why top predators are so important in maintaining ecosystems. For further information, visit [www.onetoonewithraptors.co.uk](http://www.onetoonewithraptors.co.uk) or call Clive on 07712 670 270.



## Route 3

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 4

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](mailto:grahamehawker@hotmail.com)



# Energy and Water



Pang Valley Flood Forum

## Route 1

Learn about Natural Flood Management with the Pang Valley Flood Forum and the University of Reading. What causes flooding, what can happen and how can we help prevent it?

Email: [pangvalleyfloodforum@gmail.com](mailto:pangvalleyfloodforum@gmail.com)

Twitter: <https://twitter.com/PangValleyFlood>



**University of  
Reading**

## Route 2

Discover the amazing creatures that live in your river and the importance of water quality, what affects it, what to do to improve it and how to test it.



Action for the River Kennet

Charity Action for the River Kennet (ARK) is the Rivers Trust for the Kennet and Pang catchments. They work to conserve these precious chalk streams and the wildlife that depends on them; including practical habitat improvements, monitoring, and delivering inspiring educational outreach to schools and the wider community.

Email: [anna@riverkennet.org](mailto:anna@riverkennet.org) Tel: 07780380709

Website: <http://www.riverkennet.org/education/educationintroduction>



## Route 3

Learn about clean water and the importance of using water carefully 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](mailto:education@thameswater.co.uk)

## Route 4

Learn about renewable energy and how behaviours and actions can lead to reduced energy and carbon emissions with Ian Gough, energy expert! Tel: 07792158530

Email: [greeneducation@hotmail.co.uk](mailto:greeneducation@hotmail.co.uk)





# Farming and Food



## Route 1

The Kitchen Garden at Englefield is designed to provide fresh produce all year round. Protected from the English weather by high stone walls, peach, apple, pear and plum trees grow. Salad vegetables are picked in the summer while root vegetables, squashes and greens are available in autumn and winter.

## Route 2

Super Soils! Learn why it is important to look after our soils, what soil is made of and how to make the perfect compost for growing plants in.



## Route 3

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.



## Route 4

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](mailto:education@newburyshowground.co.uk)





# 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 Carpenters know what kind of wood works best for different situations and are expert craftsmen.

## Route 2

How big is that tree?! We have many tree species from all over the world growing on the Estate. Learn about one of the most spectacular examples. There's even some Maths involved...



## Route 3

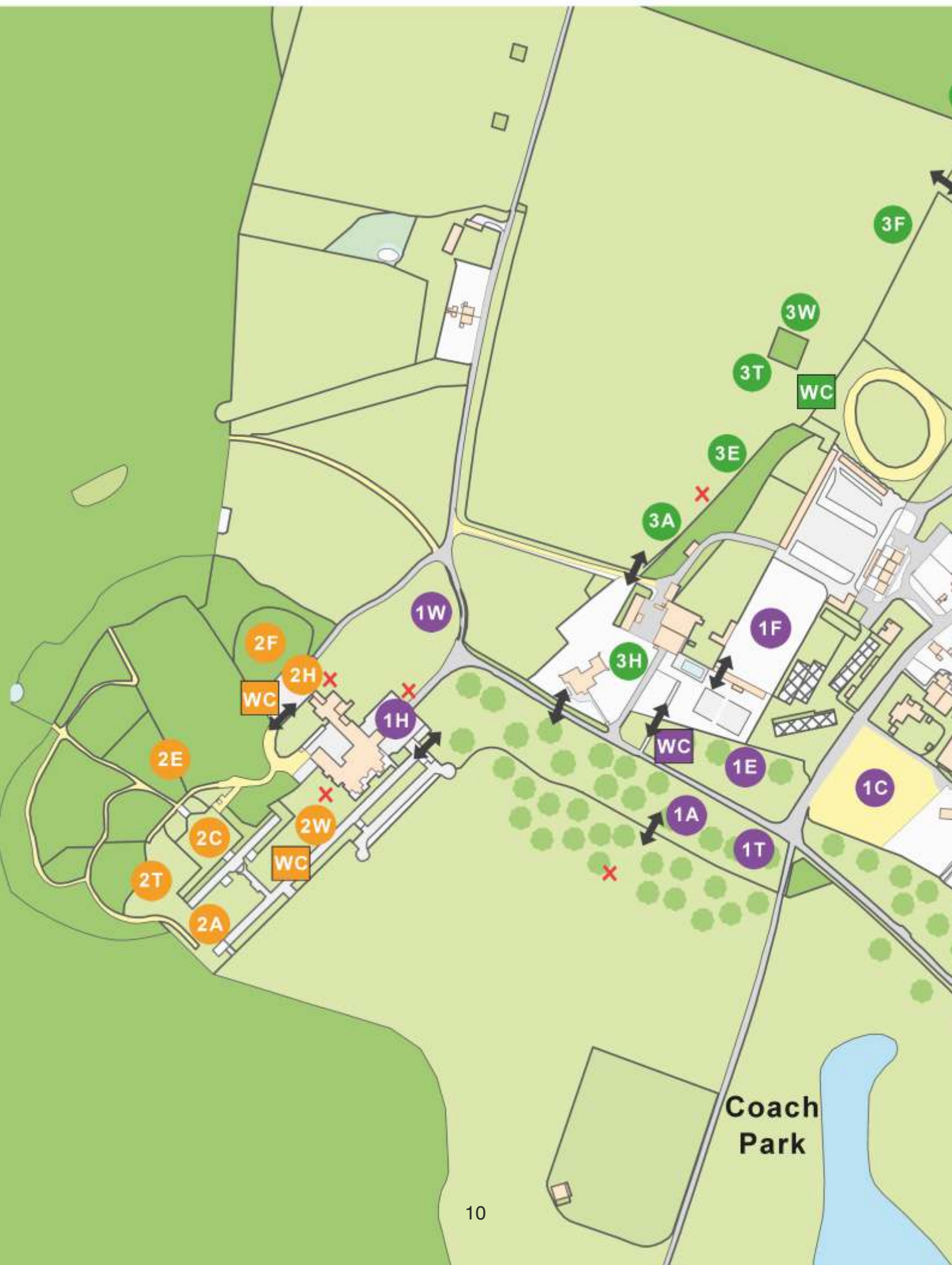
Learn about forestry on the estate, from seeds to fully-grown trees. Find out what the timber we grow is used for and about the importance of woodland as a wildlife habitat.

## Route 4

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







## 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

## Route 4

- 4W Health & wellbeing
- 4H History
- 4A Habitats & wildlife
- 4T Trees & timber
- 4F Farming & food
- 4C Community
- 4E Energy & water



Toilets & handwashing  
for each route



Assembly points



Gates/access points



# History



## Route 1 and Route 2

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 21<sup>st</sup> century.

## Route 3

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 4

The Amphitheatre at the Roman town of Calleva Atrebatum (Silchester) is part of the Englefield Estate and managed by English Heritage. Learn about the Romans who lived at Calleva Atrebatum with the University of Reading's Department of Archaeology. [www.reading.ac.uk/archaeology/outreach](http://www.reading.ac.uk/archaeology/outreach)

# 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](http://www.fiveaday.org.uk)

## Route 2

A great part of community life is sharing hobbies and interests. The Reading and District Angling Association combine this with skill, knowledge and love of the natural environment. They take care of 25 miles of the River Kennet, River Thames, River Loddon and Kennet & Avon Canal as well as 14 lakes! A team of fully qualified angling coaches also provide junior angling tuition.



## Route 3

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 4

Try your hand at designing a new community. How would you design an eco-village? What things do you need? Where should they be located and why?





# Health and Wellbeing



## Route 1

Making art can help us make sense of living, and potentially make living healthier and more comforting. This is something we all need. Have fun creating “land art”, inspired by artists such as Andy Goldsworthy and Richard Long, using purely natural materials.

## Route 2

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](http://www.lifeslittlebugs.co.uk) or contact [enquiries@lifeslittlebugs.co.uk](mailto:enquiries@lifeslittlebugs.co.uk)



## Route 3

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](mailto:Gemma.Clinch@hants.gov.uk)



Hampshire  
County Council

## Route 4

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](http://www.bsel.org.uk) or email [sfbabookings@gmail.com](mailto: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	Theme	Stand	Curriculum Links
1	Habitats & Wildlife	Reading & District Beekeepers	Living things and their habitats; Cooking and nutrition
1	Energy & Water	Natural Flood Management	Human and physical geography
1	Farming & Food	Kitchen Garden	Plants; Living things and their habitats; Cooking and nutrition
1	Forestry & Timber	Carpentry	Properties and changes of materials
1	History	Englefield House	A local history study; The changing power of monarchs
1	Community	Five a Day Garden	Living things and their habitats; Cooking and nutrition
1	Health & Wellbeing	Land Art	Art and design
2	Habitats & Wildlife	One to One with Raptors	Animals, including humans; Living things and their habitats
2	Energy & Water	Action for the River Kennet	Living things and their habitats; Human and physical geography
2	Farming & Food	Super Soils	Plants; Rocks
2	Forestry & Timber	How Big is That Tree?	Plants; Living things and their habitats; Measurement and Geometry
2	History	Englefield House	A local history study; The changing power of monarchs
2	Community	Reading & District Angling	Living things and their habitats
2	Health & Wellbeing	Life's Little Bugs	PSHE
3	Habitats & Wildlife	Game Department	Living things and their habitats
3	Energy & Water	Thames Water	States of matter; Human and physical geography
3	Farming & Food	Arable Farming	Plants; Living things and their habitats; Cooking and nutrition
3	Forestry & Timber	Forestry Department	Plants; Living things and their habitats; Properties and changes of materials
3	History	St Mark's Church	A local history study; Religious education; Geographical skills and fieldwork
3	Community	Maintenance Team	Human and physical geography; Properties and changes of materials
3	Health & Wellbeing	Hampshire County Council	Living things and their habitats; Human and physical geography
4	Habitats & Wildlife	Butterflies and Moths	Animals including humans; Living things and their habitats
4	Energy & Water	Renewable Energy	Electricity
4	Farming & Food	Cattle, Milk and Meat	Human and physical geography; Cooking and nutrition
4	Forestry & Timber	Veteran Trees	Plants; Living things and their habitats
4	History	Romans at Silchester	The Roman Empire and its impact on Britain
4	Community	Design a Village	Human and physical geography
4	Health & 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. **For the benefit of all staff, volunteers, teachers and schoolchildren we ask that anyone who is unwell does not attend the event, especially if experiencing Covid-19 symptoms, a fever or if they have experienced vomiting/diarrhea in the past 48 hours.**
2. **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.
3. **Teachers must carry photo identification** such as a staff pass.
4. **School staff are responsible at all times for the safety and discipline of pupils throughout their visit.**
5. **Each school must carry an approved first aid kit and have a member of staff who is a trained first aider.** Estate staff are first aid trained but not specifically for paediatric first aid.
6. **All adults and children must carry their own water and food for the day.** If the weather is hot, it's a good idea to bring spares with you.
7. **Hygiene instructions should be followed**, using hand gel when required and handwashing facilities after visiting any animal area and before eating.
8. 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.**
9. Should you require assistance please report to a member of Estate Staff, who will have a name badge. **In case of emergency dial 999**
10. **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
11. A public road (The Street) runs through Englefield Estate. We have directed groups away from this road wherever possible. **Please beware of traffic** and follow the routes provided.
12. **Abide by any COVID-19 safety procedures** in place on the day of your visit.

# First Aid

## In case of emergency dial 999

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

### Grid References

### what3words

Coach Parking SU 62524 71671

mixer.number.rare

Englefield House SU 62254 71958

chips.export.metals

St Mark's Church SU 62398 71960

chips.catch.front

Estate Yard SU 62838 72213

start.mint.pine

Then inform the Event Coordinator on 07881 836 660.

## If you need 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.
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

**Route 1:** Sue Broughton – 1F Walled Garden

**Route 2:** Caroline Jones – 2F Super Soil Stand

**Route 3:** David Wiggins – 3A Gamekeeping Stand

**Route 3:** Rich Edwards – 3T Forestry Stand

**Route 4:** Rob Allen – 4T Veteran Trees Stand

**All routes:** Luke Wade

**All routes:** Liz Mattison

# Safeguarding and Child Protection

**Safeguarding Lead:** Liz Mattison email: [education@englefield.co.uk](mailto:education@englefield.co.uk) phone: 07881 836 660

**Safeguarding Deputy Lead:** Rich Edwards email: [richard.edwards@englefield.co.uk](mailto: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 and volunteers 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.

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.

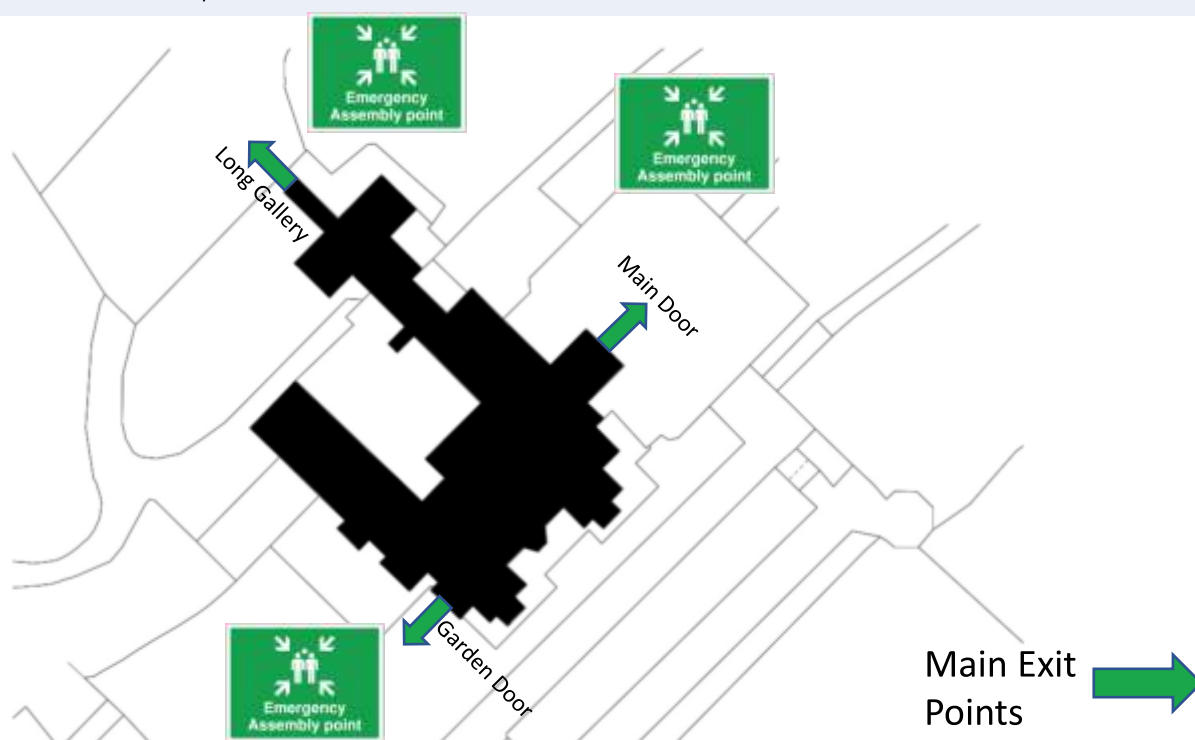
2. Please keep your group together and with your guide at all times.

3. **In the event of a fire at Englefield House**, the alarm will sound. Please follow instructions, moving to the nearest exit, and assembling your group at the nearest Assembly Point (see site plan below).

**In the event of a general evacuation**, assemble your group at the nearest Assembly Point (see Site Map on pages 10-11 of this handbook).

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

5. Do not leave the Assembly Point until advised it is safe to do so.



# Acknowledgements



*“Education is for improving the lives of others and for leaving your community and world better than you found it.”* – Marian Wright Edelman

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, without whom the event would not be possible. 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](http://www.rushallfarm.org.uk)



Ufton Court Educational Trust  
[www.uftoncourt.org.uk](http://www.uftoncourt.org.uk)



HBH (Farming) Ltd.

Professor Joanna Clark

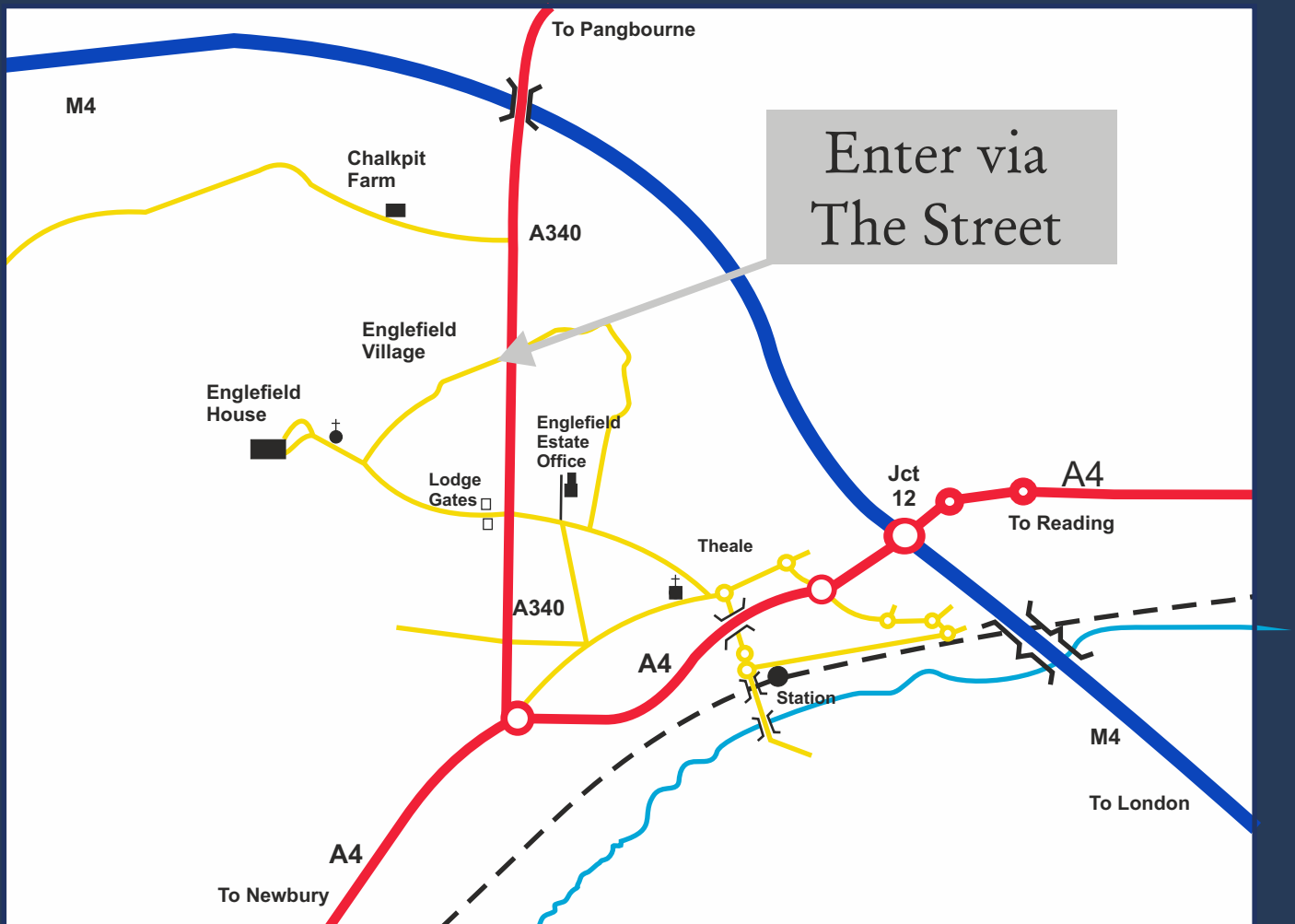


Dave Pocock, Amber Business Services  
[www.amberbusinessservices.co.uk](http://www.amberbusinessservices.co.uk)

Simon Strang  
Andy Stepp  
Margaret Stevens



# How to find us



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

**Tel: 0118 930 2504  
Email: [education@englefield.co.uk](mailto:education@englefield.co.uk)**

