



ENGLEFIELD ESTATE

Schools Days
14th & 15th June 2023



Teacher Handbook

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Welcome

The importance of living sustainably has never been so widely recognised. At the Englefield Estate Schools Days we are proud to be able to bring young people along with us as we make our journey towards sustainability.



Getting to net zero greenhouse gas emissions, protecting water resources, reversing the decline in species, reducing waste and caring for our history and heritage whilst we produce food, provide jobs and foster a healthy community are all key objectives.

This natural and built landscape is a giant classroom where you will have a day of hands-on experience, finding out about the work we and lots of local organisations do, and thinking about how you can be more sustainable too.

We hope you have tremendous fun during your visit and the day becomes a happy and inspiring memory in the years to come.

Lord Benyon



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 organised
- ✓ 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 (full details and our event risk assessment have been sent to your school separately)
- ✓ 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.**



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 arrive 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!



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.

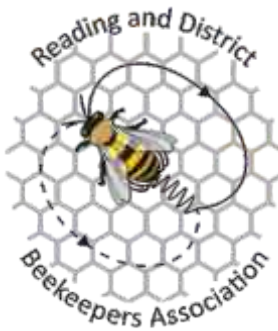


Departure

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

Route 2

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



Routes 3 and 4

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!

Learn about the animals that live at Englefield and their ecology, including food chains, physical adaptations, invasive species and the help needed to prevent the loss of species under threat in England.

Energy and Water



Pang Valley Flood Forum



Route 1

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

Email: pangvalleyfloodforum@gmail.com

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

Route 2

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

Email: anna@riverkennet.org Tel: 07780380709

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."

www.thameswater.co.uk/about-us/responsibility/education

Route 4

Learn about renewable energy and how our actions can reduce energy use and carbon dioxide emissions with Ian Gough, energy expert!

Tel: 07792158530

Email: greeneducation@hotmail.co.uk



Farming and Food

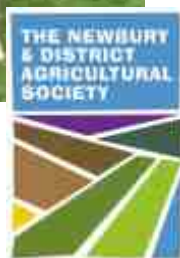


Route 1

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

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 4

Our Home Farm has 450 hectares of arable land (that's 840 football fields!). Find out about how and when wheat is grown and processed to make our food.



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 tree species from all over the world growing on the Estate, some of which are threatened in their natural habitat. Learn about one of the most spectacular examples. There's even some Maths involved...



Route 3

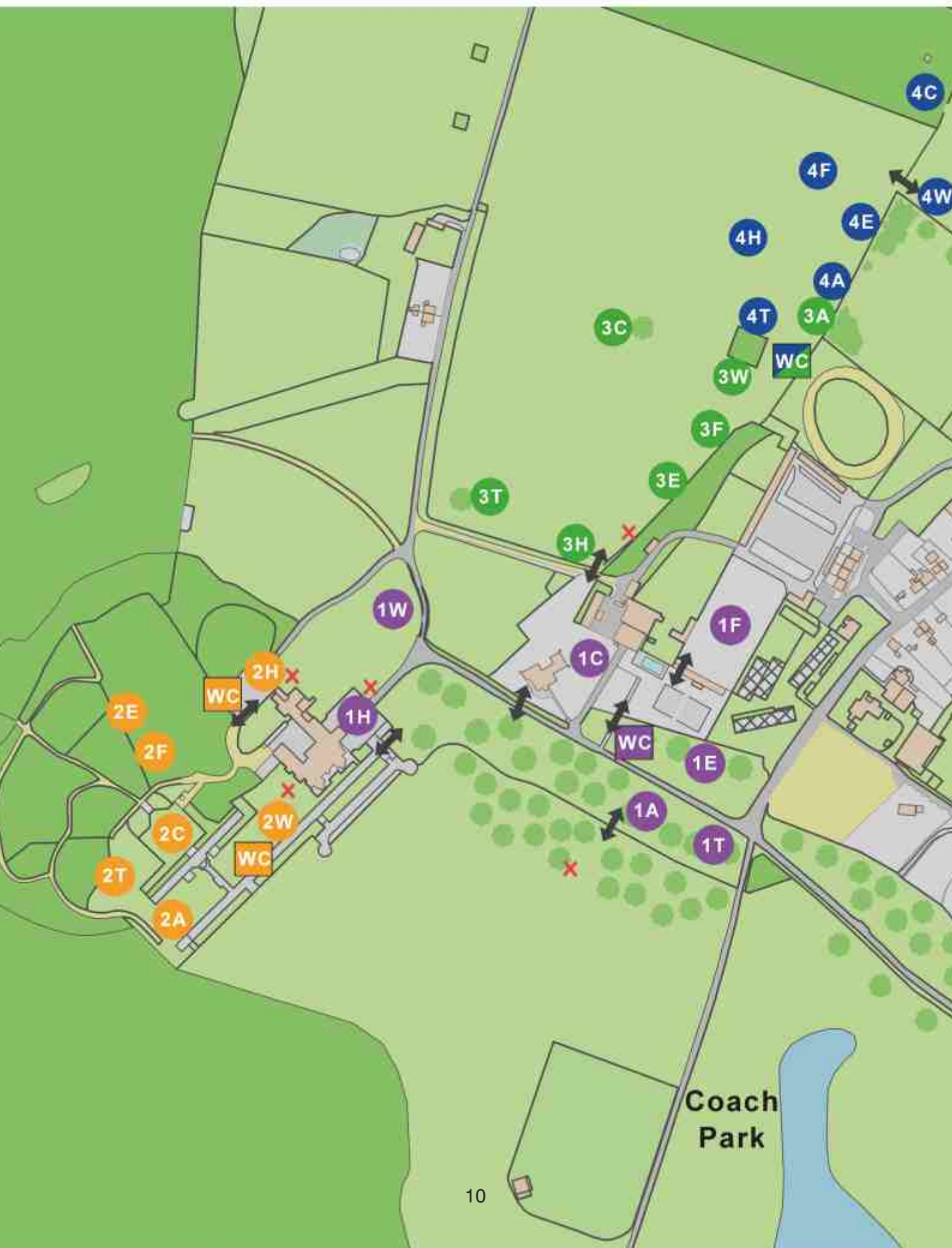
How big is that tree?! We have tree species from all over the world growing on the Estate, some of which are threatened in their natural habitat. Learn about one of the most spectacular examples. There's even some Maths involved...

Route 4

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.



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 21st century.

Route 3

The Museum of English Rural Life (University of Reading) has an award-winning programme for schools, colleges and learners. We warmly invite you to experience, learn from and get excited by our unique collections and join us in exploring the countryside, its legacy, its people and its relevance to our lives today.

www.merl.reading.ac.uk/learn/schools-and-colleges/

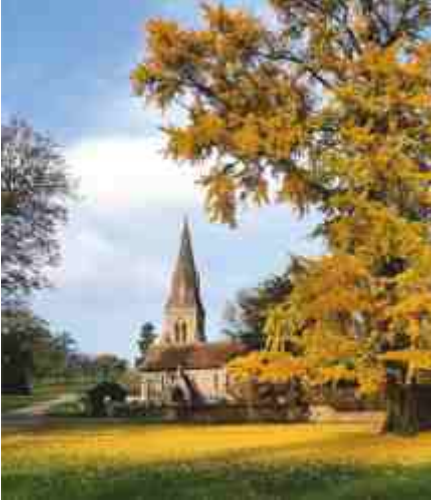


Route 4

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



Community



Route 1

The church has been a fundamental part of the community at Englefield for over 800 years. Our rector, Reverend Julia Myles, welcomes you to St Mark's Englefield for some activities and games based on the theme of community and mindfulness.

www.stmarksenglefield.org.uk

Route 2

The Angling Trust has launched a new primary school project 'Reel Education'. The project engages students in the KS1 and KS2 stages of education about the importance of our rivers, lakes and seas and helps develop an awareness of the sport of fishing.

www.anglingtrust.net/get-involved/reel-education/



Route 3

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?

Route 4

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.



Health and Wellbeing



Route 1

Get in touch with your bat senses. Learn to really listen to the world around you and about the benefits to animals and people of volunteering to help wildlife.

Bat Rescue Berkshire rescue and rehabilitate injured, grounded and orphaned bats from all over Berkshire and north Hampshire.

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. For further information, see www.lifeslittlebugs.co.uk or contact enquiries@lifeslittlebugs.co.uk



Route 3

Learn about Rights of Way and the new Countryside Code with Gemma Clinch, Community Engagement Ranger for Hampshire County Council North Access Team. For enquiries contact Gemma.Clinch@hants.gov.uk



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 or email sfbabookings@gmail.com



Curriculum Links

All Schools Days stands offer links to the National Curriculum for Key Stage 2 pupils.

Route	Theme	Stand	Curriculum Links
1A	Habitats & Wildlife	Reading & District Beekeepers	Living things and their habitats (life cycles, pollination); Cooking and nutrition (know where and how ingredients are processed)
1E	Energy & Water	Natural Flood Management	Human and physical geography (rivers, the water cycle)
1F	Farming & Food	Kitchen Garden	Plants (requirements of plants for life and growth, pollination); Cooking and nutrition (seasonality, where and how a variety of ingredients are grown); Rocks (soils are made from rocks and organic matter)
1T	Trees & Timber	Carpentry	Properties and changes of materials (reasons for the particular uses of everyday materials); Citizenship (developing confidence and responsibility and making the most of their abilities)
1H	History	Englefield House	Significant historical events, people and places in their own locality
1C	Community	St Mark's Church	Citizenship (developing good relationships and respecting the differences between people); RE (believing and belonging)
1W	Health & Wellbeing	Bat Sense	Living things and their habitats (examples of human impact on environments) Animals including humans (food chains); Citizenship (developing a healthy, safer lifestyle, breadth of opportunities, preparing to play an active role as citizens)
2A	Habitats & Wildlife	Butterflies and Moths	Animals, including humans (food chains); Living things and their habitats (examples of human impact on environments, butterfly life cycles and reproduction); Citizenship (preparing to play an active role as citizens)
2E	Energy & Water	Action for the River Kennet	Living things and their habitats (examples of human impact on environments); Human and physical geography (rivers); Citizenship (preparing to play an active role as citizens)
2F	Farming & Food	Super Soils	Plants (requirements of plants for life and growth); Rocks (soils are made from rocks and organic matter)
2T	Trees & Timber	How Big is That Tree?	Plants (requirements of plants for life and growth); Living things and their habitats (examples of human impact on environments); Measurement (perimeters); Geometry (right angles and acute angles)
2H	History	Englefield House	Significant historical events, people and places in their own locality
2C	Community	Reel Education	PE; Citizenship (developing a healthy, safer lifestyle)
2W	Health & Wellbeing	Life's Little Bugs	PSHE; Citizenship (developing a healthy, safer lifestyle)
3A	Habitats & Wildlife	Game Department	Living things and their habitats (examples of human impact on Environments); Animals including humans (group, identify and name living things in the local environment, food chains); Evolution and inheritance (identify how animals and plants are adapted to suit their environment)
3E	Energy & Water	Thames Water	Human and physical geography (the water cycle, natural resources)
3F	Farming & Food	Arable Farming	Plants (requirements of plants for life and growth); Cooking and nutrition (seasonality, know where and how a variety of ingredients are grown and processed)
3T	Trees & Timber	How Big is That Tree?	Plants (requirements of plants for life and growth); Living things and their habitats (explore examples of human impact on environments); Measurement (perimeters); Geometry (right angles and acute angles)
3H	History	Museum of English Rural Life	Significant historical events, people and places in their own locality
3C	Community	Maintenance Team	Properties and changes of materials (give reasons for the particular uses of everyday materials); Citizenship (developing confidence and responsibility and making the most of their abilities)
3W	Health & Wellbeing	Hampshire County Council	Citizenship (Developing a healthy, safer lifestyle, preparing to play an active role as citizens)
4A	Habitats & Wildlife	Game Department	Living things and their habitats (examples of human impact on Environments); Animals including humans (group, identify and name living things in the local environment, food chains); Evolution and inheritance (identify how animals and plants are adapted to suit their environment)
4E	Energy & Water	Renewable Energy	Electricity; Human and physical geography (natural resources); Living things and their habitats (examples of human impact on environments)
4F	Farming & Food	NADAS	Animals including humans (nutrition requirements, the digestive system, gestation periods); Cooking and nutrition (know where and how a variety of ingredients are reared and processed)
4T	Trees & Timber	Forestry Department	Plants (requirements of plants for life and growth); Living things and their habitats (examples of human impact on environments); Human and physical geography (natural resources)
4H	History	Romans at Silchester	The Roman Empire and its impact on Britain
4C	Community	Design a Village	Human geography (types of settlement and land use, economic activity including trade links, and the distribution of natural resources including energy, food, minerals and water)
4W	Health & Wellbeing	Small Fire, Big Adventure	Citizenship (Developing a healthy, safer lifestyle)

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 Assessment, 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.**

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 food and water for the day.** Have a good breakfast and make sure you have snacks. Water bottle refilling points are available, please ask if you need directions.

7. **Please do not bring nuts/seeds or nut/seed products for lunch or snacks.**

8. **Hygiene instructions should be followed**, using hand gel if 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 feed may contain nuts

Lyme Disease: Please advise parents to check their children for ticks after spending time outdoors

12. A public road runs through Englefield Estate and St Mark's Church is accessed via the main drive. **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	what3words 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

Mobile Number

Route 1: Sue Broughton – 1F Walled Garden

Route 2: Caroline Jones – 2F Super Soil Stand

Route 3: David Wiggins – 3A Gamekeeping Stand

Route 4: Rich Edwards – 4T Forestry Stand

All routes: Luke Wade

All routes: Liz Mattison

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

If you become aware of a safeguarding issue, please contact the Safeguarding Lead or Deputy Lead immediately.

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.

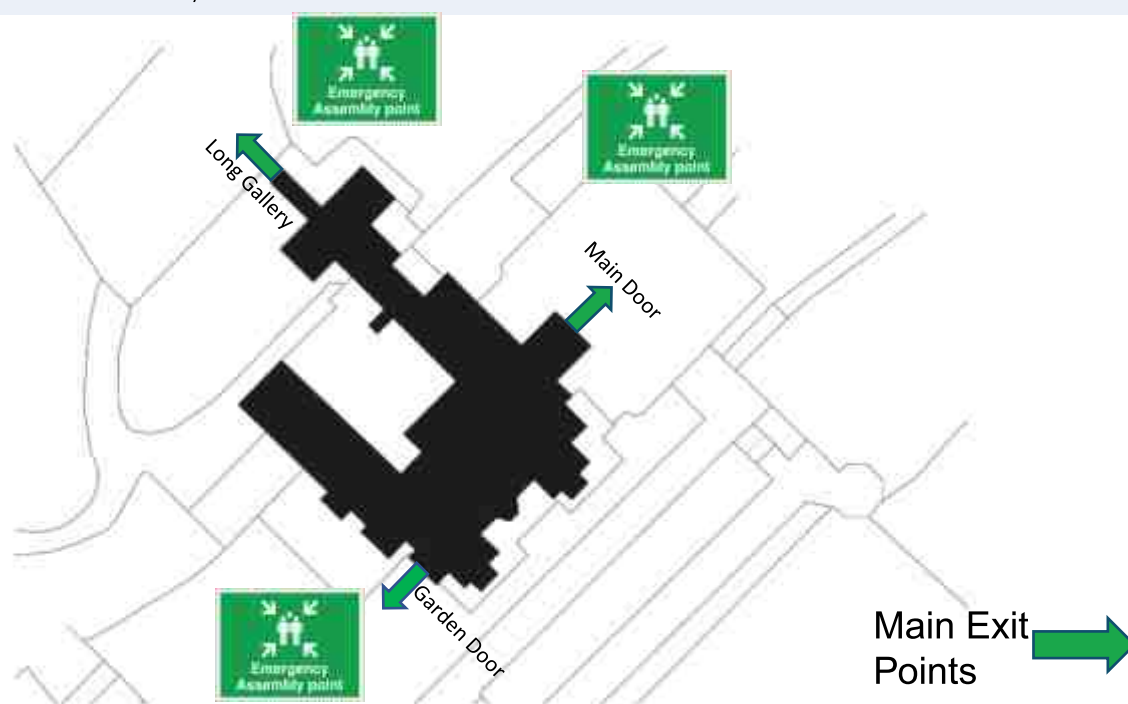
2. Please keep your group together and with your guide at all times.

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

“An understanding of the natural world and what’s in it is a source of not only a great curiosity but great fulfillment.” - David Attenborough

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 take part, without whom the event would not be possible. You can find contact details with each stand summary 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.org.uk



HBH (Farming) Ltd.

The University of Reading
www.reading.ac.uk



Pangbourne College
www.pangbourne.com

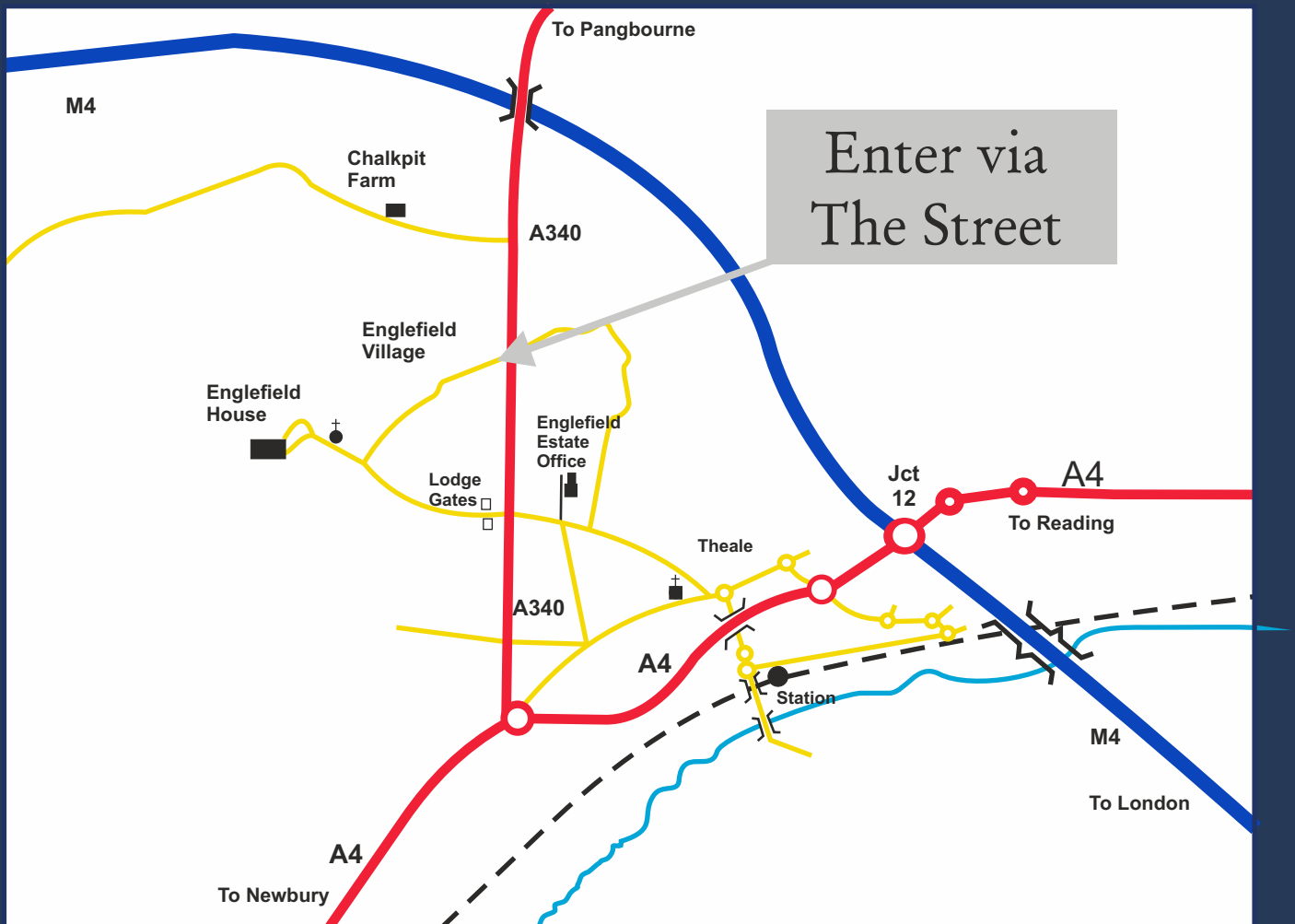
North Wessex Downs
Area of Outstanding Beauty
Farming in Protected
Landscapes Programme
www.northwessexdowns.org.uk



Dave Pocock, Amber Business Services
www.amberbusinessservices.co.uk

Simon Strang
Andy Stepp
Claire Misson
Paul Myles
Margaret Stephens

How to find us



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

**Tel: 0118 930 2504
Email: education@englefield.co.uk**

