



# ENGLEFIELD ESTATE

Schools Days  
18th & 19th June 2025



Teacher Handbook

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# Welcome

We are so pleased to welcome you to the Englefield Estate for an outdoor experience that provides opportunities to spend time with nature, understand our history and plan for the future.



During your visit, we introduce pupils to the work that we and local organisations are doing to produce food and timber, provide homes and jobs, value our heritage, ensure water is clean, generate renewable energy, reduce waste and recycle, and care for habitats and wildlife.

The day also addresses the health and wellbeing of young people. Spending time in the fresh air and finding out about different ways we can enjoy our natural and historic environment, both individually and with groups of like-minded people, is so important.

We hope your experience at Englefield helps children to understand how they can live more sustainably, at home, at school and as part of their community as they grow up. Above all, we hope you have fun, and the day becomes a happy and inspiring memory in the years to come.

*Richard*

Lord Benyon



# Introduction

*Sustainability* is the ability to meet current needs without infringing on the capacity of future generations to meet their needs. This 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. During the day you will take part in seven different activities that link aspects of sustainability to the Key Stage 2 curriculum.

As well as the educational benefits of your visit, we feel it is extremely 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 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 and sun cream if the weather is hot. **All adults and children need to bring plenty of food and water for the day.**



## Arrival

Arrive in time to disembark your coach at 9:30am and reach the first stand on your timetable at 10.00am. There is a one-way system for transport vehicles: enter Englefield via The Street from the A340 and proceed to the Coach Park Check In. **Please have your child and adult headcounts ready to check in.** Take special care when disembarking coaches and follow our staff's instructions. **If you arrive late, go straight 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 to and do not interrupt another group.



## Lunchtime

There is a set lunch break from 12:10pm until 12:40pm. This gives time for groups to wash their hands, find a place to sit and eat lunch 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 2.15pm. 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 1A

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 2A

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)



## Route 3 3A

Our Game Department carry out a huge amount of wildlife conservation work on the Estate. They plant and lay hedges, grow miles of pollen and nectar strips for insects, manage habitats for farmland birds and care for parkland fallow deer.

Learn about animals that live at Englefield and the help needed to prevent the loss of species under threat in England.

## Route 4 4A

Get in touch with your bat senses and learn about these fascinating animals. Bat Rescue Berkshire rescue and rehabilitate injured, grounded and orphaned bats from all over Berkshire and north Hampshire.



# Energy and Water



Pang Valley Flood Forum



## Route 1 1E

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](mailto:pangvalleyfloodforum@gmail.com)

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

## Route 2 2E

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](mailto:anna@riverkennet.org) Tel: 07780 381709

[www.riverkennet.org/education/riverschool](http://www.riverkennet.org/education/riverschool)



## Route 3 3E

Learn what can be recycled and what happens to your recycling after you put it in a bin.

The Hills Waste Solutions team will explain the ideas of Reduce, Reuse, and Recycle as well as ideas for improving your recycling at home or in your classroom. In 2023, we recycled more than 98,000 tonnes of different types of material from over 200,000 homes – let's work together to take that number above 100,000 tonnes.

Email: [waste.sales@hills-group.co.uk](mailto:waste.sales@hills-group.co.uk) Tel: 01793 714950

[www.hills-waste.co.uk](http://www.hills-waste.co.uk)

## Route 4 4E

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

Tel: 07792 158530

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





# Farming and Food



## Route 1 1F

The Kitchen Garden at Englefield is designed to provide fresh produce all year round. Meet our gardeners and 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 2 2F

Super Soils! Meet our gardeners and 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 3F

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

## Route 4 4F

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





# Trees and Timber



## Route 1 1T

Our Estate Carpenters know what kind of wood works best for different situations and are expert craftsmen. Try out your carpentry skills and help them build a new nest box to support the local population of barn owls.

## Route 2 2T

How big is that tree?! Join students from Pangbourne College to learn about one of the most spectacular trees at Englefield, a giant sequoia. An endangered species, threatened by drought and wildfire, there are now many more giant sequoias growing in the UK than in their native habitat, the Sierra Nevada Mountains of California.



## Route 3 3T

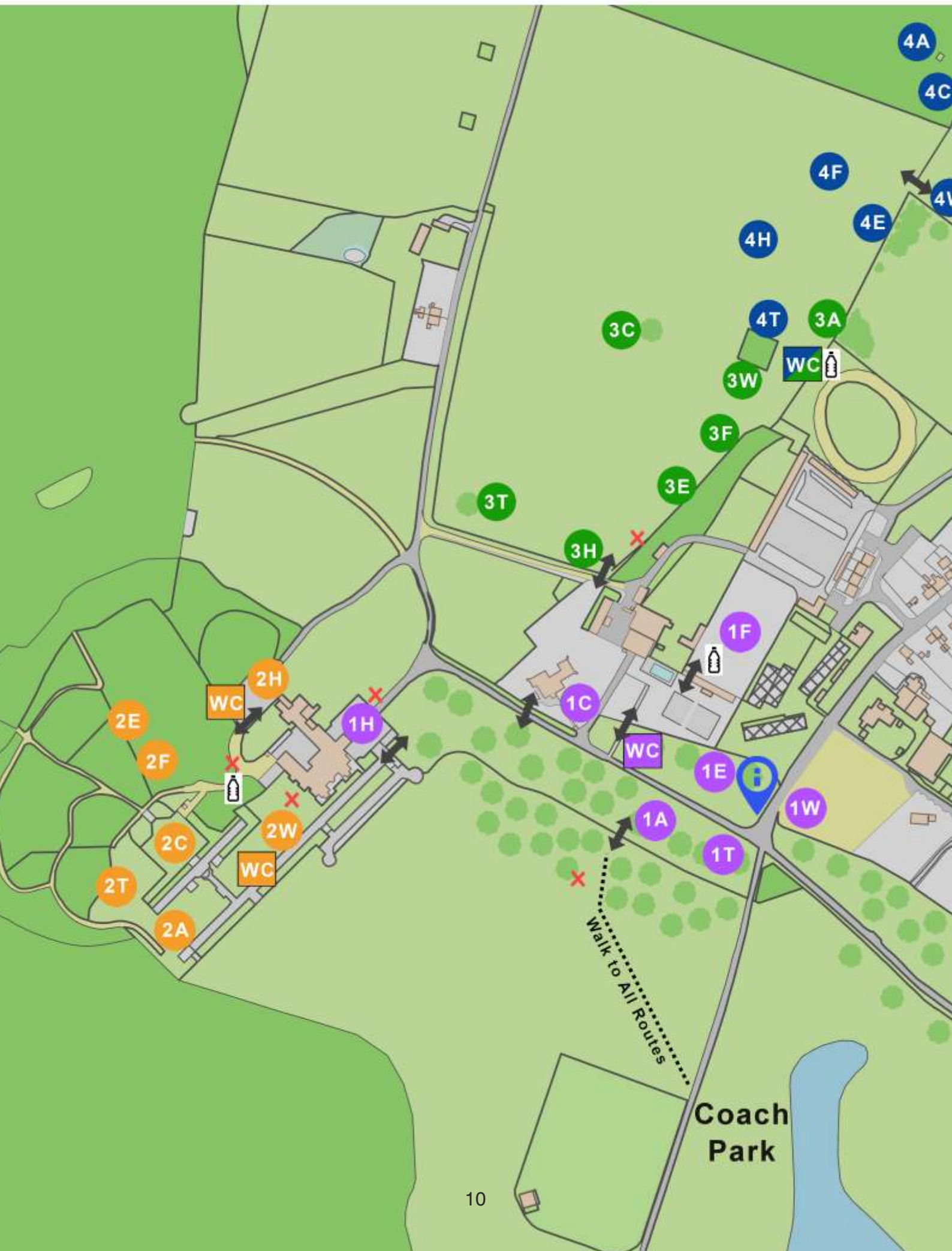
How big is that tree?! Join students from Theale Green School to learn about one of the most spectacular trees at Englefield, a giant sequoia. An endangered species, threatened by drought and wildfire, there are now many more giant sequoias growing in the UK than in their native habitat, the Sierra Nevada Mountains of California.

## Route 4 4T

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

 Control Point

 Water bottle refill tap



# History



## Route 1 **1H** and Route 2 **2H**

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 **3H**

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/](http://www.merl.reading.ac.uk/learn/schools-and-colleges/)



## Route 4 **4H**

How do we Norsemen battle? What skills do we need? What weapons are used and why? Men (warriors) and women (shieldmaidens) were trained to fight, if they were strong and fit – that's all that mattered. We learn key battle skills and train, ready for battle again. Learn about calling upon the gods and the glory of dying in battle.

[www.uftoncourt.org.uk](http://www.uftoncourt.org.uk)

# Community



## Route 1 1C

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 based on the theme of community.

[www.stmarksenglefield.org.uk](http://www.stmarksenglefield.org.uk)

## Route 2 2C

The Angling Trust primary school project 'Reel Education' 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/](http://www.anglingtrust.net/get-involved/reel-education/)



## Route 3 3C

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 4C

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 1W

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) or email [info@fiveaday.org.uk](mailto:info@fiveaday.org.uk) for more information about our schools programme.

## Route 2 2W

Learn about the wonderful world of dragonflies. We explore their habitats and lifecycle and create our own dragonflies to take home. Countryside Learning aim to educate, inspire and inform children, parents and teachers, so they can enjoy and appreciate the countryside while having a greater understanding of the wider range of issues surrounding it. For further information visit [www.countrysidelearning.org](http://www.countrysidelearning.org) or contact [gary@countrysidelearning.org](mailto:gary@countrysidelearning.org)



## Route 3 3W

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

## Route 4 4W

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

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

Code	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); Living things and their habitats (explore examples of human impact (both positive and negative) on environments)
1F	Farming & Food	Kitchen Garden	Plants (requirements of plants for life and growth); 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	Five a Day Market Garden	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	Countryside Learning	Living things and their habitats (insect life cycles); Art and Design (improve mastery of art and design techniques, including drawing, painting and sculpture with a range of materials)
3A	Habitats & Wildlife	Gamekeepers	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)
3E	Energy & Water	Hills Waste Solutions	Living things and their habitats (explore examples of human impact (both positive and negative) on environments); PSHE (ways of carrying out shared responsibilities for protecting the environment in school and at home)
3F	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)
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	Berkshire Bat Rescue	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 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	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)
4T	Trees & Timber	Forestry	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	Ufton Court Norsemen Battle	Significant historical events, people and places in their own locality
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); Art and Design (improve mastery of art and design techniques, including drawing, painting and sculpture with a range of materials)



# Health and Safety

The following pages provide important information to have with you during your visit. Our full Schools Days Health and Safety Procedures, including our Risk Assessment, are provided separately and have been emailed to your school.

## IN CASE OF EMERGENCY DIAL 999

The Control Point what3words is **method.showed.tested**. Staff will need to guide any emergency vehicle to the precise location needed. **Please inform a member of staff immediately if you have dialled 999.**

1. All adults and children must carry their own water and food for the day. Appropriate clothing for the conditions is essential, e.g. wellies and waterproof coat if the weather is wet, sturdy shoes, sun hats, covered shoulders and sun cream if hot. Water bottle refilling points are available.

2. 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. **Please do not bring nuts/seeds or nut/seed products in packed lunches and snacks.**

**Allergy Awareness:** Bees, wasps, biting insects, nettles, hay fever, gluten (wheat seeds), livestock.

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

3. School staff must carry photo identification such as a staff pass. Any parent helpers must carry a visitor pass for the school they are attending with.

4. For health and safety reasons, transport of pupils from and to school should be by coach/bus/minibus with a suitably qualified driver. **You will be asked for your group headcount at the gate, please have it ready, including adults and children.**

5. School staff are responsible at all times for the safety and discipline of pupils throughout their visit. Pupils must be supervised at all times. Please familiarise yourself with the Lost Children section of this handbook.

6. Toilets and handwashing facilities are provided. These will be some distance from the Coach Park so **use the toilet before leaving school!**

7. All staff and volunteers abide by our Safeguarding Code of Conduct.

8. **Hygiene instructions should be followed**, using handwashing facilities after visiting any animal area and before eating.

9. Carry a mobile phone and ensure that the Event Coordinator is advised of the number prior to arrival in case of emergency. The **Event Coordinator's mobile number is 07881 836 660.**

10. Emergency Assembly Points are shown on the map in the Teacher Handbook and indicated with a green sign. **In the event of a fire at Englefield House, please follow the instructions provided.**

11. A public road runs through Englefield Estate. **Please beware of traffic.**

12. **If a pupil needs to be collected by a parent, meet them at the Control Point for handover** (see Site Map, page 10-11). **Address:** The Street, Englefield, RG7 5ES **what3words:** method.showed.tested

# First Aid

## In case of emergency dial 999

Estate staff will need to guide any emergency vehicle to the exact location needed. Please inform a member of staff immediately if you dial 999.

The what3words to get to the site Control Point is **method.showed.tested**

The grid reference for the site Control Point is **SU 62536 71904**

The address is **Englefield Estate, The Street, Englefield, RG7 5ES**

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

**Route 2:** Mark/Caroline – 2F Super Soil Stand

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

**Route 4:** Rob – 4T Forestry Stand

**All routes:** Luke

**All routes:** Liz

07881 836 660

5. **If a pupil needs to be collected by a parent**, meet them at the Control Point for handover (see Site Map on page 10 and 11). **Address: The Street, Englefield, RG7 5ES**

**what3words:** method.showed.tested

# 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

If you become aware of a safeguarding issue, please contact the Safeguarding Lead or Deputy Lead immediately. Do not wait overnight.

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 Procedures for Visitors.

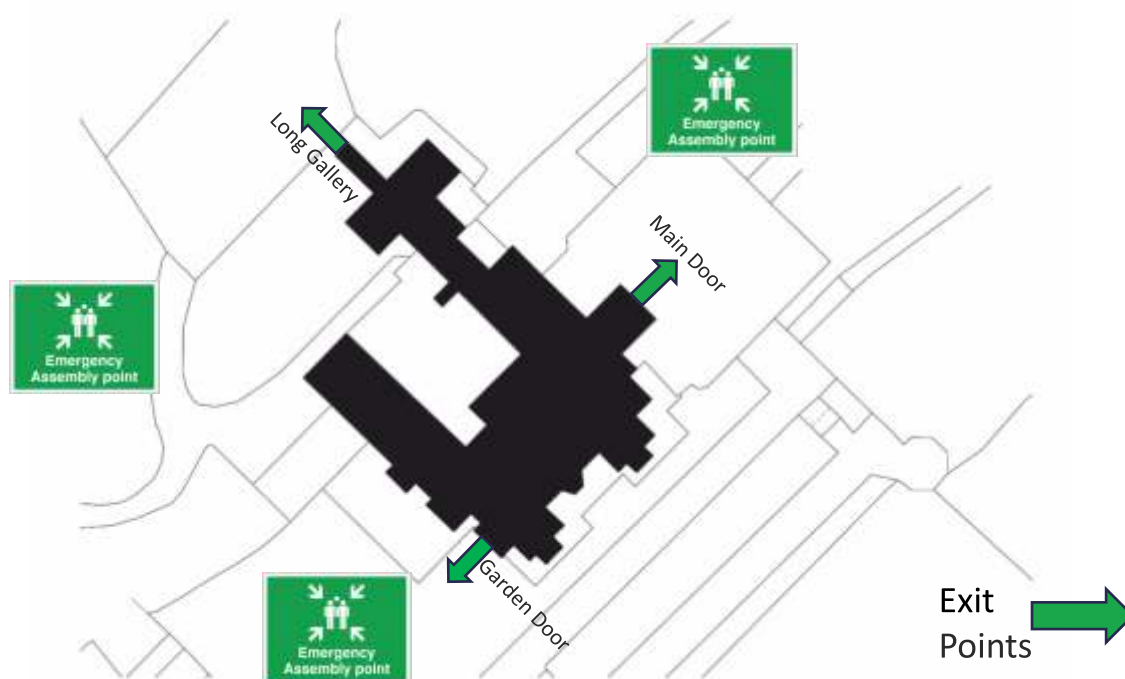


# Lost Children

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 or 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 whilst in Englefield House always stay with your guide.
  3. **In the event of a fire at Englefield House**, the alarm will sound. Please follow your guide's instructions, moving to the nearest exit. Assemble 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

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](http://www.rushallfarm.org.uk)



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



HBH (Farming) Ltd.



Farming in Protected  
Landscapes Programme  
[www.northwessexdowns.org.uk](http://www.northwessexdowns.org.uk)



Pangbourne College  
[www.pangbourne.com](http://www.pangbourne.com)

Theale Green School



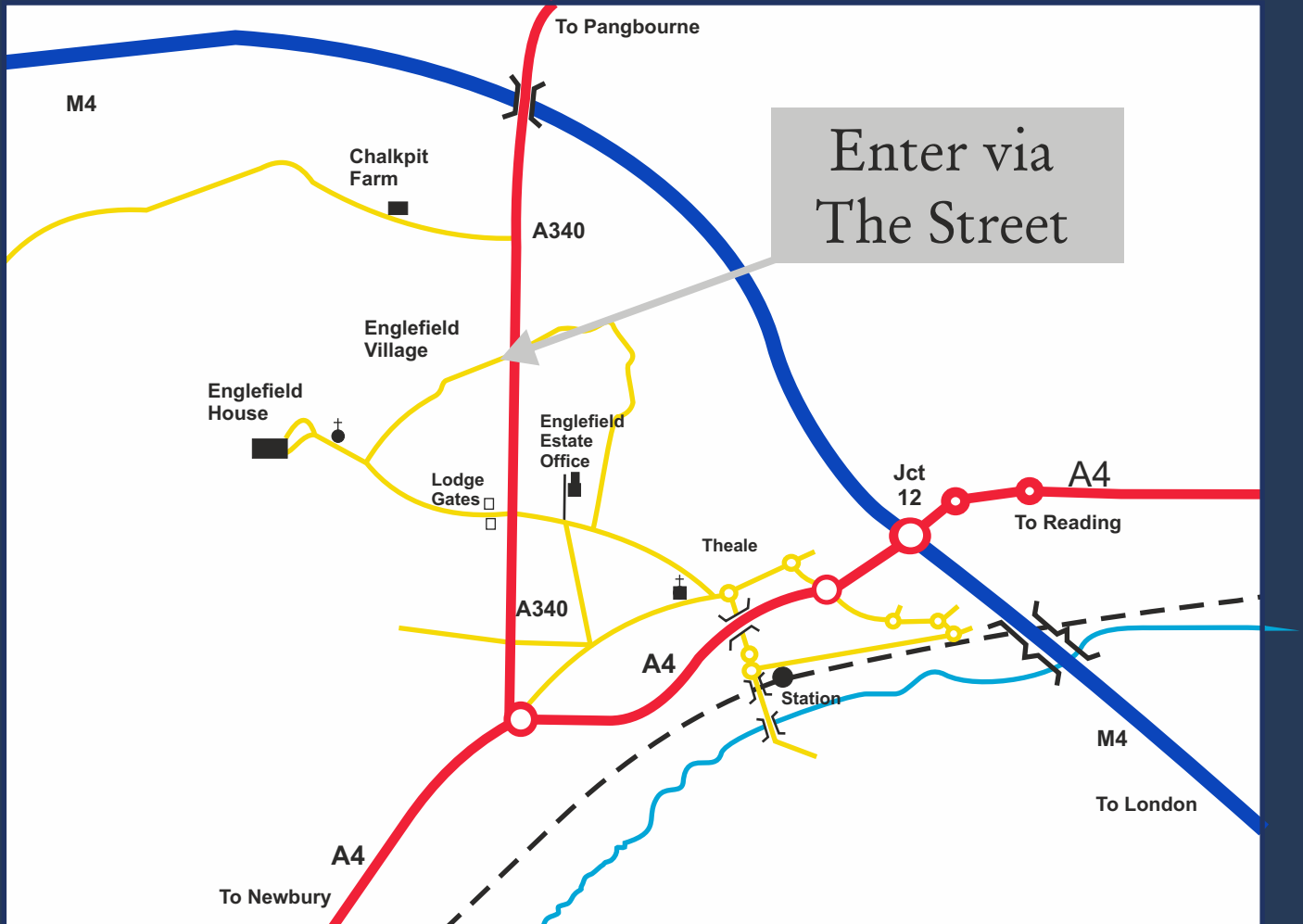
Dave Pocock, Amber Business  
Services  
[www.amberbusinessservices.co.uk](http://www.amberbusinessservices.co.uk)

Andy Stepp  
Reverend Julia Myles  
Paul Myles  
Dinah Perkins  
Margaret Stephens  
Sara Ward  
Helen Townsend

# How to find us

Event location: The Street, Englefield, Reading, RG7 5ES

Event location what3words: method.showed.tested



Tel: 0118 930 2504

Email: [education@englefield.co.uk](mailto:education@englefield.co.uk)

Post: Schools Days, The Estate Office, Englefield Estate Yard,  
The Street, Englefield, Reading, Berkshire, RG7 5ES

