

## School Information Pack

Welcome to Horseshoe Lake Activity Centre. We can't wait to welcome your school. We have put together the below pack to try and assist you with any questions or queries you may have, however please don't hesitate to contact us should you have any further questions.

### Kit List

Below is a kit list for our activities, we recommend this is shared with parents as some items are essential.

- Dry change of clothes
- **Wet shoes/Boots or closed toe trainers that can get wet (these are essential to take part)**
  - Towel
  - Water/drink
  - Lunch (if required)
- Clothes suitable for getting wet (unless wearing a wetsuit)
  - Swimwear (to wear underneath wetsuit)
  - Dry shoes

### Bag/Item Storage

We have dedicated spaces to store students' belongings during the day, whilst we will do our utmost to ensure security of these belongings, we cannot accept any responsibility for lost, damaged or stolen items. We recommend that any valuables are left with a member of staff on land.

### Staff

Our staff are on hand during the day to ensure your students have the best day possible whilst at Horseshoe Lake. Your school's Lead instructor will introduce themselves to you on arrival and will be on hand all day should you have any questions or queries. Alongside this, we ask that at all times a member of school staff is on land to deal with any pastoral issues that may arise, as well as keeping hold of medical information and medication.

**We require all schools to bring medical information and emergency contact details for all participants. Those with medical conditions, including asthma and allergies, should be noted on the bottom of this form when returned. Medication should be brought in a named plastic bag which can be handed to the instructor team who will ensure it remains with the student on the water at all times.**



## Activities

While every effort is made to ensure we stick to the program of activities issued to you before your day with us, sometimes aspects outside of our control mean we may have to change around activities or timings. These will be communicated to you at the earliest opportunity. To assist with this, it is handy to let the centre know if you may be running late so we can plan in advance to ensure the students still get the most out of the session.

## Arrival

Address:  
Horseshoe Lake Activity Centre  
Mill Lane  
Sandhurst  
Berkshire  
GU47 8JW

We have plenty of parking for minibuses and coaches. Please ensure the bookings team are aware of how you will be arriving so we can reserve a space accordingly.

When you arrive at Horseshoe Lake, continue down the driveway and our friendly staff will meet the group leader, show you your parking space as well as meet the children, brief them and get them kitted up for the activity(s)

## Contacting us

If you would like to contact us for any reasons regarding your booking you can find our contact details below.

Telephone: 01252 871808  
Email: [info@horseshoelake.co.uk](mailto:info@horseshoelake.co.uk)

## After the event

Thank you for attending an event at Horseshoe Lake Activity Centre. We hope that you and your school had the best experience possible.

If you would like to make a provisional booking for another activity session, please either have a chat with us at reception or get in contact with us using the contact details above.

**Please see on the following page, a declaration which must be signed by the school as well as a table to include all students participating and any medical conditions or concerns around water.**



Group Name:	Date of Session:
Booking Name:	Contact Number:
Email:	

**Are all participants confident in deep water, wearing personal buoyancy?**

(if you answer 'No', details must be provided overleaf, prior to commencement of the session)

YES      NO

**Please see attached spreadsheet for details**

I, as the person responsible for the booking, understand it is my responsibility to inform the Centre in writing, of any participants with any medical condition or injury prior to commencement of the session. Any such details will be provided overleaf, prior to commencement of the session. I will ensure a comprehensive list of ALL participants' emergency contact details accompany the group to the Centre.

Horseshoe Lake Activity Centre accepts its responsibility to make its activities as safe as is reasonably practicable. However, adventurous activities are inherently hazardous and cannot be completely risk free, however hard we try.

The activities offered involve the danger of personal injury or death. Participants in these activities should be aware of and accept these risks and be responsible for their own actions.

Accidents can happen without any contributory negligence from the Centre or its staff. The Centre can accept no responsibility for loss or damage to personal property or for personal injury not arising as a result of its own act or default.

**I understand and accept the above statements and accept that the group has a responsibility to take careful note of instructions and to act in a way that will minimize the likelihood of injury. All persons are fit for the activity and will inform the Centre before the activity of any special medical conditions that might affect their safety.**

Name:
Date:
Signature:





