

PORTLETHEN ACADEMY
WHOLE SCHOOL SPONSORED WALK
Friday 21st September 2018



IMPORTANT BRIEFING INFORMATION FOR PUPILS, PARENTS AND CARERS.

Pupils and Staff are looking forward to an enjoyable and successful day walking through Durriss Forest. To ensure this happens please note the following points.

BEFORE THE WALK - WALKERS SHOULD:

- Bring in a completed consent form – **no form, no walk, no exceptions.**
- Prepare what they need to take on the walk.
- Get as many friends, neighbours and relations to sponsor them.

WHAT TO TAKE ON THE WALK

- **Food** – take a packed lunch and plenty of fluids to drink. There will be a tuck shop at Checkpoint 3. Water, juice, snacks and fruit will be available to purchase; **all items cost 60p so please take the correct change.**
- It is suggested packed lunches are eaten at Checkpoints 3 where litter can be deposited.
- **This is an eco walk and all litter should be deposited in the appropriate recycling bins at each checkpoint.**
- **Suitable warm clothing and waterproofs** should be taken along. It is September and Scotland can be cold and wet. It is not necessary to wear school uniform. Forest tracks can be rough so wear **comfortable footwear including comfortable socks – no pumps, thin soled trainers or wellies.**
- Something to carry everything in – **a small rucksack.** Sharing with a friend can ease the load.
- Pupils are strongly advised **not to take any items of value** on the walk. The school cannot be held responsible should items be lost during the day.

ON THE DAY OF THE WALK

- Pupils arriving by school bus should report to school at the normal time.
- The side entrance near the nurses room **will not be** used an entrance in the morning. Entry must be made using other doors.
- **PUPILS who are walking** and who stay within walking distance of the Academy are asked to come in from 8.15 am to **REGISTER** and be the first to board coaches hired to take the pupils to the start of the walk. It is likely that the first walkers will be first back in the afternoon and should arrive back in Portlethen **by 1pm. Pupils will be dismissed as they get off the coach and some will be home well before usual stopping time.** Those who use school transport should wait in the social area until 3.30pm.
- All pupils **MUST BE REGISTERED** to walk. This will be done in the canteen. Areas will be marked off for year groups. At **REGISTRATION** pupils will be issued with an **INDIVIDUALLY NUMBERED CARD**, which must be carried throughout the day. This card must be shown when boarding the coach and **presented at each CHECKPOINT** during the walk
- This card will also act as confirmation to sponsors that pupils have completed the distance.
- After pupils have been registered they should make their way to the Guidance and Languages rooms where they will wait to be allocated to a coach. When a coach becomes available they will be escorted to it by staff who will also supervise on the coach and as the pupils start to walk.
- **PUPILS who are not walking** will be allocated to rooms and be **REGISTERED** as normal.
 - S1/2 – 4S1
 - S3/4 – 4S2 (Maths Classrooms)
 - S5/6 – 4S3

A programme of work will be delivered throughout the day by the staff remaining in school.

- All pupils should be back in the Academy in time to catch normal school transport.
- Should there be a delay for school transport pupils for any reason the last coaches will be re-routed to drop off school transport pupils at their normal drop off points.

ON THE WALK

- Pupils will be expected to conduct themselves in a responsible manner on board coaches to and from Durris Forest, and during the walk.
- **Marshalls, checkpoint staff and staff who are walking will supervise pupils on the route.**
- We are guests of Forest Enterprise on the day and must follow their Code whilst in the Forest, this includes the spread of tree diseases and pests:
“Tree diseases and pests are posing an increasing threat to our forests and can be spread very quickly from forest to forest on muddy tyres, boots or paws. We believe everyone who loves spending time in the forest will want to help if they can to reduce the risk of spread of disease. For some simple ways **everyone** can help follow the link to find out more. <http://scotland.forestry.gov.uk/keep-it-clean>”
- Forest Equipment, **stockpiles of logs or rocks must not be tampered with.**
- Because of the risk of fire, **smoking in the Forest is absolutely forbidden.**
- Pupils must not go off the road to disturb wildlife or plants.
- **All rubbish must be disposed of in the bin bags provided.**
- Chemical toilets will be located near the lunch stop at checkpoint 3. For urgent situations pupils are asked to do any toileting well away from any water courses and ditches.
- Pupils should walk in groups. No pupil should walk alone. Stick with friends.
- There may be other people using the Forest e.g. forestry workers, walkers, horse-riders and cyclists, **please be respectful and polite to give a positive impression of Portlethen Academy.**
- Horses or motor vehicles may pass by. Pupils should stand well back should this occur.

AFTER THE WALK

- Collect the sponsor money due as soon as possible. This will be collected during outside the theatre during DCT w/c 24 September.
- A prize will be given to the person in each Year who has collected the most and also for the person with the most collected in the school.
- Some of the proceeds for the day will be used to support other Year Group events planned during the session.
- In addition, a contribution will be made to the Academy's Charities Committee to donate to a charity of their choice.

MEDICAL AND EMERGENCY CONTACT

- **Medication** – pupils must take and carry their own specific medication e.g. inhalers.
- **Notification of Medical Conditions** – Whilst the school holds confidential medical information, parents/guardians must inform the school prior to the walk should their child be suffering from a medical condition which may affect their child during the walk, of which the school has not previously been made aware.
- **Emergency contact numbers held by the School Office will be used if necessary.**
- **Parents/Guardians are requested to advise the School Office if other numbers would be more suitable on the day of the walk.**
- Staff will be in communication via mobile telephone should that be necessary.
- Due to the walk taking place in the countryside and forest area on returning home pupils should be checked for Ticks, and if found, should seek medical assistance for removal.
- **First Aid personnel** will be available, as will the school nurse; to deal with minor injuries should they occur.
- If an accident should occur, or a pupil feels unwell, they and a friend must make contact with the next checkpoint or nearest member of staff to seek assistance. Pupils should not be left on their own.
- A number of vehicles will be located in the Forest to evacuate any injured pupil.

SHOULD ANY PUPIL, PARENT OR CARER WISH FURTHER INFORMATION, PLEASE CONTACT THE SCHOOL.