



BENTLEY COPSE ACTIVITY CENTRE



SCHOOL RESIDENTIALS INFORMATION FOR SCHOOL STAFF

Bentley Copse Activity Centre, Hound House Road, Shere, Surrey, GU5 9JH
Office : 01483 202424 | bookings@bentleycopse.org.uk

School Staff Information Pack

This document has been compiled for all staff involved with booking or attending a school residential at Bentley Copse.

The following sections go through what to expect from your stay at Bentley Copse, and any actions that are required by the school.

Please ensure that **all** staff read the sections that are pertinent to their responsibilities.

Document Sections

Student Family Communication	What you should tell the students and their families.
Provide Information	Group and Student Information to Bentley Copse – Final numbers and dietary needs.
Receive Activity Schedule	Bentley Copse provide your itinerary for activities.
Travel	How to get to Bentley Copse including coach directions
Arrival	Meet and greet and settling in.
Palmer House	Accommodation building : Communal Hall, Dormitories, Washrooms and Kitchen
Camping Village	Our bell tent camping village
Bentley Copse Facilities	Information on the site facilities
Safety	Safety policies
Catering & Self Catering	How mealtimes work, whether we are catering, or you are self-catering.
Scheduled Activities	How the activity schedules work
Evening Activities	Your options for evenings
Overnight responsibilities	Your responsibilities
Departure	Packing up and saying goodbye

Appendices

- Appendix A : School Kit List
- Appendix B : Student Kit List
- Appendix C : Site Rules
- Appendix C : Local Area

About Bentley Copse



Surrey Scouts Owned Activity Centre

Bentley Copse is owned and managed by Surrey Scouts. We host schools, youth groups and commercial organisations use our site for residential experiences, expeditions, activities, training and team building.



Charity Number 305819

Bentley Copse Activity Centre is part of Surrey Scouts and therefore all income directly supports the charitable aims of the Surrey County Scout Council - *To actively engage and support young people in their personal development, empowering them to make a positive contribution to society.*

Surrey Scouts and the Bentley Copse team are very grateful for your school selecting Bentley Copse for your residential and therefore supporting our charitable goals. [Surrey County Scout Council Charity Number: 305819](#)



Size and Layout

Bentley Copse consist of 27 Acres of woodland, activity areas and camping space. Please familiarize yourself with our map before you attend.



Rules and Environmental Impact

We ask you to ensure our site rules are followed and that your students respect the woodland environment.



The Bentley Copse Team

As charity run activity centre, Bentley Copse operates year round with a core team of four who are supported by a keen and dedicated volunteer crew as well as additional instructors.



Nick
Centre Manager



Luke
Senior Instructor



Ryan
Instructor



Emma
Facilities

Student Family Communication



Email communication

We advise you to brief your families on what to expect from their stay, and to provide them the included kit-list from this document.

Please consider including:

- The dates and times of their stay with us.
- Their responsibilities in providing you accurate information on dietary needs.
- The clothing and kit list of what they need to bring – *Not forgetting a sleeping bag / pillow as we are unable to provide bedding.*
- Details on what activities have been scheduled – *Potentially including a caveat that late substitutions may be required depending on weather / staffing.*



Phone communication

Our office is not staffed 24/7 so please **do not** encourage your families to use the Bentley Copse telephone number (01483 202424) to contact your team. We will pass on all messages, but there could be delays in these getting to you.

Mobile phone service at Bentley Copse can vary depending on the area on site and the network. You will have access to Wi-Fi internet in Palmer House.



Damage charges

You may wish to inform your students and their families that wilful or careless damage to our facilities will be charged back to the school and they may be required to reimburse the school.

While damage is fortunately rare it is easy for hijinks, especially around tents and toilets, can quickly result in expensive repair bills!

Provide Group Information

The following group information should be provided to us. We will provide you with a document / form to complete so you can submit this information.



Group Leader Contact Details

We require the name, email address and mobile number of the designated trip lead from your school.



Final Attendance Numbers

You must provide us final attendance numbers for students and staff. *We require these to be with us no later than six weeks before arrival.*



Dietary Needs

You must provide accurate information on students and staff with any specific dietary needs. *If you are self-catering you should not do this, but instead provide contact details of those undertaking catering.*



Additional Needs

Please provide us with information on any students with needs that may affect their ability to participate in activities. Due to the woodland location, there are limited options to improve access for those with limited mobility.



Confirm Accommodation Choice

You will have access to Palmer House and its 38 beds. For groups larger than 32 students will be using the bell tent camping village. For smaller groups, you may choose to use the bunk rooms or the bell tents.



Activity Requests

As early as possible provide us with your requests for activities, or details on any activities you wish to not schedule. *We require activity requests to be with us no later than eight weeks before arrival.*



Travel Arrangements

Please provide your travel method, ETA for arrival and collection time for departure.

Your Activity Schedule



Your Activity Schedule = Your Choice

We will work with you to select a suitable range of activities for your students. This will typically contain a split of *Instructor Led* activities run by our staff and *Self Led* activities run by school staff.

See the pages below for information on how to prepare your students for their activities and the responsibilities of school staff.



Your Schedule

Your schedule will be prepared in advance and provided to you. Changes may occur up until, or during your stay with us.

Bentley Copse Activity Centre - Activity Programme					
Organisation Name:		Number Of Groups: 2 Nights: 2 Arrival Date:		Departure Date:	
Session	Time	Group 1		Group 2	
Wednesday 17 May					
Wed	10:00 - 10:30	Arrival		Arrival	
Wed	10:30 - 11:00	Access accommodation		Access accommodation	
Wed	11:00 - 11:30	Briefing		Briefing	
Wed	11:30 - 12:00	Tour		Tour	
Wed	12:00 - 13:00	Lunch		Lunch	
Wed	13:00 - 14:00	Pedal Karts (Self Led)		Adventure Course (Self Led)	
Wed	14:15 - 15:15	Adventure Course (Self Led)		Pedal Karts (Self Led)	
Wed	17:00 - 18:00	Dinner		Dinner	
Wed	19:00 - 20:00	Challenge Bucket (Self led)		Challenge Bucket (Self led)	
EXAMPLE					
Session	Time	Group 1		Group 2	
Thursday 18 May					
Thu	07:30 - 08:30	Breakfast		Breakfast	
Thu	09:30 - 10:30	Crate Stacking		Zip Line	
Thu	10:45 - 11:45	Zip Line		Crate Stacking	
Thu	12:00 - 13:00	Lunch		Lunch	
Thu	13:00 - 14:00	Climbing 1		Archery	
Thu	14:15 - 15:15	Archery		Climbing 1	
Thu	15:30 - 16:30	Bushcraft		Bushcraft	
Thu	17:00 - 18:30	Dinner		Dinner	
Session	Time	Group 1		Group 2	
Friday 19 May					
Fri	07:30 - 08:30	Breakfast		Breakfast	
Fri	08:30 - 09:30	Frisbee Golf (Self Led)		Laser Tag (Self Led)	
Fri	09:30 - 10:30	Laser Tag (Self Led)		Cave Maze (Self Led)	
Fri	10:30 - 11:30	Cave Maze (Self Led)		Frisbee Golf (Self Led)	
Fri	12:00 - 13:00	Lunch		Lunch	
Fri	13:00 - 14:00	Vacate accommodation		Vacate accommodation	

PLEASE NOTE THAT CHANGES TO THE ORDER OF ACTIVITIES MAY BE NECESSARY UP UNTIL YOUR ARRIVAL WITH US

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Schedule Flexibility

While we aim to stick to the pre-agreed schedule, some changes may be required for operational reasons or to provide the best experience for the school.

- Instructor availability : *Illness for example, can force us to provide substitute activities if instructors are not available to run the scheduled activities.*
- Weather : *It can be advantageous to reschedule activities around periods of especially poor weather. We can run all activities in the rain, but some are not possible during electrical storms.*
- Late arrival / Early departure : *If activities are scheduled and the school is not on site, it may not be possible to schedule these for alternative times.*

Travel and Arrival



Check your travel route

It is common for travel to take longer than expected. Coaches following the [directions on our website](#) may require a little longer than any original estimate.

Your activity schedule will have been built with some flexibility to accommodate late arrives, but it may be necessary to remove activities from your schedule if you are not there during their scheduled time.



Coach directions are not optional!

Coaches must follow the directions on our website. Hound House road is a narrow road with passing places. Coaches can theoretically navigate from the North but it is much easier from the South to avoid the narrowest roads, a narrow bridge and a very picturesque and very narrow village.



Check-In

When you arrive you will be greeted by one of the Bentley Copse team. If you arrive earlier than planned, do call 07563 044 832 or visit reception.



Unloading

You and your students will have luggage to unload. This can usually be taken straight to your accommodation (Palmer House or Bell Tents) but during mid-week arrives you may be given a separate location to store bags until your accommodation is ready for you.



Coach departure

It can usually be arranged for your coach driver to take a driving break after they've unloaded, but please do contact us to check this will be possible. During handover periods (EG a mid week arrival) we may request that coaches depart as soon as is possible to do so.



Bag-Drop

To allow us to prepare for subsequent groups it is likely we will ask you to vacate your accommodation on the morning of departure. A secure location will be provided to store your bags.

Accommodation

Palmer House



Bunk rooms

There are two student bunk rooms sleeping 16 in each. The staff bunk room off the main hall sleeps 6.



No food or drink inside bunk rooms

No food or drink (including sweets) is allowed in the bunk rooms. Please keep all lunch boxes and snack bags in the hall or kitchen.



Bedding

Students and staff must provide their own bedding; either a single sheet and duvet/pillow or sleeping bag/ pillow. We have no bedding to loan or hire.



Indoor shoes

There is a large shoe rack in the central corridor. Please bring indoor shoes for use inside Palmer House and keep the forest outside.



Cleaning

Palmer House should be swept and clear of rubbish before departure. Cleaning products and supplies such as hand soap and toilet paper are available in the cleaning cupboard (in the male washroom).



Wi-Fi

Internet is available within Palmer House. The access details are available in the *red folder* by the door within Palmer House.



Keys

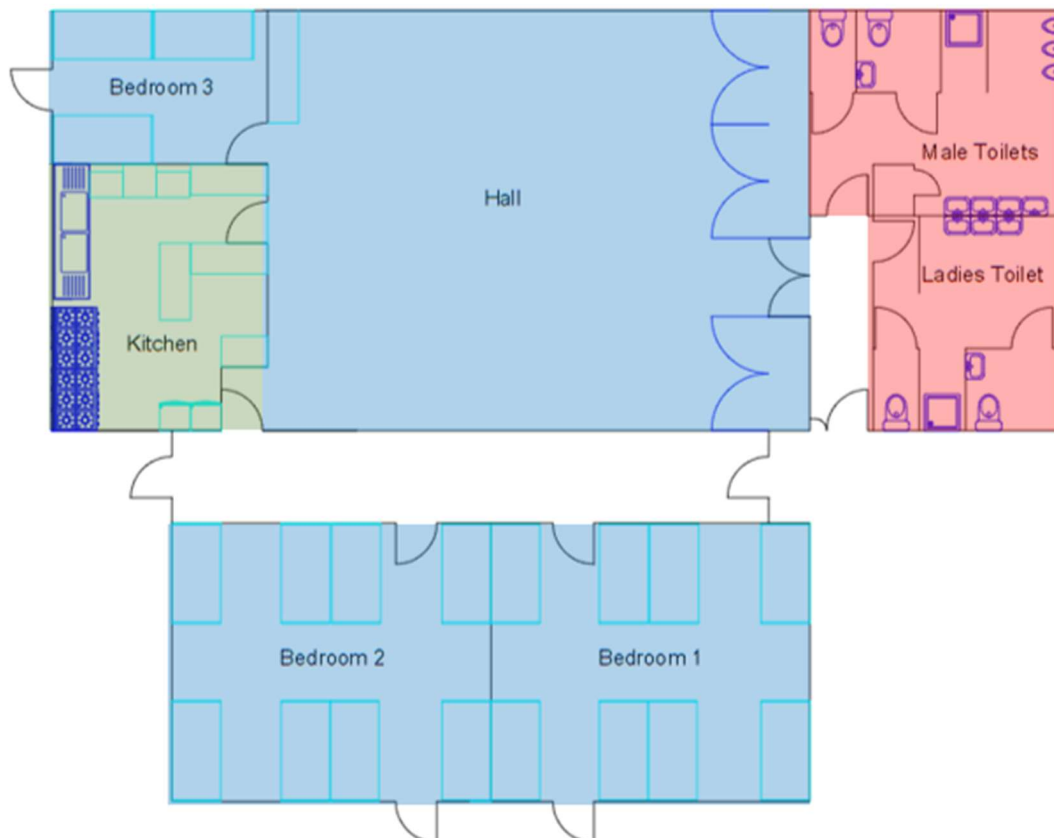
You will be provided with a set of keys that allow you to secure Palmer House. The site washrooms are available for your use when you lock Palmer House.

Palmer House Layout



Palmer House Layout

Equipped with an 80m² hall, male and female toilets, commercial kitchen and three bunk rooms Palmer will accommodate 32 students and 6 staff overnight, and provide your groups catering and washroom facilities.



Dormitory configuration

Palmer House has 38 beds : 16 beds in Bedroom 1 and Bedroom 2 and 6 beds in Bedroom 3 (Staff dormitory)

While it is possible to reconfigure beds between rooms we ask you to plan your sleeping based on a 16+16 configuration.

If you bring additional staff, or require separate sleeping arrangements, the following possibilities exist:

- **Palmer House Hall** – It is possible to position a mattress on the floor on the hall.
- **Additional accommodation buildings** – If arranged in advance, it is usually possible to provide additional staff beds in alternative accommodation buildings.

Accommodation

Camping Village



Bell tents

We have a mixture of 4m and 5m diameter bell tents. The 5m tents are ideal for 8 students. The 4m tents are ideal for 4 to 6 students, or make a spacious option for 2 staff.

LED lighting is available for the tents. These can be charged in Palmer House.

Sources of heat or ignition should be kept away from the bell tents.



No food or drink inside bell tents

No food or drink (including sweets) is allowed in the bunk rooms. Please keep all lunch boxes and snack bags in the hall or kitchen.



Bedding

Camping mats are provided for students and staff.

Students and staff must provide their own bedding; either a single sheet and duvet/pillow or sleeping bag/ pillow. We have no bedding to loan or hire.



Shoes off inside the tents

Shoes should be left at the door to keep the inside of the tent clean.



Weather Conditions

Doors and moon shaped ventilation covers should be closed to keep out the worst of the weather. For the best protection from weather the tent fabric should be taught.

We advise getting your students to check the doors are close and that tent pegs and guy lines are all in place whenever they leave the tent.

In wet conditions, we recommend keeping a watchful eye on the tents as an open door or vent can quickly soak bedding.



Cleaning

The tents should be swept out on departure, and the area around them cleared of rubbish.

Bentley Copse Facilities



Toilets

The washrooms within Palmer House are for your exclusive use. The *main* and *top* toilet blocks may be used by others staying at Bentley Copse.

Our main toilet block by the car park is open throughout the year. Our *Top Toilet Block*, on the outside of Little Lodge is open during busier periods.

The code of the adult toilets in the main toilet block is available from Bentley Copse staff.

Toilet Cubicles

	Boys	Girls	Male	Female	Adult	Accessible
Palmer House	-	-	2	2	-	2 of the 4
Main Toilet Block	6	6	2	3	-	-
Top Toilet Block	2	3	-	-	1	1



Showers

We have twelve showers across our two blocks. Our showers can see significant demand at times.

Shower Cubicles

	Boys	Girls	Male	Female	Adult
Palmer House	-	-	1	1	-
Main Toilet Block	2	2	2	2	-
Top Toilet Block	1	2	-	-	1



Field and Woodland

You may use the camping field and woodland for your own activities. *Note : Other groups such as Duke of Edinburgh expeditions may have booked some of these areas. Do check with Bentley Copse staff, or consult the list posted near the vending machine.*



Shop

Our site shop sells souvenirs, soft drinks and confectionary. *Supermarkets are available in Guildford, Shere and Cranleigh.*

Safety



Group safety

Your visiting group holds responsibility for the safety of all persons in their group, including during drop-off and collection. Please ensure all adults are familiar with our documentation. You will be acting [In loco parentis](#) to the young persons in your group.



Accidents, incidents and near miss policy

Please do refer to our procedures or speak to the duty manager regarding any issues.



Safety policy documents and risk assessments

Our Risk Assessments and other safety documentation is available online:

<https://www.bentleycopse.org.uk/booking/downloads/>



Wildlife Activity

Badgers are common at Bentley Copse. Food should be kept inside Palmer House, or within secure animal and rodent proof boxes and away from sleeping areas.

Badgers have been known to enter tents to reach food.



Ticks

Please follow government advice regarding tick bites.

<https://www.nhsinform.scot/illnesses-and-conditions/injuries/skin-injuries/tick-bites>



Hiking / Road safety

Our driveway entrance from Hound House Road **cannot** be used by those arriving on foot. Our South West bridleway gate should be used and is always unlocked.



Hound House Road is an extremely narrow and fast single track road. There are no pavements or verges – just steep walls on each side. It is not possible to over emphasis how unsuitable and dangerous it is to navigate on foot.

Expedition leaders must ensure their groups avoid Hound House Road and arrive / depart via our bridleway gate.

Fire Safety



Fire Points

Fire points are available across the site. These should be used to raise the alarm and support everyone's safe evacuation away from danger.



- North side of the Site Office by reception.
- East side of The Merrow Building
- North side of Palmer House
- North side of Little Lodge
- East side of the Rifle Range facing the track.
- West side of the main Campfire Circle.



Open Fires

As it is not customary for schools to manage their own fires, should you wish to have an open fire or BBQ, you must:

- Prepare your own risk assessment.
- Supply your own fire safety equipment (Extinguishers / Buckets).
- Follow the procedures within the *Site Information* document.



Fire Assembly Points

There are two signed fire assembly points. These are marked on the site map.

- Adjacent to the flagpole on the field.
- North of the *Parker* campfire circle.

You should identify the closest fire assembly point to your visit and communicate its use to your group.

Should the closest point be unsuitable, such as being close to the source of fire, the alternative point should be used – *Or follow directions from Bentley Copse staff.*



Fire Drills and Building Evacuations

All groups are responsible for performing their own fire drills and preparing evacuation plans specific to their group.

Assistance is available from Bentley Copse staff should you wish to perform a realistic fire-drill.

Catering



Managing Dietary Needs

You staff will be acting *[in loco parentis](#)* to the students including at mealtimes. The catering team will have been provided the names and details of those with dietary needs and will prepare suitable options for them based on the allergens they have been informed of.



Allergen Information

The catering team will provide you with details of the food being served including details of the 14 allergens as defined by the food standard agency: <https://www.food.gov.uk/safety-hygiene/food-allergy-and-intolerance>

*Bentley Copse is **not** a nut-free site and therefore we cannot guarantee that meals containing allergens have never been prepared within the Palmer House kitchen.*



Confirming Food Suitability

You should discuss the dietary needs of each person with the catering team to determine the suitability of each option.

Where there is uncertainty, such as a student saying, 'I'm not allowed to eat that', for an allergen not previously identified, your staff retain the final say on food suitability. *Should this occur please contact the student's parents / guardians to obtain updated dietary needs information which should be provided in writing to both the catering team and Bentley Copse via bookings@bentleycopse.org.uk*



Queue Management / Student Identification

You must manage your students as they collect their meals and identify those with dietary needs to the catering team.

We ask that those with dietary needs are brought to meals ahead of anyone else. Their meals will be passed to a member of school staff to ensure the correct meal reaches the correct student.



Seating

The hall within Palmer House can accommodate most school groups. For larger groups you may liaise with the catering team as to how you wish to serve the students. This could be via slightly staggered meal times, or in fair weather setting up to dine outside.

Self-Catering

If your school is self-catering, you retain full responsibility for ensuring the dietary needs of those being catered for are met, and that the catering facilities are suitable in advance of your arrival.



Catering Team

We advise your catering team to familiarise themselves with the facilities in Palmer House before arrival.



Facilities within Palmer House

A PDF information pack detailing the catering facilities available within Palmer House is available. A red folder containing this information is available by the door in Palmer House.



Electricity Supply

We do not recommend bringing and using high draw catering equipment (such as fryers). The supply to Palmer House is limited, and overloading the circuits could result in you losing all ability to cater.



Cleaning

Your catering team should ensure the catering facilities are kept and returned clean.



Equipment audit

While we aim to provide you with a full inventory of items as detailed in the Palmer House information pack, it is your responsibility to notify us of missing items upon arrival. Missing items upon departure will be charged at replacement cost.

It's very common for commercial caterers to provide their own supplementary equipment and it's easy for this to get mixed up with ours – we lose a lot of metalwork this way.



Seating

Palmer House is equipped with tables and benches for dining.

Activities - Scheduled



Instructor led activities

We have a wide selection of adventurous activities that are led by our instructors. Groups of ten work best, twelve is the maximum for a standard session.



Self led activities

These are managed and led by the adults in your group. We have a selection of fixed activity compounds (EG pedal karts) as well as activities that can be used across the site.



Preparing the group

Get the group ready for the activity 5 to 10 minutes early. Make sure they've been to the toilets.

Ensure they are dressed for the conditions, with closed toed shoes.

Long hair should be tied back, and jewellery / rings / earrings (other than small studs) removed.



Group leader preparation

Read the [activity risk assessment](#).

Read the [activity operating instructions](#) for self-led sessions..

Collect the self-led equipment and/or keys.

Arrive at the activity location 5 to 10 minutes early.



First Aid / In loco parentis

There must be an adult group leader accompanying each group of young person participants to an activity. This adult will be acting [In loco parentis](#) to the young persons in their group.

Group leaders must have access to a first aid kit.

For instructor led activities, group leaders and other accompanying adults must ensure the young persons exhibit good behaviour and are following the directions of the activity instructor.

Activities - Evenings

Your activity schedule will finish no later than 5pm. After this you have options on how you can keep your students occupied.



Self led activities – Evenings at no additional cost

By speaking to the team during the day you will be able to gain access to any of our self-led activities during the evening.

On occasions some may be booked by youth groups attending for the evening.



Disco

You may bring your own audio system and host a disco.

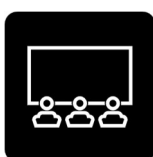
An organised disco is available as an optional extra. Discos for small school groups can be quiet affairs unless the school staff can get the students engaged.



Campfire / Marshmallow Toasting

You may use our raised altar fires or fire circle to host your own campfire. You will need to collect fallen wood (not from live trees) and light / manage this yourselves.

A led campfire is available as an optional extra.



Movie Night

Palmer House is equipped with a projection screen and licenced for showings. By providing your own projector, sound system and laptop you can watch movies.

A movie night run by our team and using our equipment is available as an optional extra.



Additional Instructed Activities

If agreed in advance extra sessions with our instructors may be available.

Do request a quote for this option.

Overnight



Pastoral Care

You staff will be acting [*In loco parentis*](#) to the students at all times. Please note that bunk room doors and fire-exits cannot be locked, and tent zips can be easily opened.



Other Groups

While you will be the only school staying with us for a school residential, we host a lot of Duke of Edinburgh expeditions over the summer months and therefore you are likely to see expeditionary teams arriving in the afternoon, staying overnight and leaving the following morning.

If you are disturbed by others at Bentley Copse, please contact the duty manager via phone or WhatsApp on 07563 044 832 as soon as possible.



Toilets

While we recommend you ask your students to use the facilities within Palmer House overnight, the main toilet block on site is also available for your use.



All-Quiet : 10pm to 7am

Noise outside of these hours must be kept to an absolute minimum to not disturb others.



Badgers!

No food and drink (other than water) is allowed within the bell tents at any time.

Badgers have been known to enter tents to obtain food.

Departure



Empty accommodation

We will inform you of when your accommodation will need to be vacated. This may be on the morning of your departure to allow us to prepare the accommodation for an arriving school. A *bag-drop* location will be provided if needed.

Do check for lost-property. A full sweep of all areas / rooms / tents is recommended.



Perform basic cleaning

We ask that all rubbish is bagged and removed from the areas you have used. Bins are located in the car-park and often across the site.

Hard flooring areas should be swept using the provided brooms.



Deep cleaning

A full clean is required by those using facilities for self-catering. This will be the catering area and all equipment. Floors should be swept and mopped if dirtied from catering / food / drink.



Step 1 : Check your travel route

Cars, minibuses, vans and trailers are fine - Coach directions are available on our website – there is only one accessible route and the roads are very narrow. **Do not attempt to depart by coach without first arranging with us.**

Those hiking to site are not allowed to enter or depart via Hound House Road on foot.



Step 2 : Check-Out

Please check-out with us before departure arrival. Reception is often staffed 9am to 5pm. Call **07563 044 832** to speak to the duty manager if reception is closed.

Appendix A : School Kit List

This is a recommended kit list for the school to bring to better cope with unexpected emergencies as well as the normal aspects of a school residential.



Student / Staff Information

Don't forget to bring a print out of all details for the students and staff. We do not need this information, but you may need to contact families



Dietary Information

You must bring with you full information on all dietary allergies and intolerances for both students and staff. A photo record of 'who's who' is useful.



First Aid Kit(s)

Our instructors will have access to first aid kits during activities, but you must supply first aiders and first aid kits to cover your responsibilities while acting [In loco parentis](#).



Transport

Should you need to purchase supplies during your stay, supermarkets and mail order suppliers will deliver to the site. If you bring a car or minibus with you, it provides you options to purchase items locally.



Spare Bedding / Clothing

We hold no bedding or spare clothing here on site. Overnight accidents do happen. We can wash / dry small quantities in emergencies, though using a domestic machine that is not ideal for sleeping bags.



Cleaning / Hygiene Supplies

Palmer House is equipped with cleaning supplies for the building, but you may wish to bring additional materials / sanitiser to assist with cleaning your students should they have accidents. Bin liners for soiled items are useful.

No bleach or harsh chemicals – They kill our onsite water treatment plant!



Staff Bedding / Clothing / Supplies

Don't forget your own bedding, toiletries, clothing and essentials like phone chargers.

Appendix B : Student Kit List

This is a recommended kit list for students attending a residential at Bentley Copse. Do bring additional clothing for longer stays.

Clothes are likely to suffer wear and tear and also get dirty and/or wet therefore you should bring several changes of old clothes for doing activities.

CLOTHING

- ☐ Several sets of clothing for activities
- ☐ 1 or 2 sets of clothes for the evening

BASE LAYERS

- ☐ Underwear
- ☐ Socks

TOPS & JACKETS

- ☐ T-shirts
- ☐ Long sleeved shirt/T-shirts - Your arms will need to be covered to do some activities.
- ☐ Fleece/jumpers

TROUSERS or LEGGINGS

Legs and ankles will need to be covered for some activities.

- ☐ Shorts – For warm weather
- ☐ Long trousers or leggings - but not jeans as they get heavy and cold when wet.

FOOTWEAR

- ☐ Trainers or laced boots for activities - *Must have closed toes.*
- ☐ Pair of clean dry shoes for indoor use

OUTERWEAR

- ☐ Warm waterproof coat – Most puffer jackets are NOT waterproof.
- ☐ Baseball Cap / Sun hat
- ☐ Sunscreen

NIGHTTIME

- ☐ Suitable nightwear
- ☐ Sleeping bag and pillow – A single sheet and duvet can be used if sleeping indoors.
- ☐ 2 towels – 1 for showering
- ☐ Washbag : Including soap, shampoo, toothbrush and toothpaste (please do not bring aerosols)
- ☐ Hair Ties For long hair

OTHER ITEMS

- ☐ Torch for evening adventures
- ☐ Reusable drinks bottle

Small rucksack/bag

- ☐ Labelled bin bag for wet and dirty clothing

PLEASE DO NOT BRING

Electrical devices / Computer games

Jewellery/valuables

Aerosols

Appendix C : Site Rules



Do not drive into the woodland or onto the field

Unloading must take place in the car park. You are not permitted to drive onto your woodland site, or onto any of our camping areas.

Speak to the duty manager on the closest drop-off point possible for heavy equipment. It may be possible to temporarily unload from our access track.



All-Quiet : 10pm to 7am

Noise outside of these hours must be kept to an absolute minimum to not disturb others.



No dogs

Dogs are not allowed on site. Ensure parents dropping off or collecting young persons do not bring dogs with them when walking around site.



Respectful and safe behaviour

Your group must be respectful to others on site, and to campsite facilities:

- Do not disturb other groups or walk through their camping space.
- Monitor the behaviour of young persons.
- Be mindful that even well-behaved groups have found humour in deliberately making a mess – *Throwing wet toilet paper around the washrooms is a common occurrence.*



Clean as you go – Double check as you depart

Rubbish will get dropped accidentally – *sometimes deliberately*. Sweeps for rubbish. Please do dispose of all rubbish in the bins provided.

Appendix D : Local Area



Mapping

Our grid reference is [TQ 07639 11521](#)

The ordnance survey has route options here:

<https://getoutside.ordnancesurvey.co.uk/local/bentley-copse-guildford>

Bentley Copse is to the East of [OS Explorer 145 Guildford and Farnham](#), with [OS Explorer 146 Dorking and Reigate](#) being useful for routes to/from the East.



What3Words

Our what3words location is [earl.handy.hoops](#)



Supermarkets

There are supermarkets in Cranleigh, Dorking and Guildford. A co-op is located in the village of Shere.

The supermarkets will deliver. Do coordinate deliveries for when you will be on site to receive the delivery.



Public Transport

We are not directly accessible by public transport. There is a train station in Gomshall.



Hospital Accident and Emergency

The [Royal Surrey County Hospital](#) (Egerton Rd, Guildford GU2 7XX) is the closest A&E department.

Our address is Bentley Copse Activity Centre, Hound House Road, Guildford GU5 9JH