



# February half term activities

Workshops for 11 to 16 year olds

Fashion  
Jewellery Making  
Basketball  
Cheerleading  
DJ-ing

And ROAR activities for 5 to 13 year olds

**ROAR** 

Runnymede Open Access Recreation

Supported by

**P&G**

**Runnymede**  
BOROUGH COUNCIL 

# Workshops for 11 to 16 year olds

## Monday 13 February

### Rags to riches fashion workshop

Bring along up to three items that fit you but you no longer wear and learn techniques to turn your clothes around.

Venue: Chertsey Museum, Windsor Street, Chertsey, KT16 8AT

Session Times: 9.30am to 12.30pm or 1pm to 4pm

Cost: £15 per head, per session

## Tuesday 14 February

### Jewellery making workshop

Learn techniques to create amazing pendants, necklaces and bracelets.

Venue: Chertsey Hall, Heriot Road, Chertsey, Surrey, KT16 9DR

Session Times: 9.30am to 12.30pm or 1pm to 4pm

Cost: £15 per head, per session

## Wednesday 15 February

### Basketball workshop

Learn spectacular ball skills, this is suitable for absolute beginners or those who have played before.

Venue: Addlestone Leisure Centre, School Lane, Addlestone, Surrey, KT15 1TD

Session Times: 10.30am to 12.30pm (girls only) or 1pm to 3pm (boys only)

Cost: £10 per head, per session

## Thursday 16 February

### Cheerleading workshop

Learn routines to your favourite songs, this course is for beginners.

Venue: Chertsey Hall, Heriot Road, Chertsey, Surrey, KT16 9DR

1pm to 3pm, £10 per head

## Thursday 16 and Friday 17 February

### DJ workshop

Hands on practical advice , History of DJ Mixing, Beat matching, mixing and scratching, all skills to take your DJ-ing to the next level.

Thursday Venue: Addlestone Youth Centre, Church Road, Addlestone KT15 1SH

Session times: 10am to 12 noon or 12.30pm to 2.30pm or 2.30pm to 4.30pm.

Cost :FREE

Friday Venue: Egham Youth Centre, 185 High Street Egham, TW20 9DY

Session times: 10am to 12 noon or 12.30pm to 2.30pm or 2.30pm to 4.30pm

Cost :FREE

**Activities for 5 to 13\* year olds**  
**£2 per child, per session**  
**Now accepting bookings!**



**Monday 13 February**

**Minibeast hunt and games in the woods**

Venue: Ottershaw Memorial Fields, Foxhills Road, Ottershaw, KT16 0NQ

Time: 1pm to 3pm

**Tuesday 14 February**

**Valentines art & craft session\*\***

Venue: The Hythe Centre, Thorpe Road, Staines, TW18 3HD

Time: 10am - 12 noon

**Wednesday 15 February**

**Free choice play session\*\***

Please note the majority of activities will be sports and games outdoors, there will be a small area indoors for art & craft activities.

Venue: Sayes Court Children's Centre, Sayes Court Farm Drive, Addlestone, KT15 1NB

Time: 1pm to 3pm

**Thursday 16 February**

**Winter walk with games and activities along the way**

Venue: St Ann's Hill, St Ann's Hill Road, Chertsey, KT16 9NW

Time: 1pm to 3pm

**Friday 17 February**

**Free choice play session\*\***. Choose from a mixture of indoor and outdoor activities including sports, games and art & craft.

Venue: Englefield Green Children's Centre, Corby Drive, Englefield Green, TW20 0RX

Time: 10am to 12 noon

To avoid disappointment you can now reserve your child's place on any of the above ROAR sessions using the booking form in this booklet. Please note: making a booking will reserve your child's place for the first 15mins of the session, after this time your place may be given to someone else.

Payment will be taken on the day of each individual activity.

\*\*Tea and coffee will be available for parents/guardians and juice and biscuits for children at these sessions.

**Important: There will be no formal supervision** of your child by the staff of Runnymede Borough Council.

\*Children under the age of 8 must be accompanied by someone aged 13 or above who is responsible for them.

For more information please contact the Sport and Health Development Officer:  
[Emma.Parnell@runnymede.gov.uk](mailto:Emma.Parnell@runnymede.gov.uk) or call 01932 425677

# Terms and Conditions of booking

## 1. Policies and procedures

Runnymede Borough Council abides by the 1989 Children Act and the Children Act 2004. Part of these requirements is keeping an extensive collection of relevant policy and procedures for our activities. Any adult requesting to see these can view them on-site or at the Civic Centre. The policies and procedures include our Safeguarding Children Policy which operates under the Surrey Safeguarding Children's Board guidelines. All staff have awareness and training in safeguarding and shall always act within the best interests of the child/children in our care.

## 2. Security and safety

Your child's security and safety is a high priority and comes first during all Runnymede Leisure Service's activities. High standards are required by legislation such as the Children's Act and therefore all organisation and administration has been structured to comply with this. • On arrival for an activity, all participants must be registered and report to the organiser. • Participants are responsible for their own belongings and should avoid bringing valuables. • Participants must wear suitable and appropriate clothing before taking part in any activity.

## 3. Activities and cancellations

All activities may be subject to change and amendment. Runnymede Borough Council reserves the right to change any activity due to unforeseen circumstances. Each activity has a minimum and maximum booking restriction and Runnymede Borough Council reserve the right to cancel an activity if the participation figures are insufficient for an effective session to proceed. In the event of major changes, you will be notified.

## 4. Refunds

No refunds will be issued for cancellation of places, failure to attend booked activities or if your child is excluded due to sickness or behavioural issues.

## 5. Behaviour policy

All children will be expected to behave in an appropriate manner towards staff, coaches, property, equipment and other children. A scheme supervisor may in appropriate cases require a child to take a day out of the activity or the removal of a child from the activity on site or an off site trip. Unacceptable behaviour includes swearing, smoking, consuming alcohol, deliberately endangering self or others, bullying or disrupting activity sessions. This also includes behaviour that the supervisors feel is inappropriate and/or adversely affects the enjoyment of the activity by other participants.

Policy: Strike one: Call parent/guardian to confirm occurrence.

Strike two: Parent/guardian to collect child from scheme and child will not be allowed to participate in the next scheduled day of the scheme. **No** refunds will be issued.

Strike three: Parent/guardian to collect child from scheme and the child will be unable to return for the remainder of the scheme. **No** refunds will be issued.

## 6. Staffing and supervision

Our activities work on a ratio of 1:20 for ROAR and 1:10 for all other activities for over 11 year olds. We will endeavour to provide extra support for a child where required, but one to one support cannot be guaranteed. Please therefore call us before making a booking if your child needs one to one support. Our staff will be clearly identified by their uniform t-shirts & I.D. badges. All staff are subject to an Enhanced CRB (Criminal Records Bureau) check and receive training prior to the commencement of the activities.

## 7. Valuable /personal possessions and lost property

Please note that participants are encouraged NOT to bring valuables / possessions with them to any of the activities, as they are not the responsibility of Runnymede Borough Council or its staff. All items left on site will be kept at the Civic Centre for one month after the activity and then distributed to local charity shops.

## 8. Credit and debit card payments (not applicable to ROAR)

Please note all credit card bookings incur an additional fee of 1.65% per transaction, (this does not effect debit card transactions).

## 9. Administration of medicines/medication (not applicable to ROAR)

Parents/carers are required to submit medical details for each child attending, details of their doctor, any allergies or conditions suffered, and any medication taken. Participants will not be permitted to administer any lotion, pills, medicine etc. unless the relevant parent/carer has signed a child to Self Administer form or Staff to Administer Form. These forms are available on-line at [www.rbcyouth.co.uk](http://www.rbcyouth.co.uk) or by calling 01932 425688. If your child has diabetes we additionally ask for you to complete a Care Plan Form. The medication will be stored in the site safe which is out of the reach of children. No medication will be stored in the first-aid box. When administering medication the dosage will be recorded on the appropriate form and witnessed by another member of staff. Staff will only administer medicine if: a consent form is completed, the medication (if prescriptive) is in its original packaging and only in accordance with the stated dosage on the package.

## 10. Data protection

All the information you provide will be kept in accordance with the Data Protection Act 1998.

# February half term booking form for 11 to 16 year olds



Please complete one booking form per child

Parent's / guardian's details	Child's details
Name: Mr/Mrs/ Miss/ Ms	First name:
Address:	Surname:
	Male / female:
Town:	Age:
County:	Date of birth:
Postcode:	School:
Contact numbers (preferably inc. mobile numbers)	Ethnicity: White: <input type="checkbox"/> Mixed: <input type="checkbox"/> Black: <input type="checkbox"/> Asian: <input type="checkbox"/>
E-mail:	Black British: <input type="checkbox"/> Chinese: <input type="checkbox"/>
	Other: _____
Other emergency contact name and number:	

Child's medical / allergy details	
Name of doctor:	Name of practice:
Details of any medical conditions: please note a separate form must be completed if your child requires medication to be administered at the session - please call 01932 425688.	

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Payment details on the reverse of this page will be shredded.

Please return completed booking form to:  
Leisure Services, Runnymede Borough Council,  
Runnymede Civic Centre, Station Road,  
Addlestone, Surrey, KT15 2AH

PTO

Workshops required: (please tick as required)			
Monday 13 February	Fashion workshop (£15)	AM <input type="checkbox"/>	PM <input type="checkbox"/>
Tuesday 14 February	Jewellery making workshop (£15)	AM <input type="checkbox"/>	PM <input type="checkbox"/>
Wednesday 15 February	Basketball workshop (£10)	10.30am to 12:30pm (girls only) <input type="checkbox"/>	1pm to 3pm (boys only) <input type="checkbox"/>
Thursday 16 February	Cheerleading workshop (£10) <input type="checkbox"/>	DJ workshop at Addlestone Youth Centre (FREE) 10am to 12 noon / 12.30pm to 2.30pm / 2.30pm to 4.30pm <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Friday 17 February	DJ workshop at Egham Youth Centre (FREE)	10am to 12 noon / 12.30pm to 2.30pm / 2.30pm to 4.30pm <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

**Safety and security (please tick as required)**

I allow my child to arrive and depart on their own <input type="checkbox"/>	My child must be signed in and out by: <input type="checkbox"/> _____
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**Promotion of activities**

Do you give permission for photographs/video to be taken of your child during these sessions for the purpose of the press (please note that the press allow the public to purchase the pictures they take), the Council's main website and youth website, exhibitions and displays, other promotional material, and information for partner agencies? (Please tick as applicable)      Yes       No

**Parent's/ guardian's agreement**

I have read and understand all the listed terms and conditions. I know of no medical reason why the above named child should not participate in activities selected. • I give consent for the administration of basic first aid. • I give consent for my child to be taken to hospital in an emergency. • I give consent for the administration of any medical treatment (by medically trained staff only) in the event that I am unable to be contacted.

Signed (parent/guardian) : \_\_\_\_\_ Date: \_\_\_\_\_

**Payment details:**

PAYMENT METHODS INCLUDE CASH, CHEQUE, DEBIT OR CREDIT CARD (CASH MUST NOT BE SENT THROUGH POST, cheques made payable to 'RBC').

Total payment due £ \_\_\_\_\_

To pay by credit / debit card please fill out the following details:  
(Please note that all credit card bookings will incur an additional fee of 1.65% per transaction, this does not affect debit card transactions)

Card number:


Issue number if relevant:        Security code

Name of card holder: \_\_\_\_\_

Valid from:          Expiry date:

# ROAR February half term booking form

Please complete one booking form per child

Parent's / guardian's details	Child's details
Name: Mr/Mrs/ Miss/ Ms	First name:
Address:	Surname:
	Male / female:
Town:	Age:
County:	Date of Birth:
Postcode:	
Contact numbers (preferably inc. mobile numbers)	
E-mail:	

**ROAR sessions £2 per child, per session: (please tick as required)**  
**Payment will be taken on the day of each individual activity.**

Monday 13 February: 1pm to 3pm Ottershaw Memorial Fields, Foxhills Road, Ottershaw, KT16 0NQ Minibeast hunt and games in the woods	<input type="checkbox"/>
Tuesday 14 February: 10am to 12 noon The Hythe Centre, Thorpe Road, Staines, TW18 3HD Valentines art & craft session	<input type="checkbox"/>
Wednesday 15 February: 1pm to 3pm Sayes Court Children's Centre, Sayes Court Farm Drive, Addlestone, KT15 1NB Free choice play session. Please note: the majority of activities will be sports and games outdoors, there will be a small area for art & craft indoors.	<input type="checkbox"/>
Thursday 16 February: 1pm to 3pm St Ann's Hill, St Ann's Hill Road, Chertsey, KT16 9NW Winter walk with games and activities along the way	<input type="checkbox"/>
Friday 17 February: 10am to 12 noon Englefield Green Children's Centre, Corby Drive, Englefield Green, TW20 0RX Free choice play session, a mixture of indoor and outdoor activities including sports, games and art & craft	<input type="checkbox"/>

<b>Have you attended a ROAR session before?</b>	Yes / No (please circle)
If no please complete the Emergency Contact Form overleaf and submit this with your booking form.	

**Please note: making a booking will reserve your child's place for the first 15mins of the session, after this time your place may be given to someone else.**

**Important: There will be no formal supervision of your child by the staff of Runnymede Borough Council.\*Children under the age of 8 must be accompanied by someone aged 13 or above who is responsible for them.**

## Emergency Information

**Please note:** this form must be completed by the participant's/s' **parent/guardian** by their third visit in order for the participant to continue taking part.

In the event that your child has an accident or is involved in an incident and you are not present we will do our best to contact you and can offer basic first aid. Therefore please provide your child's medical information and your contact details below.

Child's full name: ..... D.O.B: ..... Boy  Girl   
 Child's full name: ..... D.O.B: ..... Boy  Girl   
 Child's full name: ..... D.O.B: ..... Boy  Girl   
 Child's full name: ..... D.O.B: ..... Boy  Girl

**Ethnicity:** White  Mixed  Black  Black British   
 Chinese  Asian  Other .....

**Child's address:**.....Postcode.....

### Two emergency contacts:

1. Name:..... Telephone number:..... Relationship:.....  
 2. Name:..... Telephone number:..... Relationship:.....

**Doctors name:** .....

**Doctors address:**.....**Doctors telephone number:**.....

**Medical information** (allergies, existing medical conditions etc):  
 .....

**Please note:** if your child requires medication to be administered during a ROAR activity session they are welcome to attend, **however the staff of Runnymede Borough Council cannot assist with this.** We ask that the child's parent/guardian or an older sibling attends the session if they require assistance with their medication.

### Disclaimer

**Please tick the appropriate box/es below.**

#### If your child is aged 8 or over:

I understand and agree my child will not be supervised during 'ROAR' sessions. I agree for my child to attend 'ROAR' sessions and come and go when they choose unaccompanied. I also give permission for my child to receive basic first aid (from a trained first aider).

#### If your child is under the age of 8:

I understand and agree my child will not be supervised during 'ROAR' sessions. I agree for my child to attend 'ROAR' sessions and come and go as they please **accompanied by someone aged 13 or above**. I understand my child will be turned away if they are unaccompanied. I also give permission for my child to receive basic first aid (from a trained first aider).

### Image consent

**Do you give permission** for photographs/videos to be taken of your child during ROAR sessions for the purpose of the press (please note the press allow the public to purchase the pictures they take), the ROAR website pages, exhibitions and displays, promotional material and information for other partner agencies?  
**Yes  No**

**If your circumstances should change please contact the Activity Coordinator to update your details.**

### Future Leisure Development activities

If you would like to be kept informed about future ROAR activities please provide your email address:  
 .....

If you do not have an email address but would still like to be contacted via post please tick

If you do not wish to be contacted about other Leisure Development activities please tick

**Signed parent/guardian** .....

**Print name** .....



# Training sessions

The P&G Surrey Youth Games is the largest youth sports event in Surrey. Around 3500 young people take part each year from across Surrey in trials, coaching sessions and a main competition. The P&G Surrey Youth Games is a really exciting sporting event which allows young people aged seven to 16 years to play a wide range of sports at a competitive level. It is a great opportunity to try out a new sport or even to improve on the skills you already have with the help of dedicated and qualified sports coaches. The competition will be on Saturday 16 and Sunday 17 June at the very impressive Surrey Sports Park in Guildford.

8 weeks of FREE coaching sessions will be held throughout the borough of Runnymede from April onwards and run until mid-June when the competition is held. This year's sports and age groups are as follows:

Mixed Badminton, 9 to 14 year olds; Boys Basketball, 11 to 14 year olds; Girls Basketball, 11 to 14 year olds; Mixed Boccia, 7 to 16 year olds; Mixed Boxing, 11 to 16 year olds; Boys Boxing, 13 to 16 year olds; Girls Cricket, 9 to 11 year olds; Girls Football, 7 to 11 year olds; Boys Disability Football, 11 to 16 year olds; Mixed Hockey, 9 to 11 year olds; Mixed Hockey, 11 to 13 year olds; Mixed Judo, 8 to 11 year olds; Girls Netball, 11 to 15 year olds; Mixed Netball; High-5, 9 to 11 year olds; Mixed Squash, 7 to 13 year olds; Mixed Swimming, 9 to 12 year olds; Mixed Tag Rugby, 7 to 9 year olds and Mixed Tennis, 7 to 8 year olds.

In order to be eligible to compete for Team Runnymede, you must either live or go to school in Runnymede and must be below county standard in your chosen sport.

To register your interest in attending **free** coaching in any of the above sports, please email [emma.parnell@runnymede.gov.uk](mailto:emma.parnell@runnymede.gov.uk) or call 01932 425677

## Dates of future activities to be provided by the Leisure Development Team in 2012

P&G Surrey Youth Games training sessions:  
Various dates April through to June

Easter school holiday  
Monday 2 April to Thursday 5 April  
Tuesday 10 April to Friday 13 April

June school holiday  
6 June to 8 June

P&G Surrey Youth Games Competition  
16 and 17 June

Summer school holiday  
Monday 30 July to Friday 24 August

More details will be available on our website  
[www.rbcyouth.co.uk](http://www.rbcyouth.co.uk)