

## Organising a course at Lledr Hall

The forms you need to fill in are on this page.

### 1. Group Details (form 1)

Please send us this as soon as possible and update us of any changes to numbers or dietary requirements.

### 2. Pre-Course Liaison (form 2)

To help us maximise the impact of your stay at Lledr Hall we would like to know a little bit more about the intention of your visit. This will help us to plan a coherent programme that will support what you are doing in school. Please don't be limited by the examples, any information is useful for our preparation.

Forms to be completed before arrival and brought with you to Lledr Hall:

### 3. Parental consent forms (form 3)

### 4. Adult/ staff medical form (form 4)

### 5. Activity group list (form 5)

### 6. Dormitory list to be used as a fire register (form 6)

## Other things to remember

- If you are arriving at 11am we will provide lunch so you don't need a packed lunch. Please fill in the **sandwich list (form 11)** so we can prepare lunch for your arrival.
- School staff do not need to bring any bedding as their beds will be made up with a duvet and pillows.
- We ask that the children don't bring any food or drinks (other than water) we provide plenty of food at mealtimes as well as biscuits, snacks and juice throughout the day.
- Please advise children not to bring spray deodorant or hairspray as this will set off the fire alarm.
- **Please give us a call on your way here, when you get to Llanrwst**, so we can meet you in Dolwyddelan to shuttle you down to Lledr Hall.
- Bring a memory stick so you can transfer the photos from the Lledr Hall cameras. We also have wifi and PC should you wish to save photos to the cloud.
- To maximise activity time on the first afternoon please remind the group to be dressed appropriately for going straight out after lunch (no jeans) and to have 2 pairs of socks on or with them (not in their suitcase). There is not always time to go to rooms first to get changed.
  - Also attached is the **Child's Kit List (form 7 & 8)**, **Adult Kit List (form 9)** and a **Dormitory Layout (form 10)**.
  - **Please make sure all visiting staff have filled in and signed the adult medical form and also read the page on our website about the [role of visiting staff](#).**