



ENGLEFIELD ESTATE

Schools Days
12th & 13th June 2024



Teacher Handbook

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Welcome

The historic landscape of Englefield Estate provides homes, jobs, food, building materials, energy generation and places to exercise, explore and enjoy.

At the same time, the woodland, farmland, heathland, rivers and ponds provide many habitats for wildlife to thrive.



We are deeply mindful of our responsibilities to protect and enhance the estate for future generations of people, and for the thousands of species of fungi, plants and animals that live here. The aim is sustainability, and it is widely recognised as both very important and very complex.

At the Englefield Estate Schools Days, we are proud to show young people the work we are doing to be more sustainable. You will meet people who grow food, protect water resources, produce renewable energy, help wildlife, maintain buildings, plan for the future and work to understand the past.

We hope your visit is fun and inspiring and helps you to think about how you can be more sustainable too.

Richard

Lord Benyon



Introduction

Sustainability is the ability to meet current needs without infringing on the capacity of future generations to meet their needs. Although the term is relatively new, the ethos has long been integral to the way we work at the Englefield Estate.

Our Schools Days Tree summarises the content of your visit!



Visiting the Estate provides an ideal opportunity for children to see sustainability in action. During the day you will take part in seven different activities that link aspects of sustainability to the Key Stage 2 curriculum.

As well as the educational benefits of your visit, we feel it is extremely important to give children a chance to stretch their legs, take a deep breath and enjoy the space and beautiful natural surroundings of the countryside.

This handbook contains information designed to make the day enjoyable and safe:

- ✓ **It describes how the day is organised**
- ✓ **Introduces you to the activities on offer and provides contact details for the amazing organisations who are participating in Schools Days this year**
- ✓ **Contains a map to guide you around the Estate and show the locations of required facilities such as toilets and handwashing**
- ✓ **Suggests links to the National Curriculum**
- ✓ **Provides essential Health & Safety information (full details and our event risk assessment have been sent to your school separately)**
- ✓ **Provides detail on how to find us and how to contact us**

For everyone's safety, it is essential you digest the information in this handbook carefully, are aware of the health and safety details and stick to your timetable, even if you have attended many other Schools Days events.

Your Day



Preparation

The whole day will be spent outdoors. Appropriate clothing for the conditions is essential. This means a waterproof coat and wellies if rain is forecast or sun hat, covered shoulders and sun cream if the weather is hot. **All adults and children need to bring plenty of food and water for the day. School staff should bring hand gel for their class.**



Arrival

You should arrive at 9.30am, in time to reach the first stand on your timetabled route for a 10.00am start. There is a one-way system for transport vehicles: enter Englefield via The Street from the A340 and proceed to the Coach Park. **Take special care when disembarking coaches and follow our staff's instructions.** If you arrive late, go straight to the stand you should be at according to your timetable.



Toilets and Handwashing

Toilet cubicles, including disabled facilities, and running water sinks with soap and hand towels are provided. It's a good idea to plan your use so your whole class doesn't need to queue for the loo at the same time!



Timetable and Stands

Start at the first stand on your timetable at 10:00am and follow your route in the assigned order. **You will have 25 minutes at each stand and 10 minutes between each stand** to visit facilities as needed and move to your next location. Staff at stands will be preparing between groups. If you arrive at a stand early, please wait where you are instructed and do not mingle with other groups.



Lunchtime

There is a set lunch break from 12:10pm until 1:00pm. This gives time for groups to wash their hands, find a place to sit and eat lunch, use the toilets and reach their next stand. Please note that staff and volunteers will be taking their break at the same time.



Departure

The final session is timetabled to finish at 2.35pm. Make your way to the Coach Park and safely board your transport. **Stay in your groups and take care when crossing roads.**

If, for any reason, you wish to leave early, you must inform staff immediately so we can ensure safe movement of children and transport vehicles.

Habitats and Wildlife



Route 1 **1A**

Reading and District Beekeepers Association works to create greater understanding and appreciation of pollinators and their role in sustaining the environment by pollinating flowers and crops to provide food for people and wildlife. The members of the group leading activities are all experienced beekeepers! For further details about any RBKA activities contact Jenny Morgan: educationrbka@gmail.com

Route 2 **2A**

Enter the fascinating world of butterflies and moths. Butterfly Conservation and the Berkshire Moth Group work to recover threatened butterflies and moths, increase numbers of widespread species, inspire people to understand and deliver species conservation and promote international conservation actions. For further information, contact Grahame Hawker: grahamehawker@hotmail.com



Route 3 **3A**

Our Game Department carry out a huge amount of wildlife conservation work on the Estate. They plant and lay hedges, grow miles of pollen and nectar strips for insects, manage habitats for farmland birds and care for parkland fallow deer.

Learn about animals that live at Englefield, including food chains, physical adaptations, invasive species and the help needed to prevent the loss of species under threat in England.

Route 4 **4A**

Energy takes lots of forms. The Earth has a fixed amount of energy moving around it in different ways. University Centre Sparsholt lecturers will help pupils create a wildlife food chain and investigate the natural (biotic) interactions that move energy around wildlife food chains.



UNIVERSITY CENTRE
SPARSHOLT

Energy and Water



Pang Valley Flood Forum



Route 1 **1E**

Learn about Natural Flood Management with the Pang Valley Flood Forum. What causes flooding, what can happen and how can we help prevent it?
Email: pangvalleyfloodforum@gmail.com
Twitter: <https://twitter.com/PangValleyFlood>

Route 2 **2E**

Two globally rare chalk streams flow through our estate. Action for the River Kennet (ARK) is the Rivers Trust for both the Kennet and Pang catchments. They work to conserve these precious chalk streams and the wildlife that depends on them; including practical habitat improvements, wildlife monitoring, and delivering inspiring educational outreach to schools and the wider community.

Email: anna@riverkennet.org Tel: 07780381709
www.riverkennet.org/education/educationintroduction



Route 3 **3E**

Learn what can be recycled and what happens to your recycling after you put it in a bin.

The Hills Waste Solutions team will explain the ideas of Reduce, Reuse, and Recycle as well as ideas for improving your recycling at home or in your classroom. In 2023, we recycled more than 98,000 tonnes of different types of material from over 200,000 homes – let's work together to take that number above 100,000 tonnes.

Email: waste.sales@hills-group.co.uk Tel: 01793 714950 www.hills-waste.co.uk

Route 4 **4E**

Learn about renewable energy and how our actions can reduce energy use and greenhouse gas emissions with Ian Gough, energy expert!

Tel: 07792158530

Email: greeneducation@hotmail.co.uk



Farming and Food



Route 1 **1F**

The Kitchen Garden at Englefield is designed to provide fresh produce all year round. Meet our gardeners and learn why it is important to look after our soils, what soil is made of and how to make the perfect compost for growing plants in.

Route 2 **2F**

Super Soils! Meet our gardeners and learn why it is important to look after our soils, what soil is made of and how to make the perfect compost for growing plants in.



Route 3 **3F**

The NADAS educational programme engages children in the countryside and boosts their knowledge of the British farming industry, by educating them of the origins of food, its production and how everyone can benefit from home grown produce. For more details, contact Jan Murray, Education Officer: education@nadas.co.uk



Route 4 **4F**

Our Home Farm has 450 hectares of arable land (that's 840 football fields!). Find out about how and when wheat is grown and processed to make our food.



Trees and Timber



Route 1 **1T**

Timber is a vital resource, used to make paper, furniture and in construction for things like roof rafters, floorboards, doors and window frames. Our Estate Carpenters know what kind of wood works best for different situations and are expert craftsmen.

Route 2 **2T**

How big is that tree?! Join students from Pangbourne College to learn about one of the most spectacular trees at Englefield, a giant sequoia. An endangered species, threatened by drought and wildfire, there are now many more giant sequoias growing in the UK than in their native habitat, the Sierra Nevada Mountains of California.



Route 3 **3T**

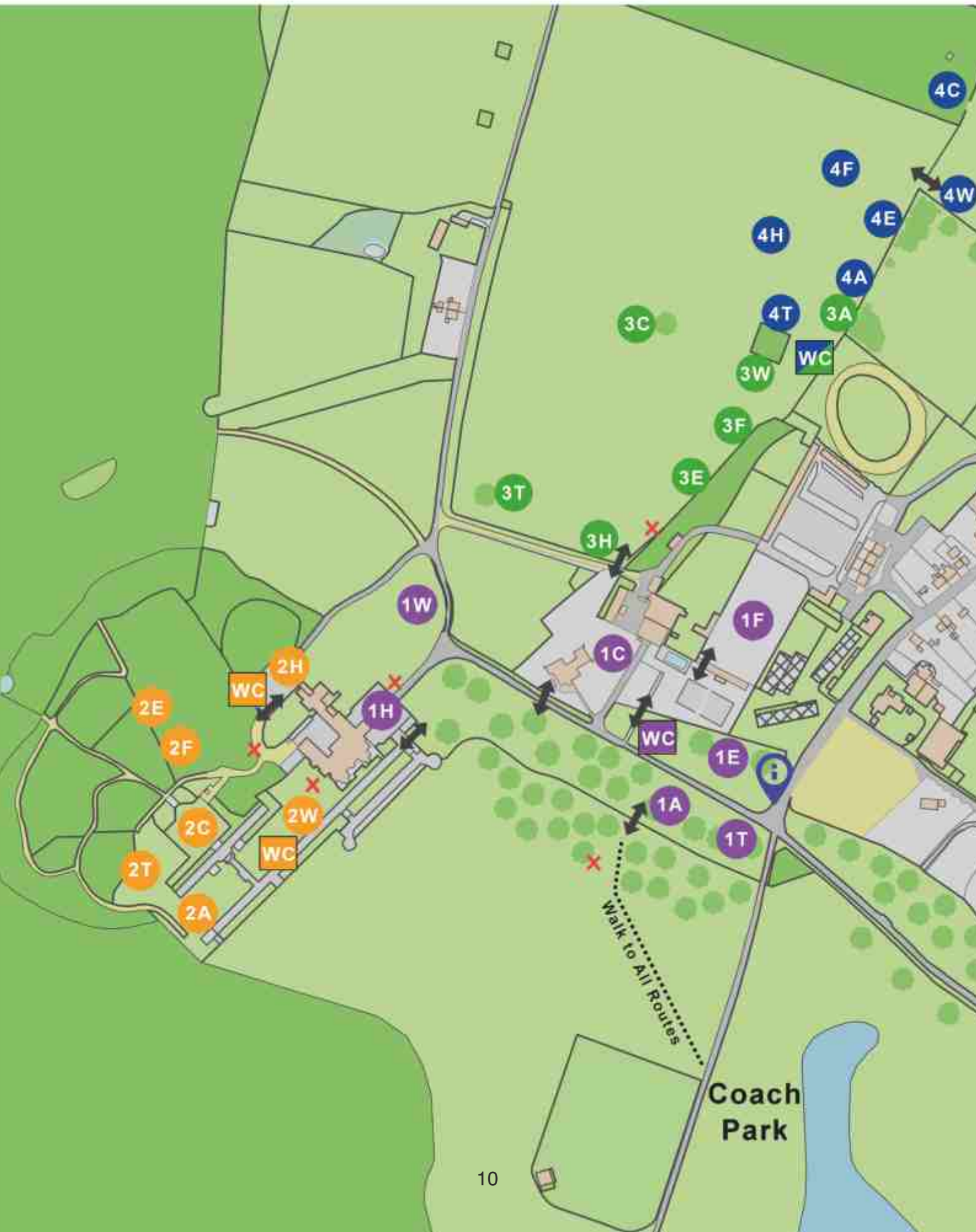
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Route 4 **4T**

Learn about forestry on the estate, from seeds to fully-grown trees. Find out what the timber we grow is used for and about the importance of woodland as a wildlife habitat.



Site Map





Route 1

- 1W Health & wellbeing
- 1H History
- 1A Habitats & wildlife
- 1T Trees & timber
- 1F Farming & food
- 1C Community
- 1E Energy & water

Route 2

- 2W Health & wellbeing
- 2H History
- 2A Habitats & wildlife
- 2T Trees & timber
- 2F Farming & food
- 2C Community
- 2E Energy & water

Route 3

- 3W Health & wellbeing
- 3H History
- 3A Habitats & wildlife
- 3T Trees & timber
- 3F Farming & food
- 3C Community
- 3E Energy & water

Route 4

- 4W Health & wellbeing
- 4H History
- 4A Habitats & wildlife
- 4T Trees & timber
- 4F Farming & food
- 4C Community
- 4E Energy & water



Toilets & handwashing
for each route



Assembly points



Gates/access points



Control Point

History



Route 1 **1H** and Route 2 **2H**

Englefield House is the centre of the Estate and home to the Benyon family. The building you see today dates to the time of Queen Elizabeth I but many generations of people have added to the house, right up to the 21st century.

Route 3 **3H**

The Museum of English Rural Life (University of Reading) has an award-winning programme for schools, colleges and learners. We warmly invite you to experience, learn from and get excited by our unique collections and join us in exploring the countryside, its legacy, its people and its relevance to our lives today.

www.merl.reading.ac.uk/learn/schools-and-colleges/

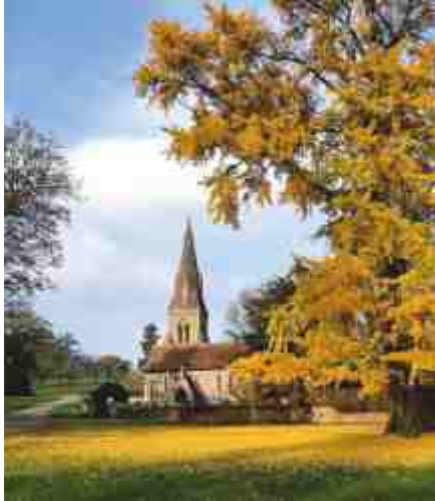


Route 4 **4H**

Join West Berkshire Council archaeologists to find out more about ancient sites and monuments near Englefield. Can you identify them on a map from different types of evidence, and how should we look after this history?

Email: archaeology@westberks.gov.uk

Community



Route 1 **1C**

The church has been a fundamental part of the community at Englefield for over 800 years. Our rector, Reverend Julia Myles, welcomes you to St Mark's Englefield for some activities and games based on the theme of community.

www.stmarksenglefield.org.uk

Route 2 **2C**

The Angling Trust has launched a new primary school project 'Reel Education'. The project engages students in the KS1 and KS2 stages of education about the importance of our rivers, lakes and seas and helps develop an awareness of the sport of fishing.

www.anglingtrust.net/get-involved/reel-education/



Route 3 **3C**

Try your hand at designing a new community. How would you design an eco-village? What things do you need? Where should they be located and why?

Route 4 **4C**

A major form of employment at Englefield is the Maintenance Department, who look after all the houses, agricultural buildings and the Estate Office. They also do a lot of work getting everything ready for Schools Days! Learn about the best material for the job and try out your construction skills with our team.



Health and Wellbeing



Route 1 1W

Get in touch with your bat senses. Learn to really listen to the world around you and about the benefits to animals and people of volunteering to help wildlife.

Bat Rescue Berkshire rescue and rehabilitate injured, grounded and orphaned bats from all over Berkshire and north Hampshire.

Route 2 2W

Learn about the wonderful world of dragonflies. We explore their habitats and lifecycle and create our own dragonflies to take home. Countryside Learning aim to educate, inspire and inform children, parents and teachers, so they can enjoy and appreciate the countryside while having a greater understanding of the wider range of issues surrounding it. For further information visit www.countrysidelearning.org or contact gary@countrysidelearning.org



Route 3 3W

Learn about Rights of Way and the new Countryside Code with Gemma Clinch, Community Engagement Ranger for Hampshire County Council North Access Team. For enquiries contact Gemma.Clinch@hants.gov.uk



Route 4 4W

Small Fire, Big Adventure will introduce you to some fun bushcraft activities. The team offer sessions on outdoor skills, team building, school activity days, family bushcraft days and stay n play in the woods. For further information see www.bsel.org.uk or email sfbabookings@gmail.com



Curriculum Links

All Schools Days stands offer links to the National Curriculum for Key Stage 2 pupils.

Code	Theme	Stand	Curriculum Links
1A	Habitats & Wildlife	Reading & District Beekeepers	Living things and their habitats (life cycles, pollination); Cooking and nutrition (know where and how ingredients are processed)
1E	Energy & Water	Natural Flood Management	Human and physical geography (rivers, the water cycle); Living things and their habitats (explore examples of human impact (both positive and negative) on environments)
1F	Farming & Food	Kitchen Garden	Plants (requirements of plants for life and growth, pollination); Cooking and nutrition (seasonality, where and how a variety of ingredients are grown); Rocks (soils are made from rocks and organic matter)
1T	Trees & Timber	Carpentry	Properties and changes of materials (reasons for the particular uses of everyday materials); Citizenship (developing confidence and responsibility and making the most of their abilities)
1H	History	Englefield House	Significant historical events, people and places in their own locality
1C	Community	St Mark's Church	Citizenship (developing good relationships and respecting the differences between people); RE (believing and belonging)
1W	Health & Wellbeing	Bat Sense	Living things and their habitats (examples of human impact on environments) Animals including humans (food chains); Citizenship (developing a healthy, safer lifestyle, breadth of opportunities, preparing to play an active role as citizens)
2A	Habitats & Wildlife	Butterflies and Moths	Animals, including humans (food chains); Living things and their habitats (examples of human impact on environments, butterfly life cycles and reproduction); Citizenship (preparing to play an active role as citizens)
2E	Energy & Water	Action for the River Kennet	Living things and their habitats (examples of human impact on environments); Human and physical geography (rivers); Citizenship (preparing to play an active role as citizens)
2F	Farming & Food	Super Soils	Plants (requirements of plants for life and growth); Rocks (soils are made from rocks and organic matter)
2T	Trees & Timber	How Big is That Tree?	Plants (requirements of plants for life and growth); Living things and their habitats (examples of human impact on environments); Measurement (perimeters); Geometry (right angles and acute angles)
2H	History	Englefield House	Significant historical events, people and places in their own locality
2C	Community	Reel Education	PE; Citizenship (developing a healthy, safer lifestyle)
2W	Health & Wellbeing	Countryside Learning	Living things and their habitats (insect life cycles); Art and Design (improve their mastery of art and design techniques, including drawing, painting and sculpture with a range of materials)
3A	Habitats & Wildlife	University Centre Sparsholt	Animals including humans (construct and interpret a variety of food chains, identifying producers, predators and prey)
3E	Energy & Water	Hills Waste Solutions	Living things and their habitats (explore examples of human impact (both positive and negative) on environments); PSHE (ways of carrying out shared responsibilities for protecting the environment in school and at home)
3F	Farming & Food	NADAS	Animals including humans (nutrition requirements, the digestive system, gestation periods); Cooking and nutrition (know where and how a variety of ingredients are reared and processed)
3T	Trees & Timber	How Big is That Tree?	Plants (requirements of plants for life and growth); Living things and their habitats (explore examples of human impact on environments); Measurement (perimeters); Geometry (right angles and acute angles)
3H	History	Museum of English Rural Life	Significant historical events, people and places in their own locality
3C	Community	Maintenance Team	Properties and changes of materials (give reasons for the particular uses of everyday materials); Citizenship (developing confidence and responsibility and making the most of their abilities)
3W	Health & Wellbeing	Hampshire County Council	Citizenship (Developing a healthy, safer lifestyle, preparing to play an active role as citizens)
4A	Habitats & Wildlife	Game Department	Living things and their habitats (examples of human impact on Environments); Animals including humans (group, identify and name living things in the local environment, food chains); Evolution and inheritance (identify how animals and plants are adapted to suit their environment)
4E	Energy & Water	Renewable Energy	Electricity; Human and physical geography (natural resources); Living things and their habitats (examples of human impact on environments)
4F	Farming & Food	Arable Farming	Plants (requirements of plants for life and growth); Cooking and nutrition (seasonality, know where and how a variety of ingredients are grown and processed)
4T	Trees & Timber	Forestry Department	Plants (requirements of plants for life and growth); Living things and their habitats (examples of human impact on environments); Human and physical geography (natural resources)
4H	History	West Berkshire Council Archaeology	History (understand how our knowledge of the past is constructed from a range of sources); Geography (use aerial photographs and Ordnance Survey Maps to recognise landmarks and basic human and physical features and to build knowledge of the United Kingdom)
4C	Community	Design a Village	Human geography (types of settlement and land use, economic activity including trade links, and the distribution of natural resources including energy, food, minerals and water)
4W	Health & Wellbeing	Small Fire, Big Adventure	Citizenship (Developing a healthy, safer lifestyle)



Health and Safety

The following pages provide important information to have with you during your visit. Our full Schools Days Health and Safety Policy & Procedures, including our Risk Assessment, are provided separately.

1. **IN CASE OF EMERGENCY DIAL 999**

The what3words to get to the site Control Point is **method.showed.tested**. Staff will need to guide any emergency vehicle to the precise location needed. **Please inform a member of staff immediately if you have dialled 999.**

2. For the benefit of all staff, volunteers, teachers and schoolchildren we ask that anyone who is unwell does not attend the event, especially if experiencing a fever or if they have experienced vomiting/diarrhoea in the past 48 hours.

3. **Appropriate clothing for the conditions is essential as the entire day will be outside**, e.g. wellies and waterproof coat if the weather is wet, sturdy shoes, sun hats, covered shoulders and sun cream if hot.

4. **All adults must carry identification** - a staff pass with photo for teaching staff, or a school visitor pass for any parent helpers.

5. **School staff are responsible at all times for the safety and discipline of pupils.**

6. **Each school must carry an approved first aid kit and have a member of staff who is a trained first aider.** Estate staff are first aid trained and can assist if requested.

7. **All adults and children must carry their own food and water for the day.** Have a good breakfast and make sure you have snacks. **Water bottle refilling points are available, please ask if you need directions.**

8. **Please do not bring nuts/seeds or nut/seed products for lunch or snacks.**

9. **Hygiene instructions should be followed**, using handwashing facilities after visiting any animal area and before eating.

10. Carry a mobile phone and ensure the Event Coordinator is advised of the number prior to arrival in case of emergency. **The Event Coordinator's mobile number is 07881 836 660.**

11. **You should be aware of any medical requirements or allergies that your pupils have**, ensure appropriate training and medication is administered/available and cover any cuts/abrasions with waterproof plasters. **Allergy Awareness: Bees, wasps, biting insects, nettles, wheat, hand gel; animal feed may contain nuts.**

Lyme Disease: Please advise parents to check their children for ticks after spending time outdoors

12. A public road runs through Englefield Estate. **Please beware of traffic** and follow the routes provided.

13. **If a pupil needs to be collected by a parent**, school staff must escort the child to the Control Point at the end of The Street (see Site Map on page 10 and 11). Please instruct the parent to meet you there. **Address: The Street, Englefield, RG7 5ES what3words: method.showed.tested**

First Aid

In case of emergency dial 999

Estate staff will need to guide any emergency vehicle to the exact location needed. Please inform a member of staff immediately if you dial 999.

The what3words to get to the site Control Point is **method.showed.tested**

The grid reference for the site Control Point is **SU 62536 71904**

The address is **Englefield Estate, The Street, Englefield, RG7 5ES**

If you need First Aid, please follow the steps below

1. A teacher who is a qualified first aider should use their approved first aid kit.
2. If assistance is required, look for a staff member wearing a First Aider badge (green cross) or call the number listed in the table below closest to where the injured person is located. Inform them who you are, your location and the details of the injury.
3. Alternatively, ring the Event Coordinator on 07881 836 660 who will initiate a response immediately.
4. All cases of first aid need to be reported for accident recording – please fill out the Accident Book available at every stand or ring 07881 836 660.

First Aider Name and Location

Mobile Number

Route 1: Sue Broughton – 1F Walled Garden

Route 2: Mark Jackson – 2F Super Soil Stand

Route 3: David Wiggins – 3A Gamekeeping Stand

Route 4: Rob Allen – 4T Forestry Stand

All routes: Luke Wade

All routes: Liz Mattison

5. If a pupil needs to be collected by a parent, school staff must escort the child to the Control Point at the end of The Street (see Site Map on page 10 and 11). Please instruct the parent to meet you there. **Address: The Street, Englefield, RG7 5ES what3words: method.showed.tested**

Safeguarding and Child Protection

Safeguarding Lead: Liz Mattison email: education@englefield.co.uk phone: 07881 836 660

Safeguarding Deputy Lead: Rich Edwards email: richard.edwards@englefield.co.uk

Phone: 07774 164 205

If you become aware of a safeguarding issue, please contact the Safeguarding Lead or Deputy Lead immediately. Do not wait overnight.

The full Englefield Estate Safeguarding Policy is available on request. Key staff hold an enhanced DBS check certificate and are trained in safeguarding at regular intervals.

All staff are aware of, and have access to, our full Safeguarding Policy. **All staff and volunteers follow a strict Safeguarding Code of Conduct**, which is included in your copy of the Health & Safety Policies and Procedures for Visiting Teachers and Helpers.

Lost Children

1. Children must stay with their group at all times. However, as a precaution they should be informed of the following in case of separation:

- i. Children should know which school they are from and the name of their group and leader.
- ii. Children who cannot find their group should go to the nearest Estate staff member, identified by their name badge.
- iii. If no Estate staff member is in sight, they should go to a teacher from another school group.

2. If a child is lost, immediately contact the nearest member of Estate Staff or the Event Coordinator on 07881 836 660. All other children must be appropriately supervised while a search is carried out.

3. If you find a child who is not in your group, immediately contact the Event Coordinator on 07881 836 660. Keep the child with your group until the Event Coordinator arrives.

4. Found children should not be given to anyone except the Event Coordinator.

5. The Event Coordinator will only hand a found child back to a teacher from their school. The teacher should be prepared to show photo ID to confirm their identity.

Fire Safety and Evacuation

1. Smoking is not permitted.

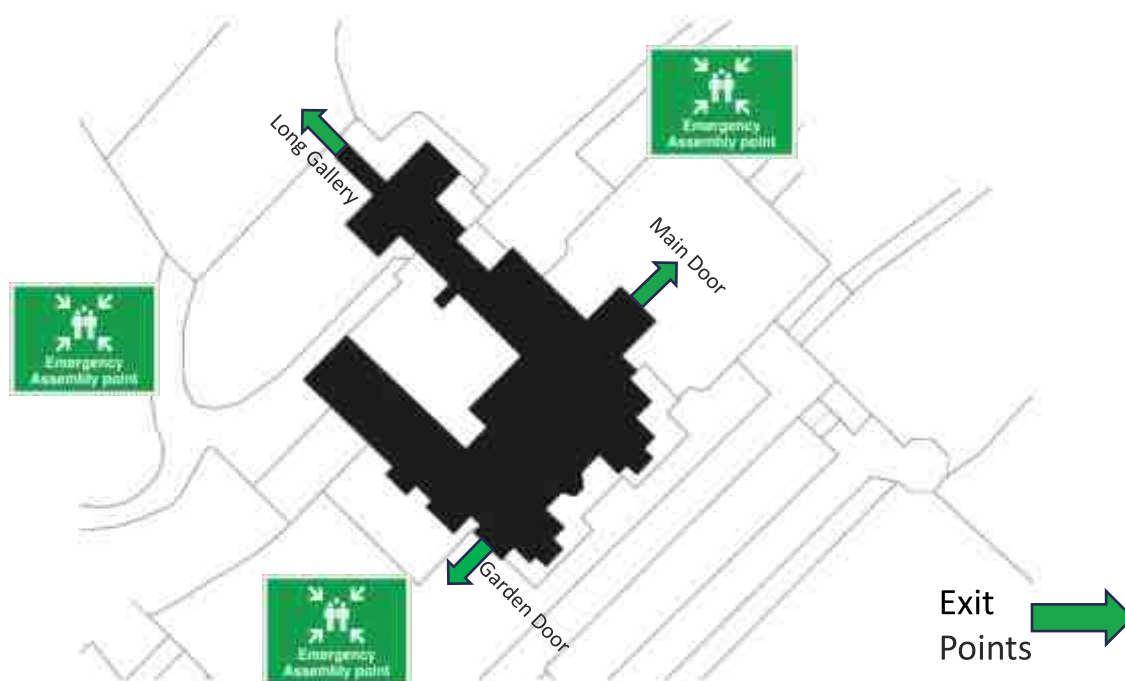
2. Please keep your group together and whilst in Englefield House always stay with your guide.

3. **In the event of a fire at Englefield House**, the alarm will sound. Please follow your guide's instructions, moving to the nearest exit. Assemble your group at the nearest Assembly Point (see site plan below).

In the event of a general evacuation, assemble your group at the nearest Assembly Point (see Site Map on pages 10-11 of this handbook).

4. Take a register and advise an Estate staff member that all members of your party are present.

5. Do not leave the Assembly Point until advised it is safe to do so.



Acknowledgements

Thanks go to all the staff and friends who help with Englefield Estate Schools Days. We are so grateful to the wonderful local organisations who take part, without whom the event would not be possible. You can find contact details with each stand summary in this handbook.

We would also like to say a big thank you to the following people for advice and assistance in the planning phase and during the days:



John Simmonds Trust for Education, Rushall Farm
www.rushallfarm.org.uk



Ufton Court Educational Trust
www.uftoncourt.org.uk



HBH (Farming) Ltd.



Pangbourne College
www.pangbourne.com



North Wessex Downs National Landscape
Farming in Protected Landscapes Programme
www.northwessexdowns.org.uk



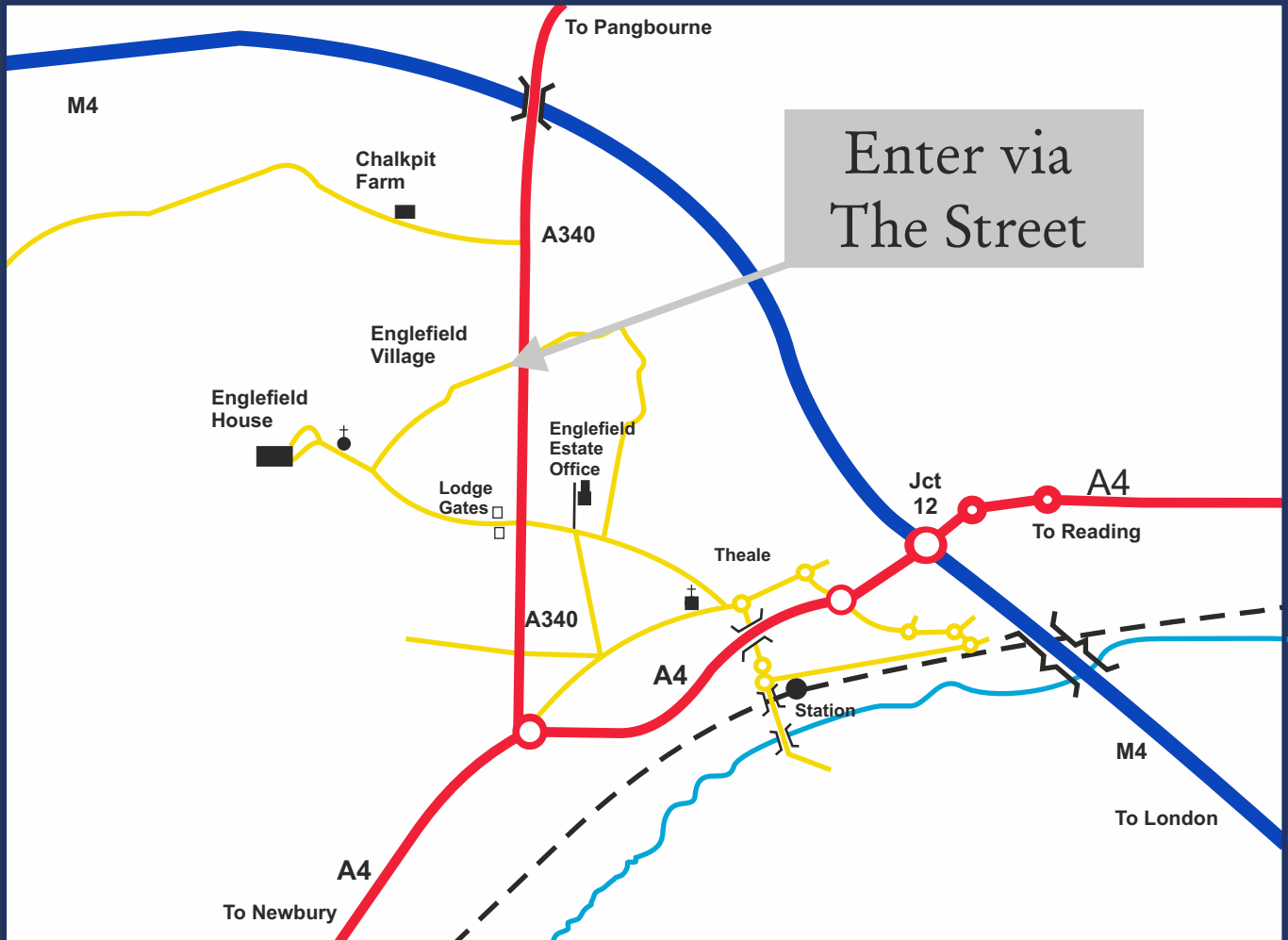
Dave Pocock, Amber Business Services
www.amberbusinessservices.co.uk

Simon Strang
Andy Stepp
Paul Myles
Margaret Stephens
Sara Ward
Helen Townsend

How to find us

Event location: The Street, Englefield, Reading, RG7 5ES

Event location what3words: method.showed.tested



Tel: 0118 930 2504

Email: education@englefield.co.uk

Post: Schools Days, Englefield Estate Office,
Englefield Road, Theale, Berkshire, RG7 5DU

