



Dale Fort Field Centre
Dale
Haverfordwest
Pembrokeshire
SA62 3RD

Tel: 01646 636205

E-mail: daleadmin.pb@field-studies-council.org

Web: www.field-studies-council.org/dalefort

Information for University Staff

Arrival and Departure -

Please inform the Centre how you intend to travel at least four weeks before the course. If travelling by road it would be helpful if you could ring when you reach Haverfordwest (approx. 30 minutes from the centre) so that we know your time of arrival. If your first teaching session is in the evening, please arrange to arrive between 3.00 – 4.00pm to allow time for room allocation and welcome talk before the evening meal. Departure is normally immediately after breakfast on the last day of the course, although alternative times may be arranged.

Essential Equipment for everyone -

- Warm old clothing for outdoor work (not jeans)
- Hat, scarf and gloves
- Warm coat / fleece
- Towels & toiletries
- Waterproof jacket*
- Waterproof trousers*
- Wellington boots* (& thick socks)
- Small day sack*
- Indoor shoes or slippers
- Outdoor walking shoes / boots (optional)
- Sun cream and sun hat
- Torch
- Lunch box and drinks bottle / flask
- Any necessary medication eg. Inhalers
- Scientific calculator
- Pens, pencils & 30cm ruler
- File paper & notebook

*can be hired from Centre for £2.00 per item or £5.00 for 3 items. Jackets and trousers in sizes S-XL, wellies 3-14.

There will be a considerable amount of time spent outdoors, please make sure that you bring plenty of warm and windproof clothing. Visitors should not bring any aerosol sprays, as they may trigger the fire alarm. All rooms have keypad locks but we cannot accept any responsibility for valuables.

Electrical Equipment –

Please to not leave electrical items plugged in when unattended.

Facilities for students -

- Student common room (TV, Pool Table, PlayStation, CD player)
- Sports equipment (rugby/footballs, rounders, frisbees)
- Tuck shop (selling postcards, sweets, chocolate, soft drinks, stamps, sun cream and some stationery items)
- Drying room

*We have a small number of games available for the PlayStation. Students are welcome to bring their own games, DVDs or CDs **at their own risk. Please advise students to bring plenty of coins (not notes) for the tuck shop and waterproof hire.** There is a small shop in the village selling snacks and ice cream.

Additional facilities for teachers -

- Bar with honesty box
- Lounge with TV
- Separate tea / coffee making facilities

Accommodation, Dietary and Medical Details –

The majority of sleeping accommodation is in small dormitories. Visiting staff will usually be allocated one of the twin-bedded rooms. Breakfast is served from 8.00-8.30am and evening meal from 6.00-6.30pm (there may be split sittings if numbers are large). All visitors are requested to co-operate with the Centre staff by making their own beds, preparing their own packed lunch and assisting with clearing tables at meal times. Students will also be responsible for tidying their packed lunch and drinks making area as part of a rota system. We cater for all special dietary requirements. Please ensure that a list of names, medical details, special dietary requirements and emergency contact information for everyone in the group is provided **at least 3 weeks before arrival**. Please remind students to bring any necessary medication with them and to check the need for a tetanus injection with their GP.

Transport –

Please arrange your own transport to and from the Centre. We can provide details of a local coach company if required or you may find the following site useful www.firsttravelsolutions.com (Quote 'FSC' in order to receive preferential rates). If you are travelling by train we can arrange transport for your group from Milford Haven station. For travel to and from fieldwork sites there are 3 options:

- Use your own minibuses with your staff as drivers
- Use Centre minibuses with your staff as drivers (please bring driving licences)
- We arrange coach transport as required

A variable charge for transport (typically up to £25.00 per head), will be added to the bill if we arrange transport on your behalf.

Rules for Students –

We expect students will behave with consideration for others and for Centre property during their stay. These rules are for their own protection and that of the Centre and its staff. If students do not abide by them they may be asked to leave at their own expense.

- There is a set curfew for undergraduates at midnight, but we request that school age pupils are in their own rooms and quite by 11.00pm. We ask for the co-operation of all visitors in respecting this rule and keeping the Centre quiet after 11.00pm.
- Students must sign out if going away from the centre
- Alcoholic beverages are not sold to school pupils even if they are +18
- Smoking is not permitted inside the Centre
- Any damage or loss of equipment must be paid for by those concerned whilst at the Centre

Staff responsibilities –

When we are teaching students and involved in fieldwork activities, Centre staff will take responsibility for the safety and supervision of the group. At all other times, particularly in the evening, visiting staff are responsible for their own students. A member of Centre staff will be on duty at all times to support visiting staff. We understand that university students are legally adult, but expect that you will encourage appropriate behaviour in relation to other users of the centre, centre staff and local residents – this applies during free time as well as during the fieldwork activities. It is vital that students understand that they are representing their university and the impact that their actions can have on other visitors and local residents, both positive and negative.

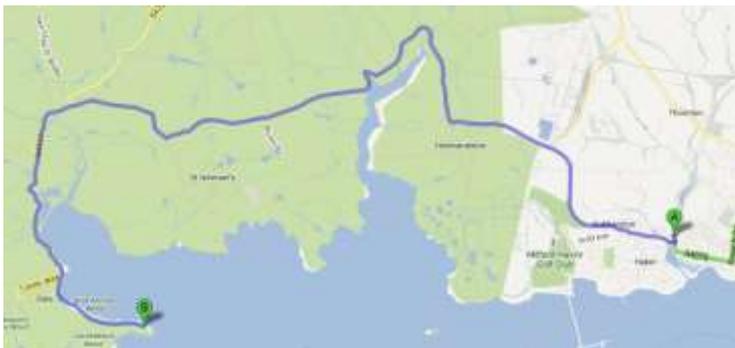
Eco-Centre –

We aim to minimise our use of resources and impact on the environment. Please help us to do this during your visit eg. recycling, using a lunchbox, turning off lights and taps, sustainable use of activity sites.

Personal Possessions –

The FSC cannot be held responsible for any loss or damage to personal property. We are only able to keep lost property for 6 weeks, after that time we offer it to a local charity shop. If we do return any items we ask that the cost of postage and packing is reimbursed.

Directions to Dale Fort Field Centre - The nearest train station to the centre is Milford Haven (A). The centre can order a taxi to meet you at the station and bring you to the centre (B). The cost of a single journey is approximately £16. If you would like to book a taxi for your return journey please book it with the office during your stay.



From the M4 (Junction 49) follow the A48 through Carmarthen (A) and then the A40 to Haverfordwest (B). From Haverfordwest take the B4327 to Dale. Follow the road into the village of Dale (C). Take the left hand fork in the road following the waterfront. Just after the Griffin Inn (D) there is a turning to the left sign-posted 'Field Studies Centre.' The centre is located at the end of the lane. Please be careful on the lane, it is very narrow with only a few passing places. For those arriving by car vehicles must be left on the promontory located through the two arches at the far end of the centre (E). If they are too large to fit through the archways they should be left outside the Fort in one of the lay-bys up the lane. Please do not park in the area just outside the Fort entrance as this is the only place for vehicles to turn around. Should you wish to use a Sat Nav to assist in your travel, Dale Fort's postcode is SA62 3RD.



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