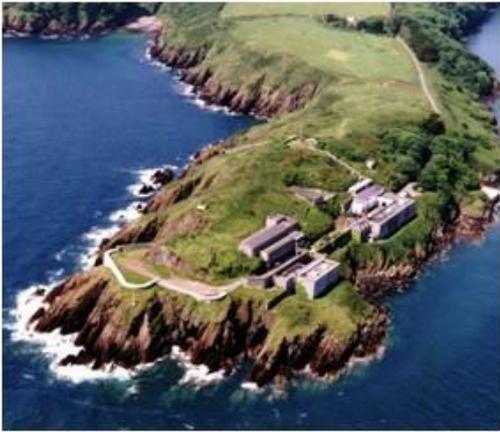


Dale Fort Field Centre Teacher Information



The Centre

Dale Fort is situated at the end of the Dale Peninsula and projects into the entrance of Milford Haven. It is a well-preserved example of a Palmerston Fort, completed in 1856 as a major part of the Pembroke Dock fortification against the French. General Gordon left his mark on the Fort and since then it has had a complex and fascinating history before becoming one of the first field centres for the FSC in 1947. Since that time the Fort has been extensively modernised to accommodate up to 120 people in residence with superb views over the sea.

Accommodation & Facilities

The Centre provides a warm, comfortable base for your course. We have simple, comfortable accommodation mostly in a mixture of twin/3-bedded rooms and dormitory style rooms. Toilet and shower facilities are close by. We also have a few family ensuite rooms. There is a good drying room, but no laundry facilities. Every bed in the Centre is provided with a duvet and pillow and all bedding. Staff are also provided with a towel.

There are five well-equipped classrooms with interactive whiteboards, a library and computers with Internet access. There is Wi-Fi in the library and classrooms. Mobile phone networks are patchy but usually a signal is found in the turning circle at the front of the site.

Dale Fort has a lounge for visiting staff equipped with a TV, DVD player, and tea and coffee making facilities. There is a common room for students with pool table, TV and DVD player with an area for making hot and cold drinks. There are board games in the common room and sports equipment such as rounder's bat and ball available from the office.

The Centre has a shop that sells notebooks, pencils, pens, rulers, confectionery, soft drinks, a few toiletry items, postcards and stamps.

Arrival and Departure

Please inform the Centre how you intend to travel at least six weeks before the course. If your first teaching session is in the evening, please arrange to arrive between 4.00 – 5.00pm to allow time for room allocation and welcome talk before the evening meal at 6.00pm. Departure is normally immediately after breakfast on the last day of the course, although alternative times may be arranged.

Food, Dietary and Medical Requirements

We provide fresh, wholesome food. Breakfast is at 8.00am and includes toast, cereals and a cooked breakfast. You make your own packed lunch each morning at breakfast time. The evening meal is usually at 6.00pm. We cater for all special dietary requirements. Please ensure that the information request forms (sent at the time of your booking) which confirm student and staff names, medical details, special dietary requirements, emergency contact information and travel arrangements are returned to the Centre **6 weeks before your course**. 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 Geography courses you will require transport to the field sites (the field sites are within walking distance for Biology courses.) If you are not bringing your own transport we can organise coach hire, please let us know in advance.

What you will need to bring:

- ✓ Wash kit
- ✓ Drinks bottle/flask and sandwich box
- ✓ Personal medications
- ✓ Torch
- ✓ Warm old clothing for outdoors (not jeans)
- ✓ Waterproof jacket and trousers *
- ✓ Warm coat for evenings and cooler days.
- ✓ Gloves, hat and scarf
- ✓ Thick socks
- ✓ Wellies * Strong sensible shoes or boots for walking.
- ✓ Indoor shoes
- ✓ Sunscreen & sun hat for sunny days
- ✓ Day sack
- ✓ Camera and USB pen (optional)
- ✓ Binoculars (if course programme includes Skomer)
- ✓ Plain paper for computer printer

Students also need to bring:

- ✓ Calculator, long ruler (30cm), pens and pencils
- ✓ Clipboard (useful but not essential) and a strong, transparent plastic bag large enough to fit over a clipboard and a hand holding a pencil.
- ✓ Towels
- ✓ Field notebook, file paper and graph paper

ALL bedding is provided for everyone and a towel is provided for staff.

*can be hired from the Centre at a cost of £2 per item, or £5 for a set. Wellies in sizes 3-12. Waterproofs in sizes S-XL

We advise that you leave expensive personal items at home as we cannot guarantee their safety. Mobile phones are welcome, but please make sure students turn them off during taught sessions.

Health & Safety

All tutored sessions are risk assessed and led by experienced teaching staff with specialist knowledge and fieldwork expertise. They all hold first aid qualifications and are trained in health and safety and group management. We hold the Quality Badge by The Council for Learning Outside the Classroom, which is awarded to organisations, which have demonstrated that they consistently deliver high quality teaching and learning experiences and manage risk effectively. It is important that students listen carefully to their tutor and comply with safety instructions.

There is no smoking in any of the buildings and please do not bring any aerosols as they set off the detectors. Our smoke and fire detectors are very sensitive. On arrival please make sure you know where the meeting point is in the case of fire (the turning circle in front of the entrance arch) and what to do. In the event of an emergency a member of staff is available 24 hours a day and their location is found in the main entrance to St Anne's Building.

Duty of Care

Visiting staff have a higher duty of care throughout the visit. 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; therefore we insist that at least one member of staff from each school is on site throughout the evening and to check that students are in their rooms by 10.45pm. A member of Centre staff will be on duty at all times to support visiting staff. Please see separate sheet on roles and responsibilities of staff when visiting the Centre. If you take students offsite for any independent activity, you will be required to fill in a form taking full responsibility for the students.

Behaviour of Students

We expect students will behave with consideration for others and for Centre property during their stay. All visitors are requested to co-operate with Centre staff by making their own beds, keeping bedrooms tidy and clearing tables at mealtimes. The Centre rules are here for your 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. Any damage or loss of equipment must be paid for by those concerned whilst at the Centre.

Personal Possessions

Updated June 2018

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.

Environmental Responsibility

Whilst at the centre we ask that you help to minimise your impact on the environment. Please reuse and recycle your rubbish wherever possible and turn off any electrical items or heating that you're not using. It all makes a difference.

Directions to Dale Fort Field Centre

From the M4 (Junction 49) follow the A48 to Carmarthen and then the A40 to Haverfordwest. From Haverfordwest take the B4327 to Dale. Follow the road into the village of Dale. Take the left hand fork in the road following the waterfront. Just after the Griffin Inn 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. Minibuses and larger cars will not fit through the archways and should be left outside the Fort in one of the lay-by's 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.

For groups arriving by coach the coach will only be able to get as far as Dale village as the lane up to the Centre is too narrow. We will come and pick up your luggage from the village and then you walk up the lane to the Centre. We ask you to please ring us when you reach Haverfordwest so we can make sure we are down in the village to meet you on arrival. Please make sure the coach does not go into Dale car park as we are not allowed to use this, they can park on the road alongside the cafe just after the left fork in the road (don't turn off onto the left fork)

Finally, we look forward to seeing you and hope that you enjoy your stay.

Dale Fort Field Centre
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Tel: 01646 636205

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