

# BAY TO HAY



27<sup>th</sup> April to 24<sup>th</sup> May  
2018



## WELCOME AND THANK YOU

We are delighted that you have agreed to take part in the Bay to Hay project and hope that this is the inaugural event of what will become an annual fixture in your school's calendar. Bay to Hay is a charity awareness and fund-raising project involving twelve schools and three charities and we hope that, with your help, it will be a great success.

The main purpose of Bay to Hay is to help the United Nations to achieve Global Goal 4: Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all. We aim to do this by raising awareness of the Send My Friend to School campaigns, both within our schools and across the UK.

In addition to raising awareness of the work of Send My Friend to School, we hope to raise funds for their partner charities and a smaller charity named Cariad Cymru, which provides education, welfare and justice to neglected children in Kenya. We will do this through an online fundraising page which will be advertised with all press announcements about the project.

We have been very fortunate to receive the support of the Hay Festival from the outset of this project, and are excited about the culmination of the project when pupils from each of our schools gather at the Festival Schools Day on Thursday 24<sup>th</sup> May.

This booklet provides helpful information to assist you in planning your participation in the Bay to Hay project.

Gareth Rein  
Bay to Hay Organisation Committee

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## BAY TO HAY KEY ROLES

### Organising Committee

Rajvi Glasbrook-Griffiths – Assistant Headteacher, Glan Usk Primary School

Gareth Rein – Headteacher, St Joseph’s RC Primary School

Aine Venables – Hay Festival Education Manager

### Send My Friend to School

Ellie McDonald – Campaigns Officer

### School Roles and Responsibilities

We recommend that each school should have staff members in each of these roles:

Role	Responsibilities
<b>Bay to Hay School Lead</b> (May also take one of the role below)	<ul style="list-style-type: none"><li>• Communicating with the Organising Committee</li><li>• Planning which staff members and pupils will form the travelling group</li><li>• Ensuring that all necessary paperwork is completed</li><li>• Ensuring that the risk assessment is shared with all members of the group, including pupils</li><li>• Planning the reception for the group from the previous school</li><li>• Working with pupils to write a letter to your MP</li></ul>
<b>Journey Organiser</b>	<ul style="list-style-type: none"><li>• Planning the journey</li><li>• Completing the risk assessment</li><li>• Leading the group on the journey</li><li>• Ensuring that all members of the group are fully equipped</li><li>• Communicating with the Base Officer</li><li>• Ensuring the safety and security of the baton during all stages of the journey</li></ul>
<b>Safety Officer</b>	<ul style="list-style-type: none"><li>• Ensuring the safety of pupils and staff members during the journey</li><li>• Monitoring the welfare of pupils and staff members during the journey</li></ul>
<b>Base Officer</b> (To remain in the school)	<ul style="list-style-type: none"><li>• Remaining in regular communication with the Journey Organiser.</li><li>• Communicating with the receiving school</li><li>• Communicating with the party/parties collecting the group at the end of the journey.</li></ul>

## BEFORE THE JOURNEY

### Plan the route and identify possible hazards

Make sure you're familiar with the route and its hazards. Work out how accessible it is for all members of your group. Walk the route well in advance of your journey and complete a risk assessment. Do a safety check shortly before the walk to make sure that nothing has changed recently on the route. Complete the safety checklist on page 8 of the booklet.

### Plan the adult support

The Bay to Hay Planning Committee recommends that at least three adults should escort the group for your walk. One adult should act as Organiser and a second adult should be the Safety Officer. This separation of roles will assist with the planning of the walk and safeguarding of pupils during the day.

### Plan the equipment

#### Adults

- mobile phone (make sure it's charged up and that you have network coverage on your route)
- any paperwork you want to use
- a first aid kit
- money to purchase drinks en route.

#### All participants

- a bottle of water
- good shoes or boots
- sunscreen and sunhat
- a waterproof jacket
- long trousers – if there are likely to be prickly/stinging plants.

### Plan your lunch

You may wish for your pupils to take their lunch with them in rucksacks, in which case we suggest talking to pupils about what they should bring. Remember that walkers will burn more calories during the day than on a normal school day, but you don't want them be burdened with a heavy bag.

You may plan for a colleague to bring the group's lunches and meet you at an agreed destination so that there is little to carry on the route.

It may be possible and desirable to purchase lunch for the group somewhere on the route. We recommend that schools selecting this option should contact the shop, café or restaurant to place your order in advance of your journey.

## DURING THE JOURNEY

### Adult helpers

The group should be led by an adult who knows the route well and has completed a safety check shortly before the day. At least one adult helper should have a current first aid qualification.

Ensure that all adults are briefed on the route and on what to do for road, river and rail crossings. Schools should arrange their pupils in accordance with their usual procedures for educational visits. This may be walking in a line of twos or threes along roads and paths, but a looser arrangement may be acceptable over hills and across fields. It is likely that some walkers will be fitter than others, so keeping an adult at the back is essential.

### Health and safety

The health and safety of all participants is paramount. The walk should be led by the Organiser who should be in a position to identify hazards along the way, whilst the Safety Officer should be in a position from which they can monitor the health of all members of the group. Between them, these two adults should:

- ensure that the planned route is followed
- be continually observant and continue to point out hazards
- manage the pace to suit everyone. A good test of whether the walk is moving at a good pace, is that you feel your heart rate is raised but you can still talk without puffing too much or becoming breathless. This journey might be the furthest that some members of the group have ever walked
- make sure all walkers are OK - look out for signs of distress. You may need to reduce the pace
- check regularly that all members of the group are still with you.

### Carrying the baton

Consider who will carry the baton and how. The baton is larger than an athletics relay baton, but slightly smaller than an Olympic torch. All members of the group should be briefed about the importance of the baton and should treat it with care and respect. You may wish for pupils to take turns in carrying the baton and, for some parts of the journey, you may wish to carry it in an appropriate bag or rucksack.

### Working with the author

The Festival Education Manager will arrange for an author to work with your school on the day of your journey. The authors will complete a workshop with the group before, during or after the journey and each school should consider what works best for them. Some authors have shown an interest in walking with the school for part or all of the journey and, hopefully, this will be welcomed by schools. If schools would prefer it, they can arrange to work with an author with whom they already have a relationship.

## AT THE END OF THE JOURNEY

### **Arriving at your destination**

Before entering the receiving school, you might wish to gather the group and remind them about the purpose of the walk. At this stage of the journey, the children will likely be tired and might be in need of refreshments.

### **The reception**

The receiving school should provide a warm welcome with some sort of reception to accept the baton and congratulate those who have completed the journey. The Bay to Hay Organising Committee will provide an assembly that can be adapted and used with small groups, classes or the whole school to congratulate the group and inform pupils about the purpose of the journey.

### **Travelling home**

Consider how your group will return to your school. You might wish to arrange for a minibus or coach to collect the children from the receiving school or ask parents and carers to pick-up their child directly from the school. In either case, it will be important to communicate with a colleague in your school who will be able to provide updates on timings to the appropriate parties.

### **How did it go?**

It's important to find out how well the walk went so that you can improve it next time, so that you get a bit of instant feedback and to get some good quotes to use when you're evaluating it for MER purposes and for communicating with the media.

Try to plan how you will evaluate the experience beforehand, ensuring that you:

- ask open questions
- have an informal chat with the pupils at the end
- ask your colleagues to give their honest opinions.

## SAFETY CHECKLIST

		Yes	No	If yes, what will you do to reduce the likelihood of any harm / problem?
1	Are there any uneven areas of pavement or other rough surfaces?			Warn the walkers. Consider changing the route?
2	Are there surfaces which are slippery or muddy when wet?			Warn the walkers. Consider changing the route?
3	Are there places where you must walk along (or cross) fast or dangerous roads?			Warn the walkers, have an extra helper stationed there - or better still change the route.
4	Is the path inaccessible to wheelchairs or walking aids? (narrow places may be a barrier as well as rough surfaces, steps, gates and stiles)			Make sure you warn the group about the limitations of the route.
5	Are there any moderate or steep slopes? (Gradients can be a particular issue. Use common sense and if you think gradients might be a problem mention them.)			Make sure you warn the group about the limitations of the route. Consider the fitness of participants.
6	Are there prickly or stinging plants (brambles / nettles / gorse / blackthorn) overhanging the path?			Warn the walkers and ensure that all wear long trousers.
7	Are the paths too narrow for 2 or 3 people to walk beside each other?			Long stretches of single file can be boring. Consider changing the route?
8	Is there a danger of sunstroke because of lack of shade on long stretches of the route or at the meeting point?			Ensure that all participants apply sunscreen and wear a sunhat.
9	Are there any other potential hazards such as steep drops or cattle?			Ensure that all participants are made aware of and keep well away from these hazards. Change the route if possible.
10	Are there any parts of the route which are shared with cyclists?			Warn participants of oncoming cyclists and keep to one side, away from the danger.
11	Is there a lack of public toilets?			Plan toilet stops along the route. Contact private businesses and organisations who may provide access to their facilities.
12	<i>Add your own.</i>			
13	<i>Add your own.</i>			
14	<i>Add your own.</i>			

## WRITING YOUR LETTER

Pupils from each school will write a letter to be addressed to their local MP about their desire for all governments, both at home and abroad, to achieve Global Goal 4 for the children of their country: **Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.**

One letter from each school will be placed inside the Bay to Hay baton, which will be presented to a UK Government Minister or MP at the Hay Festival Schools Day on Thursday 24<sup>th</sup> May.

Schools may also wish for all members of their Bay to Hay group to write individual letters which can be sent directly to your local MP.

The Send My Friend to School website provides many excellent resources to help your pupils to gain an understanding of the importance of a quality education and information about places in the world where this is not yet being achieved.

<https://www.sendmyfriend.org/>

The 2018 Schools Pack can be downloaded directly from the website.

## RECEIVING THE BATON

The Bay to Hay baton should be passed to the receiving school in a ceremonial manner. This could be with a small group of pupils or in front of the whole school during a special assembly. Schools should decide who will be given the honour of receiving the baton at their school and then presenting the baton at the next school.

Would all schools please ensure that a photo is taken during the baton handover, which should be sent to Gareth Rein. These photos will be used as part of a Bay to Hay collage.

The final baton presentation at the Hay Festival will be completed by a pupil from Hay-on-Wye Community Primary School in the presence of all participating pupils and staff members who are in attendance at the Festival. This will take place during the lunchtime of the Festival's Primary Schools Day, which will be a wonderful celebration for all involved in the scheme.

## THE HAY FESTIVAL EDUCATION DAY

It is hoped that all pupils and staff members participating in the Bay to Hay project will gather at the Hay Festival Education Day on Thursday 24<sup>th</sup> May. During the day, the baton will be presented to a UK Government Minister or MP and pupils will be congratulated on their efforts by a well-known children's author. Details of how schools can book places at the Festival can be found in the Festival Schools Programme.\*

The Schools Programme is designed to inspire pupils in Key Stages 2, 3 and 4 with a range of events, free for all state schools, as part of their commitment to young people. It is funded for this purpose by the Welsh Government and Hay Festival Foundation.

On Thursday 24 May (KS 2) and Friday 25 May (KS 3 and 4), the Festival will welcome thousands of children to the site. Pupils and teachers will have the chance to meet and engage with writers, performers and scientists. They will also have the opportunity to explore topics from equality, positive self-esteem, empathy and the importance of campaigning, to space, discovery and STEM (Science, Technology, Engineering and Mathematics).

The Festival has a fabulous bookshop, where you can browse to your heart's content. The books of all of the writers and performers taking part will be on sale, along with hundreds of other titles. The writers will be on hand after their events giving everyone in the audience a wonderful opportunity to get a book signed, to get a selfie and to ask further questions.

This year, there are two start times each day to ease traffic so that all schools can get to the site more easily. When schools book their tickets online, they should select EITHER a 10am start (finish time 1.45pm ) OR an 11.15 start (finish time 3pm). Both schedules offer the chance to see exactly the same events, and enjoy the same book-signing opportunities.

The Festival officers look forward to welcoming pupils and staff members to these hugely enjoyable and inspiring days in which writers and readers are connected at entertaining and informative events designed especially for schools.

Hay Festival's Schools Programme is curated by Children's Director Julia Eccleshare and Education Manager Aine Venables.

\*The full Hay Festival Education Programme can be downloaded from this page:  
<https://bit.ly/2FfsgfL>

## PARTICIPATING SCHOOLS

School	Start	End	Walking Distance* (miles)	Walking Time*	Suggested Date
St Joseph's RC PS, Penarth	Senedd	CF3 5NX	5.5	1.52	Friday 27 <sup>th</sup> April
St Cadoc's RC PS, Cardiff	CF3 5NX	NP10 8XH	5.8	1.54	Monday 30 <sup>th</sup> April
St Joseph's RC HS, Newport	NP10 8XH	NP19 7HF	4.6	1.35	Wednesday 2 <sup>nd</sup> May
Glan Usk PS, Newport	NP19 7HF	NP44 3JR	4.7	1.36	Friday 4 <sup>th</sup> May
Our Lady's RC PS, Cwmbran	NP44 3JR	NP4 6XG	5.5	1.57	Monday 7 <sup>th</sup> May
St Alban's HS, Pontypool	NP4 6XG	NP4 9AW	5.9	2.07	Wednesday 9 <sup>th</sup> May
Blaenavon Heritage VC PS	NP4 9AW	NP7 6EP	7.0	2.23	Friday 11 <sup>th</sup> May
King Henry VIII HS, Abergavenny	NP7 6EP	NP7 8DL	4.5	1.31	Monday 14 <sup>th</sup> May
Llanvihangel Crucorney County PS, Pandy	NP7 8DL	HR2 0LG	5.5	1.50	Wednesday 16 <sup>th</sup> May
Longtown Community PS, Herefordshire	HR2 0LG	HR2 0PT	5.8	2.01	Friday 18 <sup>th</sup> May
Michaelchurch Escley PS, Herefordshire	HR2 0PT	HR3 5BT	7.9	2.39	Tuesday 22 <sup>nd</sup> May
Hay-on-Wye County PS, Hay-on-Wye	HR3 5BT	Festival site	0.6	0.12	Thursday 24 <sup>th</sup> May

\*Based on Google Maps

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