

31/01/25 PARK



HEADQUARTERS
FLYING TRAINING COMMAND

ARRIVAL INFORMATION
HANDBOOK



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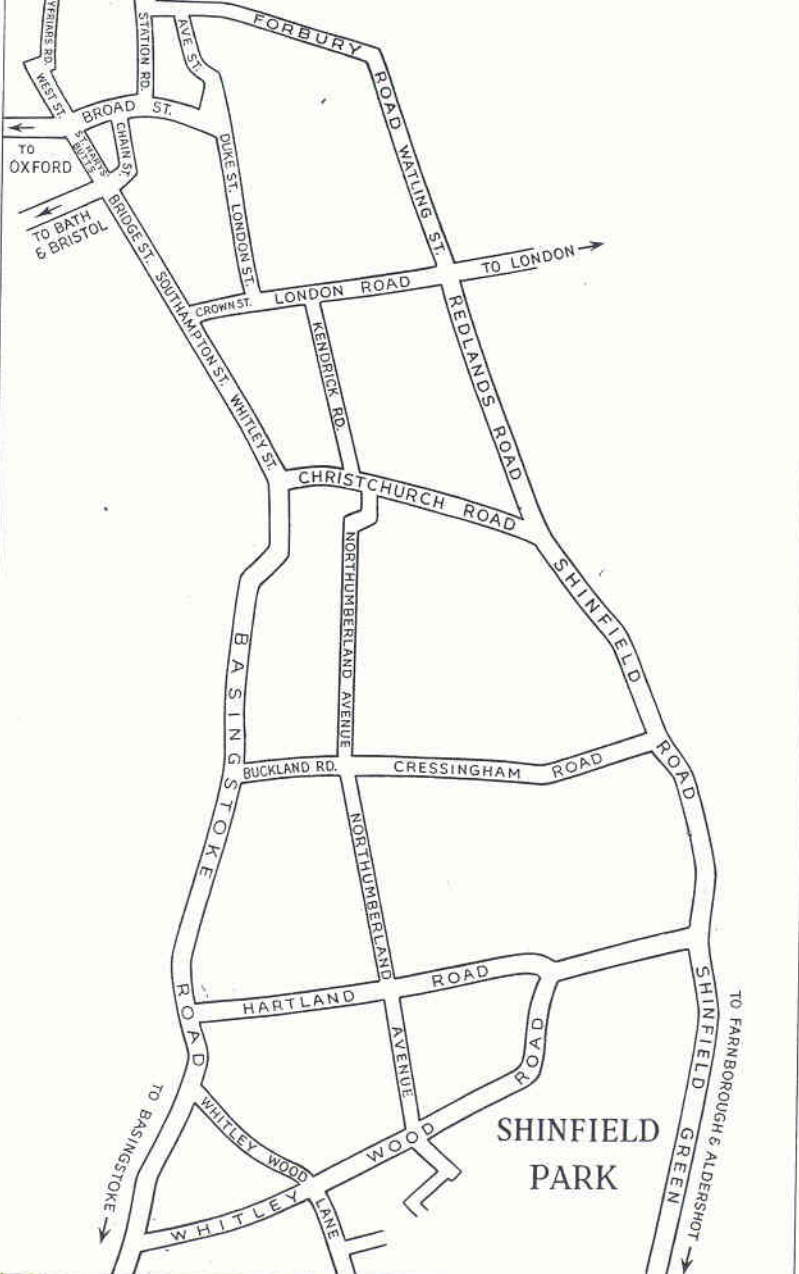
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GENERAL STATION (READING)

SOUTH STATION



FOREWORD

By

AIR OFFICER I/C ADMINISTRATION
FLYING TRAINING COMMAND

Whether this is the first Royal Air Force Station at which you have served, or whether you are an "old sweat" of several years standing in the Service, I hope, and believe, that you will find this a happy unit.

Although this is not a flying Station you will have the satisfaction of knowing that your work here makes some small contribution to a Headquarters which controls the training of all our future front line pilots. We are lucky in being situated in an attractive part of the countryside, and near a large town. Moreover, the standard of messing and accommodation is good. So there is every reason to think that your posting to Shinfield Park will be a pleasant one.

In the last resort, however, any posting is what you make it. You can get no more out of a job than you put into it. I am sure you will do your best, and make many friends during your stay here.

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COMMAND BADGE

The Command Badge displayed on the cover was approved in 1950 and is described as "An eagle displayed, wings invested sans legs." The motto, "Per Laborem Ad Summa", is translated as "Through Toil to Supremacy."

Clarenceaux, King of Arms' note on the Badge explains that the eagle denotes the function of the Command. The legs are omitted to indicate that personnel taught to fly by Units of the Command, still have to undergo more advanced training elsewhere.

HISTORY OF FLYING TRAINING COMMAND FORMATION

Prior to 1936 the Royal Air Force in the United Kingdom had been administered by dividing the country into geographical "Areas." But in 1936 a general reorganisation took place whereby the then existing "Areas" disappeared, and were replaced by the now familiar Commands and Groups organised on a functional as opposed to a geographical basis.

In the course of this reorganisation Training Command was formed in July 1936 with the task of providing facilities for all aspects of training for both aircrew and technical ground personnel.

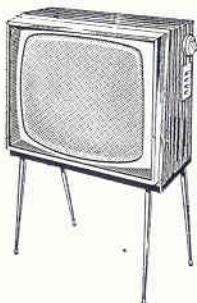
With the advent of pre-war expansion and wartime inflation, Training Command became unwieldy in both its training population and the wide variety of its activities. It accordingly became clear to the Air Ministry that these circumstances made it cogent for the re-allocation of the function of Training Command.

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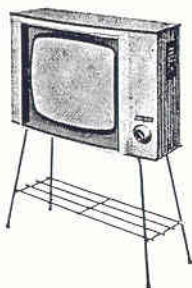
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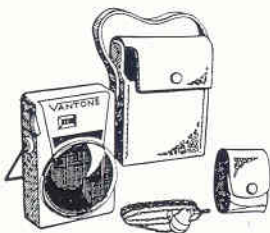


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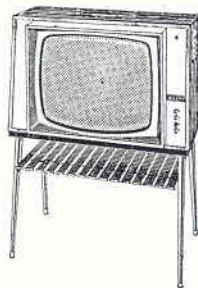
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The Royal Air Force has been at Shinfield since January 1940, when the Unit Headquarters of Training Command moved from Market Drayton.

In May 1940 the Headquarters Training Command was disbanded, and the twin Commands of Flying Training and Technical Training, were formed. Technical Training then had its Headquarters established at Wantage Hall in Reading, and Flying Training was quartered at Blandford Lodge and Shinfield Park.

Blandford Lodge at different times housed the Sergeants, Airmen and W.A.A.F. personnel. In 1954 it was de-requisitioned and handed over to the authorities of Reading University. The officers were at Crossfields Hall, during the time that the W.A.A.F. were quartered in the present Officers' Mess.

During the 1939-45 War, little disturbed the ordinary routine of the Station. It did not suffer from enemy action, the few bombs which fell, came no nearer than the Coley Park estate. Several Czech and Polish officers and airmen joined the Headquarters during 1940, and the former Duke of Kent had his office in the Air Staff Corridor at Command, before his death in an air crash in 1942.

After the War the Station expanded, with many new buildings. Twice the Unit won the Cup for Flowers and Vegetables in the R.A.F. Horticultural Exhibition, and at one time it produced eight of the players in the team which won the R.A.F. Hockey Cup, three of the eight being, also, England players.

Relations with the Reading Borough and the Press have always been excellent. In 1957 when Queen Elizabeth and Prince Philip visited Reading, airmen and airwomen were among those chosen to take part in the welcome to them, and the Unit is always represented in the Battle of Britain ceremonies in the town. At different times, also, the Press have come to report and photograph the W.R.A.F. Section.

The Shinfield Lodge Estate, on whose land the Station now stands, dates from the early 19th Century. It contained three large houses, the most important being Shinfield Lodge, built in 1814. In a bill of sale of 1904, it was described as being the perfect seat for a gentleman living in the country,

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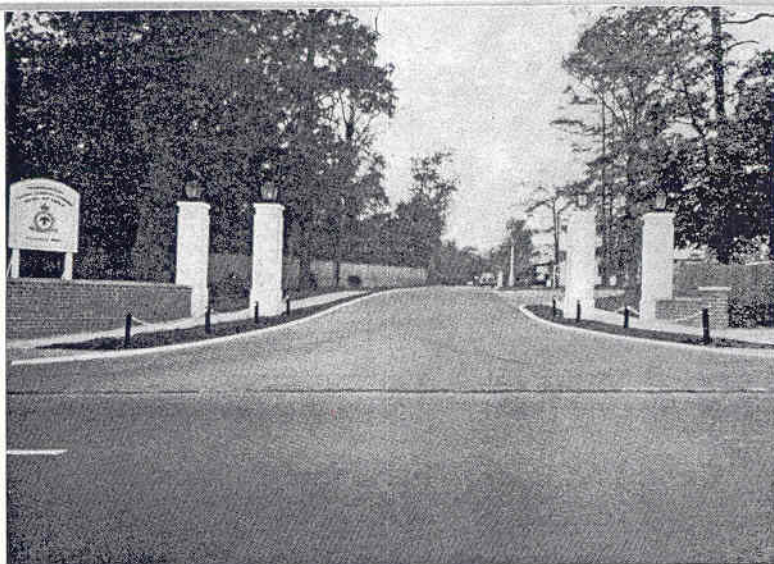
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and its Social, Hunting and Sporting amenities were much praised. The grounds, which were larger than those now owned by the R.A.F., were quoted as “giving extensive panoramic views over the lovely Kennet Valley with the Hampshire Hills in the distance,” and, “contained much handsome ornamental, and other, timber, which is of considerable value”. The Estate passed through many hands, up to the time of Mr. Reid the last owner, who sold it in 1939.

STATION ORGANISATION

Flying Training Command Headquarters

Headquarters Flying Training Command is located on this station and is provided with administrative services by the Unit. The Command Headquarters has the task of providing facilities and directing all aspects of the training of all categories of aircrew.

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Headquarters (Unit)

Headquarters (Unit) Flying Training Command is commanded by a Squadron Leader who has under him the Senior Administration Officer, Adjutant, Equipment Officer, Accountant Officer, Education Officer, Catering Officer and Medical Officer.

The task of the Unit Headquarters staff is to provide administrative services for the Command Headquarters and Unit personnel.

INFORMATION FOR FAMILIES, OFFICERS AND AIRMEN

Married Quarters

1. **Officers.** There are two married quarter sites, one located at Caversham, a distance of 6 miles from the unit on the Henley side of Reading, and the second site at Whitley Wood, accessible from the station by means of a public footpath, or by the public road.

2. The Caversham site contains one Type 2 and twenty-three Type 3 quarters. The Whitley Wood site contains twenty-eight Type 3 and twenty-three Type 4 quarters.

3. **Airmen.** The airmen's married quarter site is situated at North Camp, within the boundaries of the Station. It contains four W.O. quarters, twenty-three Type 'B' quarters, twenty-seven Type 'C' quarters.

Administrative Responsibility

4. An officer or airman who is entitled, under the terms of A.M.O. A.135/1961 to apply for public married accommodation should report to the S.Ad.O's Clerk and complete form 3981. His eligibility will then be checked and his points assessed in accordance with the provision of A.M.O.

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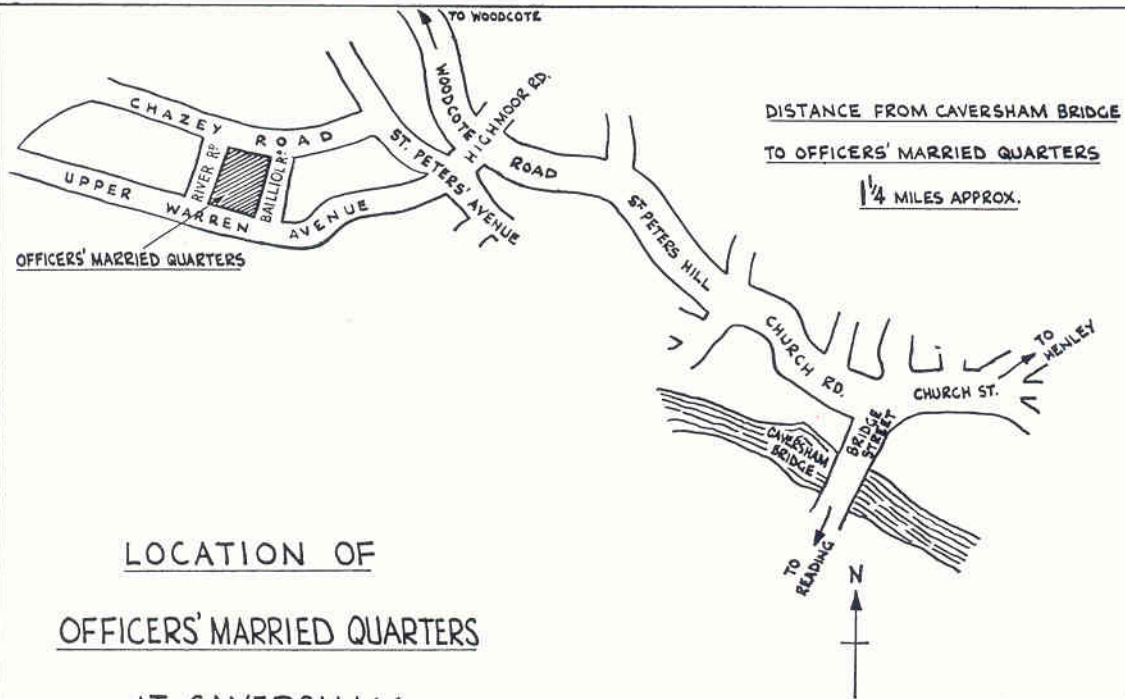


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DISTANCE FROM CAVERSHAM BRIDGE
TO OFFICERS' MARRIED QUARTERS
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LOCATION OF
OFFICERS' MARRIED QUARTERS
AT CAVERSHAM

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National Provincial

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is open between the following hours:
Monday to Friday 10.30 am - 1 pm and
1.30 pm - 2.30 pm
Saturdays 9 am - 11 am

A.135/1961. His name will then be included at the appropriate point on the waiting list for married quarters.

5. Separate waiting lists are maintained for officers and airmen, and under the provision of A.M.O. A.135/1961 eight 'frozen' places exist for officers and seven for airmen.

6. The married quarters waiting lists are kept up-to-date throughout the month and published in S.R.O's. at the beginning of each month.

7. The officer or airman is notified personally, immediately he has been allocated a married quarter.

8. **Air Ministry Hirings.** A number of local properties have been taken over as Air Ministry hirings, and these are allocated to personnel on the waiting list for married quarters, in lieu of a married quarter. Acceptance of a hiring is optional but final. If an officer or airman is forced to vacate an Air Ministry hiring through the termination of the agreement with the owner, he will be allocated an alternative public married accommodation, provided his name was on the 'frozen' list for married quarters at the time of his occupation, otherwise his name will be re-entered on the list in accordance with the number of points he has accrued.

9. New hirings may be negotiated up to the quota allocated for this unit and personnel finding a potentially suitable property should report the fact to the S.Ad.O's Clerk for investigation. If acceptable, the individual finding the property will occupy.

10. **Private Accommodation.** An information file is maintained in the Unit Headquarters Registry which contains details of properties in the area available as private accommodation. This file may be scrutinized upon application.

11. **Hotels.** A list of Hotels in the area is maintained by the Unit Adjutant.

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PERSONAL ATTENDANCE

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tween 12.30 and 1.30 p.m., for
details — see Notice Boards.

26 WEST STREET . READING

TEL.: READING 55214/5

Local Traders

12. Local Traders visit the married quarters sites and a milk roundsman and newsagent are permitted in the area.

PAY AND ALLOWANCES

Pay - Airmen and Airwomen

1. Airmen and airwomen are paid weekly, normally on a Thursday, under section arrangements.
2. Times of casual pay parades, and pay queries, are published periodically in Station Routine Orders.

Travelling Claims and Assisted Travel Allowances

1. Claims are paid on Mondays, Wednesdays, and Fridays between the hours of 1115 to 1215 to personnel who prefer payment in cash.
2. Claims will normally be paid 48 hours after their receipt by the accountant officer.

UNIT SPORTS FACILITIES

Angling. Fishing in River Kennet and Thames. Equipment available from Sports Store.

Athletics. Equipment available for training from Sports Store.

Badminton. Matches and practice takes place in the T.A. Drill Hall, Tilehurst every Wednesday afternoon from 14.00 - 16.30 hours.

Cricket. Cricket table used for Command and Unit matches. Two practice nets available. Kit available on loan from Sports Store.



SPORTS FIELD

Golf. R.A.F. Shinfield Park Golfing Society, Mess block contribution plus individual payments by each golfer. Ten shillings per head per month charged on mess bills. Contact Officer i/c Golf for membership. Other local courses at Emmer Green, Henley and Calcot.

Hockey. One pitch - matches arranged on a home/away basis.

Riding. There are local riding schools available, including The Army School at Aberfield, arrangement to be made direct with the school.

Rugby. One pitch - matches arranged weekly on a home/away basis. R.A.F. Shinfield Park combines with R.A.F. White Waltham.

Sailing. Shinfield Park Sailing Club. Use of Burghfield Reservoir (approx. 3 miles from camp). Subsidised membership, Officers £3, Airmen 30/- and 10/- entry.

Soccer. One pitch - team plays in R.A.F. London League. Friendlies played on a home/away basis.

Squash. One court, sited next to tennis courts. Bookings and keys available from Mess Manager, Officers' Mess.

Swimming. Local baths available Wednesday afternoons. No organised swimming sessions.

Table Tennis. One table available in Civilian Rest Room, friendly matches arranged.

Tennis. One En Tout Cas Court (Officers' Mess) and two hard courts which can be booked at the Officers Mess and the Guardroom. Matches are played weekly during season.

Weight Training. Full range of weights available for training in room set aside in Cochrane Block. Keys available from Guardroom.

- (a) Changing Rooms and Showers are available in the Sports Pavilion on the Sports Field.
- (b) Lists of Officers i/c Sports are published periodically in S.R.O's.
- (c) Headquarters of Southern Region of the Central Council of Physical Recreation located in Reading. For information on sports coaching courses organised by the C.C.P.R. ring Reading 52342.
- (d) Sports Store telephone No. 203 (1R).

RAIL TIMES

(Subject to alteration by British Railways)

READING TO LONDON

Weekdays

Dep.	Arr.
a.m.	a.m.
9.16	9.56
10.25	11.06
11.22	12.05
p.m.	p.m.
1.13	1.55

LONDON TO READING

Weekdays

Dep.	Arr.
a.m.	a.m.
9.05	9.44
11.15	11.53
p.m.	p.m.
12.30	1.07
1.55	2.34

p.m.	p.m.
3.14	3.55
5.13	5.55
6.09	6.50
7.18	8.00
9.19	10.00
10.48	11.39

p.m.	p.m.
3.45	4.22
6.00	6.43
7.05	7.45
10.30	11.12
11.50	12.31

Sundays

a.m.	a.m.
3.55	4.40
4.20	5.10
5.45	7.07
6.53	7.58
7.53	8.58
8.53	9.58
9.53	10.58
10.53	11.58
11.08	11.52
11.28	12.15
11.53	12.58
p.m.	p.m.
12.20	1.05
12.53	1.58
1.53	2.58
2.07	3.00
2.58	3.45
3.02	4.07
3.06	3.55
3.42	4.30
4.50	5.40
4.53	5.58
5.46	6.30
5.53	6.58
6.09	6.55
6.38	7.20
6.42	7.35
6.53	7.58
7.31	8.15
7.47	8.30

Sundays

a.m.	a.m.
12.05	12.50
1.00	1.42
6.20	7.50
7.05	8.10
8.05	9.10
9.05	9.55
9.08	10.15
9.55	10.39
10.00	10.49
10.05	11.09
11.05	12.09
11.15	11.56
p.m.	p.m.
12.30	1.15
1.05	2.10
1.20	2.04
1.30	2.14
2.05	3.09
3.05	4.09
3.30	4.15
4.05	5.10
4.15	5.00
4.45	5.35
5.05	6.09
5.30	6.13
6.05	7.09
6.20	7.03
6.35	7.18
7.05	8.09
7.30	8.15

p.m.	p.m.	p.m.	p.m.
7.55	8.40	8.00	8.41
7.56	9.01	8.05	9.09
8.10	8.55	8.25	9.07
8.30	9.18	9.05	10.09
8.48	9.35	9.25	10.08
8.53	9.58	9.45	10.26
9.15	10.05	10.05	11.20
9.24	10.10	10.30	11.12
9.56	10.45	11.00	11.56
10.00	11.05	11.20	12.34
10.34	12.07	11.25	12.07
11.14	11.55	11.50	12.35

BUSES

(Leaving from Reading General Railway Station)

Last Bus from Reading (Weekdays and Sundays) 10.30.

Last Bus from Shinfield (Weekdays and Sundays) 11.45.

First Bus from Reading (Weekdays) 6.15.

First Bus from Reading (Sundays) 10.0.

(On the hour and half-hour daily).

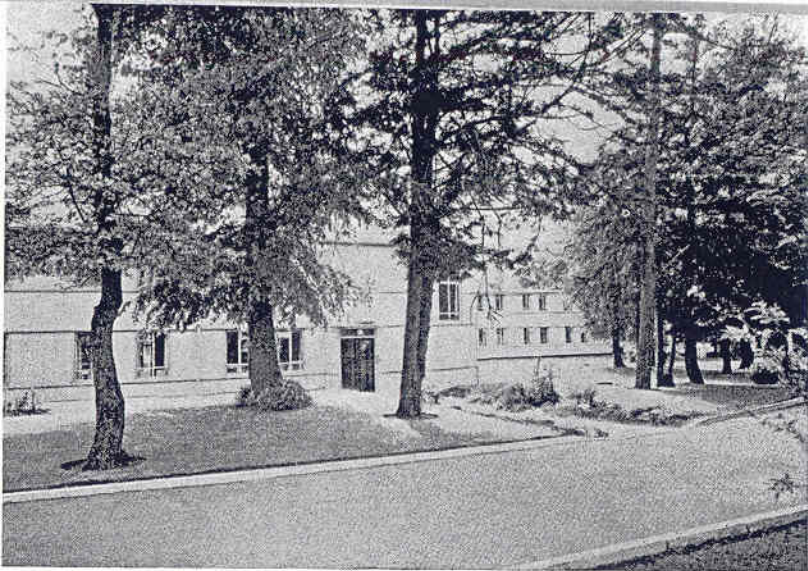
CARS AND CAR PARKS

Private Cars, Motor Cycles, Scooters and Mopeds

All private cars, motor cycles, scooters and mopeds brought on to the Station, are to be registered at the Guard Room.

Licences

The maintenance of a current licence in respect of a pet, T.V., radio, car, motor cycle, scooter or moped is the responsibility of the individual concerned.



W.R.A.F. ACCOMMODATION

Parking of Cars

Parking areas are provided on the camp as follows:-

- (a) Command Headquarters building, adjacent to N.W. corner.
- (b) Alongside the coal compound.
- (c) At the Officers' Mess entrance (for use of officers' mess, Headquarters Unit personnel and visitors).

Garages

Officers. All type 3 married quarters are provided with garages; certain type 4 are similarly provided. Additionally there are a number of officers' mess garages available, located on the married quarter site and in officers' mess park.

Senior N.C.O. and Airmen. A limited number of garages are available at the Sgts. Mess for use of senior N.C.O.'s. Seven P.S.I. garages are available at a rental of 5/- per week each. A waiting list for occupation of a P.S.I. garage is maintained by the S.Ad.O's Clerk.

CLOTHING, EQUIPMENT, SHOE REPAIRS, TAILOR

Unit Equipment Sections

Clothing

1. The Clothing Store is situated within the Main Stores Group.

2. There is no clothing parade for the issue of personal clothing and all requirements are met by the "open shop" system at the clothing store, which is open from Monday to Friday, normal station working hours.

3. Pre-payment issues to officers are made at any time during working hours.

Camp Tailor

4. The tailors shop is situated in the Unit Sports Store building adjacent to Main Stores, and is open during working hours daily, except Wednesdays.

5. The camp tailor is in attendance at the clothing store on Mondays from 08.45 to 09.30 for the fitting of uniforms and greatcoats.

Footwear Repairs

6. Footwear for repair may be handed in to the Barrack Stores on Tuesdays between 08.30 to 09.30 hours, and are available for collection from the following Wednesday week.

Dry Cleaning

7. Clothing for dry cleaning may be handed in to the Barrack Stores (Laundry) on Tuesday mornings before 10.00 hours, and is available for collection on the following Friday week, after 15.00 hours.

Laundry

8. Laundry bundles are collected by the Barrack Block Floor Orderlies, and delivered to the Barrack Stores on Wednesdays before 12.00 hours. Clean laundry is available for collection on the following Friday week at 12.00 hours.

GENERAL INFORMATION

Careers Information

With the approval of your Section Commander you may visit the Careers Officer at any time during working hours to receive advice on all subjects, including promotion roster enquiries, remustering, transfer, re-enlistment, re-engagement, etc., in fact any problem that will affect your career in the Royal Air Force.

Appointments may be made direct by telephone with the Careers Officer.

Trade Training

The trade training section is administered from Unit Headquarters under the Command of the Unit Trade Training Officer (normally an officer from the Engineering Branch) and supervised by the Chief Clerk of the Unit Headquarters.

This section is responsible for the continuation training of airmen in skilled trades up to S.A.C. standard. It also arranges trade testing up to Chief Technician level.

Newspapers and Periodicals

Newspapers and periodicals are available daily in the Naafi Club Room and the W.R.A.F. Barrack Block.

Economy in the use of Electricity, Hot Water, Stationery, etc.

The attention of all ranks is drawn to the need for economy in use of services, such as electricity, gas and hot water. Care should also be exercised in the use of stationery and every effort made to avoid extravagant and resultant waste.

Bounds

Basically, if a building does not concern you, it is out of bounds, unless you are required to enter it on duty. This applies to all technical and domestic buildings, including

messes and married quarters. In addition the following areas are out of bounds:-

- (a) Cultivated grounds.
- (b) Officers' Mess entrance and driveway.

Security

When you leave your place of work, forget about it. Don't discuss official matters outside the Station.

Losses

If you should lose anything, either personal or public property, report it to the Police Office as soon as possible. You should never leave money or valuables in offices or quarters, except under lock and key.

Unit Committees

A P.S.I. Committee meeting is held once a month. A Mess Committee Meeting is held once per month. Times and location are notified in Station Routine Orders. Representatives are nominated by sections.

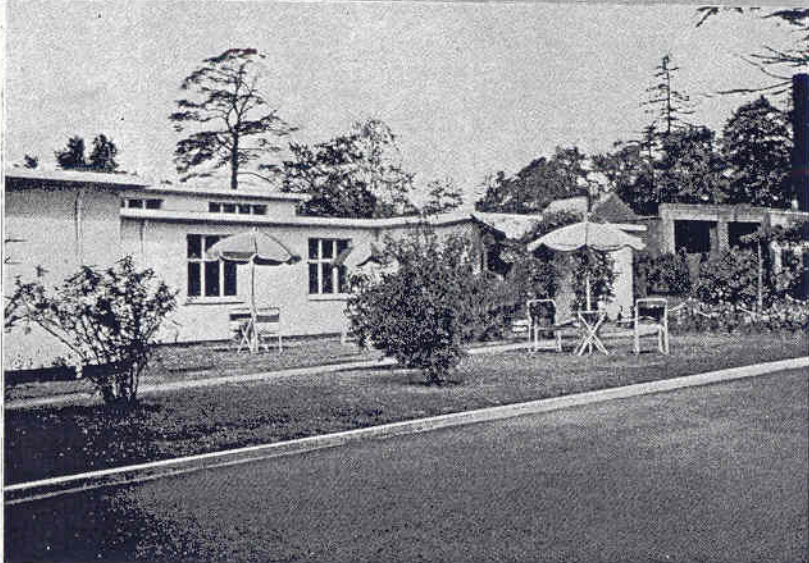
Barrack Damages

An Officer or N.C.O. is appointed in charge of each building by the Unit C.O. A list of these appointments is published in S.R.O's. from time to time.

Barrack damages should be reported to the S.Ad.O's. Clerk by means of forms 5653 or 5653A, as applicable, by the officer in charge of the building or the occupant of the married quarter whichever is appropriate. A copy of the form 5653 or 5653A should be retained for reference purposes and progress where necessary.

Keeping of Pets

All dogs are to be registered in the Guard Room and are to be kept under proper control at all times. Permission to keep a cat, anywhere other than in married accommodation, will be given only in exceptional circumstances, and permission to do so must be sought by means of a general application form to the O.C. Unit.



OUTSIDE THE AIRMEN'S MESS, SHINFIELD PARK

RELIGIOUS ACTIVITIES

Religion

Facilities for worship are provided by local churches in Shinfield and Reading. Information on religious matters can be obtained from the offices of the Command Chaplain (P.M.U.B.).

A R.C. Chaplain visits the Station every Tuesday morning from 10.30 to 11.30. The C. of E. Padre visits the Station every Wednesday morning from 10.00 to 10.30 hours.

Church Services

Shinfield Parish Church - Church of England

0800 hours	—	Holy Communion.
Sundays—1100 hours	—	Matins.
1830 hours	—	Evensong.

Whitley Hall, Whitley Street - Methodist

Sundays—1100 hours	—	Morning Service.
1830 hours	—	Evening Service.

Church of Christ the King, Northumberland Avenue, Reading Roman Catholic

(Twenty minutes walk through North Camp)

- Sundays — Mass at 0800 hours and 1030 hours.
— Evening Mass at 1800 hours.
Mondays — Evening Mass at 2000 hours.
Wednesdays —
Confessions — Wednesdays—2030 hours to 2130 hours.
— Saturdays —1100 hours, 1730 hours and
2000 hours.

Stations of the Cross—Tuesdays and Fridays at 1945 hours
(During Lent only).

Visits of Officiating Chaplains

- Officiating chaplains visit the station each week.
Roman Catholic—Tuesday—1030 to 1130 hours.
Church of England—Wednesday—1000 to 1030 hours.
Methodist (P.M.U.B.)—Thursday—1400 to 1700 hours.

They may be contacted at the Command Chaplain's office,
P.M.O. Block, Extn. 173.

MEDICAL ARRANGEMENTS

Sick Parades

- Airmen and — 1615 hours on Mondays and Tuesdays.
Airwomen — 1430 hours on Wednesdays, Thursdays
and Fridays.

Families — As for Airmen and Airwomen.

Special Sick

This is intended only for injuries and for those illnesses too serious to wait until the next available Sick Parade. During working hours Airmen or Airwomen wishing to report "special sick" should inform their N.C.O. i/c Section before proceeding to Station Sick Quarters.

Families

Dependants can be accepted for treatment when living in Married Quarters at Shinfield Park or Caversham. Those in private accommodation must make their own arrangements with a civilian doctor in the area.

Dental Arrangements

A Dental Officer from Signals Command visits this station on Tuesdays and Fridays each week. Airmen and airwomen who require dental treatment are to report to the Dental Surgery (located in the Unit Signals Corridor) at 0900 hours on the days mentioned above.

Officers who require dental treatment are requested to ring Extension 452 after 1000 hours on Tuesdays and Fridays to make appointments.

Special Dental Sick

Those personnel who wish to report "Special Dental Sick" in urgent circumstances are to report to the Station Sick Quarters.

EDUCATION, LIBRARIES AND SCHOOLS

Libraries

The Station Recreational Library containing 1300 books is housed with the Station Reference Library in the Unit Education Section. The Recreational Library is open to Officers, Airmen and their families between 1430 - 1600 hours Monday to Friday. The Station Reference Library is open 1100 to 1200 hours daily. Linguaphone sets and Central Library Books can also be obtained there.

In addition there is also the Command and Technical Reference Library.

Reading and Berkshire Libraries have many branches, but the Main Library is in Reading Town Hall where there is also a Gramophone Record and Sheet Music Lending Section. Open daily 0930 - 1900 hours. Closing 1300 hours

Wednesday. Children's Libraries are in separate rooms in the Central Reading and West Reading and Caversham Branches.

Education Section Classes

Day Classes are held for Part I and II of the Education Test, and G.C.E. English Language and other subjects in the Unit Education Section. Arrangements for these classes are advertised in S.R.O's. from time to time. It is here stressed that Airmen and Airwomen must or be exempted from the Educational Tests to be eligible for promotion. This is particularly necessary in the case of Airmen on long engagements. Short Residential Courses for Officers and Airmen are also advertised regularly in S.R.O's. Applications go through the Unit Education Section.

Technical Colleges

In certain subjects where classes are not available, students usually enroll at the Reading Technical College at allied Institutes. They will collect forms from the Education Officer before enrolling, and provided they can produce a receipt for fees paid, they can later have the money refunded through the Education Section. Courses range from Higher National Certificate and City and Guilds, to Potter and Photography.

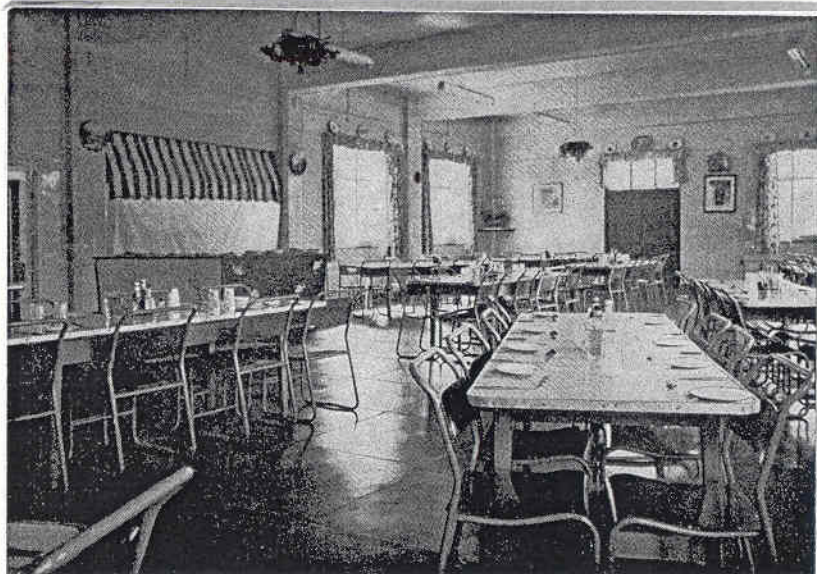
Resettlement

Personnel (W.R.A.F. and R.A.F.) will be called for interview with the Unit Education Officer, at least three months before the termination of their engagement. They may seek help from the Unit Education Officer in deciding careers which required educational qualifications.

There are a number of outside courses which personnel can take during their last six months of service, for improving or converting former skills. For details see the Unit Educational Officer.

SCHOOLS

Since quarters and hirings fall within the boundaries of three authorities, these will vary.



INTERIOR ARMEN'S/AIRWOMEN'S DINING ROOM

Shinfield (Berkshire County Council)—Tel. Reading 55981.

Primary—Shinfield Village.

Secondary Modern—Ryeish Green (Three Mile Cross).

Grammar—Boys: The Forest Grammar School,
Winnersh.

—Girls: The Holt County School,
Wokingham.

Adult Evening Classes—run in most schools, in non-academic subjects.

Reading (Reading Borough Council)—Tel. Reading 55911.

Primary—two Catholic, four Church of England.

Secondary Modern—Boys: Alfred Sutton, Technical and
Ashmead.

Girls: Alfred Sutton, Technical and
Southlands.

Grammar—Boys: Reading Grammar School (Boarding).
Stoneham/Grammar and Modern.

Girls: Abbey School (Direct Grant School),
Kendrick.

St. Joseph's Convent (Boarding).
Westwood/Grammar and Modern.

Technical —Reading Technical College.
Caters for Adult Education with other
Colleges at Slough and Maidenhead.

Caversham (Oxfordshire County Council)—Tel. Oxford 49811.

Primary—Micklands Primary.

Secondary Modern—Kidmore End.

Grammar—Henley Grammar.

There are also many independent and private schools of all types in this area. A leaflet on these may be obtained from the Station Education Officer.

ENTERTAINMENT

Dancing

Majestic Ballroom — Caversham Road.

Olympia Ballroom — London Street.

Oxford Ballroom — Oxford Road.

Theatres

Progress Theatre — Christchurch Road.

Cinemas

Central — Friar Street.

Gaumont — Broad Street.

Glendale — Caversham.

Granby — London Road.

Odeon — Cheapside.

Visit



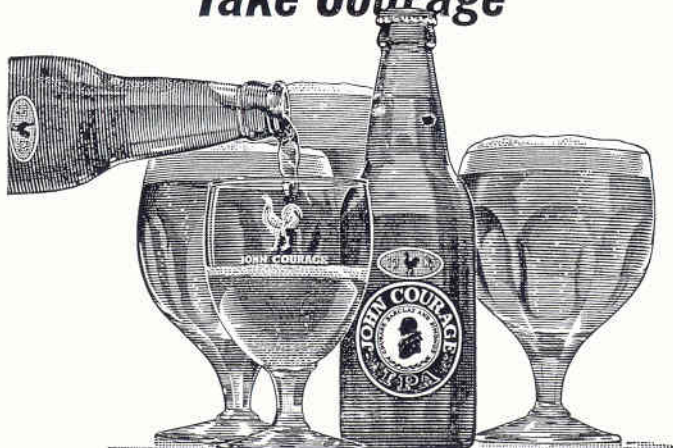
READING'S
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37 OXFORD ROAD

TELEPHONE
53826

Take Courage



OUTSIDE ENTERTAINMENTS

Parks and Fields

There are many local parks — the largest being Prospect Park, Palmer Park, King's Meadows Recreation Ground and Solly Joel's Playing Fields. Local to the Shinfield area — Christchurch Playing Fields and Forbury Gardens. There are also many fine country walks along the Thames.

Museums and Show Places

Abbey Ruins.

Reading Natural History, Art and Historical Museum.
Open 1000-1730 p.m. daily, free in the Public Library.

Social Amenities

Town Hall—Concerts, lectures, etc.

Local Societies—Many local Dramatic and Operatic Societies in Reading.

Youth Work.

Reading Guild of Artists.

Reading Symphony Orchestra.

Reading Festival Chorus.

Reading Madrigal Society.

Youth Orchestra.

Reading & District Natural History Society.

Berks. Archaeological Society.

Different practical Clubs.

STATION ENTERTAINMENTS

Redifusion, Station Broadcasts

Extension speakers are fitted in Barrack Blocks. Popular outside broadcasts are relayed over the system, and personnel are encouraged to submit requests for the broadcast of records. Programmes are compiled on a six weekly basis, and facilities exist for the broadcast by station groups, of plays, musical entertainment, and information regarding station sports activities.

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Television

Television sets are installed in the Airmen's Club and the W.R.A.F. Quarters.

Cinema

Film shows are screened weekly on Tuesdays, in the Airmen's Club, at 20.00 hours. All station and Married Quarters personnel are admitted.

Dances

Informal dances are held periodically in the Airmen's Club during the winter months.

Social Evenings, Airmens Club

These are usually held weekly, on Wednesdays, during the Winter months and monthly in the Summer. Music for dancing is provided by a record player.

HOBBIES AND HANDICRAFTS

Many hobbies and handicrafts are carried on privately on the Station.

The Stamp Club meets every second Friday, 18.30 to 20.30 hours.

The Jazz Club meets every Monday, 20.15 to 22.30 hours.

There is also an Art Club with weekly meetings for Officers, Airmen and their families, on Thursdays 19.30 to 22.30 hours at the Unit Education Section.

During certain seasons, short courses on Dressmaking are held. Notice of these will be found in S.R.O's.

HAIRDRESSER

Hairdressing Facilities

Hairdressing facilities are available as follows:-

Officers: All day Tuesday and Wednesday morning.

WOOLS

NYLONS

HABERDASHERY

IRENE

231a SHINFIELD ROAD
READING

PHONE 82986



Agents for Hobbs Dry Cleaning



Phone: READING 81834

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READING

Motor Engineers

YOUR LOCAL ESSO STATION

Airmen: Thursdays, 1400 - 1700.
The Barber's shop is located in the Unit Sports Store.

Airwomen: All day Friday.
The Hairdressing shop is located in Hanbury Block.

CORRECT ADDRESS

The correct address for the Station is:-

H.Q.F.T.C.,
R.A.F.,
SHINFIELD PARK,
READING,
BERKS.

MEAL TIMES

BREAKFAST.	Weekdays:	07.35 - 08.15 hours.
	Sundays:	08.00 - 09.00 ..
DINNER.		12.00 - 13.00 ..
TEA.	(Early):	16.00 - 16.15 ..
	(Normal):	17.30 - 18.00 ..
	Saturday and Sunday:	16.00 - 17.00 ..
SUPPER.		20.00 - 20.30 ..

N.A.A.F.I.

Naafi Grocery Shop

The Naafi Grocery Shop is located at North Camp and is open at the following times:

Weekdays:	09.00 - 13.00 hours.
	14.00 - 17.00 ..
Saturdays:	09.00 - 12.00 ..

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RESTAURANT



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WORKING HOURS

REVEILLE.	Weekdays:	07.00 hours.
	Saturday and Sunday:	07.30 hours.
WEEK DAYS.	Commence Work:	08.45 „
	Cease Work:	12.30 „
	(Lunch break)	
	Recommence Work:	13.30 „
	Cease Work:	17.30 „
SATURDAYS.	Commence Work:	08.45 „
(when applicable)	Cease Work:	12.00 „
LIGHTS OUT.	Week Days:	23.00 „
	Saturday and Sunday:	23.59 „

ORDERS AND INSTRUCTIONS

Station Standing Orders

Station Standing Orders, as their title implies, contain regulations regarding various aspects of station life which are relatively permanent in their application. Every Branch and Section has a copy.

As all Airmen and Airwomen know, one of their first duties is to familiarise themselves with these orders, for many of these concern them personally.

Station Standing Orders are divided into three parts:-

Part I — Organisation.

Part II — Discipline.

There you will find the current regulations on station routine, meal times, working hours, dress, discipline, and so on. There are also appendices to Station Standing Orders on such matters as the duties of the Orderly Officer, Orderly Corporal, Orderly Sergeant, fire precautions, etc. and many of the appendices may apply to you. Here we can do no more than draw your attention to these orders and reiterate that it is your duty to become familiar with them. Ignorance

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RINGS, WATCHES, CLOCKS, BAROMETERS OF EVERY DESCRIPTION
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and

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TEL. READING 81789

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of orders is never acceptable as an excuse for non-compliance with them.

Station Routine Orders

These are published each Monday, Wednesday and Friday and are posted up throughout the station. They are the means by which official information from Air Ministry and Command may be easily disseminated, apart from containing local orders and regulations.

You will find information on careers, arrivals and departures, parades, visits, inspections, special events, duties. In the notices there are matters of sport, entertainment, welfare and other subjects which are not orders or instructions, but are nevertheless of common interest.

STATION STANDING ORDERS AND STATION ROUTINE ORDERS
CONCERN YOU. READ THEM.

T.V. AERIALS

Before a T.V. aerial is installed on a married quarter or hiring the occupant is to make application to the S.Ad.O. by means of the relevant proforma. The proforma is then passed to the Resident Works Engineer who will issue the necessary authority for the installation. Similarly, upon removal of a T.V. aerial notification is to be made to the S.Ad.O. who will arrange for the necessary inspection of the roof and chimney.

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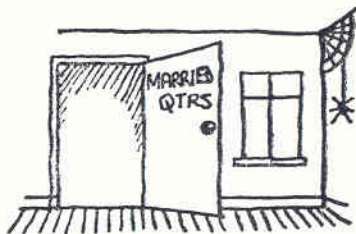
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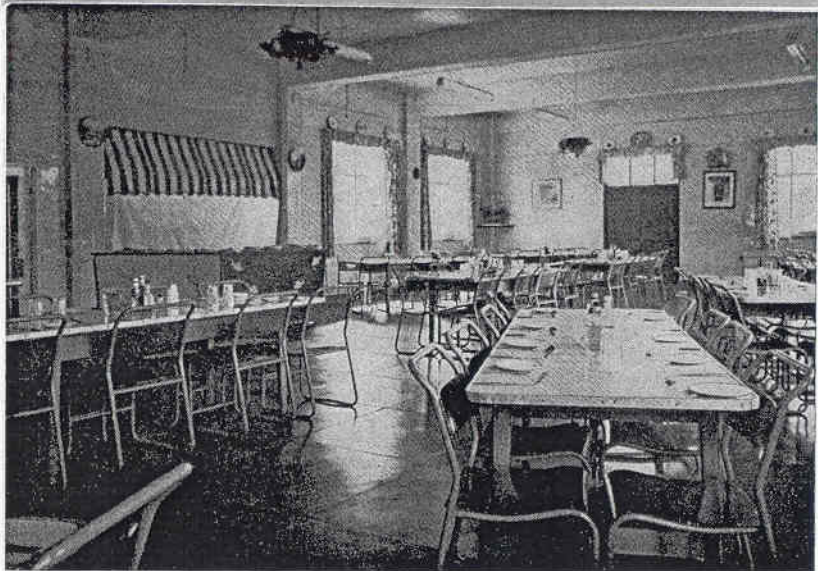
**SPECIAL T.V. Aerial Rental Scheme
for R.A.F. personnel**

Phone: 83467

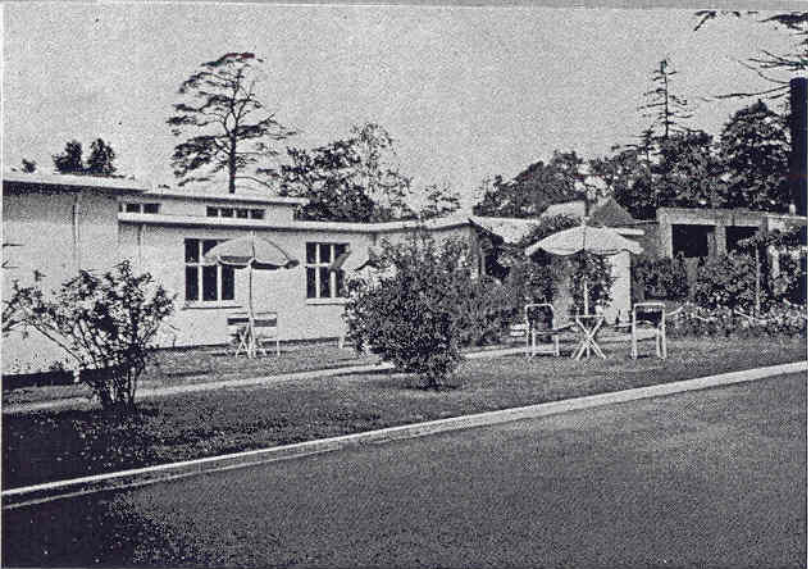
*or call at our attractive showroom by
the Whitley Wood Trolleybus terminus*

AIRMENS MARRIED QUARTERS





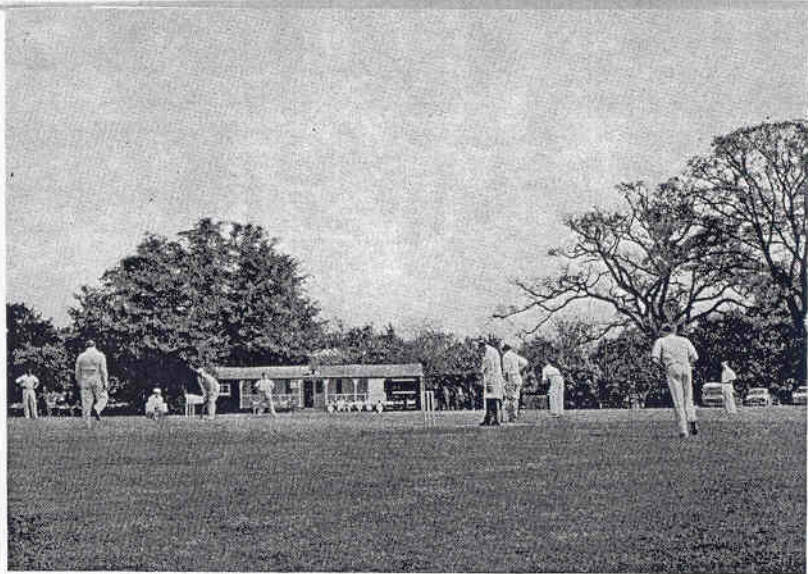
INTERIOR. AIRMEN'S/AIRWOMEN'S DINING ROOM



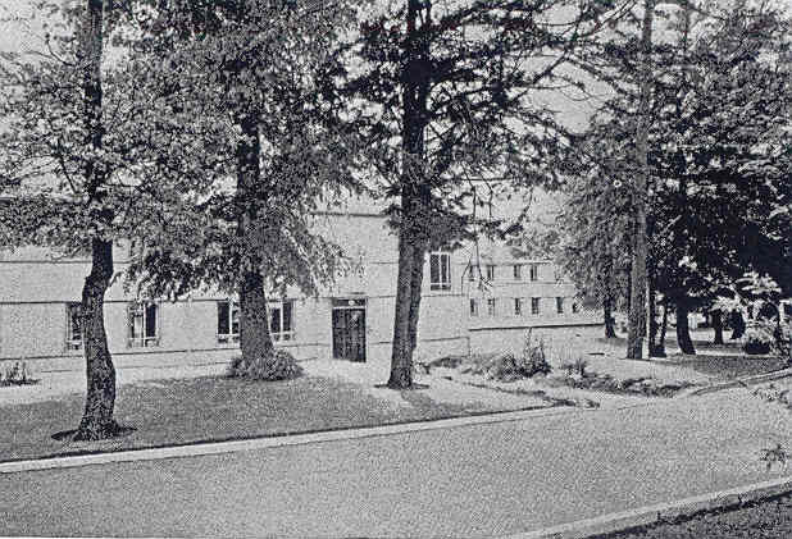
OUTSIDE THE AIRMEN'S MESS, SHINFIELD PARK



OFFICERS MARRIED QUARTERS



SPORTS FIELD



W.R.A.F. ACCOMMODATION