

Tuesday, 5th December 2017

Dear Parent / Carer

Bronze D of E Practice and Qualifying Expeditions

Introduction

I am writing to inform you about the arrangements for the expedition weekends on **Friday and Saturday 11th and 12th May 2018 (departs at 1:30pm), this leads on to the qualifying expedition which will take place in Epping Forrest and Hainault on 8th and 9th June 2018 (departs 11am)**. Attendance at both of these weekends is required to complete the expedition part of the award; further information about the second weekend will be issued closer to the date. I attach the programme for the May weekend and a detailed kit list as a guide for the students. The kit list is also available on the Bronze D of E page of the JRCS website. Furthermore there is a parent's guide to D of E equipment on the D of E website www.dofe.org.

IMPORTANT Parents meeting for D of E candidates and their parents/carers

This year we are also having a parents meeting to give out further information about what is expected of students on expedition, how they are supervised and the sort of equipment that they will need. This meeting will take place for both students and parents on the evening of **Tuesday 1st February 6 – 7:30pm in Boothroyd Hall**. It would be lovely to see as many of you there as possible, and your attendance will help to ensure that your son/daughter makes the most of the expedition experience.

Important deadlines for other areas of the award

Students should note that in order to get a place on the expedition they must have completed all areas of their award (volunteering, skill or physical). All the necessary evidence (sufficient logged hours and assessor's report) must be uploaded to their eDofE account by **the end of the spring term 2017**.

Expedition kit and care of equipment letter

Students must pay special attention to the personal emergency equipment which each person must carry. Students will be guided on what they should carry during our preparation sessions listed on the attached itinerary. You do not need to buy equipment items such as sleeping bags, tents, stoves, and ruck sacks; these can all be borrowed, provided that a request is made by your son/daughter at the session on **Tuesday 23rd January**. This equipment will be distributed on **Tuesday 8th May**, provided that the equipment loan agreement form has been signed and handed in) so that students can pack their bags. **Please note that students are responsible for their hired equipment and anything lost or deliberately damaged will have to be replaced at the cost of new item by the students**. Please note the kit return session **8am on Tuesday 15th May which is compulsory for all those taking part**. It is essential for all those taking part, as the kit needs to be checked ready to be re-issued to another group after half term. Please meet Ms Montague in the DT dept outside the D of E cupboard where the equipment is stored at 8am sharp on Tuesday 15th May. Any students not attending this session, or returning loaned equipment that is dirty, wet or broken, will risk being withdrawn from their expedition, and will receive a bill for the items not returned.

The cost of the expedition programme is £20 per weekend, a total of £40. Anyone who cannot afford these charges please fill in the relevant section on the reply slip and return the slip with a letter explaining how much you can afford to contribute and the reason you cannot contribute the full amount. Payment for each weekend must be complete prior to departure. The amount for the expeditions will have already been set up on your parentpay account.

All students however need to provide food for the weekend, a packed lunch, a hot dinner for Friday night, which they will cook in camp and breakfast, lunch and snacks for Saturday.

All payments need to be made via ParentPay as no cash or cheques will be accepted at school. To use the ParentPay website:

- Go to www.parentpay.com
- Log on as normal using the username and password previously supplied. Please ensure you do not try to pay for trips by putting money on to the dinner money account
- Click on 'Items for Payment' tab at the top and then select 'D of E Bronze Expeditions 2017/18'
- Check the amount you wish to pay is correct and change if necessary
- Press continue at the bottom and confirm the amount on the next screen
- Enter your credit or debit card details and complete the transaction
- You will be emailed a receipt shortly afterwards (please ensure you have registered an email address with ParentPay)
- If you do not have a debit/credit card, please contact the Finance Office for advice

Financial assistance

In exceptional circumstances, the school is sometimes able to contribute towards the cost of school trips. Should you wish to apply for financial assistance on this occasion, please complete the appropriate section of the form attached by the deadline of Tuesday 6th February 2018.

Travel

We shall meet by the south end of Main Street at 1:30pm. Please make sure that all items that you need for the weekend are packed in the rucksack (students will be instructed on packing as part of their training). We shall travel to the drop off point in Lea Valley Country Park, or in Epping Forest by school mini bus.

Dress

Students will be provided with a full equipment list, and should be aware of what is needed as a result of their on-going training.

Mobile phones/personal belongings

Mobile phones are allowed but will be collected whilst en route in the minibuses, and whilst engaged in walking. The only exception to this is one phone per group on expedition for emergency backup use to contact staff, but this should not be used to contact family and friends. Each group will also be issued with a D of E mobile phone with which to contact staff. Any electrical items and personal belongings are the responsibility of students at all times and the school will not be held responsible for any loss or damage incurred.

Accommodation

Students will be camping at Theobalds Park Camp Site, for the practice expedition and Debden Campsite for the qualifying expedition. Both sites have toilets and shower facilities, including facilities for students with disabilities.

Food

On all trips as part of the expedition the cost of food, and preparation of food will be the student's responsibility.

Insurance

Full personal insurance for this trip is included, taken out through the Local Authority.

Code of Conduct

Should your child infringe the school's code of conduct for behaviour between now and the start of the trip, which leads the school to conclude that they would pose a significant threat to the health and safety of the trip, they will be excluded from the party and you will bear full responsibility for any costs incurred. Should this happen close to departure date, parents/carers will be liable for paying the full cost of the trip.

I hope this letter provides all the information you require at this stage, but please don't hesitate to contact me at the school on 020 8270 6222 should you require further information.

If you wish your son/daughter to take part in the rest of the expedition programme, please complete the attached form and return it to Ms Montague by Tuesday 6th February, along with the parental consent form which covers both weekends. Payments will need to be made on an on-going basis and should be fully paid up by the end of May half term.

Yours sincerely,

Ms Montague
D of E Manager

Bronze Training and Qualifying Expeditions reply slip 2018

I wish my son/daughter to be considered for the Bronze award training and qualifying expeditions. I have read and understood the letter about the trip.

I understand that while the school staff in charge of the party will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my son/daughter/ward which occurs as a result of the visit.

I also agree to authorise members of staff during the course of the visit to approve such medical treatment for my child as deemed necessary in an emergency or on the advice of a qualified practitioner.

I agree to fund the early return of my son/daughter should his/her conduct give cause for concern or endanger others in the group.

I set out below any medical condition from which my child is suffering together with details of the treatment required, including allergies.

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.....

Student name **Form:**

Parent/Carer name: **Relationship to student:**

Address:
.....

Email address:

Telephone: home work.....
mobile.....

Please tick as appropriate:

I wish to apply for financial assistance (if this box is ticked the section below **MUST be completed in order to apply for financial assistance**).

The amount I can afford to contribute is £.....

The reason that I/we cannot afford the full amount is.....
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.....
.....

Signed: (parent/carers)

Please return this form to Ms Montague in SD3 by Tuesday 6th February 2018.