

Thursday, 16th November 2017

Dear Parent / Carer

Silver D of E Expeditions 2018

Introduction

The group are planning an expedition on foot across the Isle of Wight. The full cost of the training and assessment for the expedition is £120 and students will be required to pay an £20 initial non-returnable deposit by the end of January 2018. The remaining £100 should be paid by the end of June, £50 by the end of the spring term, and the final £50 by the end of June. The dates of the training and qualifying expedition are as follows:

Practice Expedition, South Downs National Park, Saturday 7th – Monday 9th April 2018 (return around 7-8pm)

Qualifying Expedition, Wednesday 4th – Saturday 7th July 2018, Isle of Wight (meet 8am for pre-expedition check pack bus and depart 9am, return around 9:30-10pm).

Cost

£120 in total (this is for the training and the qualifying expedition together). Please note that this covers hire of all equipment, and supervising staff expenses, ferry, camping on practice expedition and the night before the qualifying expedition, plus a barbeque dinner and breakfast before the qualifying expedition. Students will still have to pay for their food for both expeditions on top of this (apart from an evening barbeque and breakfast prior to their qualifying expedition). Please pay your deposit of £20 by the end of January 2018. Please note that deposits are non-refundable once paid.

Payments

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 Silver Expedition 2018'
- 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.

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 Thursday 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 is well prepared and makes the most of the expedition experience.

Travel

For the training we shall meet by the minibus parking spaces at 7am on Saturday 7th April 2018. Please make sure that all belongings are packed in rucsacs or squashable bags for ease of packing them in the mini buses, we shall return around 9pm on Thursday 9th April 2018. For the qualifying expedition we shall meet at 8am for the pre-expedition check and depart 9am on Wednesday 4th July at the south end entrance of the school. We shall return around 9pm – 10pm on Saturday 7th July 2018.

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

Students will be allowed to bring with them on the trip personal electronic games, walkmans and iPods. However, these are not to be used during the expedition. Mobile phones are allowed but will be collected whilst en route in the minibuses. Students will use a phone on expedition for emergency use but this should not be used to contact family and friends. Items 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 designated camp sites whilst on expedition campsites have toilets and washing facilities.

Food

Except for the night and morning prior to the qualifying expedition the cost of food will be the student's responsibility. We will provide a communal meal and breakfast before the qualifying expedition (evening of Wednesday 4th and the morning of Thursday 5th July). For all other training and the qualifying expedition all food will need to be planned, bought and cooked by the students and as a result of their expedition planning. All other meals and snacks whilst travelling will be need to be paid for by the participants.

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.

Supervision arrangements

At various times as appropriate on the practice expedition and throughout the qualifying expedition students will be supervised under remote supervision arrangements, meaning that they will be able to contact supervising staff by phone in-case of an emergency, but will not be under their direct supervision all of the time.

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 be considered for a place on this trip, please complete the attached form and return it to Ms Montague by Friday 1st December 2018. Payments will need to be made on ongoing basis and should be fully paid up by the end of June 2018.

Yours sincerely,

Lesley Montague
D of E Manager

Silver Training and Qualifying Expeditions 2018 - reply slip

I wish my son/daughter to be considered for the silver 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/carer)

Please return this form to Ms Montague in SD3 by Friday 1st December 2017.