

Academic Year 2017/18

Dear Parents/carers and students,

**Care of equipment by students on camping trips and D of E expeditions.**

During this year you will be borrowing equipment from Jo Richardson School in order to complete your D of E expedition. Students are required to care for this equipment to the highest possible standard to ensure that it is not damaged or lost. We have therefore produced the attached guide (Care of Equipment hand out) which we would like both students and parents to read and keep safely to refer to next time equipment is brought home to be cleaned and dried on return from expedition.

We will also require both students and parents to sign the slip below to ensure that everyone understands the contract that they enter into when borrowing equipment from the school. Please be aware that charges will be made for lost and damaged equipment – **this includes equipment that is packed away wet.** All students borrowing equipment must sign and return the attached slip before they will be allowed to borrow any items. Please note that any equipment loaned to JRCS students is for the purpose of taking part in the Duke of Edinburgh Award. On no account should equipment be used for any other purpose or by anyone other than Duke of Edinburgh award candidates that have signed out the equipment.

Yours sincerely,

Ms Montague – D of E Manager

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**Contract for students and parents/carers borrowing camping equipment from JRCS**

Name of student ..... Form .....

Name of parent/carer .....

We have read the care of equipment document and agree to care for any equipment borrowed in the way outlined. We undertake to replace any items lost/damaged by us as required by the school.

Signed

..... parent carer ..... student

**This form must be returned to Ms Montague in SD3 prior to the issue of any equipment to you.**