

18th September 2019

Dear Parent,

RE: Duke of Edinburgh Bronze Award

I am delighted to offer your youngster the opportunity to undertake the Bronze Duke of Edinburgh's Award programme, which is run by school and is available to all students in Year 9. The Duke of Edinburgh award is an excellent opportunity to gain new skills and experiences that can shape students' lives mentally, socially and academically. On completion, students are presented with the prestigious Bronze Award, which is highly regarded by colleges, universities and many employers. Please be aware that there are a limited number of places available.

Students, who successfully complete their Bronze Award in Year 9 will have the opportunity to progress on to complete their Silver Award in Year 10.

What does the award consist of?

There are three sections which students are expected to complete themselves over a 3 – 6 month period. These are:

Skill: Students have to learn a new, or develop an existing skill, for example cooking or playing a musical instrument.

Volunteering: Examples include helping with extra-curricular clubs or activities in school, helping out with a Scout group or volunteering with a local charity.

Physical: Students learn a new, or develop an existing physical activity; examples include joining the school badminton club, playing for a local football team or going to the gym.

The two, three month sections must have been completed by the 4th February 2020 and the 6 month section, by the 12th May 2020.

After School Training Meetings

To ensure students are on track with their skill, volunteering and physical sections and to prepare for expeditions, there will be monthly after school meetings from 3:10 - 4:20pm. Meetings are compulsory – failure to attend a meeting, without a valid reason, may result in your youngster being removed from the programme.

Bronze Duke of Edinburgh Meeting Dates	
Tuesday 15 th October 2019	Tuesday 3 rd March 2020
Wednesday 6 th November 2019	Thursday 26 th March 2020
Tuesday 3 rd December 2019	Tuesday 12 th May 2020
Tuesday 7 th January 2020	Tuesday 2 nd June 2020
Tuesday 4 th February 2020	Thursday 4 th June 2020

Peak District Expeditions

The final section of the award is the expedition; students complete a two day walk, stopping off halfway at a campsite overnight. Students walk in small groups and are 'remotely supervised' by Lees Brook staff, who meet up with groups at check points along the way. To prepare students for their assessed expedition, which will take place in the summer term, students undertake a full two day practice expedition in the Peak District during the spring term. There will be a letter given out nearer the time with more information.

Expedition Training Day – Tuesday 21st January 2020

To equip students with the required skills for the expedition section, students will be taken off timetable for the day, to take part in our expedition training programme. Students are required to stay in school until approximately 4:10pm. Break and lunch will be at normal times and students should wear normal school uniform. Please ensure your youngster has a waterproof coat with them on the day.

Cost of Bronze Award

The total cost of the award is £95. This can be **paid in full** or in **3 instalments** of £35 / £30 / £30.

Should you have any difficulties with payments, please contact us so we can discuss the situation, as we may be able to arrange a payment plan and, in certain cases, financial support. We would not wish for any student to miss out because of financial difficulties. Please be assured that such information will be treated in the strictest confidence.

Student Expedition Kit Deposit (£10)

To make the award more affordable, we loan students much of the equipment needed for the expedition. This includes tents, stoves and rucksacks, etc.

We expect students to look after our equipment and return it in the same condition that it was lent out. Loss or damage of equipment, due to negligence, may result in individual students / walking groups being charged for the repair or replacement of the item (please see D of E contract for further details). Please be assured that we do not take the decision to charge students for equipment lightly and hope that students see the deposit as an incentive to take extra care of the equipment.

In addition to the cost of the award, we require all students to pay a **£10 refundable kit deposit**. Where possible, we ask that this is your youngster's money and not from parents / guardians.

Parent information evening – Tuesday 24th September 2019 - 6:00pm – 7:00pm

There will be a parent information evening to explain the award in detail and answer any questions that you may have. To give your child the best chance of completing the award, it is important that you understand what is required of them, so that you can also help to support them through the completion of their award. We hope that you are able to attend.

Twitter feed

We have a Lees Brook D of E Twitter feed to give students' parents, family and friends the chance to see how they are getting on throughout their award and Peak District camping expeditions. We post real time updates and team progress throughout the day.

The twitter account is called: **@DofELeesBrook1**

To be able to receive updates, a twitter account is required and the Lees Brook twitter feed has to be followed. If you do not have a Twitter account, you can just view the twitter feed by searching for the **@DofELeesBrook1** on Twitter. Please be assured that your youngster will not be included on the Twitter feed without consent from yourself (please see attached consent form).

Behaviour – Student contract

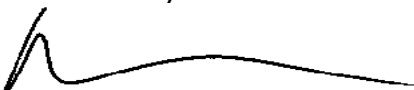
Please be aware that the highest standards of behaviour are expected at all times. If your youngster's behaviour is a cause for concern at any time, the decision may be taken to remove them from the programme. Please be assured that this decision would not be taken lightly and would follow consultation with yourself and our behaviour team. Should your youngster be removed from the programme due to poor behaviour, no refund will be issued.

Please read through the student contract with your youngster and return, signed, along with the reply slips.

Please complete and return the attached consent forms to the school Trips box by the deadlines shown on each one.

Should you have any further questions, please do not hesitate to contact me.

Yours sincerely



Mr A. Waterhouse
Duke of Edinburgh Manager



D of E Award Participation Consent Form

Duke of Edinburgh Award (Bronze) Parental Consent Form

Please return to the school no later than Thursday 3rd October 2019

(Place in Trips Box)

Student Name: _____

Tutor Group: _____

- I give consent for my son/daughter to take part in the Duke of Edinburgh Award scheme
- I understand that instalments are non-refundable should my youngster not complete the award
- My youngster understands the commitment involved and that he/she will be expected to attend after school progress meetings
- I understand that if my child chooses to complete any of their skill, volunteering or physical activities outside of school, it is my responsibility to check activities are appropriately managed / insured
- I understand that my youngster will be off-timetable for the day on Tuesday 21st January 2020 and is expected to stay until approximately 4:10pm
- I give consent for my son/daughter to appear on the Lees Brook School Twitter Feed – see live updates of your youngster throughout their expeditions on our D of E Twitter feed: **@DofELeesBrook1**
- I am **unable** to attend the parent information evening on Tuesday 24th September 2019

Signed: _____ (parent/guardian)

Date: _____

Print Name: _____

(Further information will be released closer to the date of the practice & assessed expedition)



D OF E PARTICIPANT CONTRACT

1. I will listen and follow instructions given by leaders
2. I will attend after school progress meetings and will notify a leader if I am unable to attend a meeting – e.g. for a hospital appointment.
3. I will ensure assessor reports are uploaded by the deadlines set by my leader.
4. I will express high standards of behaviour and maturity and will not do anything which could endanger myself or others
5. I will not split up from my walking group unless there is an emergency. In the case of an emergency, I will follow the school D of E emergency procedure
6. I will follow and put into practice, instruction given in my expedition training
7. I will not venture off the designated route unless there is a risk to safety
8. I will not leave the campsite without permission
9. At night, I will get into my tent to go to sleep when told
10. I will not go into anybody else's tent
11. I will follow tent rules (no mixed gender) at any point
12. At night, I will only go to the toilet with a partner, for my safety
13. I will ensure no litter is left at the campsite
14. I will report any injuries to a leader
15. I understand mobile phones cannot be used. Phones will be turned off and sealed in a tamper-proof bag for the entirety of the expedition, only to be opened in an emergency.
16. I understand that inappropriate behaviour will be dealt with accordingly upon returning to school. In extreme situations, students will be collected and taken back to school

Care of School Equipment

Equipment loaned to a walking group (group kit) is the responsibility of all students in the walking group. Equipment loaned to a single person (personal kit) is the responsibility of that one person. A £10 kit deposit is required from all students, which is refundable, on the conditions of points 17 & 18.

17. Loss or damage of equipment **due to negligence** may be charged to a walking group (group kit) or individual (personal kit), up to the value of the item.
18. Personal equipment must be returned to school, by the date requested, in the same clean and dry condition that it was lent out in. Failure to do so may result in the user being charged for the cleaning or replacement of the item.

I understand and agree to the above participant contract.

Student full name (please print): _____

Student signature: _____ Date: _____

Parent / Guardian's signature: _____ Date: _____



D of E Award Payment

Duke of Edinburgh Award (Bronze) Payment Form

Please return to school no later than Thursday 3rd October 2019
(Place in Trips Box)

Student Name: _____

Tutor Group: _____

Payment Option A – Full Payment

I enclose the full payment of **£95 Cash**

OR

I have paid all three payments via the school online payments system

Payment Option B - Instalments

I enclose initial payment of £35 cash

OR

I have paid the first instalment via the school online payments system

I understand there will be two further instalments of £30 each (total cost £95) by 1st November 2019 and 31st January 2020 – to be paid cash or via the school online payments system

£10 (Cash) Kit Deposit

I enclose a £10 refundable kit deposit (cash only)

Payment Conditions

I understand that instalments are non-refundable should my youngster not complete the award or be removed due to poor behaviour

I understand that overdue payments may result in my youngster being removed from the award programme

Signed: _____ (parent/guardian) Date: _____

Print name: _____