

19 September 2019

Dear Parent

**RE: Duke of Edinburgh Silver Award**

I am delighted to offer your youngster the opportunity to undertake the Silver Duke of Edinburgh Award Programme which is run by school and is available to students in Year 10. The Duke of Edinburgh Award is an excellent opportunity to gain new skills and experiences that can shape students' lives mentally, socially and academically. Please be aware that there are a limited number of places available.

*To minimise disruption to GCSE studies, the practice expedition will take place in October 2019 and the assessed expedition will take place in July 2020 after mock exams and work experience.*

**What does the Silver award consist of?**

Similar to the Bronze award, students are expected to complete a skill, volunteering and physical section. For Silver, one section should be completed over a 3 month period and the other 2 sections, over a 6 month period. (For students who have not completed the Bronze Award, participants are required to complete an extra 6 months of one section). Examples include:

**Skill:** learn a new, or develop an existing skill, for example cooking, photography or art.

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

**Physical:** 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 one, three month section must have been completed by the 28<sup>th</sup> January 2020 and the two 6 month sections, by the 30<sup>th</sup> of April 2020.

**Progress Check 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.

<b>Silver Duke of Edinburgh Meeting Dates</b>	
Tuesday 19 <sup>th</sup> November 2019	Thursday 30 <sup>th</sup> April 2020
Tuesday 17 <sup>th</sup> December 2019	Tuesday 19 <sup>th</sup> May 2020
Tuesday 28 <sup>th</sup> January 2020	Tuesday 9 <sup>th</sup> June 2020
Tuesday 11 <sup>th</sup> February 2020	Thursday 2 <sup>nd</sup> July 2020
Tuesday 24 <sup>th</sup> March 2020	

### **Expeditions**

The final section of the award is the expedition. At Silver level, the aim is to further challenge students from the Bronze level and provide them with new experiences. The practice expedition consists of two nights camping and two days walking, which will take place in the Dark Peak area of the Peak District, from Thursday 10<sup>th</sup> to the Saturday 12<sup>th</sup> of October 2019.

The Assessed expedition consists of 4 nights camping and 3 days walking. This will take place in the Forest of Dean in Gloucestershire from Wednesday 22<sup>nd</sup> to Sunday 26<sup>th</sup> of July 2020. As with Bronze, students will walk in small groups and will be 'remotely supervised' by Lees Brook staff, who will meet up with groups at checkpoints along the way.

Please see the attached letter for the practice expedition. A letter for the assessed expedition will be handed out nearer the time.

### **Cost of Silver Award**

The total cost of the award is £125. This can be paid in full or in four instalments of £35 / £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 different 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 will 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.

### **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.



### **Expedition Training Day and Local Practice Walk – Friday 4<sup>th</sup> October 2019**

To equip students with the required skills for the expedition section, students will be taken off timetable for the day on Friday 4<sup>th</sup> of October 2019 to take part in our expedition training programme. During the morning, students will be developing their expedition skills before putting their skills into practice on a local walk in the afternoon.

Students should come to school wearing their expedition clothing (see expedition kit list for clothing guidance). Students should bring a backpack (can be school backpack) containing the following items on the day:

- Waterproofs
- Woolly hat / gloves / sun hat & sun cream (weather dependent)
- First Aid kit and any required medication
- Sufficient water (no fizzy / energy drinks) - approx. 2.5l water.
- Snacks e.g. Fruit, Chocolate, Dried fruit or nuts.
- Mobile phone

Students will have their lunch at school before leaving school on foot, at approximately 1:00pm. We expect to return to school for approximately 6:00pm. Please bear in mind that the return time may vary due to factors such as walking speed, weather and navigation. Your child will be allowed to contact home to give a more accurate return time during the walk and will be free to make their own way home when we return to school.

Please provide any information about your child, such as medical conditions, medication or personal circumstances that may affect your child's performance whilst on the practice walk. It is vital that leaders are aware of this, for the safety and well-being of your child and others around them.

In the unlikely situation that your child is unwell during the local walk, we may need to make contact with you to arrange for your child to be taken home. Please confirm your up-to-date emergency contact details on the consent form.

If you would like your youngster to take part in the Silver Duke of Edinburgh's Award, please complete and return the attached consent forms to the 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  
D of E Manager



**D of E Award Participation Consent Form**

**Duke of Edinburgh Award (Silver) Parental Consent Form**

*Please return to school no later than Thursday 26<sup>th</sup> September 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 as outlined in the letter
- 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 give consent for my son/daughter to appear on the Lees Brook School Twitter Feed – see live updates of your youngster throughout their expedition on our D of E Twitter feed: **@DofELeesBrook1**

Signed: \_\_\_\_\_ (parent/guardian)      Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



### **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 in which it was lent out. 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 Training & Local Walk Consent Form**

**Duke of Edinburgh Award (Silver) Training Day Consent Form**  
*Please return to school no later than Thursday 26<sup>th</sup> September 2019*  
*(Place in Trips Box)*

**Student Name:** \_\_\_\_\_

**Tutor Group:** \_\_\_\_\_

I understand that my youngster will be off timetable for the day on Friday 4<sup>th</sup> October 2019 for the expedition training day

I understand that, as part of the training day, students will complete a practice walk in the local area, which will be supervised by Lees Brook Staff.

I understand that the training day will finish at approximately 6:00pm (however this may vary due to factors such as weather, walking speed and navigation skills).

I am happy for my youngster to make their own way home from school at the end of the training day

Please detail any relevant medical information or personal circumstances:

**Emergency Contact** ..... (Landline)

..... (Mobile)

Signed: \_\_\_\_\_ (parent/guardian)      Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



**D of E Award Payment**

**Duke of Edinburgh Award (Silver) Payment Form**

Please return to school no later than Thursday 26<sup>th</sup> September 2019  
(Place in Trips Box)

Student Name: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

**Payment Option A – full Payment**

I enclose the full payment of **£125 Cash**

**OR**

I have paid all four 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 three further instalment of £30 each (total cost £125) due by the 1<sup>st</sup> November 2019, 29<sup>th</sup> November 2019 and 31<sup>st</sup> 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 payments 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: \_\_\_\_\_