



PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

24 May 2019

Dear Parents/Carers

Duke of Edinburgh Bronze Award

THIS LETTER HAS IMPORTANT DATES AND DIRECTIONS TO VENUES AND SHOULD BE RETAINED.

Parmiter's offers students the opportunity to undertake the Duke of Edinburgh's Award at Bronze level during Years 9 and 10. It is a four section award consisting of:

- Volunteering (helping people in the community **with a Not-For-Profit body**)
- Skills (covering almost any hobby/interest but **EXCLUDING** those connected with a physical activity)
- Physical Recreation (sport, dance and fitness, etc.)
- Expedition.

It usually takes a participant about 12 months to complete a Bronze Award. Students will shortly attend an explanatory assembly and much more information can be found at <http://www.dofe.org/>. There is a Training Manual which students will need to read and familiarise themselves with as part of their training. They should start as soon as possible.

The expedition section of the Award is run by the school, using suitably qualified staff, in order to keep costs down for the participants. If your son/daughter were to do this section externally then it would cost significantly more. It is only possible to provide this opportunity because a significant number of staff and parent volunteers are willing to give up their own time. In the interests of enhancing the self-reliance aspect of the Award, it should be recognised that supervision is kept to a minimum after initial training.

The overall cost for a student to undertake the Bronze Award through the school is £190. This covers the initial registration, training costs, campsite fees, equipment costs for the school, staff and parent volunteer costs (each adult volunteer's food and accommodation is paid for) and fuel costs. In addition to this is the cost of students' individual equipment, principally a rucksack, shared tent, boots, a shared stove and waterproofs. Students will also need copies of OS Explorer Maps OL 172 and 181 (2 maps per group). It is the school's policy to try to make the Award available to all students and accordingly we maintain a number of tents, rucksacks, stoves and boots which are available to borrow for a fee of £10 per item. Students will be able to apply to borrow kit once they know what groups they will be in. There is also the possibility of financial assistance in case of hardship – please contact me early if you wish to be considered for such assistance. The cost of £190 can be paid via WisePay (under Clubs & Activities) or by cheque (made payable to Parmiter's School). This amount can be paid in a lump sum on or before 21 June 2019 or in two instalments, the first instalment of £95 being due by 21 June 2019. The second instalment will be due by 6 September 2019 and can be paid via WisePay (under Clubs & Activities) or by cheque. If paying via WisePay, you will be able to see what is outstanding at any time. Should any monies remain outstanding, students will not be allowed to continue with their training or undertake the expeditions.

Please note that the initial charge for enrolling on the Award is £23 (included in the £190). This payment is non-refundable in any circumstances, as it is paid to Herts CC in order to enrol the student and cover their administrative costs. Should a student drop out of the Award before completion, they may be reimbursed for any unspent monies.

In order to register participants, we must have each student's e-mail address – the address that they commonly use - together with their mobile telephone number and full name and date of birth. **Students must also provide a handwritten letter of application, which should set out why they should be considered as a suitable participant and details of their intended achievement for each section of the Award.** The groups for the Expedition should consist of between four and seven students. It is a condition of acceptance onto the Award that applications are full and complete. If any requirement is overlooked, this may count against a student's acceptance onto the Award.

In addition, the attached medical form must be completed for each student. This will be used by the school for **ALL** training and expeditions. **Should there be any changes to the information disclosed, it is imperative that the school be notified in writing.** Students are responsible for bringing and administering their own medication

Unfortunately, there are only a limited number of places available and these will be allocated on the merit of the applications, provided all information has been correctly completed. Students accepted onto the Award will be expected to attend all courses and practices. If your son/daughter is not successful in their application, they will still have the opportunity to apply to join the Silver Award in later years. A reserve list will be maintained should any participant drop out.

Behaviour on any activity connected with the Award which is considered to be inappropriate will result in the student being ejected from the Scheme without refund and parents/carers will be expected to immediately pick up the student from the relevant venue.

Please note that on the expeditions, students will be expected to have everything inside their rucksack with nothing attached to the outside.

If you are able to assist in any way with the Award, such as walking with students, helping to map read, helping with activities after school, camping overnight, etc., this would be a great help and would mean that more students can be accepted for the Award training. This is especially true of the Practice Expedition which will require around 25 adults. The school will carry out a DBS check for any parent wishing to assist, in order to protect the students. Please e-mail M.Holloway@parmiters.herts.sch.uk if you would be able to help in any way, detailing which of the following dates that you are available. Please do not be offended if your offer of help is not taken up in the event that a large number volunteer – ideally the same adult would be with the same group for both the Training Day and the Saturday of the Practice Expedition. Training can be given in terms of navigation skills, if necessary.

The dates of the activities cannot be altered and the activities are compulsory. Students cannot miss an activity and still proceed, so it is important that this is taken into consideration where students play for sports or other teams who are likely to have important matches at certain times of the year. The dates are as follow:

- 26 April 2020 Training Day – all day event on the Sunday
- 6 - 7 June 2020 Practice Expedition and camp overnight – all day event for the entire weekend
- 2 - 3 July 2020 Final Expedition and camp – Thursday and Friday in Buckinghamshire.

Please also note that students must have registered using eDofE and commenced each of their three sections (excluding the Expedition section) by the end of September 2019 or they will not be allowed to proceed with the Award. Each section must be completed and sent through for approval using eDofE by 31 March 2020 or they will not be allowed to attend the Practice or Final expeditions.

Please note the following dates:

Bronze Training Day

Sunday 26 April 2020 – Ashley Green

A compulsory Bronze training session (not the Practice Expedition) will take place at Ashley Green Memorial Hall on **Sunday 26 April** from 9.30am until the students finish the expedition (about 4.30pm – they will call you if they arrive much earlier). Students who do not attend will not be allowed to undertake their expeditions. The directions are as follow:

The postcode for the Memorial Hall is HP5 3PN. Coming from the M25, heading towards Aylesbury, leave the A41 at the junction for the A416 to Chesham. As you come off the A41, get into the right-hand lane and turn right at the roundabout towards Chesham on the A416. You drive for about half-a-mile, along a tree lined road. As the trees clear, you enter Ashley Green. You will go past the Golden Eagle pub on the right, then a wooden bus shelter on the left (start indicating left). Take the next left, Two Dells Lane, which is just before the church (on the left). The Memorial Hall is 100 yards on the left. It is a big, green building with a gravel car park.

Students will be required to bring their lunch and drink, a copy of the OS Explorer Map 181, a compass if they have one, pencil and paper, a map holder if they have one and a rucksack containing their lunch and drink to the training session. Walking boots, waterproof jackets and trousers should also be brought and probably warm clothing. This is an ideal opportunity to try out new walking boots, provided they have previously been worn in! Students also need to bring the equipment that they are planning to use on their expeditions (tents and stoves) – if they are borrowing from school, it will be given out either prior to or on the day.

Students will have worked in their teams to plan the walk, about 6 miles, and this will take place either in the morning or the afternoon. It is VITAL that students bring their planned route AND Expedition Route Card with them. They will be accompanied by a responsible adult in case of difficulty. For the remainder of the day, students will receive information and training.

Bronze Practice Expedition **Saturday 6 June – Sunday 7 June 2020**

The practice expedition will start and finish from the Whippendell Woods car park, which is on Grove Mill Lane. Again, it is compulsory for all students and they will be expected to make their own arrangements for travel to and from the start of the expedition. Please be aware that the car park will get very congested and so I would encourage lift sharing where possible. Teams will be given a departure time between 9.00am and 12.00pm on the Saturday and they should arrive 15 minutes beforehand – in the interests of congestion these times should be adhered to - teams arriving earlier will not start the expedition sooner. The walk should finish between 3.00pm and 5.00pm on the Sunday, although the students will ring when they are near to finishing.

Students will require two copies of the OS Explorer Map 172 per group and two compasses. They must provide all their own kit including a tent, stove and rucksack and are expected to carry their rations. This will include 2x lunches, 1x two course evening meal and 1x hot breakfast plus snacks. They will also need to carry sufficient water each day (they can fill up overnight). Students will not need money for the Practice Expedition. The groups will be given all they need to plan the expedition and will need to arrange a meeting with their leader in school so that these plans can be checked. A suggested kit list is available in the Training Manual. If students need to borrow equipment, they should inform me as soon as possible using the Equipment Request Form – a cheque or Wisepay payment of £10 per item will be required. Blister plasters and sun cream would be a sensible inclusion in their first aid kits and a waterproof jacket and trousers are essential!

Please note that if a student does not come into school or take part in a school activity on the Monday following the Practice expedition, they will not be allowed to attend the Final Expedition unless they have a doctor's note explaining why they were unable to attend school.

Bronze Qualifying Expedition **Thursday 2 to Friday 3 July 2020**

The qualifying expedition will start and finish from Wendover Woods main Picnic area. From the A41, take the Wendover exit (also signed Dunstable) and take the B4009 towards Aston Clinton. Take the first left towards Wendover. After approximately ½ mile, take a left signposted Wendover Woods and St Leonards. The main entrance to the woods is found on the right. For those coming to the Woodland using SatNav, please enter postcode HP22 5NQ and turn right before you pass the golf course onto Forest Drive. Students will be expected to make their own arrangements for travel to and from the expedition. Students will be allocated an arrival time between 9.00am and 10.30am on the Saturday morning. We will camp the night at Braid Wood Scout site near the hamlet of Ashridge. The expedition will finish at approximately 4.00pm on the Sunday, though this will vary depending on each group - students will ring you when they are near the end although reception is not good in Wendover Woods and some groups may be considerably later than 4.00pm.

Students will require two copies of the OS Explorer Map OL181 per group and two compasses. Students must provide all their own kit including a tent, stove and rucksack and are expected to carry their rations. This will include 2x lunches, 1x two course hot evening meal and 1x hot breakfast plus snacks and emergency rations. They will also need to carry sufficient water each day (they can fill up at the campsite on the Friday morning). The groups will be given all they need to plan the expedition and will need to arrange a meeting with their leader so that these plans, routes, menus, Expedition Route cards **AND THEIR FULL KIT PACKED IN THEIR RUCKSACKS (LESS FOOD)** can be checked **prior to the expedition**. If this is not done, students will not be allowed to go on the Final Expedition. Blister plasters and sun cream would be a sensible inclusion in their first aid kits and a waterproof jacket and trousers are essential! All equipment used by students on the Practice Expedition should be checked for completeness, dryness and cleanliness well before the Final Expedition.

As part of the Expedition, students are required to give a group presentation to their assessor on a subject of their choice connected with the expedition – such as local geography, flora, fauna, etc. If it is not considered to be of a sufficiently high standard, students cannot complete their Award. Therefore, it is advisable for students to undertake some research prior to embarking upon the Expedition.

In the event that a student misbehaves on the Expedition, parents/carers will be required to pick them up from the campsite.

There will be staff at various points along the routes and at the campsites during the evening. Due to the nature of the Award, we operate a remote supervision policy. As such, a mobile phone number is provided for emergencies. Please ensure that your son/daughter has written down the number in case they need it. Students will only be allowed to use mobile phones in emergencies, in accordance with the regulations of the Duke of Edinburgh Award, so **please do not try to contact them during the Expeditions and do not ask them to contact you**. All students need to have the DofE phone number: **07837 417235**. This should be their first point of contact in case of problems. The phone is on the EE network, which has the best reception in the area, but you should be aware that reception can be patchy due to the remote location. However, there is reception at the campsite during the night. Students can also ring the school directly (**01923 671424**) and they will call me on a different number if the above one is unobtainable.

It is very important that parents, carers and students realise that students will need to be self-motivated to complete the award successfully; the whole ethos of the Award is that students should take responsibility for themselves and become more independent. To that end they should organise their expeditions themselves, identifying any items that need to be purchased and who is responsible for bringing shared kit.

Please return all paperwork as soon as possible and by **21 June** at the latest. If you have any questions, please do not hesitate to contact me or direct your son/daughter to ask for themselves.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Holloway', with a long horizontal flourish extending to the right.

M Holloway
Duke of Edinburgh Co-ordinator

Duke of Edinburgh Bronze Award 2019 - 2020

(Please return reply slip (both sheets) to the Finance Office by Friday 21 June 2019)

Dear Student

When you first sign in to eDofE you will be asked to record some personal details such as your contact details, ethnicity and personal circumstances, along with details of any medical needs you may have. This data is used to enable your Leaders to support you doing your DofE programme and for the DofE's statistical and reporting purposes. You will always have a 'prefer not to say' option.

Declaration:

I agree to enrol as a participant on a DofE programme. I understand that I will be managing my programme using the online eDofE system. I acknowledge that this system has a set of terms and conditions that I agree to. These terms and conditions are available at www.eDofE.org.

Print Name	Signature	Date
		/ /

Dear Parent/Carer

Consent to enrol from parent or carer (if applicant is under 18 years old):

I agree to my son/daughter/ward doing a DofE programme. I note that it is my responsibility to check that any activity my son/daughter/ward undertakes for their DofE programme is appropriately managed and insured, unless the activity is directly managed or organised by their DofE group, Centre or Licensed Organisation.

Print Name	Signature	Date
		/ /

Note:

Data supplied on this form and in eDofE and information about DofE activities recorded in eDofE will be used by the DofE Charity, the Licensed Organisation and DofE Centre to monitor and manage DofE participation and progress by young people and manage and support leaders.

The DofE Charity will use personal data to communicate useful and relevant information to either help participants complete a DofE programme, Leaders/LOs to run DofE programmes more effectively, or help the DofE Charity to improve the quality and breadth of its programmes.

Occasionally, the DofE Charity will also send e-mails that contain information about the Charity, DofE negotiated privileged discounts and invites to events and other activities. However, if you would like to receive these e-mails you will need to opt in. Once you have opted-in, you can opt out at any time by visiting www.dofe.org/preferences, or clicking the unsubscribe link that can be found at the bottom of all non-programme related e-mails.

- I have read and understood the terms of the letter of 24 May 2019.
- I have paid £ 95/£190 via Wisepay. Payment Reference: _____
- I enclose a cheque for £ 95/£190 (*made payable to Parmiter's School*).
- I enclose the student's letter of application.
- I have completed the enclosed Medical Form and will advise the school if there are any changes to the details included therein.
- I understand that students must bring their own medication where necessary, including hay fever medication, epipens, inhalers and pain relief.

Student's Full Name:

Form:

Date of Birth:

Student's e-mail address:

Student's mobile telephone number:

Parent/Carer Signature:

Parent/Carer Name:

Parent/Carer's mobile telephone number:

Parent/Carer's e-mail address:

Other Group members (if known) (please indicate Form):