

March 2024

Dear Parent/ Guardian

As you will be aware, your son/daughter is preparing to undertake their Duke of Edinburgh's Award expedition soon. Participants need to complete a practice expedition and a final qualifying expedition:

<p><b>Practice Expedition</b></p> <p><b>Kit hand out – Thursday 21st March after school until approx. 17:30. Note this is 1 day later than initially planned.</b></p> <p>Expedition - Friday 22<sup>nd</sup> March – Sunday 24<sup>th</sup> March 2024</p> <p>IF the weather forecast is poor or if ground conditions at the campsite don't allow us to camp there on the March dates we have a back up weekend. All arrangements will remain the same ie Thursday kit hand out, Friday day walk, Saturday meet at Grindleford, Sunday finish at Hope. The reserve weekend is Fri 19<sup>th</sup> April – Sunday 21<sup>st</sup> April 2024</p>	<p>Arrive at school as normal for a 9am start on Friday 22<sup>nd</sup> March</p> <p>We will meet at school. Students should arrive ready for a day walk – small rucksack, lunch, snacks, waterproof jacket, waterproof trousers, walking boots.</p> <p>We will undertake a day walk with the students and we will be back at school in time for the school buses at the end of the day. Students return home on the Friday and spend the evening at home.</p> <p>Saturday 22<sup>nd</sup> March – meet at Grindleford railway station at 09:45. There is a rail replacement bus that day which leaves Sheffield at 09:10 and arrives at Grindleford at 09:45. Students of course can get a lift to the station but we would advise parents to maybe just drop students as it can get busy around there. Students may wish to explore the option of sharing lifts to try to limit the number of journey's made.</p> <p>Students will then walk a pre-planned walk from Grindleford to Rowter Farm campsite, Castleton. Camp at Rowter Farm on Saturday. Sunday – students have been told to aim to leave camp by 08:30. They will walk a pre-planned route to finish at Hope railway station. <b>Students are to make arrangements to make their own way home from Hope.</b> They should know how long they have allocated to walk this route and therefore be able to give you an approximate finish time. If students are making their own way home they should know public transport times and costs.</p> <p>On Wednesday 27<sup>th</sup> March everyone should bring their group kit into school (dry and clean) for return. This will be an <b>after school</b> session and we can get on with our Scotland planning then too. End time 17:30.</p>
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<p>Additional route planning, navigation and campcraft session.</p> <p><b>Date TBC if needed but provisionally 21<sup>st</sup> June 2024 – 22<sup>nd</sup> June 2024</b></p>	<p>We hope not to need this slot but if we do it is additional campcraft, groupwork and navigation. It would be immediately after school on the Friday until approximately 08:30 on the Saturday. Please keep the date free.</p>
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<b>Kit hand out Qualifying</b>	Tuesday 9 <sup>th</sup> July 2024 at 15.45 in the sports hall. Finish approx. 17:30
<b>Gold Qualifying Expedition</b>  Friday 12 <sup>th</sup> July – Thursday 18 <sup>th</sup> July 2024	<p>Start at School – 8am meet. We will drive the students up to Scotland (Fort William area). Our base camp will be Caolasnacon campsite, Kinlochleven, near Glencoe (<a href="http://www.kinlochleven-caravans.com/">www.kinlochleven-caravans.com/</a>)</p> <p>On Saturday 13<sup>th</sup> July students will have time to check their route and equipment and also buy any fresh food items.</p> <p>The students will begin the walking part of the expedition on Sunday 14<sup>th</sup> July. They will complete their expedition walking phase on Wednesday 17<sup>th</sup> July (after wild camping the previous 3 nights). We will travel back to Sheffield on Thursday 18<sup>th</sup> July and anticipate an evening arrival back on mini bus in Sheffield (6:30pm is a target arrival time though this is flexible). Upon arrival back at school there will be a short time where students will need to unload some kit from the vans.</p> <p>Students will be expected to make their own travel arrangements from school on the evening of 18<sup>th</sup> July.</p>
<b>Kit return / clean and store</b>	Friday 19 <sup>th</sup> July in the sports hall @09:30.

Parents must understand that by its nature, a Duke of Edinburgh's Award Expedition has a low level of supervision - participants must work independently to achieve the award. We will ensure we see each group of participants at some point during each day, though by the very nature of a Gold expedition we cannot guarantee exactly when each meeting will be. The group assessor should also hopefully see the group at various times during their expedition. In Scotland students will wild camp (NOT on public campsites) **unsupervised by staff** though staff will advise on the likely suitability of possible camp locations. Parents and participants must understand that any poor behaviour will result in school behaviour policies and sanctions being applied on their return to school. To achieve the Award groups must be self-sufficient and must carry all food but can fill water bottles along route from streams (we will provide them with water purification kits).

**Money/Costs** – The cost for the enrolment and expedition will be **£330**. I haven't enrolled any students yet as I wanted them to be fully committed before making any payments. Your £330 will include enrolment on the Gold Award programme (currently £32.50). It will also cover all the costs (except food) associated with the practice and qualifying expedition. Such costs include – diesel, camping costs, vehicle hire, staff accommodation and assessor costs. The upcoming practice expedition incurs minimal costs. Some money for bus/train transport and also some change for showers at the campsite will be useful. The camping costs will be met from money already paid (please ensure you have paid the initial £50 on Bromcom. Any problems please email [finance@notredame-high.co.uk](mailto:finance@notredame-high.co.uk)).

**Qualifying expedition** -This will include travel to and from Scotland, all campsite fees, assessors' fees, hire of a van to transport equipment, all training, water purification, hire of some equipment as well as enrolment and administrative fees to the Award Centre. Please note we reserve the right to withdraw you from the practice or qualifying expedition due to attendance, behaviour or health and safety concerns. You will need some money to purchase meals on travelling days to and from Scotland or bring packed lunches as well as a small amount if we get the chance to travel into Fort William for and drinks/snacks/souvenirs.

**Mobile Phones/ other electrical gadgets** - Although mobile phones represent a good safety measure they are not in keeping with the peace of the countryside and some of the route is out of range for mobile phone signals. If participants want to take their own mobile phone for safety reasons it must be charged up and switched off but in a plastic bag to water proof it. Students will have a school mobile phone number to use in case of emergency, though students and parents must be aware that the remote terrain of NW Scotland will mean that phone reception is very unreliable.

Other electrical gadgets **must not** be brought to avoid damage, keep pack weight down and maintain the ethos of the award.

**Food** - Groups must cook hot food together for breakfast and evening meal. Groups should plan a menu that is filling but lightweight to carry (avoid tins where possible). Dehydrated food that is quick to cook is best. Participants must also bring snack / cold food to sustain them through the daytime.

**Equipment** - We would not encourage families to spend money on new equipment only for this expedition, borrowing is best and school has a small supply of waterproofs, boots, sleeping bags and rucksacks. Students wishing to borrow rucksacks etc should let me know by popping in to see me in G3. This will be allocated on a first come first served basis. Any participant who arrives on the morning of the expedition without the correct equipment will not be allowed to attempt the expedition for safety reasons. School equipment borrowed must be returned clean and undamaged. The cost of any repair or replacement will be charged to families. It is important that participants have a good quality waterproof jacket and must not wear denim or vest tops.

**Kit List (\*supplied by school)**

<b>Personal equipment</b>	<b>Group equipment</b>
Walking boots (comfortable and broken in) and good quality walking socks	Tent*
Rucksack lined with black bin bag	Stoves*
Change of clothes	Fuel bottles with fuel*
Water proof jacket and trousers	First aid kit*
Spare socks	Food- none can be bought on route
Warm hat/gloves	Maps*
Sleeping bag & foam sleeping mat	Route card and emergency contact cards*
Water bottles (suggest at least 2 to help with water purification process)	Map Case*
Eating utensils (including cup/bowl/plate)	Plastic survival bag*
Wash kit/small towel	Washing up kit
Sun protection cream/ sun hat	Matches
Torch/head torch	Note pad and pen
Watch	String/ safety pins for odd jobs & repairs
Midge net/hat	Whistle*
Insect repellent	GPS*
Personal medication	

**Training and student follow up**

Your son/daughter has attended a number of recent training sessions at lunchtime in school. We have covered the basics with them including safe use of stoves, meal planning, navigation and first aid. All the students have been reminded regularly that it is a requirement that they reinforce this learning in their own time and have been provided with a number of websites and teaching resources eg powerpoints to help with this. We would ask that you please discuss this with your son/daughter and confirm that they have reinforced this learning themselves as they will need to take responsibility for themselves and others whilst on expedition.

**The Award sections**

As you may be aware there are four other sections to the Gold Award. In addition to the expedition section which we facilitate for the students, the students then need to complete their physical, skills, volunteering and residential sections. We have spoken to the students about their activities for other sections and urge students to be working away on these sections all the time with the ambition of completing the whole award in the summer holidays after Y13. More information on the Duke of Edinburgh Award can be found at [www.dofe.org](http://www.dofe.org).

Please return the attached medical and consent form and code of conduct slip as soon as possible. We will keep this medical and contact information ahead of the summer expeditions. If any details change eg medication, mobile phone numbers etc please inform Mr Pickup or Mrs Forrester. I will look to arrange a parental information evening

in the summer, closer to the qualifying expedition, to provide more details about the nature of the expedition. If you have any queries please do not hesitate to contact us.

Yours Faithfully

Mr M Pickup

Mrs C Forrester

[MPickup@notredame-high.co.uk](mailto:MPickup@notredame-high.co.uk)    [cforrester@notredame-high.co.uk](mailto:cforrester@notredame-high.co.uk)

**PLEASE RETURN THESE FORMS BY EMAIL TO [dofe@notredame-high.co.uk](mailto:dofe@notredame-high.co.uk) (FROM A PARENTAL EMAIL ADDRESS) NO LATER THAN Monday 11<sup>th</sup> March 2024.**

#### **MEDICAL INFORMATION AND CONSENT FORM**

Please return this medical information and consent form as soon as possible. \*Delete where appropriate

- I **do** give permission for my **son/daughter** to take part in the expedition outlined above. I will ensure they have the necessary kit and have understood the conditions set out above. I agree to collect my **son/daughter** immediately at **any time of the day/night** if they behave in a way that breaks school policy or is not in the spirit of the Award. I have checked and returned the medical form/ details below.
- I have understood and made arrangements for transport of my child to and from the expedition.
- I have also ensured that they have read the 'course notes' that they have been directed towards plus other Powerpoints (this includes navigation information, basic first aid and Country Code information) as this contains important information which will ensure successful completion of the Award (relevant for the expeditions only, not the navigation exercise).

**If any details change between you signing this form and any of the dates please email Mr Pickup to update him.**

#### **CODE OF CONDUCT FOR ALL STUDENTS OFF SITE EDUCATION**

***Please read carefully and sign to show that you and your child accept these rules.***

Our expectations as a school is that each and every student will at all times follow the school's **BEHAVIOUR POLICY**. However, we need to emphasis the following points explicitly to promote the health and safety of our students within our care.

- Students should listen to and react appropriately to ALL instructions given by all staff.
- Students should NOT bring, obtain or consume any cigarettes/tobacco, alcohol, illegal drugs or dangerous substances. The law is clear on this.
- Students should at all times show respect for the authority of **ALL** adults accompanying them, whether they are teachers, group leaders, guides, campsite staff or travel officials.
- Students should have a care for their own personal safety and protection and remain at all times within a small designated group for any activity; **students will be unsupervised between checkpoints and at the campsite overnight.**
- Each student is individually responsible for learning the details of activities, times of arrival and departure and meeting arrangements. Punctuality is an essential requirement of the day(s)/week.
- Students should report any concerns or problems to a member of staff immediately.

**As appropriate the following rules should be observed:**

**On the minibus:**

- Seat belts are to be worn at all times
- Rubbish must be deposited in the bins provided
- There is to be no movement on the minibus while it is moving

**On public transport, e.g. bus, trains:**

- Students should respect the environment, i.e. with regard to litter, excessive noise, movement of groups and general behaviour

- Courtesy for others
- Care for each other

**On the 'street',** e.g. in the towns:

- Students should respect the environment, i.e. with regard to litter, excessive noise, movement of groups and general behaviour
- Awareness of traffic
- Courtesy for others
- Care for each other

**On the campsite:**

- Students should respect the environment, i.e. with regard to litter, excessive noise, movement of groups and general behaviour
- Courtesy for others
- Care for each other
- Care for equipment

**PROCEDURE FOR DEALING WITH MISBEHAVIOUR** - We do not anticipate any problems on this expedition and would be very upset if any school student were to break the school behaviour policy or endanger the health and safety of others. Even for a trip of such short length **an immediate supervised return home by a student whose behaviour is considered unacceptable may be arranged.** Serious poor behaviour, particularly any infringement of the alcohol/drugs code may result in immediate, continuous isolation with 1:1 adult supervision for the remaining time away. On return the schools' disciplinary procedures will be followed and this **may result in exclusion from school.**

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### CODE OF BEHAVIOUR CONTRACT

**Name of student:**

**Form:**

I/we have read the Study Code of Conduct for Students with my son/daughter and accept its requirements.

Signature of Student

Signature of Parent/Guardian

Date

**N.B.** Staff who take responsibility for organising school trips have the right to refuse a request from a parent or student for a place.

**Governors will give full support to all staff in their efforts to promote discipline and safety on all school trips.**

Student Name		
Emergency Contact Names / Telephone number(s) during the expedition (give full details).	Daytime	Evening
Emergency Contact Address(es) ( usually home address unless parents/ carer away) during the expedition (give full details)		

Any medical conditions or medication your son/daughter needs including prior injuries that may have an effect.	
Any dietary requirements/ food allergies	
Any other information that you feel may be relevant	