

LAK/srh  
6 March 2018

Dear Parent(s) / Carer(s)

**Trip No: 4097 - Optional Residential UK Trip Out of School Time  
Year 10 Bronze Duke of Edinburgh Award Practice Expedition (Letter 1)**

As the mandatory training sessions are now nearly complete and students have successfully started their Physical, Skill and Volunteering sections they are now able to move forward in the Duke of Edinburgh Award process and are invited to take part in the Bronze Practice Expedition. The Bronze Practice Expedition takes place over two days and one night, from Saturday, 12<sup>th</sup> to Sunday, 13<sup>th</sup> May 2018. The cost of the expedition weekend will be £28.00 which includes all camping fees, insurance, fuel and kit hire. This cost also covers the first aid training and certificate that students will be receiving before the expedition.

Please note that there will be two more training sessions for all students, Wednesday afterschool on 21<sup>st</sup> and 28<sup>th</sup> March 2018. In addition, all students must attend a route planning session on Wednesday, 18<sup>th</sup> April 2018 from 15:30 to 18:00, they are welcome to bring food and drinks with them. Please advise us as soon as possible if your son/daughter cannot attend this session.

**Practice Expedition Itinerary**

<b>Dates</b>	Saturday, 12th May to Sunday, 13th May 2018
<b>Start</b>	Meet at 07:30 at The John Warner School already in suitable walking clothes and walking boots and students will be transported by mini bus to Berkhamstead.
<b>Campsites</b>	Town Farm, Ivinghoe
<b>Finish</b>	Sunday at approximately 16:00. Students will need to be picked up from The John Warner School. Please note this is an approximate time and students will be able to contact you once the journey home has begun.
<b>Route Planning</b>	Taking place on Wednesday 18 <sup>th</sup> April 2018 15:30 to 18:00
<b>Preparing</b>	On Thursday 10 <sup>th</sup> May 2018 students will need to meet outside the D of E store cupboard in the music block to collect group equipment and any equipment that will be borrowed for the weekend.
<b>Packing/kit check</b>	Friday 11 <sup>th</sup> May 2018 meeting outside D of E store cupboard at 15:15 with all required equipment, including food. Students need to bring their walking boots with them to this packing ready for inspection.
<b>Food</b>	Meals needed for Saturday Lunch and Dinner (must be a hot dinner) Sunday Breakfast (must have a hot element) and Lunch
<b>Total Cost</b>	£28.00 Expedition fee to be paid by Friday, 23 <sup>rd</sup> March 2018

### **Other Important Information**

Whilst on expedition, your son/daughter is expected to follow both school rules and the guidelines set out by the Duke of Edinburgh's Award Scheme. If student behaviour is deemed unacceptable or they fail to meet the award requirements then their expedition will be ended early and you will be required to collect them. Any valuables brought on the expedition are the responsibility of the student, this includes mobile phones. They are also expected to take good care of the equipment they are lent by school. Damages through misuse or lack of due care will be charged for.

It is very important that whilst students are on expedition they do not contact home. Students are permitted to carry mobile phones with them on expedition for health and safety purposes. These should only be used in an emergency and will be sealed in a non-see through bag to remove temptation. If a student has a problem they should contact the expedition staff, or in exceptional circumstances the emergency services, who can directly deal with any situations as they arise. Staff will then notify parents/carers as and when necessary. As organisers we very much appreciate your support in discouraging your son/daughter to phone you if they need help.

Following successful completion of this practice expedition students are then eligible to go on the Bronze Qualifier Expedition from Friday, 8<sup>th</sup> to Sunday, 10<sup>th</sup> June 2018.

### **Further Bronze Award sections**

To go on to complete the Bronze Award, students need to have evidence collected that they have spent the required time on three sections, Volunteering, Physical and Skill. Students will not be allowed to complete the qualifying expedition unless these sections are completed. Also between expeditions students will be required to attend some after school and lunchtime sessions in order to complete the training for the award.

If you would like your son/daughter to go on this optional trip, [please follow this link to complete the consent and payment form](#) (*website: Home/Parents/Forms*) or return the slip attached to this letter indicating your preferred method of payment **Friday, 23<sup>rd</sup> March 2018**. Please note that all trips will be allocated on a first-come, first-serve basis, places will not be confirmed until your payment is received; we therefore recommend that you respond as soon as possible. All cancellations must be provided in writing to the Finance Office. Once a place is confirmed, you will be liable for all costs incurred by the school up to the point of cancellation.

Please be aware that the school reserve the right to refuse a place on this trip for any student whose attendance falls below the acceptable level and/or their behaviour has been a cause for concern. In line with our School Trips Policy, if there is a need to contact your child while they are out of school, please phone Mrs Georgette Knights on 07741559124 or Mr Oliver Price on 07741559129.

Yours faithfully

**Mrs L Kite**  
Bronze Coordinator  
Duke of Edinburgh Award Scheme

**Mrs G Knights**  
Assistant Head: Director of Finance &  
Resources

Encl.

# Reply Slip

Trip No: 4097 - Optional Residential UK Trip Out of School Time  
Year 10 Bronze Duke of Edinburgh Award Practice Expedition (Letter 1)

If you wish to complete this reply slip electronically, then please complete the [consent and payment form](#) available to download from the school's website

Student's Name: \_\_\_\_\_

Form: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Does your child suffer from any medical conditions?  Yes  No

Will this medical condition affect them taking part in the activities?  Yes  No

If yes, please give details including treatment that they currently receive for this/these medical conditions:

\_\_\_\_\_  
\_\_\_\_\_

Enter any known allergies to drugs, medicines or food and/or special dietary requirements:

\_\_\_\_\_  
\_\_\_\_\_

Has your child been immunised against tetanus?  Yes  No

Please provide us with two emergency contact numbers:

Number: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Number: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

For overseas visits only, please confirm that you have included:

Copy of Passport included  Yes  No

Copy EHIC included  Yes  No

## Declaration

I agree to my child taking part in the above mentioned visit and to their participation in the activities to be undertaken during the day. I support the need for obedience and responsible behaviour on their part.

To the best of my knowledge, my child is not suffering from any medical condition that makes them unfit to participate in this visit. I agree to my child receiving medical treatment as considered necessary by the medical authorities present.

**Payment Method – £28.00**

- Wise Pay (via Internet)** Preferred payment method. If Wise Pay is showing that the trip is full, please contact the Finance Department in the first instance.
- Debit or Credit Card.** If you wish to pay by Debit or Credit card directly rather than through Wise Pay, then please call the school 01992 462889 and ask to be transferred to the Finance Department.
- Cheque.** If paying by cheque, please ask your child to hand payments directly to the finance office. Cheques should be made payable to The John Warner School.
- Cash.** If paying by cash, we request that a parent/carer deposits the money personally at the school office during working hours and obtains a receipt. Cash will no longer be accepted from Students

All outstanding payments must be with the school a minimum of four weeks prior to the start date of the trip unless an earlier payment date is stated on the original letter.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Parent / Carer