



## CATERHAM SCHOOL

19 April 2010

To Parents and Guardians of pupils participating in the Duke of Edinburgh Award Programme

Dear Parents and Guardians,

As you are hopefully aware, your son or daughter will soon be undertaking an expedition with the Duke Of Edinburgh's Award Programme at Caterham School. As a result of recent changes to our practices the School will be providing various items of equipment to enable our students to complete their expeditions comfortably and, more importantly, safely. The decision to equip our students in this way came as the result of a review of best practice and we hope that you agree with it.

One of the consequences of this change of practice is that your son or daughter, as part of a group, will be responsible for the safekeeping and careful use of some fairly expensive items belonging to the School. This letter is being sent to outline their responsibilities and liabilities with regard to this equipment.

Each group will need to meet together and visit the Award Programme stores to collect their group kit, at an allocated time during the week prior to the expedition. At that time they will be asked to sign a form which lists the items they are borrowing, the cost of replacement for each item and the date when the items should be returned.

If a piece of equipment is not returned or is returned in a state which renders it unfit for purpose because of the actions of careless expeditioners, then the **whole group** will be liable for the cost of its replacement and the parents of each member of the group in question will be billed for their share of the amount concerned. We do appreciate that in undertaking an expedition of this nature, genuine wear and tear will take its toll and that genuine accidents do occasionally happen. If an item is damaged accidentally, this must be reported to a member of the expedition staff straight away. However, part of the training the groups undertake is to learn an appreciation for the need to treat equipment appropriately and if damage results from a negligent attitude

towards it, the expeditioners involved will be held responsible and charged accordingly.

Items such as tents must be returned absolutely dry, intact and complete. As there is a strict deadline for returning any borrowed items back to the stores, the group must organize amongst themselves where the parts of the tent are going to be hung to dry before this date. We recommend assembling the tents in a dry garage for a day or two to achieve this. The tent will be the most expensive item borrowed and the cost of replacement should be approximately £200 although this will vary somewhat depending on whether it is a 3-man or a 4-man tent that is borrowed.

Please complete the form attached to indicate that you have read this letter and understand the information contained in it. We hope that you will agree with the Award Programme staff in insisting upon a responsible attitude towards group kit and support us in our efforts accordingly.

Yours sincerely,

James Ogilvie  
Quartermaster - Duke of Edinburgh Award  
james.ogilvie@caterhamschool.co.uk



---

# CATERHAM SCHOOL

To be returned to Mr. Ogilvie (in the Award Programme stores) when group kit is collected.

Expeditioner's Name :

.....

Form :..... DofE Group No. : .....

I have read the attached 'equipment responsibility and liability' letter and understand the information contained in it.

In particular I agree that if equipment, loaned by the School to my son's/daughter's group, is lost and/or damaged and/or returned in a state which renders it unfit for purpose, then I will be billed a fraction of the cost of its replacement. This fraction will be dependent upon the number of expeditioners in my son's/daughter's group.

Signed : .....  
(Parent / Guardian)