



## CATERHAM SCHOOL

### Duke of Edinburgh's Award Scheme

1 October 2010

Dear Parents and Guardians,

#### **Silver Qualifying Expedition 16 – 18 October**

Your daughter or son is going on the Silver three day expedition, as above.

Although the groups will be supervised by my colleagues and myself, the majority of the time pupils will be walking without an adult present. They will be accompanied overnight on the campsite by male and female members of staff. Should you need to contact the supervising staff in the event of an emergency please use one of the following School mobile phones - 07843 265534, 07525 907902 and 07525 907904. These may not be available at all times.

I would be grateful if you would complete the attached consent forms, and return them to me via your daughter or son by **Thursday 7 October. It is essential that I am informed of any new or pre-existing medical condition(s) that may affect the ability of your daughter or son to complete the expedition.**

It will be necessary for your daughter or son to bring kit as per the kit list supplied. She or he will also need a personal First Aid kit, and some 10p and 20p coins for a telephone in the event of an emergency. Expeditioners are not permitted to use mobile telephones at any time on expeditions, including on campsites. If brought for emergency purposes or to 'check in' with staff in the event that a group is out of contact for more than 3 hours, they must be carried in a sealed and signed bag. iPods or other music players are not permitted. A packed lunch will be required for the first day.

The group should meet at the front of School at 7.30am on **16 October, earlier than previously advertised.** They will be transported from School to the start of the expedition. After the expedition, they should be available to leave School at approximately 6pm, providing the journeys go to time. They will be in contact to confirm the arrival time at the end of the expedition. As you will realise, these times are approximate and it is not advisable to plan anything for the respective evenings.

If you need to contact me prior to the expedition, please do so by email or through the School Office.

**Yours sincerely**

**Stephen Lander**  
**Silver Duke of Edinburgh's Award Leader**  
**[stephen.lander@caterhamschool.co.uk](mailto:stephen.lander@caterhamschool.co.uk)**

Headmaster: Julian Thomas BSc (Hons)

Harestone Valley Road, Caterham Surrey CR3 6YA Telephone 01883 343028 Fax 01883 347795  
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CATERHAM SCHOOL  
Duke of Edinburgh's Award Programme

1 October 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.

Headmaster: Julian Thomas BSc (Hons)

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## CATERHAM SCHOOL

Duke of Edinburgh's Award Programme

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](mailto:james.ogilvie@caterhamschool.co.uk)

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# 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)

## Duke of Edinburgh's Award Scheme Expedition Kit List

You will be able to collect borrowed kit from the DofE store during the week prior to the expedition, see the DofE notice Board for full details.

You want your bag to be as light as possible:

Lay out all your kit and look very carefully to ensure that you are only bringing essential items.

Your bag must not exceed ¼ of your bodyweight.

E.g. you do not need full bottles of shampoo, put a little bit in a small sealable bottle.

This kit list is intended as a guide: use it as a check list.

Pack your own rucksack so you know where everything is.

Walking Kit	✓	Camping Kit	✓	Group Kit	✓
Walking Boots (MUST be worn in)		Sleeping bag (min 3 season)		<b>Available to borrow from School DofE Store</b>	
Waterproof jacket		Sleeping mat (essential)		Tents	
Waterproof over trousers		Spare shoes (to wear in camp)		Stove(s) (Trangia type)	
Water bottle (personal min 750ml)		Plastic bowl & mug		Fuel bottle(s) for Trangia	
Waterproof rucksack liner		Knife, fork & spoon		Compass	
Full change of clothing suitable for time of year and weather conditions.		Soap & Personal toiletries		55-65l rucksack (padded straps & back support)	
Personal 1 <sup>st</sup> Aid kit		Towel (small)			
Emergency rations (3 Mars or equivalent)		Toilet paper (suggest ½ roll)			
Notebook & pencil		Telephone money (10, 20, 50p)			
Packed lunch (1 <sup>st</sup> day only)		Torch (small)			
Gloves		Night clothing		<b>Group Kit</b>	✓
Hat				<b>NOT Available from School DofE Store</b>	
Sun screen lotion				Food	
Whistle				Washing up liquid	
Spare sweets / snacks				Tea towel	
		<b>Expedition kit</b>		Soap pads or sponge with abrasive pad	
		Route cards		Plastic bags for rubbish	
		Map Case		Matches (sealed in a dry container)	
		Route maps		Survival bag	
		1 <sup>st</sup> Aid kit (£20 deposit)			



**CATERHAM SCHOOL**

**PARENTAL CONSENT FOR A UK RESIDENTIAL SCHOOL TRIP**

***Please complete this form using BLOCK CAPITAL LETTERS***

*This form, or a copy, will be taken by the group leader on the trip. A copy will be retained by the SMT emergency contact.*

**PLEASE RETURN ALL 4 PAGES**

Trip Description            **Duke of Edinburgh's Award Silver expeditions**

Date(s) of Trip            **16 to 18 October 2010**

Trip Organiser            **S Lander**

Name of pupil .....Form .....

Pupil's date of birth .....day .....month .....year (e.g. 12.10.1994)

Parent/Guardian's name (and first emergency contact)

.....

Parent/Guardian's address.....

.....

.....

Telephone numbers:-

Work .....Home .....

Mobile .....

Alternative Emergency contact name .....

Alternative Emergency contact address .....

.....

.....

Alternative Emergency contact Telephone numbers

Work .....Home .....

Mobile .....

**I will inform the Trip Leader as soon as possible of any changes in the details given on this form between now and the commencement of the trip.**

Continued overleaf/...

**Declaration**

I agree to my son/daughter/ward taking part in the trip and confirm I have read and discussed the details on the trip information sheet with my son/daughter/ward.

I agree to my son/daughter/ward participating in the activities described on the trip information sheet.

I acknowledge that my son/daughter/ward understands the importance of behaving responsibly on the trip, in accordance with the details set out in the policy for Caterham School Trips.

I understand the extent and limitations of the insurance cover provided.

Name .....

Signed..... Date .....

*Information on the school's Policy for Welfare, Health & Safety on School Trips can be found on the website at [www.caterhamschool.co.uk](http://www.caterhamschool.co.uk)*



**CATERHAM SCHOOL**

**PARENTAL MEDICAL CONSENT FOR A RESIDENTIAL SCHOOL TRIP**

***Please complete this form using BLOCK CAPITAL LETTERS***

*This form, or a copy, will be taken by the group leader on the trip. A copy will be retained by the SMT emergency contact.*

Trip Description           **Duke of Edinburgh's Award Silver Expeditions**

Date(s) of Trip           **16 to 18 October 2010**

Trip Organiser           **S Lander**

Name of Pupil.....

Does your child follow a special diet? .....

Has your child ever had any of the following: YES/NO – If YES please give details

a) Allergies to any know drugs, state name of drug(s) .....

b) Any other allergies (please specify) .....

c) Asthma or bronchitis .....

d) Heart condition .....

e) Fits, fainting or blackouts .....

f) Migraine or severe headaches .....

g) Diabetes (sugar tolerance abnormalities) .....

Does your child have any other weaknesses or disabilities which require special care or attention?

Give details .....

.....  
.....

Has your child been immunised against tetanus? .....

Date of injection .....Date of booster .....

Is your child receiving any current medical or surgical treatment? .....

If so, are there any special precautions or advice to follow in an emergency?

.....

Continued overleaf/...

Please list and give details of any illnesses or accidents that occurred during the last twelve months

.....  
.....

National health service number .....

Name of General Practitioner .....

Address of GP .....

.....  
.....

Telephone number of GP .....

**I will inform the Trip Leader as soon as possible of any changes in the medical details given on this form between now and the commencement of the trip.**

It is essential that in the event of your child requiring emergency medical treatment, that we have your consent for our staff to act on your behalf. Please would you therefore sign the declaration below to give us an authorisation.

**Declaration**

I agree to my son/daughter/ward receiving medication and emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I give my consent for a member of Caterham School Staff to act on my behalf should my child require such emergency medical treatment.

I agree for my son/daughter/ward to receive non prescribed medication from a member of the Caterham School staff if this is deemed necessary.

Name .....

Signed..... Date .....

*Information on the school's Policy for Welfare, Health & Safety on School Trips can be found on the website at [www.caterhamschool.co.uk](http://www.caterhamschool.co.uk)*

*All boarders are normally registered under the National Health Service with the School Medical Officer, Doctor Christopher Warwick, Townhill Medical Practice, Guards Avenue, Caterham, Surrey CR3 5XL*

# Caterham School

## Duke of Edinburgh's Award

### Expedition Policy

#### Overview

Pupils are given the opportunity to complete expeditions as part of the Duke of Edinburgh's Award, these expeditions are organised and supervised in accordance with the Caterham School Policy for School Trips together with the Duke of Edinburgh's Award Expedition Guide.

#### Qualification to Expedition

All pupils that have registered with the Award Scheme through Caterham School will be given the opportunity to complete the practice and qualifying expeditions at the appropriate level, Bronze or Silver, provided they have met the appropriate deadlines for completion of the Volunteering, Physical and Skills sections of the Award as stipulated at the time of registration. If a pupil has not attended sufficient training sessions or has not reached a certain minimum level of competence, and the Expedition Leader is not satisfied that the pupil will be able to complete the expedition safely, the pupil will not be allowed to start an expedition.

#### Special Circumstances

- If a pupil is unable to start an expedition due to illness or injury, it will not be appropriate for them to join their group during the expedition; however they will be given the opportunity to complete the expedition during the following expedition season, by integrating them into a different group in the following academic year.
- If a pupil has to be withdrawn from an expedition due to illness or injury, they will be given the opportunity to repeat the full expedition again during the following expedition season, by integrating them into a different group in the following academic year.
- Expedition dates will be issued at the time of registration and pupils are expected to ensure that they are available for the full duration of each expedition. If a pupil is unable to attend a full expedition due to other commitments, they will be deemed not to have completed the expedition, even if it has been completed in part. In these circumstances there may be an opportunity for them to join another expedition group during the following expedition season and repeat the full expedition, but this cannot be guaranteed.
- If a pupil is sent back to School at any point during an expedition, as a result of any form of unacceptable behaviour, they will be deemed not to have completed the expedition. In accordance with the Caterham School Policy for School Trips, the matter will be referred immediately to the Senior Management Team who will investigate the incident fully and decide upon any further action that may be necessary.
- If a group fails to complete the qualifying expedition in a competent, safe or self reliant manner, or for any other reason not already mentioned, they will be deemed not to have completed the expedition. In these circumstances the group will be given the opportunity to repeat the full expedition again during the following expedition season.
- In all cases where an expedition is not completed in full, it is accepted that there will be a delay in progression to the next section of the Award.

#### Practice Expeditions

The purpose of the practice expedition is for pupils to use and develop the skills they have acquired during their initial training. This expedition is a continuation of the training process in preparation for completing a Qualifying Expedition.

#### Qualifying Expeditions

Pupils must demonstrate a good level of competence and complete their unaccompanied, self-reliant venture in safety. If these criteria are not met the pupils will be expected to complete another qualifying venture, after additional training, before the expedition can be signed as completed.

#### Expedition Seasons

The Bronze expedition season runs from April to July each year.

The Silver expedition season runs from April to October each year.