



SUTTON GRAMMAR SCHOOL

Manor Lane, Sutton, Surrey, SM1 4AS

Tel: 020 8642 3821 Fax: 020 8661 4500

Email: sgs@suttonlea.org www.suttongrammar.sutton.sch.uk

Headmaster: G. D. Ironside, MA (Cantab.), C. Math., FIMA

20th September 2017

THE DUKE OF EDINBURGH'S BRONZE AWARD AT SUTTON GRAMMAR SCHOOL

Dear Parents,

The Duke of Edinburgh's Award is a hugely successful personal development programme for young people. In a recent survey, leading national employers ranked it the top extra-curricular activity to have on your CV, because they know the commitment and independence it requires. All three levels of the Award have been successfully run at Sutton Grammar for the last few years, and boys can enrol on the first level, the Bronze Award, in Year 9.

The Duke of Edinburgh's Award consist of four sections: Volunteering, Skills, Physical and Expedition. The Volunteering, Skills and Physical sections are completed independently by boys in their own time, and can be an activity of their choosing. Each activity must take at least one hour each week, and boys must do two sections for 3 months, and one for 6 months – the longer section can be any of the three. At the end of each section, boys will need to get an assessor report from the person supervising the activity (i.e. a music teacher or sport coach) who signs off the section for them. This cannot be done by a family member. Ideas for activities for each section can be found on the Duke of Edinburgh's Award website: www.dofe.org. More detailed information will be given to boys in the DofE sessions in school.

There are DofE Drop-in sessions held in Room 41 every Tuesday Week A to help boys through the Award, and these are run before school (8-8.30am), break and lunchtimes, and after school. These sessions are run by one of the school DofE Award Leaders, Dan Biddle, and enable boys to update their progress on the online eDofE system, have any questions answered and discuss ideas for sections. **Boys must attend one session each half term.**

The Expedition Section is run by Outspark Ltd, an Approved Activity Provider who have worked with the school for a number of years. Enclosed with this letter is a much more detailed outline from Outspark covering the Expedition Section.

Cost

The overall cost of the Bronze programme is £250, which covers the DofE Registration fee, in-school DofE sessions, and the three weekends of the expedition programme. The full cost will be covered from Pupil Premium for those eligible (please speak to Mrs Georgiou in the school office). The DofE Registration Fee of £25 is non-refundable.

To register for the programme, you need to do two things by Friday 29th September:

- 1. Please pay £125 as a deposit using Parent Pay and tick the box on the consent form to say you have. The balance of £125 should be paid immediately after your training weekend.**
- 2. Fill in and hand into the office both the consent and the enrolment forms.**

If you have any questions, please don't hesitate to email us or see Tom Owen in the Premises Office.

Yours sincerely,

Dan Biddle and Tom Owen
Sutton Grammar School DofE Award Leaders
E: dofe@suttongrammar.sutton.sch.uk

SCHOOL JOURNEY INSURANCE

Guidance notes for Parents/Guardian

These notes set out in general terms the insurance cover arranged by the School for pupils participating in school visits.

- third party cover for any legal liability arising out of claims made by parents for injury to pupils arising out of acts by teachers, adult helpers or other pupils,
- cover as above in respect of claims made by an independent third party,
- personal accident insurance compensation as follows:

death.....	£7,500
loss of one or more hands, feet or eyesight.....	£100,000
permanent total disablement other than the above	£100,000
permanent partial disablement.....	up to £60,000
- expenses in connection with accidents:
 - medical expenses because of accident or illness (excluding excess -£15)
 - additional expenses for transporting sick/injured back to Great Britain
 - expenses of transporting body/ashes back to Great Britain
 - return travel and board costs for parents or close relative visiting an insured person who is detained in hospital after the rest of the school party has returned home
 - funeral expenses

Limit - £1,000,000 per person

- unexpected extra costs in connection with:
 - cancellation, delay in commencement, curtailment (proportionately only) or extension of the visit, caused by fortuitous and unavoidable events (excluding excess - £15)

Limit - £1,000 per person

- personal effects and money; any losses must be reported to the police within twenty four (24) hours (excluding excess - £15). There are also a number of exceptions.

Limit - £1,500 per person



SUTTON GRAMMAR SCHOOL BRONZE DUKE OF EDINBURGH'S AWARD

The Duke of Edinburgh's Award is a hugely successful personal development programme for young people. In a recent survey, leading national employers ranked it the top extra-curricular activity to have on your CV, because they know the persistence and independence it requires.

There are four sections to the Award. There are hundreds of possibilities for the first three sections – take a look at www.dofe.org to see more. All activities are recorded on an online system, eDofE, for which you'll receive a login. Dan Biddle and Tom Owen are the Award Leaders at the school, and they are responsible for the Award overall, for registrations and eDofE and for all queries about the first three sections.

Volunteering

Any form of service to the school or wider community. Helping at a club, refereeing or coaching a sport, conservation work, leading at Cubs, campaigning...

Physical

Any team or individual sport, keep fit, dance, swimming...

Skills

Car mechanics, learning an instrument, air rifle shooting, learning to cook...

Each of these sections involves committing about an hour a week, on a regular basis. You need to do two sections for three months and one for six months.

Expedition

The most well-known aspect of the Award is the Expedition section. The expedition section of the Bronze Award is run in collaboration with Outspark Ltd, a DofE Approved Activity Provider licensed by the Adventurous Activities Licencing Authority. Our professional instructors, supported by SGS staff will help participants to form teams, train for, plan and carry out a training weekend and two expeditions. Those of you who went on Outdoor Challenge will already know us.

We have expedition seasons in the summer of Year 9 and the autumn of Year 10. Please look at the dates below and rank the cohorts in levels of preference on the consent form. We will make every effort to meet everyone's preferences, but first choices cannot be guaranteed. There will be a meeting on Tuesday 3rd October where boys will be told which cohort they are in and will form teams.

The whole purpose of the expedition section is to develop independence and self-sufficiency. So participants will be trained with the navigation, campcraft and safety skills they need to be able to journey independently while being remotely supervised. This means that, after sufficient training, they will not be accompanied by staff but will be met at checkpoints and campsites.

EXPEDITION SCHEDULES

	Training Weekend	Practice Expedition	Qualifying Expedition
Summer 1	22-29 April 2018	11-13 May 2018	8-10 June 2018
Summer 2	15-17 June	22-24 June	13-15 July
Autumn 1	7-9 September	28-30 September	12-14 October
Autumn 2	21-23 September	5-7 October	26-28 October (half term) (avoids CCF Camp)

We usually get 90-100 boys participating, so we are running four intakes – two in the summer term of Year 9 and two in the autumn term of Year 10. Each intake will be limited to 28. Each season comprises a training weekend, a practice expedition and a qualifying expedition. You must be available for all three weekends in the same cohort.

If you have a preference for which season you do, please indicate it on the consent form – but it's great if you can be flexible and do it whenever. School footballers should avoid autumn and school cricketers avoid the summer season.

A letter will be sent out before each weekend with full details of locations and what's involved, but a brief outline has been included below:

Training Weekend

Hammerwood Scout Campsite, West Sussex. During this weekend you will be trained in cooking, navigation, safety procedures, teamwork and the proper use of equipment (including putting up the tents you'll be sleeping in). On the Sunday of the training weekend, you'll complete an incident hike in the surrounding area, trying out your navigation skills and testing your teamwork at various challenges en route.

Practice Expedition

In the New Forest. We go down on Friday night, then on Saturday, you pack up your tents and walk with all your kit to another campsite. In the evening, you might have a fire, go out for a wide game or just relax.

On Sunday, you walk on to your final destination... and on Monday it's back to school. No duvet days!

Assessed Expedition

Purbeck, Dorset – one of the most beautiful coastlines in the country. One thing to think about well in advance is the purpose for your expedition – something more than just getting from A to B. Past purposes have included making a music video, photographing the adventures of a gnome, surveying wildlife, or a “most beautiful horse” competition.

Easier navigation, tougher hills! The main difference is that an assessor will meet you over the weekend to check you are safe and competent expeditioners.

TRANSPORT

On all expeditions, boys will leave school and be driven to the expedition venue by school minibuses. On the practice and qualifying weekends, they will also be brought back to school by minibus, and can be collected on Sunday evening. On the training weekend, we ask that parents collect boys from the end car park, as it is much closer to school – all directions will be included with the information letter for the training weekend.

COMMUNICATIONS

All paperwork about Outspark-led trips at the school can be found at www.outspark.co.uk/sgs Please check the FAQs there if you have any queries, and then contact our Expeditions Director Dan Biddle on dan@outspark.co.uk or 07892 710632 if your query isn't answered.

All questions about the Award in general should go to Tom Owen via the email dofe@suttongrammar.sutton.sch.uk as we don't have access to the eDofE system for recording your achievements.

SUTTON GRAMMAR SCHOOL BRONZE AWARD - MEDICAL, DIET AND CONSENT FORM

NAME _____ FORM _____ D.O.B ____/____/____

PREFERRED SEASON: (Please rank your preferred season from 1 to 4, or leave blank if you are flexible)

SUMMER 1

SUMMER 2

AUTUMN 1

AUTUMN 2

This consent covers the whole Bronze DofE Expedition Programme. The Organisers of the programme are Outspark Ltd and Sutton Grammar School. I understand that alterations to the arrangements may be necessary.

I have explained to my child that he/she must obey the instructions of the Organisers.

The Organisers are not responsible for any loss or damage to my child's property.

I agree to pay for any damage caused by my child to the person or property of any other party. I indemnify the Organisers of the visit in respect of any reasonable expenses incurred due to any accident or illness of my child.

I have seen details of any insurance cover provided and understand I may take out extra cover of my own. I understand that the Organisers may use photos, audio or video footage including my child for publicity and training purposes unless I have requested in writing that my child should be excluded from such.

The Organisers will act in loco parentis. This means that in the case of accident or illness, the Organisers may take medical decisions on my behalf.

My child is in good health and I consider him/her fit to participate in all activities.

I accept that expeditions carry inherent risks and that my child has to assume responsibility for his or her own safety.

My child will be part of a team. If the Organisers decide that his/her team have not demonstrated the standards required to progress to their qualifying expedition, or have not met the standards required on their qualifying expedition, the whole team may be deferred and required to undertake an additional expedition or further training. In this unlikely event, I will respect the Organisers' judgment.

I understand that during DofE expeditions, my child's team will often be remotely supervised. This means that, while the Organisers will have a plan in place to meet with the team to check point them, the team will often be self-sufficient and unaccompanied.

Declaration:

I have read and agree to all the statements above.

I have filled out the emergency contact details on the back of this form.

I have given information about any dietary needs and medical conditions on the back of this form.

I will update the organisers about any changes to the contact, medical or dietary information during the programme

I have paid the £125 deposit on Parent Pay.

Signed _____ **(Parent or guardian)**

Date _____

MEDICAL INFORMATION

Please answer all questions. Please include any long-term conditions such as asthma or diabetes, even if they are currently well managed and cause you no problems.

Have you in the last 5 years had:

- YES/NO Asthma/shortness of breath
YES/NO Diabetes
YES/NO Epilepsy, convulsions, fits or blackouts
YES/NO Any learning, psychological, social or other issue it might help your child for us to know about
YES/NO Back problems
YES/NO High blood pressure/ heart problems
YES/NO Any other medical condition requiring a doctor's care
- YES/NO Are you currently undergoing any medical investigations or suffering from any currently undiagnosed symptoms?
- YES/NO Have you ever been admitted to hospital or suffered any major accident or illness?
- YES/NO Do you take any medicines regularly?

ALLERGIES

- YES/NO Penicillin or any other antibiotic
YES/NO Plaster/ elastoplast etc
YES/NO Any immunizations / other drugs
YES/NO Food (especially peanuts)

DIETARY INFORMATION

Does your diet require you to avoid:

- YES/NO Beef
YES/NO Pork
YES/NO All meat
YES/NO Anything else
YES/NO Fish
YES/NO Other? (Please give details)

If you have answered "YES" to any of these questions, please give details in the box. Continue on a separate sheet if necessary.

EMERGENCY CONTACT DETAILS

Home Address

Main Contact

Relationship to participant

Landline

Mobile

Email

2nd Contact (Optional)

Relationship to participant

Landline

Mobile

Email

Participant Mobile (Optional)

Participant Email (Optional)

IF YOU HAVE ANSWERED YES TO ANY OF THE QUESTIONS, PLEASE GIVE DETAILS



Participant Enrolment Form

Please print clearly in CAPITALS or type details in. You must complete all the questions.

Questions with a * symbol are mandatory fields within eDofE.



If you know the centre and group details, please enter them here:	
DofE centre: Sutton Grammar School	DofE group: DofE Bronze 19
Personal details	
Title*: Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Other	Home Address 1*:
First name*:	Home Address 2:
Middle name:	Home Address 3:
Last name*:	Home Town/City*:
Primary Language:	Home County:
Email*:	Home Postcode*:
Date of Birth*:	Telephone no (home):
Age:	Telephone no (mobile):
Gender*: Male <input type="checkbox"/> Female <input type="checkbox"/>	
School:	

Enrolment level*: (tick one) Bronze <input checked="" type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/>

Previous levels/sections* – please tick which sections/levels you have completed:	
Bronze	Silver
<input type="checkbox"/> Completed entire level	<input type="checkbox"/> Completed entire
<input type="checkbox"/> Volunteering	<input type="checkbox"/> Volunteering
<input type="checkbox"/> Physical	<input type="checkbox"/> Physical
<input type="checkbox"/> Skills	<input type="checkbox"/> Skills
<input type="checkbox"/> Expedition	<input type="checkbox"/> Expedition

Next of kin name*:
Relationship*:
Next of kin telephone:
Next of kin email:

Consent to enrol from parent or guardian (if applicant is under 18 years old).

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

	Print Name	Signature	Date
Parent/guardian:			/ /
I agree to enrol as a participant on a DofE programme. You will be doing your programme using our online eDofE system. This system has a set of terms and conditions that you must agree to. These are available at: www.eDofE.org/Terms.aspx (pdf document)			
Applicant:			/ /



Participant Enrolment Form

The following information is used to help the DofE meet the needs of all young people. Only complete this section if you wish to assist in this way. I would describe myself as (please tick the relevant box):

Ethnicity*: (tick one)

Asian or Asian British				Black or Black British			Chinese or other	
Indian	Pakistani	Bangladeshi	Other	Caribbean	African	Other	Chinese	Other
<input type="checkbox"/>								
Gypsy and Traveller				Mixed				White
Irish Traveller	Gypsy	Roma	Other	White & Black Caribbean	White & Black African	White & Asian	Mixed (Other)	
<input type="checkbox"/>								
Other (please specify)								
Do not wish to state		<input type="checkbox"/>						

I consider myself to have a disability as defined by the Disability Discrimination Act as 'a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities'.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have any medical needs which you believe may influence you on certain activities (i.e. the Expedition section)? This information is only used to ensure your safety on DofE activities.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes to either of these questions, please specify:				

Data supplied on this form and information about DofE activities recorded in eDofE will be used by the DofE Charity, the participant's Operating Authority and DofE centre to monitor and manage DofE participation and progress.

All contact from the DofE Charity using personal data will communicate useful and relevant information to either help participants complete a DofE programme, Leaders/OAs to run DofE programmes more effectively or help the DofE Charity improve the quality and breadth of its programmes. All contact will be via the eDofE messaging system.

Please return this form and payments to:

Mrs Georgiou in the SGS School Office

Please Note: Participant fees include the participant licence fee from the Duke of Edinburgh's Award and a charge made by the Operating Authority to cover administrative costs. Participant fees are non-refundable.