

October 2019



Dear Parents

### Duke of Edinburgh's Award Scheme – Gold Award

I am writing to offer the opportunity for committed participants to complete The Duke of Edinburgh's Award at Gold Level over the next 2 years. The Scheme is nationally recognised and excellent for encouraging personal development in young people in areas such as decision-making, time management and teamwork. It is extremely well regarded by both universities and employers and is ideal for personal statements as an extra-curricular activity.

Please be aware that there are 4 sections to the award: skill, volunteering, physical and expedition. Students are also required to complete a residential section where they undertake a shared activity in a residential setting away from home for 5 days and 4 nights. We will facilitate the expeditions and advise on the other sections. The additional costs of the other sections depend upon what the participant chooses to do. If students have not completed the Silver level of the scheme, they can enter as a direct entrant and must complete an additional 6 months volunteering or a further 6 month's activity on the longer section they choose; making it a total of 18 months in length.

The expedition section will be completed with the assistance of an Approved Activity Provider (AAP). AAP's have been certified by the DofE to deliver the expedition sections of the DofE awards and all personnel are qualified to the industry standards for leading expeditions in wild country. General information about The Award overall is attached but for fuller details please visit: [www.DofE.org](http://www.DofE.org).

The Gold Expedition Package consists of the following:

- A 2/3-night practice expedition;
- A 3-night assessed expedition (4 days/3 nights of assessment, plus the night before in area, unassessed);
- Transport by minibus;
- Use of equipment as needed e.g. compasses, waterproofs, Trangia's (cookers);
- Provision of Maps;
- Appropriate external supervision;
- A qualified DofE external assessor.

Students will also be required to meet to confirm their walking groups and to plan their Practice and Qualifying Expedition routes. I propose to complete these on the Inset Day, **Friday 27 March 2020**. Students must attend this training day to participate in the expeditions.

The cost for this package will be **£450**. The registration fee is **£50**. The registration fee includes registration onto edofe and provision of student log books and is non-returnable once registration is complete.



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The balance of **£400** will be required in two equal instalments of **£200**; the first payable by **31 March 2020** and the second by **31 May 2020**. To make paying easier and faster, all payments will be collected via ParentPay which can be accessed on the school website or you can visit [www.parentpay.com](http://www.parentpay.com). If a student drops out of The Award before finishing, then the appropriate fee minus any fixed costs will be refunded if the expedition(s) has not yet taken place. Student ParentPay accounts **must** be up to date to allow students to participate on the Expeditions.

### Expedition Dates

Gold Practice Expedition	15 – 17 July 2020
Gold Qualifying Expedition	09 – 13 September 2020

If you would like your child to confirm their place on the award please complete the slip below, log onto ParentPay and pay the registration fee of £50. Please also complete the attached DofE enrolment form and medical forms and return them directly to the Main Office **by Friday 29 November 2019**. If you have any questions I can be contacted via my email at [dofe@tgs.starmat.uk](mailto:dofe@tgs.starmat.uk) or my mobile on: 07906 478272. For further information on the award please visit [www.dofe.org](http://www.dofe.org).

Yours sincerely

Mr D Sanderson  
DofE Administrator

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### **Year 12 GOLD DUKE OF EDINBURGH'S AWARD REGISTRATION**

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

I wish my child to register for The Duke of Edinburgh Silver Award and consent to their participation on the training day and expeditions as outlined in the registration letter.

Parent/Carer's Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Carer's email (For communication purposes) \_\_\_\_\_

#### Checklist:

- Enrolment Form enclosed.
- Consent and Medical Fitness Form for Residential Visits enclosed.

**Please return to the Main Office by Friday 29th November 2019**



## DofE Participant Enrolment Form

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

### DofE Centre and group details (if you know them):

DofE Centre: Tadcaster Grammar School	DofE group:

### DofE level:

Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/>
Have you registered for any previous levels of the DofE? No <input type="checkbox"/> Yes <input type="checkbox"/>
If YES – please give the name of the DofE Centre you were registered at:
edofe ID number (if known) :

### Student Personal details:

First name:	Last name:
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth: / /
Primary language English <input type="checkbox"/> Welsh <input type="checkbox"/> Other <input type="checkbox"/>	
Date you wish to start your DofE programme if known (enrolment date): / /	

When you first sign in to edofe you will be asked to record some personal details such as your contact details, ethnicity and personal circumstances along with details of any medical needs you may have. This data is used to enable your Leaders to support you doing your DofE programme and for the DofE's statistical and reporting purposes. You will always have a 'prefer not to say' option.

### Contact details:

<b>Parent/Carer email address</b>	
Address (line1):	
Address (line 2):	
Town/City:	
County:	Postcode:
Telephone:	Mobile number:

### Emergency contact details:

Emergency Contact name:	Relationship to you:
Emergency contact telephone number(s):	



## DofE Participant Enrolment Form

### Declaration:

I agree to enrol as a participant on a DofE programme. I understand that I will be managing my programme using the onlineedofe system. I acknowledge that this system has a set of terms and conditions that I agree to. These terms and conditions are available at [www.eDofE.org](http://www.eDofE.org)

Print Name	Signature	Date
		/ /

### 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 note that it is my responsibility to check that any activity my son / daughter / ward undertakes for their DofE programme is appropriately managed and insured, unless the activity is directly managed or organised by their DofE group, centre or Licensed Organisation.

Print Name	Signature	Date
		/ /

### Note:

Data supplied on this form and in edofe and information about DofE activities recorded in edofe will be used by the DofE Charity, the Licensed Organisation and DofE centre to monitor and manage DofE participation and progress by young people and manage and support Leaders. The DofE Charity will use personal data to communicate useful and relevant information to either help participants complete a DofE programme, Leaders/LOs to run DofE programmes more effectively or help the DofE Charity to improve the quality and breadth of its programmes. Occasionally the DofE Charity may send you information relating to commercial offers. If you do not wish to receive commercial information from the DofE Charity you can choose not to by amending your contact preferences in your edofe profile at any time.

### For Licensed Organisation/Centre administration only:

Date registered onto edofe	/ /
Expected start date	/ /
Participant Fee received	Yes <input type="checkbox"/> No <input type="checkbox"/>
Username	
User ID number	

**PROTECT**

**Consent and Medical Fitness Form for Residential Visits**



**INFORMATION FOR PARENTS/GUARDIANS**

Please complete the questions below and sign the consent. The personal and medical information requested is to ensure that a proper duty of care is possible during the residential visits.

PERSONAL DETAILS				
STUDENT		PARENT/GUARDIAN INFORMATION		
Surname		Name		
First Name		Address		
Tutor Group		Address		
Address				
Postcode			Postcode	
		Telephone Numbers		
Date of Birth		Day	Evening	Mobile
Doctor		Additional Emergency Contact		
Surgery Address		Name		
		Relationship		
		Address		
Telephone No		Telephone		
NHS Number				
E11HC No.		Expiry Date		
Passport No.		Start Date		
		Expiry Date		

**MEDICAL INFORMATION**

If your child has a medical condition of any sort please discuss with your family doctor before completing the form. Medical conditions would not normally exclude your child from participating in activities. It is important that your child is accompanied by any medication necessary and that we are made aware of this. Please make sure that they have enough medication with them.

QUESTIONS	Please Tick	
	Yes	No
Has your child had any serious illness in the last two months?		
Is your child recovering from an accident, injury or fractured bone?		
Is your child a sleepwalker?		
Does your child suffer from travel sickness?		
Does your child have any incontinence problems?		
Are there any activities in which your child should not participate?		
Does your child have:		
Epilepsy or convulsions		
Diabetes mellitus		
Asthma		
Heart Disease		
Any allergies		

Is your child on any medication? (if yes please give details below, including dosage and frequency)		
<b>If the answer to any of these questions is yes please give details here:</b>		
Has your child been inoculated against TETANUS?	Yes	No
Date of last injection if known:		
Do you consider your child to be medically fit now?	Yes	No
<b>MEDICAL TREATMENT DURING VISITS</b>		
Young people sometimes need minor medical treatment for conditions such as headaches, rashes, pulled muscles, coughs & colds, insect bites etc. With your permission staff will treat these ailments with "off the shelf" products from a chemist. For example the following items are available: Paracetamol, muscle relaxant cream/spray, witch hazel, throat lozenges, petroleum jelly, cough mixture, antiseptic cream, calamine lotion, adhesive plasters, insect bite antihistamine.		
Please indicate if you are willing for your child to be treated with "off the shelf" medication.	Yes	No
Professional help would be sought for any more serious conditions and we will contact you by telephone.		
Please indicate if you are willing for your child to undergo emergency treatment from a doctor or hospital including anaesthetic and blood transfusion should this be necessary.	Yes	No
<b>Procedures to take in an emergency</b>		
I give my consent** for a member of staff to administer the above medication which I will deliver to the Group Leader before the visit, together with clear labels and instructions. I understand that the staff leading the visit are not qualified medical practitioners but that they will take reasonable care in the administration of the medication and will endeavour to respond appropriately should emergency treatment be required.		
I give my consent** for my child to self-administer the above medication.		
** delete if not applicable.		
<b>DIETARY INFORMATION</b>		
Does your child have any individual dietary needs (including vegetarian foods)? Please give details here.		

<b>PARENT/GUARDIAN DECLARATION</b>	
I have listed any medical or other conditions concerning my child that might affect the duty of care expected during the off-site visit.	
I undertake to inform the Party Leader of any changes in the medical or other circumstances of my child before the date of departure.	
I have received information about the programme and agree to his/her taking part in all the activities unless otherwise stated.	
I agree to indemnify any member of staff against any claim against a member of staff by a third party, directly or indirectly, arising out of any act or fault by my child.	
I agree to indemnify any member of staff involved against any costs and expenses reasonably incurred and/or other sums disbursed by a member of staff on behalf of my child during or as a result of the visit.	
Signature of parent.....	Date.....
Name.....	Relationship to participant.....