



The Ladies' College
Guernsey

Les Gravées, St Peter Port
Guernsey, GY1 1RW

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9th March 2020

Dear Parents/Guardians

Duke of Edinburgh's Bronze Award – Expedition Section

We are pleased to provide further information regarding your daughter's Duke of Edinburgh's Bronze Expedition Section. To complete this participants need to complete both a practice and qualifying walking expedition. These dates are now confirmed as:

- **Practice Expedition Friday 22nd – Saturday 23rd May**
- **Qualifying Expedition Saturday 13th – Sunday 14th June 2020.**

The girls have been attending regular training sessions at lunchtimes in the lead up to the expeditions. They are also expected to attend an after-school training session **on Friday 27th March 16.15-18.30** to recap on important information and ensure that they are fully equipped for the challenges that they will face!

The Practice Expedition will take place on-island, from **16.15 Friday 22nd May – 13.00pm Saturday 23rd May 2020**. While we are away from College the students will undertake more training, including team building and navigation exercises to familiarise themselves with using a map and prepare them to follow a planned route. They will walk in predetermined walking groups and be remotely supervised by a qualified member of staff. During the course of the Practice Expedition the students will be working in their groups to demonstrate their skills and teamwork, with a supervisor nearby to support if needed.

During remote supervision we will expect the girls to: stay within the boundaries of the area identified by the visit leader; return by the time agreed and to the location agreed; remain in their groups of 4-7 and, should they become lost, stay together in the same place until the staff finds them. They should keep their emergency mobile phone switched on and ensure that they have the staff contact numbers. They are also expected to behave in a sensible manner at all times.

The cost of each expedition is £25. Cheques should be made payable to 'The Ladies' College DofE' and labelled on the reverse with "DOFE" and your daughter's name. Payment is also possible via bank transfer: The Ladies' College Duke of Edinburgh's Award Scheme 60-09-20 74071246 Ref: Daughter's Name

Principal
Mrs A Clancy BA (Combined Hons)
Email: principal@ladiescollege.ac.gg

Registrar
Miss R McClean
Email: registrar@ladiescollege.ac.gg

Vice Principal, Bursar & Clerk to the Governors
Miss E Bridge MA Oxon, ACA
Email: bursar@ladiescollege.ac.gg

www.ladiescollege.com

A draft itinerary for the Practice Expedition is hereby included with some frequently asked questions, a kit list, medical forms and a reply slip. Please note that you will get a second letter with the draft Qualifying itinerary and forms in due course.

Practice Expedition 22nd May – 23rd May

Draft Itinerary: *(An updated itinerary will be given out before the trip to confirm details)*

After school Friday 22 nd May 16.15	Briefing <ul style="list-style-type: none">- Safety briefing- Supervisor details/checks- Kit check Start of walk with supervisor <ul style="list-style-type: none">- Check Navigation- Safety Arrive at Cobo Scout Campsite <ul style="list-style-type: none">- Pitch Tents- Cook Dinner- Team activities Lights Out
Saturday 23 rd May 13.00pm Collection	Breakfast Strike camp Supervisor meeting to agreed check points. Group remotely supervised Debrief The Ladies' College

Emergency contacts for during the expedition:

Expedition leader: Mrs R Wooldridge 07781 142502

Please return the reply slip, along with the attached OA4 Medical Consent Form, and payment to College Reception or Mrs Wooldridge by 18th March 2020

If you have any questions or queries relating to the expedition, which are not answered on the FAQ page, please do not hesitate to contact me on 01481 721602 or via e-mail at: rwooldridge@ladiescollege.ac.gg

Yours sincerely



Mrs. R Wooldridge
Duke of Edinburgh's Award Coordinator, The Ladies' College

Upper Four Duke of Edinburgh Award Reply Slip

Student Name:

Date of Birth:

- ☐ I have received details of the DofE Practice and Qualifying Expeditions

My daughter can attend

- ☐ The after school training on the 27th March 14.15 – 18.30
- ☐ Practice Expedition Friday 22nd – Saturday 23rd May
- ☐ Qualifying Expedition Saturday 13th – Sunday 14th June

Please note if your daughter cannot make one of the above dates, we will do our best to make alternative arrangements. Unfortunately we are unable to guarantee that this will be during this academic year.

- ☐ I have completed the individual OA4 consent form including medical information for the **Practice Expedition**.
- ☐ I understand the trip costs outlined in the attached letter, and that initial payment of **£25 for the Practice Expedition** is due back with this form by 18th March payable to the 'The Ladies' College DofE' (A further £25 will be due for the Qualifying Expedition)
- ☐ Cheque included
 - ☐ Date of Bank transfer
- ☐ I understand that my daughter will be remotely supervised.
- ☐ I agree that my daughter will abide by the school's behaviour policy and understand that if my child breaks the policy or misbehaves, she may be sent home at my expense.
- ☐ I confirm that I am happy for my daughter to have photographs and video taken of them on expedition as evidence of their participation, and agree that photographs can be used for the publicity of the DofE Award within school.

We have a limited supply of DofE kit at the College so please indicate below items your daughter would like to borrow if any.

- ☐ Large Rucksack
- ☐ Sleeping bag
- ☐ Sleeping/Roll mat

(Note: All other equipment Tent, Trangia, Map and Compasses, will be provided please see attached kit list for more details)

Parents/guardian signature:

Date:

Print name:

Please return this form and the attached OA4 to the main school office or Mrs Wooldridge by 18th March

Further information – Covering the Frequently Asked Questions

Medical & Consent Form

Please ensure that you have completed the OA4 form and advised us of any medical conditions and medication that your daughter needs. Please ensure that she brings all relevant medication with her on the expedition and that she lets the group supervisor know that she has it.

Please ensure that you make us aware of any medical updates before the expedition and that you have included a contact number in the event of an emergency.

Groups

During one of our lunchtime sessions, we will be organizing the girls into groups of 4-7. Grouping can sometimes cause some friction amongst friends and if this is the case, each will select two friends and then I will do my best to sort the groups. Any problems please advise your daughter to speak to me in private or by e-mail if easier.

Food

Your daughter will have a meal plan for the Practice Expedition, which she will have made during a training session before the trip. We suggest that they buddy up into their tent pairs or threes and decide between them what they are going to take. The plan should have a main meal for the Friday night to cook on the Trangia, breakfast for Saturday and snacks to keep them going and hot drink. (Plus some emergency rations.)

Kit

The College will provide the girls with tents, Trangia stoves, Gas, Maps compasses etc. Walking boots are not necessary at this expedition level and a good pair of sports trainers will suffice. However, if you wish to invest in walking boots for the future, then I strongly advise that they are ankle high boots, and already broken in. We do have a small supply of other items including Rucksacks, sleeping bags and roll mats so if you need these please ensure you have identified this on the reply slip. (Note: if buying any Kit at Mountain warehouse, Millets, Blacks, Cotswolds Online etc DofE participants do get a discount if they show their DofE card.)

Fitness

I strongly advise that your daughter does some pre-expedition fitness training over the coming weeks to ensure that her packed rucksack fits well and her shoes are comfortable. On the Practice they will be walking between 1.5 – 3 hours per day, and on the Qualifier a minimum of 3 hours per day.

Mobile phone

Groups will be required to carry two mobile phones for use in emergencies only. We do not provide these and so teams are to agree who brings their emergency phone and ensures that it's fully charged for the expeditions. All other phones need to be switched off or left at home.

First Aid kit

Your daughter requires a small first aid kit for her personal use; this only needs the usual items such as plasters, antiseptics and a blister kit such as Compeed.

Aftercare of equipment

Any equipment that your daughter has borrowed from the College needs to be signed in and out. It should be returned in a clean condition ready to use again and any damages noted so they can be dealt with.

DofE Kit List

Clothing

Got it	Packed it	Equipment
		Walking boots (<i>Broken in</i>) or trainers
		Walking socks (<i>plus spare pair</i>)
		T-shirts
		Fleece/Jumper (<i>Not hoodies or heavy jumpers</i>)
		Walking Trouser/ tracksuit bottom/ leggings
		Underwear
		Warm hat
		Gloves
		Sun hat & Sunglasses
		Waterproof/windproof jacket
		Waterproof trousers
		Warm nightwear (<i>Thermals? Or consider leggings and a long sleeve top?</i>)

Personal Kit

Got it	Packed it	Equipment
		Rucksack (<i>65 litres</i>) (<i>needs waterproofing with rucksack liner or thick bin sack</i>)
		Sleeping mat (<i>in waterproof bag/bin sack</i>)
		Sleeping bag (<i>2-3 season</i>)
		Wash kit & personal hygiene items
		Towel
		Small amount of toilet paper or wet wipes
		Watch
		Whistle
		Torch (<i>spare batteries</i>)
		Personal First Aid Kit (<i>including personal medication</i>)
		Emergency rations (<i>can be a snack and hot drink</i>)
		Water bottle (<i>1-2 litres</i>)
		Knife, fork & spoon (<i>or spork</i>)
		Plate / Bowl
		Mug
		Notebook & pen / pencil (<i>for making notes for final presentation</i>)
		Sun cream
		Food

Group Kit

Got it	Packed it	Equipment
	Provided	Tent
	Provided	Trangia Stove
	Provided	Gas
		Scouring pad / Brillo Pad (<i>To clean pans</i>)
		Tea Towel
		Plastic Bags (<i>for rubbish etc</i>)
	Provided	Survival bag (<i>for extreme weather recommended for Silver and Gold only</i>)
	Provided	Maps
	Provided	Compass
		Matches (<i>in waterproof container</i>)

Name: _____
Date of birth: ____/____/____



PARENT CONSENT FOR AN EDUCATIONAL VISIT

To be distributed with an information sheet giving full details of the visit.
Please complete this form in black ink.

Details of Visit to: DofE Bronze Practice Expedition (Camping On Island)

Visit Leader: Mrs R Wooldridge

From date 22nd May 20 time 16.15 To date 23rd May 20 time 13.00

Medical information about your child

- a) Does your child have any conditions requiring medical treatment, including medication? YES/NO
If YES, please give brief details:

- b) Please outline any food or other allergies and special dietary requirements of your daughter:

- c) Are there any recent illness or accidents that staff should be aware of?

- d) Please indicate the type of pain/flu relief medication your daughter may be given if necessary (delete as required):
Paracetamol / Nurofen / Ibuprofen / Imodium or similar / Flu remedies / Travel sickness tablets / Other:

- e) Any other relevant information you would like to give us:

For residential visits and exchanges only

- f) To the best of your knowledge, has your daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infections?
YES/NO
If YES, please give brief details:

- g) Is your daughter allergic to any medication? YES/NO
If YES, please specify:

- h) When did your daughter last have a tetanus injection? _____

Name of family doctor: _____

Tel. number: _____

Dr's Address: _____

My contact details:

Tel. Home: _____ Mobile: _____

Name: _____

Home address: _____

Email address: _____

Alternative emergency contact during the visit and on-island – if necessary:

_____ Name Telephone number:

Tel. Home _____ Mobile: _____

(Relationship to daughter)

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Declaration

1. I would like my daughter to take part in the above mentioned visit or activity and having read the information provided agree to her taking part in the activities described. I understand that the visit includes periods of remote supervision during which the students will stay in groups of not less than three that they will be given a clearly defined area beyond which they must not go, and that they must report back to a member of staff at a pre-arranged location every 45 minutes.
2. I agree to my daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
3. I understand the extent and limitations of the insurance cover provided.
4. I consent to any emergency medical treatment required by my child during the course of the visit.
5. I confirm that my daughter is in good health and I consider her fit to participate.
6. I will inform the Visit Leader at departure of the trip of any changes to the medical information given on this form.
7. Delete the following as appropriate:
I understand that remote supervision is part of the programme. This means that my daughter will not be directly supervised by a member of staff at all times. The information regarding the remote supervision arrangements will be supplied by the Visit Leader

As part of the activities your daughter is involved in the Ladies' College may take photographs or video footage to use in printed publications or publicity or promotional material including the local press.

Can we use your daughter's photograph in this way? YES / NO

Any changes or additions to this information between the date of completion of this form and the start of the activity must be given in writing to the Visit Leader.

Signed: _____

Date: _____

Full name (capitals): _____

**THIS FORM OR A COPY/SUMMARY MUST BE TAKEN BY THE VISIT LEADER ON THE VISIT.
A COPY SHOULD BE RETAINED BY THE ESTABLISHMENT CONTACT.**