

**COLLINGWOOD COLLEGE**

# **WELCOME PACK SILVER AWARD**

**2018 - 2019**





COLLINGWOOD COLLEGE  
DUKE OF EDINBURGH'S AWARD



**WELCOME PACK**  
**SILVER AWARD 2019**

**Welcome to the DofE Silver Award!**

**Your adventure starts here!**

**In this Welcome Pack you will find:**

- A brief introduction to the DofE Silver Award
- Expedition Training and Expedition dates for 2019
- A breakdown of costs, payment details and refunds
- Withdrawing students from Award
- Information on Medical Requirements
- Details of Equipment/Kit List
- DoE Kit Room
- Contact Details

**Here's a brief introduction..**

The DofE programme through Collingwood College is a real adventure from beginning to end! It doesn't matter who you are or where you're from. You just need to be aged between 14 and 24 and realise there's more to life than sitting on a sofa watching life pass you by!

If you choose to, you can do programmes at three levels, **Bronze, Silver or Gold** through Collingwood College, each of which lead to a Duke of Edinburgh's Award.

If you've already completed your Bronze Award, you will hopefully already have a good idea of what to expect.

The Silver Award is very similar to the Bronze Award, except:

- 1) You need to have turned 15 years old in the academic year in which you do the Silver Award programme.
- 2) You need to do at least 6 months Volunteering and a minimum of 6 months on either Physical, Recreation or Skills and 3 months on the others. As with the Bronze Award, it's up to you which one you do for longer.
- 3) The Expedition section involves planning and training for doing a 3 day (2 nights) expedition. This is a little longer than the Bronze expedition, and is good preparation for the longer expedition that you will plan if you continue onto the Gold Award programme.

**Please note:** If you are starting the Silver Award without having completed the Bronze Award first, you must undertake an additional six months in either the Volunteering section or the longer of the Skills or Physical Recreation Sections.

You achieve the Silver Award by completing a personal programme of activities in four sections.

### **You'll find yourself:**

- Helping people or the community – **'VOLUNTEERING AND SERVICE'**
- Developing skills, learning something new – **'SKILLS'**
- Getting fitter – **'PHYSICAL RECREATION'**
- Going on an expedition – **'EXPEDITION'**
- 

For Section Ideas, please visit: [www.dofe.org/what-is-dofe](http://www.dofe.org/what-is-dofe)

You will shortly receive your DofE Welcome Pack with your ID number which you will need to log onto eDoE. Please keep your ID number in a safe place. It is important that you read all the information in this pack as it explains how to complete each section in more detail.

You can sign on with your ID number at: [www.eDofE.org](http://www.eDofE.org).

## Silver Expedition Training & Expedition Dates for 2019

Some of you will have already done some camp craft training for Bronze, but it is necessary and part of the award to refresh and look at some of your skills in more detail.

**The dates for the Silver Award are as follows:**

Silver Campcraft Training	9 or 10 February 2019
Silver Practice	26 - 28 April 2019
Silver Qualifying	17 – 19 May 2019
Expedition Project Presentations	11 June 2019

Please note that students and parents should be aware that due to pressures on the College calendar we cannot guarantee that the expeditions will not clash with other College events, including exams.

Whilst we will do our best to accommodate student wishes, for operational reasons we cannot guarantee that students will be in their first choice expedition group.

## Costs and Payment

The cost to join the Duke of Edinburgh Award scheme is £220 (if you are in receipt of FSM or have an annual income of less than £21,000, you may be entitled to a reduction). If you are eligible for financial support, you will need to apply using the Financial Support Application Form which is available on the Parent Portal. Please complete and return the form to the Finance Office who will process the application for you.

Payment should be made on line via Parent Pay. You will not be charged for using Parent Pay. Please note that the college no longer accepts cheques or cash payments. It may be possible to pay the amount in instalments. Talk to a member of the DofE team if you need to set this up.

The Governors do not want any child to be disadvantaged from taking part in this activity because of financial hardship. Parents who find themselves in this situation should contact Miss Evans, DofE Manager.

## Refunds

In the event that the participant is unable to attend the expeditions, we will refund the expedition portion of the fee only. The rest of the fees are non-refundable, even if the participant wishes to pull out of the Award at any stage.

Expedition costs can only be refunded if students pull out of the Award before expedition training commences or if they do not complete 2 sections by 19<sup>th</sup> April 2019 (see details below).

## Withdrawing Students from the Award

Students must have completed 2 sections by 19<sup>th</sup> April 2019. This must be signed off by your assessor and the report uploaded to your eDofE account. Failure to achieve this deadline may mean students cannot attend the expedition. After the practice expedition there will be no refund of expedition fees if deadlines are not met.

## Medical Conditions

It is imperative that you keep the College advised of any new medical conditions so that our records are kept up to date. Your parents/carers will be sent a letter prior to the expeditions requesting confirmation of up to date medical details and outlining information for the expeditions. This Award is open to all students regardless of their medical history/conditions, however, medical conditions must be fully disclosed in order that we can make the necessary arrangements to accommodate individual needs. Failure to supply up to date details, could jeopardise your participation on the expeditions. Please refer to points 3 & 4 of the “Visits/Activities Terms & Conditions” supplied with the consent form.

Parents may be requested to provide a letter from the student’s GP confirming that in their medical opinion you are fit enough to take part on the expeditions. Should you require any medical dispensation to be made, i.e. where rucksack cannot be carried due to medical conditions, DofE rules state we must obtain a letter from a doctor to this effect to enable us to allow the dispensation.

## **DoE Kit Room**

The DoE Kit Room is located to the left of the entrance doors to Kingston Gym. This is for collection and return of kit only.

## **What equipment will I need?**

Please find enclosed a recommended kit list for your Silver expeditions.

We are hoping that you will already own / will be able to borrow most of the standard items on the Silver list, and you will notice that it is also possible to hire some items from Collingwood but please be aware that we only have limited stock available.

We do charge a small non-refundable fee of up to £5 per item to hire kit. We have just conducted a full inventory check, and have disposed of any broken or old equipment, so all existing equipment is in excellent condition, tested, and deemed suitable for use.

At the end of the expeditions, all hired kit is collected from the students. If the items are broken or damaged, we will charge you to replace it. It may also have an impact on you passing your Award. Until losses or breakages are paid for Awards cannot be issued.

## **When can I collect the items I wish to hire?**

We will inform you in plenty of time when the Kit Room will be open to collect any items you wish to hire. Your expedition group will be invited to come and collect kit through the college email system. At this stage you will need to pay for any borrowed kit before you can take it away.

## **Maps**

We will provide two maps per group free of charge for the expeditions.

# EQUIPMENT LIST 2019

## FOR SILVER LEVEL ENTRANTS

PERSONAL CLOTHING		GROUP EQUIPMENT (shared)	
Walking Boots with ankle protection		Tent	♣
Walking Socks (x2)		Trangia	♣
<b>Waterproof Jacket</b> (Waterproof & windproof i.e. Craghoppers Reaction Lite Jacket with taped seams to prevent water getting in – DoE recommended)		Long matches	
<b>Waterproof over-trousers</b> (i.e. Craghoppers Travelite with taped seams to prevent water getting in – DoE recommended)		Washing up liquid (sample size)	
Walking Trousers (quick drying)		Abrasive washing up pad	
T-Shirts with sleeves (not cotton)		Washing up cloth	
Fleece / Fibre pile jacket		Mobile phone in sealed plastic bag (2 per group ideally on different networks– fully charged & switched off)	
Warm headgear		Map (1:25,000) provided by College (2 per group)	
Hat & Gloves (preferably fleecy)		Map case (2 per group)	
Underwear		Compass (2 per group) (base plate style i.e SILVA)	
Thermal top		Whistle (2 per group)	
Sun hat		Toilet roll (2 rolls per group)	
Camp shoes (ie flip flops, trainers or crocs) for use at campsite		Route Cards ( 2 per group)	
		Duct Tape	
		First Aid Book	
		<b>PERSONAL EQUIPMENT</b>	
Emergency rations (not to be eaten – only at the end!!)		65L Ruck sack	♣
Torch, with spare batteries		Ruck sack liner - not bin bag!	
Spare set of warm clothes		<b>Wrist watch</b>	
Big Orange Survival Bag		Sleeping bag	
Notebook and pencil		Sleeping mat	♣
Coins for phone		Soap and small towel	
Sun Lotion		Toothbrush and paste	
		Other personal hygiene	
Personal First Aid Kit:		Mug plate and bowl	
- Various sized plasters		Knife fork and spoon	
- Blister Plasters (compeed)		Water bottle (enough to carry 2L)	
- Antiseptic Wipes			
- Safety Pins			
- Painkillers			
- Crepe Bandage			
Any medication you require		Spare plastic bags for feet	

♣ = May be hired from College on first come first served basis

**PLEASE DO NOT BRING PENKNIVES (OR SIMILAR)**



## COME AND SEE US AS FOLLOWS:

Miss Evans - available in J2 or the Geography Office at break or lunch

Miss Goggin - available in the Year 8 Office at any time

Mr Buocik

**WRITE US A NOTE!** All correspondence should be taken to Kingston Reception where it will be put in the DoE post tray. Please **do not** put notes under the DoE Kit Room door as they are likely to get lost or missed.

**E-MAIL US!** We understand that you cannot always find time to come and see us in person. Therefore, we suggest that you email us if you need our help. Any issues with sections please let us know immediately – don't leave it and ignore it.

**PHONE US!** Parents may call us on the main College number 01276 457600 and leave a message at Kingston reception. We will do our best to get back to you as soon as possible.

DUKE OF EDINBURGH MANAGER	
Miss C Evans	c.evans@collingwood.surrey.sch.uk

DUKE OF EDINBURGH ASSISTANT CO-ORDINATORS	
Miss S Goggin	s.goggin@collingwood.surrey.sch.uk
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DUKE OF EDINBURGH ADMINISTRATOR	
Mrs S Ashton	s.ashton@collingwood.surrey.sch.uk