



Collingwood  
College  
BELIEVE SUCCEED

COLLINGWOOD COLLEGE

# WELCOME PACK BRONZE AWARD 2019-2020





COLLINGWOOD COLLEGE  
DUKE OF EDINBURGH'S AWARD



**WELCOME PACK**  
**BRONZE AWARD 2019 - 2020**

**Welcome to the DofE Bronze Award!**

**Your adventure starts here!**

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

- A brief introduction to the DofE Bronze Award
- Activity Logs
- Camp Craft Training and Expedition dates for 2020
- 20 Expedition Conditions
- A breakdown of costs, payment details and refunds
- Withdrawing students from the 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 (you can sign up to the award in the school year in which you turn 14) 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.

You achieve each Award by completing a personal programme of activities in four sections (five if you're going for Gold).

## **Bronze Award Timescales:**

- 1) You need to have turned 14 years old in the academic year in which you do the Bronze Award programme.
- 2) You need to do at least 1 x 6 months and 2 x 3 months on your Volunteering, Skills and Physical sections. It's up to you which one you do for longer.
- 3) The Expedition section involves planning and training for doing a 2 day (1 night) expedition.

You achieve the Bronze 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'**

But here's the best bit, for each Award –

## **YOU get to choose what you do!**

Your programme can be full of activities and projects that get **you** buzzing! Along the way you'll pick up experiences, friends and talents that will stay with you for the rest of your life.

You will shortly receive your DofE Welcome Pack and will be emailed your ID number, User Name and temporary password so that you can sign onto eDofE. Please keep these details 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). A new DofE App is also available to download to your mobile phone and use to log your evidence on your eDofE account with ease.

You must spend at least 1 hour per week on your physical, skill and volunteering sections (you can do more!) over the minimum number of calendar months stated (not number of weeks/hours!). A student beginning a 3 month activity on 10<sup>th</sup> September 2019 cannot finish before 10<sup>th</sup> December 2019. All sessions must be logged on the Activity Log and uploaded to eDofE on completion. You will find the activity logs at the back of this booklet.

## **Bronze Camp Craft Training**

All Bronze Award participants need to attend a Camp Craft Training Session (at Collingwood), which now includes navigation skills and route planning. As already advised, participants should ensure they keep the weekend free of Saturday 7<sup>th</sup> and Sunday 8<sup>th</sup> March 2020 – details will be confirmed shortly. (*You will only be required to attend on ONE of these days*).

The aim is to give applicants an introduction to all skills that they will need to complete their expedition sections successfully.

Participants will be expected to arrive at 9.30am at Barossa Reception, wearing suitable warm outdoor clothing and sensible footwear. A waterproof will also be required. You will need to bring a packed lunch and drinks with you as you will not be allowed off site to purchase refreshments.

The session ends at 4.30pm so arrangements must be made for you to be picked up at Barossa reception. If your parents/carers wish to allow you to make your own way home, please bring a letter with you on the day to this effect.

## **Expedition Dates for 2020**

Once you have completed your training, you will need to attend a practice journey, where you will have the opportunity to use your newly acquired skills. This takes place under full supervision, with a member of staff walking with each group. Having completed this successfully you can then proceed to your qualifying expedition. (Both expeditions take place in the Surrey Hills). A letter giving full details and requesting up to date medical conditions will be sent to your parents prior to Camp craft training.

## The dates for Bronze Award Training and Expeditions are as follows:

Camp Craft Training	Saturday 7 <sup>th</sup> <i>or</i> Sunday 8 <sup>th</sup> March 2020
Bronze Practice	Friday 19 <sup>th</sup> & Saturday 20 <sup>th</sup> June 2020
Bronze Qualifying	Saturday 4 <sup>th</sup> & Sunday 5 <sup>th</sup> July 2020
Project Presentation Evening	Tuesday 14 <sup>th</sup> July 2020

As mentioned during the Induction Evening, you will need to be available on all the above dates in order to complete your Award.

Please note that participants and parents should be aware that due to pressures in 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 participant wishes, for operational reasons we cannot guarantee that participants will be in their first choice expedition group. Expedition groups should be mixed with 4 to 7 people and include at least 2 members of the opposite sex.

### Using an AAP (Approved Activity Provider)

You are more than welcome to arrange your own expedition on alternate dates with an AAP which can be found via the DofE website. This is particularly good for those wanting to do the expedition by horse, bike, kayak etc. If you wish to do this, you must notify us before payment is made so we can adjust costs accordingly. Once payment is made, your place on the expedition is secured and no refunds given (subject to expedition T&C's being met). Equally, we cannot accept anyone changing their mind and deciding to join our expeditions later through the year, as campsites will be booked and paid for, and may not have any additional space left. Teams will also have begun expedition preparations which every member must be a part of.

### Costs and Payment

The cost to join the Duke of Edinburgh Award scheme is £190 (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 Mrs Magness, 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 you wish to pull out of the Award at any stage. Expedition costs can only be refunded if participants pull out of the Award before Camp Craft training.

## Withdrawing Students from the Expedition

You will be notified (via email) of drop-in sessions which will take place during registration or at lunchtime and which you **MUST** attend, unless absent from the College, in which case you must advise us accordingly.

Once registered with an ID number, you are required to log on to your eDofE accounts and upload your sections when you attend your first Welcome Meeting.

You must have completed all 3 sections by Monday 22 June 2020. This must be signed off by your assessor and the report uploaded to your eDofE account. Failure to achieve this deadline may mean you will not be able to take part in the expedition and you may have to use an AAP instead. After the Camp Craft weekend 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. All parents/carers will be sent a letter prior to Camp Craft training 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/Carers may be requested to provide a letter from the participant's GP confirming that in their medical opinion you are fit enough to take part on the expeditions. You may also be required to provide a letter from your GP should you require any medical dispensation to be made, i.e. where you cannot carry a **full** rucksack due to medical conditions, DofE rules state that we must obtain a letter from a doctor to this effect to enable us to allow the dispensation.

## **Fitness**

It is your own responsibility to ensure you are well prepared (both physically and mentally) to take on the expedition challenge. You must train regularly by undertaking several hill walks carrying approximately 12kg for 6 hours per day over 2 consecutive days. We recommend you build up to this gradually over the weeks and months ahead. Doing so will significantly improve your enjoyment and will minimise your teams chances of deferral.

## **DofE Kit Room**

The DofE 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 Bronze expeditions.

We are hoping that you will already own / will be able to borrow most of the standard items on the Bronze 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 three maps per group free of charge for the expeditions.

## 20 Conditions

Attending/taking part in a practice/qualifying expedition does not guarantee students pass this section. Students will pass the section when the DofE Assessor feels all 20 Conditions of the expedition (see overleaf) have been satisfactorily met. If students do not meet all 20 Conditions, the team will be deferred. This is not a failure! It simply means the team will need an extra attempt at an expedition before being ready to be signed off as completed. In the event of deferral, please liaise with the DofE Manager who will help you identify next steps.



# The 20 Conditions of the Expedition section

DofE qualifying expedition conditions					
Planning the expedition	1	The team must plan and organise the expedition; all members of the team should be able to describe the role they have played in planning.			
	2	The expedition must have an aim. The aim can be set by the Leader at Bronze level only.			
	3	All participants must be within the qualifying age of the programme level and at the same Award level (i.e. not have completed the same or higher level of expedition).			
	4	There must be between four and seven participants in a team (eight for modes of travel which have tandem)			
	5	The expedition should take place in the recommended environment. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border: 1px solid red; padding: 5px;"><b>Bronze:</b> Expeditions should be in normal rural countryside – familiar and local to groups.</td> <td style="width: 33%; border: 1px solid grey; padding: 5px;"><b>Silver:</b> Expeditions should be in normal rural, open countryside or forest – unfamiliar to groups.</td> <td style="width: 33%; border: 1px solid gold; padding: 5px;"><b>Gold:</b> Expeditions should be in wild country (remote from habitation) which is unfamiliar to groups.</td> </tr> </table>	<b>Bronze:</b> Expeditions should be in normal rural countryside – familiar and local to groups.	<b>Silver:</b> Expeditions should be in normal rural, open countryside or forest – unfamiliar to groups.	<b>Gold:</b> Expeditions should be in wild country (remote from habitation) which is unfamiliar to groups.
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	6	Accommodation must be by camping or other simple self-catering accommodation (e.g. camping barns or bunkhouses).			
	7	The expedition must be of the correct duration and meet the minimum hours of planned activity. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border: 1px solid red; padding: 5px;"><b>Bronze:</b> A minimum of 2 days, 1 night; 6 hours planned activity each day.</td> <td style="width: 33%; border: 1px solid grey; padding: 5px;"><b>Silver:</b> A minimum of 3 days, 2 nights; 7 hours planned activity each day.</td> <td style="width: 33%; border: 1px solid gold; padding: 5px;"><b>Gold:</b> A minimum of 4 days, 3 nights; 8 hours planned activity each day.</td> </tr> </table>	<b>Bronze:</b> A minimum of 2 days, 1 night; 6 hours planned activity each day.	<b>Silver:</b> A minimum of 3 days, 2 nights; 7 hours planned activity each day.	<b>Gold:</b> A minimum of 4 days, 3 nights; 8 hours planned activity each day.
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	8	All expeditions must be supervised by an adult (the Expedition Supervisor) who is able to accept responsibility for the safety of the team.			
9	Assessment must be by an accredited Assessor. At Bronze level only, the Assessor may also be the Expedition Supervisor.				
10	Expeditions will usually take place between the end of March and the end of October. They may take place outside this period, if so, non-camping accommodation options should be considered.				
Training and practice	11	Participants must be adequately trained to safely undertake a remotely supervised expedition in the environment in which they will be operating. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border: 1px solid red; padding: 5px;"><b>Bronze:</b> Teams must complete the required training.</td> <td style="width: 33%; border: 1px solid grey; padding: 5px;"><b>Silver:</b> Teams must complete the required training and a practice expedition of a minimum 2 days, 2 nights.</td> <td style="width: 33%; border: 1px solid gold; padding: 5px;"><b>Gold:</b> Teams must complete the required training and a practice expedition of a minimum 2 days, 2 nights</td> </tr> </table>	<b>Bronze:</b> Teams must complete the required training.	<b>Silver:</b> Teams must complete the required training and a practice expedition of a minimum 2 days, 2 nights.	<b>Gold:</b> Teams must complete the required training and a practice expedition of a minimum 2 days, 2 nights
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During the expedition	12	All expeditions must be by the participants' own physical effort, without motorised or outside assistance. Mobility aids may be used where appropriate to the needs of the participant.			
	13	All expeditions must be unaccompanied and self-sufficient. The team must be properly equipped, and supervision must be carried out remotely.			
	14	Teams must possess the necessary physical fitness, first aid and expedition skills required to complete their expedition safely.			
	15	Groups must adhere to a mobile phone use policy as agreed with their Expedition Supervisor and Assessor. This agreement should also include use of other electronic equipment.			
	16	Participants must behave responsibly with respect for their team members, Leaders, the public and animals.			
	17	Groups must understand and adhere to the Countryside /Scottish Outdoor Access, Highway and Water Sports Codes (as appropriate).			
	18	Participants must plan an appropriate expedition menu, including cooking and eating a substantial hot meal on each day. This is optional on the final day.			
	Post expedition	19	Participants must actively participate in a debrief with their Assessor at the end of the expedition.		
20		At Silver and Gold level, a presentation must be prepared and delivered after the expedition.			

# EQUIPMENT LIST 2020

## for Year 9 Bronze level entrants

PERSONAL CLOTHING	GROUP EQUIPMENT (shared)
Walking Boots with ankle protection	Tent ♣
Walking Socks (x2)	Trangia* ♣
Waterproof Jacket (Waterproof & windproof i.e. Craghoppers Reaction Lite Jacket with taped seams to prevent water getting in – DoE recommended)	Long matches
Waterproof over-trousers (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 Booklet from Campcraft
PERSONAL SAFETY	PERSONAL EQUIPMENT
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 (£1 coins)	Soap and small towel
Sun Lotion	Toothbrush and paste
	Other personal hygiene
	Mug plate and bowl
	Knife fork and spoon
Personal First Aid Kit: <ul style="list-style-type: none"> <li>- Various sized plasters</li> <li>- Blister Plasters (compeed)</li> <li>- Antiseptic Wipes</li> <li>- Safety Pins</li> <li>- Painkillers</li> <li>- Crepe Bandage</li> </ul> Any medication you require	Water bottle (enough to carry 2L)
	Spare plastic bags for feet

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

\* = no personal stoves to be brought on expedition unless agreed with expedition leader at least 2 weeks prior to expedition.

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

## COME AND SEE US AS FOLLOWS!

Mrs Magness – available in J2 or the Geography Office at break or lunch

Mrs Goggin – available in the Year 10 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 DofE post tray. Please **do not** put notes under the DofE Kit Office Room 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	
Mrs C Magness	<a href="mailto:cj.magness@collingwood.surrey.sch.uk">cj.magness@collingwood.surrey.sch.uk</a>

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