



Collingwood  
College  
BELIEVE SUCCEED

COLLINGWOOD COLLEGE

# WELCOME PACK

# YEAR 9 BRONZE AWARD

## 2018 - 2019





COLLINGWOOD COLLEGE  
DUKE OF EDINBURGH'S AWARD



**WELCOME PACK**  
**YEAR 9 - BRONZE AWARD 2019**

**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
- Camp Craft Training and Expedition dates for 2019
- 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 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).

## 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**'
- Taking part in a residential activity – '**RESIDENTIAL PROJECT**'  
(Gold only)

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.

A smart phone friendly version of eDofE is also available for you to access your accounts 'on the go' at: **[www.m.edofe.org](http://www.m.edofe.org)**

## **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 9 & Sunday 10 March 2019 – 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 2019

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 9 <i>or</i> Sunday 10 March 2019
Bronze Practice	Saturday 22 & Sunday 23 June 2019
Bronze Qualifying	Saturday 6 & Sunday 7 July 2019
Project Presentation Evening	Tuesday 16 July 2019

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.

## 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 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 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 Award**

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. Failure to do so will prevent you from continuing with the Award.

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. Failure to do so may prevent you from continuing with the Award.

You must have completed all 3 sections by Monday 3 June 2019. 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 outside provider 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.

## 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.

# EQUIPMENT LIST 2019

## 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
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	Knife fork and spoon
	Water bottle (enough to carry 2L)
	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

Mrs Goggin – available in the Year 7 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	
Miss C Evans	C.Evans@collingwood.surrey.sch.uk

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