

Tunbridge Wells Girls' Grammar School Combined Cadet Force

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Tuesday 11th December 2018



THE DUKE OF
EDINBURGH'S AWARD

Dear Parents/Guardians,

Following on from our letters of 9th October concerning the Year 9 Cadet programme and proposal for incorporating the Duke of Edinburgh Bronze Award into it, we've been delighted at the response from the prospective cadets. Your child should now have their MTP trousers and hoodie to be worn, with trainers, for the initial 6-week programme. We have just short of 90 cadets signed up, with the vast majority also indicating that they wanted to gain a Bronze Duke of Edinburgh Award at the end of Year 9. We have had lots of our staff giving up their weekends to do the required training and we can now confirm that we can proceed with this as part of the normal Year 9 cadet programme. Due to the uptake though we've made the decision to make the D of E component a mandatory part of the year 9 programme as not doing this would introduce considerably complexity.

We could still benefit from parental support and would invite you to email 2nd Lt. Johnson if you are able to help in any capacity. We are particularly looking for Verifiers, which involves attending a course but then remotely verifying that the cadets have completed all that they need to in order to gain the Bronze Award. More information is available here <https://www.dofe.org/leaders/training/award-verifier/>.

Duke of Edinburgh Programme

The Bronze Duke of Edinburgh programme will be broken down into 4 components

Component	Who	When	What
SKILLS	CCF will provide	Siberian Tiger Crowborough Camp ¹ Fri 01 – Sun 03/03/19 Sniper School – After school @ TWGGS Fri 17/05/19 and Sat 18/05/19 (possibly into early afternoon)	Weapon Training (L98A2 – Cadet equivalent of the British Army SA80)
EXPEDITION	CCF will provide	Fri 14 – Sun 16/06/19 Crowborough Camp and Pippingford Park Military Training Area	6 hour hike, overnight camping and 6 hour hike the following day. Done in civilian clothing but CCF boots can be worn
VOLUNTEERING	Cadet to Find	3 months (average 1 hour per week)	https://www.dofe.org/wp-content/uploads/2018/08/programme_ideas_-_volunteering.pdf
PHYSICAL	Cadet to Find	3 months (average 1 hour per week)	https://www.dofe.org/wp-content/uploads/2018/08/programme_ideas_-_physical.pdf

¹ Cadets will be staying in billets and not camping

So the CCF programme will take care of the Skills and Expedition side of it but cadets must be available on the dates above. The Volunteering and Physical aspects are also their responsibility, so we would ask that they start considering that now. Ideas for what can be done for this are available on the links above. Involvement dating back to 1/9/18 can be included in the hours but only for one or the other i.e. Volunteering or Physical - not both. Their activities in this regard need to be confirmed by an appropriate adult and we recommend your daughter uses www.eDofE.org to keep track of activities in this regard. It also provides an easy way of their activity being verified and of us tracking it centrally. Their log-in details will be given to them in due course.

On the 3rd week of the programme (Monday 21st January) the cadets will be given a full overview of what they need to do and what is involved. We have decided that all cadets will be enrolled in the D of E programme so please drop us a line if there are any issues regarding this. Parents are welcome to join us on this day at the Performing Arts Centre / Hall (to be confirmed) from 4.10pm – 4.40pm to learn more about the programme.

Costs

We appreciate that cost, at this time of year especially, can be a big factor; other local schools charge up to £300 for the Bronze Award.

To date parents have paid £22 which covers the cost of the initial 6 week programme, hoodie (to be retained), lending of MTP trousers, CCF insurance and administrative costs. The cost of our 2019 Year 9 programme is **£154** and this will include -

- **LICENCE** Payment to Duke of Edinburgh Scheme
- **LICENCE** Payment to Licence Holder (TWGGS)
- **CAMP** Siberian Tiger Crowborough Camp 01-03/05/19 (all food, accommodation and transport)
- **ACTIVITY** Sniper School 17-18/05/19 (not overnight)
- **CAMP** Crowborough Camp/Pippingford Park Expedition Weekend 14-16/6/19 (all food, accommodation and transport)
- **EQUIPMENT** Use of all equipment including rucksacks, cooking pots, roll-mats, bashers (used in place of tents)
- **ADMIN COSTS** for remainder of year (CCF and DofE)
- **UNIFORM** Cadet Rank Slide
- **UNIFORM** Lending of full cadet uniform for duration of cadet career (to be returned)
- **CAMP** Cadet Beret and Badge (to be retained)
- **UNIFORM** Boots - Brown for Army and Black for Navy (to be retained)

What's not included (that you might want to put on their Christmas list!)

- 4 season sleeping bag
- Flask
- Day sack

We get the boots on at a special rate of £40 per pair. If cadets already have a suitable pair that are the right colour, then please ask them to bring in a picture to show Major Reynolds in the Economics office. If they are acceptable, then the above cost can be reduced by £40 to £114. Our cadet boots look like this - https://www.cadetsuk.com/contents/en-us/p1841_Brown-Cadet-Boots-ATC--army-cadets.html but it is not essential that they have to be identical.

We did mention in previous correspondence a figure of £70 per pupil but it has increased because we've decided to incorporate the required camps, activities and boots into one all-inclusive price, rather than separately.

Your child will get a good idea if they are enjoying cadets from the 6 week programme so it might be a good idea not to commit to paying until they are sure. Any financial concerns should be addressed in confidence to Major Aimee Reynolds economics@twggs.kent.sch.uk or to Mrs Wybar via admin@twggs.kent.sch.uk. No cadet will be prevented from participating because of financial reasons, and pupils in receipt of Pupil Premium may have these costs funded

from this. (If this applies to your daughter, please contact Mrs Wybar.) We're confident that all will want to continue and would ask that you please complete the attached forms at the earliest opportunity and return to Major Reynolds in the Economics Office, although payment and full commitment is not required until 8th February.

Initial Six Week Programme



Royal Navy

The 6 week introductory programme that begins on the 7th January (please remind them to meet in the canteen immediately after school) involves taster sessions in drill (marching), handling the weapon, command tasks (group puzzles sometimes involving lateral thinking) and the Navy so they can get a taste of what that might involve. If your child thinks the Navy might be something they're interested in, then we'd appreciate if they indicated on the attached form. There is no difference in the price but the camp for SKILLS will be at a date to be notified in the summer and not the dates detailed above (1-3/3/19 and 17/5). The Navy parade and train at school on a Monday but do different training and camps.

It's worth noting that the groups your child is placed in is only for the 6-week programme. After February half term the cadets will have a session on uniform maintenance (they'll be taught how to iron and polish boots!) before merging in with existing platoons and embarking on 5-week cycles of basic and intermediate First Aid, Drill, Weapons, Signals, Field Craft and Navigation. If they elect to join the Navy section, then they will be doing naval activities instead.

Annual Camp

Other dates that you might want to put in your calendar now relate to our Annual Camp from **Saturday 29th June to Saturday 6th July**, during school time, which will be held at St Martin's Plain near Folkestone. This is a camp full of lots of adventure and military training including live firing of the weapon. Attendance is not mandatory as part of the Year 9 programme but is very much encouraged. You will be written to about this nearer the time but the cost of that week is approximately £80 including all transport, food, accommodation, equipment and activities.

I apologise for all this information and the number of paper forms required. For the medical one for instance, we require this to be filled in for every camp. Please can you complete all forms (page 4-6) where there is a **x** and have your child bring them to Major Reynolds' office as soon as possible, notwithstanding payment isn't required until the 8/2/19. Page 8 can be printed for your child and they can complete this in preparation for being giving their login when we received your forms back. They need to enter these details online.

Any queries regarding the Year 9 programme or cadets in general, please address with Captain Naismith. Anything around the Duke of Edinburgh component, please send to 2nd Lieutenant Johnson.

Many thanks in advance.

Yours sincerely

2nd Lieutenant Suzy Johnson (Duke of Edinburgh Lead)
suzy.johnson@twggs.kent.sch.uk

Captain Graham Naismith (Year 9 Lead)
0412naismi@armymail.mod.uk



DUKE OF EDINBURGH' AWARD Bronze Award Enrolment Form



PERSONAL DETAILS OF STUDENT	PLEASE PRINT BLOCK CAPITALS
Full Name	X
Date of Birth	X / / (dd/mm/yyyy)
Form Group	X
Service	ARMY <input type="checkbox"/> X NAVY <input type="checkbox"/> X NOT SURE YET <input type="checkbox"/> X
Parent/Guardian Email Address	X
Boot Size	X <i>No half sizes – for half sizes please choose the size upwards</i>
Bronze Elsewhere	X <i>If you are currently doing bronze please write the details here including dates and name of centre</i>
eDofE ID number (if already registered)	X
Cheque enclosed payable to "TWGGS CCF"	YES £154 <input type="checkbox"/> X YES £114 (have boots) <input type="checkbox"/> X TO FOLLOW <input type="checkbox"/> X

NOTES

You are agreeing to enrol as a participant on a DofE programme as part of the TWGGS Year 9 CCF programme. You are agreeing to manage your programme using the online eDofE system. In signing this form, you (or your parent/guardian on your behalf) are agreeing to the terms and conditions detailed on the DofE website: www.eDofE.org

When you first sign into 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.

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.

CONSENT

If the prospective participant is under 18, this should be signed by a parent or guardian. If over 18, the participant should sign.

I agree to my son / daughter / ward participating in 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 the Licensed Organisation.

Name **X** **Signature** **X** **Date** **X**

Participant (over 18) / Parent / Guardian **X** (delete as relevant)

TWGGGS CCF Siberian Tiger Cub Camp Permission and Medical Form
Friday 1st – Sunday 3rd March 2019

Name:	x	Home Phone:	x
Date of Birth:	x	Parent Name:	x
Age:	x	Emergency 24-hour Contact Number:	x

Medical Information (Strictly Confidential)

Details of all ailments, current treatments & medication are required. All medication being taken at the time of attending camp should be declared. Please bear in mind that the intention is that your daughter will be partaking in an obstacle course. Do you have or ever had any of the following? Please give details: **x**

CONDITION:	Yes / No	COMMENTS:	
Heart or circulatory ailments	Yes / No	Have you ever got chest pain from physical activity?	Yes / No
Heart attack	Yes / No		
Angina	Yes / No		
High Blood Pressure	Yes / No		
Heart Failure	Yes / No		
Respiratory ailments / disease	Yes / No	Do you ever feel short of breath?	Yes / No
Asthma	Yes / No	Have you ever had hospital admission for asthma?	Yes / No
COPD (emphysema)	Yes / No	Are you on oral steroids for your chest condition?	Yes / No
Epilepsy / seizures	Yes / No	Have you ever had episodes of fainting / collapse?	Yes / No
Diabetes	Yes / No	Tablet controlled or insulin controlled?	
Blood clot to Lung / leg (PE / DVT)	Yes / No		
Gastro-intestinal ailments(stomach)	Yes / No	Dietary Requirements? (please circle or add specifics)	
Stroke / Trans-ischemic Attack	Yes / No	Halal / Kosher / Gluten Intolerant / Vegetarian / Vegan / Other	
Joint / limb ailments	Yes / No		
Dermatology (Skin) ailments	Yes / No		
Do you take Blood thinning medication? (e.g. aspirin/ warfarin)	Yes / No		
Are you Pregnant	Yes / No		
Hospital admissions in 6 months	Yes / No		
Had surgery in last 12 months	Yes / No		
Drug Allergies	Yes / No		
Food / Other Allergies	Yes / No		
On ANY medication	Yes / No	Name:	Dose: Times a day:

Details of any other ailments or medication or dietary requirements (Please use the reverse if more space is needed)

x

I give permission for my child to attend the activity in Crowborough as part of TWGGGS CCF that will be held on 1 – 3 Mar 2019 and the phone number I have supplied is a reliable method of contacting me if my child should need emergency medical attention or need to be transported home. I understand that first aid will be administered if necessary and staff may need to take my child for emergency care in case of a serious accident or incident. While I give permission for this action, I know I will be informed at the earliest possible convenience.

If coming as a Year 10 upwards to help, please tick here **x**

Parent/Guardian Signature **x** _____ Date **x** _____

TWGGS CCF**Cadet Photographic Permission**

I, **x** _____ (parent/guardian) give permission for my daughter
x _____ (full legal name) to be photographed and those
images may be judiciously used for school articles, newspapers, promotion materials and Cadet Force
magazine, fliers etc where they enhance the CCF movement. If I feel unsure about the use of these images
in the future, I reserve the right to withdraw my permission at any time. All images will be used sensibly in
accordance with current Child Protection legislation.

x _____ (Parent/Guardian Signature) **x** _____ (Date)

I agree I am financially responsible to pay for all missing kit issued to my daughter at the replacement price
when she leaves the CCF.

x _____ (Parent/Guardian Signature) **x** _____ (Date)

TWGGS CCF Siberian Tiger Cub Camp @ Crowborough
Friday 1st – Sunday 3rd March 2018

Required Kit List

- Full uniform and beret. Turn up in uniform as it means there is less to pack. A small rucksack/day bag will be needed for the rest of your kit – no suitcases! Smocks (jackets) must always be brought.

All uniform should be named

- CCF hoodie
- Sleeping wear
- Toiletries
- Wash kit + towel
- Personal medication
- Underwear and long socks
- Brown boot polish kit
- Sleeping bag
- Pillow case
- Torch & spare batteries
- Notebook & pen/ pencil
- Wristwatch (not too valuable)
- Spare hair nets and hair grips
- Padlock and key for locker
- Coat hanger for uniform
- Named water bottle (plastic disposable ones are fine)
- Mobile phones/chargers at own risk and to be left secured in billets.
- Flip flops/slip on shoes are handy for going to shower/toilet block
- Ear plugs can be helpful!
- Some snacks (optional)

No money is required

Combined Programme Planner

Before logging on to eDofE you need to decide what volunteering, skills and physical activities you would like to participate in. It will be helpful to fill out this sheet first and then, when we have your login details, you can complete your eDofE profile at www.eDofE.org

Name:

Your Username is Your password is your date of birth in this format > ddmmyyyy.

<p>Volunteering</p> <p>Name of activity:</p>	<p>How long will this section be? 3 months</p> <p>Start date:</p> <p>Finish date:</p>	<p>Where will you do your activity?</p> <p>What do you want to achieve?</p>	<p>Who will support and assess you?</p> <p>Name:</p> <p>Position:</p> <p>Tel:</p> <p>Mob:</p> <p>Email:</p>
<p>Physical</p> <p>Name of activity:</p>	<p>How long will this section be? 3 months</p> <p>Start date:</p> <p>Finish date:</p>	<p>Where will you do your activity?</p> <p>What do you want to achieve?</p>	<p>Who will support and assess you?</p> <p>Name:</p> <p>Position:</p> <p>Tel:</p> <p>Mob:</p> <p>Email:</p>

When you first log in, it will ask you to change this password, make sure you make note of your new password or use something you will remember. Once into your account, please click on each of the sections and enter in the requested information; remember to hit 'submit' at the bottom of the page when you're done!