



March 2018

Ref:dth/cne/typing/DoE15-16/Practiceexpeditionsapril16



Dear Parent/Carer

**Silver Duke of Edinburgh Award
Details of Practice Expeditions July 2018**

Silver Monday 2nd July to Wednesday 4th July 2018

Students should meet at school for 8.30am on their starting day and be prepared for a three day expedition. We plan to be back at school for 6.00pm on their day of return. They will have prepared group equipment but will need to bring their personal equipment and agreed meals with them as well. Everything should be in plastic bags to ensure it remains dry. A list of the required equipment is on the school website.

Silver groups will start near to Burnbanks, Haweswater and will walk to Longsleddale on the first day. On the second day they will walk over to Low Wray via Kentmere and the Windermere ferry. Their final day will take them onto Grasmere via Loughrigg Fell. For more details please see the route maps, which will be put onto the school website prior to the expedition.

During the expedition students are only allowed to take one phone per group to be used in an emergency. However if you need to contact your child for any reason you can telephone a member of staff on Tel: 016977 45380, this will be linked to a school mobile phone. Alternatively should this number be unavailable, you can contact a senior member of staff on Tel: 016977 45373.

Issue of Medication

Medication (including pain killers), which your child brings with them, must be clearly labeled with their name and dosage and handed into the group leader. Under normal circumstances your child would then need to request these as required and self-administer. However, it may be considered safe and practical for your child to hold small supplies of some medication (such as creams and nasal sprays) themselves. If so, this must be discussed and agreed with the group leader in advance. Please note that any emergency medication (such as inhalers, epi-pens, insulin etc) must be brought to the attention of the group leader. However, the young person would normally hold and take responsibility for these themselves for immediate use when required.

In all instances we will only allow a child to attend a trip if, where relevant, there are two epi-pens/inhalers. One is carried by your child and a second emergency epi-pen/salbutamol inhaler, which we hold in our Student Services Centre, will be taken by the group leader. We ask parents to ensure that your child carries their epi-pen/inhaler at all times. Epi-pens held in school should be replaced, as necessary, by parents.

See overleaf

In exceptional circumstances parents can make special requests for school personnel to administer medication. On such occasions parents need to make a request in writing, to the group leader, well in advance of the trip departure date. Approval from the group leader and Head of School will be required. When reasonably practical to do so, and on the voluntary agreement of the staff concerned, special arrangements will be made.

We use the information we hold on our school's Management Information System (CMIS), including medical information and emergency contact details, for your child when they participate in any Educational Trip or Visit. It is of paramount importance that all information held on the school's Management Information System is up to date; therefore if any details for your child has changed it is imperative that you contact our Data Officer immediately. It is essential that when conducting trips all the information held for your child is current.

All off-site educational activities are automatically covered by the school insurance. This cover is provided by Zurich Municipal. A copy of the full policy is available on request.

Should you require any further information, please do not hesitate to contact either myself or Mr Carlin.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Claire Neilson', with a long horizontal flourish extending to the right.

Mrs Claire Neilson
Duke of Edinburgh Award Co-Ordinator