



WEST SUSSEX COUNTY COUNCIL

# IMBERHORNE SCHOOL

Participation Achievement Support Success

Headteacher: Mr Jon Ford

Ref: JSH/JG

Imberhorne Lane, East Grinstead,

West Sussex, RH19 1QY

T: 01342 323562

F: 01342 317366

email: [info@imberhorne.co.uk](mailto:info@imberhorne.co.uk)

[www.imberhorne.co.uk](http://www.imberhorne.co.uk)

January 2012

Dear Parent(s)/Guardian(s),

## Duke of Edinburgh Expedition Section

In order to complete the Expedition Section of the Award Scheme, participants must have successfully met various criteria including; regular attendance at Tuesday evening training sessions in school, attendance of training days and successful completion of a practice expedition. In addition to this students must show they are trustworthy enough to be allowed to take part in the expeditions themselves, as these are supervised, but unaccompanied.

The dates below are for both the practice and qualifying ventures. (They must successfully complete their practice before being allowed to take their qualifying venture.) These are the only expeditions the school is running. If there are problems with these dates it may be possible to transfer to the Open Award at the Wallis Centre for the expedition phase and complete the walks with them.

### Year 10

Due to the number of students taking part at this level, there will be 2 separate groups running. **Bronze 1** will be out on the following dates: **Practice: 12<sup>th</sup> – 13<sup>th</sup> May, Qualifier: 23<sup>rd</sup> – 24<sup>th</sup> June 2012; Bronze 2 – Practice: 26<sup>th</sup> – 27<sup>th</sup> May, Qualifier: 30<sup>th</sup> June-1<sup>st</sup> July 2012.** All students are aware which group they are in. As the group is so large, it is difficult to transport all participants to and from our expedition location. Participants will, therefore, need to be brought to Partridge Green on the Saturday and be collected from Steyning on the Sunday. Maps and details of these locations are held on the school website. If there are any problems with transport please let me know.

During the practice expedition only, groups will be allocated a member of staff to accompany them for some of their first day. This allows us to gauge their ability and to give advice and help when needed. They will then be left on their own for the rest of the expedition although staff will meet them at various points along the route, but purely in a supervisory capacity. All participants will spend the night at a registered campsite (with toilets and showers). Staff will be on site over night. If they are unsuccessful on the practice expedition, they will need to re-take it on another weekend.

For the qualifying expedition, groups are independent for most of the time. They will be met on route and may have a member of staff walk some distance with them. They will be supervised in the campsite over night.

There will be a parents' briefing about these expeditions on **Tuesday 1st<sup>th</sup> May 2012**. A separate letter is on the school website with details of this meeting.

Please read the conditions applied to mobile phone use below. Please also see the costing's below.

### Year 11

All year 11 participants will be transported to and from the New Forest. The practice will take place before GCSE exams and their qualifying expedition will take place in early September. Students not planning to remain at Imberhorne in September 2012 and whom may be unable to complete the qualifying expedition should discuss their options with me before payment. The practice expedition will take place from Thursday 26<sup>th</sup> April (after school) - Sunday 29<sup>th</sup> April 2012. Please see costing below.

***Participants currently in Year 11 wishing to continue to the Silver Award must have completed and submitted their Bronze Award handbooks before their practice expedition.***



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## Year 13



It is essential that all Year 13 students wishing to take part in the school's practice and qualifying expeditions attend all training sessions. Dartmoor is a unique area of the country and it is essential that participants have received all relevant training. As with Bronze and Silver expeditions, the gold group will be supervised but unaccompanied. They will have mobile phone contact only in emergencies, hence the need to attend all training sessions, so they are prepared and trained with what to do in the event of an emergency. **There will be a training session on Dartmoor from 30<sup>th</sup> March – 2<sup>nd</sup> April 2012, with the practice taking place on 1<sup>st</sup> June – 4<sup>th</sup> June 2012 and the qualifying expedition from 11<sup>th</sup> July – 15<sup>th</sup> July 2012.** The costing below is based on an average number of students participating in all 3 stages of the expedition (training, practice, qualifying). If, however, our numbers decrease significantly it may be necessary to charge slightly more to cover fuel and other related travel costs. It would hope that any small change in costs can be covered from the Duke of Edinburgh budget.

### Mobile Phone Use

As part of the aim of the award is to foster and improve self-reliance, independence and autonomy, mobile phones are only to be used in an emergency. Each group are allowed 2 phones both of which will be turned off and sealed in a bag – only to be used in an emergency. Each group is appropriately trained before, and monitored during, the expedition so that mobile phone use should not be required.

### Costings

Group	Practice	Location	Qualifier	Location	Cost for both expeditions
<b>Year 10 Bronze 1</b>	12 <sup>th</sup> – 13 <sup>th</sup> May	South Downs	23 <sup>rd</sup> -24 <sup>th</sup> June	South Downs	<b>£80</b> – this can be paid in 2 instalments of £40.
<b>Year 10 Bronze 2</b>	26 <sup>th</sup> -27 <sup>th</sup> May	South Downs	30 <sup>th</sup> June – 1 <sup>st</sup> July	South Downs	<b>As above</b>
<b>Year 11 Silver</b>	26 <sup>th</sup> April – 29 <sup>th</sup> April	New Forest	Sept 2012 tbc	New Forest	<b>£110</b> – this can be paid in 2 instalments of £55.
<b>Year 13 Gold</b>	<b>Training</b>	<b>Location</b>	<b>Practice</b>	<b>Qualifier</b>	<b>Cost for both expeditions</b>
	30 <sup>th</sup> March – 2 <sup>nd</sup> April	Dartmoor	1 <sup>st</sup> June – 4 <sup>th</sup> June	11 <sup>th</sup> July – 15 <sup>th</sup> July	<b>£220</b> – this includes the training, practice and qualifying expeditions. This can be paid in 5 instalments of £45.

All costs include practice and qualifying expeditions, campsite fees, gas, insurance, fuel and breakages. New Forest and Dartmoor prices also include training, transport and assessors costs. If preferred, it is possible to pay for the practice and qualifier expeditions individually. Please contact me if this is the case.

The kit list and other information regarding the expeditions will be available from the school website.

Please ensure the Medical Questionnaire / Consent form is returned as soon as possible. Also, please ensure your son/daughter takes with them any medication that they may need.

Please sign and return the consent form to me as soon as possible in an envelope with your child's name, Duke of Edinburgh and level of award. Payment can be made in one of two ways, either through **Parent Pay** (instructions attached) or by cheque made payable to Imberhorne School.

Yours faithfully

Mrs J Short  
Award Co-Ordinator



**Duke of Edinburgh Award Scheme BRONZE and SILVER ONLY Consent Form**

Student's Name: \_\_\_\_\_

Year Group: \_\_\_\_\_

Level of Award: **Bronze 1**  
**Bronze 2**  
**Silver**  
(please circle)

I give permission for my son/daughter: **Name** \_\_\_\_\_ **Form** \_\_\_\_\_  
to take part in the **Duke of Edinburgh practice and qualifying expeditions.**

Please tick chosen method of payment:

I enclose cash/a cheque for £ \_\_\_\_\_ made payable to Imberhorne School   
I have paid the full amount via the Imberhorne **Parent Pay** system

Please remember to write your son's/daughter's name, form and Duke of Edinburgh on the reverse of the cheque/envelope. Please return to school reception as soon as possible.

**Signed** \_\_\_\_\_ **(Parent/Guardian) Date** \_\_\_\_\_

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**Duke of Edinburgh Award Scheme GOLD ONLY Consent Form**

Student's Name: \_\_\_\_\_

Year Group: \_\_\_\_\_

Level of Award: **Gold**

I give permission for my son/daughter: **Name** \_\_\_\_\_ **Form** \_\_\_\_\_  
to take part in the **Duke of Edinburgh training, practice and qualifying expeditions.**

Please tick chosen method of payment:

I enclose cash/a cheque for £ \_\_\_\_\_ made payable to Imberhorne School   
I have paid the full amount via the Imberhorne **Parent Pay** system

Please remember to write your son's/daughter's name, form and Duke of Edinburgh on the reverse of the cheque/envelope. Please return to school reception as soon as possible.

**Signed** \_\_\_\_\_ **(Parent/Guardian) Date** \_\_\_\_\_



## Using Parent Pay to confirm and pay for school trips

Please log onto Parent Pay. Selecting the tab at the top of the page 'Items for payment'.



Once on this page you will find you have options to top up your son/daughters credit for their school meals account. You will also find details of any forthcoming trips they are eligible to attend (trips will only appear on this page when trip letters are produced and sent home).

To give consent for your son/daughter to attend a trip you need to firstly 'select' the trip by clicking on the first box by the trip description. You then need to give consent by clicking on the second box under the heading 'consent'.

The cost of the trip will be in the third box. Since we have introduced, at the governors request, a £1.00 optional donation for all trips you are able to reduce the amount in this box by £1.00 if you so wish.

The fourth box is under the heading 'Notes'. In this box you need to enter three pieces of information.

Two emergency contact numbers and appropriate medical information (relevant to the trip).

Please type in.

**Contact 1** – followed by the number

**Contact 2** – followed by the number

If relevant please also add,

**Medical information** – followed by appropriate information (for examples; Asthma – carries an inhaler)