



Mrs Lauren Rodger MA Hons
HEAD TEACHER

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11th September 2019

Dear Parent/Carer,

· Practice Silver Expedition

We are getting ready for the qualifying expedition on Thursday 26th September to Saturday 28th September to Jedburgh.

We will be camping at Jedwater Caravan Park Willowford Lodge, Jedburgh TD8 6PJ on Thursday night and Jedburgh Caravan and Camping Site Elliot Park, Jedburgh TD8 6EF on Friday .

Timings

Pupils will need to be in school for 8.39am on Thursday 26th September. We will return at approximately 5.00pm on Saturday 28th October.

Equipment and Activities

The pupils will take part in a partially unsupervised walk. The pupils should ensure they have the appropriate equipment as detailed on the kit list attached. In particular, warm and waterproof clothing. Pupils will be able to borrow equipment from the school and East Lothian Council on the understanding that any damage or loss of equipment will result in a charge.

Code of Conduct

Please ensure you read and sign the code of conduct agreement attached including the section regarding mobile phone use.

Food

Pupils will be expected to organise their own food and will need to produce cooked meals for breakfast and tea. They should also have lunch for both days and snacks to maintain energy levels.

Safety and Emergency Produces

In an emergency during school hours the school should be contacted in the first instance. Overnight and on Saturday the emergency contact is Joanne Bloomfield on 07711 952105.

Medication

ELC policy requires us to know if there is any medication required for use on the expedition. Please indicate these on the PC1 form and ensure the lead teacher is aware also before leaving.

Pupils carrying medication such as epipens and asthma inhalers should ensure that a spare is given to the supervising adult.

Cost and consent forms

Payment should be made by Tuesday 1st October – cheques or cash handed to Mrs Bloomfield.

Consent forms should be returned by Tuesday 24th September to Mrs Bloomfield (or at an afterschool meeting).

Code of conduct form should be returned by Tuesday 24th September to Mrs Bloomfield (or at an afterschool meeting).

Total cost

The cost of the trip is non-refundable. The cost of the expedition is £50. Payment can be made online using SchoolPay - <https://www.eastlothian.gov.uk/schoolpay> . There is a link to SchoolPay on the NBHS website.

Alternatively, please return cash or a cheque, made payable to East Lothian Council.

Please note that further payments for the Qualifying Expedition in May will be required and communicated to you nearer the time.

Yours faithfully,



James Mumford

NBHS- Duke of Edinburgh

Equipment advice

- All equipment and food must be packed inside the rucksack (the carry mat on the outside should be rolled in a black bin liner)
- A rucksack liner should be used (thick bin bag is advised)
- All spare clothes should be wrapped in a plastic bag
- Sleeping bags should be in compression bags to reduce the size
- The sleeping bag needs to be in a separate plastic bag
- Waterproofs, snacks and drinks should be easily reached within the rucksack (pockets)
- Heavier items should be near to the top of the rucksack
- Make sure the rucksack is adjusted to your back shape before carrying it
- Make sure that you know how to use all the equipment you are carrying
- You must cook a hot evening meal and warm drink
- Mobile phones should be in a sealed plastic bag and only used in emergency situations (see code of conduct)

REMEMBER

You will be carrying everything you bring with you!

Kit list

INDIVIDUAL EQUIPMENT			
Rucksack*		Top x2 (one for day and 'dry' top for night)	
Carry mat*		Thick walking socks	
Walking boots*		Warm jacket/fleece	
Waterproof jacket*		Underwear	
Waterproof trousers*		Thin socks (for evening)	
Sleeping bag*		Hat, gloves, scarf	
Walking trousers (e.g. leggings)		Sun cream	
		Toilet paper	

GROUP EQUIPMENT			
Tent*		Matches (in plastic bag to keep dry)	
Trangia stove *		Laminated map (provided by school)	
Fuel*		Washing up equipment	
Food			

*these items can be borrowed from either NBHS or ELC.

NBHS Duke of Edinburgh

Code of Conduct

Your health, safety and welfare on this visit is of paramount importance to the school.

The aim of this Code of Conduct is to try to ensure that your trip is enjoyable, successful and trouble-free.

YOU MUST:

- not take unnecessary risks;
- follow the instruction of the group leaders, supervisors and any specialist member of staff;
- dress appropriately to the weather conditions whilst walking and at the campsite;
- behave sensibly at all times, including no music whilst walking (headphones or speakers) and stay in appropriate areas of the camp site;
- show courtesy at all times, but particularly when interacting with members of the public;
- look out for anything that might hurt and threaten you or anyone in the group and tell the group leader or supervisor about it as soon as possible;
- be punctual at all times, including bedtime;
- always wear a seat belt on the mini-bus/coach;
- use your personal safety skills should you be approached by anyone you do not know;
- stay together as a group at all times, including at the campsite, in locations agreed with the supervisor - members of a group are responsible for each other at all times.

Mobile Phones

Mobile phones are an important part of people's lives today. They can be useful as safety tool in the outdoors. During expeditions where pupils are accompanied, members of staff carry mobile phones which can be used if the need arises. Where pupils are unaccompanied they are expected to carry mobile phones according to the agreed guidelines.

For Silver Expeditions

Pupils are allowed to carry their mobile phone in their bags (kept in a waterproof bag).

Mobiles are only to be used in an emergency or if pupils need to contact their supervisor for an agreed contact point.

At the campsite mobile phones should not be used unless the supervising teacher agrees to prior to use.

UNDER NO CIRCUMSTANCES SHOULD:

- you consume, purchase or otherwise acquire alcohol;
- you smoke.

If there is any significant violation of this code of conduct, the group leaders reserve the right to consider sending the student home, at the parent/carer's expense.

I have read the above conditions and agree to follow them.

Signature of pupil _____

Signature of parent/carer _____

**EAST LoTHIAN COUNCIL
DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**

PARENTAL CONSENT FORM

Excursion Silver Duke of Edinburgh Practice to Jedburgh 26 th – 28 th September	
Name of participant	Date of Birth
Home Address	
Telephone number(s) Home	Work
Alternative for use in emergency	
In the event of an emergency, it is important that the person in charge of the group has the necessary information about any medical condition which could affect the participation or treatment of your child/ward. All information requested will be treated in strict confidence, and will not necessarily prejudice the inclusion of your child in the activity. It is in the interests of your child that full and accurate information be given and that you notify us of any change in circumstances which might affect participation.	
Has your child/ward had recent surgery or been in contact with any infectious or contagious disease?	
Has your child/ward any known allergy (eg to penicillin)?	
If your child/ward is currently undergoing treatment by a Doctor please give details including medication?	
Has your child/ward received a tetanus injection within the last 10 years?	
Has your child/ward any medical condition which a doctor should know about before carrying out treatment (eg Asthma)	
Is there any activity in which your child may not participate?	
Is there any additional information we should have? (travel sickness, bedwetting, diet, diabetes, etc?)	
Name of Family Doctor	Tel No
Address	
For water-based activities only	
I certify that my child/ward can swim 50 metres and is confident in cold water wearing a buoyancy aid.	
Signature	Date
Insurance Information	
East Lothian Council Public Liability Insurance will meet claims resulting from accidental injury or damage to property if it is proved it was caused as a result of negligence on the part of the Council or a Council employee.	
Participants wishing to obtain cover for personal accident and Third Party Liability are advised to contact an insurance company or broker and to check specifics for any insurance cover included in the trip cost.	
Insurance declaration	
By ticking the box on the right and signing the declaration below I confirm that I have read the letter of 16 March 2017 from <input type="checkbox"/> Alan Cox and I understand the disclosure requirements to maintain curtailment and cancellation cover.	
Declaration	
I have read the information issued concerning the activity and the statement of insurance. I understand the nature of the activity/activities to be undertaken and consider my child/ward fit to take part. He/She does not suffer from any medical condition not stated above and is not travelling against medical advice. I hereby consent to the submission of the above named to emergency medical or surgical treatment including the administration of anaesthetic or blood transfusion as considered necessary by the medical authorities present.	
Name (Block Capitals)	Parent/Guardian
Signature	Date
If you have any other relevant information to share, please write overleaf.	