

Hutchesons' Grammar School

Duke of Edinburgh's
Award Scheme
2020-21



**Active Outdoor Pursuits
Craigower Lodge, Newtonmore,
Inverness-shire PH20 1AT**

Craigower Lodge

- **Emergency Telephone Number: 01540 210 000 (main office)
or 01540 673319**
- **Duty Instructor: 07813 677708**

Useful Website Addresses

www.dofe.org	Duke of Edinburgh's Award
www.edofe.org/	eDofE Login
www.activeoutdoorpursuits.com	Active Outdoor Pursuits
www.google.co.uk/maps	Google Maps
www.edinburghbicycle.com	Edinburgh Bike Co-op
www.dalescycles.com	Dales Cycle Shop
www.cotswoldoutdoor.com	Cotswold (A S Adventure)
www.gooutdoors.co.uk/duke-of-edinburgh/	GoOutdoors
www.meto.gov.uk	Met Office Weather
http://www.tiso.com/	Tiso shop

Contents

WHAT IS THE DUKE OF EDINBURGH'S AWARD?	1
POLICY ON SAFETY AND DISCIPLINE	4
WHAT TO TAKE TO THE CENTRE	9
MOUNTAIN BIKING EXPEDITIONS	10
MOBILE PHONE POLICY UPDATE 2020.....	12
DISPENSING OF NON PRESCRIPTION DRUGS.....	13
POLICY ON EPILEPSY	13
UPDATING OF MEDICAL DETAILS AND EMERGENCY CONTACT NUMBERS	13
SPECIAL INSTRUCTIONS FOR PUPILS WITH MEDICAL CONDITIONS AND SPECIAL DIETARY REQUIREMENTS.....	13
SETTING UP A PROGRAMME FOR THE VOLUNTEERING, SKILLS AND PHYSICAL RECREATION SECTIONS	14
CONTACT LIST OF SCHOOL STAFF WHO CAN HELP WITH VOLUNTEERING, SKILL AND PHYSICAL RECREATION	15
VOLUNTEERING IDEAS:.....	16
DOFE GOLD RESIDENTIAL IDEAS	17
ENROLMENT PROCEDURE 2020-21	19
GETTING STARTED WITH THE AWARD	20
COMPLETION OF THE AWARD.....	22
2020-21 DATES.....	24
EXPEDITION – Payments	25
SHOP DISCOUNTS FOR DofE PARTICIPANTS.....	27
MIDGES	27

WHAT IS THE DUKE OF EDINBURGH'S AWARD?

The Award is a challenging programme of leisure time activities, designed to encourage young people to learn new skills, help others, and experience adventure in the outdoors. Through participation pupils make new friends, develop social and inter-personal skills, and increase their initiative, independence and self-confidence. Completion of the 'Assessed Expedition' and of the final Award gives a great sense of achievement. What's more the Award is highly prestigious, and valued by colleges, universities and employers. Pupils at Hutchesons' participate in either the Silver or the Gold Award.

Below is a brief summary of what will be expected of participants.

Commitment

Participation in the Duke of Edinburgh's Award requires a serious long term commitment both for pupils and their parents.

Very few pupils drop out of the Award, but those who do let down their friends badly. Pupils and parents must check the dates carefully in order to ensure that there are no clashes with other activities. Pupils must not expect to be excused from a training weekend because other commitments arise. All of the training is essential to ensure individual and group safety. We cannot be responsible for sending pupils out by themselves on expedition if training is incomplete.

The DofE Participation fee for Gold is £28 and for Silver £21. The overall costs of the Awards are Gold (**£725**) and Silver (**£596**). See Payment Schedule on pages 24 and 25. Parents should be aware that pupils who drop out of the Award after 15 June 2020 may be liable to pay up to 75% of the total cost of the Award.

Effort & Initiative

A great deal of effort and initiative is required from the pupils themselves. They must be motivated enough to complete the course of training for the **Expedition** and to carry it out. They must also be prepared to meet, on their own initiative, the requirements of the **Volunteering, Skills, Physical Recreation** and **Residential** sections of the Award.

Time

The Award takes about 12 to 18 months to complete for Silver candidates and 18 months to 2 years for Gold candidates. There is a fairly substantial time commitment spread across the five sub-

sections. Times given below can be only a very rough guide.

Team Responsibility

As expedition team members all pupils must be prepared to take responsibility for themselves, their expedition colleagues and their equipment. This is very much a team activity and *all team members will be held responsible for what the team does*. Pupils will be constantly reminded of this by staff and it would help if parents reinforce this point before each training session at the outdoor centre.

THE FIVE SECTIONS OF THE AWARD

Volunteering

An approved form of service must be given. At least 1 hour per week, spread over 6-12 months for Silver candidates, and at least 1 hour per week spread over 12-18 months for Gold candidates.

Skills

Develop a chosen skill, participating at least 1 hour per week over a period of up to 12 months for Silver candidates and 18 months for Gold candidates.

Physical Recreation

Participate and show improvement in a chosen sport. There should be at least one hour of activity per week spread over a period of up to 12 months for Silver candidates and 18 months for Gold candidates.

Expedition

- Attend all scheduled training weekends.
- Attend all meetings during lunch times and after school - **PARTICIPANTS MUST ATTEND ALL MEETINGS PUNCTUALLY**. It is not possible to take pupils who have not been fully briefed on school outings.
- Attend an assessment course with a minimum of 3 days on expedition for Silver candidates and 4 days on expedition for Gold

candidates.

RESIDENTIAL WEEK (Gold only)

One week spent working on a purposeful project, in an unfamiliar environment, with people not known to the participant e.g. environmental and conservation work, or service to others.

Notes

- Some activities require pupils to gain specified awards. e.g. Life Saving & Martial Arts. Check DofE publications in the School Library or use the website www.dofe.org
- It is not expected that volunteering, skill and physical recreation activities continue throughout holiday periods.

Duke of Edinburgh's Award Publications

Pupils are expected to familiarise themselves with the detailed requirements of the Award which are set out in the *Welcome Pack and on the DofE Website*.

THE EXPEDITION SECTION

POLICY ON SAFETY AND DISCIPLINE

All training is provided by **Active Outdoor Pursuits** based at **Craigower Lodge, Newtonmore, Inverness-shire PH20 1AT**. Training can take place at different locations across Scotland depending on suitability and weather conditions. During training, expedition groups will be **mixed** sex, and pupils **will be away from direct adult supervision for long periods**. Overnight camps are supervised from a centre base which may be 50 miles away, or even further in the case of cycling groups, the idea being gradually to remove adult supervision as groups gain experience. On the final 2 or 3 night assessed expedition groups are **on their own**, but are met briefly once or twice by staff at pre-arranged check points. All water based expeditions must of course be more closely supervised **whilst on the water**, with qualified staff observing at all times **from a distance of up to 1km**. Once on dry land they will be **on their own like land based groups**. **Canoe and kayak teams are warned that they must NEVER go on to the water until their instructor tells them that they are cleared to go afloat. This rule also applies at the start of every day on the assessed expedition.**

Training groups of young people to the point where such a degree of independence is reasonable and justifiable is very much the philosophy of the Duke of Edinburgh's Award Scheme. However, this puts great pressure on members of staff responsible for the safety of such groups, increasingly so, as **every year there are serious accidents and fatalities involving groups of school children participating in outdoor pursuits. For this reason, there must be a bond of trust between staff and pupils. This trust must be created through the safe and sensible conduct of candidates throughout the training period.** If **at any stage** it is felt that pupils cannot be trusted to carry out the expeditions safely, in the absence of adult supervision, training will be terminated.

Pupils must accept that whilst they are involved with Duke of Edinburgh's Award activities **normal School Rules apply**. However, given the nature of the activities there are additional rules, outlined below, which pupils must read and agree to follow before enrolling with the Scheme and signing the pupil contract.

Removal from the Scheme

Drinking alcohol, smoking, taking drugs and sexual activity are sending home offences, as are other serious breaches of discipline. Parents will be expected to pick pupils up from the centre, or from whichever base is being used, should such a situation arise.

General Conduct and Discipline

DO

- < dress in a sensible manner;
- < **always** wear seatbelts in coach or minibus;
- < show manners, enthusiasm, initiative and a willingness to help;
- < be punctual at **all times**
- < pay careful attention to instructors and ensure that you are very familiar with all theoretical and practical elements of the course;
- < work together in expedition groups as a **TEAM**, and take responsibility for yourselves, each other, and your equipment;

- < throughout the year work to ensure the physical fitness of your expedition group to complete the final assessed expedition;
- < show consideration to the staff who have volunteered to give up their free time to work with you.
- < Adhere to our mobile phone policy

DO NOT

- < Treat **anyone** disrespectfully;
- < take with you mobile phone; knives; matches or lighters; loud music, outrageous clothing or anything likely to cause offence;
- < make any noise after 11.00pm;
- < **leave any litter outdoors, in centre, or on bus;**
- < cause any damage to property or the environment;
- < light fires without instructors permission;
- < go swimming without instructors permission;
- < go afloat (Kayak/Canoe or other craft) unless an instructor is with you and **tells you to do so;**
- < leave the centre grounds without permission of a member of the **School or Centre** staff;
- < go anywhere, at any time, by yourself;
- < climb in or out of centre windows;
- < wear boots in centre;
- < damage or lose centre equipment through carelessness (**such loss or damage will be paid for at replacement cost**);

- < use mobile phones in an irresponsible or unnecessary manner on the **bus, in the centre or outdoors**;
- < take high energy caffeine drinks eg Red Bull, Relentless. These are **banned** on DoE.
- < behave in a noisy or loutish manner at any time including **bus journeys**;
- < use participation in the award scheme as an excuse for not doing homework;
- < miss school on Monday, following Training weekend.

Basic common sense, courtesy and respect for others WILL BE EXPECTED throughout the course.

THE PUPIL CONTRACT (a separate contract form will be issued)

Before enrolling pupils must read the rules in the DofE information booklet carefully and then read the conditions of the contract below. Do not sign the contract until you understand all of the rules and conditions and are willing to accept them fully. Then ask your parent/guardian to do the same.

- Normal school rules apply on all DofE trips. Due to the nature of the activities there are additional DofE rules and codes of conduct which must be adhered to.
- **1 RED CARD** One serious breach of discipline on expedition training events will result in immediate suspension from the expedition training programme. Examples of behaviour that would lead to immediate suspension include: bullying; theft; vandalism; drinking alcohol; drug abuse; abusive or violent behaviour; sexual activity; deliberate or foolhardy behaviour which could lead to personal injury or damage to property or the environment; going swimming without permission and supervision; lighting fires without permission and supervision; gross disobedience, insolence or defiance.

- **3 YELLOW CARDS.** A three strikes and out policy will be applied for other breaches of discipline. Issue of a third yellow card will lead to immediate suspension of expedition training in S4. Examples of behaviour that would lead to issue of a yellow card include: noisy and disruptive behaviour after 11.00pm; noisy and disruptive behaviour in the dining room; failure to wear a seatbelt on the bus; persistent failure to listen to instructors; disobedience; rudeness to centre or school staff; leaving the centre campus without permission; dropping litter; going into dormitories or tents of the opposite sex; misuse of mobile phones. Parents will be notified when a yellow card is issued.
- Serious or persistent bad behaviour in school during S4 may result in suspension from expedition training, if it is felt that pupils cannot be trusted to act safely on expedition.
- Suspension does not mean that a pupil will be removed from the Duke of Edinburgh's Award Scheme. Suspension means that expedition training will be put on hold until the pupil is able to demonstrate that they are sufficiently mature to complete the expedition safely - without adult supervision.
- Following suspension of expedition training in S4, pupils who show commitment and developing maturity will be encouraged to complete their expedition training and assessment in S5 or S6.
- Pupils must show that they are ready to resume expedition training in the following three ways:
 1. Apologise to their DofE group leader and ask if they will continue to supervise their progress through the other three sections of the Award i.e. volunteering, skill and physical recreation.
 2. Continue to progress with these three sections of the Award through S4/5.
 3. Maintain a record of good behaviour in school for the remainder of S4/5.

WHAT TO TAKE TO THE CENTRE

As a **minimum** and in **addition** to clothing worn for travel to and from the Centre, pupils should have the following:

- **1 x 3 season sleeping bag**
- **3 Bin bags to keep things dry.**
- 2 warm **fleece** jumpers
- 2 shirts or base layers (thermal, not cotton)
- 2 warm pairs trousers (wool, fleece or trekking trousers)
- 3 pairs warm woollen or loopstitch socks
- 2 changes of underclothes
- 1 warm woollen or fleece hat
- 1 pair of mitts or gloves
- 1 pair of old training shoes or wet shoes (water activity groups)
- Torch (hand or head)
- 1 pair of sun glasses, sun cream and a sun hat (summer)
- 1.5 litre water bottle
- 1 midge hood & spray (summer)
- Rubbish sack or liner (for rucksack)
- 1 towel
- toiletries
- pocket money for sweets etc
- Camera (good but not essential. Keep in waterproof bag)

Waterproofs, boots, rucksacks, tents and stoves are provided by the Centre but pupils may prefer to bring their own. Pupils wishing to use their own equipment **must** have it checked by their instructor first! Cotton clothing is worse than useless when wet.

Loading minibus/coach

Pupils are always responsible for loading and unloading their own bags and equipment. Please do not leave luggage behind as it causes great inconvenience to everyone.

MOUNTAIN BIKING EXPEDITIONS

Cyclists must provide their own bike, helmet, gloves, glasses and pannier rack. These expeditions go over rough roads and tracks carrying heavy loads. You will have everything you need for a 3 or 4 day expedition including tents, stoves, clothes, food. For this reason you must have a bike and equipment which is up to the job if your expedition is to be a success.

Important : Cycling gear/tools will be discussed at the first couple of weekends so it is best to wait until then before spending money on things which are unsuitable.. **However you must have a fully serviced bike, helmet and rack for the 1st weekend.**

- **A Mountain Bike :** This should be of good quality bought from a recognized cycle dealer. Cheaper bikes bought from non-specialist stores are likely to have poor components which may be fine for popping down to the shops but will not stand up to D of E expeditions.
- **Pannier Rack :** This is what carries all the weight and it must be very sturdy. It must fasten to the bike with **4 separate bolts not 3.** The rack should have some shape to it other than a triangle. This is usually in the shape of a dog leg on the part of the frame nearest to the back, to stop the panniers rubbing into the wheel. You want the **strongest rack you can buy** eg a stainless steel rack, Blackburn Expedition rack. When you are fitting the rack it should be horizontal. You can buy a good rack for £25-£35.
- **Panniers :** The school has a few panniers but not enough for everyone, so you should buy your own set. Panniers must be waterproof and have strong clips which fasten round 360 degrees - the ones with hooks will come off. They should also be large enough to hold all of your kit for 3/4 days.

- **Padding** : Your bike will be transported on the coach or with Minibus & trailer, which may cause damage if it is not protected. Suitable padding might be pipe lagging, old carpet, old Karrimat or a bike bag. Padding can be fitted quickly and securely on your bike with cable ties.
- **Tools & Spares** : As a group you must ensure that you have enough of the following for your final expeditions:
 - Pumps with the correct valves for your tyres, inner tubes, gear cables, brake cables, brake blocks, chain tool, allen bolts for your bike rack, adjustable spanner, allen keys for your bike, cable ties, spare pannier clips, degreaser, oil, spokes, spoke key. **Shared between the group the expense will not be great.**
 - **Helmet** : Cycle helmets must **always** be worn. Make sure it is the correct size for you and that it meets required British Safety Standards.
 - **Cycle Glasses** : Essential for mud/sun/insects/branches. Old sun glasses will do.
 - **Cycle Gloves** : Cycle gloves must **always** be worn. These must have leather palms.
 - **Extras** : There are a number of things which, although **not essential**, make your life a lot easier : straps/bungee and a dry bag to fasten things onto the top of your pannier rack; computer to work out distances; small rucksack for your lunch etc; lightweight waterproof boots to avoid wet feet and cycle shorts to reduce saddle sore.
 - We have bought a copy of the **Haynes Bike Book** which tells you how to repair/service bikes etc. As a group you should give each other the job of looking up different parts of a bike e.g. riding position, brakes, gears, wheels so that at least one person knows how to fix each part of the bike. This is in the library along with a number of other books on cycle routes in Scotland.

MOBILE PHONE POLICY UPDATE 2020

Hutchesons' Grammar School have updated our DofE mobile phone policy to be in line with The Duke of Edinburgh's Award Expedition Handbook 13th edition which states:

'Increasingly a DofE Expedition is one of the very few times that young people will experience isolation away from mass media and instant communication, working only with a team of their peers. This must be embraced as one of the core principles of the Expedition section.'

In conjunction, Active Outdoor Pursuits our new mobile policy is:

- Pupils may choose to bring their mobile phone for the **coach journey only** as this can be useful to communicate things such as travel delays to parents. On arrival, phones will be securely stored in a group envelope in a locked cupboard in the Active office. However, pupils should have their own mobile insurance as these are not insured by either the school or Active Outdoor Pursuits. If pupils are not happy with these arrangements, then their mobile should be left at home;
- All pupils will **hand in their mobile phones** to their instructor before leaving on expedition. They will be re-issued at the end of the expedition training weekend;
- Each expedition group will be issued with **one school mobile phone** which will be kept switched off and in the First Aid Kit. Each group will be given training on use of the phone. This phone is only to be used in **emergencies** and will have the Emergency Contact Number saved in the contacts or dial 999;
- Parents needing to contact pupils with an **urgent** or **emergency** matter should do so via **Active Outdoor Pursuits 01540 673319** who are best placed to communicate messages;
- If pupils experience a non-emergency issue, they should contact their instructor first who will be nearby and able to help them;
- Pupils wishing to take photos or videos for their **Expedition Aim** should bring a separate device for this purpose e.g. digital or disposable camera;
 - This is a requirement of all pupils taking part in the DofE programme and will now be included in our code of conduct for all future training weekends and expeditions. Pupils will be issued with an updated code of conduct.

We believe that implementing the updated DofE guidelines will allow our pupils to experience the challenge of teamwork and to appreciate the environment in a fully independent manner; whilst always having the support of an instructor and an emergency contact if necessary.

'Using mobile phones on an expedition can destroy the sense of isolation and solitude core to the learning and self-reliance of the

DISPENSING OF NON-PRESCRIPTION DRUGS

It is the policy of Active Outdoor Pursuits **not** to dispense non-prescription drugs to students. Members of the Hutchesons' staff have been asked to uphold this policy. Pupils who suffer from headaches may bring their own painkillers as part of a personal First Aid Kit.

POLICY ON EPILEPSY

Parents of pupils with epilepsy **must** give the relevant information on the *Parental Consent Form*. **Pupils who suffer from epilepsy are usually allowed to participate in walking expeditions, but not water activities or mountain biking.**

UPDATING OF MEDICAL DETAILS AND EMERGENCY CONTACT NUMBERS

As participation in the scheme is spread over at least one year, medical details and emergency contact numbers may change. **It is the responsibility of parents/guardians to keep group leaders and Craigower Lodge informed of relevant changes throughout the course.**

SPECIAL INSTRUCTIONS FOR PUPILS WITH MEDICAL CONDITIONS AND SPECIAL DIETARY REQUIREMENTS

ADVICE TO PUPILS On arrival at the centre, or very soon thereafter, inform your **instructor** about your condition and, or requirements. When out on expedition, always check the contents of your food on the label. Mistakes have been made in the past. **You must take a large measure of responsibility for yourself here**, as we all must.

SETTING UP A PROGRAMME FOR THE VOLUNTEERING, SKILLS AND PHYSICAL RECREATION SECTIONS

The requirements of the Physical Recreation, Skills and Volunteering sections, and the Residential Week (Gold only), inevitably involve pupils with a very broad range of activities and individuals outside of the school community. Whilst a contact list of the school staff who may help is provided, it is the responsibility of **pupils themselves** to make their own arrangements for the completion of these sections. Help and guidance is of course given initially, and at regular intervals, and is **always** available on request.

Given the number of pupils involved in the Award here however, **it is impossible for school staff to check out every venue and every adult helper, and no attempt will be made to do so.** It cannot be overemphasised therefore that it is the responsibility of parents and not the school, to ensure that arrangements made by participants with respect to these sections are appropriate to successful completion of the Award, and above all **safe**.

CONTACT LIST OF SCHOOL STAFF WHO CAN HELP WITH VOLUNTEERING, SKILL AND PHYSICAL RECREATION

Mrs L Stewart	-	Community Service
Ms J Devenney	-	Archive Volunteering
Ms M Valdelievre & Mr J McLeod	-	Debating
Mrs S Breckenridge	-	Art & Design and Photography club
The PE Department	-	Any form of physical recreation
The Music Department	-	Individual instrumental skills.
		Group activities e.g. orchestra/choir
The Drama Department	-	Any form of Drama.
The Classics Department	-	Twilight Latin skill.
Mr C Macleod	-	Volunteer with Church Youth Club, Climbing, IT Skill or FutureLearn online courses
Mrs M Windows	-	Eco Schools/Recycling and Gardening Skill
Mr J Di Mambro	-	Bridge
Miss A Armour	-	Young Enterprise
Mr C Boswell	-	Help with Running Club
Mrs P Mackinnon	-	After School Care
Mr P Russell	-	S1 rugby after school on a Tuesday
Physics Department	-	Physics club
Mrs N Wyatt	-	Wellness Walks on Tuesday lunchtime
Mrs A Martin	-	Indoor Rowing club
Mr J Spencer	-	Wing Chun martial arts skill
Ms C Fergusson	-	Fabric Skills Twilight
Miss A Knox	-	Primary Running club after School Tuesday or Primary hockey club after school Thursday.
Mrs M Denham	-	Library Skills
Mr D WolfRoot	-	LGBTQ+ Café
Mrs E Bertram	-	S6 Linguists helping S1 Language Classes
Jan King (FP)	-	Rainbow girl-guiding in Carmunnock on Tuesday nights – see Mr Macleod for details

VOLUNTEERING IDEAS:

- Scottish Futsal League
- Volunteer Tutors Organisation St Charles Primary School, 13 Kelvinside Gardens, Glasgow G20 6BG
- The National Energy Foundation has their Energy Envoys volunteering opportunity
- Oxfam Charity Shop – Clarkston & Victoria Road, Byres Road
- Coaching e.g. Titwood Tennis Club, Clydesdale Cricket Club, Giffnock North Athletics, Gymnastics coaching
- Swim coaching e.g. Castlemilk Pool, Govanhill Amateur Swim club
- Scout/Guides/Brownies/Beavers
- Orchard care home; Eastwood court
- The Walton Community Care Centre.
- Hockey/Rugby Coaching e.g. GHA, Clydesdale
- Football coaching Giffnock Soccer Centre or Cambuslang
- Barnardo's children shop, Newton Mearns, G77 6NP
- Sherbrooke Lodge Care Home
- Disabled tennis, Gorbals Sports Centre
- Temple Swimming Disability Club Whitehill Pool.
- Church Youth work
- Charity Shops
- Drama Class Teaching Scottish Youth Theatre Glasgow
- Glasgow Humane Society. Glasgow Green, Glasgow G40 1BA.
- Elderly e.g. Crosshouse hospital, Kilmarnock
- Caring for animals with a charity.
- Ucare Foundation, 320 Victoria Road, Glasgow, G42 7RP
- Newark Care Home, Newton Mearns
- Cosgrove Care, Skirving Street, Shawlands
- The Samaritans
- Faith Groups e.g. Glasgow Reform Synagogue.
- ShowDowns in Hutchie Drama Studios morna.lawson@gmail.com
- Animal Rescue Centre
- Club 170, Queen's Park Govanhill Church. Meals for homeless on Sunday 4.30-6pm
- Disabled Scouts: Monday nights from 7pm to 9.15pm in Cathcart Trinity Church

NB Care of the elderly must be extra non-essential tasks or with a

recognised charity.

DOFE GOLD RESIDENTIAL IDEAS

Please note some of the residential opportunities will be free whilst others such as the Activity Holidays will incur a cost. Below is a sample of residential activities our own participants at Hutchesons' have experienced or be brave and search the web, you may find a new opportunity which suits you - always check with your Award Leader for suitability.

Helping others:

- Revitalise www.revitalise.org.uk 0207 288 6867
volunteer@revitalise.org.uk
- Tall Ship Sailing - On board Tenacious - One of the Jubilee Sailing Trust tall ships for disabled crew
- MENCAP, 3H Fund holidays
- Volunteer at the Special Olympics
- Ardmay House Outdoor Centre group leader for residential summer courses for children aged 8-16.
- Sense Deafblind charity
<https://www.sense.org.uk/content/volunteering-sense-holiday>
- Board Gaming <https://grumpymooseltd.wordpress.com/courses/>

Activity team building holidays:

- Activity team building holiday at The Lochgoilhead Centre for more info go to <https://www.facebook.com/events/648719638517671/>
- The DofE residential course at Glenmore Lodge, Inverness-shire. Please contact the DofE Scotland Office for more information 0131 343 0920 or **Scotland@DofE.org**
- Multi Activity Week at Active Outdoor Pursuits for more information contact
info@activeoutdoorpursuits.com
- Youth Hostelling: <https://groups.yha.org.uk/duke-edinburgh>
- Abernethy Trust: <http://www.abernethy.org.uk/about-us/individuals-families/dofe-residentials/>
- Sailing: <http://www.nationalcentrecumbrae.org.uk/courses/duke-of-edinburgh>
- Outlook Adventures Scotland
<http://www.outlookadventures.co.uk/doferesidentials>

- Outward Bound:
<https://www.outwardbound.org.uk/courses/summer-adventures/duke-of-edinburghs-award/>
- Horsemanship <http://www.goforgoldexpeditions.co.uk/>
- Benmore Outdoor Learning Centre
<https://www.joininedinburgh.org/sports/duke-edinburgh-award/>
- Cumbria Outdoors Cookery
<http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/cumbriaoutdoors/dukeofedinburgh.asp>

Conservation:

- National Trust Working Holiday
- John Muir Trust - Protecting & Managing Wild Land
- Royal Society for the Protection of Birds
- The Conservation Volunteers | Join in, feel good
- Conservation Weeks | Trees for Life
- Abernethy Ardeonaig outdoor centre
- Peak District Conservation <https://ppcv.wordpress.com/dofe/>
- Yorkshire Dales Conservation:
<http://www.dofeyorkshiredales.org.uk/>

Leadership:

- Mark Scott Leadership for Life
- Air Cadet Leadership Course
- DofE Leadership Gold Residential (see DofE website)

Educational:

- Advanced Maths Summer Course at Imperial College London
- HeadStart University Taster courses over the summer.

ENROLMENT PROCEDURE 2020-21

Pupils who wish to enrol for either the Silver or Gold Award beginning in September 2019 **must** attend the information and enrolment meetings. Parents of pupils who are undertaking their first Award must attend the parent's information meeting. Parents of Gold enrollers only need attend this meeting if their child is a direct entrant to Gold i.e. did not do the Silver Award.

- **S3 Pupil Information Meeting** : Thursday 30th January 2020, 3.30pm, Georgeson Room
- **S5 Pupil Information Meeting** : Friday 21st February 2020, 12.45 – 1.30 pm, Georgeson Room.
- **Parents' Information Meeting** : Tuesday 18th February 2020, 7 pm, Fotheringay Auditorium.
- **S3 Division into Expedition Groups** : Thursday 27th February 2020, 3.30 pm, Assembly Hall.
- **Deadline for Gold Forms** to be handed to Mr Macleod : Friday 6th March 2020
- **Meeting for S5 Pupils who have registered for Gold Award** : Monday 16th March 2020, 12.55 pm, Georgeson Room

For Silver and Gold participants walking, kayaking, cycling and open boat expeditions will be available.

Walking requires teams of 6 pupils; kayaking and mountain biking teams of 7 and open boating teams of 8. After the Parents Evening pupils can hand in a complete group envelope with all enrolment forms for everyone in their chosen group to the DofE Base. Silver groups should be mixed sex. Those who hand in complete group envelopes first, will be given first choice of activity. However, teachers will have an input to the composition of expedition teams. Anyone who does not have a complete group will be helped to form one at the Division into Expedition Groups meeting on Tuesday 5th March at 3.30pm in the Dining Room. At this meeting pupils should come ready to be accommodating. Pupils must be prepared to work with others who they are not already friends with, as staff try to assist them find the best group. Teamwork and working with others are a very important part of the Award.

When all teams are finalised a master sheet will be posted on the DofE office door.

GETTING STARTED WITH THE AWARD

Later in the summer term pupils who enrol will receive a starter pack including a **Keeping Track** booklet. It does not need to go to the centre with you each time - keep it safe at home. The booklet is important and details of all your activities *must* be kept in here. **You must ensure that the people who oversee you through each section of the Award sign this. It is your responsibility** to ensure that it is filled in and signed in the correct places by all of your instructors/tutors. Keep this up to date and keep it safe. As soon as you are given the keeping track booklet **FILL IN YOUR PERSONAL DETAILS** at the front.

The paper based 'Keeping Track' booklet system is combined with an electronic system (eDofE) of monitoring participant's progress in all the sections allowing evidence to be submitted. In addition to ensuring the people who oversee you through the sections of the Award sign the 'Keeping Track' booklet, the mandatory sections of the eDofE account must be completed. This also includes a photograph or scan of each section of the 'Keeping Track' booklet added as evidence and marked as 'assessor's evidence'. If you choose to submit additional evidence then this must be limited to one per section.

If not already started you must begin work on the *volunteering, skills and physical recreation* sections of the Award immediately, or as soon as you are old enough i.e. 16 years for Gold and 15 years (or start of S4) for Silver. If you are a Gold participant you should also be thinking about the *Residential week*.

The aim is to set up a personal programme of activities which you will enjoy, and which will satisfy the requirements of the Award Scheme. The rules and regulations are very rigidly applied, so you must spend lot of time studying the DofE website to make absolutely sure that you get it right at the start. Getting it wrong at this stage could lead to you **wasting a lot of time and energy** later.

All expedition groups will be allocated an Award Tutor, who will be a member of the Hutchesons' staff. (See D of E notice board). It is the responsibility of your tutor to look after you whilst you are at the centre, and to accompany you on some of your expedition training. It is also the tutor's responsibility to arrange meetings with you in school throughout the year, in order to help you to set up and successfully complete your programme of activities. It is your responsibility to attend all meetings punctually. You should arrive at the first meeting having studied the DofE website and with firm ideas about what you intend to do for each section.

Do not expect the tutor to do the planning for you. That is your job. They will offer advice and tell you if you are going wrong.

Working with your tutor you will finalise your programme early in the autumn term and the mandatory sections of eDofE should be completed. This should be submitted for approval to your tutor **before the October holiday**.

Working with your tutor you will finalise your programme early in the autumn term. Your programme of activities should be submitted to your tutor on eDofE for approval.

Please note that the requirements are different for DIRECT ENTRANTS i.e. Silver participants who do not have the Bronze Award, and Gold participants who do not have the Silver Award (see the DofE website) **Check this very carefully** with your tutor to make sure that you know how many months you must work for each section.

For the volunteering, skill and physical recreation sections you should be working for about **one hour per week** for the specified number of months.

The *Contact List* is a list of school staff who are willing to help with a broad range of activities covering volunteering, skill and physical recreation sections of the Award. Please be **reliable and courteous** to them, and show your appreciation for the voluntary help that they give you. Do not let them down or annoy them in any way.

COMPLETION OF THE AWARD

In order to complete the qualifying venture each expedition team must give an expedition report, which includes an account of the team's expedition **AIM** and details of their expedition route, to the group leader **BEFORE THE OCTOBER BREAK in S5**. This can be added as evidence on the eDofE account. The expedition section will be completed by your group leader and instructor, however your 'aims and personal goals' must be completed by the participant.

SILVER PARTICIPANTS

Sometime during S5, and as soon as possible (especially if you intend to do Gold), complete the Volunteering, Skills and Physical Recreation sections, and get your keeping track booklet fully signed up. Check the website to make sure that you have fulfilled all of the requirements, and filled in the booklet properly. Each section must be submitted as evidence and marked as 'assessor's evidence' on your eDofE account. Even if dates are slightly wrong in one section your booklet. A query request will be made on your account and changes will be requested. In addition all the mandatory sections of the eDofE must be completed and submitted for overall Award approval.

When you have received confirmation of the overall Award approval on your eDofE account. Your badge and certificate will be distributed by Dr Smith at Assembly. A presentation will take place once a term.

GOLD PARTICIPANTS

Upon successful completion of the expedition, we hope you will be able to complete the other sections while attending College or University, or during a year out. There are many opportunities for an exciting new activity, some of which will fit in well with completion of the Gold Award. Dr Smith will remain your Award Officer. She may need to get in-touch with you **so please update your e-mail on your eDofE account**. In addition to completing all the mandatory sections on eDofE, a gold notification form must be filled in. Your homepage will show the 'Gold notification' icon. Click on this and complete the form requesting details regarding the GAP (Gold Award Presentation) at Holyrood Palace.

The Gold notification form must be completed by December for presentation in the summer term at the palace (usually it's the first week in July). The form will be automatically forwarded to the national Award office in Edinburgh. At this stage your Gold Award will be processed. Your badge will be left at the Beaton Road office for collection whilst the arrangements for the ceremony at Holyrood Palace will be sent directly to you by the national Award office. We will be pleased to help in any way possible. You have done the hard part, and this Award really is worth having. It may get you the job or university place you want, so make sure you complete it!

Good Luck!

C D Macleod

2020-21 DATES

SILVER AND GOLD EXPEDITIONS TO CRAIGOWER LODGE

The 2020 dates will be published by the summer term once things such as SQA times and sports fixtures are known. This should help to avoid clashes with other activities.

For guidance the commitment will be for each group will be :

- **A September training weekend** 7am Saturday to 7pm Sunday.
- **A March training weekend** 7am Saturday to 7pm Sunday.
- **A 3-day Practice weekend** in early June
- **A 3-day (or 4-day for Gold) Final Expedition** in late June

The first training weekend dates in 2020 are:

S4 Silver A: (Rugby Players) – Mr Stirling

Saturday 29 August 2020 depart 0700 – Sunday 30 August 2020, return 1900

S4 Silver B (Drama Group) – Dr Smith

Saturday 12 September 2020 depart 0700 – Sunday 13 September 2020, return 1900

S6 Gold Group : Mr Macleod

Saturday 19 September 2020 depart 0700 – Sunday 20 September 2020, return 1900

Jewish New Year Festival (Rosh Hashanah) – See Mr Macleod if alternative arrangements are needed.

EXPEDITION – Payments

Gold and Silver Award

Payment for the Award is in 4 instalments via direct debit on the dates noted below.

Parents who do not wish to pay by direct debit may pay the total cost of the Award in advance no later than 19 April 2020 via bank transfer or debit/credit card. Payment by bank transfer can be made using the following details:

Bank of Scotland
Sort code 80-54-01
Account no 00472870

Please quote the pupil's name and 'DofE 2021' as reference with your payment

Questions regarding payment of amounts due should be directed to Miss Debbie Mosson, Billing & Accounts Administrator, at the Trust Office on 0141 433 4451.

Parents should be aware of the following:

- The DofE Participation fee for Gold is £28 and for Silver £21.
- Instalment 1 includes a non-refundable deposit for 20% of the centre fees.
- Pupils who withdraw from the Award after 19 June 2020 may be liable to pay up to 75% of the total cost of the Award.
- If payments are not met on the due dates pupils will be withdrawn from the Award by the Trust.
- Pupils should take out appropriate Insurance to cover withdrawal from the award, if desired.

Gold Award

PAYMENT	PAYMENT DEADLINE	AMOUNT
Participation fee	20 th April 2020	£28.00
Instalment 1 – Non-refundable deposit	20 th April 2020	£153.25
Instalment 2	19 th June 2020	£181.25
Instalment 3	19 th November 2020	£181.25
Instalment 4	19 th March 2021	£181.25
Total Course Cost		£725.00

Silver Award

PAYMENT	PAYMENT DEADLINE	AMOUNT
Participation fee	20 th April 2020	£21.00
Instalment 1 – Non-refundable deposit	20 th April 2020	£128.00
Instalment 2	19 th June 2020	£149.00
Instalment 3	19 th November 2020	£149.00
Instalment 4	19 th March 2021	£149.00
Total Course Cost		£596.00

SHOP DISCOUNTS FOR DofE PARTICIPANTS

You would just need your DofE card or proof you are participating:

- 15% Tiso, Millets & Blacks shops
- 15% Active Outdoor Pursuits:
<http://www.activeoutdoorequipment.co.uk/>
- 10% Go Outdoors at Clydebank:
www.gooutdoors.co.uk/duke-of-edinburgh/

MIDGES

Midges are tiny swarming insects that are found all over the world, the particular sub-species of the midge that is found in Scotland is known as the Highland Midge, and it has a reputation for being more ferocious than most. It is the female midge that bites. It can only lay its eggs after it has had a blood meal; which is where you and I come in. Midges start to become a problem in May and usually last through to September when their numbers diminish rapidly, before they finally disappear with the first real frost of autumn.

What to do

- **Nice and Breezy** - Camp where there is likely to be a breeze. (not near trees). Midges are very poor fliers and cannot cope with wind.
- **Keep it shut**- keep your tent door shut in order to minimise the number of midge that get inside.
- **Cover up** – Wear light, long sleeved clothing in the evenings. (Midges are more attracted to dark coloured clothing) Make sure that your top is tucked in to your trousers in order to avoid exposing your back or midriff.
- Buy a **midge hood** (about £5, from any outdoor equipment shop)
- **Repellent** – No one repellent seems to work for everyone. The most common ones used are those which contain at least 20% DEET (This is definitely toxic and can dissolve waterproof clothing and tents). Other Non-toxic solutions such **SMIDGE** or herbal remedies such as **Eureka Midge repellent** may be just as effective. Recent research has suggested that midges have a dislike for **Vitamin B¹** (Thiamine). Eating more Vitamin B¹ rich food or wearing a Thiamine patch may prevent them biting you.

- In the event of being bitten, you should apply an **anti-histamine** cream to the bite. If you have a severe reaction to a bite/bites let a member of staff know immediately.

Repellents will only buy you time!

TICKS

A *tick* is a small, blood-sucking mite. Normally it lives on blood from larger animals, like deer, but it may also attach itself to humans.

Avoidance

- Check yourself regularly, especially before going to bed and after a shower. Pay particular attention to areas such as your legs, your groin and your back. Get a friend to check the bits of your body that you can't reach or see.
- Don't go barefoot in long grass or heather.
- Avoid light coloured socks.
- Put insect repellent around ankles and on socks.

Removal

- Do not apply heat or chemicals like meths. These cause the ticks to regurgitate their stomach contents back into the wound and increase the risk of infection.

Tick removal tool

1. Choose the most suitable tool; according to the size of the tick (there are two sizes, one for adult ticks and one for the tiny nymph ticks).
2. Engage the hook by approaching the tick from the side (the body of the tick is flat) until it is held securely.
3. Lift the hook very lightly and TURN IT (screwing or unscrewing). The tick detaches itself after 2-3 rotations.
4. Tick removal cards are often effective too.

Tweezers

Grasp the tick as close to the host's skin as possible and pull upwards with steady, even pressure. **Do not** twist or jerk the tick as this may leave the mouth parts embedded, or cause the tick to regurgitate infective fluids. Remove any embedded mouth parts with tweezers or a sterilised needle.

Lymes disease

Occasionally (in this country), ticks transmit a potentially serious disease called Lymes disease. This is completely curable in its early stages. If you notice a strange rash spreading out from a tick bite or if you suffer joint pain and flu like symptoms several weeks after having been bitten, then you should see you doctor and tell him/her that you have been bitten by a tick.

**TRANSMISSION IS RARE, IF INFECTED TICKS ARE REMOVED
WITHIN 24HRS OF ATTACHMENT.**

For the latest advice or more information please visit:

<https://www.nhs.uk/conditions/insect-bites-and-stings/treatment/>

