

Dear Parent/Carer

This letter confirms that your child has a place on Duke of Edinburgh Silver at PCSA for 2023/2024. The ParentPay schedule of payments is now live. All payments must be made prior to the expedition. We would appreciate contributions for the cost of the trip to be made by 31 March 2024 with the £25.50 deposit paid by October 31st. If payments are not received by this time, it may not be viable for the trip to proceed. The total cost of the expedition is £138.01.

Below is confirmation of some key information:

Kick off P6

The first P6 session in which your child's eDofE account will be set up is on Friday 3rd November from 15:15-16:15. This will take place in IT3 and is for the participants only.

Regular P6

There will be a silver DofE check in P6 every Week 1 Friday 15:15-16:15 in IT3. These will include check in and route planning sessions for the expedition. If there is an issue with the timing of this P6 please contact me directly.

Training Day

There is a training day set for Tuesday 23rd April 2024. This will be in school during normal hours, however the students will be off timetable.

Practice Expedition (Exmoor)

This is scheduled for Wednesday 15th - Friday 17th May 2024. The participants will need to be in school by 8am on Wednesday. We aim to return by 18:00 on Friday, however this is dependent on when the groups complete the expedition.

Assessed Expedition (Dartmoor)

This is scheduled for Thursday 20th - Saturday 22nd June 2024. The participants will need to be in school by 8am on Thursday. We aim to return by 19:00 on Saturday, however this is dependent on when the groups complete the expedition.

Expedition expectations reminder

To qualify to go on the expedition each participant must have:

- Submitted a programme planner for each of the Volunteering, Physical and Skills sections (on eDofE)

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- Started completing all three sections
- One section completed with an assessor report
- Attended a minimum of five DofE P6s, these will be held on Week 2 Fridays in IT3
- Completed the in school Silver training day
- Demonstrated that they can uphold our school's character values and therefore can be trusted to complete the expedition section safely as part of a team

If there are any concerns around student conduct in relation to the school character values then you will be contacted within plenty of time with an agreed action plan put in place.

Kit List

Below is a kit list for the expeditions. It is important that students bring their own appropriate footwear, clothing, food and sleeping bags. However, there is a limited supply of footwear, sleeping bags and sleeping mats available to borrow from school. Please email me directly if you wish to access any school stores or have any concerns with kit requirements.

Below is a simple guide to kit requirements. You can download a comprehensive "DofE Expedition Kit Guide" on <https://www.dofe.org/shopping/dofe-expedition-kit-list/>

There is also a comprehensive expedition FAQ I put together, please refer to that for help with the expedition. This can be located on the [PCSA DofE webpage](#).

Please do not rush to buy equipment prior to receiving your DofE discount card.

I look forward to working with your child to facilitate them gaining their Duke of Edinburgh Silver award. Please bear in mind that this is an independent award where it's achievement is mainly down to the participants motivation and effort and your support will be vital to encourage their engagement.

Thank you

Kind regards

Mr Brand

DofE Manager

KIT LIST

Go it	Packed it	Item needed	Specific tested items: DofE recommended
		1 pair of walking boots Trainers for the campsite 3 pairs of walking socks	Hi-Tec: Eurotrek Lite WP, Aysgarth WP, Summit WP, Bandera Lite WP, Bandera II WP, Ravine WP, Raven Mid WP, V-Lite Psych Mid WP Bridgedale: HIKE range Men's and Women's: Midweight, Lightweight and Ultralight Merino Performance, Midweight and Lightweight Merino Comfort, Lightweight and Ultralight Coolmax Performance, Junior Merino Comfort
		2-3 t-shirts 2 fleece tops or similar Thermal t-shirt (optional) Jacket/coat (water & windproof)	Craghoppers: Fusion T-shirt Craghoppers: Fleece: Vector Hooded Jackets and Half Zip Tops Craghoppers: Orion, Atlas, Explore Waterproof Jackets
		2 walking trousers (NOT jeans) Waterproof over-trousers 1 pair shorts (if appropriate)	Craghoppers: Verve Trousers and Velocity Tights Craghoppers: Ascent Overtrousers
		Underwear Nightwear Warm hat &/or sunhat 1 pair gloves (if appropriate)	
		Sleeping bag Sleeping mat (optional)	Vango: Nitestar, Latitude, Venom Vango: Single Trek mats

	<p>Individual Items: Rucksack Rucksack Cover</p> <p>Food for the whole duration</p> <p>Water Bottle (2 litres) Fork/Spoon/Bowl Mug Wash kit Small towel Suncream</p> <p>Group Kit to carry between team: Whistle Tent Camping Stove/ fuel Maps Compass Torch Watch</p>	<p>Provided by PCSA Provided by PCSA</p> <p>FOOD: Wayfayrer: ready to eat expedition food Firepot: dehydrated expedition food Get advice at DofE.org/shopping/food</p> <p>Provided by PCSA Provided by PCSA Provided by PCSA Provided by PCSA Provided by PCSA</p>
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PCSA Trips Terms and Conditions

Payment

1. Once you have received confirmation of your child's place a deposit of £25.50 must be received on Parent Pay by 31 October 2023 as per indicated in letter. This deposit is **Non-refundable**.
2. You will be required to use Parent Pay to make payments and to help spread the cost of the trip, an approximate schedule is set out below. Costs listed below are subject to alteration and addition depending on the uptake. Figures have been supplied to enable you to work out affordability.

	Estimat ed Price	Deposit 31 October	30 November	31 December	31 January	29 February	31 March
DofE Silver	£138.01	£25.50	£22.50	£22.50	£22.50	£22.50	£22.51

3. The payment becomes overdue if it is not received by the week after the stated payment date.
4. If monthly interim payments are not met, this does not constitute a request to withdraw your child's place from the trip. You must notify the school in writing at the earliest opportunity if you have any problems in making these payments.
5. We expect the trip to be paid in full by 31 March 2024 to ensure we can fulfil our contractual obligations for the trip.

Cancellation

1. Cancellation must be received by the school in writing to PCSA admin office – mainoffice@pcsa.theplt.org.uk.
2. Cancellation costs are set out below:

Between 1 st and 2 nd payment	40% of total cost minus non-refundable deposit will be refunded, except in exceptional circumstances
Between 2 nd and 3 rd payment	60% of total cost minus non-refundable deposit will be refunded, except in exceptional circumstances
Between 3 rd and 4 th payment	100% of total cost minus non-refundable deposit will be refunded, except in exceptional circumstances
If cancelled less than a month before leaving date	A refund will not be processed. If a replacement can be found then a refund will be given minus the non-refundable deposit.

3. Deposits cannot be transferred from one trip to another trip should your son / daughter change their mind.

Insurance

1. The trip is insured by the school Insurers.
2. You are required to notify the school if your child has any pre-existing medical conditions as they may not be covered.
3. Electronic items such as cameras, mobile phones are not covered by the school insurance. These are taken at the owner's risk.

Miscellaneous

1. The school reserves the right to exclude from the trip a pupil whose behaviour has given concern at any stage during the year.

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