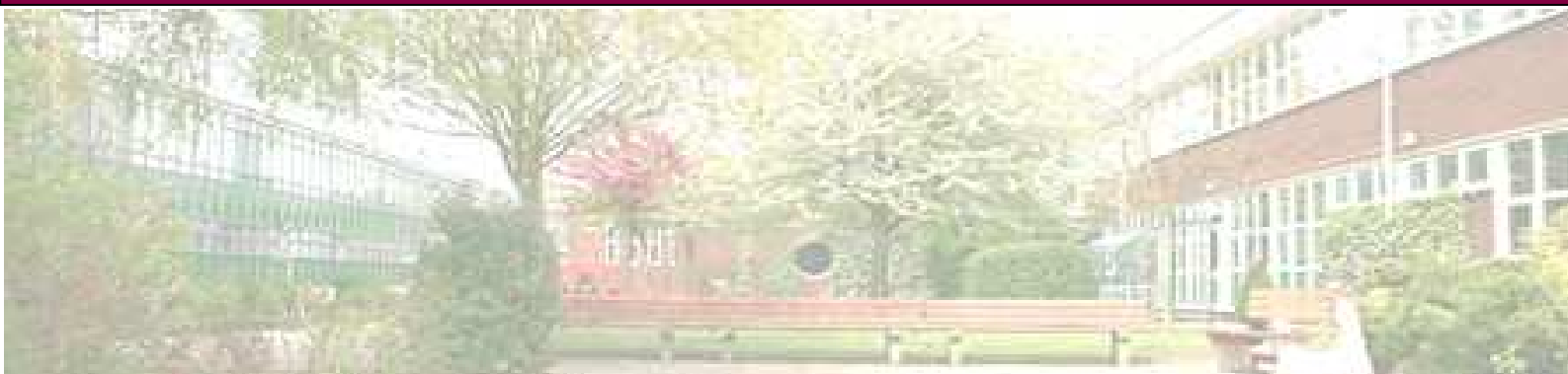


WOLGARSTON HIGH SCHOOL STAFFORDSHIRE



Parent / Carer Guide



The Duke of Edinburgh's Award and Wolgarston High School

Welcome!

It is with great delight that I am pleased to announce that we are able to provide our students with the opportunity to participate in The Duke of Edinburgh's Award.

This booklet is intended for parents/ guardians and is designed to work along with the student booklet and the section overview booklet. All this should provide you with the necessary information to help support your son/daughter through their personalised journey with us.

One of the guiding principles behind the D of E is that young people choose their own programme, their own challenges, their own areas of personal development to achieve their Bronze, Silver or Gold Duke of Edinburgh's Award. As Head of Additional Awards and D of E coordinator, I will be here to help and guide our young people through their journey.

This booklet has information on:

1. The Duke of Edinburgh's Award Charity
2. My role as D of E coordinator
3. Being a member of the Wolgarston D of E group
4. An explanation of the sections and their related skill sets and time scales
5. Extra funding and Insurance

Naturally, should there be any questions, or should you be able to offer assistance in any way, please contact me.

Miss J Richmond

Head of Additional Awards

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1. The Duke of Edinburgh's Award Charity

The Duke of Edinburgh's Award is a registered charity. (Charity No: 1072490, and in Scotland No: SC038254, and a Royal Charter Corporation No: RC000806).

The Award is for young people between the ages of 14 and 25.

The Award was conceived to inspire, guide and support young people in their self-development and recognizes their achievements.

The ten guiding principles of the Award are that it is:

1. non-competitive
2. achievable by all
3. voluntary
4. personal development
5. personalised
6. balanced
7. progressive
8. achievement focused
9. commitment focused
10. enjoyable

The benefits which underpin the ethos include:

- ◆ self-belief
- ◆ self-confidence, stepping out of their comfort zone
- ◆ sense of identity
- ◆ independence of thought and action
- ◆ responsibility
- ◆ discovering their potential
- ◆ discovering new/ focusing on their talents
- ◆ understanding their strengths
- ◆ planning and using time effectively
- ◆ empathy
- ◆ new relationships, encouraging mixing with others from all walks of life, cultures and backgrounds, promoting respect and understanding
- ◆ skill development, including problem solving, presentations and communication
- ◆ teamwork, the ability to lead and work as a team

The Award has a very informative website dedicated to helping participants, parents, Leaders, Volunteers and others understand about the Award and its aims and ethos. It is a great first point of call for information about the Sections and provides updates information about what is happening nationally within the Award and locally, if you click the Midlands area icon.

2. My Role as D of E Coordinator

My role is to enthuse and motivate young people through the D of E programme so that they get the maximum benefit and enjoyment from their involvement and achieve recognition for their efforts.

The students will update and upload evidence to the D of E website. Students will be able to send me messages via this system and allow me to view their evidence to make sure that they are making progress. At lunchtimes in the D of E space students will find a comfortable place to relax, chat with other people doing the award and download information about where to do their chosen sections and the linked requirements to pass.

I will be there to help with any issues which may arise; finding sections, helping motivate our young people and general problem solving.

I will also be involved in the delivery of the main expedition training (which will take place approximately once a month) and helping Wolgarston's voluntary D of E Leaders gain experience, training and qualifications which will help the Wolgarston group provision. I will be the contact person regarding our chosen Expedition Providers and will be the principal organiser in our fundraising and whole school activities.

I will ensure that all safeguarding and child protection procedures are adhered to.

Please feel free to contact me at any time should you wish to help with any aspect of the D of E, or if you have any queries.



3. Being a Member of the Wolgarston D of E Group

At Wolgarston we are happy to offer many extra-curricular activities as we recognize the importance of sending young people out into the world of work or onto further studies with not only academic strings to their bow, but also transferable life skills and competencies.

The D of E is a highly-valued award which can offer formal recognition for activities in which students participate. This Award will work with other extra-curricular activities in and out of school time and by its very personalised nature, is accessible to all.

The Wolgarston D of E Group Ethos

- ◆ Create a group of young people who participate in helping their local communities, fostering a positive image of young people and their skills
- ◆ Demonstrate a keenness to learn or improve upon new skills and participate in physical activities
- ◆ Create a fun and challenging environment where young people can get together and enjoy their individuality and the respect of being a valued member of a group
- ◆ Demonstrating a willingness to help in the school community to better our environment and activity provision
- ◆ Work as part of whole towards common goals

There will be a small registration cost, towards the Award and its enrolment pack, and towards our training and Group fund. At Bronze and Silver this cost is £18, at Gold it is £25.

To make sure that the Wolgarston D of E group plays a key role in school life, and to help develop enterprise skills, by agreeing to join our group students will have to help at key school events which will raise money for Wolgarston D of E training and local charities and students will have to help in our fundraising efforts to reduce the cost of expedition training.

Our practical expeditions will be run by an external provider, although as mentioned, the key training will be run by me and a group of volunteers from Wolgarston. The training sessions are crucial to the students' survival in the wilderness and so, by agreeing to join Wolgarston D of E, students are agreeing to complete all training evening sessions. Nothing to worry about, these will be about once a month, 1900hrs - 2100hrs, and will take place on the school premises. Students will need to organise transport to and from these sessions, and adhere to the usual safety requirements when travelling.

By employing an Expedition Provider, the school is protecting the longevity of the Duke of Edinburgh Award provision here at Wolgarston. Although we will have staff and volunteers who hold/ would like to hold qualifications ensuring we have a full knowledge of the skills and competencies required of the young people, by employing a provider we will be able to continue to uphold our promise to help the young people with their Award should our staffing change. We consider this promise to



be an important aspect regarding our commitment to the D of E delivery.

Naturally, a certain cost will be attached to the expedition section of the Award and we strongly state that any concerns over this element should be brought to my attention nearer to the expedition date. Every term the individual participants (eg Bronze / Silver / Gold) will be asked to work together on a fundraising activity of their choice which is specifically targeted at raising money which will be split equally between those level participants in order to reduce the overall cost of the expedition training.

In addition, participants will be expected to participate in whole school activities, eg sports day marshals, refreshment sellers etc and this will not only improve enterprise skills and teamwork, but should also raise funds to help with required staff and students training.

Students will have to fill in an application form to join the Wolgarston D of E group which will help us to get to know them and for everyone to be clear about our requirements. Students will play a vital part in a vibrant and exciting group, demonstrating skills and talents across the wider community; this is something to be proud of and a great thing to be creating. Whether they need a little or a lot of support, we know that with our help as a school and your help and support as a parent, they will be successful and enjoy the ups and downs of achieving this valued Award.



4. An Explanation of the Sections and Their Related Skill Sets

A Duke of Edinburgh's Award is so much more than a 'pat on the back' for completing a programme of activities. It is recognition of a young person's successful journey of self-discovery and development, renowned by employers and universities alike for the qualities young people have who've achieved a D of E Award.

Its balanced programme develops the whole person - mind, body and soul, in an environment of social interaction and team working.

There are three progressive levels of D of E programmes which, when successfully completed, lead to Bronze, Silver or Gold Duke of Edinburgh's Award.

To achieve each one participants must complete a programme of activities in four or five sections that involve helping the community/environment, becoming fitter, developing new skills, planning, training for and completing an expedition and, for Gold only, working with a team on a residential activity.

With the help of D of E Leaders, participants select their own programme of activities and set themselves objectives. It's not a competition or about being first. It's all about self-development.

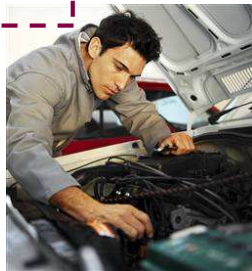
	Volunteering	Physical	Skills	Qualifying Expedition
Bronze (14+ yrs)	3 months min	3 months min	3 months min	2 days 1 night
	With one for a further 3 months			
Silver (15+ yrs)				
Silver (15+ yrs)	6 months	1 for 3 months, the other for 6 months		3 days 2 nights
Silver Direct Entrants must undertake a further 6 months in the Volunteering or in the longer of the 2 other sections				
Gold (16+ yrs)				
Gold (16+ yrs)	12 months	1 for 6 months, the other for 12 months		4 days 3 nights
Plus a Residential activity away from home of 5 days and 4 nights				
Gold Direct Entrants must undertake a further 6 months in either Volunteering or the longer of the Physical or Skill sections				

Please note that there are compulsory expedition training sessions, expedition training days and a practice expedition **before** the Qualifying Expedition. A good level of competency must be demonstrated at these compulsory elements in order to be put forward for the Qualifying Expedition.

Volunteering

This is about giving service to others, developing compassion by inspiring young people to make a difference within their communities or to someone else.

The transferable skills and benefits include building new relationships, increasing community cohesion, developing teamwork and leadership skills, increasing employability and giving work experience.



Physical

This is about improving in an area of sport, dance or fitness.

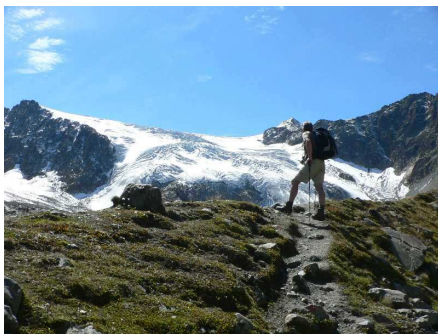
This needs to be an activity which requires a sustained level of physical activity.

The transferable skills and benefits include improving and maintaining fitness levels, discovering and developing new abilities, raising self-esteem and experiencing a real sense of achievement.

Skills

This is about developing practical skills and social skills and personal interests.

The transferable skills and benefits include developing new talents, and in doing so develop self-esteem and confidence, and sharpens research skills.



Expedition

The planning, training for and completion of an adventurous journey in the UK or abroad.

The transferable skills and benefits include developing initiative and a spirit of adventure and discovery. Teamwork and an opportunity to be truly self-reliant, usually in an unfamiliar environment. Putting leadership, teamwork and technical skills to the test, in order to meet a challenge. Improving organisational and decision-making skills, learning the importance of attention to detail, and respecting the outdoor environment.

Residential (Gold)

Staying and working away from home whilst doing a shared activity.

It must be along with people they don't already know in a residential setting in an unfamiliar environment/setting.

The transferable skills and benefits include inspiration and a broadening of horizons, empowering young people to make a difference in a team-based setting, developing confidence to thrive in an unfamiliar environment, developing skills and attitudes to live and work with others.

5. Extra Funding and Insurance

Often organisations such as the Rotary Club will have funding available for young people to participate in certain activities. On the Award website (www.dofe.org) there is a reference section listing possible organisations young people can approach to help with funding, and any other funding opportunities which I find, I will display on our notice boards and on the SLN2 network.

The Duke of Edinburgh Award has its own insurance policy, copied below, and Wolgarston itself is covered by Zurich. All expedition related activities will be covered by both policies and all educational visit regulations will be adhered to. Individual personal equipment and possible extra insurance (eg if boxing is undertaken as their physical activity) is the responsibility of the participant, so please check your personal and home insurance policies.

1. What type of insurance does the D of E have?

The D of E has a Group Personal Accident insurance policy, which provides for the payment of a certain benefit(s) in the event of a participant or adult helper (see 2 - who is insured) sustaining accidental bodily injury whilst taking part in an approved D of E activity. The insurance does not provide cover for any personal belongings or equipment damaged or lost whilst doing a D of E activity.

2. Who is insured?

All bona fide holders of a current Record Book issued by an Operating Authority whilst they are doing a D of E activity.

All Leaders, Supervisors and Assessors and volunteers approved by an Operating Authority whilst undertaking an D of E activity.

All adults assisting in any capacity with the D of E.

The insurance applies to persons resident within the United Kingdom but includes:-

- i. pupils attending schools under the auspices of or organised by Her Majesty's Forces of the United Kingdom**
- ii. members of Her Majesty's Forces of the United Kingdom overseas**
- iii. children of:**
 - a) members of, or civilians attached to, Her Majesty's Forces of the United Kingdom overseas**
 - b) members of Government Departments overseas**
- iv. D of E participants normally resident outside the United Kingdom but attending schools or other educational institutions within the United Kingdom**
- v. overseas persons and Gold D of E groups whilst participating in a D of E activity in the United Kingdom.**
- vi. disabled children while on outings organised by participants as part of a D of E activity.**

3. What is insured and what is not insured?

What is insured?	What is not insured?
<p><i>Personal Accident Benefit</i></p> <p>If an insured person suffers accidental bodily injury arising in connection with an Award Activity which, within 12 months of the accident, is the sole cause of:</p> <ol style="list-style-type: none"> 1. Death 2. Permanent Injury i.e. complete and permanent loss of the sight of an eye or complete and permanent loss of the use of a hand or foot or permanent total disablement from attending to business or occupation of any kind. 3. Temporary Disablement i.e. total disablement from attending to the insured person's usual business or occupation. <p>The insurance extends to include benefit for such injury suffered while an insured person is outside the UK.</p>	<p>Death or injury arising</p> <ol style="list-style-type: none"> 1. from suicide, attempted suicide or intentional self injury 2. directly or indirectly from an attributable to HIV (Human Immunodeficiency virus) or any HIV related illness including AIDS (Acquired Immune Deficiency Syndrome) or any mutant derivative or variations of it however caused and whenever contracted 3. from the insured person taking part in flying or other aerial activities except as a fare-paying passenger in a licensed passenger-carrying aircraft or whilst gliding, parachuting or parascending.
<p><i>Medical Expenses and Hospital Benefit</i></p> <p>When a payment is made or liability is admitted in the above section there is cover for medical expenses and time spent in hospital.</p>	
<p><i>Travelling expenses</i></p> <p>Travelling expenses which are reasonably and necessarily incurred by the parents, wife or husband of an insured person as a result of the insured person's injury.</p>	

NB There are limits to all the above categories of payment please see section 4.

4. What will the pay out by the insurance company be?

The benefit is shown as follows:

Personal Accident Benefit

	BENEFIT	
	Death or Permanent Injury	Temporary Disablement
Category A (bona fide holders of a current record book age 13-15)	£5,000	£35 per week
Category B (bona fide holders of a current record book aged 16-25)	£10,000	£50 per week
Category C (Leaders, Supervisors, Assessors, volunteers and assisting adults)	£10,000	£100 per week

Temporary Disablement Benefit is payable for up to 104 weeks. The insurance company will only pay under one category above. The weekly benefit is only paid when the total amount payable is agreed.

5. How to Claim

- ◆ Contact the Office Manager at the D of E Head Office in Windsor. A claim form and additional questionnaire will then be issued to the insured person.
- ◆ The form should then be completed and returned to the Office Manager at the D of E Head Office in Windsor.
- ◆ The form is then checked and forwarded to the insurance company.
- ◆ Having provided any additional information the insurance company requires a settlement will then be calculated and a cheque issued. The cheque will usually be issued by the insurance company direct to the insured person.

The Office Manager
The Duke of Edinburgh's Award
Gulliver House
Madeira Walk
WINDSOR
Berkshire SL4 1EU
Tel: 01753 727411
Fax: 01753 810666
Email: info@DofE.org



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