

June 2018

Dear Parent/Carer

The CCF Summer Camp is taking place at RAF Henlow, Bedfordshire from Saturday 14 July 2018 until Saturday 21 July 2018 and your child has the opportunity to attend. This is an amazing opportunity for cadets to meet cadets from other schools and to find out more about the RAF. Cadets may get to participate in activities such as flying, shooting, orienteering and various other activities and will improve their drill.

The cost of the accommodation, activities and transport to RAF Henlow is covered by the RAF, but the school has to ask for a contribution of £18 towards food. Cadets may also bring money to buy snacks and drinks whilst they are there, as there is a shop on the station.

Whilst on camp, cadets will be staying in a barrack block in single sex rooms. They will be mixing with cadets from other schools and will be placed into flights for the duration of the camp. They will conduct all of their activities as a flight during the day and will participate in an inter-flight competition. All cadets will be expected to keep their rooms clean and tidy, which will be inspected each morning before the day's activities begin.

A uniform and kit list is attached. It is important that if any uniform or kit is missing, SSgt Jackson is informed as soon as possible so that a replacement can be issued. Cadets will need to bring with them their own shoe polishing kit and some basic cleaning materials such as dusters.

Travel details will be provided as soon as we have confirmation from the RAF. Students will need to bring with them a packed lunch for the journey down but will be provided with a packed lunch for the return journey. We will not be travelling down in uniform. **Please be aware that we have students who may be participating in this trip who have a serious nut allergy. Please avoid giving your son/daughter bagged nuts or products with a nut content, as even the smell can cause these students anxiety.**

If you wish to pay online please visit ParentPay and go to your child's account. Please note that if you choose this option you do not need to complete the attached consent form however, you do need to complete, sign and return the attached Code of Conduct Form to reception by Friday 29 June 2018. If you have any concerns regarding costs for this trip, please contact Mrs Broderick, PA to the Principal, in confidence on 01773 716396 ext. 7056.

If you have any queries regarding this trip please do not hesitate to contact SSgt Jackson or me.

Yours sincerely

Flight Lieutenant M Watson
Contingent Commander

Uniform and Kit List

Blue uniform

Skirt or trousers (girls need to bring both)
Dark blue shirt
Wedgewood blue shirt (pale blue)
Jumper
Tie
Belt (boys only)
Black socks (plain black, no logos)
Barely black tights 10-20 denier (girls only)
Black RAF shoes
Beret

Green uniform

Shirt
Trousers
Field jacket
Green tee shirt
Trousers
Belt
Boots
Socks

Sports kit

Swimming costume and towel
Trainers
Tee shirt
Shorts
Jogging bottoms

Other kit

Clothes hangers (at least 5)
Shoe cleaning kit
Basic cleaning kit (dusters, wipes)
Mobile phone chargers
Civilian clothes
Water bottle

Cadets must bring their own towels and wash kits. **Bedding is not provided so cadets must bring pillows and sleeping bags.**

Recommended kit but not essential

Iron – we have 4 irons that we will take with us but cadets may want to take their own
Lint rollers
Washing powder or capsules – enough for 2 washes

Student Code of Conduct – Please retain for your reference

HGSC seeks to provide both educational and social/recreational opportunities during college trips. Trips will include both directed time on visits and excursions, as well as informal time within the hostel/hotel and its surrounding area. Students are required to abide by the following guidelines for both their own safety and for the general good order and organisation of the trip.

- 1.** Students are expected to conduct themselves in a polite manner at all times and to comply with the requests and instructions of accompanying staff and other adults in the party. Students are expected to show respect for the local population and for the customs and history of the area.
- 2.** Students are expected to be prompt for all visits, excursions and meeting for all meals. Students are required to show consideration for other hostel, hotel guests by keeping noise to a minimum in their own rooms unless there are valid reasons for doing otherwise (fire alarms, visits to the toilets etc.) they must become familiar with the fire precautions and emergency evacuation procedures of the hostel/hotel.
- 3.** Students are expected to remain with the group and must comply with the instructions of the accompanying staff. Students are strictly forbidden to wander off on their own at any time. They must not leave the hostel/hotel area and its surroundings after dark and must co-operate fully with the safety guidance of the hotel reception and security staff. All students must return to the hotel at the time specified by the staff and report their presence to the relevant member of staff.
- 4.** Students are expected to obey the safety regulations of the hostel/hotel staff when using hostel/hotel facilities, especially where sporting equipment or swimming pools may be concerned. They must comply with the requests of the instructors when participating in sporting activities.
- 5.** Students must remain within the safety areas for swimming, any hire and use of recreational equipment for use in any water environment must be approved in advance by the accompanying staff.
- 6.** While passports are locked away we do urge all students to lock other valuable items away in security boxes if available in bedrooms. It is advisable to hand in cash/valuables to the hotel reception if there is no security box in the bedroom; this also applies to i-pods and other valuable items, which we do not recommended bringing on the trip.
- 7.** Students are strictly prohibited from purchasing or drinking alcohol at any time during the outward or homeward journeys and during our stay in the resort as indicated on the Student's Code of Conduct Contract. This is college policy and will result in serious disciplinary action upon return from the trip if not fully adhered to.
- 8.** Students are expected to note very clearly that they are forbidden by college regulations and by UK law (along with that of the country or countries to be visited) to engage in dealing, possession or use of any illegal drugs. Any instance of such conduct may result in automatic imprisonment in the country where the offence took place, criminal proceedings in the UK and the implementation of the college discipline and exclusion procedures on return.
- 9.** Students are expected to note very clearly the regulations regarding the danger from rabies. UK law forbids the travel of any warm-blooded mammals without proper declaration to customs and the necessary quarantine period having expired. Students should note that, if they are bitten by any animal while abroad, they should report this immediately to a member of staff who will arrange for the necessary medical treatment.
- 10.** Students are expected to note very clearly that accompanying staff cannot assume legal responsibility for students who break the law either in the UK or in the country or countries visited. Accompanying staff will also expect students to abide by the terms of the agreement. Any student who contravenes the conditions will be restricted to the confines of the hostel/hotel and in serious cases of misconduct the parents/guardians will be asked to collect their son/daughter.
- 11.** Students and parents/carers should understand clearly that expenses for such an emergency return, necessitated by misconduct, will not be the financial responsibility of the college. It is also important for damage caused by student misconduct. The student will be expected to bear the expense of this action. Payment must be made on the trip if possible, or immediately on our return. No refund will be given for any part of the trip curtailed through such student misconduct.
- 12.** As part of the trip experience a photo record will be made of the trip. The photos will only use by the college for promotional/marketing purposes and as a record of the trip. Please inform the trip staff if you do not wish to have your photo taken.

Students and their parents/carers are required to give their agreement to the conditions by signing the Student Code of Conduct Contract.



TRIP CONSENT, CONTACT AND MEDICAL FORM

Please return to Reception

PLEASE COMPLETE ALL SECTIONS

Student's name				TG	
Trip / Visit to	CCF Summer Camp – RAF Henlow, Bedfordshire				
Cost	£18.00 towards food	Cheque	<input type="checkbox"/>	Parentpay →	If you have paid via ParentPay you DO NOT need to complete this form
Date(s) From	Saturday 14 July 2018 – Saturday 21 July 2018		Times	To be confirmed	
Teacher in charge	Flight Lieutenant M Watson				

Student Contact Details

Home address			
Contact telephone numbers (for the duration of the visit / trip)			
Name		Home	
Mobile		Work	
Email			

Alternative contact	Relationship to student:		
Address			
Name		Home	
Mobile		Work	

Medical Information

Name of doctor		Tel no	
Address of surgery			

Please circle as appropriate

Does your child suffer with a medical condition that requires regular treatment?	Yes <small>continue below</small>	No
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My child suffers from .. (e.g. asthma)			
.. and has been prescribed the following medication	Name of medication	Dose	Frequency

NB: if your child is on a residential visit, please ensure you include information relevant to night-time needs

Any medication required should be given to the teacher in charge, clearly marked (in its prescription container if applicable) with name and full instructions for use.

My child also uses the following over-the-counter medication	Name of medication	Dose	Frequency

My child has an allergy to the following	Allergic to	Type of reaction

Please circle as appropriate

I would like to discuss my child's medical condition with trip leader	YES NO
My child has had an up to date tetanus injection	YES NO
I am willing for my child to be given "over-the-counter medication" by staff e.g. paracetamol, throat lozenges, insect bite antihistamine, travel sickness tablets and sun cream/aftersun if necessary	YES NO

Inhalers and "Epipens" may be kept by the student with spares given to the teacher in charge.

I give authorisation for my child to keep an inhaler with them and use it as required	YES NO
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Dietary Information

Does your child have any special dietary requirements e.g. vegetarian, kosher, allergies <i>(If Yes, please give details below)</i>	YES NO

Additional Information

Please include any additional information as required

Photography/Video - Please tick the box if you DO NOT give permission for your child to be photographed and/or videoed for use in any school publicity material including parent magazine and the school website.	<input type="checkbox"/>
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Please ✓ if appropriate

Declaration by Parent/Carer (or student if over 18)

1. I agree to my child attending this trip/visit/activity
2. I have read and completed this form and to the best of my knowledge the details given are true and accurate.
3. I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
4. I will inform the teacher in charge as soon as possible of any changes in the medical or other details between now and the commencement of the visit/trip.

Signature		Date	
Print name			