



Pate's Grammar School
Princess Elizabeth Way
CHELTENHAM
Gloucestershire GL51 0HG
www.patesgsdofe.org

Email: jane.jowett@patesgs.org

Telephone: 01242 538248



See Distribution

Reference: DOFE/WALKING/GOLD

Date: 10 October 2021

ADMINISTRATION INSTRUCTION –Gold Walking Assessment

1. **General.** Pate's Grammar School will conduct a Duke of Edinburgh's Gold Walking assessment during 20-24 October 2021.
2. **Aim.** The aim of the expedition is to assess the participants in the hope that they will pass their expedition section.
3. **Main Events List.**

Day	Timings	Location	Remarks
20 Oct 21 Wednesday	1530	OED – PGS	Check personal kit, issue team equipment
	1600	Depart School	
	1800 - 2000	Arrive at campsite	
Thursday-Saturday	0800 - 1800	Expedition Area	First 3 days of Expedition
24 Oct 21 Sunday	0800 – 1400	Expedition Area	Depart Area
	1600 - 1800	Arrive at School	

The collection time is an estimate and heavily depends on the group and traffic, if we are running late or happen to be early we will ensure that the students inform you.

4. **Expedition.** The expedition will consist of continually assessing the group on their team work, navigational and cooking skills
5. **Safety. The safe system of training is in place.** A full risk assessment has been conducted and qualified Walking Instructors will be with the groups to monitor their progress.
6. **Medical.** Medical procedures are detailed within our risk assessment and all our staff hold a current first aid qualification. As well as the travel first aid kit the groups and expedition staff carry, there is a comprehensive First Aid Kit and stretcher held inside the safety vehicle stationed with our qualified safety staff.
7. **Event Details.**
 - a. **Transport.** We will be using the school transport and potentially hire vehicles, all of which are covered by the school insurance. Due to Covid-19 during the journey we advise all staff and students will wear PPE.

Feeding. Students are responsible for bringing their own food. A detailed meal plan needs to be submitted to OED at least a week in advance.

On the first day you can bring a packed lunch and money if you would like to purchase food that evening.

- b. **Personal Equipment.** A detailed advisory equipment list can be found on the website www.patesgsdofe.org. Please ensure you do not overload your bags, items

such as make up bags and excessive clothing will take up too much space. Consider the time of year you are going and check weather reports.

Walking Boots with ankle support are a must, walking sandals/trainers and wellies will not be accepted

This is also a reminder that we do not want to see any strappy tops or mini shorts on any of the expeditions, students who turn up dressed like this will be turned away.

Please remember that when you are walking in long grass or around sheep and cattle there can be the danger of ticks etc. so walking trousers are strongly advised.

8. **Behavior/Standards.**

Sensible behavior is expected at all times, staff reserve the right to exclude participants from any and all activities in the unlikely event that such a standard of behavior is not maintained, or if safety is compromised. Participants are reminded that they are to adhere to the D of E 20 Conditions at all times. Failure to do this may result in the practice expedition having to be re-taken.

9. **Risk Assessment & Emergency procedures:**

In areas of high risk groups will stay within eye sight of a member of staff designated to each group, otherwise checkpoints will be in place to monitor their progress. Risk Assessments have been completed and are issued to all staff involved. All participants and assistants will receive a thorough briefing at the start of the activity.

Students with medication must be responsible to self-administer. In the event of Asthma, the inhaler must be carried in a waterproof container and location made known to the instructors. The instructors will confirm this prior to embarking on the training.

Should your son/daughter become ill we will contact you immediately and liaise with you on how to return them to your care. Please be aware that we may not be in a position to return them all the way back to school but in these circumstances we will do our best to get as close as possible.

10. **Command and signal**

a. **Radios.** All staff will be allocated radios. The Red Van will be equipped with a radio and will be utilized as the safety and command vehicle throughout the expedition.

b. **Contact Details.** In the event of an emergency, please contact the following:

Jane Jowett	01242 538248/07881 109664
Natalie Berry	01242 538282/07720 766430

Mobile signal is likely to be weak in the area we are working in so if you cannot reach us and it is not urgent please leave a voicemail or message us and we will get back to you as soon as we can.

ORIGINAL SIGNED

Mrs Jane R Jowett
Head of Outdoor Education
Pate's Grammar School
01242 538248
Jane.Jowett@patesgs.org