



**ST EDMUND'S COLLEGE
& PREP SCHOOL**

**The John Warner School
Combined Cadet Force**

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14 July 2017

Dear Parent(s) /Carer(s)

No: 4024 - The John Warner School Combined Cadet Force

I am writing to you with regard to your child's membership of The John Warner School Combined Cadet Force. Your child has indicated that they wish to continue as a cadet in the next academic year.

This letter is intended to serve as an update on the CCF for you, and, if you are happy to support our child's continued membership next year, to ask for some information from you in return.

Introduction

The CCF will meet either every Monday after school, or every Tuesday at the start of period 6 and following on after school, dependent on the arrangements we finalise with St Edmunds. I hope to be able to confirm which of these two days is applicable before the end of this academic year. However, in the event that this is not possible I wanted to let you have as much information and to progress the relevant processes as quickly as possible. Whichever day we settle upon, we will provide travel to and from St Edmunds and students will return to The John Warner School around 1700.

In addition to weekly sessions, throughout their time with The John Warner CCF there are opportunities to attend various activities either organised through The John Warner CCF, St Edmund's College CCF or through organisations that are specifically set up for cadet training. At the end of every year there will be opportunities to attend summer camps.

Cadets have the opportunity to open up new and exciting challenges for themselves, take on positions of responsibility and improve their leadership skills. They are involved in learning basic principles, such as discipline, good housekeeping, time management, public speaking, how to operate a store and other administrative tasks, on planning and taking lessons on the 'recruit' or 'advanced' courses.

The CCF can be linked into the Duke of Edinburgh's Award Scheme as many of the skills overlap. Throughout the year there are opportunities to participate in hill walking, rock climbing, canoeing, and other skills such as military exercises, first aid, shooting and the use of radios, to name but a few. The CCF is not just for those interested in a military career - it is for everyone.

The John Warner CCF is attached to The St Edmund's College CCF and all training will be conducted there at least for the next two years. The CCF at St Edmund's College can trace its history back to its foundation on 30th September 1916 at the request of His Eminence Francis Cardinal Bourne. As you can see it has a very

long and proud history that holds the same corps values today as it did when it was first founded – Service, Faith, Leadership and Discipline.

Structure

There are two stages - recruit training (Year 9) and advanced training (Years 10-11).

Year Group	Level	Commitment
9	Basic Infantry Syllabus	1 year
10-11	Advanced Infantry Syllabus	2 years

Commitment Levels

As you can see Year 9 cadets commit for one year, during this year cadets will complete the Basic Infantry (Army) syllabus. During this period the cadets can use the skills they have been taught and providing they have passed to the required standard use them in the skills section of their Duke of Edinburgh Award Scheme (DoE).

If your child decides to carry on with the CCF in Year 10 they will be asked to commit for a two year period, this is the time required to deliver the Advanced Infantry (Army) syllabus. This two year period is broken down into modules with skills tests at the end of each module. Again these skills can be used in his/her DoE award. For the Army section, there are two field training weekends that cadets are required to attend as well as a Method of Instruction Course. All these will help cadets develop into a confident and skilled instructor cadets. The skills gained can again be used within the DoE award.

Discipline, Dress and Conduct

We are all guided by sets of regulations within the CCF and we encourage young people to develop self-discipline and respect for others. There is an obvious style to this but we avoid being overbearing in the traditional military sense. Whilst undertaking military activities, cadets are encouraged to participate actively and motivate themselves.

We wear a uniform and it must be worn correctly. Cadets are shown how to care for their uniform and how to wear it. Cadets will be expected to wear their uniform correctly, not just for CCF periods but for the whole time they are in it.

The CCF has a dress code which is laid down in the CCF manual and parallels the school dress code, this also includes hair length for boys, which must be clear of the collar and sideburns may not extend below the ear. Girls must wear their hair up in a bun and hair-net.

We expect cadets to salute officers and call staff sir or ma'am. We also expect younger cadets to address senior cadets by their rank.

Absences

The John Warner CCF and the school have a duty of care for your cadets on the parade days, for this reason we need to know if there are going to be any absences. There are significant other reasons for us to know; we have a tight training syllabus that is laid down for us and we have limited time to complete all that we have to (we cannot repeat training owing to time). Also, several of our instructors come from outside the school. If we have to stand instructors down as a number of cadets are away we need some notice.

Please give a minimum of 48 hours' notice where possible.

Notice must come in the form of a parental note or an e-mail from a parental address (not from a pupil's email address).

Clothing and Equipment

At times cadets are issued with a considerable amount of equipment which is all valuable. If it is lost or not accounted for, then this will be billed to you by the Ministry of Defence. Every step will be made to recover these costs from those responsible for incurring these bills. Please look after the loan clothing and equipment and return it when appropriate.

When a cadet leaves the CCF they must make an appointment with the School Staff Instructor (SSI) to arrange the proper return of loan stores. Clothing must be returned cleaned. Any stores that are left outside the CCF HQ will not be signed off and a bill will be raised.

Annual Subscriptions

The annual subscription is £80, which in the first year will include the initial purchase of boots, t-shirt and micro fleece.

All of the cadet subscriptions will be used within the contingent help subsidise activities, provide equipment and stores as well as specialist instruction.

Conclusion

I hope that you will discuss this letter and opportunity with your child and that you wish to have their application to move forward. To do this would you please complete the two separate reply slips attached to this letter. The first is in relation to the payment of the annual subscription, and the second is in relation to personal data sharing with St Edmunds and Ministry of Defence, alongside kit sizing and medical information which we will need in order to ensure that your child is fully equipped at the earliest possible opportunity.

Yours faithfully

David Allman
Co-Headteacher

Reply Slip: Practical Arrangements and Finance Details

No: 4024 - The John Warner School Combined Cadet Force (Finance Office)

Student's Full Name: _____ Form: _____ Date of Birth: _____

Gender: _____ Ethnicity: _____ Religion: _____

His / Her anticipated clothing sizes (Metric)

	Measurement (cm)	<i>CCF Issue Use</i>
Height		
Chest/Bust		
Inside Leg		
Waist		
Hip (seat)		
T- shirt size (Small, Medium, Large, XL)		
Shoe Size (UK)		

Does your child suffer from any medical conditions? Yes No

Will this medical condition affect them taking part in the activities? Yes No

If yes, please give details including treatment that they currently receive for this/these medical conditions:

Enter any known allergies to drugs, medicines or food and/or special dietary requirements:

Has your child been immunised against tetanus? Yes No

Please provide us with two emergency contact numbers:

Number: _____ Name of Contact: _____

Number: _____ Name of Contact: _____

Next of Kin Details:

Name: _____ Relationship to Student _____

Address _____ Contact number: _____

No: 4024 - Payment Method – £80.00

<input type="checkbox"/> Wise Pay (via Internet) ¹ Preferred payment method	<input type="checkbox"/> Cheque ² Cheques payable to The John Warner School	<input type="checkbox"/> Cash ²
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¹ If you have any difficulty paying by Wise Pay and wish to pay by Debit or Credit card directly please contact the Finance Department.

² If paying by cash or cheque, please put your payment in an envelope which should be labelled CCF 4772, your child's name, form and the amount enclosed. We would appreciate your cooperation by requesting that your child places the response slip in the trips box, which is located at Student Services.

Declaration

I agree to my child being part of the Combined Cadet Force and to their participation in the activities to be undertaken as required. I support the need for obedience and responsible behaviour on their part.

To the best of my knowledge, my child is not suffering from any medical condition that makes them unfit to participate. I agree to my child receiving medical treatment as considered necessary by the medical authorities present.

I confirm by signing this form that I consent to my child's information being shared with St Edmund's College and Prep School and the Ministry of Defence as and if required.

Student full name: _____ Form: _____

Signed
Parent/Carer _____

Print Name _____ Date _____