

19th May 2022

Dear Parents and Carers

**Queen's Platinum Jubilee Military Parade
Northampton Saturday 4th June 2022**

I am delighted to write to you to advise you of a "once in a generation" opportunity for your son/daughter.

Brooke Weston Trust CCF has been invited to participate alongside circa 1800 other Regular, Reserve and Cadet Forces in a military parade through Northampton to the Market Square as part of the Queen's Platinum Jubilee celebrations being held across the county.

It is our expectation that all of the Brooke Weston Trust CCF Cadets may wish to attend this most prestigious event; to secure a place in the BWT CCF Guard we require you to return the following documentation, all of which is to be completed via a secure online form using the link below. If you have completed the form before just complete section 1 and 2 that gives permission for this event and tick the box that says nothing has changed since you last completed the form.

If you cannot complete the online form please find at the end of this letter copies of the forms to be returned. Please print off and complete these forms if you are unable to return the electronic forms. The deadline for return is the same.

<https://forms.office.com/Pages/ResponsePage.aspx?id=vKCZSi63gkqAxuiwMPI6wTxwUngxOpZKrxadbuDVYPtUODc1TzNNMVZDMExTU0VGVEJBMkxMUVpTMS4u>

- 1. Annexe A: BWT CCF Trip Consent Form**
- 2. Annexe B: BWT CCF Student Contact Details Form**
- 3. Annexe C: BWT CCF Medical form**

The online forms need to be completed and returned to WO1 N Barrett RM, the CCF School Staff Instructor (using the online link) by no later than 1200hrs Wednesday 25th May 2022.

Receipt of the forms will confirm that a place in the BWT CCF Guard has been secured.

There is no charge to the Cadets.

**RETURN DEADLINE FOR FORMS Wednesday 25th May 2022 (or before)
Journey Departure & Return:**

Transport to the Event area will be by coach, where the transport timings & locations are shown below:

Departure:

Cadets are required to report to the Academy named below on Saturday 4th June 2022:

- **Where Cadets attending Corby academies/schools:**

Corby Academies – 0900hrs > Departure Corby Business Academy, Gretton Road, Priors Hall, Corby.

- **Where Cadets attending Kettering academies:**

Kettering Academies – 0900hrs > Departure Kettering Science Academy, Deeble Road, Kettering.

- Parents/Guardians are required to drop-off their son/daughter at the requisite location in their Cadet Uniform with their equipment. Individuals wearing uniform when travelling in public is not permissible. There will not be the option to change when they arrive at their Academy.

Return:

We expect to return the same day 4th June by 1500hrs latest (Please note this will be dependent on the traffic along the journey).

- Parents/Guardians are required to collect their son/daughter from the following locations:

Corby Academies – Corby Business Academy, Gretton Road, Priors Hall, Corby.

Kettering Academies – Kettering Science Academy, Deeble Road, Kettering.

We are extremely excited and proud to offer this opportunity to our Cadets and look forward to receiving the completed forms as swiftly as possible

Should you have any queries please contact me directly by email at the address below.

Yours sincerely



M ISHERWOOD (Capt.)

Officer Commanding

Brooke Weston Trust CCF

misherwood@brookewestontrust.org

Annex: A. BWT CCF Trip Consent Form

ALL PAGES of this consent form must be completed, signed by Parent/Guardian, and returned to WO1 N Barrett RM (details at end of form) thereby agreeing to the conditions below and that the named student may join the trip. **A place cannot be reserved before this form is returned.**

Trip Consent and Medical Form

| | | |
|--|---------------------|----------------|
| Trip Name/Destination QPJ Parade – Northampton 4 th June 2022 | Student Name | ACADEMY |
|--|---------------------|----------------|

Cost of Trip : NO CHARGE

Insurance: This Cadet Force activity is fully insured through the insurance cover provided by the Reserve Army and Cadet Forces.

Declaration

- ✓ I consent to my son/daughter taking part in this visit.
- ✓ I understand the costing information and insurance arrangements for the proposed visit.
- ✓ My son/daughter is in good health and able to participate in the proposed activities.
- ✓ I have noted where and when the pupils are to depart from and I understand that I am responsible for my child getting safely to that place.
- ✓ I have noted where and when the pupils are to be returned and I understand that I am responsible for my child getting home safely from that place.
- ✓ I have completed the required medical details (overleaf) and give permission for proprietary medicines (as indicated) to be administered if deemed necessary.
- ✓ I will notify the School of any changes in circumstances that affect his/her participation.
- ✓ In the event of an emergency, I agree to my child being given any medical, surgical, optical, or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.
- ✓ I will ensure that adequate supplies of medication are provided (when appropriate).
- ✓ I agree to my son / daughter taking part in the above stated visit and, having read the information sheet, agree to his/her participation in any or all of the activities described.
- ✓ I acknowledge the need for good conduct and responsible behaviour on his/her part.

| | | |
|-------------------------------------|-------------------|-------------|
| Signature of Parent/Guardian | Print Name | Date |
|-------------------------------------|-------------------|-------------|

This Trip Consent Form should be completed and returned to WO1 N Barrett RM

WO1 N Barrett RM will administer the booking arrangements, & retain copies of the originals as back-up records.

ON SUCCESSFUL COMPLETION OF THE TRIP ALL DOCUMENTATION CONTAINING PERSONAL DETAILS WILL BE DESTROYED

Annex B. Pupil and Contact Details

| | | |
|--|--|----------------|
| Trip Name/Destination QPJ Parade – Northampton 4 th June 2022 | Student Name | Academy |
| Departing (Date & Time) 4 th June 2022, 0900hrs | Returning & Collection (Date & Time) 04-June 2022 (Corby & Kettering 1500hrs - Latest) | |
| Home Telephone (incl area code) | Work Telephone (incl area code) | |
| Mobile No (father) | Mobile No (mother) | |
| Email | | |
| Postal Address | | |

Emergency contact details [Please state an alternative contact point (e.g. family member, friend)]:

| |
|------------------------------------|
| Name and address of contact |
| Telephone |

This Student Contact Details form should be completed and returned to WO1 N Barrett RM who will administer the booking arrangements, & retain copies of the originals as back-up records.

ON SUCCESSFUL COMPLETION OF THE TRIP ALL DOCUMENTATION CONTAINING PERSONAL DETAILS WILL BE DESTROYED

ANNEX C: Medical Information

| | | |
|---|----------------------|--|
| <p>Please ensure that all necessary and relevant medical information is given so that staff can look after your child appropriately. If anything changes between completing this form and the trip please make the trip organisers aware. Expand on a separate sheet if needed. All information should be treated as confidential.</p> | | |
| <p>If your son/daughter suffers from any of the following conditions please circle yes and give details. Expand on a separate sheet if needed.</p> | | |
| Asthma, Bronchitis, Chest problems, Diabetes, Epilepsy, Fainting attacks, Heart trouble, Migraine. | Yes/No | |
| Does your child suffer from any other condition requiring medical treatment, including medication? | Yes/No | |
| Is your child allergic or sensitive to any medication, insect bites, food? | Yes/No | |
| Is your child fully up to date with Tetanus immunisations? Is your child up to date with all immunisations recommended for the UK? (of particular interest are Meningococcal C and Mumps, Measles and Rubella) | Yes/No Yes/No | Please state which vaccinations not received |
| Does your child suffer from any phobias? | Yes/No | |
| Is your child taking any form of medication on a regular basis? If YES , please give full details, including the type of medication and dosage | Yes/No | |
| The following proprietary medicines may be given; Paracetamol, Ibuprofen, Antihistamine | Yes/No | |
| Please list any medications that must not be given | | |
| Any other information that staff and medical professionals might find useful, should your child be taken ill on the trip. | | |
| Please state any specific dietary requirements | | |

All documentation will be issued to WO1 N Barrett RM who will administer the booking arrangements, & retain copies of the originals as back-up records.

ON SUCCESSFUL COMPLETION OF THE TRIP ALL DOCUMENTATION CONTAINING PERSONAL DETAILS WILL BE DESTROYED

Please note that we are not able to store any personal Cadet medications, Cadets are responsible for the security and safety of their own personal medications.