



City of Norwich School  
An Ormiston Academy | *Excellence in all*

# THE DUKE OF EDINBURGH'S AWARD



**Expedition Information Evening.  
Tuesday 3 February 2026.  
6.30-7pm.**

**Please sign in**

## The story so far..... 2025-2026

**150 students** currently registered on their Bronze, Silver or Gold Award at CNS. One of the largest state school provisions in the country.

**100 students** will be receiving their DofE Award at the CNS DofE Awards Celebration Evening in March 2026 (Invitation Only).

Nearly **2000 hours** of Volunteering in the local community by CNS students in the past 12 months.

Students are actively working towards their Volunteering, Physical & Skill sections. The next section towards their award is the expedition.

## Student Expectations

To attend DofE lunchtime training sessions throughout the academic year.

To have completed the Vol, Phys & Skill sections by the deadline:

Log sheets & Assessor Reports.

- Bronze: Thursday 21 May 2026
- Silver: Monday 15 June 2026
- Gold Yr13: Monday 1 June 2026.

To log on to eDofE.org on a regular basis.

## Parent/Carer expectations

To ensure your child has the appropriate equipment & kit through purchase or school hire (via the consent/medical form).

Organise transport to & from the expedition venue for your child (\*Bronze only).

To sign the Contract of Agreement (via the consent/medical form).

# Expedition

## Aim

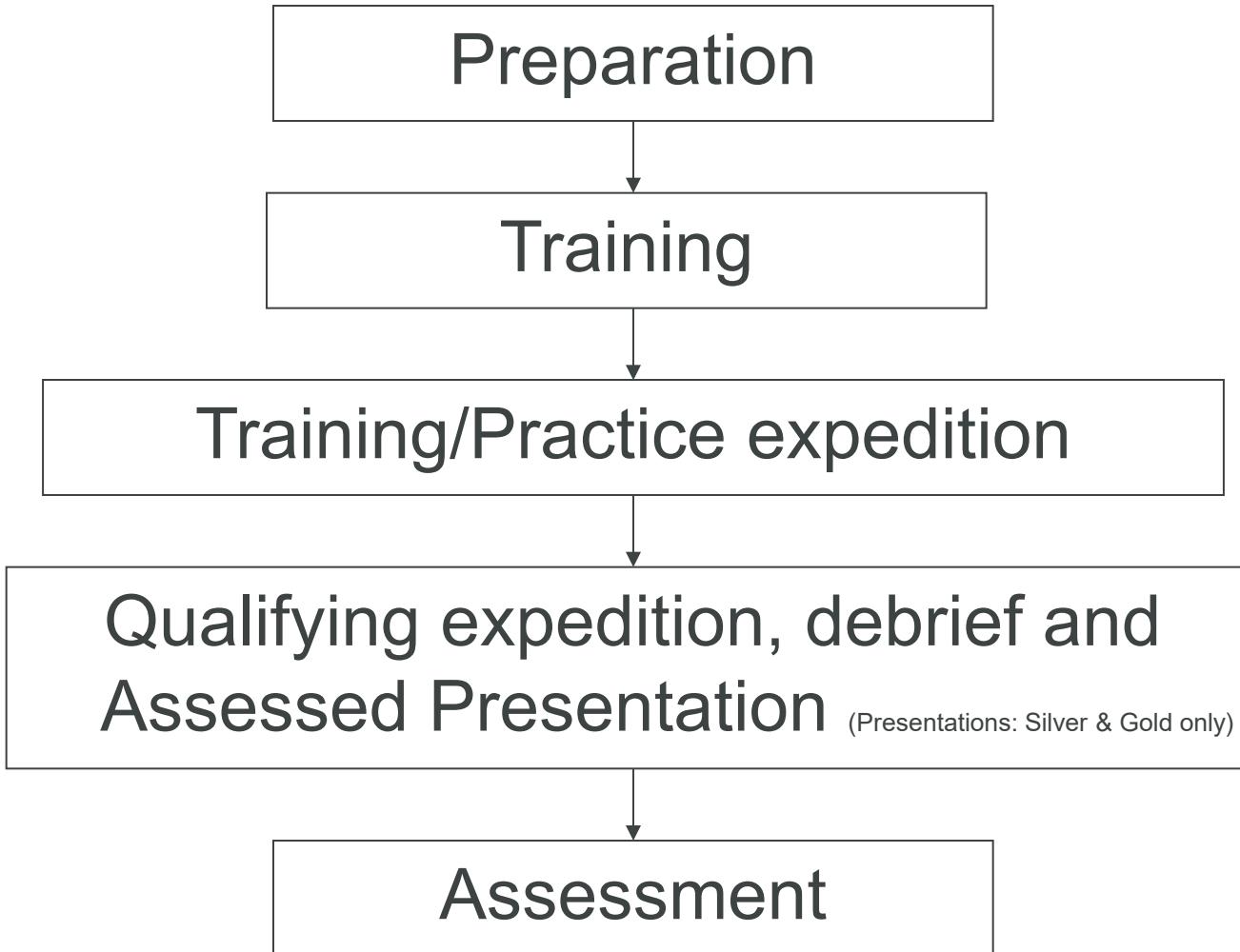
- To inspire young people to develop initiative and a sense of adventure and discovery, by planning, training for and completing an adventurous journey as part of a team.
- *Students will be placed into groups of between 4-7 for their expeditions.*  
*Preferred Pairs may not always work.*



## Benefits of Expedition

- Gain an appreciation of and respect for the outdoor environment.
- Learn the value of sharing responsibility for success.
- Learn the importance of attention to detail and organisational ability.
- Develop and demonstrate enterprise and imagination.
- Become more self-reliant.
- Become more able to overcome challenges.
- Recognise the needs and strengths of others.
- Improve decision-making skills and the ability to accept consequences.
- Gain skills to reflect on personal performance.
- Learn through experience.
- Learn to manage risk.

Level	Duration	Minimum hours of planned activity each day
<b>Bronze:</b>	2 days & 2 night	At least 6 hours during the daytime (at least 3 of which must be spent journeying)
<b>Silver:</b>  <b>Assessed</b>	3 days & 3 nights	At least 7 hours during the daytime (at least 3½ of which must be spent journeying)
<b>Gold:</b>  <b>Yr12-Practice</b> <b>Yr13-Assessed</b>	4 days & 4 nights	At least 8 hours during the daytime (at least 4 of which must be spent journeying)



## Training Checklist – lunchtime sessions in school.

1<sup>st</sup> aid & emergency procedures – (certificated course)

\*Bronze & Yr12 new to CNS DofE: 4 hour course.

Awareness of risk & health/safety issues.

Navigation & route planning.

Camp craft, equipment & hygiene.

Food & cooking.

Country, highway & water sports codes.

Observation, recording & presentation.

Teambuilding.

Proficiency in the mode of transport

# 1<sup>st</sup> Aid Course

4 hour training certificated course. 3.10-5pm. Canteen.

<b>Tues 3 Mar</b>	<b>Tues 10 Mar</b>	<b>Tues 17 Mar</b>	<b>Tues 24 Mar</b>
Session 1	Session 1	Session 2	Session 2
Bronze A & Yr12 Gold & Any Bronze B on the Berlin Trip	Bronze B	Bronze A & Yr12 Gold	Bronze B

### Expectations of the Expedition section

Your expedition must be by your own physical effort, without any motorised or outside assistance.

**\*\*Your expedition must be unaccompanied and self-sufficient.**

**\*\*Your expeditions must be supervised by an adult who is able to accept responsibility for the safety of you and your team.**

Your expedition must have an aim.

You must be properly equipped for your expedition.

**\*\*You must have completed the required training and practice expeditions.**

**\*\*You and your team must plan and organise your expedition.**

You must be assessed by an approved accredited Assessor to the DofE.

There must be between four and seven people in your team.

Your overnight accommodation should be camping.

**You should cook and eat a substantial meal each day.** -students plan their menu/meals within their groups for the entire duration of the expedition. Students must have breakfast with a hot drink on each morning of the expedition. Lunch on their journey. Evening meal back at campsite.

You must create and deliver a presentation after your assessed expedition to complete the section (Silver & Gold only).

***Don't forget that all your team must meet these conditions!***

## CNS Staff Team.

- Excellent success rate.
- 13 years facilitating DofE at CNS – over 65 expeditions.
- Rigorous trip safety protocols.
- Mountain Leader (Summer) qualified staff.
- Designated 1<sup>st</sup> Aid staff member on each trip.
- External Expedition Assessors.
- **Remote supervision:** *A level of indirect supervision which allows a group to undertake an independent journey/activity whilst ensuring the supervisors can exercise their duty of care as appropriate.*
- GPS trackers.

## In Case of Emergency: Procedure.

- Keep calm: remember your training.
- Give first aid & make casualty comfortable.
- Assess situation & agree plan.
- Ring Trip Phone & send SMS with time, location & key information.
- Press SOS button on GPS tracker.
- Dial 999 if required.
- If needed, 2 persons go for help at nearest habitation (if possible).

Do not ring anyone else outside of the expedition setting.

Trip leader will assess the situation and will make phone calls home if necessary.

## Kit & Equipment:

Walking boots (with ankle support) are essential kit that every student must have. Without walking boots students will not be able to take part in the expedition.





Equipment	Do you need to borrow this? Yes/No
Tent	CNS
Rucksack	CNS
Trangia stove	CNS
Fuel bottle (for Trangia stove)	CNS
Waterproof jacket	CNS Size:
Waterproof trousers	CNS Size:
Sleeping mat	CNS
Compass	CNS
Sleeping bag	CNS
Sleeping bag liner	CNS
Walking boots	You must provide your own walking boots (with ankle support).

### **Campsite Rules:**

- Students are only allowed into their own tents, no one else's tent.
- No ball games/frisbee etc.
- Lights out & quiet at 10pm.

### **Drop-off (Bronze):**

- By 5.30pm.

### **Pick-up (Bronze):**

- Students will be dismissed at 3.45pm providing all student groups are back, equipment returned and debrief has been completed.

### **All Expeditions including Silver & Gold:**

- Self-sufficient: shops/cafes etc are out of bounds.
- All mobile phones must be declared to staff, switched off and placed in a sealed pack & given back to the student (only to be used in an emergency).
- Behaviour must be excellent.

# Contract of Agreement

## **Behaviour at school & on Expedition must be excellent otherwise the privilege will be removed.**

I agree that school behaviour & CNS DofE expectations apply on expedition. Any student not adhering to these expectations will be sent home. Parents/Carers will be expected to collect their child without delay. If my child is removed from an expedition (before or during the expedition) I understand that they have lost the privilege to be involved in future expeditions. The Training, Practice and Assessed expeditions of any level are viewed as the same trip. Future participation on the CNS DofE programme (next Award level) will be at the discretion of the Trip Leader & Head Teacher.

## **Parental Responsibility to organise transport to pick up child from the expedition:**

### **Own transport, car, bus, taxi, train.**

I agree that if my child is required by the Trip Lead to leave the expedition due to sickness, illness, a breech of the behaviour expectation or not complying with the phone policy, stated above, I will personally collect or organise for my child to be picked up, from the expedition venue without delay.

\*Please ensure that you are in a position to be able to pick up your child whatever hour or organise transport to take them home.

## **Medical information must be submitted via the consent/medical form (including new information):**

I understand that if I do not meet the Expedition Payment and Consent & Medical form deadline (Friday 19 December 2025) and/or don't provide any important changes with my child's medical information, at least four weeks before the expedition, then the Head Teacher & Trip Lead may remove my child from any of the relevant DofE Expeditions.

**School behaviour expectations:** these apply on expeditions. Any student not adhering to these expectations will be sent home. Parents will be expected to collect their child.

### **Mobile Phones:**

Mobile phones must be declared to the staff team, switched off, handed to the designated staff member and sealed in a waterproof bag upon arrival at the expedition venue. The mobile phones are then returned to students. Mobile phones must remain sealed and switched off for the duration of the expedition unless there is an emergency.

This policy is for the following reasons:

- **Health & Safety:** students need to be fully aware of their surroundings on their expeditions to be aware of the various risks/dangers they may encounter, such as vehicles etc.
- **Teamwork & group cohesion:** students are working together for the duration on the expedition and therefore do not require the distraction of a mobile phone.
- Safeguarding.
- **In case of emergency** the sealed mobile phone can be opened & switched on (with full battery) to call the school trip phone and emergency services if required.
- **Trust:** the student groups travel for the majority of the expedition alone as staff exercise remote supervision. The mobile phone policy is intrinsic to trust of the student groups. Staff use GPS trackers allocated to each group to monitor progress as well as checking in on the groups face to face on their journey.

*Any student who is found with a mobile phone that has not been declared will be sent home from the expedition. It is the parent/carers responsibility to collect the child from the expedition venue.*

*\*Please see the Contract of Agreement on the expedition forms link.*

Please sign the register before you leave.

**Mr Lee**  
CNS DofE Manager

[p.lee@cns-school.org](mailto:p.lee@cns-school.org)

**DofE Trip Mobile:** \*\*\*\*\*

**CNS DofE webpage for presentations and Expedition Dates:**  
[www.cns-school.org/The-Duke-of-Edinburgh-s-Award-Scheme/](http://www.cns-school.org/The-Duke-of-Edinburgh-s-Award-Scheme/)