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See Distribution

Reference: CANADA 2024

Date: 15 March 2024

ADMINISTRATION INSTRUCTION – CANADA

General: Pate's Grammar School Outdoor Education Department will conduct an expedition to Canada during 27 July – 15 August 2024.

Training: There will be a training event on the 05-07 July 2024 to be held on the river Wye. The training will consist of all safety preparation for the expedition, and we will be continually assessing the group and giving remedial or advanced training as needed.

Date/Time	Location	Details	Remarks
05 July 24 - 1600	Report to OED	Check Kit & Issue Equipment	Student kit can be dropped into OED garage from 0800 before school.
	Depart OED for Campsite	Tressick Campsite	
06 July 2024 0800-1700	River Wye	Hoarwithy to YHA Welsh Bicknor	Bring plenty of snacks this will be a long day
07 July 2024 0800-1300	River Wye	YHA Welsh Bicknor to Biblins Campsite	
1400	Biblins	Depart Biblins	Return to PGS, clean and return equipment
1600	PGS OED	ETA for students to be collected.	

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.

Equipment: Please see standard equipment list on the website all safety equipment will be issued from OED.

Feeding: Students will be responsible for their food over the duration of the training, there may be the opportunity to purchase dinner on Friday night on the route to the campsite. We advise food is high in calories and nutritional value. Fizzy drinks such as Coca Cola are not advisable.

CANADA Itinerary Details:

Day/Date	Activity	Location	Comments	Bookings
Day 1 27 Jul	Exped Assembles Travel	PGS OED 0630	Equipment Check Depart PGS 08:00	London Heathrow – Toronto Flight No: BA0093 Flight Time: 13:20
Day 2 28 Jul	Day Trip	Toronto	CN Tower	Indian Lines Campsite
Day 3 30 Jul	Day Trip	Niagara	Niagara Falls	Indian Lines Campsite
Day 4 31 Jul	Day Trip	Toronto	MEC for supplies & Prep	Indian Lines Campsite

Day 5 01 Aug	Travel	Toronto – Witney	Travel to Witney (National Park) Collect equipment – Pack for expedition.	Campsite
Day 6 02 Aug	Canoe Expedition	Algonquin National Park	Day 1	Canoe Lake Access Point 5
Day 7 03 Aug			Day 2	Algonquin National Park Expedition
Day 8 04 Aug			Day 3	
Day 9 05 Aug			Day 4	
Day 10 06 Aug			Day 5	
Day 11 07 Aug			Day 6	
Day 12 08 Aug			Day 7 – Last Day	Opeongo Lake Access Point 11 Travel to Wilderness Tours
Day 13 09 Aug			Resort Package	Wilderness Tours
Day 14 10 Aug	High Adventure White Water Rafting			
Day 15 11 Aug	Resort Day – Paddle boarding/Kayaks			
Day 16 12 Aug	Travel	Ottawa	Ottawa	Hampton Inn - Ottawa
Day 17 13 Aug	Day Trip	Ottawa	Visit Museum & Parliament	Hampton Inn - Ottawa
Day 18 14 Aug	Travel	Montreal	Notre-Dame Cathedral Evening Flight	Montreal – London Heathrow Flight No: BA0094 Flight Time: 22:05
Day 19 15 Aug	Travel	PGS	Arrive at Pate’s ETA	Arrive Heathrow Flight Time: 09:40

OED advises parents not to turn up for collection until they receive a phone call otherwise, they could be waiting for a long time. Please ensure the participants have the contact phone number for the person who will be collecting them. We will ensure that students give parents at least an hour’s notice before they are due to reach the collection point.

Equipment: Please refer to the Canada equipment document for detailed personal equipment list.

- All safety equipment will be issued at the start of the event.
- Teams will be liable for any damage caused to this equipment whilst it is in their care.
- Tents will be provided however should the students wish to purchase hammocks for the expedition please do not forget to also purchase a tarp.

Feeding: Students will be given a daily allowance for food/provided with expedition food, however any additional snacks (ice creams etc.) will up to the individual to pay.

As part of their equipment list, students are required to bring with them 2 x 1 litre water bottles. Water purification methods will be provided by OED.

Risk Assessment & Emergency procedures: Risk Assessments and Emergency Procedures have been completed and will be issued to all staff involved, all students will receive a thorough briefing at the start of every activity.

Groups will be accompanied by staff throughout the expedition phase. Staff will train the students in all emergency procedures including prevention measures to ensure that there is no encouragement for uninvited wildlife. Algonquin National Park is home to the Black Bear, the staff will be carrying the emergency equipment

for dealing with bears, however by nature they are timid animals and thanks to the noise the students create we have never seen them during an expedition.

During downtime/visits students will be given a detailed brief of safety procedures including the emergency location/contact point of the staff.

Although radios will be used during the trip, the staff will also have the department satellite phone.

Medical: Medical procedures are detailed within our risk assessment and all our staff hold a current First Person on Scene (International) qualification. Students will be issued with a travel first aid kit; staff will carry a more detailed first aid pack to deal with major injuries whilst waiting for the emergency services.

Pupils with medication must be responsible to self-administer. In the event of an Allergy or Asthma, the epi-pen/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.

Behaviour/Standards: Sensible behavior is always expected. Staff reserve the right to exclude participants from 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 DofE expedition requirements. Failure to do this may result in the qualifying expedition having to be re-taken.

Command and signal:

Mobile phones: During the qualifying expedition, any use of a mobile phone by any member of any group, other than for the sole use for an emergency is strictly forbidden. Phones will be checked before and after the expedition by the assessor. Anyone found using a mobile phone to gain an advantage towards their DofE award may be deferred. This could also extend to their whole group being deferred. We advise that mobile phones are safely secured in their bag where they will not get damaged or affected by water.

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

Head of Department	Mrs. Jane Jowett	07731 086442
Deputy HoD/DSL	Ms. Natalie Berry	07710 676025

If you cannot reach us and it is not urgent, please leave a voicemail or send a text message to the above mobile phone number.

ORIGINAL SIGNED

Jane R Jowett
Head of Outdoor Education
Pate's Grammar School
01242 538248