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**South West Wiltshire Leisure Credits Scheme – November/December 2021**

**Parent & Young Person Information Letter & Consent Form**

With high rates of Covid-19 in the local area we are still continuing to exercise caution at all our provision as we know that a significant number of the young people we work with remain unvaccinated. Also, we are a small staff team with lots of youth work commitments so we are trying to avoid closures and disruption to our delivery. We are, therefore, asking that all **young people continue to wear face coverings** on our **transport** and at any **indoor session**, as well as when they are in **close contact** to others when **outdoors** – we aim to have as many leisure credits sessions outdoors, however there may be sessions where this is just not possible. We know that young people are required to do **twice weekly lateral flow testing** for school and we hope that those not in educational settings are also able to do this so we can reduce the risk of transmitting the virus at our sessions.

We have planned a number of work sessions over the coming months and hope to be able to offer some reward opportunities during the Christmas holiday period. These will of course depend on whether there are restrictions imposed upon us as we go into the winter months. We are currently able to fill all seats on our minibuses, as long as all young people are using hand sanitiser when they get on and off the bus as well as wearing face coverings for the duration of their journey, however we still need to keep a bit of space on the bus for lunches, tools etc so we have a maximum of 13 spaces at work sessions unless part of the group are able to get there on foot. It is **essential that spaces are booked** for the sessions you wish to addend, however, **please only book into sessions that you know you can make and please let us know if you are no longer able to attend** a session as soon as possible. All participants will also need to have completed a **new Seeds4Success annual consent form** (for September 2021-September 2022), so, please can you complete one of these if you have not already done so. Ideally, parents/carers will download it from our website [www.seeds4success.org.uk](http://www.seeds4success.org.uk) and complete it online and email it back to me at jaki@seeds4success.org.uk but printed versions are available if necessary so please just ask.

Our Leisure Credits sessions will be running from **10am – 4pm from Mere Youth Centre** – this means that for those requiring transport pick-ups and drop offs will be before or after these times and they will be confirmed the night before. Leisure Credits is a popular project and spaces are often in high demand. Priority on this project is given to young people who are actively engaged in other opportunities delivered by Seeds4Success as this enables the greatest impact in their personal development. We may be running multiple projects during the school holidays, therefore, booking a seat on the minibus is more important than ever as it is possible that we will have extra children and young people to transport to Mere. We are able to provide lunches, and these will be made by a member of staff or a volunteer before the session or during the day so please let us know if you would like us to provide a lunch as we are happy to do so. You are of course welcome to bring your own lunches and snacks too.

We will send a reminder text prior to each session as we are aware that things come up and young people are sometimes unable to attend at short notice, but it really is important that we have close to the maximum of 13 young people at all our sessions as our funding is reliant on this. We will make decisions about reward activities closer to the school holidays so please feel free to make suggestions about what you would like to do on the consent form. Credits can be saved for future trips and once young people have attended a minimum of 6 work sessions, they are also able to use 12 credits to get a Leisure Credits S4S hoodie. Please make sure you write on the consent form if you want a hoodie and if you want your name on it - we need to make a separate payment (£1 for a small name on the front or £3 for large name on the back or sleeve) or you can take it to Ram Sports in Wincanton yourself to get this done.

Please ensure the attached leisure credits consent form and an annual consent form (1st September 2021 – 30th September 2022) are completed and returned as soon as possible. Copies of all these forms are available on our website [www.seeds4success.org.uk](http://www.seeds4success.org.uk) and can be returned to jaki@seeds4success.org.uk to save printing and paper costs.

**Work sessions:**

We are planning to run the following work sessions during November and December, however, if there are changes in guidance due to the Covid-19 pandemic, or we have illness or self-isolation amongst staff or young people, we may be forced to change these. We have some planned work tasks identified and allocated to dates but these are subject to change. The sessions are likely to include a range of practical and conservation tasks such as removal of invasive species, clearing woodlands / repurposing felled timber, weeding military badges or community gardens, footpath clearance work, digging ditches, repairing/restoring gates, stiles, steps, fences, benches or play equipment, levelling or resurfacing footpaths, supporting with community events and practical tasks such as woodwork and tool repair. The dates allocated as work sessions are as follows:

**Saturday 6th November – ditch clearance/widening, Tisbury**

**Saturday 20th November**

**Saturday 4th December**

**Saturday 18th December**

**Tuesday 21st December**

**Tuesday 28th December**

**Thursday 30th December**

Please be at the pick-up points by the following times unless you receive a text message with a revised time **(we will only go to pick up points if we are expecting young people to be there and thus these are only rough guides)**: Wilton (Turning area just inside Sadlers Mead) 9:00am, Tisbury Cross 9:25am, Hindon 9:35am, East Knoyle 9:45am or meet at Mere Youth Centre at 10:00am. It may also be possible to organise pick-ups/drop off’s for Zeals and Kilmington, however this may be significantly earlier or later depending on the other transport requirements or commitments of staff (cleaning, shopping etc) and need to be requested in advance. We aim to finish all sessions in Mere around 4pm and drop young people back to pick up points after this time.

It is vital that you let us know which sessions you can attend and please only book into those you know you can attend so that we do not have wasted sessions. If for some reason, you are not able to make it to a session you are booked on to please make sure you contact me (Jaki) 07585723824 or Rose 07557334158 at the earliest opportunity. The charity needs to ensure that sessions are maximised and run at capacity so that money is not lost, and funding does not cease. Please assume you have a space on the sessions you have booked unless you are told otherwise.

All sessions will involve outdoor work so please ensure all young people wear warm, old clothes with long sleeves and if possible, bring a waterproof jacket if it looks wet. We will provide some food for the group although they are also welcome to bring their own snacks too if they prefer. Please can everyone bring their own drink bottle that can be refilled when we are out working.

**Reward and Development Activities:**

We have not currently planned any reward activities for this period as we are mindful that with high levels of covid going into the winter months we may well face additional restrictions. If restrictions are not imposed we would like to run at least one reward trip during the school holidays (provisionally Wednesday 29th December). Please make suggestions for this session on the consent form.

**Additional Important Information:**

* **Young people will not be allowed to participate in this scheme unless the attached form has been signed by a parent/guardian and returned to a youth worker along with the current S4S annual consent form (1st September 2021-30th September 2022). This is for reasons of your own health and safety, and our concern to see that these trips are properly organised and that we all have a good time. So, remember, no form returned, no go on the event organised. If you are 18 years or over, you may complete the form yourself, but it must still be returned.**
* **Seeds4Success provides 3rd party liability insurance on all activities, but we are unable to provide personal accident or injury insurance or insurance for personal possessions. If young people do bring valuables to sessions, they are responsible for their safe keeping.**
* **Due to limited seats in the minibus, we must restrict the number of spaces on sessions. Please ensure you complete the attached consent form as soon as possible and indicate which sessions you will be attending and list any future trip ideas you would like to see offered. If sessions do not have young people booked on to them, they will be cancelled, and staff will carry out other work instead. It may be possible to arrange transport from other locations within the Southwest Wiltshire area for some of the sessions so please contact me to discuss this if required. If young people wish to meet us at a work site this is also possible but please ensure I know you are coming so that I can ensure we have sufficient food and tools**
* **The credits system has been developed in consultation with young people and a full day will be scored out of a maximum of 12. The minimum you will get for turning up and doing an average amount of work on a day's session, is 4 credits, providing you do not do anything detrimental to the task or the group. Young people who work exceptionally hard and are supportive of peers and staff may earn closer to or the maximum.**
* **Once young people put their name down for a trip and have said they are going their ‘credits’ have been committed and cannot be refunded if they don’t turn up (unless we are able to fill their space at short notice)**
* **Due to the outdoor and dirty nature of the work, please ensure that young people wear old clothes, suitable footwear and bring sun cream if it is hot or a warm/waterproof jacket if it is cold/wet.**
* **We will transport young people from pick up points by minibus to the various locations mentioned if they cannot be accessed by walking. Some refreshments will be provided although young people may also want to bring drinks and a packed lunch with them.**
* **It is expected that all young people abide by the rules of Seeds4Success (stated on the annual consent form), the procedures for young people during the Covid-19 pandemic and the agreed ground rules for sessions. Any young people in breach of these will be asked to leave the session and parents/guardians will be required to collect them from wherever they are.**

If you have any questions, please don’t hesitate to contact me.

Yours sincerely,

Jaki

Jaki Farrell

Charity Director

Mobile : 07585723824

Email : jaki@Seeds4success.org.uk

**South West Wiltshire Leisure Credits Scheme – November / December 2021**

**Parent Permission Form**

I give permission for my son/daughter/ward \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name) to take part in the following Leisure Credits sessions / Activities: *(please tick*)

Work:

**Saturday 6th Nov.  Saturday 21st Nov.  Saturday 4th Dec. **

**Saturday 18th Dec.  Tuesday 21st Dec.  Tuesday 28th Dec. **

**Thursday 30th Dec. **

Rewards:

**Trip to be decided – proposed date Wednesday 29th Dec –** please tick if available ****

Please suggest trip ideas : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hoodies:

If you would like to use some of your credits to get a Seeds4Success Leisure Credits Team Hoodie, please tick what size you would like and state whether you would like a name and what size (and if so, what you want)

Large Kids  Small Adult  Medium Adult  Large Adult  Extra Large Adult 

I would like the name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ printed on my shirt.

I enclose £1 for this to be in small writing on the front 

I enclose £3 for this to be in large writing on the back 

I enclose £3 for this to be in large writing on the sleeve 

Please provide a mobile number that we can text pick up details to and say whose number this is e.g., young person, parent etc\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Please inform us of any changes to the information provided on the annual consent form: |
| Please provide emergency contact information for these sessions: |

I have completed a current annual consent form and a covid19 medical form, I understand I need to follow government guidelines on self-isolation, and I will notify Seeds4Success if my child or anyone they are in contact with have symptoms and they will not attend sessions if unwell. I have provided the most current medical information and an emergency contact number for this activity.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent / guardian) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent / guardian)