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September 2016

Dear Parent/Guardian

### Passport for Life Year 7

Maiden Erleigh School runs a scheme known as Passport for Life which aims to encourage young people to become active participants in their local community, by looking for, organising and undertaking activities designed to help individuals or the community in general.

By the time that students reach Secondary School age they are able to make significant contributions to the community and we would like all students to feel that they have skills to offer and that they can be valued members of the community. **We therefore would like all students to have completed a minimum of 5 hours service to the community during their time in Year 7.** Many students will do this anyway and we would like to recognise their achievements. Other students need to be encouraged to feel that they can also make a contribution. All students who complete 5 hours of service will be rewarded with a school certificate in recognition of their service.

Your son or daughter will have been told about the scheme at school and will have had a chance to discuss the sort of activities with which they could become involved. We are confident that every child will be able to find some activity that they will enjoy and that will make a positive contribution to the community. For all activities the students should be involved in planning and organising them, as well as taking part.

Students may work on their own, or in a group. The 5 hours can be completed in any convenient way. For example it could be completed by doing an environmental project or by visiting an old people's home.

Most projects will take place outside school, and could include visiting sick or elderly people, listening to a neighbour's small children learning to read, helping at a crèche or toddler group, picking up litter, gardening for needy neighbours or other environmental work. The activity should not, of course, involve any payment to the students, and should not be work solely for the benefit of the student's family.

We are sure that students will come up with all sorts of exciting ideas of their own. Please help your child decide on an appropriate project, and check on its suitability. The students have been told that they must not contact strangers, and that they must only undertake projects that have been fully discussed with you, and then agreed with the school. May we also draw your attention to the paragraph in the School Prospectus about Personal Accident Insurance.

There will be several meetings in school for students interested in particular types of project, such as helping at a local primary school, environmental work, selling Charity Christmas cards or visiting one of the local old people's homes. Any student who cannot find a suitable project will also be given advice and suggestions.

When your child has decided on their project or activity they should ask their tutor for a Proposal Form, which they should complete and then ask you to read and sign if you agree to their proposal. The form should then be given back to their tutor, a 'Diary Card' will be issued for your child to record the time spent on each activity.

Once a student has completed 5 hours of service, they may wish to continue and become fully involved in the Passport for Life scheme. They may continue to achieve Star Awards:

10 hours in total gains a **One Star Award**  
25 hours in total gains a **Two Star Award**  
45 hours in total gains a **Three Star Award**  
70 hours in total gains a **Four Star Award**  
100 hours in total gains a **Five Star Award**

The Passport for Life scheme continues into Year 8, and students may continue to work towards their prestigious Five Star Award during the year.

The minimum expectation by the end of Year 7 is for 5 hours, although many students will be able to complete many more hours than this. We look forward to your co-operation in helping your child to achieve at least 5 hours, and thereby further his or her development into a useful member of the community.

Please contact the school if you have any queries or would like to discuss your child's proposed project.

Yours sincerely



Miss E Jordan  
Assistant Pastoral Leader of Year 7