24 January 2013

Dear Parents

**Joining the Combined Cadet Force**

If you are reading this letter it is likely that your son or daughter has a strong interest in joining the CCF. Please read through the leaflet “What is the Combined Cadet Force?” to make sure you and your child understand the level of commitment required. Please be aware that there are limits to the number of cadets who can join each Section, and while I have never yet had to turn a recruit away, I cannot guarantee every pupil will get a place if, for some reason, one particular Section proves especially popular one year.

**If you would like your son or daughter to join the CCF, please do the following:**

1. **Complete both sides of the blue CCF Application Form**, not forgetting to indicate which Section your son or daughter wishes to join.

Our preferred way of communicating with you, especially with information about adventurous training opportunities, is by email, so this information is very important.

There is a request for permission to photograph your child doing cadet activities. This is a child protection measure imposed by the MOD and is quite separate from similar provisions made by the School. In practice, it is extremely unlikely a cadet’s photograph would appear outside School, unless he or she received some national award or distinction.

Parents who have had sons and daughters in the cadets already will notice an increase in charges. We have introduced a termly charge of £30. This is partly to meet costs of buying better equipment, partly to buy kit hitherto provided by the MOD, and partly to enable us to bring down the level of charges made for training events.

**2. Fill in the Record of Service Book.** Please fill this in, carefully following the directions on the sheet “How to fill in a ROS Book”.

**3. Fill in the uniform size slip.** This is to assist us in obtaining clothing of the correct sizes for your child. (Outgrown or out-worn kit may be exchanged free of charge as the cadet progresses.)

**4. Provide two passport sized photographs.**  If you cannot supply these before the date the forms are due back, send them in later, ensuring your child’s name is clearly written on the reverse. Any suitably sized photos will do: you do not need to get special passport photos.

**5. If you wish, fill in the boots order form and provide a cheque.** All cadets will need Army pattern boots, regardless of the Section they join. If you wish to purchase these through the school, please fill in the purchase order and attach a separate cheque for amount specified. I will process these orders a little later, because, unlike the rest of the uniform, boots remain the property of the cadet and, once used, cannot be returned or re-issued. If I have to resort to second choices, I will check you are happy to proceed before ordering your boots.

**6. Return all the above on, or as soon as possible after Monday 4 March.** The porters will attach a numbered sticker to your envelope, so that if there is a very heavy demand for one Section, places can be allocated on a first-come-first-served basis.

Your son or daughter will be notified which day to come and receive a uniform issue. A bag or holdall would be most useful.

If you have any questions regarding your child’s involvement with the CCF, do not hesitate to contact me at school.

Yours sincerely

Cdr (CCF) A A Powell RNR

Contingent Commander

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