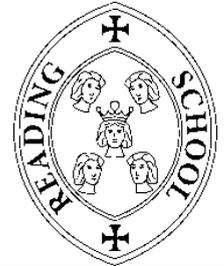




Reading School Combined Cadet Force
Reading School, Erleigh Road
Reading, RG1 5LW

Telephone: 0118 901 5600 Ext: 250
Fax: 0118 935 2755
E-Mail: ccf@reading-school.co.uk



Distribution:
Parents of Year 9 Prospective Cadets

Reference: CCF/J1/Cadet Enrolment/Enrolment Letter
Date: 22 November 2018

READING SCHOOL CCF CADET ENROLMENT FORMS AND SUBSCRIPTION PAYMENTS

Dear Parents,

This letter is to make you aware of the process if your child would like to join the Reading School CCF. There will be a taster session on Thursday 13th December 2018, and the first parade for the Year 9s will be Thursday 10th January 2019. Attached to this letter is an information sheet, and hopefully any questions from you or your child will be answered by current cadets or staff in our talks or tasters.

Also attached to this letter are two forms, the first is the Cadet Enrolment Form, on which should be entered the Cadet's Personal Details, Parent/Guardian's Consent, Next of Kin Details, and Medical Details. The second is the Uniform Sizing Form, which should be filled out as accurately as possible to allow uniform to be issued to your child through the Ministry of Defence. This form also requires a signature from you as a Parent or Guardian, agreeing that you will be liable for any damage or loss to your child's uniform and will be required to return all issued uniform; complete, clean, and pressed when your child leaves the CCF or Reading School.

These forms should be returned as soon as possible, and no later than Wednesday 19th December 2018. They can be returned either to the school office or directly to the CCF Office in the Quad. There is no limit on the number of cadets who may join Reading School CCF, but it is important that we have this information prior to the holidays so that everything can be prepared for cadets joining, especially uniform, which will need to be requested from the MOD specifically for each individual cadet.

I feel it also of the utmost importance to make you aware that membership subscriptions of £125 per cadet are required at the start of each Academic Year. The annual payment represents great value for money because of the wide range and richness of activities offered through the CCF, and you can be assured that policies and regulations are in place governing the expenditure of this money. Since your child will be part of the CCF for two terms of Year 9, we would ask that you pay £80, to be returned with the Cadet Enrolment Form. Cheques should be made out to "*Reading School.*"

Boots are not issued free of charge, but the CCF will purchase one initial pair of boots for cadets as part of their first year's membership subscriptions. As we may not be able to change or replace them at short notice, the recommended practice would be to write one size larger than your child's current shoe size, to allow for their growth- additional pairs of socks can always be worn to pad out the boots while your child grows.

If you have any questions regarding any part of this, please do not hesitate to contact me as soon as possible through the school phone number or email address at the top of this letter.

D. N. Morris
Captain (CCF)
School Staff Instructor
Reading School CCF