

RATCLIFFE COLLEGE

Combined Cadet Force

Key Information 2021-2022



Welcome to the Ratcliffe College Combined Cadet Force

The CCF exists in some 400 schools throughout the United Kingdom; the Government hopes to expand this in the next few years to over 500. There is no obligation or expectation that a cadet who joins the CCF will go on to join the Armed Forces; our aim is to develop transferable skills and qualities which will be useful later in life. These include leadership, responsibility, self-confidence, initiative, reliance, team spirit and pride in one's appearance. Activities incorporate varied and interesting training with a military bias: training may include shooting, military exercises, outdoor pursuits, personal development exercises, obstacle courses and trips and visits.



All of this provides background knowledge of the British Military, in particular the Royal Anglian Regiment and Royal Air Force, whose cap badges we proudly wear. CCF's can have Army, Navy, Royal Air Force and Royal Marines sections and at present we run an Army and RAF section.

Cadets engage with pupils from different year groups and social groups. All cadets start at the same level, wiping clean the slate of existing achievements and friendship groups, and allowing each individual to develop his or her own talents in a new and challenging environment.

Recruitment and commitment

We recruit in the July of year 7, so that new recruits may join in the September at the start of year 8. We normally accept around 25-30 new students each year.

On joining the CCF as a recruit, members of the contingent are expected to remain in the unit for a minimum of two terms, and to attend a recruit camp towards the end of that period in order to obtain a full taste of CCF life.

Successful completion of basic training at recruit camp earns recruits their Royal Anglian berets and badges and they become full cadets.



We parade each Tuesday after school at 16:30 hours and usually finish at 18:00 hours term time only (apart from occasional camps and activities). There are two field weekends each year as well as an Easter adventure training week and a week long summer camp per section in July and August. Also, there are other activity days and weekends each year where cadets can go hill walking, mountain biking and water sports.

We also try to organise a trip abroad every two years such as adventure training in the South of France, battlefield tour and adventure training in South Africa, and the Camino de Santiago as examples.



Ratcliffe College CCF – proud traditions and heritage

Ratcliffe College CCF began as an Officer Training Corps dating back to the beginning of the 1900's. Having always being affiliated with local Leicestershire regiments it began its life as it is today back in 1954 when the OTC re-rolled under the new name of a Combined Cadet Force. Most of its staffing was provided then as it is now by a combination of ex regular soldiers, reservists, ex cadets and teaching staff.

For many years now following the re-formation of the Royal Leicestershire Regiment into the Royal Anglian Regiment we now proudly wear the cap badge of the Royal Anglians. We are very proud of our past and our connection to the British military.



Many former Ratcliffians went on to serve in the military both in the two world wars and in the present day.



Remembering the fallen



Safety and staffing

The CCF is staffed by adult volunteers (CFAV) who all hold Queen's Cadet Forces Commissions. We also welcome interested adults - including parents and former pupils - often as non-uniformed volunteers. The Headmaster of Ratcliffe College has appointed a Contingent Commander, who is responsible to the Ministry of Defence and the Headmaster for the day-to-day running of the contingent. A School Staff Instructor (SSI) also helps carry out much of the administration of the CCF.

Since safety is paramount, only qualified CFAV can supervise cadet training; all our staff attend regular training courses and take annual tests to maintain the currency and competence to deliver high quality activities within an Army and RAF risk framework called the Safe System of Training. The Contingent Commander ensures compliance with all military regulations for the safe conduct of training and safeguarding.



Contingent Commander: Major P Walters

School Staff Instructor: Lt M Edwards

Army Section: Capt M Reeves, Capt A Dziemianko, AUO S Dunstan,
Mr A Grant (Ex Ratcliffe)

RAF Section: Flt Lt H Grant, PO A Batten, Flt Lt M Cheetham

Health and medical



As part of the Safe System of Training, we have to request detailed information on the health of all cadets in order to help us to protect them and fulfil our responsibilities for their care when involved in CCF activities. There is no intention to ask for sensitive medical information which parents do not wish to divulge, but safety of all our cadets is our main concern.

To reduce risk to cadets, it is essential that we are aware of any condition which might influence their ability to take part safely in a wide range of physical activities. If such a condition exists, the CCF may request a medical certificate, to be signed by a doctor, stating that the cadet is nevertheless fit to carry out CCF activities.

For safety reasons, certain medical conditions may result in a cadet being prohibited from participating in adventurous training or other strenuous activities, even if a medical certificate has been obtained giving the families permission. The Army's default position is to err on the side of safety.

It is essential that parents inform us of any changes in a cadet's medical condition or personal details, as soon as they occur, in particularly changes of emergency contact details. Parents must also advise us if a cadet is prescribed medication or receives other medical treatment as well as ensure the cadet has sufficient medication should they be away with CCF.



"Westminster" The Mod's Cadet Forces Database

It is a mandatory requirement laid down by HQ Land Forces that all cadet personal details are held on Westminster, a Management Information System designed to meet the needs of the Cadet Forces, which is compliant with the latest GDPR.

Westminster stores, handles and processes personnel documents in a standardised way; it improves the passage of information within the Cadet Forces, enabling those responsible and accountable for cadet activities to have sufficient information to make sound choices.

Westminster allows up to date and accurate reports on any aspect of cadet activity to be given to the chain of command and decision makers who allocate budgets.

Records held on Westminster form the basis of the Annual Assurance Review conducted on all CCF unit to ensure that they are working in compliance with all regulations, and that cadets are being effectively and purposefully trained.

Westminster safeguards and protects the details of all staff and children in the Cadet Forces, providing the necessary information to those adults that need it.

All Adults who have a personnel record within Westminster have DBS certificates from both the school and MOD as well as being heavily vetted by the Defence Vetting Agency. Adult users are only permitted access to see data relevant to the cadet in their care.

In addition to contact and medical details, all qualifications, promotions, events attended as well as attendance registers are all held on Westminster.





Kit and equipment

Most items of uniform and equipment are loaned to us by the MoD or by the Contingent, for the duration of a cadet's service in the CCF. There is no expectation that cadets and their parents should have to purchase kit and equipment (Other than the following useful items for exercises: combat gloves, a small torch)

One essential purchase, not provided by the MoD is combat boots, as the correct footwear is an important safety issue: without proper boots, no cadet may participate in training. (These can be privately purchased or via the contingent at a current cost of £37 per pair).

If any item of clothing is damaged or outgrown, and is returned in a clean condition, it will be exchanged free of charge. If an item is lost, however, then the onus is on the cadet to pay for a replacement (cadets requesting replacements should inform the SSI and a bill will be sent out accordingly).

The value of initial kit issue is around £150 and can rise to £500 for a fully equipped cadet. These items must be signed for by the cadet and returned to the CCF when they leave the contingent. Failure to return items will result in a charge to a cadets parents; a list of replacement charges for kit and equipment can be found later in this document.







Financial matters

The contingent receives grants from the MoD to help cover pay for uniformed staff, some transport costs and resources, however, on occasion, we do have to charge for some of the running costs of the Contingent.

The Contingent joining fee is currently £60 per year which contributes towards the cost of insurance, rations, equipment, non uniformed instructors and transport. In cases of genuine financial hardship we, on occasion, offer free entry to the CCF: please contact the Contingent Commander at pwalters@ratcliffecollege.com if you wish to discuss this.

All other camps, exercises and activities are costed individually and range from £20 upwards depending on the length of the event, the type of event and, in some cases, which country an activity may be taking place.



All payments should be made directly to the CCF bank account:

Ratcliffe CCF

Sort code: 60:14:10, Acc No: 88691616

or by Cheque payable to Ratcliffe CCF



Contacting the CCF

Absence notification and equipment and kit matters to:

msedwards@ratcliffecollege.com

01509 817029

Event queries, joining and resignation paperwork and financial matters:

Maj P Walters, Contingent Commander:

pwalters@ratcliffecollege.com

01509817029

or Lt M Edwards, School Staff Instructor

msedwards@ratcliffe.college.com

CCF Mobile number:

07494 216180

Follow us on Twitter:

@RatcliffeCCF



Standing orders for cadets:

Terms and conditions of service



Parades and commitments

1. Normal parade timings are 16:30hrs to 18:00hrs on Tuesdays during term time.
2. Cadets have committed to attend punctually and correctly dressed every Tuesday. Cadets who are late to parade or incorrectly dressed on a regular basis will receive behaviour points and, in certain circumstances, be asked to leave the CCF.
3. Any cadet that expects to be unable to attend a Tuesday parade for any reason must ask their parents to inform the CCF by email or telephone no less than 48hrs hours in advance. Failure to do so will be recorded as an unauthorised absence.
4. If a cadet is asked to take part in any school activity which conflicts with their attendance at CCF on Tuesdays, parents should contact the Contingent Commander or SSI by email or telephone so that they can attempt to resolve the clash.
5. Cadets are expected to attend the recruit camp towards the end of their first two terms of service, all other camps and events are optional and will be advertised separately.

6. Cadets who volunteer for camps, courses or other special training periods are expected to honour the commitment by attending the activity, or to give a satisfactory reason for not attending, in writing or telephone, with as much notice as possible.

7. Cadets are at all times expected to adhere to the British Army's six core values: Courage, Discipline, Respect for others, Loyalty, Integrity and Selfless Commitment.

8. Cadets are responsible for the safe-keeping and maintenance of all uniform and equipment issued to them on loan. Wherever possible, uniform and equipment should be named, using labels which can be removed when items are returned to stores at the end of a cadet's service.

9. Cadets will be charged for any items lost or damaged beyond reasonable wear and tear. Replacement items will be charged for.

10. Cadets are permitted to wear their uniform instead of their school uniform on Tuesdays, however, it must be worn correctly and the cadet must look smart (wearing of the Beret is excused during the school day but worn on parade).

11. Cadets are granted the privilege of wearing the uniform and emblems of the Royal Anglian Regiment or Royal Air Force, and should wear them with the same pride and respect as does their sponsor unit.

12. CCF uniform and equipment may not be worn or used other than for CCF activities or travel to and from CCF activities other than Tuesdays.

13. All defects or problems with uniform or equipment should be notified to the SSI and the item returned to stores for replacement.

14. Cadets are responsible for keeping themselves informed of events, camps and courses. Information will be passed on to the cadet, advertised on the notice board and emailed to parents as well as sometimes advertised on our Twitter account.

15. Changes to contact details, diet or medical details should be communicated to the SSI or Contingent Commander in writing.

16. Recruits join for a minimum of two terms to reach a basic level of qualification culminating in a recruit camp, after this they may resign from the CCF if they choose.

17. Cadets wishing to resign from the CCF must provide the Contingent Commander with written parental consent for doing so (sixth form students may email directly).

18. On resignation from the CCF or leaving school, cadets must return all of their CCF uniform and kit to the stores so that it can be checked as complete and serviceable. Any items or equipment not returned or returned unserviceable will be charged for. Returned kit should be clean, folded and labelled clearly.

19. All cadets have a responsibility to bring to the attention of the Contingent Commander any grievances, including bullying, unfair treatment racial or other discrimination or unfair or unwarranted criticism. Cadets should let the Contingent Commander know of such matters - whether directed at themselves or other fellow cadets in one of the following ways:

- By speaking to the Contingent Commander.
- By speaking to any CFAV.
- By speaking to their Schools DSL.





Kit and clothing:

Replacement charges 2020-21

Combat clothing:

Web belt: £10
Beret: £8
Beret badge: £2
Ratcliffe CCF patch: £4
Boots: £37
SF cap: £8
Pullover OG: £20
Dress shirt: £15
No2 dress uniform (Jacket and Trousers): £100
Dress tie: £5
Belt white: £20
Stable belt: £25
Rank slide: £2:50
MTP shirt: £20
MTP trousers: £25
MTP Smock: £40
Trousers elastics: £1
T-shirt £7:50
Waterproof jacket: £35
Waterproof trousers: £25

Equipment:

Viper vest: £40
Day sack: £30
Basha: £15
Bergen para MTP: £90
Bivvy bag: £25
Bungees: £2
Weapon cleaning kit: £20
Ear defenders: £15
Rifle magazine: £25

Mess tins set: £5
Mug and water bottle: £10
Sleeping bag: £40
Rifle sling: £10
Tent pegs (x4): £2

Any other loss or damage of adventure training equipment will be billed accordingly





Adventure training

The CCF, as well as conducting military training also runs a wide variety of adventure training and outdoor pursuit activities within the year, some UK based others abroad. Cadets are encouraged to take part as much or as little as they would like to. Some activities we run may include:

Archery
Mountain biking
Rock climbing, Winter and Summer
Kayaking
Canoeing
Stand-Up Paddleboarding
Mountaineering
Sub Aqua
Orienteering
Swimming
Shooting and marksmanship
Caving
Skiing, alpine and nordic

Also the Cadet Centre for Adventurous Training also offers courses up to Instructor level for cadets and staff at a much much lower cost than anywhere else! As well as trips abroad to conduct AT.



The Adventure Training Corps

As well as our normal activities within cadets, our staff also run a wilderness and bushcraft activity session known as the Adventure Training Corps for pupils in Year 6. In this session the students cover a wide range of woodland activities such as shelter building, camouflage and concealment, cooking, fire starting as well as a lot of other outdoor fun activities that tie in with some cadet activities.

If you would like any further information please contact either the CCF or Prep school.



Joining the CCF 2020-2021:

Application procedure

It is important that you understand fully what the CCF is and what commitment is expected from your child before you complete the application. Please read the rest of this prospectus to allow you to make an informed decision.

Please complete the joining forms attached should you wish to go ahead and return to the Contingent Commander or SSI and they will begin the joining process.

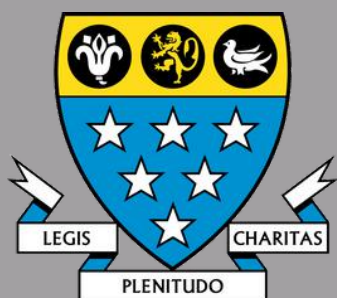
These forms should be completed by the primary next of kin. If the applicant has an alternative or secondary responsible adult who shares responsibility please record their details too.

Joining fee:

Please use the following bank details to pay the joining fee of £60:

Ratcliffe College CCF: Sort code: 60:14:10, Acc No: 88691616

Please reference the cadet's surname.



RATCLIFFE COLLEGE

Web: www.ratcliffecollege.com | Tel: 01509 817000
Email: registrar@ratcliffecollege.com | Twitter: @Ratcliffeccf