



Charlton Athletic Community Trust
Head Office
 CAFC Training Ground
 Sparrows Lane, New Eltham, London SE9 2JR

Telephone: 0208 850 2866
Email: info@cact.org.uk
 www.cact.org.uk

Dear Parent/Carer/Guardian,

RE: National Citizen Service Autumn 2016

NCS is a national programme for young people to learn new skills while having a positive impact in their community. The programme will begin with a 4 day/3 night residential activity trip before a series of workshops on social action and employability skills, and the implementation of a community project.

An itinerary of the programme is below:

Phase & Venue	Venue	Time/Date	Additional Information
Activity Residential	Gilwern Outdoor Education Centre , Ty Mawr Rd, Gilwern, Abergavenny NP7 0EB	3 rd – 6 th September 2016 Meeting Time: 7:30 Collection Time: 17:00	Meeting/Collection Point: Wilmington Academy, Common Lane Wilmington, Dartford Kent DA2 7DR Packed Lunch Required.
Workshops	Wilmington Academy, Common Lane Wilmington, Dartford Kent DA2 7DR	7 th – 9 th September 2016 9:00 – 15:00 Daily.	Packed Lunch Required.
Social Action Project Delivery	In the Local Community (Dartford Area)	14 th , 21 st , 28 th September and 5 th October 2016. 9:00 – 15:00 Daily.	Meeting points dependent on each group's project. Packed Lunch Required.
Celebration	Wilmington Academy, Common Lane Wilmington, Dartford Kent DA2 7DR	6 th October 2016	Time - TBC

***N.B. These are estimated times of departure and arrival which may change depending on circumstances out of our control.**

Medical and Dietary Requirements:

Please ensure that you have supplied all medical and dietary information in full and have made us aware of any changes that may have occurred since you completed your son/daughters consent form.

Please ensure your son/daughter has all the medication they require with them before leaving for the coach, including asthma inhalers and epipens as your son/daughter will not be able to travel without them.

Basic Expectations:

- Be on Time
- Adhere to the Code of Conduct.



President: Sir Maurice Hatter . Vice-President: Lord Grade of Yarmouth CBE
 Trustees: Roger Godsiff MP (Chair) . Marilyn Toft, Luke Ashworth
 Peter Cousins . Paul Elliot CBE . David White . Paul Statham . Ken Palmer
 Chief Executive: Jason Morgan MBE . Chief Operating Officer: Matt Parish

South Of England Foundation. A company registered in England No: 4654582
 Registered Office: CAFC Training Ground, Sparrows Lane, New Eltham, London, SE9 2JR



- Respect Staff and Each Other
- Have Fun

Any behaviour from participants that is deemed unacceptable may result in the immediate removal and return from the programme, which may include residential or non-residential venues.

Emergency Contacts while you are away:

1. NCS Officer: Matt Cowlam – 07590 408382
2. NCS Manager: Andy Carpenter – 07904 967141
3. CACT Head Office: 0208 850 2866 (9.00 – 17.00 Monday - Friday)

Please contact these numbers in the above order and ensure you only use them in the case of an actual emergency.

If you have any other questions please email ncs@cact.org.uk or you can call The NCS Team at Charlton Athletic Community Trust on **0208 311 4847** or visit www.cact.org.uk.

Yours Sincerely

A handwritten signature in black ink that reads "AE Carpenter". The initials "AE" are written in a stylized, cursive font, followed by the name "Carpenter" in a similar cursive style.

Andy Carpenter
NCS Programme Manager
Charlton Athletic Community Trust