



## Naval Command

Commando Training Centre  
Royal Marines  
Corps Colonel's Department  
Lympstone  
EXMOUTH  
Devon  
EX8 5AR

Telephone: (01392) 414152  
Military Network: 93785 4152  
Fax: (01392) 414270

CTC 711/07

09 February, 2009

Dear John,

1. Your request for a work experience placement for your school/college at CTCRM during the period (as per attached booking confirmation) has been granted.
2. As you are aware overnight accommodation will not be provided. Students will therefore be required to bring a packed lunch or money to buy lunch from the on-site shop (excluding Wed and Fri).
3. Students are to report to the Guard Room or Lympstone Commando Railway Station by 0830 hrs at the commencement of the course, dressed in warm clothing. (The first day should end at 16:00hrs).
4. The following kit should be brought along:  
A change of clothing including spare hat and gloves  
Mug, knife, fork and spoon  
Swimming costume and towel (Tuesday only)  
Other kit will be issued if events require.
5. Please ensure students have in their possession a completed form of consent (please copy the enclosed) as failure will mean refusal of entry. To avoid disappointment, if you have not already done so, it would be advisable to return the forms prior to your visit. Please also find enclosed a further form; Authority to Photograph/Video persons under the age of 18.
6. Finally please can you return the completed 'Booking Nominal' by post or fax, together with transport arrangement and timings (as per form)? In the meantime we look forward to your establishment's visit and do hope that the students enjoy the course.

Yours sincerely,

Christopher Helme  
Work Experience Coordinator

Attachments:

1. Form of Consent
2. Authority to Photograph/Video persons under the age of 18





# 'LOOK AT ROYAL MARINES LIFE' COURSE



## BOOKING CONFIRMATION

Your booking for the 'Look at Royal Marines Life' Course has been accepted and is as follows:

<b>NAME OF SCHOOL/COLLEGE</b>	Magdalen Court School
<b>PLACES ALLOCATED</b>	15
<b>DATE OF COURSE</b>	14 Sept, 2009 – 18 Sept, 2009
<b>NOTES</b>	<p><b>The following kit should be brought along:</b></p> <p>A change of clothing including spare hat and gloves Mug, knife, fork and spoon Swimming costume and towel (Tuesday only) Other kit will be issued if events require.</p>
<b>ADDITION INFORMATION</b>	<p><i>Overnight accommodation will not be provided. Students will be required to bring a packed lunch or money to buy lunch from the on-site shop (excluding Wed and Fri).</i></p> <p><i>Students are to report to the Guard Room or Lympstone Commando Railway station by 0830 hrs on DATE in warm clothing. (The first day should end at 16:00hrs).</i></p> <p><b>NB: Please ensure students have in their possession a completed form of consent, failure will mean refusal of entry.</b></p>

Christopher Helme, Commando Training Centre Royal Marines,  
Corps Colonel's Department, Lympstone, EXMOUTH, Devon EX8 5AR

**Telephone:** (01392) 414152      **Fax:** (01392) 414270





**ROYAL MARINES VISIBILITY TEAM**

**FORM OF CONSENT**



**THIS FORM MUST BE COMPLETED AND SIGNED BY THE CHILD'S PARENT OR GUARDIAN**

1. I hereby give permission for ..... whose date of birth is .....  
(Name in full)  
and attends ..... School/College, to undertake a visit to the 'Look at the Royal Marines Life' Course  
at The Commando Training Centre, on ..... and hereby consent to his/her  
participation in the range of physically demanding activities listed below during the said visit:

(please tick boxes accordingly)

- Endurance Course**
- Assault Course**
- Indoor climbing**
- Swimming Test**
- Physical Exercises**
- Outdoor activities including running**

2. There are known medical reasons why he/she should not participate in all of these activities. This includes:

- a. Allergies  Please give details .....
- b. Medical Treatment  Please give details .....
- c. Asthma/Hay Fever  Please give details .....
- d. Injuries .....

(Please include any current or past injuries which may preclude your child/ward from participating fully in the activities listed)

e. Diet. Please detail any food your child/ward cannot eat for either medical or ideological reasons:  
.....

3. **Insurance and Indemnity**

a. The Ministry of Defence (MOD) will deal with any claim that arises as a result of the negligence of the MOD, its servants or agents. Any such claim should be forwarded in the first instance to:

**PL(LS) Claims 1, Room 459, Lacon House, Theobalds Road, London WC1X 8RY**

b. The MOD has no legal liability to deal with claims for injuries resulting from pure accident or 'Act of God'.

**PARENT/GUARDIAN**

**WITNESSED BY (NOT FAMILY MEMBER)**

Signed: .....

Signed: .....

Date: .....

Date: .....

Full Name:  
(Capitals) .....

Full Name: .....

Relationship: .....

Occupation: .....

Contact Address: .....

Address: .....

.....

.....

.....

.....

Telephone Number: .....

.....

In Confidence when complete

Task No

## Authority to Photograph/Video persons under the age of 18

Authority is hereby given to photograph/video and use for Royal Navy publicity purposes images of the person(s) named below. It should be noted that even if parental / guardian consent is given; the child still has the right to refuse any pictures being taken.

I certify that I am the legal parent/guardian of:

Name(s) .....

Additional Information<sup>1</sup> .....

Name of Parent / Guardian(s) .....

Address and contact number<sup>2</sup> .....

Signature ..... Date .....

- 1. Additional Information; please supply any relevant information useful for inclusion in any press releases.
- 2. The address and contact number will be kept in strictest confidence and only used by to contact Parents or Guardians with reference to any images taken.

Note: Photographers should supply the parent / guardian with contact details for their Photographic Section.





Directorate of Naval Recruiting

Room 124  
Victory Building  
HM Naval Base  
PORTSMOUTH  
Hampshire, PO1 3LS

Telephone: 023 9272 27756  
Military Net: 9380 27756  
Chots: FOTR-DNR DSO

FOSNNI/4580/2

See Distribution

15 Oct 2007

**MINISTRY OF DEFENCE – PUBLIC LIABILITY**

1. The MOD does not purchase insurance policies but accepts its own risks and acts as its own insurer. I can confirm that the MOD will deal with any claims for compensation arising against it on the basis of its legal liability to make payment, which is to say any claim that arises due to the negligent actions or omissions of the MOD, its personnel, servants or agents. Any such claim should be forwarded to:

Ministry of Defence  
Directorate of Safety & Claims  
Public Liability Group  
7<sup>th</sup> Floor Zone A  
St Georges Court  
2-12 Bloomsbury Way  
London WC1A 2SH

The MOD's cover is without financial limit.

A handwritten signature in black ink, appearing to read "E McGrath".

E McGrath  
Deputy Director Naval Recruiting  
for Director of Naval Recruiting

Distribution:

Organisers and Participants  
DNR Sponsored Events and DNR attended Events



**"LOOK AT ROYAL MARINES LIFE"**  
**COURSE**



Warm clothing including spare hat & gloves  
Mug, knife, fork & spoon  
Sports kit  
Swimming costume (Tues only)  
Change of civilian clothing

**Breakdown of activities**

<b>Day</b>	<b>Activity</b>
<b>Mon</b>	<b>Arrive student Brief Issue kit and equipment Endurance Course Introduction Basic Drill Indoor Climbing</b>
<b>Tue</b>	<b>RM Presentation Swimming Test BFT/3 Mile Run Gym Tests Intro to Foreign Weapons</b>
<b>Wed</b>	<b>Move to Woodbury Common Bivouac erection Rations and Cooking demo Cooking of rations – lunch Observation stance Stalking Camouflage and Concealment</b>
<b>Thu</b>	<b>Assault Course Introduction Leadership Tasks</b>
<b>Fri</b>	<b>Potential Royal Marines C Video Questions and Answer Closing Address and debrief Depart CTCRM</b>

Please be aware that this programme is generic and gives a broad outline of activities only. Due to programming at CTCRM some activities may change at short notice, in this event other suitable activities will be arranged.