



# Parent/Guardian Guide

211 (Newbury) Squadron

 **ROYAL AIR CADETS**  
**AIR FORCE** the next generation

# 1. Introduction

211 (Newbury) Squadron welcomes your child as a junior cadet at the Squadron, and you as supporters. This guide is intended to provide you with information about the Squadron and its activities. If you require any further information or can think of ways we can improve this pamphlet, please get in touch.

# 2. Parade nights and attendance

We parade on Monday and Wednesday evenings, from 18:55 – 21:30 at The Cadet Forces Centre, St. Michaels Road, Newbury, RG14 5PP. We expect cadets to attend as many of the Squadron's parade nights as possible to ensure that they obtain maximum benefit from the training programme (and to avoid disruption to their fellow cadets). If you are going away on holiday please remind your child to let the Squadron IN ADVANCE, so that the absence can be recorded. We accept that, on occasion, something unforeseen may happen which means a cadet is unable to attend a parade night at short notice: it is accepted practice in this case to notify the Squadron as soon as possible by either telephoning and leaving a message on the Squadron's answerphone, emailing [adj.211@rafac.mod.gov.uk](mailto:adj.211@rafac.mod.gov.uk), using the "notify absence" section of Cadet Portal or posting on our closed Facebook group. Cars are not allowed into either Trinity Court or the Cadet Forces Centre itself and we request that you find somewhere appropriate and legal to wait on St Michaels Road.

# 3. Training and progression

Initially, your child will join a recruit intake which is a group of cadets who will undertake their initial training together. Over the first 3 months, the intake will learn about the Air Training Corps (ATC), Royal Air Force (RAF), the history of flight, map reading, expedition training, drill, communications, basic first aid and airmanship. They will have the opportunity to gain their swimming proficiency within the first year. Details of the training programme are displayed at the Squadron, published on our closed Facebook page and Cadet Portal.

Each intake is looked after by Cadet Non-Commissioned Officers (NCOs), who are the junior cadets' first port of call for any questions. Junior cadets will be enrolled by the Squadron Padre at a formal parade held on the first Wednesday evening of the next cadet intake. Parents who wish to attend for the enrolment ceremony are very welcome.

Once the recruits have passed a few short checks of understanding on their initial training they become First Class cadets, and are eligible to partake in a wider range of cadet activities including attending annual camps.

Further training progression involves studying communications, principles of flight, navigation and operations in more depth. Successful completion of a further three levels of exams, taken in regular examination periods during the year, results in the award of a BTEC in Aviation Studies. After the completion of recruit training cadets also join one of the Squadron's projects. Cadets also take part in drill, target shooting, sports, leadership training, fieldcraft and military skills exercises and aircraft recognition. The Squadron is involved in the Duke of Edinburgh's Award Scheme and all cadets are encouraged to participate.

All cadets are encouraged to achieve their potential. Some cadets – those who show aptitude, set a good example, and demonstrate leadership potential may be selected to become Cadet NCOs, who help the staff to manage the cadets and some activities.

## 4. External activities

The Squadron has an extremely active programme of external activities. These can be broadly broken down into 4 types.

Local community activities. These involve helping out local organisations such as the town council with events that they are running, e.g. community parades or local Mayor making ceremonies.

Squadron activities. These include Duke of Edinburgh's expeditions, other expeditions, weapons training, trips to RAF Stations, and other trips.

Inter-Squadron activities. These include sporting events and other competitions.

ATC Core activities. These include flying, gliding and target shooting.

There are two compulsory events: Remembrance Day parade (nearest 11<sup>th</sup> November) and our Annual Formal Inspection (usually held in June). In addition, we also attend the Battle of Britain parade on the Sunday nearest to 15<sup>th</sup> September. To gain the most from the organisation, cadets should be encouraged to attend as many weekend events as possible.

All adventure training activities and some other activities require consent forms. Other activities require reply slips and payments. Please help us by returning consent forms promptly.

## 5. Medical requirements

There are no formal medical requirements for cadet membership, but some activities are of a strenuous nature and a reasonable level of fitness is required for them.

It is of paramount importance that all known medical conditions are declared when joining the Air Cadets and that they are indicated on the Consent to Join form (RAF 3822H). If any conditions materialise after your child has joined, please let us know in writing. These medical conditions should be restated on consent forms for camp/activities. Having a medical condition does not necessarily mean a cadet cannot take part in any given activity but making us aware will mean we can make appropriate risk assessments and take appropriate measures to enable participation.

Additionally for any flying or gliding cadets must complete an aviation medical consent form. Should anything be declared that requires it we will discuss with you arranging for a more in depth medical to be completed by a GP.

## 6. Discipline

The ATC is a uniformed youth organisation which is parented by the RAF. We require a level of maturity above other youth organisations and we expect self discipline to be maintained at all times. Each parade night commences with "first parade", where the uniform, haircut, smartness of bearing and personal hygiene are assessed. Please help us by encouraging your child to polish their shoes and iron their trousers/skirt and shirt themselves

We also require cadets to act in a mature and professional manner when dealing with the staff and other cadets. Repeated failure in these areas will result in disciplinary action, which may, in extreme cases, involve suspension or recommendation of dismissal. Matters of a serious disciplinary nature will be dealt with "in house" where appropriate, but will be discussed with parents.

## 7. Costs

All on-Squadron activities have to be funded directly from the Squadron's funds. These funds come from the combination of a small proportion of Cadet Subscriptions, our fund raising

activities and occasional donations. Activities may have costs attached to them, but will be heavily subsidised. The subscription for an enrolled cadet is £8 per month. The subscriptions for the first three months of junior cadet attendance are paid for by the Squadron. Subscriptions have to be paid by standing order (or by cheque in exceptional circumstances) – please arrange to have a standing order set up for when your child enrolls formally into the squadron. Subscriptions must be paid regardless of attendance. If you are a tax payer, please sign the **gift aid form**, your subscriptions will generate us valuable additional income from HMRC at no extra cost to you. Both information to set up a standing order and the gift aid form may be found on the Squadron website under the 'downloads' section.

Some off-Squadron activities are paid for by the MOD, for example flying and gliding. Many activities have to be paid for (in advance). This could be by cash, cheque or bank transfer.

There is financial assistance available for those who are not able to afford certain activities. In the first instance, please contact the Officer Commanding who will discuss the request and explain how to apply to the welfare section of the Civilian Committee via [welfare@twoeleven.info](mailto:welfare@twoeleven.info)

## 8. Uniform and Squadron equipment

Junior Cadets will be expected to wear smart attire to parade evenings, such as their school uniform, until such time as their blue uniform is ready. This is likely to be a mixture of new and part-worn uniform. When available, we will also issue a camouflage uniform. Uniform is issued to cadets on a loan basis and should be kept in good condition. Please follow the instructions for washing each item of uniform. PLEASE CHECK THE POCKETS BEFORE WASHING – the cadet's record of service book, when issued, is ruined by a visit to the washing machine. Cadets are not issued boots, shoes or a belt for green uniform. We can suggest appropriate places to buy the correct styles, and occasionally some of our staff might have some second hand items to purchase (independently of the squadron). The Squadron has a good stock of adventure training equipment and other items for issuing to cadets. These are issued to cadets on temporary loan forms.

All losses, whether of uniform or other equipment, must be paid for. In addition, major damage to (e.g.) tents must also be covered.

## 9. Staff and Civilian Committee

The Squadron is staffed by a group of volunteers. Some of the volunteers have a Cadet Forces Commission (CFC), or are appointed to positions as NCOs. In addition to the uniformed staff members we also have civilian instructors, serving members of the armed forces and a Padre. The staff have undergone selection, checks and training to ensure that we deliver a safe, varied and stimulating training programme.

The Squadron is supported by a Civilian Committee which assists the Squadron in numerous ways including fundraising and organising events. The civilian committee meets once every three months.

## 10. Transport to events

The Squadron will attempt to provide transport to events that we have organised, and to official activities such as flying, gliding and some inter-squadron activities. However, provision of transport for a number of events organised by other Squadrons or higher organisations within the ATC (Thames Valley Wing, South West Region or Headquarters Air Cadets) will only be provided if staff members are also attending these events (and departing from near to the Squadron). Activities in this list include attendance at some courses, annual camps and sporting activities. It is the responsibility of parents to provide transport either directly to these activities, or to their designated pick-up points.

## 11. Getting involved

The Squadron organises events during the year for you to come to. The main one is the Squadron's annual 'open day'. This event includes the presentation of Squadron trophies.

We are always looking for new staff and new members of the civilian committee. Please get in touch with the OC if you are interested.

## 12. Squadron Who's Who

The Officer Commanding (OC) 211 (Newbury) Squadron ATC has overall responsibility for the staff and cadets at the Squadron and for what goes on. The OC can also be called the Squadron Commander. The current OC is Flight Lieutenant L Pepperell RAFAC.

Some of the other Squadron staff are:

Flight Lieutenant A Pye RAFAC

Warrant Officer A Pye RAFAC

Warrant Officer K Robinson RAFAC

Sergeant H Edwards RAFAC

## 13. Leaving

Should your child decide to leave the Squadron, please return all items of uniform and equipment that have been issued and settle up any outstanding subscriptions. Please do this promptly – subscriptions are due until the uniform is returned.

## 14. Contact information

### Officer Commanding

Flt Lt L Pepperell RAFVR(T)

Email: [oc.211@rafac.mod.gov.uk](mailto:oc.211@rafac.mod.gov.uk)

### Welfare section (Civilian Committee)

Email: [welfare@twoeleven.info](mailto:welfare@twoeleven.info)

### Civilian Committee

Email: [civcom@twoeleven.info](mailto:civcom@twoeleven.info)

### Squadron Contact details

Telephone: 01635 552 635 (Parade nights only – or leave a message)

Email: [adj.211@rafac.mod.gov.uk](mailto:adj.211@rafac.mod.gov.uk)

### Postal Address

211 (Newbury) Squadron  
Air Training Corps  
The Cadet Forces Centre  
St Michaels Road  
Newbury  
RG14 5PP

Squadron Website: [www.twoeleven.info](http://www.twoeleven.info)

Facebook page: <https://www.facebook.com/211NewburyATC>

Twitter: [twitter.com/211NewburyATC](https://twitter.com/211NewburyATC)

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Please do not hesitate to get in touch if you have any questions

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