



09 October 2018

Dear <<Salutation>>

### Duke of Edinburgh's Award Enrolment – Silver Award (Year 10)

We are pleased to be able to offer all Year 10 students the opportunity to enrol onto the Silver Duke of Edinburgh Award.

Attached to this letter is the enrolment form, which needs to be completed and returned with an initial payment of £100.00 **Please note that the registration and admin fees are non-refundable.** The total cost to participate in the Silver Award at St John's is expected to be in the region of £300.00 but this is very much dependent on the number of students who sign up.

Registration fee	£20.00
Administration fee	£10.00
Expedition fee	£270.00
<b>Total cost of Award</b>	<b><u>£300.00</u></b>

<b>Deposit</b>	<b>£100.00</b>	<b>to be paid by Monday 26 November 2018</b>
<b>Instalment 2</b>	<b>£100.00</b>	<b>to be paid by Thursday 31 January 2019</b>
<b>Instalment 3</b>	<b>£100.00</b>	<b>to be paid by Thursday 28 February 2019</b>

The Silver expedition has three elements; a training day, a 3-night practice expedition and a 2-night assessment expedition. Dates are below, and transport will be by coach from/to St John's. Times and locations will be confirmed closer to the event.

<b>Training day (at St John's)</b>	<b>Saturday 16 March 2019</b>
<b>Practice expedition Chiltern (3 nights)</b>	<b>Tuesday 16 – Friday 19 April 2019</b>
<b>Assessment expedition Cheddar (2 nights)</b>	<b>Friday 12 – Sunday 14 July 2019</b>

Students are expected to have completed their Bronze DofE Award before commencing the Silver Award and can attend the drop-in sessions on Wednesdays 1:30-2:00pm in F239 if they require any advice or assistance.

Once applications have been processed students will be issued with a Silver D of E Pack. The eDofE login details will be unchanged. The DofE team will then meet participants to explain the process and guidelines and provide support and advice to students. **Payment should be made online through ParentPay.** Payment can still be made by cheque with the completed enrolment form sent by separate cover. For security purposes we request that you do not make payments in cash, the Academy cannot be held responsible for the non-receipt of cash payments from students. After the initial deposit, you will be able to pay what you like, when you like to meet the payment deadlines. *If you have mislaid your log in details please contact Mrs Pauline Marshall-Thomas via email PMarshall-Thomas@stjohns.excalibur.org.uk*

In case of financial hardship, support is available from the Opportunities Fund and a letter to Miss C Booth will be dealt with confidentially and sympathetically. If applying for support, please apply regarding the total cost of enrolment and admin fee as well as the training and expedition costs, as only one award will be made for the full course.

Please do not hesitate to contact me if you have any questions.

**Ms A Akeroyd**  
**DofE Leader**  
[dofe@stjohns.excalibur.org.uk](mailto:dofe@stjohns.excalibur.org.uk)





## DofE Participant Enrolment Form

**Please print clearly in CAPITALS or type your details in. You must complete all of the questions.**

**DofE Centre and group details (if you know them):**

DofE Centre: St John's Marlborough	DofE group: Silver 2019
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**DofE level:**

Bronze <input type="checkbox"/> Silver <input checked="" type="checkbox"/> Gold <input type="checkbox"/>
Have you registered for any previous levels of the DofE? No <input type="checkbox"/> Yes <input type="checkbox"/>
If YES – please give the name of the DofE Centre you were registered at:  eDofE ID number (if known) :

**Student details:**

First name:	Last name:
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth:            /            /
Primary language English <input type="checkbox"/> Welsh <input type="checkbox"/> Other <input type="checkbox"/>	
Date you wish to start your DofE programme if known (enrolment date): 01 /09 /2018	

When you first sign in to eDofE you will be asked to record some personal details such as your contact details, ethnicity and personal circumstances along with details of any medical needs you may have. This data is used to enable your Leaders to support you doing your DofE programme and for the DofE's statistical and reporting purposes. You will always have a 'prefer not to say' option.

**Student contact details:**

Email address:	
Address (line1):	
Address (line 2):	
Town/City:	
County:	Postcode:
Telephone:	Mobile number:

**Emergency contact details:**

Emergency Contact name:	Relationship to you:
Emergency contact telephone number(s):	

**P.T.O.**



## DofE Participant Enrolment Form

**Declaration:**

I agree to enrol as a participant on a DofE programme. I understand that I will be managing my programme using the online eDofE system. I acknowledge that this system has a set of terms and conditions that I agree to. These terms and conditions are available at [www.eDofE.org](http://www.eDofE.org)

Print Name	Signature	Date
		/ /

**Consent to enrol from parent or guardian (if applicant is under 18 years old).**

I agree to my son / daughter / ward doing a DofE programme. I note that it is my responsibility to check that any activity my son / daughter / ward undertakes for their DofE programme is appropriately managed and insured, unless the activity is directly managed or organised by their DofE group, centre or Licensed Organisation.

Print Name	Signature	Date
		/ /

**PLEASE HAND YOUR COMPLETED ENROLMENT FORM TO**

DofE Team (via the Financial Mailbox in the St John's atrium)

**Payment: £100.00 for Registration/Administration/Expedition Deposit.**

**Please make your payment by ParentPay or by Cheque made out to St John's Marlborough before 26 November 2018**

**Note:**

Data supplied on this form and in eDofE and information about DofE activities recorded in eDofE will be used by the DofE Charity, the Licensed Organisation and DofE centre to monitor and manage DofE participation and progress by young people and manage and support Leaders.

The DofE Charity will use personal data to communicate useful and relevant information to either help participants complete a DofE programme, Leaders/LOs to run DofE programmes more effectively or help the DofE Charity to improve the quality and breadth of its programmes.

Occasionally the DofE Charity may send you information relating to commercial offers. If you do not wish to receive commercial information from the DofE Charity you can choose not to by amending your contact preferences in your eDofE profile at any time.

**For Licensed Organisation/Centre administration only:**

Date registered onto eDofE	/ /
Expected start date	/ /
Participant Fee received	Yes <input type="checkbox"/> No <input type="checkbox"/>
Username	
User ID number	