

24 November 2017

Dear Parents

### **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

You will receive a separate enrolment form via email which needs to be completed and returned with an initial payment of £50.00 **Please note that this is non-refundable.** The total cost to participate in the Silver Award at St John's is £ 294.00

Registration	£ 20.00
Administration fee	£ 10.00
Expedition fee	£ 264.00
<b>Total cost of Award</b>	<b>£ 294.00</b>

<b>Initial payment</b>	<b>£ 50.00</b>	<b>to be paid by Friday 15 Dec 2017</b>
<b>Expedition &amp; travel final payment</b>	<b>£ 244.00</b>	<b>to be paid by Friday 23 Mar 2018</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 3 March 2018</b>
<b>Practice expedition Brecon Beacons (3 nights)</b>	<b>Mon 9 – Thurs 12 April 2018</b>
<b>Assessment expedition Cheddar (2 nights)</b>	<b>Fri 13 – Sun 15 July 2018</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 can be made online through ParentPay and this is St John's preferred method of payment.** If you use ParentPay, please return the completed Enrolment form to us via the Financial Mailbox. If you have mislaid your ParentPay login details please contact Mrs Shirley Woodburn on 01672 519567. Payment can also be made by cheque made out to **St John's Marlborough**. For security purposes we request that you do not make payments in cash. St John's cannot be held responsible for the non-receipt of cash payments from students. All enrolment forms (and payments, if appropriate) should be placed in an envelope marked **Silver D of E Enrolment** and returned via the financial mailbox in the Atrium.

In case of financial hardship, support is available from the Opportunities Fund and a letter to the Principal 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 don't hesitate to contact me if you have any questions.

**Miss M Lampport**

**DofE Leader**

[dofe@stjohns.wilts.sch.uk](mailto:dofe@stjohns.wilts.sch.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 2018
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### DofE level:

Bronze      Silver <input checked="" type="checkbox"/> Gold
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:	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):	

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:	
Telephone:	Mobile:

### 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 (insert name) doing a DofE programme. I note that it is my responsibility to check that any activity s/he undertakes for his/her DofE programme is appropriately managed and insured, unless the activity is directly managed or organised by his DofE group, centre or Licensed Organisation.

Print Name	Signature	Date

**PLEASE HAND YOUR COMPLETED ENROLMENT FORM TO DofE Admin** (via the Financial Mailbox in the St John's atrium)

**Payment: £50 for Registration/Administration/Expedition Deposit**  
**Please make your payment by ParentPay or by Cheque made out to St John's Marlborough**