



community school
and sixth form

November 2019

Dear Parent/Carer,

Silver Duke of Edinburgh Award

Thank you for supporting your son/daughter in registering for the Silver Duke of Edinburgh Award. Please encourage them to fill in their **eDofE** details online for each of their activities and to get going on their one hour a week on at least one of the sections now. The sections are as follows:

Volunteering: **must be 6 months**

Physical: 3 or 6 months

Skill: 3 or 6 Months, based on the length of the physical (one needs to be 3 months and the other for 6 months)

In addition, they need to put the information for each section online so that I can approve it before they get too far into the section. These 3 sections need to be completed and signed off by 1st July 2020, unless the student is a Direct Silver participant. The programme of preparation for the Expedition element begins in February.

There are 25 participants this year, therefore the cost will be £150. A deposit of £30 (which includes the registration fees of £27) has already been paid. The balance of £120 can be paid in instalments, at least half of which (a further £60) will need to be paid by 28th February 2020, and the full amount by 1st May 2020.

Parents/carers should pay for the award using ParentPay, at www.parentpay.com using their unique login and password. Please note that payment for the expeditions through ParentPay acts as parental permission and therefore no reply slip is necessary. If you would prefer to pay by cash, you may do so at your local Paypoint retailer using a barcoded letter. Please request this letter from the finance department (tel: 01403 787223 or email finance@theweald.org.uk).

Please note that payments are non-refundable as the school makes a financial commitment to the tour operators and other companies based on the number of places we book. Should you secure a place for your child and subsequently decide to cancel, you may be liable to pay any outstanding balance in full, which we have already committed to the operators or venues. However, if your child is unable to travel due to ill health, a medical certificate to cover the date/dates involved from GP/hospital will be required in order that a claim can be made through the school insurance. Without this evidence we will be unable to make any refund.

The programme dates are set out below:

Important Dates for Participants

Event	Expedition Training	Preparation and planning	Practice Expedition	Qualifying Expedition
Date	Sat 8th February 2020	Every Friday from 24th Feb until 27th March 2020	Fri 27th March - Sun 29th March 2020	Weds 1st July - Fri 3rd July 2020
Times	9am-5pm	3:15-4:30pm	Fri 4pm - Sunday 4pm	Weds 7am - Fri 4pm
Location	School Sixth Form Centre and field	School Sixth Form Centre	Midhurst and Petworth Area	Ashdown Forest

These dates are for your information only, and do not require your attendance, (unless dropping off and picking up) but we do expect all student participants to be there. If there are any problems with these dates, please do not hesitate to contact me.

After the Training Day, we will be having **regular after school sessions on Fridays** to plan and prepare for the Practice Expedition as well as the Qualifying Expedition. These **must be attended by the students** as it enables us to ensure they are safe and well prepared. It is also a requirement of the Duke of Edinburgh Award that students attend at least 90% of training.

Further details of the expeditions will be sent out closer to the time of the event. However, it is important that all these dates are put in your calendar, as D of E does not allow any young person to take part in the Qualifying expedition without participating in a Practice expedition, or to miss the training.

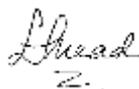
Terms and conditions

As you know, we have the highest expectations of our students for their behaviour and conduct around school, and they rarely let us down. However, please be aware that your child's place on any school trip is dependent on their ability to cooperate fully with staff and other students, to be a responsible member of our community and to comply with school rules. In the unlikely event that a member of staff feels this is not the case, they reserve the right to withdraw a child from a trip for safeguarding purposes. Please note that payments are non-refundable and you may be liable to pay any outstanding balance in full, which we have already committed to the operators or venues.

We would encourage you to read all trip terms and conditions, including cancellation policies, medical, refunds and student expectations on our website under School Information, Enrichment Activities, After School & Offsite Enrichment Activities or by using the following link <http://bit.ly/2s4PgDq>

To help keep our records up to date, please inform us of any changes to your child's personal or medical information. This can be updated through the online Parent Portal or Pupil Reception.

Yours faithfully



Esther Mead
Duke of Edinburgh Coordinator for the Weald School
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