

PAn/MSa

19th September 2018

Dear Parent and/or Carer,

We are excited to be able to offer The Duke of Edinburgh Award scheme at JCSC. Your son/daughter has expressed an interest in signing up and beginning their journey to complete the Bronze Award.

What is The Duke of Edinburgh Award?

It is recognition of a young person's successful journey of self-discovery and development, acclaimed by employers and universities alike for demonstrating the qualities developed within young people who achieve it. It is a balanced programme that develops the whole person - mind, body and soul, in an environment of social interaction and team working. There are three progressive levels of DofE programmes which, when successfully completed, lead to a Bronze, Silver or Gold Duke of Edinburgh's Award. The Bronze Award takes approximately 8-12 months to complete.

Completion of the Bronze Award will involve your son/daughter successfully completing four different sections enabling them to show commitment and further develop their skills. The four sections include a physical activity, a skill, volunteering and completing a two day expedition (including one night camping). It may be that they are already taking part in an activity that falls into one of the sections, in which case they will now be able to gain recognition for this. Equally, we will be encouraging pupils to undertake new experiences.

All after-school training sessions for the award will commence after February half term, running from 3:30pm – 4:30pm on a Friday. Your child will receive a full training calendar once they have enrolled. Bus passes are available for students who normally travel via school bus.

How much does it cost?

It costs £105 to complete the DofE Bronze Award in total; however, £25 of this is refundable upon the completion of the qualifying expedition and the return of all borrowed kit. This is required in three instalments spread across the year (see overleaf), paid via School Comms. We have decided this year to split the costs across the year to make the payments more accessible. We pride ourselves on being the cheapest centre offering DofE in the region; however, we do require the payments to cover outgoing costs for your child to complete the award.

The £105 cost covers:

- Online access to eDofE, insurance and certification costs (£20)
- All internal training run by JCSC qualified staff (£0).
- First aid training, non-certified (£10)
- Practice Expedition & qualifying expedition, including campsite fees, transport to and from JCSC & assessor fees (£50)
- Refundable kit deposit – this allows your child to borrow the majority of kit required to complete their expedition, saving you £100s. (£25)

Kit

In order to keep the cost of the award a cheap as possible, we are able to provide students with the majority of kit needed to complete the expedition section of the award. The table below outlines the kit that is needed, what the students are required to supply themselves and what we can offer. In order to maintain the kit, we do require a £25 deposit for the kit, which is refundable on the basis that all the kit is returned and not damaged (this does not include general wear and tear).

Kit WE can provide	Kit PARTICIPANTS need to provide
Waterproof Jackets	Walking boots (broken in)
Waterproof Trousers	2 pairs of walking socks
Rucksacks	Base layers
Tents	Gloves
Sleeping Bags	Hat
Sleeping Mats	Base layers
Sleeping Bag Liners	Walking Trousers or tracksuit bottoms (not cotton)
First Aid Kits	2-3 T-shirts (not cotton) or quick-dry tops
Group Shelters	Fleece or Mid-layer
Survival Bags	Underwear
Compasses	Nightwear
Maps	Wash kit
Whistles	2 x 1L Water bottle
Head torches	Sun cream
Dry bags	Expedition Food
Spork and bowl	

There is funding available for students that receive Free School Meals to cover the cost of the award. Please see more information below.

Your child will need to provide walking boots/shoes for the expeditions. A kit list is attached showing what we are able to provide to your son/daughter free of charge and what they will be required to supply themselves. They do not require any of the kit until the Summer term.

Payments:

The following instalments are required by the following dates:

- * Instalment 1: WEDNESDAY 24th OCTOBER 2018 (£40) – pay via School Comms
- * Instalment 2: WEDNESDAY 16th JANUARY 2019 (£25 CASH ONLY)
- * Instalment 3: WEDNESDAY 27th MARCH 2019 (£40) – pay via School Comms

Please note that the second instalment is refundable upon: completion of the qualifying expedition and all borrowed kit is returned without damage. We will send out a pre-addressed envelope for instalment 2 after instalment 1 has been paid.

What if my child receives Free School Meals?

If your child is eligible for Free School Meals, then we can apply for funding to cover the cost of the award. Please tick the appropriate box on the reply slip if you would like to be considered for this funding. Each funding application is considered on an individual basis and we will contact you individually to inform you whether the application was successful. If funding is successfully granted, you will still be required to pay instalment 2 in order to borrow kit.

What if my child decides to drop out of the award?

If your child decides to withdraw from the award at any time throughout the year, you will not be required to pay the remaining instalments. However, we are not able to refund any payments made after the instalment deadlines.

Expeditions:

Your child will be required to attend both the Practice Expedition and the Qualifying Expedition in order to complete this section of the award.

Bronze Practice Expedition: Saturday 4th – Sunday 5th May 2019 (Craster, Northumberland)

Bronze Qualifying Expedition: Thursday 20th – Friday 21st June 2019 (Hadrian's Wall, Hexham)

In order to enrol your child onto The Duke of Edinburgh Award scheme, please could you complete and return the enrolment form/reply slip (attached) and make the first £40 instalment via School Comms by Wednesday 24th October. In the meantime, if you have any questions please do not hesitate to contact me.

Yours faithfully,

Mr. Philip Anderson
DofE Centre Manager
panderson01@jcsc.co.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: James Calvert Spence College	DofE group: N/A
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DofE level:

Bronze <input checked="" type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/>
Have you registered for any previous levels of the DofE? No <input checked="" 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) :

Personal 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): / /	

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.

Contact details:

Email address:	
Address (line1):	
Address (line 2):	
Town/City:	
County:	Postcode:
Telephone:	Mobile number:
Emergency Contact name:	Relationship to you:
Emergency contact telephone number(s):	

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

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.
- I have paid the initial instalment of £40 via School Comms.
- I agree to pay the following instalments via School Comms by the following deadlines in order to complete DofE Bronze:

Instalment 2: WEDNESDAY 16th JANUARY 2019 (£25) – CASH ONLY

Instalment 3: WEDNESDAY 27th MARCH 2019 (£40)

- I give permission for my child:
 - To remain behind after-school for any DofE training session throughout the year 2018-19.
 - To take the public bus home (if required).
 - To use all of the outdoor equipment required to prepare them for their expedition (and that if my child damages the equipment that they will be charged for a replacement).

My child is eligible for Free School Meals – I would like my child to be considered for the funding grant to cover the £80 cost of the award (please tick).

I understand that the DofE Centre Manager reserves the right to remove my child from DofE if their behaviour in school or during any DofE training session/expedition is poor and/or causes concern over the safety of the group.

Print Name	Signature	Date
		/ /

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.