



04 October 2021

Dear Parent/Guardian

### Duke of Edinburgh's Award Enrolment – Silver Award (Years 10 & 11)

We are pleased to be able to offer all Year 10 & 11 students the opportunity to enrol onto the Silver Duke of Edinburgh's Award.

Under normal circumstances, the DofE award would be launched via an assembly to students and a parent's information evening. Due to current circumstances we are launching this remotely, all information and presentations can be found on the school website:

<https://www.stjohns.excalibur.org.uk/life-at-st-johns/duke-of-edinburgh/>

Please watch the videos to familiarise yourself with the award and the different sections involved.

The Silver expedition section has three elements; a training day, a practice expedition and an assessment expedition, which are all compulsory parts of the programme. The planned dates for these are listed below – please make a note of these as students will be required to attend all 3.

The expeditions will take in areas further afield than the Bronze award; such as Oxfordshire or the Chiltern Hills (locations and timings will be confirmed nearer the time) and unfortunately transport cannot be provided by St John's or BXM Expeditions.. Parents are asked to drop off and collect participants from the expeditions and we would encourage you to lift share where possible.

<b>Training day (at St John's)</b>	<b>Saturday 5th March 2022</b>
<b>Practice Expedition</b>	<b>Friday 8th – Sunday 10th April 2022</b>
<b>Assessment expedition</b>	<b>Friday 8th – Sunday 10th July 2022</b>

If your son/daughter wishes to enrol please complete the electronic form using the link <https://forms.office.com/r/5MyHr3MgdP>, which needs to be completed and submitted along with an initial deposit of £50.00 Payment should be made online through ParentPay. **Please note that the deposit covers registration and admin fees and is non-refundable.**

The total cost to participate in the Silver Award at St John's is £271.00

Registration fee	£23.00	
Administration fee	£18.00	
Training & Expedition fees	<u>£230.00</u> (1 training day, 2 x 3-day camping expeditions)	
<b>Total cost of Award</b>	<b><u>£271.00</u></b>	
<b>Deposit</b>	<b>£50.00</b>	<b>to be paid by Monday 1st Nov 2021</b>
<b>Instalment 2</b>	<b>£100.00</b>	<b>to be paid by Tuesday 1st March 2022</b>
<b>Instalment 3</b>	<b>£121.00</b>	<b>to be paid by Monday 2<sup>nd</sup> May 2022</b>



**Payment should be made online through ParentPay,** Payment can still be made by cheque with the completed enrolment form sent under 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. *If you have mislaid your log in details please contact Mrs Pauline Marshall-Thomas via email [PMarshall-Thomas@stjohns.excalibur.org.uk](mailto:PMarshall-Thomas@stjohns.excalibur.org.uk)*

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 (to include enrolment and admin fees) as only one award will be made for the full course.

If, for any reason, the Duke of Edinburgh expeditions cannot go ahead next Spring, we will offer alternative dates and solutions to enable students to achieve their awards. Please be aware that once payment has been made, this is non-refundable unless the Department for Education advises the school to cancel an expedition. All updates are sent out to parents and are added to the DofE page on the school website: <https://www.stjohns.excalibur.org.uk/life-at-st-johns/duke-of-edinburgh/>

Once applications have been processed, students will be issued with a DofE Welcome Pack and login details for the eDofE system – this is an online portal where students inform us of their chosen activities, record their progress and are able to add evidence and assessor reports for verification.

We appreciate that Year 11 students will have GCSE exams next year but wanted to give them the opportunity to take part in the award if they wish. Should the expedition dates be unsuitable for Year 11 students due to exams, they can take part in an 'open expedition' via BXM at a more convenient date (details on the BXM website). All students will have the opportunity to take part in the Gold award during 6<sup>th</sup> form regardless of the Silver award.

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

**Mr C Anderson**

**Deputy DofE Manager**

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