

Dear Parent/Carer of Duke of Edinburgh Applicant

I am pleased to confirm that your son/daughter has secured a place on the Duke of Edinburgh Bronze Award at Hungerhill School for the 2016-17 academic year.

As detailed in the letter received during the 2016 summer term to confirm participation in the award the registration fee of £25 will be due by 7th October 2016. This can be paid by cheque, payable to Hungerhill School (please include the name and form of your son/daughter on the back), cash (in a sealed envelope with the name of your son/daughter and form on the front), or online using the parental pay portal (please see the school website for the link and guidance). To help our finance department, we request that cash/cheque payments be paid to the finance office between 3rd and 7th October 2016. Payments made via the parental pay portal can be made at any time.

Once registered your son/daughter will receive their welcome pack and can begin completing activities and recording evidence. Students will receive instructions and support to enable them to get the most out of their Duke of Edinburgh experience. Parents/carers can also support their son/daughter, information to do this can be found at <http://www.dofe.info/en/content/cms/parents/> or in the welcome pack.

The expedition component involves and will take place on the following dates (detailed previously):
Saturday 18th March 2017 Expedition training day at Hungerhill School 9:00am to 16:30 (approx.). Qualifying expedition weekend - Saturday 1st April 2017 meet at 9:00am in Nottinghamshire, pick up Sunday 2nd April 2017 16:00 in Nottinghamshire. Assessed expedition - Saturday 20th May 2017 meet at 9:00am in Derbyshire, pick up Sunday 21st May 2017 16:00 in Derbyshire.

Payment for the expedition component is £122.50 and will be required by week beginning Monday 13th February 2017. There are a number of ways to pay this, please complete the attached reply slip detailing which option you would like to use. If paying by the pay portal, payments can be made as instalments at any time (from 21st October 2016). Please note that students will be encouraged to complete fundraising activities, with a proportion of funds raised going towards reducing their £122.50, a proportion toward school kit upkeep/replacement and a proportion to charity. This is dependent on your son/daughter participating in fundraising activities and a revised total will be provided prior to Monday 13th February 2016 for payment, it is requested that a final instalment be reserved for this to be calculated and deducted.



If you have any questions, require further information or need to discuss payment, please do not hesitate to contact school and leave a message with reception for Miss Cross. Alternatively email cross.a@hungerhillschool.com.

Yours sincerely

Miss A Cross, Duke of Edinburgh Co-ordinator

Reply slip to be completed and returned to Miss Cross in Lab 7 by **Wednesday 5th October 2016**

Name of student: _____

Form: _____

Please tick the option you intend to use to pay the registration fee of £25

I/we intend to pay the registration fee of £25 through the parental pay portal

Please see the school website or the link and guidance on using the system

I/we intend to pay the registration fee of £25 by cash/cheque between 3rd and 7th October 2016. (Please ask your son/daughter to take payments to the finance office before school.)

Please tick the option you intend to use to pay the expedition money, up to £122.50, fundraising dependent

I/we intend to pay the expedition money through the parental pay portal. (There is an option to pay as instalments (two amounts of £40.83 plus a third unspecified amount which will be provided following fundraising efforts have been deducted) the total of £81.66 can be paid at any time.)

Please see the school website or the link and guidance on using the system

I/we intend to pay the expedition money by cash/cheque instalments. To help our finance department it is requested that these instalments be made between the following dates:

31st October 2016 – 4th November 2016

28th November 2016 – 2nd December 2016

13th February 2017 – 16th February 2017

Cheques payable to Hungerhill School (please include the name and form of your son/daughter on the back), cash (in a sealed envelope with the name of your son/daughter and form on the front)

Parent/carer signature: _____

Date: _____