



# Alsager School

19<sup>th</sup> January 2023

Dear Parent/Carer,

## Silver Duke of Edinburgh Award 2022-23

We are delighted to welcome and enrol your son / daughter onto the Silver Duke of Edinburgh's Award (DofE). Within this enrolment letter you will find a breakdown of how the Silver award works, and the next steps in terms of enrolment and payment.

### How it works

There are three levels to the Award – Bronze, Silver and Gold. To achieve their **Silver Award**, students will need to complete four sections – **Volunteering, Physical, Skills** and the **Expedition**. Students can choose what they would like to do for the first three sections, and we will provide all the guidance and support they need, each of these sections lasts 6 – 9 months. The Expedition involves spending three days and two nights in the countryside. We provide comprehensive training beforehand to ensure everyone is fully prepared and has the best possible experience.

As stated at the information evening the Training Expedition will be on the **16<sup>th</sup> – 18<sup>th</sup> June** and the Assessed Expedition will be on the **15<sup>th</sup> – 17<sup>th</sup> September**. Unfortunately, due to our provider being fully booked before summer, we have had to book in a September date.

### Payment Schedule

The cost for the Silver award is **£324 per student** – the payment will be split across four deadlines from January 23 to May 23. All payments must be paid via ParentPay. A reminder of your child's unique ParentPay activation code can be obtained by emailing [finance@alsagerschool.org](mailto:finance@alsagerschool.org) (please state your child's name and form). Card payments can be made by telephone 01270 871100 extn 240. **PLEASE MAKE SURE YOUR PARENTPAY EMAIL ADDRESS IS CORRECT WHEN YOU LOG IN SO YOU DON'T MISS ANY IMPORTANT CORRESPONDENCE.**

Payment	Deadline	Amount	Running Total
1) Registration Fee / Welcome Pack.	<b>Friday 27<sup>th</sup> January 23</b>	£24 non-refundable	£24
2) Training Expedition Deposit	<b>Monday 27<sup>th</sup> February 23</b>	£75 non-refundable	£99
3) Training Expedition Balance	<b>Friday 24<sup>th</sup> March 23</b>	£75 see cancellation terms	£174
4) Assessed Expedition Deposit	<b>Monday 22<sup>nd</sup> May 23</b>	£75 non-refundable	£249
5) Assessed Expedition Balance	<b>Friday 25<sup>th</sup> June 23</b>	£75 see cancellation terms	£324

### Enrolment & Next Steps

To sign your son / daughter up to the DofE Silver award, **please make the initial Registration Fee / Welcome Pack payment via ParentPay and complete and sign the attached Participant Enrolment Form and return to Miss Brittain by Friday 27<sup>th</sup> January 2023.**

Alsager School, Hassall Road, Alsager, Cheshire ST7 2HR

Telephone: 01270 871 100 • Email: [admin@alsagerschool.org](mailto:admin@alsagerschool.org) • Web: [www.alsagerschool.org](http://www.alsagerschool.org)

Headteacher: Mrs A O'Neill



**The Cornovii Trust**  
CEO: Mr R Middlebrook

The Cornovii Trust is a charity and a company limited by guarantee, registered in England and Wales with company number 8597784 and having its registered office at Hassall Road, Alsager, Cheshire ST7 2HR



## Alsager School

In the event of an emergency on a trip out of school, we will access the details from Insight. Please take a moment to check that both your details and the medical information for your child are correct, this can be done via the Parent Portal link on the school website: <https://www.alsagerschool.org/parents/parent-portal/>. If they need updating, you can amend them in Insight from the general tab and then personal details. Alternatively, please email [admin@alsagerschool.org](mailto:admin@alsagerschool.org) with any changes.

**By ticking the Consent Box on ParentPay, you are agreeing to the following: -**

**I have paid the Initial payment of £24 via Parent Pay for the Welcome Pack.**

**I will make the next 3 payments by the deadlines as detailed in the payment schedule.**

**I confirm that my personal details and child's medical information on Insight are correct and up to date. If any details change before the expeditions, it is my responsibility to notify Alsager School & the DofE coordinator beforehand.**

**Consent:**

- I agree to my son / daughter taking part in the above-mentioned visit and having read the information sheet, agree to his / her participation in the activities described.
- I acknowledge the need for responsible behaviour on his/her part.
- I agree to my son / daughter receiving emergency medical treatment, including anaesthetic, as considered necessary by the medical authorities present.
- I understand the school has taken out insurance cover on each child participating on the trip.
- **I have read and understood the cancellation terms of booking as per the information on page 2 & 3.**

### **Refund and Payment Liability Information**

Please understand that your child's place is subject to good behaviour over the forthcoming year, and they will be required to adhere to the school's BfL policy. The school's management reserves the right to withdraw students from activities for disciplinary reasons and, in these circumstances, no refund will be given.

**Should you choose to withdraw your child from their DofE Award, no refunds will be available for the Registration Fee / Welcome Pack & Training Expedition Deposit. Please see the Terms of Booking – Cancellation Charges on page 3 in relation to the Expedition cancellation charges.**

**Due to the nature of the DofE Award, your child's place cannot be taken up by another student.**

**Students must complete and pay for both the Training and Assessed Expeditions to complete their DofE award and receive their DofE certificate.**

Thank you for your support. We hope that your son / daughter will enjoy the Duke of Edinburgh Award. If you have any queries or require any additional information, please do not hesitate to contact me on 01270 871100, or via email [b.brittain@alsagerschool.org](mailto:b.brittain@alsagerschool.org)

Yours faithfully,  
Miss Brittain  
DofE Co-ordinator

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## Terms of Booking – Cancellation Charges Silver DofE Award 2022-23

If you cancel your son / daughters place on the Duke of Edinburgh scheme, then you will be liable to pay the charges as below in relation to each expedition. **School must be advised in writing of your decision to withdraw by email to [finance@alsagerschool.org](mailto:finance@alsagerschool.org) no later than the dates shown below.**

The welcome pack / registration fee is non-refundable.

**PLEASE MAKE SURE YOU PUT THESE DATES IN YOUR CALENDAR & YOUR PARENTPAY EMAIL IS CORRECT.**

### Training Expedition Cancellation terms

Training Expedition (TE) payments	Due no later than	Amount	Cancellation terms
TE Deposit	27 <sup>th</sup> February 2023	£75.00	Non-refundable
TE Balance	24 <sup>th</sup> March 2023*	£75.00	A - £75 refundable in the event of withdrawing with written notice emailed to <a href="mailto:finance@alsagerschool.org">finance@alsagerschool.org</a> no later than 8 <sup>th</sup> May 2023. B – Cancelled from 9 <sup>th</sup> May 2023 onwards the TE balance is non-refundable

**\*Any student still owing the TE balance after the stated due date will be withdrawn from their DofE Award**

### Assessed Expedition Cancellation terms

Assessed Expedition (AE) payments	Due no later than	Amount	Cancellation terms
AE Deposit	22 <sup>nd</sup> May 2023*	£75.00	Non-refundable
AE Balance	25 <sup>th</sup> June 2023*	£75.00	A - £75 refundable in the event of withdrawing with written notice emailed to <a href="mailto:finance@alsagerschool.org">finance@alsagerschool.org</a> no later than 14 <sup>th</sup> July 2023. B – Cancelled from 15 <sup>th</sup> July 2023 onwards the AE balance is non-refundable

**\* Any student still owing either AE payment after their stated due date will be withdrawn from their DofE Award**

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