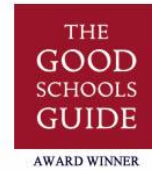




Headteacher: Mr J Grant  
Sackville School, Lewes Road, East Grinstead,  
West Sussex RH19 3TY  
Tel: 01342 410140 Fax: 01342 315544  
Email: [secretary@sackvilleschool.org.uk](mailto:secretary@sackvilleschool.org.uk)  
[www.sackville.w-sussex.sch.uk](http://www.sackville.w-sussex.sch.uk)



January 2019

Dear Parent/Carer

We are delighted to confirm that your child has successfully applied to take part in the Bronze Duke of Edinburgh Award Scheme, which is offered to students in year 10.

We feel that completing the award will be beneficial to your child not only during their time at Sackville, but will also stand them in good stead for life once they leave school. The award is designed to be progressive, fun, challenging and to offer young people opportunities they may not otherwise experience.

We ask that you please read all the information below relating to the programme as organised by the school.

As previously advised, the overall cost of entering the Duke of Edinburgh award is currently £55.00, which you may pay via the online payment system. Alternatively a cheque, made payable to Sackville School, may be sent in with the completed slip below to Mr Langford by **Friday 15<sup>th</sup> February** (when the school breaks for half term).

During the half term break the applications completed by the successful students such as your child will be sent to the DofE offices for registration to provide your child with their unique DofE number and online access. This will not be possible if payment has not been received by the date above. Please contact me at [flangford@sackvilleschool.org.uk](mailto:flangford@sackvilleschool.org.uk) if you are concerned about making this deadline or about financing the award, as many of the items needed for the expedition could be borrowed from the school.

There are 3 forms attached to this letter which must be completed and returned to Mr Langford, again by **15<sup>th</sup> February**. These cover:

- your approval for your child to take part, and details of how the £55.00 is being paid
- emergency contact details for use throughout the programme
- the participant details application form (to be completed by you and your child) that will be sent to the DofE main office for registration

Training for, and completing, the Expedition section will be through the school and will require your child's attendance on the following dates:

**8.00am Saturday 30<sup>th</sup> - 5.00pm Sunday 31<sup>st</sup> March - training weekend**

Takes place on the school grounds.

**Saturday 27<sup>th</sup> - Sunday 28<sup>th</sup> April - practice expedition**

2 days walking and overnight camping on Saturday.

**Saturday 6<sup>th</sup> - Sunday 7<sup>th</sup> July - assessed expeditions**

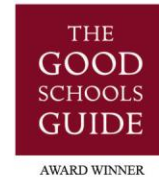
2 days walking and overnight camping on Saturday.

In order to support your child in completing the remaining sections of the programme, there will also be intermittent occasions during school terms where they will need to be in school between 3.00pm-4.30pm for sessions that will be organised with at least 1 weeks' notice.





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Finally, we are aiming to have all further contact made with participants and parents/carers online. Your child has provided an email address where you can be contacted, and all notices will also be available on the google classroom created for the Bronze DofE group 2019-2020. Your child has been invited, but should you need it the website is <https://classroom.google.com> and the code to access this class is **2vp5ey**.

*Important note: Due to the nature of the training and expedition we reserve the right to remove any students whose behaviour is not exemplary from the award.*

Yours sincerely

Mr F Langford  
**Duke of Edinburgh Award Coordinator**

✂.....

To: Mr F Langford

**Bronze Duke of Edinburgh Award Scheme**

Name of student \_\_\_\_\_ Form \_\_\_\_\_

I would like my child to be registered for the Bronze Duke of Edinburgh Award Scheme.

I have forwarded £55.00 to Sackville School via the online payment system/I enclose a cheque, made payable to Sackville School, for £55.00 (please delete as appropriate).

Parent/Carer name (please sign) \_\_\_\_\_

Parent/Carer name (please print) \_\_\_\_\_

Date \_\_\_\_\_

